



City Council Regular Meeting Agenda

October 3, 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_ikx8Rh8SSqCP4Bqu-sttIA. 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

- National Disability Employment Awareness Month Proclamation
- International Day of the Girl Proclamation
- Community Planning Month Proclamation

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 - September 19, 2023
Motion to approve the meeting minutes of September 19, 2023.
- Claims Roster - Columbia Park Golf Course Account
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for August 2023 in the amount of \$41,196.65, comprised of check numbers 2769-2774 in the amount of \$5,826.78 and electronic transfers in the amount of \$35,369.87.
- Payroll Roster Approval
Motion to approve the Payroll Roster for the pay period ending 9/15/2023.

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

d. Solid Waste Program Interlocal Agreement

Motion to authorize the City Manager to sign the Inter-Local Agreement regarding Solid Waste Management with Benton County and the cities of Benton City, Richland, Prosser and West Richland.

e. Sherman Heights Phase 2 Final Plat

I move to authorize the Mayor (or in his absence Mayor Pro Tem) to sign the Final Plat of Sherman Heights Phase 2, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

f. Lawrence Scott Park Pickleball Complex

Motion to approve a funding increase for Contract K2109-22 Lawrence Scott Park Pickleball Complex in the amount of \$5,713.37, for a total of \$1,469,430.59 for the project and accept the work of Goodman & Mehlenbacher for contract K2109-22 Lawrence Scott Park Pickleball Complex for the amount of \$1,469,430.59.

g. Quinault & Columbia Center Blvd Intersection Improvements

Motion to authorize the Mayor to sign the Local Agency Federal Aid Project Prospectus for the P2011 Quinault Ave and Columbia Center Blvd Intersection Project.

5. ORDINANCES/RESOLUTIONS

6. PUBLIC HEARINGS/MEETINGS

7. NEW BUSINESS

a. City Manager Recruitment

8. UNFINISHED BUSINESS

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. ADJOURNMENT



Proclamation

WHEREAS, October 2023 marks the 78th anniversary of National Disability Employment Awareness Month; and

WHEREAS, the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the many and varied contributions of America's workers with disabilities; and

WHEREAS, in 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities; and

WHEREAS, in 1988, Congress expanded the week to a month and changed the name to National Disability Employment Awareness Month; and

WHEREAS, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy; NOW, THEREFORE,

I, **BILL MCKAY**, Mayor of the City of Kennewick, do hereby proclaim October

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

in the City of Kennewick, and call upon employers, schools, and other community organizations to observe October as National Disability Employment Awareness Month and advance its' message that people with disabilities add value and talent to our workplaces and communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 3rd day of October 2023.


W.D. (BILL) MCKAY, Mayor

Attest:

TERRI L. WRIGHT, City Clerk





Proclamation

WHEREAS, October 11, 2023 marks a decade since the United Nations adopted Resolution 66/170 to declare October 11 as the International Day of the Girl, to recognize girls’ rights and the unique challenges girls face around the world.; and

WHEREAS, as the world’s premier leadership development organization for girls, Girl Scouts has emphasized public service, civic engagement, and fostering a sense of community in girls for over a century; and

WHEREAS, Girl Scouts works to champion the ambitions, cultivate the talents, and develop the skills of girls to be leaders in their own world, and in ours; and

WHEREAS, in these incredibly challenging times, Girl Scouts provides community, consistency, and connection for girls, and is a safe haven in all the uncertainty; and

WHEREAS, despite a worldwide pandemic recently, Girl Scouts in this Council adapted and overcame to grow to 4,000 girls last month, the most since 2013 and vow to continue growing to provide girls optimism and adventure; and

WHEREAS, Girl Scouts offers girls 21st century programming in science, technology, engineering, and math (STEM); the outdoors; entrepreneurship; and beyond, helping girls develop invaluable life skills; and

WHEREAS, the International Day of the Girl focuses attention on the need to address the challenges girls face including poverty and to promote girls’ empowerment and the rightful fulfillment of their human rights; and

WHEREAS, on the 11th anniversary of celebrating the specialness of girls, we are reminded more than 50 million women are Girl Scout alums as role models to the 1.7 million Girl Scouts and we recognize and honor the 1.1 billion girls across the globe who make the world a better place; NOW, THEREFORE,

I, BILL MCKKAY, Mayor of the City of Kennewick, do hereby proclaim October 11, 2023 as

“INTERNATIONAL DAY OF THE GIRL”

in the City of Kennewick when we uplift girls in our great community and applaud the Girl Scout Movement and the Council of Eastern Washington and Northern Idaho for providing a safe, inclusive, space to develop leadership skills.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 3rd day of October 2023.

W.D. (BILL) MCKAY, Mayor

Attest:

TERRI L. WRIGHT, City Clerk





Proclamation

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient and long-lasting recovery; and
NOW, THEREFORE

I, W.D. (BILL) MCKAY, Mayor of the City of Kennewick, Washington, do hereby proclaim the month of October, as

COMMUNITY PLANNING MONTH

in the City of Kennewick, Washington.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 3rd day of October 2023.

A handwritten signature in blue ink that reads "W.D. McKay".

W.D. (BILL) MCKAY, Mayor

Attest:

A handwritten signature in blue ink that reads "Terri L. Wright".

TERRI L. WRIGHT, City Clerk



DRAFT

CITY OF KENNEWICK
CITY COUNCIL
Regular Meeting
September 19, 2023

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
John Trumbo
Chuck Torelli
Jim Millbauer
Brad Beauchamp
Loren Anderson
Mayor Bill McKay

Marie Mosley
Anthony Muai
Christina Palmer
Lisa Beaton
Cary Roe
Terri Wright
Nick Farline

Chris Guerrero
Chad Michael
Evelyn Lusignan

Mayor McKay led the Pledge of Allegiance.

Ted Owens provided the Invocation.

HONORS & RECOGNITIONS

- Service Recognition - Mark Kesterson 44-years (Parks, Recreation & Facilities)

Mayor McKay thanked Mr. Kesterson who was unable to attend, for his 44-years of service to the city of Kennewick.

2. VISITORS - None

3. APPROVAL OF AGENDA

Mayor McKay asked for Item 4.e. be moved to New Business for further discussion.

Councilmember Chuck Torelli moved, seconded by Councilmember Trumbo to approve the agenda as amended. The motion passed. (7-0)

4. CONSENT AGENDA

- a. Motion to approve the meeting minutes of September 5, 2023.
- b. Motion to approve the Claims Roster for August 2023 in the amount of \$4,805,249.20, comprised of electronic payments and check numbers 310938-311351.
- c. Motion to approve the Payroll Roster for the pay period ending 8/31/2023.
- d. Motion to authorize the City Manager to sign the Public Works Boat Construction Project Completion Report for the US395/Ridgeline Interchange Project.
- e. Motion to adopt Resolution 23-12 and authorize the City Manager to sign DOE's funding agreement.
- f. Motion to authorize the City Manager to sign the Supplemental Agreement No. 2 with J-U-B Engineers, Inc. for the 2022 General Sewer Plan update (P2114).
- g. Motion to authorize the Mayor (or in his absence Mayor Pro Tem) to sign the final plat for Apple Valley Phase 6B, contingent upon the completion of outstanding Public Works requirements.

DRAFT

- h. Motion to authorize the Mayor to sign a Quit Claim Deed to consolidate three City-owned parcels at 36 N. Nutmeg St.
- i. Motion to authorize the City Manager to sign the Interlocal Agreement with the PUD of Benton County for the P2214 Systemic Safety Street Lighting Improvements Project.

Councilmember Torelli moved, seconded by Councilmember Anderson to approve the Consent Agenda as amended. The motion passed. (7-0)

5. ORDINANCES/RESOLUTIONS - None

6. PUBLIC HEARINGS/MEETINGS - None

7. NEW BUSINESS

- a. Memorandum of Agreement - Columbia Park 72 Acres Conveyance

Mayor McKay removed this item from the Consent Agenda and asked Ms. Beaton if she had anything she felt needed to be updated in the agreement.

Ms. Beaton stated she has no concerns with the agreement. The agreement states the city will develop a Cultural Resources Management Plan which is specific to the 72-acres not all the parks. This will be referred to during the annual meeting. There is language regarding inviting staff from the other agencies to the meeting to talk about plans for their parks. This just means we agree to talk about the plans and nothing more.

The agreement relates to what are we going to do with the 72-acres, how we communicate with the parties who are signing the agreement or provided comments and inviting them to the annual meeting. The agreement also includes provisions relating to any disputes that may arise about whether or not we are following the terms of the contract pertaining to the 72-acres.

There is a term in the dispute resolution that says the City's decision is final. The focus and intent of the agreement is limited to the 72-acres and doesn't open up the City to any other obligations to any other city parks.

Councilmember Torelli moved, seconded by Councilmember Anderson to authorize the City Manager to sign the Memorandum of Agreement with U.S. Army Corps of Engineers, Walla Walla District, Confederated Tribes of the Umatilla Indian Reservation, Wanapum Band, Washington State Department of Archaeology and Historic Preservation, for the transfer of 72 acres of land within Columbia Park to the City of Kennewick. The motion passed. (7-0)

8. UNFINISHED BUSINESS - None

9. VISITORS

Jennifer Ollero, Kennewick -Concerned about gang violence, murder, gun fire on N. Tweedt St.

Tina Gregory, Kennewick - Spoke about current affairs, political and religious concerns.

Ubby Creek, Kennewick - Inquired about the process being taken to fill the City Manager position.

10. COUNCIL COMMENTS/DISCUSSION

Councilmembers reported on their respective activities.

11. ADJOURNMENT

DRAFT

Meeting concluded at 7:40 p.m.

