



CITY COUNCIL REGULAR MEETING AGENDA March 1, 2022 at 6:30 p.m. City Hall Council Chambers 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 provide public testimony for a Public Hearing item(s), please register at https://us02web.zoom.us/webinar/register/WN_bna3q9YER5W-fr8l2wl1ww. 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 4:30 p.m. on the Monday before the meeting to be included in the Council packet.

Anyone attending in person is asked to comply with the State mandates regarding gathering in [public spaces](#). Face coverings will be available.

1. CALL TO ORDER

Pledge of Allegiance/Welcome

HONORS & RECOGNITIONS

- Police Chief Swearing-In

2. VISITORS

Public comments for item(s) on the agenda not covered under a public hearing. Please limit your comments to three minutes. Records intended for Council consideration (9 copies are required) should be given to the City Clerk by 4:30 p.m. on the Monday before the meeting for distribution to Council.

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.

- Minutes of Regular Meeting of February 15, 2022.
- (1) Motion to approve Claims Roster - None.
(2) Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for December 2021.
- Motion to approve Payroll Roster for February 15, 2022.
- Motion to authorize the City Manager to sign the updated Right-of-Way Procedure Policy.
- Motion to accept the work of Central Washington Asphalt for contract P2101-21, 2021 Citywide Asphalt Overlay, in the amount of \$1,140,777.45.

5. ORDINANCES/RESOLUTIONS

6. PUBLIC HEARINGS/MEETINGS

7. NEW BUSINESS

8. UNFINISHED BUSINESS

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

9. VISITORS

Public comments for any item(s) the public wants to bring to Council. Please limit your comments to three minutes. Records intended for Council consideration (9 copies are required) should be given to the City Clerk by 4:30 p.m. on the Monday before the meeting for distribution to Council.

10. COUNCIL COMMENTS/DISCUSSION

11. ADJOURNMENT

CITY OF KENNEWICK
CITY COUNCIL
Regular Meeting
February 15, 2022

1. CALL TO ORDER

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

City Council and Staff Present:

Mayor Pro Tem Gretl Crawford	Marie Mosley	Emily Estes-Cross	Krystal Townsend
John Trumbo (remotely)	Anthony Muai	Ken Hohenberg	
Chuck Torelli (remotely)	Christina Palmer	Chad Michael	
Jim Millbauer	Lisa Beaton	Evelyn Lusignan	
Brad Beauchamp	Cary Roe	Chris Guerrero	
Loren Anderson	Terri Wright	Bruce Mills	
Mayor Bill McKay	Dan Legard	John Cowling	

Mayor McKay led the Pledge of Allegiance.

HONORS & RECOGNITIONS

- Retirees Recognition – Ken Hohenberg (44 years) and Bruce Mills (6 years)

Mayor McKay invited Mr. Mills to the podium and presented him with a plaque recognizing his 6-years of service.

Mayor McKay thanked Chief Hohenberg for his 44-years of service. He was unable to attend in person but will be presented a plaque at the open house in his honor on February 24th.

2. VISITORS

Jeff Losey, Home Builders Association of Tri-Cities Executive Director, 10001 W. Clearwater Ave, Kennewick – Thanked Bruce Mills for his work and cooperation with the Home Builders Association.

3. APPROVAL OF AGENDA

Mayor Pro Tem Crawford moved, seconded by Mr. Anderson to approve the Agenda as presented. The motion passed. (Audio difficulties with Mr. Torelli and Mr. Trumbo – no votes recorded)

4. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of February 1, 2022.
- b. (1) Motion to approve Claims Roster for January 2022.
(2) Motion to approve to approve the Claims Roster for the Columbia Park Golf Course Account for December 2021.
- c. Motion to approve Payroll Roster for January 31, 2022.
- d. Motion to award Contract P2125-22 (2022 Bituminous Surface Treatment) to Sierra Santa Fe Corp. in the amount of \$463,426.88, plus a 10% contingency amount of \$46,342.69, for a total amount of \$509,769.57.

Mayor Pro Tem Crawford moved, seconded by Mr. Millbauer to approve the Consent Agenda. The motion unanimously.

5. ORDINANCE/RESOLUTIONS

- a. (1) Ordinance 5965: Adding KMC 14.09.080 Water Connections for Accessory Dwelling Units (ADU)
(2) Ordinance 5966: Amending 14.22.030(1) Sewer Connections for Accessory Dwelling Units (ADU) Bruce Mills, Deputy Public Works Director reported on both items.

City Clerk Wright read Ordinance No. 5965 by title.

ORDINANCE NO. 5965

AN ORDINANCE RELATING TO PUBLIC WATER SYSTEM CONNECTIONS AND ADDING NEW SECTION 14.09.080 TO THE KENNEWICK MUNICIPAL CODE

Mr. Beauchamp moved, seconded by Mayor Pro Tem Crawford to adopt Ordinance No. 5965.

Mr. Beauchamp moved, seconded by Mayor Pro Tem Crawford to amend Ordinance 5965 by striking out "if 1) the ADU is detached from the primary dwelling unit and the property cannot be further subdivided due to the size of the property and its current zoning; or 2) the ADU is attached to the primary dwelling unit regardless if the property is subdividable under current zoning; or 3) if allowed by the mutual consent of the Community Planning Director and Public Works Director." The motion passed unanimously.

Motion to adopt Ordinance No. 5965 passed unanimously.

City Clerk Wright read Ordinance No. 5966 by title.

ORDINANCE NO. 5966

AN ORDINANCE RELATING TO PUBLIC SEWER SYSTEM CONNECTIONS AND AMENDING SECTION 14.22.030 OF THE KENNEWICK MUNICIPAL CODE

Mr. Beauchamp moved, seconded by Mr. Anderson to adopt Ordinance No. 5966.

Mr. Beauchamp moved, seconded by Mayor Pro Tem Crawford to amend Ordinance No. 5966 subsection (12) by adding the word "system" after public sewer and striking out "if 1) the ADU is detached from the primary dwelling unit and the property cannot be further subdivided due to the size of the property and its current zoning; or 2) the ADU is attached to the primary dwelling unit regardless if the property is sub-dividable under current zoning; or 3) if allowed by the mutual consent of the Community Planning Director and Public Works Director." The motion passed unanimously.

Motion to adopt Ordinance No. 5966 passed unanimously.

- b. Ordinance 5971: Change of Zone (COZ) 2021-0004 from Residential, Low Density to Residential, Medium Density at 1831 W. 19th Avenue. Anthony Muai, Planning Director reported.

City Clerk Wright read Ordinance No. 5971 by title.

ORDINANCE NO. 5971

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED 1831 W. 19TH AVENUE FROM RESIDENTIAL, LOW DENSITY (RL) TO RESIDENTIAL, MEDIUM DENSITY (RM) (COZ 2021-004, JEFFREY ROBBINS)

Mr. Millbauer moved, seconded by Mr. Torelli to adopt Ordinance No. 5971. The motion passed unanimously.

- c. Ordinance 5972: Change of Zone (COZ) 2021-0006 from Commercial, Office to Residential, Low Density at 1201, 1213, and 1211 N. Irving Place. Anthony Muai, Planning Director reported.

City Clerk Wright read Ordinance No. 5972 by title.

ORDINANCE NO. 5972

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED 1201, 1213 and 1221 N. IRVING PLACE FROM COMMERCIAL, OFFICE (CO) TO RESIDENTIAL, LOW DENSITY (RL) (COZ 21-06, BRETT LOTT)

Mr. Millbauer moved, seconded by Mr. Anderson to adopt Ordinance No. 5972. The motion passed unanimously.

- d. Ordinance 5975: Change of Zone (COZ) 2021-0005 from Business Park to Commercial, Community at 10611 W. Clearwater Ave. Anthony Muai, Planning Director reported.

City Clerk Wright read Ordinance No. 5975 by title.

ORDINANCE NO. 5975

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED 10611 W. CLEARWATER AVENUE FROM BUSINESS PARK (BP) TO COMMERCIAL, COMMUNITY (CC) (COZ 2021-0005, PAUL KNUTZEN)

Mr. Anderson moved, seconded by Mr. Beauchamp to adopt Ordinance No. 5975. The motion passed unanimously.

6. PUBLIC HEARINGS/MEETINGS

- a. Resolution 22-01: Final Developer Latecomers Reimbursement Agreement for Colorado St Utilities. Bruce Mills, Deputy Public Works Director reported.

Public hearing was opened and closed at 7:30 p.m. No public testimony provided.

City Clerk Wright read Resolution No. 22-01 by title

RESOLUTION NO. 22-01

A RESOLUTION APPROVING A DEVELOPER FINAL LATECOMERS REIMBURSEMENT AGREEMENT FOR COLORADO STREET UTILITIES

Mr. Millbauer moved, seconded by Mayor Pro Tem Crawford to adopt Resolution No. 22-01. The motion passed unanimously.

- b. Resolution 22-02: Vacation of a 15' Utility Easement at 7114 W. Hildebrand Blvd. Bruce Mills, Deputy Public Works Director reported.

Public hearing was opened and closed at 7:36 p.m. No public testimony provided.

City Clerk Wright read Resolution No. 22-02 by title

RESOLUTION NO. 22-02

A RESOLUTION OF THE CITY OF KENNEWICK DECLARING SURPLUS A PORTION OF A 15.00 FOOT WIDE UTILITY EASEMENT WITHIN 7114 WEST HILDEBRAND BOULEVARD

Mr. Anderson moved, seconded by Mr. Millbauer to adopt Resolution No. 22-02. The motion passed unanimously.

7. NEW BUSINESS

- a. Regional Algal Bloom Management Plan. John Cowling, Deputy Public Works Director reported.

Mr. Millbauer moved, seconded by Mayor Pro Tem Crawford to authorize the City Manager to sign the Interlocal Agreement with Richland, Pasco and West Richland for Development of a Regional Algal Bloom Management and Response Plan. The motion passed unanimously.

8. UNFINISHED BUSINESS - None

9. VISITORS

Tina Gregory, 5208 W. 10th Ave, Kennewick – Spoke about the mask mandate and believes it needs to end.

Uby Creek, 3219 W. 19th Ave, Kennewick – Thank the Council members who joined her for lunch at Eastgate Elementary.

10. COUNCIL COMMENTS/DISCUSSION

Council members reported on their respective activities.

11. ADJOURNMENT

Meeting was adjourned at 8:31 p.m.

Terri L. Wright, CMC
City Clerk

Council Agenda Coversheet



Agenda Item Number	4.b.(2)	Council Date	03/01/2022
Agenda Item Type	General Business Item		
Subject	Toyota Center/Arena Accounts		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	<input checked="" type="checkbox"/>
Ordinance/Reso	<input type="checkbox"/>
Public Mtg / Hrg	<input type="checkbox"/>
Other	<input type="checkbox"/>
Quasi-Judicial	<input type="checkbox"/>

Recommendation

Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for December 2021.

Motion for Consideration

I move to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for December 2021 in the amount of \$939,806.37, comprised of check number 22158-22271 in the amount of \$467,929.06 and electronic transfers in the amount of \$471,877.31.

Summary

None.

Alternatives

None.

Fiscal Impact

Total \$939,806.37.

Through	Denise Winters Feb 10, 09:00:23 GMT-0800 2022
Dept Head Approval	Dan Legard Feb 16, 07:58:24 GMT-0800 2022
City Mgr Approval	Marie Mosley Feb 25, 08:55:09 GMT-0800 2022

Attachments:

Recording Required?

