AGENDA

City Council Regular Meeting

7:00 PM - Monday, June 1, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

Page

1. **MEETING INSTRUCTIONS for REMOTE ACCESS** - Individuals, who would like to provide public comment remotely, may continue to do so by filling out the online form via the City's website (www.pasco-wa.gov/publiccomment) to obtain access information to comment. Requests to comment in meetings must be received by 4:00 p.m. on the day of this meeting.

   To listen to the meeting via phone, call 1-332-249-0718 and use access code 956 303 443#.

   City Council meetings are broadcast live on PSC-TV Channel 191 on Charter/Spectrum Cable in Pasco and Richland and streamed at www.pasco-wa.gov/psctvliveand on the City's Facebook page at www.facebook.com/cityofPasco.

   Audio equipment available for the hearing impaired; contact the Clerk for assistance.

   Servicio de intéprete puede estar disponible con aviso. Por favor avisa la Secretaria Municipal dos dias antes para garantizar la disponiblidad. (Spanish language interpreter service may be provided upon request. Please provide two business day's notice to the City Clerk to ensure availability.)

2. **CALL TO ORDER**

3. **ROLL CALL**

   (a) Pledge of Allegiance

4. **CONSENT AGENDA** - All items listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by roll call vote as one motion (in the form listed below). There will be no separate discussion of these items. If further discussion is desired by Councilmembers, the item may be removed from the Consent Agenda to the

Regular Agenda and considered separately.

5 - 20 **(a) Approval of Meeting Minutes for May 11th and May 18th**

To approve the minutes of the Pasco City Council Special Meeting held on May 11, 2026, Workshop Meeting held on May 11, 2026 and Regular Meeting held on May 18, 2026.

21 - 22 **(b) Bills and Communications - Approving Claims in the Total Amount of $6,845,719.05**

To approve claims in the total amount of $6,845,719.05 ($3,165,587.37 in Check Nos. 278320 - 278566; $2,375,770.27 in Electronic Transfer Nos. 853248 - 853249, 853252 - 853262, 853266 - 853267, 853269; $2,233.95 in Check Nos. 55234 - 55263; $1,302,127.46 in Electronic Transfer Nos. 30242734 - 30243397).

23 - 32 **(c) Resolution No. 4747 - Professional Services Agreement Amendment No. 4 with RH2 Engineering, Inc. for Design Services for the Process Water Reuse Facility Phase 4 Irrigation System Farm Upgrades Project**

To approve Resolution No. 4747, Authorizing the City Manager to Execute Amendment No. 4 for the Professional Services Agreement with RH2 Engineering, Inc. for the Design of the Process Water Reuse Facility (PWRF) Pretreatment Improvement Phase 4: Irrigation System Farm Upgrades Project.

33 - 57 **(d) Resolution No. 4748 - Professional Services Agreement Amendment No. 6 with Jacobs Engineering Group, Inc. for Butterfield Water Treatment Plant Improvements**

To approve Resolution No. 4748, authorizing the City Manager to execute Amendment No. 6 with Jacobs Engineering Group, Inc. for design services for the Butterfield WTP Improvements project.

58 - 68 **(e) Resolution No. 4749 - Professional Services Agreement Amendment No. 9 with RH2 Engineering, Inc. for Design Services for the Process Water Reuse Facility Phase 2 Project**

To approve Resolution No. 4749, Authorizing the City Manager to Execute Amendment No. 9 for the Professional Services Agreement with RH2 Engineering, Inc. for the Process Water Reuse Facility (PWRF) Pretreatment Improvement Phase 2: Winter Storage.

69 - 80 **(f) *Resolution No. 4750 - Acceptance of Work for Citywide Traffic Signal Improvements Phase 2**

To approve Resolution No. 4750, accepting work performed by Apollo, Inc of Pasco, WA, under contract for the Citywide Traffic Signal Improvements Phase 2.

(RC) MOTION: I move to approve the Consent Agenda as read.

5. PROCLAMATIONS AND ACKNOWLEDGEMENTS

6. PUBLIC COMMENTS - The public may address Council on any items unless it relates to a scheduled Public Hearing. This item is provided to allow the opportunity to bring items to the attention of the City Council or to express an opinion on an issue. Its purpose is not to provide a venue for debate or for the posing of questions with the expectation of an immediate response. Some questions require consideration by Council over time and after a deliberative process with input from a number of different sources; some questions are best directed to staff members who have access to specific information. Citizen comments will normally be limited to three minutes each by the Mayor. Those with lengthy messages are invited to summarize their comments and/or submit written information for consideration by the Council outside of formal meetings. Lastly, when called upon, please state your name and city or county residency into the microphone before providing your comments.

7. REPORTS FROM COMMITTEES AND/OR OFFICERS

(a) Verbal Reports from Councilmembers

8. HEARINGS AND COUNCIL ACTION ON ORDINANCES AND RESOLUTIONS RELATING THERETO

81 - 108 **(a) *Public Hearing - Essential Public Facilities (EPF), Secure Community Transition Facilities (SCTFs), and Less Restrictive Alternative (LRA) Housing Code Update**

CONDUCT PUBLIC HEARING

9. ORDINANCES AND RESOLUTIONS NOT RELATING TO HEARINGS

109 - 125 **(a) Ordinance No. 4843 - Imposing Sales and Use Tax Within the Boundaries of the Pasco Transportation Benefit District) (15 minute staff presentation)**

MOTION: I move to adopt Ordinance No. 4843, adding a new Section 3.270.035 to the Pasco Municipal Code imposing an additional sales and use tax of one-tenth of one percent within the boundaries of the Pasco Transportation Benefit District for the purpose of financing the costs associated with transportation improvements in the District as authorized by RCW 36.73.065 and RCW 82.14.0455; providing for severability and establishing an effective date; authorizing publication by summary only.

126 - 138 **(b) Ordinances No. 4844 & 4845 - Amending PMC Section 3.35.160 Water Utility to Correct Formatting, Clarify Applicable Fees and**

Effective Dates (5 minute staff presentation)

MOTION: I move to adopt Ordinance 4844, amending PMC Section 3.35.160 Water Utility, correcting formatting, clarify applicable fees, and remove fees not yet in effect, further, authorize publication by summary only.

MOTION: I move to adopt Ordinance 4845, amending PMC Section 3.35.160 Water Utility, establishing water utility rates and fees effective January 1, 2027, further, authorize publication by summary only.

139 - 148 **(c) Resolution No. 4751 - Segregation of Local Improvement District No. 152 Assessment (5 minute staff presentation)**

MOTION: I move to approve Resolution No. 4751, relating to Local Improvement District No. 152; providing for the segregation of assessments for certain parcels, referred to as Raven's Place Phases 1 and 2 and Madison Park North Phase 1, consistent with RCW 35.44.410; and ratifying and confirming prior acts.

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. MISCELLANEOUS DISCUSSION

149 - 164 **(a) City Manager Report**

13. EXECUTIVE SESSION (25 minutes)

(a) Discussion with legal counsel about current or potential litigation per RCW 42.30.110(1)(i)

(b) To receive and evaluate complaints or charges brought against a public officer or employee per RCW 42.30.110(1)(f)

14. ADJOURNMENT

15. ADDITIONAL NOTES

(a)

(RC)	**Roll Call Vote Required**
*****	**Item not previously discussed**
Q	**Quasi-Judicial Matter**
MF#	**“Master File #....”**

165 - 166 **(b) Adopted Council Goals (Reference Only)**

AGENDA REPORT

FOR:	City Council	May 15, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Krystle Shanks, City Clerk City Manager	
SUBJECT:	Approval of Meeting Minutes for May 11th and May 18th	

I. ATTACHMENT(S):

4.27.2026 and 5.4.2026 Draft Council Minutes

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve the minutes of the Pasco City Council Special Meeting held on May 11, 2026, Workshop Meeting held on May 11, 2026 and Regular Meeting held on May 18, 2026.

III. FISCAL IMPACT:

None

IV. HISTORY AND FACTS BRIEF:

V. DISCUSSION:

MINUTES
City Council Special Meeting

6:00 PM - Monday, May 11, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

CALL TO ORDER

The meeting was called to order at 7:00 PM by Charles Grimm, Mayor.

ROLL CALL

Councilmembers present: David Milne, Charles Grimm, Joe Cotta, Leo Perales, Calixto Hernandez, Abel Campos, and Mark Figueroa

Councilmembers attending remotely:

Councilmembers absent: None

Staff present: Harold Stewart, City Manager; Richa Sigdel, Deputy City Manager; Drew Pollom, City Attorney; and Krystle Shanks, Deputy City Clerk

The meeting was opened with the Pledge of Allegiance.

EXECUTIVE SESSION

Council adjourned into Executive Session at 6:03 PM for 45 minutes returning at 6:48 PM To consider site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price per RCW 42.30.110(1)(b), and, to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency per RCW 42.30.110(1)(i)(iii) with the City Manager, Deputy City Manager, Bob Sterbank, Attorney and Bob Stowe, Attorney.

At 6:48 PM Mayor Grimm announced that the Executive Session would continue for another 5 minutes or until 6:54 PM.

Mayor Grimm called the meeting back to order at 6:55 PM.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 PM.

PASSED and APPROVED on ________________________.

APPROVED:

Charles Grimm, Mayor

ATTEST:

Krystle Shanks, Deputy City Clerk

MINUTES

City Council Workshop Meeting

7:00 PM - Monday, May 11, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

CALL TO ORDER

The meeting was called to order at 7:00 PM by Charles Grimm, Mayor.

ROLL CALL

Councilmembers present: David Milne, Charles Grimm, Joe Cotta, Leo Perales, Calixto Hernandez, Abel Campos, and Mark Figueroa

Councilmembers attending remotely:

Councilmembers absent: None

Staff present: Harold Stewart, City Manager; Richa Sigdel, Deputy City Manager; Kevin Crowley, Fire Chief; Kevin Hebdon, Finance Director; Drew Pollom, City Attorney; Haylie Matson, Community & Economic Development Director; Sara Matzen, Human Resources Director; Brent Cook, Interim Police Chief; Maria Serra, Public Works Director; and Krystle Shanks, Deputy City Clerk

The meeting was opened with the Pledge of Allegiance.

VERBAL REPORTS FROM COUNCILMEMBERS

Councilmember Hernandez reported attending the Bretz RV Marine grand opening, participating in the Mayor's prayer breakfast, and attending the Pasco Farmers Market opening day.

Councilmember Perales reported attending the LRA Outreach meeting, discussing community concerns related to Ziply, and attending the opening day of the Pasco Farmers Market.

Councilmember Figueroa reported attending the prayer breakfast, the Fur Babies in the Fuzz pet adoption event, and touring the Tri-Cities Animal Shelter. He also discussed engaging with residents downtown regarding redevelopment opportunities and vacant buildings.

Mayor Grimm reported attending the Pasco Chamber legislative wrap-up event featuring state legislators. Discussion topics included concerns regarding taxes, affordability, business impacts, energy costs, and impacts of state legislative actions on businesses and citizens.

ITEMS FOR DISCUSSION WITH OPPORTUNITY FOR PUBLIC COMMENT

Benton Franklin Health District Food Safety & Nitrates

Ms. Sigdel introduced Erin Hockaday, Surveillance & Investigation Director, and Amanda Moe, Communications & Public Affairs Director with the Benton Franklin Health District, who presented updates regarding unpermitted food vendors, enforcement coordination efforts, and the new bilingual "Look Before You Bite" public education campaign. Staff also provided information regarding elevated nitrate levels in private wells throughout Benton and Franklin counties, including the Pasco "donut hole" area, and announced free nitrate testing and grant-funded reverse osmosis treatment units for eligible residents.

Council discussed public outreach, nitrate education efforts, enforcement consistency, and improvements to public access to permitted vendor information.

Tucker Salisbury, Kennewick resident, commented regarding unsafe food handling practices observed at unpermitted food vendor locations and discussed interactions with vendors and law enforcement while documenting conditions.

Jessica Woodard, Benton County resident, commented regarding regional coordination efforts, permitting fairness for licensed food vendors, and the use of social media and neighborhood groups to increase public awareness regarding vendor permitting and nitrate outreach efforts.