Terri L. Wright, MMC, CPRO
City Clerk

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

Check Number	Vendor Check Name	Check Date	Amount	Type
2769	KENNEWICK GOLF CORPORATION	8/1/2023	\$5,106.45	Check
2770	COLUMBIA POINT GOLF COURSE	8/14/2023	\$384.60	Check
2771	TOTAL E INTEGRATED INC.	8/14/2023	\$137.95	Check
2772	YELP	8/14/2023	\$40.00	Check
2773	ADEPT TESTING OCCUPATIONAL MED	8/28/2023	\$30.00	Check
2774	NGCOA	8/28/2023	\$127.78	Check
ADPTS 2800826	ADP TOTAL SOURCE (AUTOPAY)	8/10/2023	\$4,107.73	EFT
NATIONWIDE 0823	NATIONWIDE	8/1/2023	\$753.36	EFT
WA DOR 0035087077	DEPARTMENT OF REVENUE	8/25/2023	\$5,829.78	EFT
474678	CITY OF KENNEWICK ELECTRICAL	8/9/2023	\$339.89	EFT
474741	TRACER GOLF ACCESSORIES	8/9/2023	\$333.01	EFT
474768	POINTE PEST CONTROL	8/9/2023	\$239.14	EFT
475279	WAMBEKE WINDOW WASHING	8/16/2023	\$55.00	EFT
475961	PLANET TURF - SPOKANE VALLEY	8/23/2023	\$1,387.49	EFT
476392	CITY OF KENNEWICK ELECTRICAL	8/30/2023	\$370.21	EFT
476444	WAMBEKE WINDOW WASHING	8/30/2023	\$25.00	EFT
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	8/10/2023	\$493.78	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	8/10/2023	\$202.14	EFT
Paid by ACH	WESTERN EQUIPMENT	8/10/2023	\$864.87	EFT
Paid by ACH	CINTAS CORPORATION #085	8/17/2023	\$107.02	EFT
Paid by ACH	COLEMAN OIL COMPANY	8/17/2023	\$456.64	EFT
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	8/17/2023	\$47.76	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	8/17/2023	\$252.20	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	8/24/2023	\$242.24	EFT
Paid by ACH	CINTAS CORPORATION #608	8/31/2023	\$107.02	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	8/11/2023	\$7,349.43	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	8/25/2023	\$8,502.95	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	8/31/2023	\$1,954.93	EFT
Bank Deduction	MERCHANT SERVICES	8/1/2023	\$1,305.17	EFT
Bank Deduction	US Bank	8/14/2023	\$43.11	EFT
			<u>\$41,196.65</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 2769-2774	\$	5,826.78
Electronic transfers		35,369.87
Total	<u>\$</u>	<u>41,196.65</u>

Exceptions:

Check	Vendor	Date	Amount	Debit	Credit
2769	KENNEWICK GOLF CORPORATION	8/1/2023		\$5,106.45	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$5,106.45
	PURCH	59600-080-244-00	ACCOUNTING FEES	\$1,277.20	
	PURCH	59610-080-244-00	MANAGEMENT FEE	\$3,829.25	
2770	COLUMBIA POINT GOLF COURSE	8/14/2023		\$384.60	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$384.60
	PURCH	50100-060-244-00	SALARIES	\$192.30	
	PURCH	50100-080-244-00	SALARIES	\$192.30	
2771	TOTAL E INTEGRATED INC.	8/14/2023		\$137.95	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$137.95
	PURCH	51900-050-244-00	CONTRACT SERVICES	\$137.95	
2772	YELP	8/14/2023		\$40.00	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$40.00
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$40.00	
2773	ADEPT TESTING OCCUPATIONAL MED	8/28/2023		\$30.00	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$30.00
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$30.00	
2774	NGCOA	8/28/2023		\$127.78	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$127.78
	PURCH	51400-080-244-00	PROFESSIONAL DUES & FEES	\$127.78	
ADPTS 2800826	ADP TOTAL SOURCE (AUTOPAY)	8/10/2023		\$4,107.73	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$4,107.73
	PURCH	50800-050-244-00	HEALTH BENEFITS	\$2,057.10	
	PURCH	50800-060-244-00	HEALTH BENEFITS	\$2,050.63	
NATIONWIDE 0823	NATIONWIDE	8/1/2023		\$753.36	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$753.36
	PURCH	18400-000-244-00	PREPAID GEN LIAB INS	\$753.36	
WA DOR 0035087077	DEPARTMENT OF REVENUE	8/25/2023		\$5,829.78	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$5,829.78
	PURCH	20300-000-244-00	SALES TAX PAYABLE	\$3,646.44	
	PURCH	91101-000-244-00	OTHER STATE TAXES	\$2,183.34	
474678	CITY OF KENNEWICK ELECTRICAL	8/9/2023		\$339.89	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$339.89
	PURCH	52200-060-244-00	UTILITIES - GAS & ELECTRIC	\$38.55	
	PURCH	52210-060-244-00	IRRIGATION ELECTRICITY	\$301.34	
474741	TRACER GOLF ACCESSORIES	8/9/2023		\$333.01	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$333.01
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$333.01	
474768	POINTE PEST CONTROL	8/9/2023		\$239.14	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$239.14
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$239.14	
475279	WAMBEKE WINDOW WASHING	8/16/2023		\$55.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$55.00
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$55.00	
475961	PLANET TURF - SPOKANE VALLEY	8/23/2023		\$1,387.49	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$1,387.49
	PURCH	57000-060-244-00	CHEMICALS - FERTILIZER	\$1,116.82	
	PURCH	55850-050-244-00	COURSE ACCESSORIES GOLF	\$270.67	
476392	CITY OF KENNEWICK ELECTRICAL	8/30/2023		\$370.21	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$370.21
	PURCH	52200-060-244-00	UTILITIES - GAS & ELECTRIC	\$39.95	
	PURCH	52210-060-244-00	IRRIGATION ELECTRICITY	\$330.26	
476444	WAMBEKE WINDOW WASHING	8/30/2023		\$25.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$25.00
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$25.00	
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	8/10/2023		\$493.78	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$493.78
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$493.78	
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	8/10/2023		\$202.14	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$202.14
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$33.75	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$168.39	
Paid by ACH	WESTERN EQUIPMENT	8/10/2023		\$864.87	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$864.87
	PURCH	58100-060-244-00	EQUIPMENT PARTS	\$864.87	
Paid by ACH	CINTAS CORPORATION #085	8/17/2023		\$107.02	

	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$107.02
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$66.78	
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$40.24	
Paid by ACH	COLEMAN OIL COMPANY	8/17/2023		\$456.64	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$456.64
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	\$376.64	
	PURCH	58300-050-244-00	FUEL & OIL MAINTENANCE	\$80.00	
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	8/17/2023		\$47.76	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$47.76
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$47.76	
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	8/17/2023		\$252.20	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$252.20
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$33.00	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$219.20	
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	8/24/2023		\$242.24	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$242.24
	PURCH	51900-060-244-00	CONTRACT SERVICES		\$7.00
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$66.20	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$183.04	
Paid by ACH	CINTAS CORPORATION #608	8/31/2023		\$107.02	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$107.02
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$66.78	
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$40.24	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	8/11/2023		\$7,349.43	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$7,349.43
	PURCH	50200-050-244-00	HOURLY WAGES	\$3,429.99	\$0.00
	PURCH	50200-060-244-00	HOURLY WAGES	\$3,428.78	\$0.00
	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	\$671.79	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$541.69	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$58.91	
	PURCH	52100-050-244-00	CELL PHONE	\$27.70	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	8/25/2023		\$8,502.95	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$8,502.95
	PURCH	50200-050-244-00	HOURLY WAGES	\$4,271.14	
	PURCH	50200-060-244-00	HOURLY WAGES	\$3,573.53	
	PURCH	50400-050-244-00	SALES COMMISSIONS	\$28.45	
	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	\$818.51	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$562.78	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$30.27	
	PURCH	52100-050-244-00	CELL PHONE	\$27.70	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	8/31/2023		\$1,954.93	
	PURCH	50000-000-244-00	TEMPORARY ACCT		\$1,954.93
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$39.98	
	PURCH	51500-060-244-00	TRAVEL LODGING & ENT	\$417.80	
	PURCH	51500-080-244-00	TRAVEL LODGING & ENT	\$27.16	
	PURCH	51800-080-244-00	PROFESSIONAL SERVICES	\$565.37	
	PURCH	51900-050-244-00	CONTRACT SERVICES	\$232.30	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$52.83	
	PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	\$126.50	
	PURCH	52500-080-244-00	OFFICE SUPPLIES	\$68.81	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	\$9.26	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$106.00	
	PURCH	55300-050-244-00	RANGE SUPPLIES	\$178.59	
	PURCH	55800-060-244-00	OTHER DEPT SUPPLIES	\$45.55	
	PURCH	55850-060-244-00	COURSE ACCESSORIES MAINT	\$84.78	
Bank Deduction	MERCHANT SERVICES	8/1/2023		\$1,305.17	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$1,305.17
	PURCH	54000-080-244-00	BANK CHARGES	\$1,305.17	
Bank Deduction	US Bank	8/14/2023		\$43.11	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$43.11
	PURCH	54000-080-244-00	BANK CHARGES	\$43.11	

October 3, 2023

All Departments:

September 15, 2023

ADMINISTRATIVE TEAM		3,415.58
CITY COUNCIL		4,787.50
CITY MANAGER		13,416.50
CIVIL SERVICE		1,991.30
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT		27,429.30
EMPLOYEE & COMMUNITY RELATIONS		49,339.44
ENGINEERING		55,866.69
FACILITIES & GROUNDS		104,736.28
FINANCE		55,595.30
FIRE		106,983.81
LEGAL SERVICES		19,653.56
MANAGEMENT SERVICES		105,597.70
POLICE		529,353.24
	Subtotal General Fund	<u>1,078,166.20</u>
STREETS		25,012.21
TRAFFIC		20,341.47
	Subtotal Street Fund	<u>45,353.68</u>
BI-PIN		11,398.43
BUILDING SAFETY		49,482.96
COMMUNITY DEVELOPMENT		3,232.95
CRIMINAL JUSTICE		85,852.72
EQUIPMENT RENTAL		14,329.40
MEDICAL SERVICES		368,571.54
RISK MANAGEMENT		4,078.73
STORMWATER UTILITY		22,494.93
WATER & SEWER		148,013.49
	Subtotal Other Funds	<u>707,455.15</u>
	Total Salaries and Wages	<u>1,830,975.03</u>
<u>Benefits:</u>		
Dental Insurance		24,659.00
Industrial Insurance		54,140.66
Life Insurance		4,951.90
Long Term Disability Insurance		5,981.85
Medical Insurance		340,290.80
Medical Retirement Account		3,300.00
Retirement		129,346.43
Social Security (FICA)		107,418.44
Vision Insurance		3,580.92
WA Family Leave		3,790.80
	Total Benefits	<u>677,460.80</u>
	Grand Total	<u><u>\$2,508,435.83</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 \$2,508,435.83 comprised of check numbers 76748 through 76754 and direct deposit numbers 216996 through 217463.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet	Agenda Item Number: 4.d.	Council Date: 10/3/2023	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: Solid Waste Program Department: Public Works Ord/Reso # Project #	Contract # Permit #	
<p><u>Recommendation</u></p> <p>That City Council authorize the City Manager to sign the Inter-Local Agreement regarding Solid Waste Management with Benton County and the cities of Benton City, Richland, Prosser and West Richland.</p> <p><u>Motion for Consideration</u></p> <p>Motion to authorize the City Manager to sign the Inter-Local Agreement regarding Solid Waste Management with Benton County and the cities of Benton City, Richland, Prosser and West Richland.</p> <p><u>Summary</u></p> <p>The attached Inter-local Agreement establishes joint participation in the countywide Waste Plan and joins public agencies to exercise their powers, thereby maximizing their ability to provide services and facilities which will best fulfill the needs of the community.</p> <p>The parties have worked together on the development and adoption of the Benton County Comprehensive Solid Waste Plan. This agreement provides for a cooperative effort to administer, plan and implement recommendations contained within the adopted plan.</p> <p>This interlocal agreement extends the current agreement through 2025, with all other provisions remaining the same. The current agreement terminates at the end of this year.</p> <p><u>Alternatives</u></p> <p>Not approve the ILA and be the only City not participating.</p> <p><u>Fiscal Impact</u></p> <p>N/A</p>			
<p>Attachments:</p> <p>1. ILA</p>			

INTER-LOCAL AGREEMENT
REGARDING SOLID WASTE MANAGEMENT
BENTON COUNTY

This Agreement addresses City-County joint participation in the countywide Solid Waste Plan and joins public agencies to exercise their powers, thereby maximizing their ability to provide services and facilities which will best fulfill the needs of the community as a whole, and is made and entered into effective date of full execution, by and between Benton County, a political subdivision of the State of Washington, hereafter referred to as the Lead Agency, and the cities of Benton City, Kennewick, Richland, Prosser, and West Richland, political subdivisions of the State of Washington, and hereafter referred to as Participating Jurisdictions. The Participating Jurisdictions and Lead Agency may be referred to herein collectively as the Parties.

I. RECITALS

WHEREAS, the parties hereto recognize the requirement to prepare and implement solid and hazardous waste plans under RCW Chapter 70.95 and RCW Chapter 70.105, and

WHEREAS, the parties have developed the Benton County Comprehensive Solid Waste Plan with public involvement; and

WHEREAS, the parties have adopted the Benton County Comprehensive Solid Waste Plan fulfilling their jurisdictional requirements under RCW Chapter 70.95 and RCW Chapter 70.105; and

WHEREAS, the parties hereto wish to enter into a cooperative effort to administer, plan, and implement the recommendations contained within the adopted Benton County Comprehensive Solid Waste Plan; and

WHEREAS, the Solid Waste Advisory Committee advises the Board of County Commissioners with respect to developing plans and policies for solid waste management in Benton County, each Participating Jurisdiction and Lead Agency recognizes that all members of the Solid Waste Advisory Committee shall have one (1) equal vote; and

WHEREAS, the Lead Agency will manage, track and provide custody for this Agreement, and

WHEREAS, the undersigned signatories of this Agreement are duly authorized to enter into the same by properly adopted resolutions,

NOW THEREFORE, in consideration of the foregoing recitals and the mutual agreements and covenants herein contained, the parties agree as follows:

II. AGREEMENTS

A. AUTHORITIES

The parties to this Agreement have and possess, both jointly and severally, the primary responsibility for effective solid and hazardous waste management, planning and implementation under RCW Chapters 70.95 and 70.105. Under RCW Chapter 39.34, the Inter-local Cooperation Act, local governments are authorized to cooperate to provide themselves with services of the nature herein agreed to.

B. PURPOSE

This Agreement is entered into pursuant to RCW Chapter 39.34 for the purpose of cooperative management of solid waste within Benton County. It is the intent of the parties to work cooperatively in implementing and managing a comprehensive solid waste management plan pursuant of RCW Chapters 70.95 and 70.105 that is viable and economically responsible to their citizens. Specifically, this Agreement will provide for the administration, planning and operations of the adopted Benton County Comprehensive Solid Waste Management Program.

C. DEFINITIONS

For the purpose of this Agreement, the following definitions shall apply:

‘Fair Share’ - the amount owed by each of the Parties, based upon April 1 population figures for the given year supplied by the Washington State Office of Financial Management (OFM), and the corresponding population percentage applied to the Solid Waste Program Budget.

‘Solid Waste Advisory Committee’ (SWAC) - a committee, formed pursuant to RCW 70.95.165, comprised of no more than twelve (12) members representing a balance of interests, pursuant to state statutes. Said committee shall contain one representative of each of the Parties. Each Party shall nominate its representative to the SWAC to the Lead Agency, to be approved by the Board of County Commissioners. The SWAC shall review Solid Waste Program budget and activities and make recommendations to the Benton County Commissioners.

‘Lead Agency’ - Benton County, a political subdivision of the State of Washington. The Lead Agency will administer, plan, and implement the Plan and Solid Waste Program.

‘Participating Jurisdictions’ - any City who has entered into the County-wide Solid Waste Inter-Local Agreement with the Lead Agency and who has agreed to mutually support and financially contribute to the administration, planning, and implementation of the Plan.

‘Parties’ - the collective term for all Participating Jurisdictions and Lead Agency.

‘Plan’ - the Benton County Comprehensive Solid Waste Management Plan, as the same exists now or may hereafter be amended.

‘Routine Operating Agreement’ (ROA) - an agreement that is established for the purpose of accomplishing a task set forth by the Parties and is funded within the Solid Waste Program Budget.

‘Solid Waste Advisory Committee Members Bylaws’ - the bylaws the same as now exist or may hereafter be amended.

‘Solid Waste Program Budget’ - the annual Countywide Solid Waste Budget, as prepared by Benton County and accepted by the SWAC, that appropriates funds to Routine Operating Agreements and administrative functions that meet specific requirements in RCW 70.95 and/or accomplishes goals as set fourth in the Plan.

‘Task’ - a project, program, activity, etc., that is annually funded from the Solid Waste Program Budget. All tasks are approved by the SWAC as needed and shall meet the recommendations set forth in the Plan.

‘Task Manager’ is designated to lead and manage a Task per the ROA.

D. LOCAL ADOPTION OF PLAN

Under the authority of RCW 70.95.080, each Participating Jurisdiction elected to enter into this agreement with the County pursuant to those jurisdictions that participated in preparing and adopting the joint City-County Plan.

E. PLAN IMPLEMENTATION

Pursuant to RCW 70.95.080 and RCW 70.105.220, the Participating Jurisdictions and Lead Agency jointly prepared the Plan in accordance with “Guidelines for the Development of Local Solid Waste Plans and Plan Revisions” (*i.e.* Department of Ecology (WDoE) Publication No. 90-11) and will implement the Plan’s recommendations, as approved by the Department of Ecology pursuant to RCW 70.95.094.

F. BENTON COUNTY SOLID WASTE ADVISORY COMMITTEE

The Parties hereto recognize and support the SWAC as an advisory board created under authority of RCW 70.95.165. The SWAC is an ongoing advisory committee. The

SWAC is the focal point of the public involvement effort used in the planning, development and implementation of the Plan. The SWAC also provides advice to the Parties on solid and hazardous waste issues and assists the Parties in developing solid waste ordinances, rules, guidelines, and policies prior to their adoption.

G. REGIONAL PLANNING AREA

The Parties hereto recognize the geographical planning area covered by this Agreement to be the incorporated areas of the Participating Jurisdictions and the unincorporated area of Benton County. The Hanford Nuclear Reservation is exempted from the Plan and this Inter-local Agreement.

H. ROUTINE OPERATING AGREEMENT IMPLEMENTATION

Two months prior to the biennial Solid Waste Program Budget workshop, all task managers are required to submit their ROA. As a minimum, an ROA will include: 1) Task Introduction Statement; 2) Task Scope of Work; 3) Task Responsibilities; 4) Annual Task Cost; and 5) Quality Control. Eligibility of an ROA request is based on task cost and meeting recommendations set forth in the Plan. The ROA request should include both activities undertaken by the Participating Jurisdiction submitting the ROA and any activities that the Participating Jurisdiction believes the Lead Agency should implement on a countywide basis. The SWAC shall recommend that a request be advanced to the Board of County Commissioners on a 2/3 majority of those members present.

I. SOLID WASTE PROGRAM BUDGET

The Parties agree to mutually and financially support the administration, planning, and operations of the Plan recommendations or as specified in RCW 70.95. The Lead Agency shall prepare a Solid Waste Program Budget each year for the upcoming budget year. The budget will also include Routine Operating Agreements that provide information on projects funded by the annual budget.

J. FAIR SHARE

The Parties agree to pay a Fair Share of the administration, planning and operation of the Solid Waste Program, as determined and voted-on by the SWAC and approved by the Benton County Commissioners. Said Fair Share shall be a percentage of all program costs that are not covered by Local Solid Waste Financial Aid Funds, share percentages to be updated each April of the Agreement, being based on the most recent population figures as supplied by the Washington State OFM. The Parties agree to remit their fee to the Lead Agency within sixty (60) days of receiving an invoice from the Lead Agency. The Lead Agency's fair share shall be based on the population for the unincorporated areas of the County.

K. DISBURSEMENT OF ASSETS AND DEBTS

If this Agreement is terminated, all Parties to this Agreement shall determine the disbursement of any outstanding debts and the allocation of any assets. If the Parties cannot agree to the disbursement of any outstanding debts and the allocation of any assets, the issues are to be submitted for arbitration, pursuant to state law, RCW 7.04 *et seq.* The Lead Agency and the contesting jurisdiction agree that such arbitration shall be conducted before one (1) disinterested arbitrator.

L. DURATION

This Agreement shall commence on the date set forth above and will continue in effect to December 31, 2025, or until superseded by another Interlocal Agreement. As stipulated within RCW 70.95.110(1), each Plan shall be maintained in a current condition and reviewed and revised periodically as may be required by the WDoE. Upon each review such plans shall be extended to show long-range needs for solid waste handling facilities for twenty (20) years in the future, and a revised implementation schedule and implementation budget for six (6) years in the future.