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22158	12/01/2021	Ads on Boards	Hockey Board Cleaning and Sealed	1006.1 · Sterling Operating Account	
11/11/21	11/11/2021		Hockey Board Cleaning and Sealed	8094 · Outside Services	-1,000.00
					-1,000.00
22159	12/01/2021	Advanced Protection Services, Inc.		1006.1 · Sterling Operating Account	
R131535	10/29/2021		Commercial Security Monitoring	8039 · Security & Fire Alarm System	-43.39
R131534	10/29/2021		Commercial Security Monitoring	8039 · Security & Fire Alarm System	-43.39
R131533	10/29/2021		Fire Cellular Communication & Commercial Fire Monitoring	8039 · Security & Fire Alarm System	-73.79
R131532	10/29/2021		Commercial Ammonia Monitoring	8039 · Security & Fire Alarm System	-68.36
R131531	10/29/2021		Commercial Fire Monitoring	8039 · Security & Fire Alarm System	-46.64
14473	11/03/2021		PO 3499 TC Outdoor Security System	8026 · Capital Improvements	-22,025.14
					-22,300.71
22160	12/01/2021	Amerigas	0910002962	1006.1 · Sterling Operating Account	
2105797	10/15/2021		Propane	8033 · Propane	-228.05
					-228.05
22161	12/01/2021	Apollo Inc		1006.1 · Sterling Operating Account	
940037194	10/04/2021		HVAC Maintenance Contract	8038 · Repairs & Maintenance-HVAC	-1,902.67
940037867	11/01/2021		HVAC Maintenance Contract - November 2021	8041 · Repairs & Maintenance-Building	-1,902.67
					-3,805.34
22162	12/01/2021	Backstage Electric, Inc.		1006.1 · Sterling Operating Account	
2219	11/06/2021		Labor for Jeff Dunham	5073 · Reimbursed Outside Services	-4,472.00
2222	11/14/2021		Labor for Banda MS	5073 · Reimbursed Outside Services	-8,297.00
					-12,769.00
22163	12/01/2021	Batteries Plus		1006.1 · Sterling Operating Account	
P44386834	10/06/2021		PO 3534 Ipad Screen Digitizer	8098.1 · Supplies & Equipment-F&B	-151.63
P44386623	10/06/2021		PO 3534 Ipad LCD Assembly	8098.1 · Supplies & Equipment-F&B	-216.60
P45108417	10/26/2021		PO 3596 Warming Bulbs for Display Case	8098.1 · Supplies & Equipment-F&B	-52.04
					-420.27
22164	12/01/2021	Becker Arena Products, Inc	PO 3445 Goal Frames and Nets	1006.1 · Sterling Operating Account	
601897	08/18/2021		PO 3445 Goal Frames and Nets	8098 · Supplies & Equipment	-3,839.73
					-3,839.73
22165	12/01/2021	Benton PUD		1006.1 · Sterling Operating Account	
9/8-10/8/21	10/13/2021		LGS 9/8-10/8/21	8036.3 · Electricity	-24,209.44
10/8-11/8/21	11/12/2021		Small Gen Svc - Sign 10/8-11/8/21	8036.3 · Electricity	-347.62
10/8-11/8/21	11/12/2021		LGS 10/8-11/8/21	8036.3 · Electricity	-21,577.25
					-46,134.31
22166	12/01/2021	Brashear Electric, Inc.		1006.1 · Sterling Operating Account	
36787	10/12/2021		Stage Set Up For Skillet	8065 · Contracted Labor	-895.95
36958	11/09/2021		Stage Set Up For Jeff Dunham	8065 · Contracted Labor	-895.95
					-1,791.90
22167	12/01/2021	Brian Lambert	Refund for 2 Rain 2020 Tickets	1006.1 · Sterling Operating Account	
Rain 2020	11/30/2021		Refund for 2 Rain 2020 Tickets	3601 · Unearned Revenue-Ticket Sales	-134.00
					-134.00
22168	12/01/2021	Builders' Hardware & Supply Co.	PO 3621 Building Keys	1006.1 · Sterling Operating Account	
S3819027.001	10/26/2021		PO 3621 Building Keys	8042 · Repairs & Maintenance-Equipment	-110.77
					-110.77
22169	12/01/2021	Cascade Natural Gas - COL	General Commercial Service 10/9/21-11/5/21	1006.1 · Sterling Operating Account	
10/9-11/5/21	11/09/2021		General Commercial Service 10/9/21-11/5/21	8036.2 · Natural Gas	-2,447.19
					-2,447.19
22170	12/01/2021	Cascade Natural Gas - ICE		1006.1 · Sterling Operating Account	
9/10/21-10/8/21	10/19/2021		General Commercial Services 9/10/21-10/8/21	8036.2 · Natural Gas	-618.47
10/9-11/5/21	11/09/2021		General Commercial Service 10/9/21-11/5/21	8036.2 · Natural Gas	-1,608.02
					-2,226.49

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22171	12/01/2021	Cherry Creek Radio	PO 3495 Radio Ads for Foreigner	1006.1 - Sterling Operating Account	
IN-A-1210921507	09/30/2021		PO 3495 Radio Ads for Foreigner	1633.52 - Foreigner	-535.50
					-535.50
22172	12/01/2021	City of Kennewick-MISC		1006.1 - Sterling Operating Account	
14898	10/22/2021		Security Services September 2021	8065 - Contracted Labor	-1,628.00
14913	10/29/2021		Property Insurance 9/1/21-8/31-22	1610 - Prepaid Insurance	-33,372.29
					-35,000.29
22173	12/01/2021	Coca-Cola		1006.1 - Sterling Operating Account	
1286379	09/21/2021		Beverage Order 9/21/21	1400.1 - Inventory-Food	-138.00
104366	10/06/2021		Beverage Order 10/6/21	1400.1 - Inventory-Food	-1,248.00
104958	10/21/2021		Beverage Order 10/21/21	1400.1 - Inventory-Food	-1,173.00
105237	10/27/2021		Beverage Order 10/27/21	1400.1 - Inventory-Food	-192.00
105440	11/03/2021		Beverage Order 11/03/21	1400.1 - Inventory-Food	-593.50
105545	11/09/2021		Beverage Order 11/09/21	1400.1 - Inventory-Food	-5,756.00
					-9,100.50
22174	12/01/2021	Columbia Basin Pizza Hut Inc.		1006.1 - Sterling Operating Account	
0096042820039	10/09/2021		Pizza for Concessions 10/9/21	1400.1 - Inventory-Food	-59.18
0096042820038	10/09/2021		Pizza for Concessions 10/9/21	1400.1 - Inventory-Food	-102.62
009604	10/15/2021		Pizza for Concessions 10/15/21	1400.1 - Inventory-Food	-59.18
0026	10/22/2021		Pizza for Concessions 10/22/21	1400.1 - Inventory-Food	-104.79
INV-00052896	10/22/2021		Pizza for Concessions	1400.1 - Inventory-Food	-165.05
009604296001	10/23/2021		Pizza for Concessions 10/23/21	1400.1 - Inventory-Food	-102.62
0096042950027	10/23/2021		Pizza for Concessions 10/23/21	1400.1 - Inventory-Food	-60.26
0096042960002	10/23/2021		Ams vs Spokane 10/23/21	1400.1 - Inventory-Food	-59.18
INV-00052897	10/23/2021		Pizza for Concessions	1400.1 - Inventory-Food	-161.80
0096040003	10/30/2021		Ams vs Seattle 10/30/21	1400.1 - Inventory-Food	-102.62
009643030004	10/30/2021		Ams vs Seattle 10/30/21	1400.1 - Inventory-Food	-37.46
INV-00053491	10/30/2021		Pizza for Concessions	1400.1 - Inventory-Food	-140.08
0096043090002	11/05/2021		Pizza for Concessions 11/05/21	1400.1 - Inventory-Food	-60.26
0096043090001	11/05/2021		Pizza for Concessions 11/5/21	1400.1 - Inventory-Food	-103.70
					-1,318.80
22175	12/01/2021	Columbia Safety LLC	EMT Services October 2021	1006.1 - Sterling Operating Account	
KS2021-666	11/03/2021		EMT Services October 2021	8065 - Contracted Labor	-2,651.00
					-2,651.00
22176	12/01/2021	Concessions Supply		1006.1 - Sterling Operating Account	
86102	10/06/2021		Food Order 10/6/21	1400.1 - Inventory-Food	-101.05
86345	11/09/2021		Food Order 11/9/21	1400.1 - Inventory-Food	-438.04
					-539.09
22177	12/01/2021	Cougar Digital Marketing & Design LLC	Monthly Website Maintenance Plan	1006.1 - Sterling Operating Account	
8582	10/01/2021		Monthly Website Maintenance Plan	8003 - Non-Event Advertising	-149.00
					-149.00
22178	12/01/2021	Culligan	230326	1006.1 - Sterling Operating Account	
113787	10/18/2021		Cold Cooler Service	8098 - Supplies & Equipment	-209.06
114972	11/02/2021		Bottle Water	8098 - Supplies & Equipment	-41.54
115228	11/17/2021		Bottle Water	8098 - Supplies & Equipment	-65.16
					-315.76
22179	12/01/2021	Devfuzion	Timeclock Device	1006.1 - Sterling Operating Account	
18385	11/18/2021		Timeclock Device	8090 - Services & Operations	-104.25
					-104.25
22180	12/01/2021	Ferrell Gas		1006.1 - Sterling Operating Account	
1116808445	09/15/2021		Propane Service	8033 - Propane	-730.27
2016117627	09/15/2021		Propane Service	8033 - Propane	-869.22
1116996661	10/05/2021		Propane Service	8033 - Propane	-544.03
1117191868	10/26/2021		Propane Service	8033 - Propane	-692.21
1117468397	11/23/2021		Propane Service	8033 - Propane	-649.77
					-3,485.50