Fire Sprinkler Requirements for A-2 Occupancies - Building Code Guidance and Enforcement Clarification

Chief Crowley presented information regarding fire sprinkler requirements for A2 occupancies, including restaurants, taverns, bars, casinos, banquet halls, and nightclubs. The presentation reviewed applicable building and fire code requirements, occupancy definitions, sprinkler trigger thresholds, and alternative compliance pathways, including fire watches, occupancy limitations, fire barriers, and consultation with fire protection engineers. Staff also discussed the City's grant program to assist businesses with fire protection engineering costs.

Council discussion focused on retrofit costs for older downtown buildings, balancing life safety with business viability, and exploring additional flexibility while maintaining code compliance.

Dave Cortinez Latin Business Association (LBA), commented regarding the City's interpretation and enforcement of sprinkler requirements, stating concerns that retrofit costs have negatively impacted downtown businesses and contributed to business closures and relocations to neighboring jurisdictions.

Thomas Granbois, Big Maple Properties, commented regarding the financial responsibilities of property owners related to sprinkler retrofits and encouraged landlords to invest in building improvements and work with fire protection engineers to achieve compliance solutions.

Utility Billing Delinquent Events

Mr. Hebdon introduced Ms. Jimenez, Utility Billing Manager, who presented an overview of the City's utility billing delinquency and shutoff process for unpaid utility accounts. Staff reviewed billing timelines, notification procedures, late fees, automated phone notifications, payment arrangements, and service disconnection procedures outlined in the Pasco Municipal Code. Staff explained utility service disconnections occur approximately 48 days after the initial bill date for accounts with delinquent balances of $50 or more.

Council discussion included the status of utility shutoff activity following the City's utility billing system conversion. Staff reported shutoff levels have returned to typical ranges, averaging approximately 400 to 500 accounts per month out of nearly 24,000 active utility accounts.

Code Enforcement Activity Summary – Complaint Trends and Policy Direction

Ms. Matson and Inspection Services Manager, Troy Hendren presented an overview of current code enforcement staffing levels, complaint trends, case volumes, and enforcement priorities. Staff reported the department currently operates with two full-time code enforcement officers after two vacant positions were frozen in 2024. Annual complaint volumes remain consistent at approximately 4,000 to 5,000 cases per year, with primary priorities focused on fire and life safety issues, unlicensed vendors, unpermitted construction, and seasonal fire prevention efforts.

Staff reviewed the department's top complaint categories, including weeds, garbage, RVs, unpermitted construction, rental habitability, unlicensed businesses, and mobile vendors. Discussion also included complaint backlogs, staffing limitations, use of temporary support staff, neighborhood education efforts, Airbnb and short-term rental concerns, and balancing life safety enforcement with overall neighborhood quality-of-life concerns.

Council discussed prioritization strategies, public expectations, potential additional staffing needs, and increased community education regarding code compliance.

Thomas Granbois, Big Maple Properties, commented regarding declining neighborhood conditions, increased RV occupancy concerns, and the impacts of reduced code enforcement staffing. He encouraged the City to continue evaluating staffing levels and emphasized the importance of proactive code enforcement and oversight of short-term rental properties.

Unified Development Code (UDC) Update

Ms. Matson presented an update regarding the City's Unified Development Code and Comprehensive Plan update efforts being completed in coordination with Framework Consulting. Staff explained the City is working to address overdue state-mandated code updates, zoning inconsistencies, comprehensive plan amendments, and permitting inefficiencies. Goals of the project include improving code clarity, streamlining permitting processes, implementing middle housing and accessory dwelling unit requirements, addressing transitional and supportive housing mandates, and reducing inconsistencies between zoning and comprehensive plan maps.

Staff also reviewed proposed zoning consolidations intended to simplify residential and commercial zoning classifications, improve development standards, and create more user-friendly administrative processes. Additional discussion included downtown zoning, neighborhood commercial opportunities, residential transition districts, and future public outreach efforts with stakeholders including the Home Builders Association and Tri-City Association of Realtors.

Councilmembers expressed support for the proposed zoning consolidation, code clarification efforts, and streamlined permitting processes.

Public Hearing & Ordinance - Special Event Code and Downtown Update

Ms. Matson presented a workshop update regarding proposed amendments to the City's special event code intended to streamline permitting processes, clarify permit thresholds, simplify event classifications, improve review timelines, and establish a risk-factor scoring matrix for event security planning. Staff also provided updates regarding ongoing downtown initiatives, including alley lighting, the mobile vending pilot program, public art projects, Clark Street improvements, Lewis Street underpass planning, and façade improvements.

Council discussed permit timelines, insurance requirements, permit fees, appeals procedures, alcohol waiver authority, and implementation of the proposed code changes. Council generally supported the proposed direction and requested staff provide a future update following implementation of the revised code.

Ordinance - Amending PMC Section 10.35.030 Speed Limits in Certain Zones

Ms. Serra presented an ordinance amending PMC Section 10.35.030 to establish 35 mile-per-hour speed limits for the new Sandifur Parkway and Road 108 corridor extensions within the Broadmoor area. Staff explained the proposed speed limits are consistent with roadway design standards and traffic modeling for the new corridors. The roadways are expected to open to traffic by the end of May.

Council expressed general agreement with the proposed ordinance amendment.

Resolution and Ordinance - Awarding Bid No. 22342 for Irrigation System Expansion Project to Rotschy, Inc of Vancouver, WA and Adjusting Capital Budget

Ms. Serra presented an ordinance awarding Bid No. 22342 to Rotschy Incorporated of Vancouver, Washington, for construction of a new irrigation pump station and related infrastructure improvements within the Broadmoor area. Staff explained the project is intended to increase irrigation system capacity, address existing supply deficiencies, improve system pressure during peak irrigation demand periods, and support continued growth within the planned irrigation service area. The project includes coordination with the South Columbia Basin Irrigation District to utilize additional irrigation water supply.

Staff reported the low bid totaled approximately $7.17 million and noted a budget amendment would be required to fully fund the project, including associated land acquisition and infrastructure improvements. Discussion also included long-term planning assumptions for the irrigation system, developer requests to opt out of the City irrigation system, and the financial impacts such requests could have on repayment of planned infrastructure investments.

Councilmembers expressed interest in further reviewing the issue prior to formal action at a future meeting.

Ordinance – Budget Amendment for Aquatics Center Operational Expenses

Ms. Sigdel presented a budget amendment request of approximately $1.3 million for the Pasco Aquatics Center operational expenses associated with the interlocal agreement between the City and the Pasco Public Facilities District. Staff explained the amendment reflects updated operational cost estimates beyond the initial $2.5 million authorization approved earlier in the year. Staff emphasized the budget amendment is revenue neutral to the City, as all operational expenses are reimbursed by the Pasco Public Facilities District.

MISCELLANEOUS COUNCIL DISCUSSION

Mr. Stewart provided a correction to the earlier report regarding the Fur Babies in the Fuzz adoption event, noting that 21 animals were adopted, including 11 cats and 10 dogs. He thanked participating agencies, vendors, and staff involved in organizing the event. Mr. Stewart also informed Council that he and Mayor Grimm would be attending a business recruitment event in Las Vegas prior to the next regular Council meeting to meet with potential retailers and businesses regarding future development opportunities in the Broadmoor area.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:44 PM.

PASSED and APPROVED on ________________________.

APPROVED: **ATTEST:**

____
Charles Grimm, Mayor

____
Krystle Shanks, Deputy City Clerk

MINUTES

City Council Regular Meeting

7:00 PM - Monday, May 18, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

CALL TO ORDER

The meeting was called to order at 7:00 PM by David Milne, Mayor Pro Tem.

ROLL CALL

Councilmembers present: David Milne, Mark Figueroa, Leo Perales, Joe Cotta, Calixto Hernandez, and Abel Campos

Councilmembers attending remotely:

Councilmembers absent: Charles Grimm

Staff present: Harold Stewart, City Manager; Richa Sigdel, Deputy City Manager; Kevin Crowley, Fire Chief; Kevin Hebdon, Finance Director; Daniel Kenny, City Attorney; Haylie Matson, Community & Economic Development Director; Brent Cook, Interim Police Chief; Maria Serra, Public Works Director; and Krystle Shanks, Deputy City Clerk

The meeting was opened with the Pledge of Allegiance.

CONSENT AGENDA

Approval of Meeting Minutes for April 27th and May 4th, 2026

To approve the minutes of the Pasco City Council Workshop Meeting held on April 27, 2026 and Regular Meeting held on May 4, 2026.

Bills and Communications - Approving Claims in the Total Amount of $4,031,249.71

To approve claims in the total amount of $4,031,249.71 ($1,658,239.98 in Check Nos. 278032 - 278319; $1,027,523.62 in Electronic Transfer Nos. 852961 - 853206, 853215, 853220 - 853224, 853231 - 853237, 853239 - 853242, 853244 - 853247; $9,093.38 in Check Nos. 55228 - 55233; $1,336,392.73 in Electronic

Transfer Nos. 30242070 - 30242733).

Request to Support Flyby by Canadian Armed Forces Aircraft for Tri- City Water Follies Airshow

To approve the Mayor signing a letter supporting a flyby by Canadian Armed Forces aircraft as low as 500 feet for the Tri-City Water Follies Airshow.

Ordinance No. 4838 – Budget Amendment for Aquatics Center Operational Expenses

To adopt Ordinance No. 4838, amending the 2025-2026 Biennial Budget (Ordinance No. 4749) by providing supplement thereto; to provide additional appropriation in the City's Aquatic Center Fund and, further, authorize publication by summary only.

Ordinance No. 4839 - Amending PMC Section 10.35.030 Speed Limits in Certain Zones

To adopt Ordinance No. 4839, amending Pasco Municipal Code Section 10.35.030 "Speed Limits in Certain Zones", to establish new 35 MPH speed limit on Sandifur Pkwy between Broadmoor Blvd to Road 108 and Road 108 between Harris Road to Burns Road and, further, authorize publication by summary only.

*Resolution No. 4743 - Amendment to an Interlocal Agreement between the Washington State Department of Corrections and the City of Pasco Police Department

To approve Resolution No. 4743, authorizing the City Manager to execute Amendment No. 2 to the Interlocal Agreement with the Washington State Department of Corrections.

*Resolution No. 4744 - Project Acceptance of the Lewis Street Overpass Project

To approve Resolution No. 4744, accepting work performed by Cascade Bridge, LLC of Vancouver, WA, under contract for the Lewis Street Overpass Project.

*Resolution No. 4745 - Acceptance of Work for Sylvester Street Safety Improvements

To approve Resolution No. 4745, accepting work performed by Granite Construction Company of Yakima, WA, under contract for the Sylvester Street Safety Improvements project.

*Resolution No. 4746 - Modification to Approved Lease Agreement with INATAI Foundation for Use of City Facilities for Storage

To approve Resolution No. 4746, to authorize the City Manager to execute a 28-month lease agreement between INATAI Foundation and the City of Pasco for storage space at 403 W. Lewis St. Pasco, WA.

Councilmember Figueroa noted that “INATAI Foundation” was misspelled in the agenda packet. The correction has been made in the minutes.

MOTION: Councilmember Perales moved, seconded by Councilmember Cotta to move the item, "Resolution No. 4742 and Ordinance No. 4840 - Awarding Bid No. 22342 for Irrigation System Expansion Project to Rotschy, Inc of Vancouver, WA and Adjusting Capital Budget," from the Consent Agenda for separate discussion.

RESULT:	**Motion carried 6-0**
AYES:	Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos
ABSENT:	Mayor Grimm

MOTION: Councilmember Perales moved, seconded by Councilmember Cotta to approve the Amended Consent Agenda as read by Roll Call vote.

RESULT:	**Motion carried 6-0**
AYES:	Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos
ABSENT:	Mayor Grimm

PROCLAMATIONS AND ACKNOWLEDGEMENTS

Public Works Week Proclamation

Mayor Pro Tem Milne read the "Public Works Week - May 17th to 23rd" proclamation and present the proclamation to Public Works staff, led by Deputy Director Mary Heather Ames.

Emergency Medical Services Week Proclamation

Mayor Pro Tem Milne read and present the proclamation proclaiming May 17-23, 2026 as "Emergency Medical Services Week" in Pasco, Washington to Fire Chief Kevin Crowley and guests.