M. REVIEW AND RENEGOTIATION

Any Party may request a review and/or renegotiations on any provision of the Agreement during the six-month period immediately preceding the ending date for the Agreement. Such request must be made in writing to the Lead Agency and must specify the provision(s) of the Agreement for which review/renegotiation(s) are requested. Review and/or renegotiation(s) pursuant to such a written request shall be immediately referred to the SWAC for their review and recommendation. Notwithstanding any other provisions in this paragraph to the contrary, the Parties may, pursuant to the procedure outlined within the Solid Waste Advisory Committee Members Bylaws, modify or amend any provision(s) of this Agreement at any time during the term of this Agreement.

N. TERMINATION

This Agreement may be terminated by any Party, by written notice to the other Parties no less than thirty (30) days immediately preceding the implementation date of the next Solid Waste Program Budget. The Parties agree: (1) that the termination will not absolve a terminating Party of any financial responsibility to the extent a financial responsibility continues to exist pursuant to the provisions of this Agreement; and (2) that prior to termination, the terminating Party shall submit to the SWAC how it intends on meeting its planning obligation under RCW 70.95.080.

O. WAIVER

No waiver by any of the Parties of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach whether of the same or a different provision of this Agreement.

P. ENTIRE AGREEMENT

This Agreement, including the recitals and all subsequent attachments and addendums, constitutes the entire Agreement between the Parties and shall be governed by the laws of the State of Washington. There are no other oral or written agreements or understanding between the Parties as to the subject matter contained herein. The venue for any action of law, suit in equity and judicial proceeding for the enforcement of this Agreement shall be instituted and maintained only in the courts of competent jurisdiction in Benton County, Washington.

Q. SEVERABILITY

Any provisions of this Agreement that is determined to be illegal, invalid, or unenforceable for any reason shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement.

[Signature Pages to Follow]

FOR THE CITY OF BENTON CITY, WASHINGTON.

Linda Lehman, Mayor

Date

Attest:

City Clerk/Treasurer

Date

Approved as to Form:

City Attorney

Date

FOR THE CITY OF KENNEWICK, WASHINGTON.

Marie E. Mosley, City Manager

Date

Attest:

City Clerk

Date

Approved as to Form:

City Attorney

Date

FOR THE CITY OF PROSSER, WASHINGTON.

Randy Taylor, Mayor

Date

Attest:

City Clerk

Date

Approved as to Form:

City Attorney

Date

FOR THE CITY OF RICHLAND, WASHINGTON.

Jon Amundson, City Manager

Date

Attest:

City Clerk

Date

Approved as to Form:

City Attorney

Date

FOR THE CITY OF WEST RICHLAND, WASHINGTON.

Brent Gerry, City Mayor

Date

Attest:

City Clerk

Date

Approved as to Form:

City Attorney

Date

FOR BENTON COUNTY, WASHINGTON.

Will McKay, Chairman
Board of County Commissioners

Date

Attest:

Clerk of the Board

Date

Approved as to Form:

LeeAnn Holt, Deputy Prosecuting Attorney

Date

Council Agenda Coversheet	Agenda Item Number: 4.e.	Council Date: 10/3/2023	Category: Consent Agenda
	Agenda Item Type: Final Plat Subject: Sherman Heights Phase 2 Final Plat Department: Community Planning Ord/Reso # Project #	Contract # Permit # SUB-2023-0006	

Recommendation

That City Council authorize the Mayor (or in his absence Mayor Pro Tem) to sign the Final Plat of Sherman Heights Phase 2, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

Motion for Consideration

I move to authorize the Mayor (or in his absence Mayor Pro Tem) to sign the Final Plat of Sherman Heights Phase 2, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

Summary

An application was submitted by Hayden Homes, c/o Matt Smith for the Final Plat of Sherman Heights Phase 2. The plat consists of 41 lots on 13.44 acres, generally located at 7141 W 26th Avenue. The site is zoned Residential, Low, with a minimum lot size of 7,500 square feet. The smallest lot is 7,592 square feet, the largest lot is 19,252 square feet and the average lot size is 11,836 square feet. The Preliminary Plat of Sherman Heights was approved by the hearing examiner on March 22, 2021.

Staff reviewed the final plat and found it to be in conformance with applicable development regulations. Prior to signing the final plat, the outstanding conditions will be met, in addition to payment of fees and bonding for incomplete sidewalk and landscape work. Following Council approval and plat signatures, the plat can be recorded and lots sold to the public.

Alternatives

No alternatives were reviewed or are recommended, the applicant has met the required standards.

Fiscal Impact

None

Attachments:

1. Final Plat

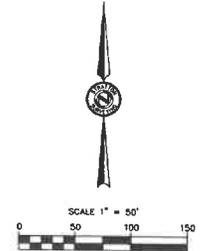
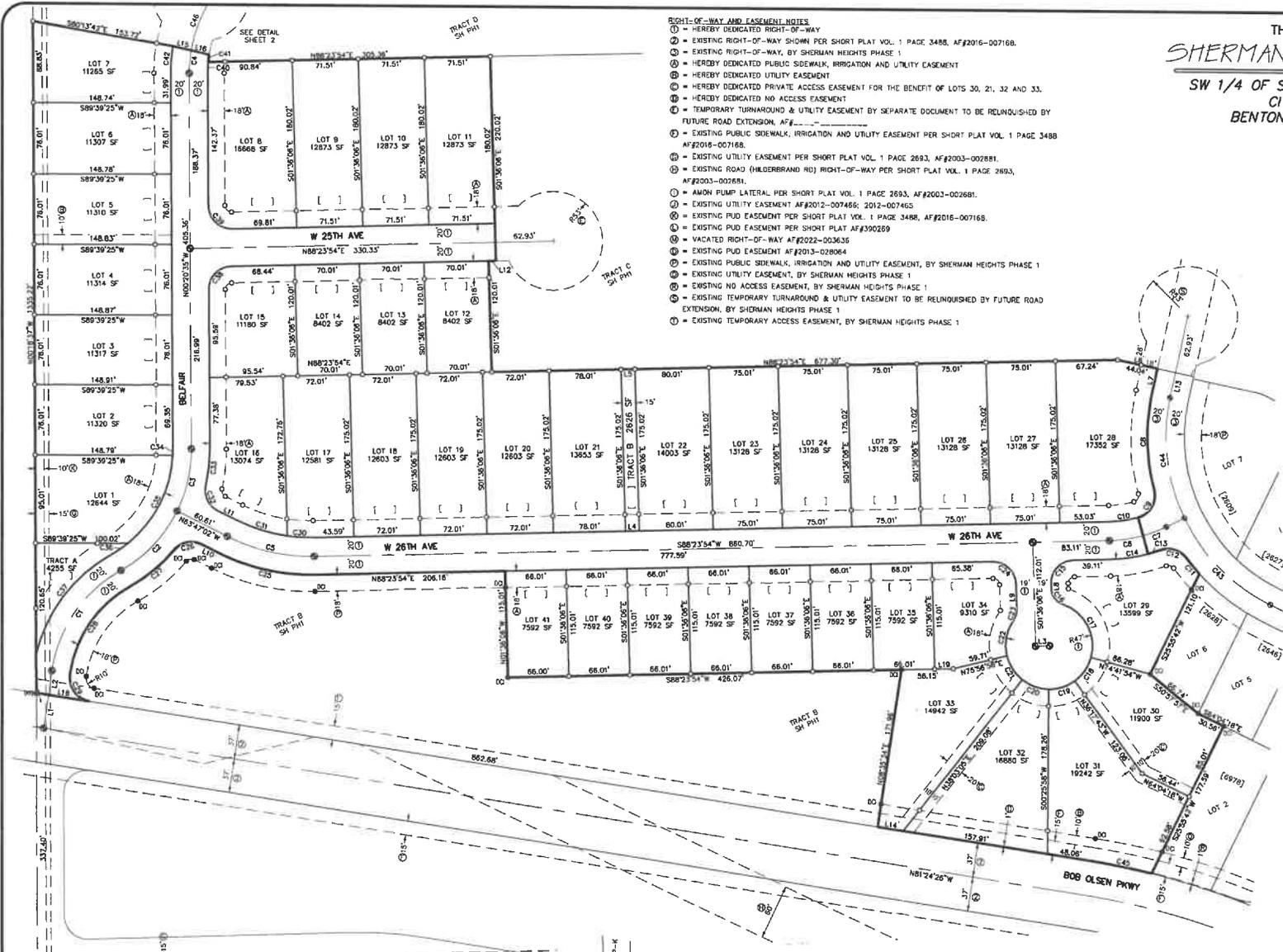
THE FINAL PLAT OF
SHERMAN HEIGHTS PHASE 2

SW 1/4 OF SEC. 08, T.08N., R.29E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON



VICINITY SKETCH
NOT TO SCALE

- RIGHT-OF-WAY AND EASEMENT NOTES**
- ① = HEREBY DEDICATED RIGHT-OF-WAY
 - ② = EXISTING RIGHT-OF-WAY SHOWN PER SHORT PLAT VOL. 1 PAGE 3488, AF#2016-007168.
 - ③ = EXISTING RIGHT-OF-WAY, BY SHERMAN HEIGHTS PHASE 1
 - ④ = HEREBY DEDICATED PUBLIC SIDEWALK, IRRIGATION AND UTILITY EASEMENT
 - ⑤ = HEREBY DEDICATED UTILITY EASEMENT
 - ⑥ = HEREBY DEDICATED PRIVATE ACCESS EASEMENT FOR THE BENEFIT OF LOTS 30, 21, 32 AND 33.
 - ⑦ = HEREBY DEDICATED NO ACCESS EASEMENT
 - ⑧ = TEMPORARY TURNAROUND & UTILITY EASEMENT BY SEPARATE DOCUMENT TO BE RELINQUISHED BY FUTURE ROAD EXTENSION, AF#2016-002681.
 - ⑨ = EXISTING PUBLIC SIDEWALK, IRRIGATION AND UTILITY EASEMENT PER SHORT PLAT VOL. 1 PAGE 3488 AF#2016-007168.
 - ⑩ = EXISTING UTILITY EASEMENT PER SHORT PLAT VOL. 1 PAGE 2693, AF#2003-002881.
 - ⑪ = EXISTING ROAD (HILDEBRAND RD) RIGHT-OF-WAY PER SHORT PLAT VOL. 1 PAGE 2693, AF#2003-002681.
 - ⑫ = AMON PUMP LATERAL PER SHORT PLAT VOL. 1 PAGE 2693, AF#2003-002681.
 - ⑬ = EXISTING UTILITY EASEMENT AF#2012-007466; 2012-007465
 - ⑭ = EXISTING PUD EASEMENT PER SHORT PLAT VOL. 1 PAGE 3488, AF#2016-007168.
 - ⑮ = EXISTING PUD EASEMENT PER SHORT PLAT AF#390269
 - ⑯ = VACATED RIGHT-OF-WAY AF#2022-002636
 - ⑰ = EXISTING PUD EASEMENT AF#2013-028064
 - ⑱ = EXISTING PUBLIC SIDEWALK, IRRIGATION AND UTILITY EASEMENT, BY SHERMAN HEIGHTS PHASE 1
 - ⑲ = EXISTING UTILITY EASEMENT, BY SHERMAN HEIGHTS PHASE 1
 - ⑳ = EXISTING NO ACCESS EASEMENT, BY SHERMAN HEIGHTS PHASE 1
 - ㉑ = EXISTING TEMPORARY TURNAROUND & UTILITY EASEMENT TO BE RELINQUISHED BY FUTURE ROAD EXTENSION, BY SHERMAN HEIGHTS PHASE 1
 - ㉒ = EXISTING TEMPORARY ACCESS EASEMENT, BY SHERMAN HEIGHTS PHASE 1



BASIS OF BEARING
WA STATE GRID
SOUTH ZONE (NAD 83(2011))

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS

- LEGEND**
- = SET 5/8" REBAR W/ BLUE PLASTIC CAP MARKED "STRATTON DC 46886"
 - = FOUND AS INDICATED
 - B.O.B. = BASIS OF BEARING
 - (not found) = NOT FOUND OR SET
 - ⊕ = FOUND MONUMENT AS INDICATED
 - (###) = ADDRESSES
 - - - = EASEMENT PROPERTY BOUNDARY
 - — — = CENTERLINE

SURVEYOR'S CERTIFICATE:
I, DEREK C INGALSBIE, A LICENSED LAND SURVEYOR IN THE STATE OF WASHINGTON, HEREBY CERTIFY THAT THE PLAT OF "SHERMAN HEIGHTS PHASE 2", AS SHOWN HEREON, IS BASED ON AN ACTUAL FIELD SURVEY OF THE LAND DESCRIBED, AND THAT ALL COURSES AND DISTANCES ARE CORRECTLY SHOWN, AND THAT SAID PLAT IS STAKED ON THE GROUND AS INDICATED HEREON.



INDEX

X	Y	SEC	T.	R.
08	08N	29E		

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

BENTON COUNTY AUDITOR
DEPUTY _____ FEE NO. _____

FINAL PLAT FOR
HAYDEN HOMES

STRATTON SURVEYING & MAPPING P.C.
313 NORTH HODMAN STREET
KENNEWICK, WA 98536
(509) 735-2814
FAX: (509) 735-8560
www.strattonm.com

5866PZ.DWG © 2023
DATE: 06/16/23 SH: 1 OF 3
DRAWN BY: DCJ JOB # 5866

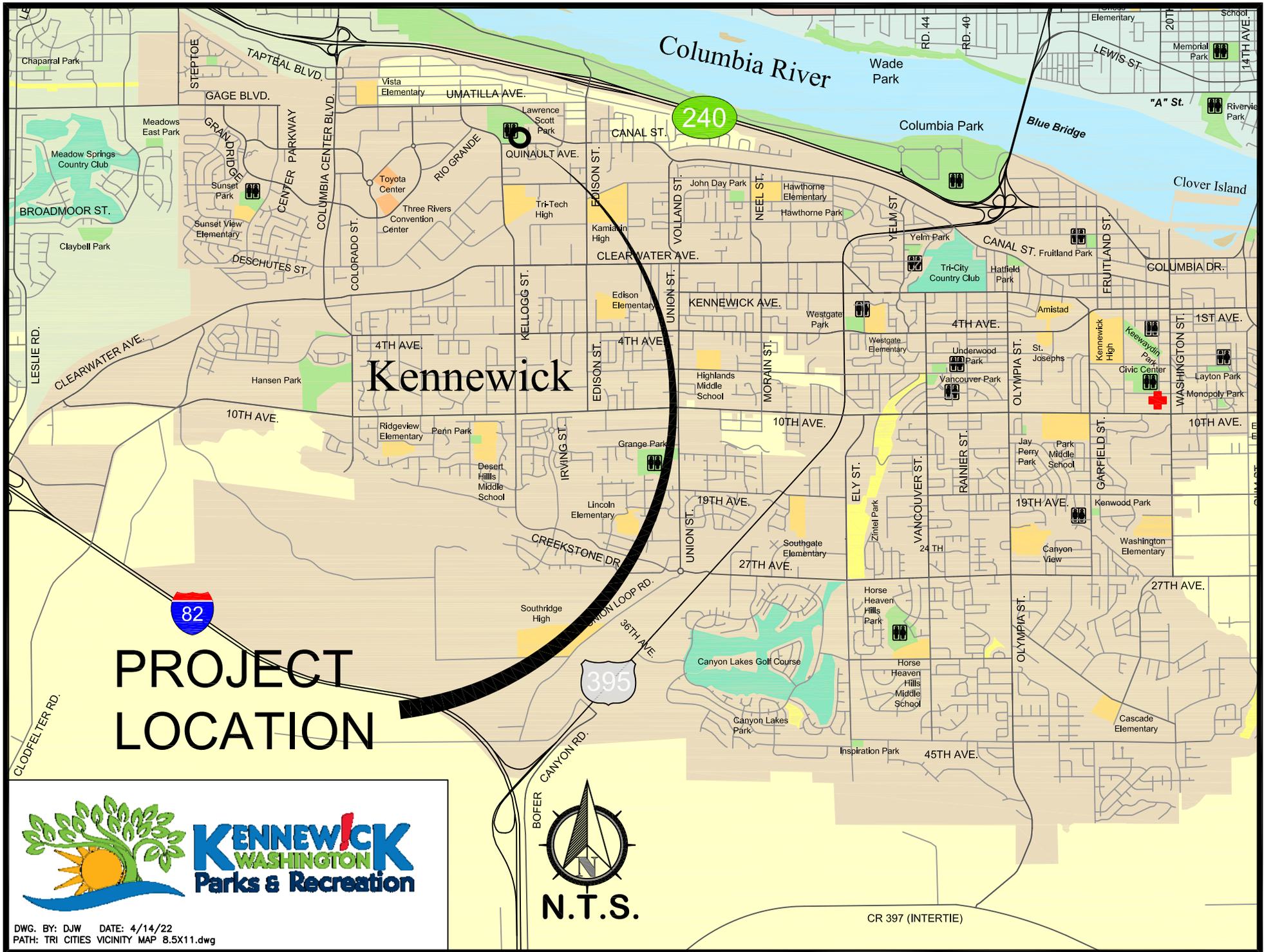
DEREK C INGALSBIE LS46886 DATE _____

Fiscal Impact

Contract budget breakdown: \$800,000 ARPA funding; \$6,240 Park Mitigation Zone 2W; \$56,300 Park Mitigation Reserve Interest; \$188,112 Park Impact Fees West; \$90,000 Club 509 donations; Corporate sponsorship of \$210,000 over the next 5 years; the remaining \$118,778.59 will be funded with ending fund balance in the CIP fund.

Attachments:

1. Map



Council Agenda Coversheet	Agenda Item Number: 4.g.	Council Date: 10/3/2023	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: Quinault & CCB Prospectus Department: Public Works Ord/Reso # Project # P2011	Contract # Permit #	

Recommendation

That City Council authorize the Mayor to sign the Local Agency Federal Aid Project Prospectus for the P2011 Quinault Ave and Columbia Center Blvd Intersection Project.

Motion for Consideration

Motion to authorize the Mayor to sign the Local Agency Federal Aid Project Prospectus for the P2011 Quinault Ave and Columbia Center Blvd Intersection Project.

Summary

The Project Prospectus is the description of the proposed improvement which serves as the support document for Federal Highway Administration (FHWA) authorization of federal funds. The prospectus also provides a schedule which states when the local agency anticipates obligating federal funds.

The original prospectus that obligated a federal grant through the Surface Transportation Block Group (STBG) program for the design and right-of-way phases for the Quinault & Columbia Center Blvd Intersection project was approved at the February 18, 2020 Council meeting.

Since then, City staff was successful in obtaining construction dollars for this project. Therefore, the prospectus requires updating to reflect the new federal dollar amount which will reimburse expenses for initial procurement of signal equipment, City inspection/construction management costs, and the actual construction costs incurred by a City-procured contractor.

The overall scope of work for this project includes construction of a second left-turn lane for added turning capacity for east-bound traffic turning north onto Columbia Center Blvd. An additional lane will also be constructed on Columbia Center Blvd southbound that will turn into the Red Lion property. This proposed work will be in preparation for extending a third lane south of the intersection for north and southbound traffic on Columbia Center Blvd.

Alternatives

Not sign the prospectus and lose Federal funding for the construction phase of this project.