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22181	12/01/2021	Filta		1006.1 · Sterling Operating Account	
448-007582	10/07/2021		Fryer Service	8094FB · Outside Services - Food & Bev	-179.20
448-007642	10/20/2021		Fryer Service	8094FB · Outside Services - Food & Bev	-71.68
					<u>-250.88</u>
22182	12/01/2021	Holiday Inn Express & Suites		1006.1 · Sterling Operating Account	
24245	10/01/2021		Room Rental for Connie Issel: Pitbull	5073 · Reimbursed Outside Services	-222.78
24483	11/16/2021		Room Rental for Mike Reiner: Banda MS	5073 · Reimbursed Outside Services	-222.78
24482	11/16/2021		Room Rental for Brian Issel: Banda MS	5073 · Reimbursed Outside Services	-222.78
24484	11/16/2021		Room Rental for Micah Marino: Banda MS	5073 · Reimbursed Outside Services	-222.78
					<u>-891.12</u>
22183	12/01/2021	Ideal Tarp, Inc.	Curtain Repairs	1006.1 · Sterling Operating Account	
7938	10/27/2021		Curtain Repairs	8075 · Outside Services	-3,969.00
					<u>-3,969.00</u>
22184	12/01/2021	Joseph Quigley	Reimb for Lunch with Village Lighting	1006.1 · Sterling Operating Account	
Reimb 11/14/21	11/14/2021		Reimb for Lunch with Village Lighting	5007 · Reimbursed Expenses	-84.86
					<u>-84.86</u>
22185	12/01/2021	KEPR-TV	PO 3549 TV Ads for Pitbull	1006.1 · Sterling Operating Account	
R1668861-1	09/30/2021		PO 3549 TV Ads for Pitbull	1633.15 · Pitbull	-1,385.50
					<u>-1,385.50</u>
22186	12/01/2021	KIMA-TV - KEPR-TV		1006.1 · Sterling Operating Account	
R1672872-1	09/30/2021		PO 3552 TV Ads for Cats	1633.13 · Cats - BWay	-229.50
W1668883	09/30/2021		PO 3549 TV Ads for Pitbull	1633.15 · Pitbull	-102.00
					<u>-331.50</u>
22187	12/01/2021	KVEW42 - KAPP35		1006.1 · Sterling Operating Account	
242275-1	08/31/2021		PO 3470 TV Ads for PBR	1633.53 · PBR 2021	-2,613.75
243552-1	10/31/2021		PO 3553 TV Ads for Cats	1633.13 · Cats - BWay	-2,550.00
					<u>-5,163.75</u>
22188	12/01/2021	Lee Klejeski	VOID: Ticket Refund for Cats	1006.1 · Sterling Operating Account	
					0.00
22189	12/01/2021	Lowe's Commercial Services		1006.1 · Sterling Operating Account	
16157	09/29/2021		PO 3586 Mini Fridges & Zip Ties	8098 · Supplies & Equipment	-673.79
16016	10/05/2021		PO 3597 Paint Roller Frames & Rollers	8098 · Supplies & Equipment	-16.47
16156	10/06/2021		PO 3597 Metal Snap Hooks & Wood	8098 · Supplies & Equipment	-8.30
16274	10/07/2021		PO 3597 Stud Finder	8098 · Supplies & Equipment	-36.10
16310	10/07/2021		PO 3597 Toggler & Washers	8098 · Supplies & Equipment	-17.51
25691	10/12/2021		PO 3597 Nylon Rope	8098 · Supplies & Equipment	-59.30
16007	10/26/2021		PO 3597 WD40 & Paint Brushes	8098 · Supplies & Equipment	-27.39
16537	10/29/2021		PO 3625 Wood for Cats	8098 · Supplies & Equipment	-225.73
16229	11/03/2021		PO 3597 Spray Foam Insulation	8098 · Supplies & Equipment	-16.64
16337	11/10/2021		PO 3597 Drill Bit	8098 · Supplies & Equipment	-12.34
					<u>-1,093.57</u>
22190	12/01/2021	Mount's Lock, Key & Engraving, Inc.	Cover Plates, Cylinder, Exit Device, Swapped Key pads	1006.1 · Sterling Operating Account	
252151	10/29/2021		Fix 5 Concession Stand Doors	8041 · Repairs & Maintenance-Building	-1,295.68
			Fix Door at Main 2	8041FB · Repr & Maint Bldg, Food & Bev	-1,120.67
					<u>-2,416.35</u>
22191	12/01/2021	NOVAtime	VOID: Incorrect amount	1006.1 · Sterling Operating Account	
					0.00
22192	12/01/2021	Oxarc		1006.1 · Sterling Operating Account	
31380134	10/15/2021		CO2 - 50 lb With Siphon Tube	5073 · Reimbursed Outside Services	-29.87
31386336	10/25/2021		CO2 - 50 lb With Siphon Tube	5073 · Reimbursed Outside Services	-219.07
31392835	10/31/2021		Cylinder Rental	5073 · Reimbursed Outside Services	-1,221.55
61030921	10/31/2021		Cylinder Rental	5073 · Reimbursed Outside Services	-611.96
31394432	10/31/2021		Service Charges Based on Past Due Balance	5073 · Reimbursed Outside Services	-82.49
					<u>-2,164.94</u>

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22193	12/01/2021	Performance Digital	PO 3468 George Thorogood Impressions	1006.1 · Sterling Operating Account	
3440	11/18/2021		PO 3468 George Thorogood Impressions	1633.54 · George Thorogood	-236.20
					-236.20
22194	12/01/2021	Price Chopper Wristbands	PO 3628 Wristbands	1006.1 · Sterling Operating Account	
249757	11/12/2021		PO 3628 Wristbands	8178 · Event Supplies	-64.12
					-64.12
22195	12/01/2021	Roto-Rooter		1006.1 · Sterling Operating Account	
26881360	10/06/2021		Repairs and Materials at TC	8041 · Repairs & Maintenance-Building	-2,866.50
27324491	10/26/2021		Repairs and Materials for TA Rink B	8041 · Repairs & Maintenance-Building	-357.29
					-3,223.79
22196	12/01/2021	Spectrum Enterprise	Phone and Internet 10/26-11/25/21	1006.1 · Sterling Operating Account	
0883924102621	10/26/2021		Internet 10/26-11/25/21	8034.3 · Internet	-1,806.25
			Phone 10/26-11/25/21	8034.1 · Telephone	-810.59
					-2,616.84
22197	12/01/2021	Stephens Media Group/Tri Cities		1006.1 · Sterling Operating Account	
IN-121095822	09/30/2021		PO 3473 Radio Ads for PBR	1633.53 · PBR 2021	-2,383.40
IN-121095823	09/30/2021		PO 3473 Radio Ads for PBR	1633.53 · PBR 2021	-2,488.80
IN-121095824	09/30/2021		PO 3473 Radio Ads for PBR	1633.53 · PBR 2021	-1,193.40
MC-121095775	09/30/2021		PO 3546 Radio Ads for Foreigner	1633.52 · Foreigner	-856.80
					-6,922.40
22198	12/01/2021	Stephens Media Yakima	Radio Ads for Foreigner	1006.1 · Sterling Operating Account	
IN-121096218	09/26/2021		Radio Ads for Foreigner	1633.52 · Foreigner	-535.50
					-535.50
22199	12/01/2021	Strong Lighting	Lighting	1006.1 · Sterling Operating Account	
21206	11/05/2021		Lighting	8083 · Event Expenses-Other	-2,290.03
					-2,290.03
22200	12/01/2021	United Rentals		1006.1 · Sterling Operating Account	
199801233-001	11/03/2021		64' Boom Rental for Cats	5073 · Reimbursed Outside Services	-299.02
199780658-001	11/03/2021		Forklift Rental for Cats	5073 · Reimbursed Outside Services	-279.48
					-578.50
22201	12/01/2021	Virginia Freeman	VOID: Ticket Refund for Cats	1006.1 · Sterling Operating Account	
					0.00
22202	12/01/2021	Vistar Corporation		1006.1 · Sterling Operating Account	
62154782	10/06/2021		Food Order 10/6/21	1400.1 · Inventory-Food	-352.86
204479 IT	10/06/2021		Interest on Late Payments	1400.1 · Inventory-Food	-21.92
62313719	10/20/2021		Food Order 10/20/21	1400.1 · Inventory-Food	-424.46
					-799.24
22203	12/01/2021	Waste Management of Kennewick	360-0005326-1819-6	1006.1 · Sterling Operating Account	
0539962-2947-1	10/01/2021		Medical Waste September 2021	8036.1 · Garbage Service	-160.77
2667787-1819-4	11/01/2021		Garbage Service 10/1/21-10/31/21	8036.1 · Garbage Service	-86.52
2667604-1819-1	11/01/2021		Garbage Service 10/1/21-10/31/21	8036.1 · Garbage Service	-173.04
					-420.33
22204	12/01/2021	Weaver Exterminating Service, Inc.		1006.1 · Sterling Operating Account	
586860	11/16/2021		Monthly Rodent and Pest Control for TA	8094 · Outside Services	-127.06
286862	11/16/2021		Monthly Rodent and Pest Control	8094 · Outside Services	-255.21
					-382.27
22205	12/02/2021	Lee Klejeski	Ticket Refund for Cats	1006.1 · Sterling Operating Account	
Refund for Cats	11/17/2021		Ticket Refund for Cats	3601 · Unearned Revenue-Ticket Sales	-94.00
					-94.00
22206	12/02/2021	NOVAtime	Return Shipping Label for Replacement Timeclock	1006.1 · Sterling Operating Account	
SI-109922	11/16/2021		Return Shipping Label for Replacement Timeclock	6561 · Payroll Service Fees	-18.92
					-18.92