Older Americans Month Proclamation

Mayor Pro Tem Milne read and present the proclamation proclaiming May 2026 as "Older Americans Month" in Pasco, Washington to Jamilynn Lewis and guests.

PUBLIC COMMENTS

Veronica Ramirez, Downtown business owner, raised concerns regarding the administration of the Cinco de Mayo event in downtown Pasco.

REPORTS FROM COMMITTEES AND/OR OFFICERS

Verbal Reports from Councilmembers

Councilmember Cotta reported attending an elected officials tour of the Hanford Site and receiving updates on cleanup efforts, environmental protection, and waste treatment operations.

Councilmember Perales reported participating in a Big Cross volunteer event and clarified that local elected officials had generally not received formal invitations to the Columbia Valley Recovery Center opening, with future outreach expected to improve.

Councilmember Figueroa reported meeting with a soccer academy interested in regional expansion and participating as a panelist at a youth leadership conference.

Mayor Pro Tem Milne reported attending the Old Dominion Freight Lines ribbon cutting and recognized Mayor Grimm’s attendance at the Hayden Homes grand opening.

HEARINGS AND COUNCIL ACTION ON ORDINANCES AND RESOLUTIONS RELATING THERETO

Public Hearing - 2027-2032 Transportation Improvement Program (TIP)

Ms. Serra introduced Andrey Avetisyan, Engineering Manager, who presented the annual update to the Transportation Improvement Program, including completed projects, funding and schedule updates, public outreach results, and proposed additions driven largely by the recently adopted safety action plan. Staff reviewed project prioritization methodology and discussed funding readiness, available grants, staffing capacity, and project sequencing.

Mayor Pro Tem Milne opened the public hearing and called for public comments three (3) times. No one came forward to speak, therefore the public hearing was closed.

Staff indicated the final program would return for adoption prior to the statutory deadline.

Public Hearing & Ordinance No. 4841 - Special Event Code and Downtown Update

Ms. Matson presented amendments to modernize and simplify the City’s special event permitting process. Updates included clearer event classifications, streamlined applications, and revised internal review procedures intended to improve customer service and processing efficiency.

Mayor Pro Tem Milne opened the public hearing and called for public comments three (3) times. No one came forward to speak, therefore the public hearing was closed.

> **MOTION:** Councilmember Perales moved, seconded by Councilmember Cotta To adopt Ordinance No. 4841, amending Title 5, Business Licenses and Regulations to Implement the Pasco Downtown Master Plan by expanding opportunities for community events and sales throughout the City; providing for severability and establishing an effective date.

RESULT:	**Motion carried 6-0**
AYES:	Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos
ABSENT:	Mayor Grimm

ORDINANCES AND RESOLUTIONS NOT RELATING TO HEARINGS

*Ordinance No. 4842 – Amending the 2025–2026 Biennial Operating Budget to Support Temporary Code Enforcement for Street Vendor Compliance

Ms. Matson presented an ordinance to amend the 2025–2026 biennial operating budget to support temporary code enforcement services addressing compliance concerns related to unpermitted street vendors. Staff explained the request followed prior Council discussion and responded to increased vendor activity and enforcement demands.

Staff presented two implementation scenarios consisting of either one or two temporary code enforcement positions at varying service levels and costs. Staff noted temporary enforcement had been utilized previously at a smaller scale and the proposal would provide additional support during periods of increased activity.

Council discussed whether funding should remain focused on vendor compliance or be expanded to support broader citywide code enforcement efforts. Discussion included staffing capacity, operational effectiveness, prioritization, and long-term enforcement needs. Staff advised the department could operationally expand enforcement responsibilities but would require direction on priorities and noted broader responsibilities could reduce focus on vendor enforcement.

City Attorney Daniel Kenny advised that the ordinance as drafted referenced the vendor code compliance initiative within the recitals and purpose language. He explained that if Council wished to expand the temporary positions to broader code enforcement activities, the motion should include revised language to reflect general code compliance and the ordinance could be updated accordingly prior to execution and publication.

MOTION: Councilmember Perales moved, seconded by Councilmember Campos to approve ordinance number 4842 amending the 2025–2026 biennial operating budget adopted by ordinance number 4842 by providing a supplement thereto providing additional appropriation in the city's general fund providing for severability and establishing an effective date and further authorized publication by summary only and also in conjunction with what was discussed.

RESULT:	**Motion carried 6-0**
AYES:	Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos
ABSENT:	Mayor Grimm

Resolution No. 4742 and Ordinance No. 4840 - Awarding Bid No. 22342 for Irrigation System Expansion Project to Rotschy, Inc of Vancouver, WA and Adjusting Capital Budget

Council returned to consideration of the irrigation expansion project after removing it from the consent agenda.

Ms. Serra discussed project funding, land acquisition, anticipated utility expansion, and the relationship between future development connections and long-term financial sustainability of the irrigation system. Staff clarified the City’s authority to require utility connections within designated service areas. Council discussed implementation and funding assumptions prior to proceeding with action.

MOTION: Councilmember Perales moved, seconded by Councilmember Campos To approve Resolution No. 4742, Awarding Bid No. 22342 for Irrigation System Expansion Project to Rotschy, Inc of Vancouver, WA and to approve Ordinance No. 4840, Amending the 2025-2026 Biennial Capital Projects Budget (Ordinance No. 4750), by Providing Supplement Thereto; to Provide Additional Appropriation in the City's Irrigation Utility Capital Budget Providing for Severability and Establishing an Effective Date.

RESULT:	**Motion carried 6-0**
AYES:	Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos
ABSENT:	Mayor Grimm

MISCELLANEOUS DISCUSSION

Ms. Sigdel announced that Pasco Police Officer Adam Wright would be recognized with the John Goldsbury Award on May 20 for professionalism, dedication, and service to both the community and the Police Department. She also announced the upcoming Memorial Day Commemoration Event at City View Cemetery and reminded Council that the following Council meeting would be held on Tuesday due to the holiday schedule.

Councilmember Perales revisited discussion regarding the Columbia Valley Recovery Center and shared information received from representatives clarifying that local elected officials had generally not received formal invitations to the facility opening. Councilmember Perales suggested drafting a letter of support from the City Council to the Franklin County Commissioners expressing support for the Recovery Center and its services. Councilmembers indicated support for pursuing the letter

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 PM.

PASSED and APPROVED on ______________________.

APPROVED: **ATTEST:**

David Milne, Mayor Pro tem

Krystle Shanks, Deputy City Clerk

AGENDA REPORT

FOR:	City Council	May 22, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Kevin Hebdon, Director Finance	

SUBJECT: Bills and Communications - Approving Claims in the Total Amount of $6,845,719.05

I. ATTACHMENT(S):

Accounts Payable 05.07.26 to 05.20.26

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve claims in the total amount of $6,845,719.05 ($3,165,587.37 in Check Nos. 278320 - 278566; $2,375,770.27 in Electronic Transfer Nos. 853248 - 853249, 853252 - 853262, 853266 - 853267, 853269; $2,233.95 in Check Nos. 55234 - 55263; $1,302,127.46 in Electronic Transfer Nos. 30242734 - 30243397).

III. FISCAL IMPACT:

IV. HISTORY AND FACTS BRIEF:

There are two categories of accounts receivable write-offs:

1. Direct write-offs are small in value or, in the case of Ambulance Fund, reflect a reduction of fees related to a discount required by DSHS and Medicare. These direct write-offs are not sent to collection.
2. Write-offs referred to collection and have been in arrears for a given number of days and exceed minimum values that move them out of the direct write-off category.

Please see the summary page attached to this agenda item for details.

V. DISCUSSION:

REPORTING PERIOD: **May 7, 2026, to May 20, 2026**

CITY OF PASCO

Council Meeting of: June 1, 2026

Accounts Payable Approved
The City Council
City of Pasco, Franklin County, Washington

We, the undersigned, do hereby certify under penalty of perjury the materials have been furnished, the services rendered or the labor performed as described herein and the claim is a just, due and unpaid obligation against the city and we are authorized to authenticate and certify to such claim.

Harold Stewart, City Manager

Kevin Hebdon, Finance Manager

We, the undersigned City Councilmembers of the City Council of the City of Pasco, Franklin County, Washington, do hereby certify on this **1st day of June, 2026** that the merchandise or services hereinafter specified have been received and are approved for payment:

	Claims Bank	Payroll Bank	Gen'l Bank	Electronic Bank		Combined
Check Numbers	278320 - 278566	55234 - 55263				
Total Check Amount	**$3,165,587.37**	**$2,233.95**			**Total Checks $**	**3,167,821.32**
Electronic Transfer Numbers	853248 - 853249 853252 - 853262 853266 - 853267 853269	30242734 - 30243397				
Total EFT Amount	**$2,375,770.27**	**$1,302,127.46**	**$0.00**	**$0.00**	**Total EFTs $**	**3,677,897.73**
					Grand Total $	**6,845,719.05**

Councilmember A

Councilmember B

SUMMARY OF CLAIMS BY FUND:

100	GENERAL FUND	788,924.29
110	STREET	17,545.56
125	TRANSPORTATION IMPORT FEE	2,415.00
140	C.D. BLOCK GRANT	39.27
142	HOME CONSORTIUM GRANT	36.83
145	MARTIN LUTHER KING COMMUNITY CENTER	801.16
150	AMBULANCE SERVICE	96,888.47
160	CEMETERY	15,044.40
165	ATHLETIC PROGRAMS	10,502.62
168	ANIMAL CONTROL	24,851.18
169	AQUATIC CENTER PPFD	1,535.10
170	SENIOR CENTER OPERATING	340.46
180	MULTI-MODAL FACILITY	640.71
189	LITTER ABATEMENT	203.29
190	REVOLVING ABATEMENT	118.19
194	ECONOMIC DEVELOPMENT	24,322.60
195	STADIUM/ CONVENTION CENTER	74.00
196	HOTEL/ MOTEL EXCISE TAX	11,645.00
248	LID 148	18.00
367	GENERAL CAP PROJECT CONSTRUCTION	49,352.71
410	UTILITY, WATER/ SEWER	3,551,463.56
510	EQUIPMENT RENTAL - OPERATING GOVERNMENTAL	111,910.85
511	EQUIPMENT RENTAL - OPERATING BUSINESS	25,421.37
515	EQUIPMENT RENTAL - REPLACEMENT GOVERNMENTAL	268,866.10
520	MEDICAL/ DENTAL/ VISION INSURANCE	351,732.04
690	PAYROLL CLEARING	1,491,026.29
	GRAND TOTAL ALL FUNDS:	**$ 6,845,719.05**

AGENDA REPORT

FOR:	City Council	May 18, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Maria Serra, Director Public Works	

SUBJECT: Resolution No. 4747 - Professional Services Agreement Amendment No. 4 with RH2 Engineering, Inc. for Design Services for the Process Water Reuse Facility Phase 4 Irrigation System Farm Upgrades Project

I. ATTACHMENT(S):

Resolution
Exhibit A - Amendment No. 4 to Professional Services Agreement

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4747, Authorizing the City Manager to Execute Amendment No. 4 for the Professional Services Agreement with RH2 Engineering, Inc. for the Design of the Process Water Reuse Facility (PWRF) Pretreatment Improvement Phase 4: Irrigation System Farm Upgrades Project.

III. FISCAL IMPACT:

Summary:

Original PSA	$ 462,640.00
Amendment No. 1	$ 68,013.00
Amendment No. 2	$ 306,744.00
Amendment No. 3	$ 64,889.00
Proposed Amendment No. 4	**$ 54,303.00**
New PSA Total	**$ 956,589.00**

Adopted budget for this project in the 2025-2026 Biennial budget is $ 17M as follows:

- $4.5M are bonded
- $12.5M were anticipated as an award of Clean water SRF loan from Ecology, but were not received.

A $2.5M interfund loan is anticipated to cover remaining project costs.

IV. HISTORY AND FACTS BRIEF:

Background

The Process Water Reuse Facility (PWRF) Irrigation System Farm Upgrades Project encompasses the fourth phase of the current series of planned improvements and modifications to the PWRF. This project (informally referred to as PWRF Improvements Phase 4) will replace existing irrigation system components nearing their end-of-life, construct new irrigation assets to convey the pretreated process water to the City-owned land application farm circles, and extend the system to newly created land application areas from recently purchased parcels.