Fiscal Impact

Urban Arterial Street Fund: \$267,300

Federal Match: \$1,712,700

Attachments:

1. Prospectus

Local Agency Federal Aid Project Prospectus

	Prefix	Route	()	Date	9/20/2023
Federal Aid Project Number	STP(UL)-9903(018)	3460		DUNS Number	040187544
Local Agency Project Number	P2011	(WSDOT Use Only)		Federal Employer Tax ID Number	91-6001253

Agency City of Kennewick		CA Agency <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other		
Project Title Quinault & Columbia Center Blvd. Intersection		Start Latitude N 46d13'23"		Start Longitude W -119d13'31"	
		End Latitude N 46d13'23"		End Longitude W -119d13'21"	
Project Termini From-To I/S Quinault I/S Columbia Ctr Blvd		Nearest City Name Kennewick			Project Zip Code (+4) 99336
Begin Mile Post	End Mile Post	Length of Project 0.10		Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad	
Route ID 140001050	Begin Mile Point	End Mile Point	City Number 0610	County Number 03	County Name Benton
WSDOT Region South Central Region	Legislative District(s) 8		Congressional District(s) 4		Urban Area Number 4

Phase	Total Estimated Cost	Local Agency Funding	Federal Funds	Phase Start Date	
	(Nearest Hundred Dollar)	(Nearest Hundred Dollar)	(Nearest Hundred Dollar)	Month	Year
P.E.	\$100,000	\$13,500	\$86,500	March	2020
R/W	\$200,000	\$27,000	\$173,000	April	2021
Const.	\$1,980,000	\$267,300	\$1,712,700	May	2024
Total	\$2,280,000	\$307,800	\$1,972,200		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 60-feet	Number of Lanes 5
--------------------------	----------------------

Current configuration operates with east leg having a single left turn lane, two through-lanes, and a single right-turn slip-lane. West leg has a single left turn lane, one through-lane, and a single right-turn lane.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Project will provide a second left-turn lane for added turning capacity for east-bound traffic turning north onto Columbia Center Blvd. A second through-lane is being provided for west-bound traffic on Quinault Ave. along with an additional lane southbound that will turn into the Red Lion.

Local Agency Contact Person Ryan Durham		Title Senior Design Engineer	Phone (509) 585-4385	
Mailing Address PO Box 6108		City Kennewick	State WA	Zip Code 99336
Project Prospectus	By  Approving Authority			
	Title John Cowling, PE, Deputy Public Works Director			Date 9/25/23

Agency City of Kennewick	Project Title Quinault & Columbia Center Blvd. Intersecti	Date 9/20/2023
-----------------------------	--	-------------------

Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width 72-feet (west leg)	Number of Lanes 6 (west leg)
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input checked="" type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> Bridge		

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS
	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input checked="" type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
Terrain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	30	35
Design Speed	35	40
Existing ADT	14,024	25,540
Design Year ADT	15,700	33,100
Design Year	2040	2040
Design Hourly Volume (DHV)	1,570	3,310

Performance of Work

Preliminary Engineering Will Be Performed By City of Kennewick	Others 0 %	Agency 100 %
Construction Will Be Performed By Lowest bid Contractor	Contract 100 %	Agency 0 %

Environmental Classification

<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	<input checked="" type="checkbox"/> Class II - Categorical Excluded (CE) <input checked="" type="checkbox"/> Projects Requiring Documentation (Documented CE)
--	--

Environmental Considerations
None.

Agency City of Kennewick	Project Title Quinault & Columbia Center Blvd. Intersecti	Date 9/20/2023
-----------------------------	--	-------------------

Right of Way

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
--	--	--

Utilities

No utility work required
 All utility work will be completed prior to the start of the construction contract
 All utility work will be completed in coordination with the construction contract

Railroad

No railroad work required
 All railroad work will be completed prior to the start of the construction contract
 All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

City will coordinate with local PUD, telecommunications (Zipty & Charter), cable and irrigation utility relocations and adjustments that will be required.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

None.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Date _____ Agency _____
 By _____ Mayor/Chairperson

Council Agenda Coversheet	Agenda Item Number: 7.a.	Council Date: 10/3/2023	Category: Other
	Agenda Item Type: Contract/Agreement/Lease Subject: City Manager Recruitment Department: City Attorney Ord/Reso # Project #	Contract # Permit #	
<p><u>Recommendation</u> That Council authorize the Mayor to sign the recruitment agreement with GMP Consultants for the City Manager position.</p> <p><u>Motion for Consideration</u> Motion to authorize the Mayor to sign the recruitment agreement with GMP Consultants for the City Manager position.</p> <p><u>Summary</u> City Manager Marie Mosley will be retiring at the end of this year. To assist City Council with a recruitment process to fill the City Manager position, city staff have been in discussions with GMP Consultants. This executive recruiting firm specializes in public sector recruiting.</p> <p>The City has utilized the services of GMP for recent recruiting efforts for the city. GMP Consultants have collectively conducted over 200 hundred city manager/administrator recruitments.</p> <p><u>Alternatives</u></p> <p><u>Fiscal Impact</u> \$24,000</p>			
<p><u>Attachments:</u></p> <ol style="list-style-type: none"> 1. Proposal 2. Agreement 3. Work Plan 			



SEPTEMBER 2023

City Manager Recruitment Proposal

FOR THE CITY OF KENNEWICK, WA

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





September 30, 2023

Mr. Bill McKay
Mayor
City of Kennewick
210 W 6th
Kennewick, WA 99336

Dear Mayor McKay,

Thank you for the opportunity to provide a proposal to assist the City of Kennewick with the recruitment of its next City Manager.

GMP is well positioned to partner with the City as we are currently conducting manager/administrator searches for Grays Harbor County, WA, Oak Park Heights, MN, Canby OR, Cottage Grove, OR and Shady Cove, OR. We have also recently completed searches for Lewis County, WA – County Manager, Mountlake Terrace, WA – City Manager, Lacey, WA – City Manager and Tumwater, WA – City Administrator. These and other recently completed searches provide us with an excellent knowledge of both Washington and national city management candidates.

Having conducted 600 total recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Prothman', is written over a horizontal line.

Greg M. Prothman
President
GMP Consultants



TABLE OF CONTENTS

ABOUT GMP CONSULTANTS..... 2

PROJECT TEAM MEMBERS..... 3

WORKPLAN & APPROACH 3

PROFESSIONAL REFERENCES 6

GUARANTEE & WARRANTY 6

OREGON AND IN PROCESS CAO SEARCHES BY GMP’S CONSULTANTSError! Bookmark not defined.

ADDITIONAL CAO SEARCHES BY GMP’S CONSULTANTS.....Error! Bookmark not defined.

EXAMPLES OF GMP’S POSITION PROFILE AND INVITATION TO APPLY LETTER..... 9

Copyright © 2023 by GMP Consultants, LLC. All rights reserved.

ABOUT GMP CONSULTANTS

GMP Consultants is a Pacific Northwest-based public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 500 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.





- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With nine former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

PROJECT TEAM MEMBERS

Greg M. Prothman – Project Manager

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Ray Corpuz - Lead Consultant *(recently conducted the cities of Tumwater, Lacey & Pasco city manager recruitment)*

Ray has served in local government for 48 years and as city manager for 29 years at three cities: the City of Tacoma (WA), City of Seaside (WA), and Salinas (CA). Ray is a former president of the Washington City Managers Association (WCMA) and active in the Association of Monterey Bay Area Managers and the California League of Cities City Managers Department. In 1999, Ray received the National Public Service Award by the American Society of Public Administration/National Academy for Public Administration and the Award for the Advancement of Diverse Communities by the California League of Cities. Ray is a life member of the International City Managers Association and enjoys golf, boating, fishing, pickleball, and travel.

Kate Hansen – Recruitment Manager

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbitas – Candidate Coordinator

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.



WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the Mayor & City Council and staff to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - We develop advertising and place ads in websites, job boards, and periodicals. Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Washington Association of Cities
- Oregon City Managers Association
- California City Management Foundation
- Colorado City Managers Association
- Oregon League of Cities
- Association of Oregon Counties
- Association of Idaho Cities
- Municipal Management Association of Northern California
- Western Cities
- Government Jobs
- Careers in Government
- LinkedIn
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 800 to 1000 letters of invitation to city managers/administrators in the Midwest & Western United States. We will also send out 4800 emails to city management professionals across the nation.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.



Search Work Session – We will meet with you to review semifinalists. Prior to the meeting we will send you the: each applicant’s cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Mayor & City Council select the finalist candidates and design the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Mayor & City Council (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

Candidate Appointment - We will facilitate potential contract elements with the Mayor & City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting	Week 1	Client & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & Client: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	Client: Hosts finalist interviews Client: Makes hiring selection



PROFESSIONAL REFERENCES

City of St Helens, OR

John Walsh
City Administrator
jwalsh@sthelensoregon.gov
503-366-8211
Finance Director *(recently completed)*

City of Lakewood, WA

John Caulfield, City Manager
jcaulfield@cityoflakewood.us
253-983-7703
City Manager

Gunnison County, CO

Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
Six department/assistant county manager recruitments

City of Belgrade, MT

Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
Human Resource Director
Assistant City Manager *(in process)*

PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$24,000. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City’s behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,800 - 2,200)
- Direct mail announcements (approx. \$1,600 - \$1,900)
- Consultant travel: Hotel, Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City’s only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.



CITY/COUNTY CAO SEARCHES CONDUCTED AND MANAGED BY GMP CONSULTANTS

In progress Recruitments

Greys Harbor County, WA
County Administrator
City of Canby, OR
City Administrator
City of Oak Park Heights, MN
City Administrator
City of Cottage Grove, OR
City Manager
City of Shady Grove, OR
City Administrator

Recently Completed

Lewis County, WA
County Manager
City of Belgrade, MT
Assistant City Manager
City of Mountlake Terrace, WA
City Manager
City of Tumwater, WA
City Administrator
Woodinville Water & Sewer District
General Manager

Completed in the last 12 months

City of Lacey, WA
City Manager
City of Sammamish, WA
City Manager
City of Livingston, MT
City Manager
City of Pasco, WA
City Manager
City of Astoria, OR
City Manager
Gunnison County, CO
Assistant County Manager

All Management Recruitments

City & Borough of Sitka, AK
Municipal Administrator
City & Borough of Wrangell, AK
Borough Manager
City & County of Broomfield, CO
Deputy City and County Manager
City of Astoria, OR
City Manager (2)
City of Arlington, WA
City Administrator
City of Bainbridge Island, WA
City Administrator
City of Bandon, OR
City Manager
City of Battle Ground, WA
City Manager (2)
City of Belgrade, MT
City Manager (2)
City of Bingen, WA
City Administrator
City of Bothell, WA
Deputy City Manager
Assistant City Manager
City of Burns, OR
City Manager
City of Canby, OR
City Administrator
City of Carnation, WA
City Manager (2)