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22207	12/02/2021	Virginia Freeman	Ticket Refund for Cats	1006.1 · Sterling Operating Account	
Refund for Cats	11/17/2021		Ticket Refund for Cats	3601 · Unearned Revenue-Ticket Sales	-121.00
					<u>-121.00</u>
22208	12/07/2021	Baskin Robbins		1006.1 · Sterling Operating Account	
Ams vs Vancouver	11/26/2021		Third Party Sales for Ams vs Vancouver	5300.7 · Sales-Third Party	-567.96
Ams vs Victoria	12/01/2021		Third Party Sales for Ams vs Victoria	5300.7 · Sales-Third Party	-241.44
Ams vs Prince George	12/04/2021		Third Party Sales for Ams vs Prince George	5300.7 · Sales-Third Party	-545.30
					<u>-1,354.70</u>
22209	12/07/2021	Bayou		1006.1 · Sterling Operating Account	
Ams vs Vancouver	11/26/2021		Third Party Sales for Ams vs Vancouver	5300.7 · Sales-Third Party	-370.49
Ams vs Victoria	12/01/2021		Third Party Sales for Ams vs Victoria	5300.7 · Sales-Third Party	-269.94
Ams vs Prince George	12/04/2021		Third Party Sales for Ams vs Prince George	5300.7 · Sales-Third Party	-512.82
					<u>-1,153.25</u>
22210	12/07/2021	Chapala Express Stand		1006.1 · Sterling Operating Account	
Ams vs Vancouver	11/26/2021		Third Party Sales for Ams vs Vancouver	5300.7 · Sales-Third Party	-487.60
Ams vs Prince George	12/04/2021		Third Party Sales for Ams vs Prince George	5300.7 · Sales-Third Party	-778.49
					<u>-1,266.09</u>
22211	12/07/2021	Columbia Treats		1006.1 · Sterling Operating Account	
Ams vs Vancouver	11/26/2021		Third Party Sales for Ams vs Vancouver	5300.7 · Sales-Third Party	-351.34
Ams vs Victoria	12/01/2021		Third Party Sales for Ams vs Victoria	5300.7 · Sales-Third Party	-100.55
Ams vs Prince George	12/04/2021		Third Party Sales for Ams vs Prince George	5300.7 · Sales-Third Party	-398.02
					<u>-849.91</u>
22212	12/07/2021	Doggie Style Gourmet		1006.1 · Sterling Operating Account	
Ams vs Vancouver	11/26/2021		Third Party Sales for Ams vs Vancouver	5300.7 · Sales-Third Party	-475.47
Ams vs Victoria	12/01/2021		Third Party Sales for Ams vs Victoria	5300.7 · Sales-Third Party	-223.76
Ams vs Prince George	12/04/2021		Third Party Sales for Ams vs Prince George	5300.7 · Sales-Third Party	-509.39
					<u>-1,208.62</u>
22213	12/07/2021	KC Brand		1006.1 · Sterling Operating Account	
Ams vs Vancouver	11/26/2021		Third Party Sales for Ams vs Vancouver	5300.7 · Sales-Third Party	-619.89
Ams vs Victoria	12/01/2021		Third Party Sales for Ams vs Victoria	5300.7 · Sales-Third Party	-325.75
Ams vs Prince George	12/04/2021		Third Party Sales for Ams vs Prince George	5300.7 · Sales-Third Party	-713.48
					<u>-1,659.12</u>
22214	12/09/2021	Tri City Americans		1006.1 · Sterling Operating Account	
Red Lion 9/17-9/19	09/19/2021	!AMS - Red Lion Tourney	Red Lion Tourney 9/17-9/19/21	3601 · Unearned Revenue-Ticket Sales	-4,225.42
		!AMS - Red Lion Tourney	Concession Share, Red Lion Tourney 9/17-9/19/21	8069.1 · Concessions Share - Team	-171.38
9/25 Ams vs Spokane	09/25/2021	!AMS - Tri-City Americans Games	Ams vs Spokane 9/25/21	3601 · Unearned Revenue-Ticket Sales	-1,530.01
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Spokane 9/25/21	8069.1 · Concessions Share - Team	-296.41
10/1 Ams v Portland	10/01/2021	!AMS - Tri-City Americans Games	Ams vs Portland 10/1/21	3601 · Unearned Revenue-Ticket Sales	-9,092.48
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Portland 10/1/21	5004.10 · Team Share-Suite Revenue	-1,198.75
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Portland 10/1/21	8069.1 · Concessions Share - Team	-1,725.57
10/9 Ams vs Spokane	10/09/2021	!AMS - Tri-City Americans Games	Ams vs Spokane 10/9/21	3601 · Unearned Revenue-Ticket Sales	-11,305.62
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Spokane 10/9/21	5004.10 · Team Share-Suite Revenue	-1,249.78
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Spokane 10/9/21	8069.1 · Concessions Share - Team	-1,566.30
10/15 Ams vs Spokane	10/15/2021	!AMS - Tri-City Americans Games	Ams vs Spokane 10/15/21	3601 · Unearned Revenue-Ticket Sales	-6,352.78
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Spokane 10/15/21	5004.10 · Team Share-Suite Revenue	-1,045.12
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Spokane 10/15/21	8069.1 · Concessions Share - Team	-1,085.25
10/22 Ams v Seattle	10/22/2021	!AMS - Tri-City Americans Games	Ams vs Seattle 10/22/21	3601 · Unearned Revenue-Ticket Sales	-3,191.60
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Seattle 10/22/21	5004.10 · Team Share-Suite Revenue	-758.12
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Seattle 10/22/21	8069.1 · Concessions Share - Team	-460.88
10/23 Ams v Spokane	10/23/2021	!AMS - Tri-City Americans Games	Ams vs Spokane 10/23/21	3601 · Unearned Revenue-Ticket Sales	-7,911.86
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Spokane 10/23/21	5004.10 · Team Share-Suite Revenue	-1,118.22
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Spokane 10/23/21	8069.1 · Concessions Share - Team	-1,096.27
10/30 Ams v Seattle	10/30/2021	!AMS - Tri-City Americans Games	Ams vs Seattle 10/30/21	3601 · Unearned Revenue-Ticket Sales	-4,583.64
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Seattle 10/30/21	5004.10 · Team Share-Suite Revenue	-921.65
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Seattle 10/30/21	8069.1 · Concessions Share - Team	-914.95
11/5 Ams v Seattle	11/05/2021	!AMS - Tri-City Americans Games	Ams vs Seattle 11/5/21	3601 · Unearned Revenue-Ticket Sales	-5,042.19
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Seattle 11/5/21	5004.10 · Team Share-Suite Revenue	-1,018.51
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Seattle 11/5/21	8069.1 · Concessions Share - Team	-1,003.96
11/13 Ams v Portland	11/13/2021	!AMS - Tri-City Americans Games	Ams vs Portland 11/13/21	3601 · Unearned Revenue-Ticket Sales	-10,199.21
		!AMS - Tri-City Americans Games	Suite Share, Ams vs Portland 11/13/21	5004.10 · Team Share-Suite Revenue	-1,270.93
		!AMS - Tri-City Americans Games	Conc Share, Ams vs Portland 11/13/21	8069.1 · Concessions Share - Team	-1,335.09
					<u>-81,671.95</u>

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22215	12/10/2021	Tri City Americans		1006.1 · Sterling Operating Account	
7771152021	10/01/2021		Toyota Naming Rights Sponsorship Agreement	5012.10 · Naming Rights-Team Share	-8,333.33
7771152021b	11/01/2021		Toyota Naming Rights Sponsorship Agreement	5012.10 · Naming Rights-Team Share	-8,333.33
77712032021	12/03/2021		Toyota Naming Rights 2021 Amendment	5012.10 · Naming Rights-Team Share	-10,000.00
					<u>-26,666.66</u>
22216	12/13/2021	Vistar Corporation		1006.1 · Sterling Operating Account	
62555208	11/10/2021		Food Order 11/10/21	1400.1 · Inventory-Food	-843.68
62699988	11/23/2021		Food Order 11/23/21	1400.1 · Inventory-Food	-1,109.75
					<u>-1,953.43</u>
22217	12/15/2021	Baskin Robbins		1006.1 · Sterling Operating Account	
Ams vs Everett	12/10/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-473.48
Ams vs Everett	12/11/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-300.55
Ams vs Seattle	12/14/2021		Third Party Sales for Ams vs Seattle	5300.7 · Sales-Third Party	-311.41
					<u>-1,085.44</u>
22218	12/15/2021	Chapala Express Stand		1006.1 · Sterling Operating Account	
Ams vs Everett	12/10/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-564.50
Ams vs Everett	12/11/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-660.13
Ams vs Seattle	12/14/2021		Third Party Sales for Ams vs Seattle	5300.7 · Sales-Third Party	-484.43
					<u>-1,709.06</u>
22219	12/15/2021	Coffee Crush		1006.1 · Sterling Operating Account	
Ams vs Everett	12/10/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-257.46
Ams vs Everett	12/11/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-209.94
Ams vs Seattle	12/14/2021		Third Party Sales for Ams vs Seattle	5300.7 · Sales-Third Party	-192.07
					<u>-659.47</u>
22220	12/15/2021	Columbia Treats		1006.1 · Sterling Operating Account	
Ams vs Everett	12/10/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-324.40
Ams vs Everett	12/11/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-250.18
Ams vs Seattle	12/14/2021		Third Party Sales for Ams vs Seattle	5300.7 · Sales-Third Party	-161.60
					<u>-736.18</u>
22221	12/15/2021	Doggie Style Gourmet		1006.1 · Sterling Operating Account	
Ams vs Everett	12/10/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-538.18
Ams vs Everett	12/11/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-493.92
Ams vs Seattle	12/14/2021		Third Party Sales for Ams vs Seattle	5300.7 · Sales-Third Party	-402.46
					<u>-1,434.56</u>
22222	12/15/2021	Ford Audio Service	Audio Services for Jo Koy	1006.1 · Sterling Operating Account	
Jo Koy R1	12/16/2021		Audio Services for Jo Koy	5073 · Reimbursed Outside Services	-7,776.66
					<u>-7,776.66</u>
22223	12/15/2021	KC Brand		1006.1 · Sterling Operating Account	
Ams vs Everett	12/10/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-613.81
Ams vs Everett	12/11/2021		Third Party Sales for Ams vs Everett	5300.7 · Sales-Third Party	-539.06
Ams vs Seattle	12/14/2021		Third Party Sales for Ams vs Seattle	5300.7 · Sales-Third Party	-336.08
					<u>-1,488.95</u>
22224	12/15/2021	Overholt, Ryan	Runner for Jo Koy	1006.1 · Sterling Operating Account	
21-1216	12/16/2021		Runner for Jo Koy	5073 · Reimbursed Outside Services	-250.00
					<u>-250.00</u>
22225	12/15/2021	Rocky Mountain Rigging	Rigging for Jo Koy	1006.1 · Sterling Operating Account	
Jo Koy	12/16/2021		Rigging for Jo Koy	5073 · Reimbursed Outside Services	-6,076.40
					<u>-6,076.40</u>
22226	12/15/2021	US Foods		1006.1 · Sterling Operating Account	
323752	11/11/2021		Food Order 11/11/21	1400.1 · Inventory-Food	-1,506.38
330629	11/18/2021		Food Order 11/18/21	1400.1 · Inventory-Food	-2,871.82
334868	11/23/2021		Plastic Shot Glasses	8098.1 · Supplies & Equipment-F&B	-181.59
334866	11/23/2021		PO 3662 Kitchen Supplies	8098.1 · Supplies & Equipment-F&B	-1,551.39
930688	11/27/2021		Food Order 11/27/21	1400.1 · Inventory-Food	-35.88
339971	11/30/2021		Food Order 11/30/21	1400.1 · Inventory-Food	-1,365.84
					<u>-7,512.90</u>

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22227	12/15/2021	Vistar Corporation	Food Order 11/25/21	1006.1 · Sterling Operating Account	
62577375	11/25/2021		Food Order 11/25/21	1400.1 · Inventory-Food	-383.93
					-383.93
22228	12/16/2021	AMPD Lighting and Audio Visual	Lighting for Jo Koy	1006.1 · Sterling Operating Account	
INV-02682	12/16/2021		Lighting for Jo Koy	8065 · Contracted Labor	-13,702.42
					-13,702.42
22229	12/23/2021	Adamson, Janine		1006.1 · Sterling Operating Account	
LTS November 2021	11/30/2021		LTS - November 2021	8065 · Contracted Labor	-80.00
LTS December 2021	12/31/2021		LTS December 2021	8065 · Contracted Labor	-40.00
					-120.00
22230	12/23/2021	Advanced Protection Services, Inc.		1006.1 · Sterling Operating Account	
P79723	11/01/2021		Annual Fire Alarm Inspection	8039 · Security & Fire Alarm System	-508.93
R132103	11/30/2021		Commercial Fire Monitoring December 2021	8039 · Security & Fire Alarm System	-46.64
R132104	11/30/2021		Commercial Ammonia Monitoring December 2021	8039 · Security & Fire Alarm System	-68.36
R132105	11/30/2021		Commercial Security Monitoring December 2021	8039 · Security & Fire Alarm System	-73.79
\$132106	11/30/2021		Commercial Security Monitoring December 2021	8039 · Security & Fire Alarm System	-43.39
R132107	11/30/2021		Commercial Security Monitoring December 2021	8039 · Security & Fire Alarm System	-43.39
					-784.50
22231	12/23/2021	Backstage Electric, Inc.	Labor for Trevor Noah	1006.1 · Sterling Operating Account	
2228	11/28/2021		Labor for Trevor Noah	5073 · Reimbursed Outside Services	-6,794.00
					-6,794.00
22232	12/23/2021	Becker Arena Products, Inc	PO 3533 Replacement Glass	1006.1 · Sterling Operating Account	
602476	11/01/2021		PO 3533 Replacement Glass	8098 · Supplies & Equipment	-2,449.75
					-2,449.75
22233	12/23/2021	Berry, Timothy		1006.1 · Sterling Operating Account	
LTS November 2021	11/30/2021		LTS - November 2021	8065 · Contracted Labor	-105.00
LTS December 2021	12/31/2021		LTS December 2021	8065 · Contracted Labor	-75.00
					-180.00
22234	12/23/2021	Bond, Craig		1006.1 · Sterling Operating Account	
LTS November	11/30/2021		LTS - November 2021	8065 · Contracted Labor	-500.00
LTS December	12/31/2021		LTS - December 2021	8065 · Contracted Labor	-350.00
					-850.00
22235	12/23/2021	Bond, Jennifer	LTS November 2021	1006.1 · Sterling Operating Account	
LTS November 2021	11/30/2021		LTS November 2021	8065 · Contracted Labor	-360.00
					-360.00
22236	12/23/2021	Brashear Electric, Inc.		1006.1 · Sterling Operating Account	
37074	12/02/2021		Stage Set Up for Trevor Noah	8065 · Contracted Labor	-895.95
37075	12/02/2021		Stage Set Up for Banda MS	8065 · Contracted Labor	-895.95
					-1,791.90
22237	12/23/2021	Canon Solutions America (Oce)	BHA806	1006.1 · Sterling Operating Account	
4038173532	12/01/2021		Copier Maintenance - QHM07777	8007 · Printing & Copiers	-30.79
					-30.79
22238	12/23/2021	Cherry Creek Radio	Radio Ads for George Thorogood	1006.1 · Sterling Operating Account	
IN-A-1211121784	11/30/2021		Radio Ads for George Thorogood	1633.54 · George Thorogood	-28.47
					-28.47
22239	12/23/2021	Coca-Cola		1006.1 · Sterling Operating Account	
1294876	11/12/2021		Beverage Order 11/12/21	1400.1 · Inventory-Food	-165.00
106205	12/02/2021		Beverage Order 12/2/21	1400.1 · Inventory-Food	-4,518.00
					-4,683.00