The City secured the professional services of RH2 to provide holistic planning, design and permitting support services for the proposed improvements to implement the land treatment system expansion consistent with the *"Process Water Reuse Facility Engineering Report"* approved by the State of Washington Department of Ecology on April 12, 2023.

Amendment No. 1 to the PSA addressed various evolving project needs. These included added Field Investigations and background review, 60 and 90 percent Irrigation Pump Station (IPS) Improvements Designs, and Bid ready plans and specifications.

Amendment No. 2 to the PSA addressed various evolving project needs. These included additional analysis and design for pipelines and IPS (Irrigation Pump Station) design adjustments to reflect the revised site work, additional distribution system improvements, and updated controls for the system. The majority of the amendment provides for consultant services during construction, to assist with engineering services through the duration of project and assistance during project closeout.

Amendment No. 3 to the PSA addressed the needs for construction and finalization of the bid documents with the changes to Circles 14 and 16.

As construction needs and further coordination changes/submittals/RFIs for the project were further refined, the scope of the project was subject to revisions and adjustments. The proposed amendment will provide the additional construction support that is needed for coordinating with the County and the Contractor.

Impact

The proposed upgrades will provide the distribution and irrigation infrastructure needed to increase PWRF operations and meet the State Waste Discharge

Permit for the next season. The upgrades needed and the addition of two irrigation fields allows PWRF to not only meet the State Waste Discharge Permit but also allow for a more robust irrigation for the added processor capacity to PWRF.

V. DISCUSSION:

Recommendation

This item was presented to Council May 26, 2026, Workshop as a discussion item.

Staff has reviewed and recommends approval of Amendment No. 4 to the PSA with RH2 Engineering in the amount of $54,303.00 for the PWRF - Phase 4 Irrigation System Farm Upgrades project.

The proposed Amendment No. 4 to RH2 Professional services agreement addresses the additional work needed for construction completion. The proposed amendment will provide the additional construction support that is needed for coordinating with the County and the Contractor. The amendment also adds additional consultant services during construction, as there have been high amount of submittals, RFIs, and construction coordination.

Constraints

Construction of this project has been planned to minimize interruptions and/or impacts to PWRF Farm Operations and must be completed on schedule. Projected 2026 flows at PWRF will necessitate the additional land treatment area.

Next Steps

Provided the Council approves the amendment, staff will work with the consultant to complete all necessary contractual documentation in the upcoming weeks.

Alternatives

- Council may choose to reject the amendment. This is not recommended since the additional construction support is needed to ensure construction deadlines are met.

The timeline associated with this alternative action would hinder expansion of the land treatment system and therefore fail to comply with the parameters established for the facility under the State Waste Discharge Permit for PWRF; likely resulting in violation of the permit and/or limiting industries from sending flows to the facility which has, in turn, a negative economic impact to the industries and the utility.

RESOLUTION NO. ______

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, APPROVES AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 4 FOR THE PROFESSIONAL SERVICES AGREEMENT WITH RH2 ENGINEERING, INC. FOR THE DESIGN OF THE PROCESS WATER REUSE FACILITY (PWRF) IMPROVEMENT PHASE 4: IRRIGATION SYSTEM FARM UPGRADES PROJECT.

WHEREAS, the City of Pasco (City) and RH2 Engineering, Inc., entered into a Professional Service Agreement on May 9th, 2023, to provide Engineering services with respect to the PWRF Improvements project; and

WHEREAS, the City and RH2 Engineering Inc., entered into Amendment No. 1 on November 23, 2023, to additional professional design engineering services; and

WHEREAS, the City and RH2 Engineering Inc., entered into Amendment No. 2 on September 17, 2025, to additional professional design engineering services, services during construction, and additional time of performance; and

WHEREAS, the City and RH2 Engineering Inc., entered into Amendment No. 3 on January 23, 2026, to additional professional design engineering services, services during construction, and additional time of performance; and

WHEREAS, the City Council of the City of Pasco, Washington, has after due consideration, determined that it is in the best interest of the City to enter into Amendment No. 4 with RH2 Engineering, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:

That the City Council of the City of Pasco approves the terms and conditions of Amendment No. 4 between the City of Pasco and RH2 Engineering, Inc. as attached hereto and incorporated herein as **Exhibit A**, and

Be It Further Resolved, that the City Manager of the City of Pasco, Washington, is hereby authorized, empowered, and directed to execute said Amendment No. 4 on behalf of the City of Pasco, and

Be It Further Resolved, that this resolution shall take effect immediately.

PASSED by the City Council of the City of Pasco, Washington, on this ____ day of June, 2026.

____
Charles Grimm
Mayor

ATTEST:

____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

____
Ogden Murphy Wallace, PLLC
City Attorney

AMENDMENT NUMBER 4 to
PROFESSIONAL SERVICES AGREEMENT

PWRF Irrigation System Improvements
PROJECT: 23465

AGREEMENT NO. 23-014

WHEREAS, the City and RH2 Engineering, Inc. entered into a Professional Services Agreement on 5/9/2023 to provide engineering services with respect to the PWRF Irrigation System Improvements project.

WHEREAS, the City and RH2 Engineering, Inc. entered into an Amendment No. 1 to provide additional engineering services on 11/27/2023.

WHEREAS, the City and RH2 Engineering, Inc. entered into an Amendment No. 2 to provide additional engineering services on 9/17/2025.

WHEREAS, the City and RH2 Engineering, Inc. entered into an Amendment No. 3 to provide additional engineering services on 1/23/2026.

NOW, THEREFORE, this agreement is amended to allow RH2 Engineering, Inc. to provide additional professional engineering services, and additional services during construction, as described in **Exhibit A**.

1. **Scope of Work:**

   See **Exhibit A.**

2. **Fee:**

   The compensation for the work is based on a *Time and Materials Basis* not to exceed the amount of **$54,303.00** for a total authorization amount of $956,589.00. See **Exhibit B** for full breakdown.

3. **Time of performance:**

   No Change. The time of performance for services will be complete for the project on or before 12/31/2026.

DATED THIS DAY ________________________________.
[date of execution]

CITY OF PASCO, WASHINGTON **RH2 ENGINEERING, INC.**

____
Harold L. Stewart II, City Manager

____
Dan Mahlum, PE – Director

Resolution Exhibit A

EXHIBIT A

Scope of Work
Amendment No. 4
City of Pasco
PWRF Irrigation System Improvements
Additional Work
April 2026

Background

The City of Pasco (City) has requested additional support from RH2 Engineering, Inc., (RH2) for coordination, permitting, environmental review, and construction-phase services associated with the Circle 14 expansion. This includes coordinating with Lad Irrigation Company, Inc., (Lad) to refine center pivot layouts and maximize acreage; engaging with Franklin County (County) Planning staff and facilitating interagency coordination meetings to confirm permitting pathways; and preparing and processing required permit applications, including land use, road approach, underground plumbing, and commercial/industrial structure permits. Effort also includes development and preparation of a State Environmental Policy Act (SEPA) Checklist, coordination with the City, and responses to agency comments from the Washington State Department of Ecology (Ecology), Washington Department of Fish and Wildlife (WDFW), and the County. In addition, RH2 and Valley Science and Engineering, Inc., (Valley) have provided ongoing review of technical submittals and RH2 has participated in weekly construction meetings to support project delivery. These efforts extend beyond the original scope of work and are necessary to advance the project through permitting and construction.

Task 15 – Services During Construction (Limited)

Objective: Provide limited engineering services during construction to support the City. As the engineer of record, coordinate with the City, its designated utilities, and special inspector to respond to technical questions and issues. Services will include reviewing all technical submittals, responding to requests for information (RFIs), performing on-site observations, and assisting with change proposals and change orders.

Approach:

15.11 Coordinate with Lad on adjusting the center pivot location and lengths to accommodate the new parcel and maximize acreage.

15.12 Coordinate with County Planning staff to review proposed project improvements and establish the appropriate County permitting pathway. Schedule and facilitate one (1) virtual meeting with City, County, and RH2 staff to discuss the improvements and anticipated permitting process for the Circle 14 expansion.

15.13 Prepare and submit a general land use application, a road approach permit, an underground plumbing permit, and commercial/industrial structure permits for the Circle 14 expansion to the County.

15.14 Prepare SEPA Checklist for the Circle 14 expansion and provide a draft to the City for review and comment. Finalize the SEPA Checklist with City comments and submit to the County for SEPA determination and publication. Respond to SEPA comments from Ecology, WDFW, and the County.

15.15 Review technical submittals for the project.

15.16 Attend weekly construction meetings with the City throughout the duration of construction.

Assumptions:

- *Weekly construction meetings will be via Microsoft Teams or other virtual meeting platform.*
- *RH2 will not prepare any agendas for the weekly construction meetings.*
- *RH2 and Valley will increase submittal reviews from limited reviews to full technical submittal reviews.*
- *It is anticipated that the City will be the lead inspector, lead construction contract administration, and be responsible for day-to-day activities.*
- *RH2 is not responsible for site safety, or for determining means and methods, or directing the contractor in their work.*

RH2 Deliverables:

- General land use, road approach, underground plumbing, and commercial/industrial structure permit applications.
- SEPA Checklist and agency responses.
- Applicable technical submittal and RFI responses in electronic PDF.

Project Schedule

RH2 is prepared to commence with the work upon written authorization from the City. The revised project design is anticipated to be completed in December 2026. Construction is anticipated from January 2026 through December 2026.

EXHIBIT B

Fee Estimate
Amendment No. 4
City of Pasco
PWRF Irrigation System Improvements
Apr-26

Description		Total Hours	Total RH2 Labor	Total Subconsultant	Total Expense	Total Cost
Task 15	Services During Construction (Limited)	197	$ 46,247	$ 6,900	$ 1,156	$ 54,303
	Subtotal Title Tasks	-	$ -	$ -	$ -	$ -
	PROJECT TOTAL	197	$ 46,247	$ 6,900	$ 1,156	$ 54,303

Resolution Exhibit A

RH2 ENGINEERING, INC.
2026 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	$179	$/hr
Professional II	$196	$/hr
Professional III	$217	$/hr
Professional IV	$240	$/hr
Professional V	$256	$/hr
Professional VI	$274	$/hr
Professional VII	$298	$/hr
Professional VIII	$324	$/hr
Professional IX	$328	$/hr
Technician I	$138	$/hr
Technician II	$152	$/hr
Technician III	$172	$/hr
Technician IV	$186	$/hr
Technician V	$205	$/hr
Technician VI	$224	$/hr
Technician VII	$243	$/hr
Technician VIII	$254	$/hr
Administrative I	$93	$/hr
Administrative II	$108	$/hr
Administrative III	$127	$/hr
Administrative IV	$151	$/hr
Administrative V	$178	$/hr
CAD/GIS System	$27.50	$/hr
CAD Plots - Half Size	$2.50	price per plot
CAD Plots - Full Size	$10.00	price per plot
CAD Plots - Large	$25.00	price per plot
Copies (bw) 8.5" X 11"	$0.09	price per copy
Copies (bw) 8.5" X 14"	$0.14	price per copy
Copies (bw) 11" X 17"	$0.20	price per copy
Copies (color) 8.5" X 11"	$0.90	price per copy
Copies (color) 8.5" X 14"	$1.20	price per copy
Copies (color) 11" X 17"	$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	$0.7250	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

AGENDA REPORT

FOR:	City Council	May 14, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Maria Serra, Director Public Works	

SUBJECT: Resolution No. 4748 - Professional Services Agreement Amendment No. 6 with Jacobs Engineering Group, Inc. for Butterfield Water Treatment Plant Improvements

I. ATTACHMENT(S):

Resolution
Exhibit A - PSA Amendment No. 6

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4748, authorizing the City Manager to execute Amendment No. 6 with Jacobs Engineering Group, Inc. for design services for the Butterfield WTP Improvements project.

III. FISCAL IMPACT:

Proposed Amendment No. 6 to the Professional Services Agreement (PSA) with Jacobs Engineering Group, Inc. (Jacobs) for Butterfield Water Treatment Plant (Butterfield WTP) Improvements not to exceed $2,020,000.00.