City of Casper, WY
City Manager
City of Chehalis, WA
City Manager (2)
City of Chelan, WA
City Administrator (3)
City of Clyde Hill, WA
City Administrator
City of Coburg, OR
City Administrator
City of College Place, WA
City Administrator
City of Colorado Springs, CO
Assistant City Manager
City of Connell, WA
City Administrator (2)
City of Coquille, OR
City Manager
City of Covington, WA
City Manager
City of Damascus, OR
City Manager
City of Drain, OR
City Administrator
City of DuPont, WA
City Administrator
City of Duvall, WA
City Administrator
City of Edgewood, WA
City Manager (2)

City of Ellensburg, WA
City Manager
City of Emeryville, CA
City Manager
City of Fife, WA
City Manager
City of Fircrest, WA
City Manager (2)
Town of Friday Harbor
City Administrator
City of Gig Harbor, WA
City Administrator
City of Gillette, WY
City Administrator
City of Gladstone, OR
City Administrator
City of Hailey, ID
City Administrator
City of Hermiston, OR
City Manager
City of Hood River, OR
City Manager
City of Issaquah, WA
City Administrator
Deputy City Administrator
City of Kelso, WA
City Manager
City of Kenmore, WA
City Manager (2)



City of Ketchum, ID
City Administrator
City of Lacey, WA
City Manager (2)
City of Lake Forest Park, WA
City Administrator (3)
City of Lake Oswego, OR
City Manager
City of Lake Stevens, WA
City Administrator
City of Lakewood, WA
City Manager
Assistant City Manager
City of Leavenworth, WA
City Administrator (2)
City of Lebanon, OR
City Manager
City of Lewiston, ID
City Manager
City of Lincoln City, OR
City Manager
City of Livingston, MT
City Manager
City of Longview, WA
City Manager
City of Louisville, CO
City Manager
City of Lynden, WA
City Administrator
City of McMinnville, OR
City Manager
City of Mill Creek, WA
City Manager
City of Milwaukie, OR
City Manager
City of Newcastle, WA
City Manager (2)
City of Minot, ND
City Manager
City of McMinnville, OR
City Manager
City of Monroe, WA
City Administrator
City of Moses Lake, WA
City Manager (2)
City of Mountlake Terrace, WA
City Manager (3)

City of Mt. Angel, OR
City Manager
City of Mukilteo, WA
City Administrator
Management Services Director
City of Newcastle, WA
City Manager (2)
City of Normandy Park, WA
City Manager
City of Ontario, OR
City Manager
City of Othello, WA
City Administrator
City of Pasco, WA
City Manager (2)
Deputy City Manager
City of Polson, MT
City Manager
City of Port Angeles, WA
City Manager
City of Port Townsend, WA
City Manager
City of Post Falls, ID
City Administrator
City of Prosser, WA
City Administrator
City of Puyallup, WA
City Manager
City of Rawlins, WY
City Manager
City of Renton, WA
Chief Administrative Officer
City of Ridgefield, WA
City Manager
City of Riverton, WY
City Administrator
City of Sammamish, WA
City Manager (2)
City of Scappoose, OR
City Manager
City of Shelton, WA
City Administrator
Management Assistant
City of Sheridan, WY
City Administrator

City of Shoreline, WA
City Manager (2)
Deputy City Manager
City of South Lake Tahoe, CA
City Manager
City of Spearfish, SD
City Administrator
City of Spokane Valley, WA
City Manager
Deputy City Manager
City of Stanwood, WA
City Administrator
City of Stevenson, WA
City Administrator
City of Sultan, WA
City Administrator
City of Sun Valley, ID
City Administrator
City of Sunnyside, WA
City Manager
City of Thorne Bay, AK
City Administrator
City of Toledo, OR
City Manager
City of Troutdale, OR
City Manager
City of Tumwater
City Administrator
City of Umatilla, OR
City Manager
City of Vancouver, WA
Assistant City Manager
City of Waldport, OR
City Manager
City of Walla Walla, WA
City Manager
City of West Linn, OR
City Manager
City of White Salmon, WA
City Administrator
City of Whitefish, MT
City Manager
City of Wood Village, OR
City Manager
City of Woodburn, OR
City Administrator
City of Woodinville, WA
City Manager



City of Woodland, WA

City Administrator

City of Yachats, OR

City Manager

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

Clackamas County, OR

County Administrator

Clatsop County, OR

County Manager (2)

County of Los Alamos, NM

County Administrator

Curry County, OR

County Administrator

Deschutes County, OR

Fair & Expo Director

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Gunnison County, CO

County Manager

Assistant County Manager

Hood River County, OR

County Administrator

Island County, WA

County Administrator

Inyo County, CA

Assistant/Deputy County

Administrator

County Administrative Officer

Jefferson County, WA

Central Services Director

Lane County, OR

County Administrator

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Summit County, UT

County Manager

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

EXAMPLES OF GMP'S POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached)



CITY MANAGER

SAMMAMISH, WA



EXECUTIVE
RECRUITMENT BY





Welcome To SAMMAMISH

Located 20 minutes east of Seattle, Sammamish is a vibrant community overlooking Lake Sammamish and the Bellevue skyline. This family friendly city is known for offering suburban living amid natural beauty with easy access to big city amenities. In 2021, Sammamish was named by WalletHub as “Best Small City to Live In” and by Safewise as “Safest City in Washington.”

Sammamish's idyllic setting of tree-lined streets and well-groomed neighborhoods amid lakes, trails, open spaces, and city parks draws families and professionals alike.

Due to its exceptional quality of life, the city is in high demand. Residents appreciate the safe neighborhoods, excellent schools, diverse cultural activities, and easy access to an abundance of outdoor activities. Roughly one-third of the population is under the age of 18.

Sammamish is a highly educated and diverse city. Many of the city's 66,000 residents work at the numerous corporate headquarters nearby, including Microsoft, Amazon, Nintendo, Starbucks, and Costco. Sammamish is also a culturally diverse city as 30% of residents were born outside of the U.S.

Creating community spaces was among the first priorities for the City of Sammamish after its incorporation in 1999. In the heart of the city lies Sammamish Commons, a 25-acre park that is home to City Hall, the library, skate park and sports courts, community gardens, playground, spray park, and a loop trail. In 2016, the City added a 69,000 square-foot aquatic center with multiple pools and a two-story waterslide.

The City is served by three school districts: Issaquah, Lake Washington, and Snoqualmie Valley. Sea-Tac International Airport is only 35 minutes away.

Why Apply?

This is a unique opportunity to make a difference in a highly desirable community with a new, inclusive, and aligned city council that is committed to providing a high-quality environment. The new city manager will have the opportunity to provide stability and build upon a positive and effective organization providing excellence in service delivery. The City has no debt and is in good financial condition in an affluent community that has the highest median income in the area.

THE CITY OF SAMMAMISH



Incorporated in 1999, the City of Sammamish operates as a non-charter optional code city with a Council-Manager form of government. Optional code city status increases the city's operating authority by extending to it the powers of all four city classifications that exist in Washington law.

The Council is comprised of seven members, elected at large by the citizens of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Council Member selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the city. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

Operating on a biennial 2021-2022 budget of \$276 million with a team of 139 FTE's, the City of Sammamish provides a full range of municipal services. The City contracts for police services with the King County Sheriff's Department. Fire Services are provided by Eastside Fire & Rescue, Water and Sewer is provided by Sammamish Plateau Water. Departments include:

- Community Development
- Administrative Services
- Parks, Recreation, & Facilities
- Finance Department
- Information Technology
- Public Works

RECOGNITION

- [Safest City in Washington \(2021\) - Safewise](#)
- [Best Small City to Live In \(2021\) - Wallethub](#)
- [No. 9 Best Place to Live \(2018\) - Money Magazine](#)
- [America's Friendliest Town \(2012\) - Forbes/Nextdoor](#)

LEARN MORE

- [2022 Work Plan](#)
- [2022 State Legislative Priorities](#)
- [2021-2022 Budget](#)
- [2035 Comprehensive Plan](#)



THE CITY MANAGER



The City Manager is appointed by Council to run the City's day-to-day operations and serves as the business manager of the city, recommending and advising the Council on a broad array of issues. With a team of 13 FTEs and 3 LTEs, the City Manager's department provides management direction to all departments and coordinates activities in accordance with City Council policies.

Functions housed in the City Manager's office include the City Clerk's Office, Human Services, Communications, Legal, policy analysis, intergovernmental relations, and more.

THE IDEAL CANDIDATE

The City of Sammamish is seeking an effective leader as their next City Manager to work in partnership with Council to bring the organization into a period of stability. The ideal candidate will be a creative problem solver who is comfortable advising the Council with well-supported professional recommendations.

This person will be experienced in city management and demonstrate emotional intelligence, empathy, and excellent communication skills. Guided by moral and ethical leadership, they will be an effective and approachable leader who inspires staff to reach their best potential. The ideal candidate will bring to the position solid administrative skills as well as experience in providing services by contract.

QUALIFICATIONS

The ideal candidate will have a bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field and a minimum of seven years progressively responsible management experience. An advanced degree in public administration or related field is preferred.

However, any combination of education and experience providing the knowledge skills, and abilities necessary for successful performance is qualifying. The City of Sammamish is committed to fostering diversity, equity, inclusion, and belonging in its workforce and community and reviews all candidates holistically.

OPPORTUNITIES & CHALLENGES

A Unified City Council - The new Council is unified and committed to a collaborative partnership with the new city manager. The Council is professional, kind, transparent, and willing to listen.

Staff Stability - The next city manager should provide stability by retaining and building trust with the dedicated, well-qualified City staff. The Council expresses a strong level of confidence in City staff. There is an opportunity to rebuild the organization after recent staff turnover and to further develop the underlying positive culture.

Community Communications - There is a need to create a culture of transparency to better promote a positive and proactive presence in the community.

Processes & Planning - The next city manager should foster process improvement and consistency as well as spearhead transportation plans, climate action plans, and the mandated Comprehensive Plan update in 2024. The planning and completion of Sammamish Town Center is another priority as it will be the heart of the city.

Budget - While the City is debt free and has excellent reserves, the new city manager and Council will need to continue to manage budget expectations as well as uncertainties driven by revenue changes and economic conditions to ensure the City remains in a healthy fiscal position.