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22240	12/23/2021	Columbia Basin Pizza Hut Inc.		1006.1 · Sterling Operating Account	
INV-00054083	11/05/2021		Pizza for Concessions	1400.1 · Inventory-Food	-179.70
0096043170002	11/13/2021		Pizza for Concessions 11/13/21	1400.1 · Inventory-Food	-114.56
0096043170003	11/13/2021		Pizza for Concessions 11/13/21	1400.1 · Inventory-Food	-70.04
0096043180001	11/14/2021		Food for Concessions 11/14/21	1400.1 · Inventory-Food	-126.51
0096043300117	11/26/2021		Pizza for Concessions	1400.1 · Inventory-Food	-59.18
0096043350019	12/01/2021		Pizza for Concessions	1400.1 · Inventory-Food	-64.61
0096043350018	12/01/2021		Pizza for Concessions	1400.1 · Inventory-Food	-102.62
0096043380001	12/04/2021		Pizza for Concessions	1400.1 · Inventory-Food	-103.00
0096043380002	12/04/2021		Pizza for Concessions	1400.1 · Inventory-Food	-70.60
					<u>-890.82</u>
22241	12/23/2021	Concessions Supply	Food Order 12/1/21	1006.1 · Sterling Operating Account	
86453	12/01/2021		Food Order 12/1/21	1400.1 · Inventory-Food	-73.83
					<u>-73.83</u>
22242	12/23/2021	Cougar Digital Marketing & Design LLC		1006.1 · Sterling Operating Account	
8727	11/01/2021		Monthly Website Maintenance November 2021	8003 · Non-Event Advertising	-149.00
8878	12/01/2021		Monthly Website Maintenance December 2021	8003 · Non-Event Advertising	-149.00
					<u>-298.00</u>
22243	12/23/2021	Enterprise Rent A Car	Rental for Jo Koy 12/16/21	1006.1 · Sterling Operating Account	
800046715222	12/17/2021		Rental for Jo Koy 12/16/21	5073 · Reimbursed Outside Services	-325.41
					<u>-325.41</u>
22244	12/23/2021	EZ Facility		1006.1 · Sterling Operating Account	
INV000720	11/22/2021		Arena Scheduling Software - Account Setup	8005.20 · Computer and Other IT	-325.80
SUP029929	12/01/2021		12 Month Maintenance Service	8005.20 · Computer and Other IT	-2,072.09
					<u>-2,397.89</u>
22245	12/23/2021	Farmer Brothers Coffee	Coffee Order 11/16/21	1006.1 · Sterling Operating Account	
91910006	11/16/2021		Coffee Order 11/16/21	1400.1 · Inventory-Food	-588.10
					<u>-588.10</u>
22246	12/23/2021	Fastsigns	PO 3642 Change Signs	1006.1 · Sterling Operating Account	
INV-65615	11/11/2021		PO 3642 Change Signs	8098.1 · Supplies & Equipment-F&B	-199.50
					<u>-199.50</u>
22247	12/23/2021	Filta		1006.1 · Sterling Operating Account	
448-007761	11/10/2021		Fryer Service	8094FB · Outside Services - Food & Bev	-250.87
448-007905	12/01/2021		Fryer Service	8094FB · Outside Services - Food & Bev	-179.20
					<u>-430.07</u>
22248	12/23/2021	Gierke, Rob	Mailed Prints to Irwin Seating	1006.1 · Sterling Operating Account	
Reimb for Postage	12/12/2021		Mailed Prints to Irwin Seating	5007 · Reimbursed Expenses	-76.64
					<u>-76.64</u>
22249	12/23/2021	Gillespie Roofing	Roof Repair	1006.1 · Sterling Operating Account	
2020636	11/12/2021		Roof Repair	8041 · Repairs & Maintenance-Building	-760.20
					<u>-760.20</u>
22250	12/23/2021	Grace McNally		1006.1 · Sterling Operating Account	
LTS November 2021	11/30/2021		LTS - November 2021	8065 · Contracted Labor	-70.00
LTS December 2021	12/31/2021		LTS December 2021	8065 · Contracted Labor	-150.00
					<u>-220.00</u>
22251	12/23/2021	Holiday Inn Express & Suites		1006.1 · Sterling Operating Account	
48170327	11/01/2021		Room Rental for Connie Isset: Skillet	5073 · Reimbursed Outside Services	-222.78
24322	11/01/2021		Room Rental for Cameron Leonard: Skillet	5073 · Reimbursed Outside Services	-222.78
24321	11/01/2021		Room Rental for Michael Hansen: Skillet	5073 · Reimbursed Outside Services	-222.78
					<u>-668.34</u>
22252	12/23/2021	I KEEL YOU INC	Dunham merch proceeds to show	1006.1 · Sterling Operating Account	
Dunham merch to show	11/16/2021		Dunham sales proceeds to show	5005 · Merchandise Sales Revenue	-21,983.89
					<u>-21,983.89</u>

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22253	12/23/2021	Jacobs Radio Programming LLC		1006.1 · Sterling Operating Account	
21090296	11/01/2021		PO 3641 Radio Ads for PBR	1633.53 · PBR 2021	-612.00
21110070	11/23/2021		PO 3639 Radio Ads for George Thorogood	1633.54 · George Thorogood	-244.80
					-856.80
22254	12/23/2021	Jessica Boyd		1006.1 · Sterling Operating Account	
LTS November 2021	11/30/2021		LTS - November 2021	8065 · Contracted Labor	-105.00
LTS December 2021	12/31/2021		LTS December 2021	8065 · Contracted Labor	-75.00
					-180.00
22255	12/23/2021	Lowe's Commercial Services		1006.1 · Sterling Operating Account	
16841	11/01/2021		PO 3622 Dryer	8098 · Supplies & Equipment	-328.69
16935	11/22/2021		PO 3666 Window Blinds	8098 · Supplies & Equipment	-30.89
16898	11/22/2021		PO 3663 Washing Machine hose, Adjustable Clamps, Duct	8098 · Supplies & Equipment	-53.59
08165	11/30/2021		PO 3663 Drill Bits and Drywall Anchors	8098 · Supplies & Equipment	-24.71
16919	12/07/2021		PO 3663 Locks, Keys, Tape, PVC	8098 · Supplies & Equipment	-58.51
16725	12/13/2021		PO 3663 Power Strip, Angle Gringer and Blades	8098 · Supplies & Equipment	-152.51
					-648.90
22256	12/23/2021	Manhead Merchandise	Trevor Noah merch proceeds to show	1006.1 · Sterling Operating Account	
T Noah merch to show	11/28/2021		Trevor Noah sales proceeds to show	5005 · Merchandise Sales Revenue	-5,658.95
					-5,658.95
22257	12/23/2021	Mid Columbia Hockey Officials Association	Games Worked - October 2021	1006.1 · Sterling Operating Account	
21-014	11/23/2021		Games Worked - October 2021	8094 · Outside Services	-3,543.00
					-3,543.00
22258	12/23/2021	Oxarc		1006.1 · Sterling Operating Account	
31404121	11/15/2021		CO2 Cylinders	5073 · Reimbursed Outside Services	-29.87
31411454	11/24/2021		CO2 - 50 LB with Siphon Tube	5073 · Reimbursed Outside Services	-660.55
31412687	11/26/2021		CO2 - 50 LB with Siphon Tube	5073 · Reimbursed Outside Services	-29.87
61053405	11/30/2021		Cylinder Rental	5073 · Reimbursed Outside Services	-83.45
					-803.74
22259	12/23/2021	Rattlesnake Mountain Brewing Company		1006.1 · Sterling Operating Account	
11/1/21	11/01/2021		Beer Order 10/21/21	1400.2 · Inventory-Beer	-680.00
571019	11/10/2021		Beer Order 11/10/21	1400.2 · Inventory-Beer	-360.00
571021	12/02/2021		Beer Order 12/2/21	1400.2 · Inventory-Beer	-110.00
					-1,150.00
22260	12/23/2021	Roto-Rooter		1006.1 · Sterling Operating Account	
27419598	11/19/2021		PO 3609 Repair Mop Sink in Section S	8041 · Repairs & Maintenance-Building	-4,163.72
28224459	11/23/2021		Plumbing Repair and Materials	8041 · Repairs & Maintenance-Building	-510.42
					-4,674.14
22261	12/23/2021	Spectrum Enterprise	Phone and Internet 11/26-12/25/21	1006.1 · Sterling Operating Account	
088.924112621	11/26/2021		Internet 11/26-12/25/21	8034.3 · Internet	-1,808.14
			Phone 11/26-12/25/21	8034.1 · Telephone	-773.98
					-2,582.12
22262	12/23/2021	Spectrum Reach	PO 3634 TV Ads for Trevor Noah	1006.1 · Sterling Operating Account	
INV-90534526	11/28/2021		PO 3634 TV Ads for Trevor Noah	1633.29 · Trevor Noah	-720.72
					-720.72
22263	12/23/2021	Sunbelt Rentals		1006.1 · Sterling Operating Account	
119651548-0001	11/08/2021		Manlift Rental	8096 · Rental Equipment	-917.35
119936585-0002	11/15/2021		Manlift Rental - Banda MS	8096 · Rental Equipment	-332.15
11936585-0001	11/15/2021		Forklift and Manlift Rental - Banda MS	8096 · Rental Equipment	-777.48
120315125-0001	11/30/2021		Forklift and Manlifts for Trevor Noah	8096 · Rental Equipment	-1,076.89
					-3,103.87
22264	12/23/2021	Tri City Americans		1006.1 · Sterling Operating Account	
77712162021	08/01/2021		Food and Beverage Sponsorship 21-22 season	5013.1 · Signage/Sponsorship-Team Share	-6,875.00
77712162021b	11/01/2021		Food and Beverage Sponsorship 21-22 season	5013.1 · Signage/Sponsorship-Team Share	-6,875.00
					-13,750.00