Summary:

Original PSA	$ 533,300.00
Amendment No. 1	$ 60,000.00
Amendment No. 2	$ 1,173,300.00
Amendment No. 3	$ 0.00
Amendment No. 4	$ 0.00
Amendment No. 5	$ 0.00
Amendment No. 6 (Proposed)	$ 2,020,000.00
New PSA Total	**$ 3,786,600**

With the recent council approval of the utility rate increase and the acceptance of a Department of Health (DOH) Drinking Water State Revolving Fund (DWSRF) $14.727 Million-dollar low interest loan, staff and Jacobs have put together Amendment 6 to continue work on the Butterfield WTP Improvements project. All work under Amendment 6 and construction of the Raw Water Pump Station and Electrical Improvements project (Early Works Phase) are anticipated to use the funds available from the $14.727M DWSRF loan. Going forward, additional low interest loan/grant opportunities will be pursued to support the future construction phases of this project.

Funding for Amendment Nos. 1-5 of the project are paid for by a low-interest loan through the Washington State Department of Health (DOH) Drinking Water State Revolving Fund (DWSRF) for preconstruction activities, awarded in the amount of $510,000. Additional funding is provided by a second low-interest loan through the Public Works Board Preconstruction Program, awarded in the amount of $1,000,000. Remaining funding is allocated from the Utility Fund (Water Fund 411).

IV. HISTORY AND FACTS BRIEF:

Background:
On January 5, 2024, the city entered into a Professional Services Agreement (PSA) with Jacobs for the Butterfield WTP electrical system upgrade predesign services. Overall tasks included the following:

- Condition assessment of the existing electrical service and backup power generator, the intake screens, raw water pump and ancillary chemical feed systems.
- 30% preliminary design package for the electrical system upgrades including a new electrical building and new electrical equipment and standby power to supply existing and future facilities.
- A project definition evaluation to identify treatment process objectives.
- Development of a project implementation and phasing approach and preliminary site plan.
- Funding strategy assistance to identify potential funding alternatives to design and construct the future improvements.

An amendment to the Butterfield WTP Facility Plan issued in 2023 provided additional recommendations for remediation with respect to cyanotoxins and aquatic plant (milfoil) growth present in the Columbia River during the seasonally warmer months. These recommendations led to an alternate sequence of phased replacement of the Butterfield WTP that prioritizes meeting new water quality and facility operational challenges caused by climate change.

Several amendments have been executed since the initial PSA. They are described below:

Amendment No. 1 scope included completion of construction bid documents previously initiated by in-house City engineering staff for the installation of a precast concrete permanganate injection vault located at the 36-inch raw water inlet piping downstream of the raw water pump station. This work also included relocation of the chemical storage and feed pump system and instrumentation, and installation of pipe tapping saddles, chemical piping, and chemical injection equipment. Amendment No. 1 was approved September 12, 2024, by the City Manager.

Amendment No. 2 scope added $1,173,300.00 for 90% design services for the Raw Water Pump Station and Electrical Improvements project, funding application support, and a geotechnical investigation of the existing Butterfield site. Amendment No. 2 was approved by City Council October 28, 2024.

Amendment No. 3 was a no cost amendment that shifted funds within the PSA to provide additional design and services during bidding for the Raw Water Permanganate System project and additional geotechnical support due to unforeseen soil conditions at Butterfield WTP. Amendment 3 was approved by the Public Works Director on April 7, 2025.

Amendment No. 4 was a no cost amendment that shifted funds within the PSA to provide additional design and construction services for the Raw Water Permanganate System project, as well as additional design scope for the Raw Water Pump Station and Electrical Improvements project, and an evaluation of building a new Butterfield WTP on a greenfield site. Amendment 4 was approved by the Public Works Director on October 30, 2025.

Amendment No. 5 was a no cost amendment that shifted funds within the PSA to provide additional design scope for the Raw Water Pump Station and Electrical Improvements project. Scope included evaluations of alternatives for the raw water pump station HVAC system, driveway, and diver access with the proposed installation of a fencing/security system. A utility location with ground penetrating radar (GPR) was also completed. Amendment 5 was approved by the Public Works Director on February 16, 2026.

Amendment No. 6 (Proposed)

With the recent approval of the $14.727 million dollar loan from the Washington State Department of Health DWSRF program, work on the Butterfield WTP Improvements project is ready to continue. The approval of proposed Amendment 6 will allow for the 100% completion of the Raw Water Pump Station and Electrical Improvements design phase and the completion of pilot testing and future design planning. The following tasks/subtasks will be completed as part of Amendment 6:

1. **Raw Water Pump Station and Electrical Improvements design modifications:**

- 90% and 100% design of driveway stabilization at the Raw Water Pump

Station.

- 90% and 100% design of HVAC requirements at the Raw Water Pump Station.
- 90% and 100% design to include the new transformer and conduit routing through the levee.
- Permitting support regarding a United States Army Corps of Engineer's real estate application.
- 100% complete design of the Raw Water Pump Station and Electrical Improvements project.
- Services During Bidding.

The Raw Water Pump Station and Electrical Improvements project will address many improvements at the Raw Water Pump Station which is located on the Columbia River. Improvements will include the above items and the replacement of in water screens, pumps, check valves, electrical distribution panels and harmonic filters as well as the installation of pressure indicators, a redundant level indicator, security fencing and cameras and a standby power roll-up connection for the Raw Water Pump Station and Backwash Lift Station.

2. **Piloting of proposed water treatment processes**

- Pilot plan development, design of pilot system, and coordination with the Department of Health (DOH).
- Procurement of pilot system.
- Pilot installation bid drawings and specifications
- Operations of pilot system.
- Analysis of pilot data and development of pilot test results report.

A pilot test includes a small-scale replica that mimics the treatment process for a large-scale Water Treatment Plant. For this project, a pilot test will be designed and built according to the planned treatment process for the new Butterfield WTP. Pilot testing is required by the DOH to design new filters at loading rates greater than 6 gallons per minute per square foot (GPM/Ft). The pilot study will consist of running all 4 seasons for 4-6 weeks duration each season.

3. **Butterfield WTP Implementation Plan modifications for greenfield site**

- Revised site plan, including a project definition meeting
- Revised implementation plan, including an updated cost estimate and funding analysis
- Revised hydraulic profile and evaluation of existing and proposed raw water pumps

The Butterfield Implementation Plan serves as a big picture of the path forward on the Butterfield WTP Improvements project. Recently, a greenfield location has been chosen to build the new Butterfield WTP plant. The new location is located near the existing drying beds and Raw Water Pump Station (South of the S 12th Ave and W Washington St intersection). Placing a new Butterfield WTP on a greenfield site will allow for the uninterrupted operation of Butterfield while a new plant is being constructed. The existing Implementation plan will need to be revised to reflect the change in location, and to evaluate the existing infrastructure at the raw water pump station. This evaluation will determine if different pumps/materials will be needed due to the change in WTP location.

Impact (other than fiscal):

This project addresses the replacement of the Butterfield Water Treatment Plant (WTP). The Butterfield WTP has served the City of Pasco since 1946 and is nearing the end of its useful life. Without improvements, the city will risk the safe delivery of treated water to all of its residents. Once complete, Butterfield is anticipated to reliably deliver 30 million gallons of treated water per day to the residents of Pasco.

V. DISCUSSION:

Recommendation:

This item was presented to Council at the May 26th, 2026 Workshop as a discussion item.

Staff has negotiated the amendment scope and fee and found it to be reasonable. Staff recommends approval of Amendment No. 6 to the PSA with Jacobs Engineering Group, Inc. in the amount of $2,020,000 for the Butterfield Water Treatment Plant Improvements Project.

Constraints:

The Butterfield WTP is critical to the overall water system. Its reliability is key for the delivery of treated water to the residents of Pasco. Butterfield WTP is nearing the end of its useful life and is in need of replacement. The proposed improvements will extend the reliability of the plant and will begin the groundwork for the future replacement of the entire WTP.

Next Steps:

If approved by City Council, Jacobs will complete the design for the Raw Water Pump Station and Electrical Improvements project, as well as begin the pilot testing for treatment technology and make revisions to the Butterfield Implementation Plan, reflecting the greenfield site and funding strategy consistent with approved rates. Construction for the Raw Water Pump Station and Electrical Improvements project is anticipated to begin at the end of 2026. The pilot testing will begin by fall of 2026 and will run until fall of 2027.

Alternatives:

If Amendment 6 is not approved, the overall replacement project will be postponed and a need to re-evaluate the improvements to the Butterfield WTP project will be necessary. This option accepts increased risk in the potential failure of the plant prior to replacement.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 6 TO THE PROFESSIONAL SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC. FOR THE BUTTERFIELD WATER TREATMENT PLANT IMPROVEMENTS PROJECT.

WHEREAS, the City of Pasco (City) and Jacobs Engineering Group, Inc. (Jacobs) entered into a Professional Services Agreement on January 5, 2024, to provide Engineering services with respect to the Butterfield Water Treatment Plant (WTP) Improvements project; and

WHEREAS, the City and Jacobs entered into Amendment No. 1 on September 12, 2024, to complete additional engineering (design) services for a raw water permanganate chemical dosing system to supplement current methods of algal cyanotoxin treatment and removal from the Columbia River water source; and

WHEREAS, the City and Jacobs entered into Amendment No. 2 on November 15, 2024, to add additional scope/funding for the Raw Water Pump Station and Electrical Improvements project.

WHEREAS, the City and Jacobs entered into Amendment No. 3 on April 7, 2025 to add additional scope for the Raw Water Permanganate System and Raw Water Pump Station and Electrical Improvements projects.

WHEREAS, the City and Jacobs entered into Amendment No. 4 on October 30, 2025 to add additional design scope for the Raw Water Pump Station and Electrical Improvements project as well as services during construction for the Raw Water Permanganate System.

WHEREAS, the City and Jacobs entered into Amendment No. 5 on February 16, 2026 to add additional design scope for the Raw Water Pump Station and Electrical Improvements project.

WHEREAS, the City and Jacobs desire to enter into Amendment No. 6 to the Professional Services Agreement to provide additional engineering services as described in **Exhibit A.** These additional services include, but not limited to, Raw Water Pump Station and Electrical Improvements 100% design, Butterfield WTP pilot testing, and a revision of the Butterfield WTP Implementation Report.

WHEREAS, the City Council of the City of Pasco, Washington, has after due consideration, determined that it is in the best interest of the City of Pasco to enter into Amendment No. 6 to the Professional Services Agreement with Jacobs Engineering Group, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:

That the City Council of the City of Pasco approves the terms and conditions of the PSA Amendment No. 6 between the City of Pasco and Jacobs Engineering Group, Inc. as attached hereto and incorporated herein as **Exhibit A**.

Be It Further Resolved, that the City Manager of the City of Pasco, Washington, is hereby authorized, empowered, and directed to execute said Amendment No. 6 of the Professional Services Agreement with Jacobs Engineering Group, Inc. for the Butterfield Water Treatment Plant Improvements project on behalf of the City of Pasco.

Be It Further Resolved, that this Resolution shall take effect immediately.

PASSED by the City Council of the City of Pasco, Washington, on this 4th day of May, 2026.

____
Charles Grimm
Mayor

ATTEST:	APPROVED AS TO FORM:
____________________________	____________________________
Krystle Shanks Deputy City Clerk	Ogden Murphy Wallace, PLLC City Attorney

EXHIBIT A:

Scope of Work

Butterfield WTP Improvements
Amendment 6 – Early Works Additional Design Scope, Pilot Plant, and Implementation Plan Revisions
April 2026

This work is to be performed under the Agreement for Professional Services between City of Pasco, Washington (hereafter, “City”) and Jacobs Engineering Group Inc., (hereafter “Consultant”), for the Butterfield Water Treatment Plant (WTP) Improvements.