COMPENSATION & BENEFITS

The City of Sammamish is offering a salary range of \$215,000 to \$260,000 annually depending on experience. The comprehensive benefits package includes:

- Medical, Dental, Vision, Life/LTD & EAP
(Medical premiums covered 100% by City, 92% for enrolled dependents)
- Vacation, Sick, & Management Leave
- 13 Paid Holidays
- 401(a) with 6.2% match in lieu of Social Security
- PERS Retirement Program
- Deferred Compensation
- No state income tax



RESOURCES

[Connect Sammamish](#)

[Chamber of Commerce](#)

[2022 Special Events Calendar](#)



TO APPLY

Apply Online: gmphr.com

First Review: September 11, 2022

More Info: Andrew Neiditz, GMP Consultants
aneiditz@gmphr.com / 253-732-8081



Welcome to OAK PARK HEIGHTS



Dear Colleague,

GMP Consultants is assisting the **City of Oak Park Heights, MN** in finding a **City Administrator**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
greg@gmphr.com / 206-714-9499



WHY APPLY?

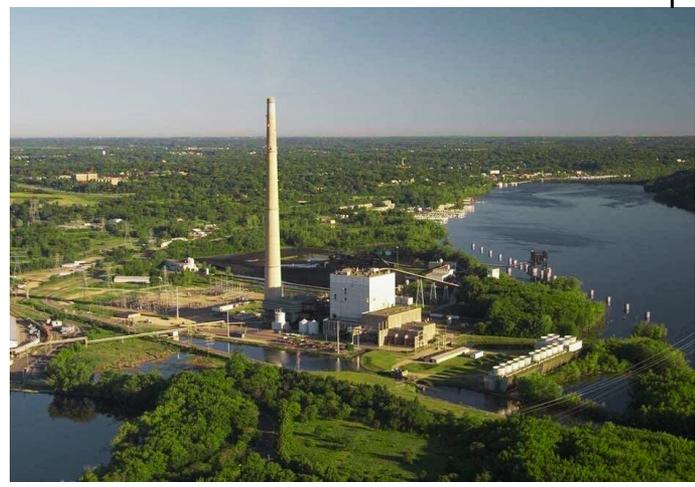
This is a great opportunity to join a well-tenured and established City Council and staff team in continuing to build a community recognized for its excellent quality of life and amenities. The position is available due to the retirement of its long-term City Administrator who is leaving a solid department head team, a positive and trusted organizational culture, very positive financial conditions, and strong City Council/Staff relations. Given its suburban environment, the next City Administrator will have great opportunities for continuing to build on the strength of the organization and to further develop and strengthen collaborative relationships with other community and governmental entities.

THE CITY OF OAK PARK HEIGHTS

Oak Park Heights, Minnesota is a vibrant community nestled alongside the scenic St. Croix River in Washington County, just east of the bustling Twin Cities metropolitan area. Residents appreciate the charming small-town atmosphere, convenient amenities, abundant opportunities for outdoor recreation, and easy access to the big city offerings of nearby Minneapolis and St. Paul.

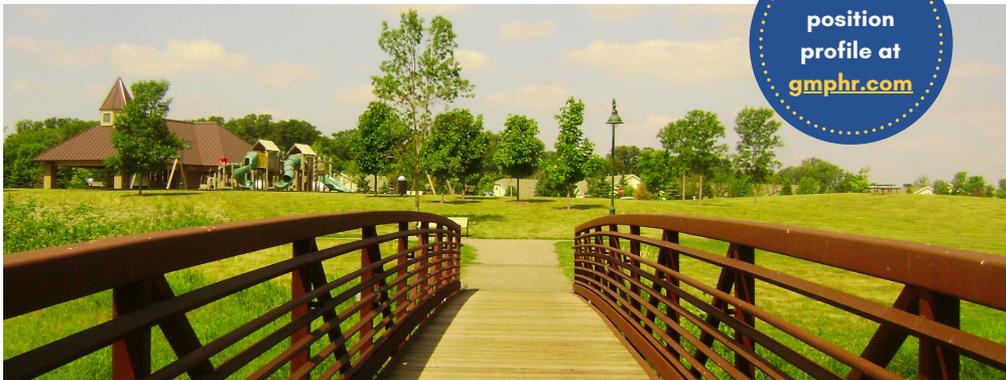
The City of Oak Park Heights was incorporated as a village in 1938 and became a City by State Statute in 1972. The City operates under a "Plan A, Council-Administrator" form of government, consisting of a Mayor and a four-member Council. The Mayor and Council are elected at large on a non-partisan basis for four-year terms.

The City serves a population of 4,750 with a 2023 total General Fund budget of \$6.8 million and a team of 22 FTEs. Departments include Administration, Police, Finance, and Public Works. The community is financially strong with an AA2 Bond rating and is two years away from being debt free. It has a very stable staff history and a combination of municipal and privately contracted public services.



THE CITY ADMINISTRATOR

Reporting to the City Council, the City Administrator supervises the management and coordination of all departments and consultants including Administration, Police, Public Works, Finance, Legal, Fire Protection, and Planning and Engineering consultants. Direct reports are the Assistant City Administrator/Clerk, Finance Director, Police Chief, Public Works Director, Building Official, and Administrative Assistant. This position is also responsible for overseeing community development-related duties.



EDUCATION & EXPERIENCE

- Bachelor's degree in Public Administration or closely related field. (Master's preferred).
- Five years of experience in broad areas of managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, planning and program techniques in daily operation of a similarly complex entity.
- Ability to communicate effectively, orally and in written form.
- Ability to develop and maintain positive and effective working relationships with the city council, city personnel, and the general public.

Or any equivalent combination of education and experience to successfully perform the job.

**LEARN
MORE**

Visit: gmphr.com

Salary Range: **\$135,000 to \$155,000** annually DOQ

First Review: **August 7, 2023**

More Information: Matt Fulton, GMP Consultants
Matt@gmphr.com / (651) 242-2422





September 30, 2023

Mr. Bill McKay
Mayor
City of Kennewick
210 W 6th
Kennewick, WA 99336

Dear Mayor McKay,

Thank you for your confidence in GMP Consulting to assist in the recruitment of the City's next City Manager. The following represents a scope of work for these services and the associated professional fee and expenses.

PROJECT WORK PLAN

Phase One – Information Gathering, Profile Development & Position Announcement

- Task 1 – Review and Finalize Search Process and Schedule
- Task 2 – Key Stakeholder Meetings
- Task 3 – Candidate Profile Development
- Task 4 – Develop Recruitment Letter

Phase Two – Strategic Marketing Campaign

- Task 1 – Place Advertisements in Appropriate Professional Online Publications
- Task 2 – Development of a Database of Potential Candidates
- Task 3 – Identify and Contact Potential Candidates

Phase Three – Candidate Screening and Shortlist Presentation

- Task 1 – Resume Review and Semi Finalist Screening Interviews
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Review of Semi Finalist Candidates with City Manager
- Task 4 – Select Finalist Candidates
- Task 5 – Design of Finalist Interviews

Phase Four – Final Interviews

- Task 1 – Develop an Interview Schedule for Final Interviews.
- Task 2 – Conduct Professional References on All Finalist Candidates
- Task 3 – Work with City Staff to Develop Interview Questions for Each Panel
- Task 4 – Provide the City with Finalist Candidate's Application Materials
- Task 5 – Coordinate Candidate Travel
- Task 6 – Facilitate Final interviews
- Task 7 – Assist in Facilitating Final Offer and Acceptance

INSURANCE

GMP will keep the following policies of insurance with companies authorized to do business in the State of Washington.

1. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$2,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
2. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate.

PROFESSIONAL FEE

The fee to complete the City Manager recruitment is \$24,000, not including expenses. This includes all professional fees and expenses to conduct the search. Professional fees are billed in three equal installments throughout the recruitment, at the beginning, halfway, and upon completion of the final interviews.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,800 - 2,200)
- Direct mail announcements (approx. \$1,600 - \$1,900)
- Consultant travel: Hotel, Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$225 per candidate)

Other Expenses: Candidates' travel expenses would be reimbursed to the candidates by the City directly. The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employ of the City within the first 12 months of appointment, we will, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

Accepted by:

CITY OF KENNEWICK

GMP CONSULTANTS

Bill McKay
Mayor

Date

Greg Prothman
President

Date

PROJECT WORK PLAN

Phase One – Information Gathering, & Position Announcement

- Task 1 – Review and Finalize Search Process and Schedule
- Task 2 – Key Stakeholder Meetings as Requested
- Task 3 – Provide List of Needed Information for Invite Letter Development from the City
- Task 4 – Candidate Invite Letter Development
- Task 5 – Review Compensation Package
- Task 6 – Develop Ads for Online Publications, and Professional Organizations

Phase Two – Strategic Marketing Campaign

- Task 1 – Develop Targeted Sites List of Online Publications, and Professional Organizations
- Task 2 – Place Advertisements in Appropriate Professional Online Publications
- Task 3 – Development Mailing Database of 800 to 900 Potential Candidates
- Task 4 – Development and email invitation to apply emails
- Task 5 – Identify and Contact Potential Candidates

Phase Three – Candidate Screening and Shortlist Presentation

- Task 1 – Collect All Application Materials
- Task 2 – Conduct Application Materials Review and
- Task 3 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 4 – Conduct Semi Finalist Screening Interviews
- Task 5 – Provide Application Material and Interview Notes to the City
- Task 6 – Review of Semi Finalist Candidates with City Council

Phase Four – Final Interviews

- Task 1 – Develop an Interview Schedule for Final Interviews.
- Task 2 – Conduct Professional References on All Finalist Candidates
- Task 3 – Provide the City with Finalist Candidate's Application Materials
- Task 4 – Coordinate Candidate Travel
- Task 5 – Facilitate Final interviews
- Task 6 – Assist in Facilitating Final Offer and Acceptance

PROFESSIONAL FEE

The fee to complete the City Manager recruitment is \$24,000, not including expenses. This includes all professional fees and expenses to conduct the search. Professional fees are billed in three equal installments throughout the recruitment, at the beginning, halfway, and upon completion of the final interviews.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,800 - 2,200)
- Direct mail announcements (approx. \$1,600 - \$1,900)
- Consultant travel: Hotel, Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$225 per candidate)

Other Expenses: Candidates' travel expenses would be reimbursed to the candidates by the City directly. The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

If the major elements of the Sourcing Option are followed and a candidate is not selected, we will repeat the candidate sourcing a second time at no additional fee. The only the only cost to the City would be the expenses.