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
22265	12/23/2021	United States Ice Rink Association	Membership Fees for Frankie Brazil 1/1-12/31-22	1006.1 · Sterling Operating Account	
722	11/09/2021		Membership Fees for Frankie Brazil 1/1-12/31-22	8011 · Dues & Subscriptions	-75.00
					-75.00
22266	12/23/2021	US Foods	Food Order 12/2/21	1006.1 · Sterling Operating Account	
342632	12/02/2021		Food Order 12/2/21	1400.1 · Inventory-Food	-2,333.31
					-2,333.31
22267	12/23/2021	VenuWorks, Inc.		1006.1 · Sterling Operating Account	
17407	09/30/2021		Ad Commissions Jun-Aug 2021	3020 · Accrued Accounts Payable	-11,306.31
17435	11/01/2021		Management Fee November 2021	8124 · VenuWorks Management Fee	-9,809.04
					-21,115.35
22268	12/23/2021	WCP Solutions		1006.1 · Sterling Operating Account	
12500109	11/01/2021		Janitorial Supplies	8095 · Janitorial Supplies	-2,889.85
12523115	11/01/2021		Janitorial Supplies	8095 · Janitorial Supplies	-2,603.36
12525200	11/01/2021		Janitorial Supplies	8095 · Janitorial Supplies	-3.96
12525201	11/01/2021		Janitorial Supplies	8095 · Janitorial Supplies	-3,228.84
12506205	11/02/2021		PO 3627 Janitorial Supplies	8095 · Janitorial Supplies	-311.27
12506206	11/02/2021		PO 3627 Janitorial Supplies	8095 · Janitorial Supplies	-298.67
12506204	11/02/2021		PO 3627 Janitorial Supplies	8095 · Janitorial Supplies	-203.76
12538176	11/17/2021		PO 3660 Janitorial Supplies	8095 · Janitorial Supplies	-276.93
12529846	11/17/2021		PO 3660 Janitorial Supplies	8095 · Janitorial Supplies	-651.67
12544751	11/30/2021		PO 3667 Janitorial Supplies	8095 · Janitorial Supplies	-46.05
12544750	11/30/2021		PO 3667 Janitorial Supplies	8095 · Janitorial Supplies	-389.92
					-10,904.28
22269	12/23/2021	Weaver Exterminating Service, Inc.		1006.1 · Sterling Operating Account	
587074	12/14/2021		Monthly Pest and Rodent Control	8094 · Outside Services	-255.21
287072	12/14/2021		Monthly Pest and Rodent Control - Arena	8094 · Outside Services	-127.06
					-382.27
22270	12/23/2021	Zori Rouleau		1006.1 · Sterling Operating Account	
LTS November 2021	11/30/2021		LTS - November 2021	8065 · Contracted Labor	-105.00
LTS December 2021	12/31/2021		LTS December 2021	8065 · Contracted Labor	-75.00
					-180.00
22271	12/29/2021	KNDOTV23/KNDUTV25	PO 3471 TV Ads for PBR	1006.1 · Sterling Operating Account	
189298A-1	11/01/2021		PO 3471 TV Ads for PBR	1633.53 · PBR 2021	-1,219.75
					-1,219.75
EFT	12/01/2021	Southern Wine & Spirits of Washington	Liquor Order 12/1/21 3900193	1006.1 · Sterling Operating Account	
			Liquor Order 12/1/21 3900193	1400.3 · Inventory-Liquor	-1,327.23
					-1,327.23
EFT	12/02/2021	King Beverage Inc.	Beer Order 12/02/21	1006.1 · Sterling Operating Account	
			Beer Order 12/02/21	1400.2 · Inventory-Beer	-106.55
					-106.55
EFT	12/02/2021	King Beverage Inc.	Beer Order 12/02/21 2430709	1006.1 · Sterling Operating Account	
			Beer Order 12/02/21 2430709	1400.2 · Inventory-Beer	-106.55
					-106.55
EFT	12/02/2021	The Odom Corporation	Beer Order 12/2/21 13811399	1006.1 · Sterling Operating Account	
			Beer Order 12/2/21 13811399	1400.2 · Inventory-Beer	-1,140.68
					-1,140.68
EFT	12/02/2021	Rattlesnake Mountain Brewing Company	VOID: Beer Order 12/2/21	1006.1 · Sterling Operating Account	
					0.00
ONLINE	12/02/2021	Sterling Change	Change request 12/2/21	1006.1 · Sterling Operating Account	
			Change for vault - New balance \$31600	1121 · Vault Cash-F&B	-8,000.00
					-8,000.00

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
EFT	12/03/2021	Southern Wine & Spirits of Washington	Liquor Order 12/3/21	1006.1 · Sterling Operating Account	
			Liquor Order 12/3/21	1400.3 · Inventory-Liquor	-602.29
					-602.29
AUTO	12/03/2021	Revel Systems	POS Fees - Toyota Center - Dec 2021	1006.1 · Sterling Operating Account	
			POS Fees - Toyota Center - Dec 2021	8098.1 · Supplies & Equipment-F&B	-2,049.07
					-2,049.07
EFT	12/08/2021	The Odom Corporation	Beer Order 12/8/21	1006.1 · Sterling Operating Account	
			Beer Order 12/8/21	1400.2 · Inventory-Beer	-760.00
					-760.00
ACH	12/09/2021	Fintech.net	Transactionals for 11/1-11/30-21	1006.1 · Sterling Operating Account	
			Transactionals for 11/1-11/30-21	8111FB · Banking Fees - Food & Bev	-20.81
					-20.81
EFT	12/09/2021	King Beverage Inc.	Beer Order 12/9/21	1006.1 · Sterling Operating Account	
			Beer Order 12/9/21	1400.2 · Inventory-Beer	-1,676.05
					-1,676.05
TRANSFER	12/10/2021	Three Rivers Convention Center1	Payroll transfer 3rd Qtr 2021	1006.1 · Sterling Operating Account	
			Payroll transfer 3rd Qtr 2021	2215 · Due To (From) Convention Center	-296,673.46
					-296,673.46
EFT	12/14/2021	King Beverage Inc.	Beer Order 12/14/21	1006.1 · Sterling Operating Account	
			Beer Order 12/14/21	1400.2 · Inventory-Beer	-400.00
					-400.00
EFT	12/15/2021	King Beverage Inc.	Beer Order 12/15/21	1006.1 · Sterling Operating Account	
			Beer Order 12/15/21	1400.2 · Inventory-Beer	-105.00
					-105.00
TRANSFER	12/16/2021	Three Rivers Convention Center1	Payroll transfer Nov adj plus 12/5/2021	1006.1 · Sterling Operating Account	
			Payroll transfer Nov adj plus 12/5/2021	2215 · Due To (From) Convention Center	-117,852.29
					-117,852.29
WIRE	12/23/2021	Quality Signs		1006.1 · Sterling Operating Account	
5876	04/05/2021		Diagnose and repair Toyota Center Sign	8041 · Repairs & Maintenance-Building	-271.50
6065 Sign balance	07/05/2021		Final Payment for New Toyota Center Sign PO#3422	8026 · Capital Improvements	-5,480.50
6344	12/16/2021		Remove and repair flag poles at TC	8041 · Repairs & Maintenance-Building	-1,331.09
					-7,083.09
ONLINE	12/25/2021	Department of Revenue	Excise Tax Return Nov 2021	1006.1 · Sterling Operating Account	
			B&O Tax Payable Nov 2021	2206 · B&O Tax Payable	-8,469.74
		Department of Revenue	Sales Tax Payable Nov 2021	2201 · *Sales Tax Payable	-18,534.05
					-27,003.79
EFT	12/28/2021	The Odom Corporation	Beer Order 12/28/21	1006.1 · Sterling Operating Account	
			Beer Order 12/28/21	1400.2 · Inventory-Beer	-2,230.68
					-2,230.68
EFT	12/28/2021	King Beverage Inc.	Beer Order 12/28/21	1006.1 · Sterling Operating Account	
			Beer Order 12/28/21	1400.2 · Inventory-Beer	-3,235.50
					-3,235.50
EFT	12/29/2021	Southern Wine & Spirits of Washington	Liquor Order 12/29/21	1006.1 · Sterling Operating Account	
			Liquor Order 12/29/21	1400.3 · Inventory-Liquor	-626.99
					-626.99

**Toyota Center and Toyota Arena
Claims Roster
December 2021**

Num	Date	Name	Memo	Account	Paid Amount
EFT	12/30/2021	Southern Wine & Spirits of Washington	Liquor Order 12/30/21	1006.1 - Sterling Operating Account	
			Liquor Order 12/30/21	1400.3 - Inventory-Liquor	-777.81
					-777.81
			Total Paid - Operations Account	\$ 939,706.90	
AUTO	12/31/2021	American Express	AMEX fees	1006.3 - Sterling Box Office Account	
			AMEX Fees - Dec 2021	8109 - Credit Card Fees	-99.47
					-99.47
			Total Paid - Box Office Account	\$ 99.47	
			Total Paid	\$ 939,806.37	

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 22158-22271	\$	467,929.06
Electronic transfers - Operations		471,777.84
Electronic transfers - Box Office		99.47
Total	\$	<u>939,806.37</u>

Exceptions:

Council Agenda Coversheet



Agenda Item Number	4.c.	Council Date	03/01/2022
Agenda Item Type	General Business Item		
Subject	Payroll Roster for PPE 2/15/2022		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	<input checked="" type="checkbox"/>
Ordinance/Reso	<input type="checkbox"/>
Public Mtg / Hrg	<input type="checkbox"/>
Other	<input type="checkbox"/>
Quasi-Judicial	<input type="checkbox"/>

Recommendation

That council approve the Payroll Roster.

Motion for Consideration

I move to approve the Payroll Roster for 2/15/2022 in the amount of \$2,724,088.41 comprised of check numbers 75591 through 75636 and direct deposit numbers 199794 through 200238.

Summary

None.

Alternatives

None.

Fiscal Impact

Total: \$2,724,088.41.

Through

Dept Head Approval

City Mgr Approval

Dan Legard	
Feb 17, 14:48:34 GMT-0800 2022	
Marie Mosley	
Feb 25, 08:55:52 GMT-0800 2022	

Attachments:

Payroll Roster

Recording
Required?

March 1, 2022

All Departments:

February 15, 2022

ADMINISTRATIVE TEAM		2,832.59
CITY COUNCIL		4,700.00
CITY MANAGER		12,325.75
CIVIL SERVICE		713.90
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT		25,481.47
EMPLOYEE & COMMUNITY RELATIONS		58,325.58
ENGINEERING		58,023.42
FACILITIES & GROUNDS		68,735.60
FINANCE		55,246.33
FIRE		97,497.84
LEGAL SERVICES		24,424.14
MANAGEMENT SERVICES		89,746.13
POLICE		495,148.71
	Subtotal General Fund	993,201.46
STREETS		20,089.08
TRAFFIC		24,116.37
	Subtotal Street Fund	44,205.45
BI-PIN		10,799.33
BUILDING SAFETY		46,803.31
COMMUNITY DEVELOPMENT		4,603.64
CRIMINAL JUSTICE		69,914.16
EQUIPMENT RENTAL		10,647.23
MEDICAL SERVICES		356,416.72
RISK MANAGEMENT		4,335.95
STORMWATER UTILITY		25,518.53
WATER & SEWER		145,466.21
	Subtotal Other Funds	674,505.08
	Total Salaries and Wages	1,711,911.99
<u>Benefits:</u>		
Dental Insurance		45,854.05
Industrial Insurance		44,752.48
Life Insurance		5,312.83
Long Term Disability Insurance		6,111.29
Medical Insurance		671,510.92
Medical Retirement Account		3,300.00
Retirement		125,278.51
Social Security (FICA)		100,057.58
Vision Insurance		7,378.00
WA Family Leave		2,620.76
	Total Benefits	1,012,176.42
	Grand Total	\$2,724,088.41

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 \$2,724,088.41 comprised of check numbers 75591 through 75636 and direct deposit numbers 199794 through 200238.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet



Agenda Item Number	4.d.	Council Date	03/01/2022
Agenda Item Type	Contract/Agreement/Lease		
Subject	Right-of-Way Procedures		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Public Works		

Consent Agenda	<input checked="" type="checkbox"/>
Ordinance/Reso	<input type="checkbox"/>
Public Mtg / Hrg	<input type="checkbox"/>
Other	<input type="checkbox"/>
Quasi-Judicial	<input type="checkbox"/>

Recommendation

Staff recommends that Council authorize the City Manager to sign the updated Right-of-Way Procedure Policy, reflecting changes in personnel and policy.