This scope of work includes the following:

1. Project management services for extension of project duration through Early Works construction
2. Early works design phase modifications
    a. 90% and 100% design of driveway stabilization at RWPS
    b. 90% and 100% design of HVAC requirements at the RWPS
    c. 90% and 100% design to include the new transformer and conduit routing through the levee
    d. Move other 100% design of Early Works Package funds from Management Reserve
    e. Bidding phase support
    f. Permitting associated with a USACE real estate application
3. Piloting of proposed water treatment processes
    a. Pilot plan development, design of pilot system, and coordination with DOH
    b. Procurement of pilot system
    c. Pilot installation bid drawings and specifications
    d. Operations of pilot system
    e. Analysis of pilot data and development of pilot test results report
4. Butterfield WTP Implementation Plan modifications for greenfield site
    a. Revised site plan, including a project definition meeting
    b. Revised implementation plan, including an updated cost estimate and funding analysis
    c. Revised hydraulic profile and evaluation of existing and proposed raw water pumps

5. Management Reserve

The following table summarizes minimum activities that are responsibilities of the City as part of this amendment.

Task	**City Responsibilities**
Early Works Design	Review of 90% and 100% Deliverables
Early Works Real Estate Permitting	Participate in coordination meetings with USACE Review application Pay application fees
Pilot planning	Review pilot test plan and SOPs Participate in coordination meetings with DOH
Pilot Procurement	Review of pilot installation deliverations including drawings and frontend specifications Bidding of pilot installation project Installation of pilot enclosure onsite by City Contractor
Pilot Operations	Coordination on pilot placement and connection. Weekly inspections of the offline pilot plant while it is offline between the 4-6 week long operations periods. Provide chemicals, power and water for pilot testing.
Pilot Data Report	Review pilot report Participate in coordination meetings with DOH
Treatment Confirmation Workshop	Participate in workshop to confirm treatment scheme
Revised Site Plan and Implementation Plan	Participate in workshop to provide feedback on implementation plan Review Revised Implementation Plan
Revised Hydraulic Profile	Review revised Hydraulics TM

Contents

Contents 3

1. Project Management 4

1.1 Project Management Meetings 4

1.2 Schedule 4

1.3 Monthly Reports and Invoices 4

2. Early Works Design Phase Modifications 4

2.1 RWPS Driveway Stabilization 4

2.2 RWPS HVAC Design 5

2.3 Transformer and Levee Conduit Design 6

2.4 Early Works Phase Final Design (100% Design) 6

2.5 Bidding Phase Support 9

2.6 Permitting Support for USACE Real Estate Application 10

3. Pilot Study 10

3.1 Pilot Test Planning 10

3.2 Pilot Test Operation 12

3.3 Pilot Test Data Analysis and Reporting 13

4. Revised Butterfield WTP Implementation Plan for Greenfield Site 13

4.1 Treatment Process Confirmation Workshop 13

4.2 Revised Site Plan 14

4.3 Revised Implementation Plan 14

4.4 Revised Hydraulic Profile 15

5. Compensation 15

5.1 Rates 15

5.2 Fee Summary 16

1. Project Management (Overall Task 1)

Consultant's project manager will manage the Consultant's team, task leads, overall execution of the work, and accurate accounting of the budget and schedule. This amendment includes an extension of the project period of performance from January 2026 to December 2028. Project management services are extended from January 2026 to March 2028, which is the anticipated end of the Early Works construction.

1.1 Project Management Meetings

Consultant will schedule regular weekly status meetings via virtual meeting platform. These meetings are planned for the duration of the work through March 2028. The Project Manager (PM) and Assistant PM will attend the meetings. Status meetings will be held to discuss topics including, but not limited to, project status, key items, upcoming deliverables, change management, and action items.

1.2 Schedule

Consultant will prepare a project schedule in Microsoft Project. The schedule will be reviewed with the City and then established as the baseline schedule. The schedule will be updated monthly as needed.

1.3 Monthly Reports and Invoices

Consultant to provide a monthly project status memo to accompany monthly invoices. The monthly status memo will describe ongoing work, planned work for the coming month, change items, upcoming deliverables, budget summary, anticipated delays in schedule, and schedule update.

Assumptions:

- Project period of performance is extended through December 2028.
- Project management services extended through March 2028 through Early Works construction.

Deliverables:

- Monthly Status Memo and Invoice

2. Early Works Design Phase Modifications

2.1 RWPS Driveway Stabilization (Overall Task 8E)

Following the 30% Design Workshop and site visit in June 2025, it was identified that the existing ecology blocks lining the sides of the driveway have started to erode away. Following the workshop, Jacobs completed an alternatives evaluation to look at short-term and long-term options to stabilize the driveway and provide support to the security fence installation along the driveway. Results and a recommendation were shared with the City at the 60% Design Workshop in September 2025, including driveway stabilization using grade beams and walls along the edge of the driveway to replace the ecology blocks as a bid alternative to the Early Works project. Ground penetrating radar (GPR) was completed in February 2026 to verify the location and depths of the raw water pipes along the driveway.

This amendment includes detailed design of the driveway stabilization developing 90% and final (100% complete) design documents consisting of technical specifications and drawings. It includes a 2-day site visit for a civil engineer to verify site conditions for the final design.

City will provide review comments for each design milestone in a Bluebeam Revu Studio Session coordinated by Consultant. City will internally adjudicate its review comments to provide clear direction for Consultant. Consultant will provide a written response within the Bluebeam Revu Studio Session to each written review comment provided by City and incorporate the comments into the subsequent design documents accordingly.

Assumptions:

- Additional works included in this amendment will be bid as part of the Early Works Project construction contract.
- Results of GPR utility locate will be used for driveway stabilization design and must be completed prior to finalization the design of the driveway.
- Level of effort is based on the addition of two (2) drawings:
  - Civil Site Plan
  - Structural Details

2.2 RWPS HVAC Design (Overall Task 8F)

During the 60% Design Workshop in September 2025, the City noted that there are issues with control panels overheating in the RWPS due to a lack of ventilation. Two larger pump motors will be designed as part of the raw water pump replacement in Early Works base scope. These larger motors will generate more heat and any existing ventilation issues within the RWPS can worsen. An evaluation of HVAC requirements will be performed as part of Amendment 5. Following this evaluation, the City will decide on an alternative to carry forward to detailed design.

Consultant will complete a detailed design of the selected HVAC system by developing 90% and final (100% complete) design documents. The completed design documents will consist of technical specifications and drawings.

City will provide review comments for each design milestone in a Bluebeam Revu Studio Session coordinated by Consultant. City will internally adjudicate its review comments to provide clear direction for Consultant. Consultant will provide a written response within the Bluebeam Revu Studio Session to each written review comment provided by City and incorporate the comments into the subsequent design documents accordingly.

Assumptions:

- Additional works included in this amendment will be bid as part of the Early Works Project construction contract.
- Level of effort is based on the addition of specification sections determined once alternative is selected, and three (3) HVAC drawings:
  - General Sheet

  - Plan and Air Flow Schematics
  - Sections and Details

2.3 Transformer and Levee Conduit Design (Overall Task 8G)

A National Energy Code (NEC) analysis completed by Jacobs suggests that the RWPS is currently overloaded. During initial coordination with Franklin PUD on the RWPS improvements, PUD indicated that they're at capacity with existing transformers and a new pad-mounted transformer is required to provide the increased power capacity to the RWPS. Further investigation by Jacobs and the City showed that the existing conduits between the current transformer and RWPS are not large enough for additional lines to be added. A new conduit will need to be routed between the new pad-mounted transformer by PUD to the RWPS. It is assumed that the transformer pad and conduit construction will require USACE, rather than railroad (BNSF) coordination. Coordination with Franklin PUD and USACE regarding the details of transformer placement and permitting/easement requirements for electrical conduit through the existing levee, respectively, will occur as part of Amendment 5.

Consultant will complete a detailed design of the project by developing 90% and final (100% complete) design documents. The completed design documents will consist of a technical specification for the transformer and associated drawings.

City will provide review comments for each design milestone in a Bluebeam Revu Studio Session coordinated by Consultant. City will internally adjudicate its review comments to provide clear direction for Consultant. Consultant will provide a written response within the Bluebeam Revu Studio Session to each written review comment provided by City and incorporate the comments into the subsequent design documents accordingly.

Assumptions:

- Additional works included in this amendment will be bid as part of the Early Works Project construction contract.
- City will coordinate with Franklin PUD on transformer location.
- Construction area is within USACE property. No coordination with BNSF is required.
- Level of effort is based on the addition of two (2) electrical drawings:
  - Electrical Site Plan
  - Site Plan Details

2.4 Early Works Phase Final Design (100% Design) (Overall Task 8)

A Management Reserve was established as part of Amendment 2, intended to be used for Early Works Phase final design (100% design). Amendment 6 includes approval for the use of these Management Reserve funds for the Early Works 100% complete submittal. The use of the 100% design budget in management reserve was contingent on receiving construction funding for the Early Works project. In January 2026, the City approved the $14.7M Drinking Water State Revolving Fund (DWSRF) loan to fund the Early Works construction.

Consultant will prepare a 100% complete submittal of the design, including front end specifications and an Engineers Opinion of Probable Construction Cost (EOPCC). Consultant will incorporate City's and agency review comments from the 90% submittal into the 100% complete design submittal. The 100% complete submittal will be used to bid the construction contract. The Draft 100-percent complete design package review comments will be discussed at a subsequent project manager check-in call, as needed. No meetings to review or discuss the Final 100-percent complete design package are planned or budgeted. Design changes that impact the cost estimate are not anticipated after 90% design, but the estimate will be updated based on the 100% design if needed.

Consultant will submit electronically stamped 100-percent-complete contract documents submittal in Unlocked PDF and CAD format for use by the City for bidding the construction contract. PDF drawings will be half-size, 11"x17". A total of 73 drawings will be included in the contract set as shown in the table below.

001 - GENERAL		
1	001-G-0001	COVER, LOCATION MAP, AND VICINITY MAP
2	001-G-0002	DRAWING INDEX AND SYMBOL LEGEND
3	001-G-0003	ABBREVIATIONS 1
4	001-G-0004	ABBREVIATIONS 2
5	001-G-0005	STRUCTURAL GENERAL NOTES 1
6	001-G-0006	STRUCTURAL GENERAL NOTES 2
7	001-G-0007	PROCESS FLOW DIAGRAM
8	001-G-0008	BASIS OF DESIGN, DESIGN CRITERIA
9	001-G-0009	PIPE SCHEDULE, VALVE SCHEDULE, AND EQUIPMENT LIST
10	001-G-0010	HYDRAULIC PROFILE
11	001-G-0011	FLOW STREAM IDENTIFICATION
12	001-G-0012	CIVIL AND YARD PIPING LEGEND
13	001-G-0013	PROCESS MECHANICAL LEGEND
14	001-G-0014	MECHANICAL LEGEND
15	001-G-0015	ELECTRICAL LEGEND
16	001-G-0016	ELECTRICAL NOTES
17	001-G-0017	INSTRUMENTATION AND CONTROL LEGEND 1
18	001-G-0018	INSTRUMENTATION AND CONTROL LEGEND 2
19	001-G-0019	INSTRUMENTATION AND CONTROL NETWORK BLOCK DIAGRAM LEGEND
20	001-G-0020	MATERIAL AND AREA CLASSIFICATION SELECTION TABLE
005 - SITE CIVIL		
20	005-C-1001	EXISTING CONDITIONS AND SURVEY CONTROL PLAN
21	005-C-1101	OVERALL INTAKE SITE PLAN
22	005-C-1102	INTAKE LOCATION, GRADING AND EROSION CONTROL PLAN
23	005-C-1103	WATER TREATMENT PLANT OVERALL SITE PLAN
24	005-C-1104	WATER TREATMENT PLANT EROSION CONTROL PLAN
25	005-C-1105	WATER TREATMENT LOCATION AND GRADING PLAN
26	005-C-1106	INTAKE ARMORING PLAN AND SECTIONS
009 - INSTRUMENTATION AND CONTROLS		

27	009-N-0001	INTAKE SCREENS P&ID
28	009-N-0002	RAW WATER PUMP STATION P&ID
29	009-N-0003	RWPS COMMUNICATION DIAGRAM
30	009-N-1001	PLC INPUTS AND OUTPUTS WIRING DEMOLITION DIAGRAM 1
31	009-N-1002	PLC INPUTS AND OUTPUTS WIRING DEMOLITION DIAGRAM 2
32	009-N-1003	PLC INPUTS AND OUTPUTS WIRING DEMOLITION DIAGRAM 3
015 - ELECTRICAL RELIABILITY IMPROVEMENTS		
33	015-S-2001	STRUCTURAL PLAN
34	015-S-5001	STRUCTURAL DETAILS
35	015-E-2001	WATER TREATMENT PLANT DEMOLITION PLANS
36	015-E-2002	DEMOLITION PHOTO DETAILS
37	015-E-2003	WATER TREATMENT PLANT PLANS
38	015-E-6001	DEMOLITION ONE-LINE DIAGRAM
39	015-E-6002	ONE-LINE DIAGRAM
40	015-E-8001	ELECTRICAL PANELBOARD SCHEDULES
020 - INTAKE/RWPS IMPROVEMENTS		
41	020-S-1001	STRUCTURAL INTAKE PLAN
42	020-S-3001	STRUCTURAL INTAKE SECTIONS
43	020-D-2001	PROCESS MECHANICAL INTAKE DEMOLITION PLAN
44	020-D-2002	PROCESS MECHANICAL INTAKE PLAN
45	020-D-2101	PROCESS MECHANICAL RWPS DEMOLITION PLANS
46	020-D-2102	PROCESS MECHANICAL RWPS PLANS
47	020-D-3001	PROCESS MECHANICAL INTAKE SECTIONS
48	020-D-3101	PROCESS MECHANICAL RWPS SECTIONS
49	020-D-3102	PROCESS MECHANICAL RWPS SECTIONS
50	020-D-5001	PROCESS MECHANICAL INTAKE DETAILS
51	020-D-5101	PROCESS MECHANICAL RWPS DEMOLITION PHOTO DETAILS
52	020-M-1001	MECHANICAL PLAN AND AIR FLOW SCHEMATICS
53	020-M-3001	MECHANICAL SECTIONS AND DETAILS
54	020-E-2001	ELECTRICAL INTAKE SITE PLAN
55	020-E-2001	ELECTRICAL RWPS DEMOLITION PLANS
56	020-E-2002	ELECTRICAL RWPS PLANS
57	020-E-6001	ELECTRICAL DEMOLITION ONE-LINE DIAGRAM
58	020-E-6002	ELECTRICAL ONE-LINE DIAGRAM
59	020-E-8001	ELECTRICAL CONDUIT AND RACEWAY SCHEDULE
60	020-E-8002	ELECTRICAL PANELBOARD SCHEDULES
61	020-E-8003	ELECTRICAL SECURITY RISER DIAGRAM
900 - STANDARD DETAILS		

62	900-S-0001	STRUCTURAL STANDARD DETAILS
63	900-S-0002	STRUCTURAL STANDARD DETAILS
64	900-S-0003	STRUCTURAL STANDARD DETAILS
65	900-E-0001	ELECTRICAL STANDARD DETAILS
66	900-E-0002	ELECTRICAL STANDARD DETAILS
67	900-E-0003	ELECTRICAL STANDARD DETAILS
68	900-C-0001	CIVIL STANDARD DETAILS
69	900-C-0002	CIVIL STANDARD DETAILS
70	900-C-0003	CIVIL STANDARD DETAILS
71	900-D-0001	PROCESS MECHANICAL STANDARD DETAILS
72	900-D-0002	PROCESS MECHANICAL STANDARD DETAILS
73	900-N-0001	INSTRUMENTATION AND CONTROL STANDARD DETAILS
73	**TOTAL SHEETS**	

Assumptions

- Draft deliverables include Draft 100% Plans, Specifications, and, Division 0 and 1 Specifications for City Review.
- Final Deliverables include Final 100% Plans, Specifications, and Engineer’s Opinion of Probable Cost, Division 0 and 1 Specifications in Word and unlocked PDF.
- Consultant will modify EJCDC front end specifications utilized during the Raw Water Permanganate System project for use as front-end specifications for this work.

2.5 Bidding Phase Support (Overall Task 8.1)

2.5.1 Bid Phase Support

Consultant shall assist the City during the City’s advertisement and bidding of the construction based on the Contract Documents prepared by the Consultant. Bidding assistance may include, as necessary and as/if directed by City, addressing bidder questions, developing addenda, and developing conformed documents. The budget for this task is an allowance to be expended, as necessary, and as directed by City. The budget allowance generally assumes no more than two (2) addenda, prepared in MS Word and up to two hand-markup drawing revisions.

Consultant shall attend pre-bid meeting with the City. The City shall prepare meeting agenda and materials. The budget for this task is based on virtual participation by Consultant’s assistant project manager and project engineer for up to two (2) hours.

2.5.2 Conformed Drawings

Consultant will prepare conformed drawings and specifications. Consultant will submit electronically conformed documents submittal in PDF format for use by the City. PDF drawings will be half-size, 11”x17”. A total of 73 drawings will be included in the conformed set.

Deliverables

- Conformed drawings and specifications.

2.6 Permitting Support for USACE Real Estate Application (Overall Task 3)

Consultant will prepare USACE Real Estate Application for modifications to the USACE land that is used for the Raw Water Pump Station as part of Early Works construction. Consultant will assist with USACE environmental assessment requirements.

Consultant will coordinate and contract with surveyor for an updated survey of the USACE property, showing legal descriptions and the delineation of project areas as required. Consultant will coordinate with the surveyor to define the scope of work for the survey, including the area to be surveyed and the format of deliverables. Technical details pertaining to file type and datum will be determined ahead of the survey to ensure consistency with existing as-built drawings.

Assumptions:

- Hours are included for a draft and final USACE Real Estate Application. If additional investigations and/or edits are requested as part of USACE's review, additional services would be required to address those changes.
- City is responsible for paying all fees required as a part of the permit applications and for signing the applications as the applicant.
- Survey area will include the legal delineation of the work area along the USACE parcel.
- Consultant will provide a markup to the surveyor showing the general location of key infrastructure to be included in the survey.
- Consultant will contract surveyor to complete work for updated survey.

3. Pilot Study (Overall Task 15)

The Washington Department of Health (DOH) requires pilot testing to design new filters at loading rates greater than 6 gallons per minute per square feet (gpm/sf). Filters designed with higher loadings rates reduce overall footprint and construction costs, as more flow can be pushed through a filter. The pilot study will include ozonation, rapid mix, coagulation/flocculation, and filtration treatment processes to mimic the new process. The results of the pilot study will be used to establish ozone demand/decay for ozone system design criteria, evaluate optimal coagulant dose for chemical building sizing, confirm a shortened flocculation hydraulic residence time (HRT), and confirm an increased filter loading rate (FLR) to reduce construction costs. The results will also inform chlorine demand post-treatment for on-site hypochlorite generation sizing and confirm disinfection byproduct (DBP) formation potential.

The pilot study will be split into three tasks:

- Planning and procurement
- Operation
- Data analysis and reporting

3.1 Pilot Test Planning

Consultant will develop a pilot test plan for the new Butterfield WTP, including the following information:

- Purpose and goals of the pilot testing
- Duration of pilot testing and activities to be completed
- Data to be collected
- Analysis to be performed
- Intended use of data and expected conclusions.

As part of the development of the pilot test plan, Consultant will coordinate a pilot test plan review meeting with Consultant, DOH, and the City to solicit DOH's input on the pilot study plan and establish requirements of pilot testing. Consultant will respond to additional DOH requests as a result of the pilot test plan review meeting.

Consultant will lead the procurement of pilot equipment, including the following tasks:

- Develop bid documents and specifications for pilot installation
- Define specific features of pilot equipment to be procured
- Establish connection locations and design connecting pipe systems
- Determine representative sample locations and select sample pumps
- Evaluate hydraulics of pilot system
- Prepare process schematics showing proposed installation configuration of pilot system and installation diagrams showing proposed equipment locations and tie-in points

Consultant will prepare data collection forms that will be used to record system status, maintenance information, and operations and water quality data.

Consultant will rent the pilot unit for the entire test duration. The pilot system supplier, Intuitech, will fabricate the pilot enclosure and treatment process skids, and transport them onsite.

Consultant will prepare bid documents for the installation of the pilot enclosure within the fenced area of the drying beds adjacent to the permanganate Conex. The City will be responsible for providing a Contractor for installation of the pilot plant in the fenced area around the drying beds. Installation of the system by City Contractor includes but not limited to placement of a gravel pad, rigging the pilot enclosure on the gravel pad from delivery truck with a crane, piping installation to convey raw water from permanganate Conex to the pilot enclosure, and drain piping installation for the pilot discharge to drying beds outlet structure, and electrical connections. Intuitech will be on-site two weeks for startup and commissioning assistance of the pilot enclosure. Consultant will oversee City's Contractor's installation of pilot system onsite and startup of pilot system once installation is complete.

Deliverables:

- Pilot Test Plan, Draft and Final
- Draft and Final Bid Drawings and Specifications
- Pilot Test Plan Coordination Meeting Slides
- Pilot Test Plan Coordination Meeting Minutes

- Process Schematics
- Piloting Data Collection Forms

Assumptions:

- Bid drawings include two sheets.
- Specifications will be based on the Div 00 and Div 01 specifications created for the Raw Water Permanganate System project.
- City Contractor will install the pilot skid and associated connections. The raw water connection will be a tee off of the raw water sample line within the permanganate Conex. All water treated by the pilot will be discharged to the nearest drying bed outlet structure.
- A discharge permit is not required and is not included in the scope.
- Pilot test system will include ozonation, flocculation, and filtration.
- Additional equipment purchased for pilot testing includes Chemtrac LCA5, a jar tester, a UVT analyzer, a DR900, and a pH probe.

3.2 Pilot Test Operation

Consultant will provide and operate the pilot system over four quarters, including the following tasks:

- Determine initial coagulant and polymer doses using Chemtrac LCA-5 Laboratory Charge Analyzer.
- Perform routine checks of the pilot system.
- Perform regular and emergency maintenance. Note that more complicated maintenance activities (such as broken pipes, pump replacements, etc.) may require support from the City.
- Collect samples for water quality analysis.
- Routinely calibrate instruments.
- Collect and record data.
- Compile filter run reports.

The pilot plant will consist of ozonation, flocculation, and filtration skids housed inside of a custom enclosure. The pilot plant enclosure will be located near the drying beds. Installation of the pilot plant will require a contractor for placement of a gravel pad, removal of the pilot enclosure from the delivery truck and placement of the enclosure on the gravel pad with a crane, pump and piping installation to convey raw water to the pilot and drain out pilot treated water, and electrical connections.

Operation of the pilot system will be six weeks at a time, depending on the season, for a total of 24 weeks. In addition to the pilot skid, a climate-controlled trailer and portable toilet will be provided for pilot staff. Electricity, chemicals, and potable water required for piloting will be provided by the City.

Assumptions:

- Portable toilet will be provided for pilot staff by City.

- Day-to-day operations will be the responsibility of Consultant. City will be available to check on the pilot system when Consultant is not on site, including weekly inspections when the pilot is offline between quarterly testing periods.

3.3 Pilot Test Data Analysis and Reporting

Consultant will analyze all data that is collected during pilot test operation; figures and tables will be prepared for use in the Pilot Report. Draft and final versions of the Pilot Report will be prepared for submission to DOH. The Pilot Report will include the following:

- Purpose of the pilot test.
- Test procedure and setup summary.
- Description of and reasons for variations from the Pilot Test Plan.
- Summary of data collected during pilot testing.
- Results and conclusions gathered from pilot testing.
- Recommendations for water treatment design criteria.

As part of the development of the Pilot Report, Consultant will facilitate a meeting with DOH to get their input on the results of pilot testing. Consultant will respond to additional DOH requests as a result of the pilot testing results meeting.

Deliverables:

- Pilot Report, Draft and Final

4. Revised Butterfield WTP Implementation Plan for Greenfield Site (Overall Task 2.7)

4.1 Treatment Process Confirmation Workshop

Consultant will evaluate and update the proposed treatment scheme using the last five years of water quality data. Consultant will prepare a workshop to reach consensus with City staff on treatment objectives and resiliency criteria. Consultant will identify alternative treatment schemes and potential for project cost savings. The following topics will be discussed:

- Updated raw water quality data.
- Evaluate the need for ozonation.
- Disinfectant alternatives as greenfield site will provide more flexibility for phasing.
- Finished water storage.
- Site layout options for greenfield site.