Motion for Consideration

I move to authorize the City Manager to sign the updated Right-of-Way Procedure Policy.

Summary

The City is required to have and maintain current Right of Way Procedures when acquiring right of way for projects that utilize federal funding. City staff is in the process of purchasing right of way required for the federally funded Steptoe and Gage Intersection Project and is required to update the current Right of Way Procedures. The current Right of Way Procedures were approved by Council on October 16, 2018. The attached Right of Way Procedures updates forms from the Washington State Department of Transportation (WSDOT) Local Agency Guideline (LAG) manual, provides for a minimum payment clause of \$500, and updates new staff to the list of people approved for involvement in the right-of-way acquisition process. These revisions will bring the City's procedures in compliance with the current WSDOT LAG Manual and will streamline the acquisition process by allowing most administrative settlements to be processed in a timely manner.

Alternatives

None recommended.

Fiscal Impact

None.

Through	Heath Mellotte Feb 23, 08:43:03 GMT-0800 2022
Dept Head Approval	Cary Roe Feb 23, 15:41:36 GMT-0800 2022
City Mgr Approval	Marie Mosley Feb 25, 08:59:34 GMT-0800 2022

Attachments:

Recording Required?

Right of Way Procedures

The City of Kennewick (Agency), needing to acquire real property (obtain an interest in and/or possession of) in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable federal regulations (49 CFR Part 24) and state law (Ch. 8.26 RCW), and state regulations (Ch. 468-100 WAC) hereby adopts the following procedures to adhere to all applicable laws, statutes, and regulations. The Agency is responsible for the real property acquisition and relocation activities on projects administered by the Agency and must acquire right of way (ROW) in accordance with the policies set forth in the Washington State Department of Transportation Right of Way Manual M 26-01 and Local Agency Guidelines (LAG).

Below is a list of Agency staff, by names and position titles, that are qualified to perform specific ROW functions. Attached to these procedures are resumes for everyone listed within these procedures, which provides a summary of their qualifications. The procedures shall be updated whenever staffing changes occur.

1. The Agency has the staff with the knowledge and experience to accomplish the following ROW Disciplines:

- i. **PROGRAM ADMINISTRATION:**

Oversee delivery of the ROW Program on federal aid projects for the Agency. Ensures ROW functions are carried out in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Ensures Agency's approved ROW Procedures are current, including staff qualifications, and provides copies to consultants and Agency staff;
- Oversight of ROW consultants;
 - use of consultant contract approved by WSDOT
 - management of ROW contracts
 - management of ROW files
 - reviews and approves actions and decisions recommended by staff & consultants
 - Overall responsibility for decisions that are outside the purview of consultant functions
- Sets Just Compensation prior to offers being made;
- Oversight and approval of Administrative Offer Summaries (AOS) per policy;
- Oversight and approval of Administrative Settlements per policy;
- Ensure Agency has a relocation appeal process in place prior to starting relocation activities;
- Obligation authority for their Agency;
- Obtain permits (Non-Uniform Relocation Act (URA));
- Ensures there is a separation of functions to avoid conflicts of interest.
- Verifies whether ROW is needed, and that the property rights and/or interests needed are sufficient to construct, operate and maintain the proposed projects (see LAG Appendix 25.174, 25.175, & 25.176).

John Cowling – Deputy Public Works Director

Note: Staff included under Program Administration must have completed the eLearning Administrative Settlement and No ROW Verification training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

ii. APPRAISAL

Prepare and deliver appraisals on federal aid projects for the Agency. Ensures that appraisals are consistent and in compliance with state and federal laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Use only qualified agency staff approved by WSDOT to perform appraisal work;
- Use Appraiser from WSDOT's Approved Consultant List if Agency does not have qualified staff;
- Prepare ROW Funding Estimate (not required to be completed by an appraiser & only when there are federal funds in the ROW Phase);
- Prepare AOS;
- Obtain specialist reports;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management as necessary.

Contract with a qualified consultant.

iii. APPRAISAL REVIEW:

Review appraisals on federal aid projects for the Agency to make sure they are adequate, reliable, have reasonable supporting data, and approve appraisal reports. Ensures appraisals are adequately supported and represent fair market value and applicable costs to cure and are completed in compliance with state and federal laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Use only qualified agency staff approved by WSDOT to perform appraisal review work;
- Use review appraiser from WSDOT's Approved Consultant List if agency does not have qualified staff;
- Ensures project wide consistency in approaches to value, use of market data, and costs to cure;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management as necessary.

Contract with Washington State DOT Review Appraiser or a qualified consultant.

iv. **ACQUISITION:**

Acquire, through negotiation with property owners, real property, or real property interests (rights) on federal aid projects for the Agency. Ensures acquisitions are completed in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Use only qualified staff to perform acquisition activities for real property or real property interests, including donations;
- To avoid a conflict of interest, when the acquisition function prepares an AOS, only acquires property valued at \$10,000 or less;
- Provide and maintain a comprehensive written account of acquisition activities for each parcel;
- Prepare AOS justification and obtain approval;
- Prepare Administrative Settlement and obtain approval;
- Prepare Right of Way Funding Estimate (when there are federal funds in the ROW Phase);
- Review title, and recommend and obtain approval for acceptance of encumbrances;
- Ensure acquisition documents are consistent with ROW plans, valuation, and title reports;
- Provide a negotiator disclaimer;
- Maintain a complete, well organized parcel file for each acquisition;
- Coordinate with engineering, program administration, appraisal, relocation, and/or property management as necessary.

A qualified consultant (contract) and/or Cary M. Roe – Public Works Director, John Cowling – Deputy Public Works Director, Heath Mellotte – Design Services Manager, Ryan Durham – Senior Design Engineer, Scott Szendre – Field Engineer III, Ryan McClure – Engineering Technician III, and Joseph Steinbock – Engineering Technician II

Note: Staff included under Acquisition must have completed the eLearning Administrative Settlement training available at

<http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

v. **RELOCATION:**

Provide relocation assistance to occupants of property considered displaced by a federally funded projects for the Agency. Ensures relocations are completed in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Prepare and obtain approval of relocation plan prior to starting relocation activities;
- Confirm relocation appeal procedure is in place;
- Provide required notices and advisory services;
- Make calculations and provide recommendations for Agency approving authority prior to making payment;

- Provide and maintain a comprehensive written account of relocation activities for each parcel;
- Maintain a complete, well organized parcel file for each displacement;
- Ensure occupants and personal property is removed from the ROW;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management as necessary.

Contract with a qualified consultant.

vi. **PROPERTY MANAGEMENT:**

Establish property management policies and procedures that will assure control and administration of ROW, excess lands, and improvements acquired on federal aid projects for the Agency. Ensures property management activities are completed in compliance with federal and state laws, regulations, policies, and procedures.

Responsibilities/Expectations:

- Account for use of proceeds from the sale/lease of property acquired with federal funds on other title 23 eligible activities;
- Keep ROW free of encroachments;
- Obtain WSDOT/FHWA approval for change in access control along interstate;
- Maintain property records;
- Ensure occupants and personal property is removed from the ROW;
- Maintain a complete, well organized property management file;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management as necessary.

John Cowling – Deputy Public Works Director and Heath Mellotte – Design Services Manager

- Any functions for which the Agency does not have qualified staff, the Agency will contract with another local agency with approved procedures, a qualified consultant, or the WSDOT. An Agency that proposes to use qualified consultants for any of the above functions will need to work closely with their ROW Local Agency Coordinator (LAC) and Local Programs to ensure all requirements are met. When the Agency proposes to have staff approved to negotiate who have limited experience in negotiation for FHWA funded projects, the LAC must be given an opportunity to review all offers and supporting data prior to offers being made to the property owners.
- The Agency's Administrative Settlement Procedures indicating the approval authorities and the procedures involved in making administrative settlement needs to be included with these procedures (see Exhibit A).
- An Agency wishing to take advantage of the AOS process, properties valued up to \$25,000 or less, need to complete Exhibit B of these procedures.

2. All projects shall be available for review by the FHWA and WSDOT at any time and all project documents shall be retained and available for inspection during the plan development, ROW, construction stages, and for a three-year period following acceptance of the projects by WSDOT.
3. Approval of the Agency's procedures by WSDOT Local Programs may be rescinded at any time the Agency is found to no longer have qualified staff or is found to be in non-compliance with the regulations. The rescission may be applied to all or part of the functions approved.

Marie E. Mosley
City Manager

Date

Washington State Department of Transportation

Approved By:

Local Programs Right of Way Manager

Date

EXHIBIT A

Agency's Administrative Settlement Policy

Administrative Settlements are occasionally in addition to Just Compensation in order to acquire the necessary Right-of-Way through negotiation. These Administrative Settlements can help eliminate costly condemnation litigation and project construction delays.

When Administrative Settlements occur, the project parcel right-of-way file shall contain rational justification and supporting documentation for the Settlement offer. Prior to approval of the Settlement, the Agency shall give full consideration to all pertinent information including, but not limited to the following:

1. All available appraisals, including the owner's, and the probable range of testimony in a condemnation trial.
2. Ability of the agency to acquire the property, or possession, through the condemnation process to meet the construction schedule. Impact of construction delay pending acquisition.
3. The negotiator's recorded information.
4. Recent court awards in cases involving similar acquisition and appraisal problem.
5. Likelihood of obtaining an impartial jury in local jurisdiction, option of legal counsel where appropriate.
6. Estimate of trial cost weighted against other factors.

All pertinent information will be presented to the Deputy Public Works Director for approval. In the event that the Deputy Public Works Director is uncertain of the eligibility of the settlement, he/or his designee, will contact the Region Local Agency Coordinator for approval. Once the eligibility for settlement has been established by the Deputy Public Works Director, the Public Works Director will sign the authorization to proceed with the negotiated settlement. The signed authorization as well as all documentation will be placed in the right-of-way file.

The level of authority to offer Administrative Settlements will be as follows:

1. The Deputy Public Works Director shall review the proposed settlement with the negotiator and may recommend approval of the just compensation plus up to a \$50,000.00 administrative settlement. A report of the administrative settlement shall be made by the Deputy Public Works Director, and forwarded with recommendation for approval, to the Director of Public Works. Final approval will be made by the Director of Public Works. A copy of the approved administrative settlement shall be included in the property file.
2. All Administrative Settlements over \$50,000.00 per parcel shall be approved by the City Council.

Marie E. Mosley
City Manager

Date

Washington State Department of Transportation

Approved By:

Local Programs Right of Way Manager

Date

EXHIBIT B
Waiver of Appraisal
Agency's Administrative Offer Summary (AOS)

The City of Kennewick , hereinafter (Agency), desiring to acquire Real Property according to 23 CFR, Part 635, Subpart C and State directives, and desiring to take advantage of the \$25,000.00 appraisal waiver process approved by the Federal Highway Administration (FHWA) for Washington State, hereby agrees to follow the procedure approved for the Washington State Department of Transportation (WSDOT) as follows:

Rules

- A. The Agency may elect to waive the requirement for an appraisal if the acquisition is simple and the compensation estimate indicated on the ROW Funding Estimate is \$25,000.00 or less including cost-to cure items. A True Cost Estimate shall not be used with this procedure.
- B. The Agency must make the property owner(s) aware that an appraisal has not been completed on the property for offers \$10,000 or less.
- C. The Agency must make the property owner(s) aware that an appraisal has not been completed on the property for offers over \$10,000 and up to \$25,000, and that an appraisal will be prepared if requested by the property owner(s).
- D. Special care should be taken in the preparation of the AOS as no review is mandated, the preparer needs to assure that the compensation is fair and that all the calculations are correct.
- E. A minimum payment clause of five hundred dollars (\$500.00) has been established for all acquisitions.

Procedures

- A. An AOS is prepared using comparable sales found at the time of preparation.
- B. The AOS is submitted to the Deputy Public Works Director for approval. Upon signature a first offer to the property owner(s) is authorized.

Marie E. Mosley
City Manager

Date

Washington State Department of Transportation

Approved By:

Local Programs Right of Way Manager

Date

City of Kennewick Right-of-Way Procedures
Agency Staff Resumes

Date: March 1, 2022

a. Director of Public Works

Cary M. Roe, P.E.

Cary M. Roe, P.E. is the Public Works Director for the City of Kennewick, a position he has held since 2014. As Public Works Director, Mr. Roe is responsible for the overall management of the Public Works operations, including the Engineering Division, Utility Services Division, Streets & Stormwater Division, Traffic Division, Development Review and Solid Waste & Recycling, as well as oversight of the \$13.5 million Operations budget and the \$25 million Capital Improvements budget. Responsibilities include: administration of the design, construction and maintenance of City streets, stormwater, water and sewer services, and traffic control.

Mr. Roe currently serves as the Executive Staff member on the City of Kennewick Infrastructure and Operations Committee (IOC) and as the Vice Chair on the Traffic Safety Commission. He is a member of the American Public Works Association (APWA) and of the Benton Franklin Council of Governments – Technical Advisory Committee (BFCOG-TAC). Prior to his current position, Mr. Roe served as the Deputy City Manager in Federal Way, among other positions held during his 24 years there.

Mr. Roe is a registered Professional Engineer in the State of Washington. In addition to his time with the City of Kennewick, Mr. Roe has a broad range of experience over the last 30 years in both the municipal and private sectors.

Cary has also completed the following required training classes/webinars:

- No Right-of Way Verification (Feb. 2022)
- Administrative Settlement WSDOT course (Feb. 2022)

b. Deputy Public Works Director

John Cowling, P.E.

John Cowling has over 21 years in all phases of ROW negotiation and acquisition, federal/state/local/, including relocations, with cities of Sammamish, Marysville, Mountlake Terrace and the City of Kennewick.

John has also completed the following required training classes/webinars:

- No Right-of Way Verification webinar (1/24/2022)
- Administrative Settlement WSDOT course (2/2/2022)

c. Design Services Manager

Heath Mellotte, P.E.

Heath Mellotte has over 30 years of engineering experience with transportation-related projects from conceptual layout and design, all the way through to completion of construction. Heath has been the City of Kennewick's Design Services Manager since 2017, and was the acting City Engineer at West Richland for several years prior to that. Heath is also a licensed Civil Engineer with Washington State since January, 2000. Heath has managed many projects throughout his career that required obtaining ROW and temporary and permanent easements. Heath has taken multiple educational right of way classes. The range of classes he has taken includes the following:

- No Right-of Way Verification webinar (attended in Nov. 2017), 23 CFR 710 FINAL RULE - 23 CFR 635 Subpart A & C: webinar (attended in 2017), (SR500B) 23 CFR 710 Subparts B, D & F (attended in 2017)
- NHI - Local Public Agency Real Estate Acquisition: Web-Training (attended in Feb. and March, 2018).
- Administrative Settlement WSDOT course (1/18/2022)

d. Senior Design Engineer

Ryan Durham

Ryan Durham has over 19 years of engineering experience and has been with the City of Kennewick Engineering Division since 2003. Ryan has assisted and helped manage the acquisition of right-of-way on projects since 2008. Ryan has taken multiple educational right of way classes in addition to participating in several WSDOT Annual ROW Meetings. The range of classes he has taken are from attending and participating in:

- National Highway Institute (NHI) two (2) day class (Federal-Aid Right-of-Way Requirements for Local Public Agencies, attended in Spokane, 2012)
- No Right-of Way Verification webinar (attended in March & September of 2016)
- Basic Right-of-Way 101 Requirements for Federal Participation in Right of Way Projects webinar (attended in 2014)
- 23 CFR 710 FINAL RULE - 23 CFR 635 Subpart A & C: webinar (attended in 2017)
- (SR500B) 23 CFR 710 Subparts B, D & F (attended in 2017)
- ROW Training : Tips on Dairy Entries (attended in 2015)
- NHI - Local Public Agency Real Estate Acquisition: 6-hr Web-Training (attended in 2018)
- Administrative Settlement webinar training (attended in 2016)

e. Field Engineer III

Scott Szendre, PLS

Scott Szendre has over 16 years of surveying and engineering experience including writing and reading legal descriptions and researching and staking right of way. Scott has also attended several WSDOT right of way training classes, webinars and annual meetings since 2014. Scott has been the City of Kennewick's Licensed Land Surveyor since 2012. Scott has also completed the following required training classes/webinars:

- No ROW Verification eLearning Training
- Administrative Settlement webinar training (1/24/2022)

f. Engineering Technician III

Ryan McClure

Ryan McClure has over 21 years of engineering experience while at both Benton County Public Works Department and the City of Kennewick Engineering. Experience includes writing and reviewing legal descriptions, researching right of way and creating right of way plans for multiple capital roadway projects. Ryan also created Temporary Construction Easements as well as Access Easements while with the County. Ryan recently completed the following WSDOT training webinars/classes.

- No ROW Verification eLearning Training (12/28/2021)
- Administrative Settlement webinar training (1/19/2022)
-

g. Engineering Technician II

Joseph Steinbock

Joseph Steinbock has over 12 years of surveying and engineering experience including writing and reading legal descriptions and researching right of way. Joseph has successfully completed the following training:

- No ROW Verification eLearning Training (2021),
- Local Programs Right of Way-Slippery Slope & The Briar Patch webinar (2021)
- FHWA Web conference Right of Way Frequently asked questions (2020)
- Administrative Settlement webinar training (1/19/2022)

Council Agenda Coversheet



Agenda Item Number	4.e.	Council Date	03/01/2022
Agenda Item Type	Contract/Agreement/Lease		
Subject	2021 Citywide Asphalt Overlay		
Ordinance/Reso #		Contract #	
Project #	P2101-21	Permit #	
Department	Public Works		

Consent Agenda	<input checked="" type="checkbox"/>
Ordinance/Reso	<input type="checkbox"/>
Public Mtg / Hrg	<input type="checkbox"/>
Other	<input type="checkbox"/>
Quasi-Judicial	<input type="checkbox"/>

Recommendation

Staff recommends that the City Council accept the work of Central Washington Asphalt for contract P2101-21, 2021 Citywide Asphalt Overlay, in the amount of \$1,140,777.45.

Motion for Consideration

I move to accept the work of Central Washington Asphalt for contract P2101-21, 2021 Citywide Asphalt Overlay, in the amount of \$1,140,777.45.

Summary

Original Contract	\$ 1,058,000.00 (Authorized amount was 10% contingency was \$1,163,800.00)
Change Orders	\$ 59,830.95
Quantity Changes	\$ 22,946.50
Total	\$ 1,140,777.45 (7.8% over original contract)

This project was for HMA (Hot Mix Asphalt) improvements of the following streets: W 27th Ave (Union to US-395 to Ely St), and Southridge Blvd (Hildebrand Blvd to 27th Ave). Work involved planing (grinding), HMA overlay, patching of miscellaneous failed areas, concrete sidewalk ramp upgrades, pavement lane striping, cross walks, stop bars, pavement markings, and other related work.

This project had three (2) change orders which included pavement repair work at the N Center Pkwy and W Gage Blvd roundabout due to a water main break, and another which removed HMA ramps from the contract.

Quantity changes included increases in HMA Class 3/8, concrete curb and gutter removal and replacement; and decreases in asphalt patching and concrete sidewalk removal and replacement.

Alternatives

None Recommended

Fiscal Impact

Arterial Street Fund - 2021 Local Pavement Preservation - \$1,140,777.45

Through	Kendrick Glover Feb 22, 10:35:08 GMT-0800 2022
Dept Head Approval	Cary Roe Feb 23, 15:52:22 GMT-0800 2022
City Mgr Approval	Marie Mosley Feb 25, 10:03:49 GMT-0800 2022

Attachments:



Recording
Required?

2021 City Wide Overlay P2101

240



VICINITY MAP



PROJECT SITE LOCATION



City Council Meeting Schedule March 2022

The City broadcasts all City Council meetings on the City's website
<https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

March 1, 2022 Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
March 4, 2022 Friday, 11:00 a.m.	COUNCIL - Toyota Center Tour 7000 W. Grandridge Blvd
Friday, 12:00 p.m.-5:00 p.m.	COUNCIL RETREAT Three Rivers Convention Center 7016 W. Grandridge Blvd
March 5, 2022 Saturday, 8:00 a.m.-12:00 p.m.	COUNCIL RETREAT Three Rivers Convention Center 7016 W. Grandridge Blvd
March 8, 2022 Tuesday, 6:30 p.m.	WORKSHOP MEETING 1. Benton-Franklin Council of Government (BFCOG) Update 2. Public Safety - Community Engagement 3. Comp Plan Amendment Process 4. Regional Pavement Cut Policy
March 15, 2022 Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
March 22, 2022 Tuesday, 6:30 p.m.	WORKSHOP MEETING 1. Visit Tri-Cities Annual Update 2. CDBG/Housing Partnership 3. Public Records Processing
March 29, 2022 Tuesday, 6:30 p.m.	NO MEETING SCHEDULED

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



City Council Meeting Schedule April 2022

The City broadcasts all City Council meetings on the City's website
<https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

April 5, 2022
Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

April 12, 2022
Tuesday, 6:30 p.m. WORKSHOP MEETING

1. Animal Control Update
2. Entertainment District Partnership Update (A-1 Pearl)
3. Fire Department Annual Update
4. Police Department Annual Update

April 19, 2022
Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

April 26, 2022
Tuesday, 6:30 p.m. WORKSHOP MEETING

1. Fire Department Strategic Final Plan
2. Workplace Safety Update
3. 2021 Year-End Financial Review

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.

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