The workshop will be held in-person and is budgeted for up to four (4) hours in duration, plus travel time. Up to four (4) Consultant staff will attend.

Deliverables:

- Workshop presentation and minutes documenting treatment scheme decisions.

4.2 Revised Site Plan

The previous site plan developed for the new Butterfield WTP was based on new facilities and treatment processes being constructed on the existing Butterfield WTP site. Consultant will develop three preliminary site plans for a greenfield WTP constructed in the empty plot of land to the east of the existing solids drying beds. Prior to development of site plans, Consultant will verify previously established design criteria associated with ozonation and disinfection.

Consultant will schedule a project definition meeting with the City to discuss the revised site plan alternatives and establish agreement on the preferred site plan alternative. Consultant will provide meeting minutes following review meeting. Decisions made during the project definition meeting will be incorporated in the revised Implementation Plan.

Assumptions:

- Site plan development to start after treatment process confirmation workshop and decisions.

Deliverables:

- Workshop presentation and minutes documenting revised site plan decisions.

4.3 Revised Implementation Plan

The previous Implementation Plan developed for the new Butterfield WTP was based on new facilities and treatment processes being constructed on the existing Butterfield WTP site, which necessitated phased construction to appropriately sequence construction and demolition efforts. A Class 5 (AACE International) cost estimate will be developed, based on the proposed site plan and treatment process. Consultant will revise the Implementation Plan, accounting for changes to site location, project schedule and phasing needs, cost estimate, and funding.

Consultant will provide City with a draft revised implementation plan. City will provide review comments in a Bluebeam Revu Studio Session coordinated by Consultant. City will internally reconcile its review comments to provide clear direction for Consultant. Consultant will provide a written response within the Bluebeam Revu Studio Session to each written review comment provided by City and incorporate the comments into the final revised implementation plan accordingly.

Assumptions:

- Design treatment capacity remains unchanged. Space for future expansion will be considered for site plan development, but not cost estimated.
- Ozone and direct filtration will still be utilized and design criteria associated with flocculation and filtration remain unchanged.

Deliverables:

- Draft and final version of the revised Implementation Plan.

4.4 Revised Hydraulic Profile

Consultant will conduct a hydraulics evaluation to confirm impact of building on the greenfield site on the raw water pump station capacity. The evaluation will include whether the existing pumps can achieve the firm capacity of 30 mgd at the greenfield site using the existing design condition of the raw water pumps. This study will utilize the pump hydraulic model built as part of the early works design. This study will evaluate the need for the City to upgrade pumps 6 and 7 under Early Works to achieve the higher total dynamic head (TDH) that is needed to each convey 10 mgd to the existing Butterfield WTP, which has a grade elevation that is about 14-feet higher than the greenfield site. Pump replacement recommendation will include consideration of modernization and maintenance schedule on aging infrastructure.

Deliverables

- Revisions to the Raw Water Pump Station Capacity and Hydraulics Evaluation Technical Memo prepared under Early Works design.

5. Compensation

5.1 Rates

Compensation will be made using standard hourly rates, plus expenses expressly eligible for reimbursement, as described in the Agreement Between City and Consultant for Professional Services. The rate table below is updated with 2026 billing rates, which will be escalated each year starting in January 2027 based on inflationary measures (3% per year assumed for budgeting purposes). Note that starting in 2026, billing rates are rounded to the nearest dollar going forward. These rates will be utilized moving forward from this Amendment approval.

Table 1. 2026 Billing Rates

Title	Hourly Billing Rate (2026)
Professionals	
Project Manager	$325
Assistant PM	$239
Expert Technical Engineer	$345
Senior Technical Consultant	$297
Senior Review Engineer	$265
Senior Engineer	$239
Lead Engineer	$228
Senior Professional	$212
Associate Engineer	$202
Lead Professional	$202
Staff Engineer	$180
Intermediate Engineer	$159
Global Design Engineer (all levels)	$138
Entry Engineer	$138
Engineering Intern	$95
Science Intern	$74

Title	Hourly Billing Rate (2026)
Technicians	
Specialist CAD Technician	$217
CAD Supervisor	$202
Senior CAD Technician	$180
Lead CAD Technician/Specifications	$149
CAD Technician/Document Processing/Specifications	$133
Global Design CAD	$117
Intermediate CAD Technician	$117
Entry CAD Technician	$95
Administration	
Project Controls	$154
Lead Administrative Assistant	$143
Administrative Assistant	$122
Intermediate Administrative Assistant	$100
Entry Administrative Assistant	$90

5.2 Fee Summary

The estimated hours and cost for each task are summarized on attached Fee Summary Table. These values are provided as guidance and actual hours and costs will vary based on staff assigned and execution of the work. Actual individual task expenditures may be more or less than the budgeted amount within the overall

Amendment 6	Jacobs Staff																															
City of Pasco Butterfield WTP Improvements	Pat Van Duser Project Manager	Amy Gao Assistant PM	Tyler Kurtz Associate Eng	Claire Jing Entry Engineer	Enoch Nicholson Expert Technical Engineer	Kurt Playstead Senior Rev Eng (Finance)	Tahne Corcutt Senior Rev Eng (Funding)	Alan Chang Sr Rev Eng (DM)	QC Team	Dallas Anderson Sr Technical (Electrical)	Aaron George Lead Engineer (Intake)	Erin Gray Intermed Eng (Architect)	Falah ALJanabi Senior Eng (Bldg Mech)	Luke Scoggins Sr Rev Eng (Structural)	Kristina Milaj Associate Eng (Structural)	Jennifer Koch Sr Rev Eng (Civil)	Bruce Yu Associate Eng (I&C)	Travis Munson Sr Rev Eng (Geotech)	CAD	Besti Phoebus Senior Eng (Permitting)	Tom Jones Sr Tech Consult (Cost)	Holly Williamson Lead Spec Process	Doc. Processor	Project Controls	Doug Howe Sr Rev Eng (Surveyor)	Cody Hay Staff Eng (Surveyor)	Siena Allen Intermed Eng (Party Chief)	Olutwatosin Ayo Entry Eng (Inst. Op)	Total Task Hours	Labor	Expenses	Total Budget
Billing Rate	$325	$239	$202	$138	$345	$265	$265	$265	$265	$297	$228	$159	$239	$239	$202	$265	$202	$265	$117	$239	$297	$149	$133	$154	$265	$180	$159	$138				
Task 1 - Project Management[1] Project management meetings Schedule Updates Monthly Reports and Invoices	266	274	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	182	0	0	0	0	746	$ 188,561	$ -	$ 188,560
Task 2A - Implementation Plan Revision[2] Treatment Process Confirmation Workshop Revised Site Plan Revised Implementation Plan Revised Hydraulic Profile	94	150	210	0	72	10	30	32	0	10	0	0	0	8	0	22	0	12	24	0	60	0	0	0	0	0	0	0	734	$ 187,260	$ 9,120	$ 196,380
Task 6.3 - Additional Permitting Support	12	12	8	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	160	0	0	0	0	10	62	40	40	352	$ 74,434	$ 3,146	$ 77,580
Task 8E - Driveway Stabilization	15	0	0	0	0	0	0	15	0	0	0	0	0	50	0	20	0	16	70	0	12	0	0	0	0	0	0	0	198	$ 42,094	$ -	$ 42,090
Task 8F - HVAC Evaluation	8	0	4	0	0	0	0	8	0	12	0	0	60	12	0	0	12	0	71	0	12	0	0	0	0	0	0	0	199	$ 41,017	$ -	$ 41,020
Task 8G - Transformer and Conduit Design	8	0	0	0	0	0	0	8	0	40	0	0	0	4	0	0	0	0	40	0	0	4	0	0	0	0	0	0	104	$ 22,832	$ -	$ 22,830
Task 8 - Early Works 100% Design[3]	0	52	38	0	0	0	0	30	42	72	48	0	0	26	19	26	24	0	205	0	23	34	0	0	0	0	0	0	639	$ 130,072	$ -	$ 174,990
Task 15 - Piloting[4] Pilot Test Planning and Procurement Pilot Installation Bid Documents Pilot Test Operations Pilot Test Data Analysis and Reporting	74	516	922	1,192	198	0	0	0	0	16	0	0	0	9	0	10	0	0	40	0	8	48	16	0	0	0	0	0	3,049	$ 600,376	$ 671,374	$ 1,271,750
Management Reserve - Moved to Task 8 100% Design	0	-40	-21	0	0	0	0	-23	-42	-65	-40	0	0	-19	-19	-19	-17	0	-164	0	-23	-26	0	0	0	0	0	0	(518)	$ (95,200)	$ -	$ (95,200)
Management Reserve Replenishment	20	20	26	0	0	0	0	20	40	40	40	0	0	14	14	16	16	0	164	0	23	26	0	0	0	0	0	0	479	$ 100,000	$ -	$ 100,000
Total	497	984	1,211	1,192	270	10	30	90	40	125	48	0	60	104	14	83	35	28	450	160	115	86	16	182	10	62	40	40	5,982	$ 1,277,197	$ 684,614	$ 2,020,000

1. Project management services extend from January 2026 to March 2028.
2. Includes survey by Jacobs if required by USACE real estate application for easement modification.
3. Includes escalation from original budget in Amendment 2 and addtiional 100% draft deliverable.
4. Pilot expenses include 40 weeks rental of pilot skids and enclosure, water quality analysis equipment purchase, laboratory samples, and travel for pilot plant operations.

AGENDA REPORT

FOR:	City Council	May 18, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Maria Serra, Director Public Works	

SUBJECT: Resolution No. 4749 - Professional Services Agreement Amendment No. 9 with RH2 Engineering, Inc. for Design Services for the Process Water Reuse Facility Phase 2 Project

I. ATTACHMENT(S):

Resolution
Exhibit A - Amend No. 9 PWFR PH2

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4749, Authorizing the City Manager to Execute Amendment No. 9 for the Professional Services Agreement with RH2 Engineering, Inc. for the Process Water Reuse Facility (PWRF) Pretreatment Improvement Phase 2: Winter Storage.

III. FISCAL IMPACT:

This project is funded 100% by a Department of Ecology Clean Water State Revolving Fund (CWSRF) low-interest loan.
Summary:

Original PSA	$422,542.00
Amendment No. 1	$267,625.00
Amendment No. 2	$9,038.00
Amendment No. 3	$111,584.00
Amendment No. 4	$1,364,811.00
Amendment No. 5	$1,357,001.00
Amendment No. 6	$0.00
Amendment No. 7	$237,854.00
Amendment No. 8	$0.00
Proposed Amendment No. 9	**$74,890.00**
New PSA Total	$3,845,345.00

IV. HISTORY AND FACTS BRIEF:

Background

The Process Water Reuse Facility (PWRF) Phase 2 Winter Storage Improvements project began with the City of Pasco entering into a Professional Services Agreement (PSA) with RH2 Engineering, Inc. in August 2021 to design 200 million gallons of winter storage ponds. The scope later expanded to over 300 million gallons to accommodate existing processors' future growth, prompting multiple contract amendments for environmental permitting, land acquisition, and coordination with federal and state regulatory agencies. Amendments 1 through 6 addressed needs ranging from NEPA compliance to dam safety requirements, and extended construction support through 2025. The project is being fully funded through a State Revolving Fund (SRF) low-interest loan administered by the Washington State Department of Ecology and authorized under Resolution No. 4425. As a Designated Equivalency Project (DEP), it is subject to federal requirements for labor documentation, reporting, and contractor payroll verification, adding layers of complexity to project oversight and coordination.

Prior amendments to the PSA (1 through 8) addressed various evolving project needs. These included added environmental permitting for land acquisition (Amendment 1), preparation of an Environmental Site Assessment required by the US Bureau of Reclamation (Amendment 2), additional permitting to comply with federal funding and NEPA requirements for an expanded disposal site (Amendment 3), and engineering services to address Dam Safety regulations and coordination with other ongoing construction phases (Amendment 4). Amendments 5 and 6 provided for extended construction support services, contract administration, and regulatory compliance, with Amendment 6 extending RH2's services through the end of 2025 without a change in scope or cost. Amendment 7 includes additional construction administration, onsite inspections, and expanded coordination responsibilities to ensure regulatory compliance. It also provides engineering support for well drilling operations and additional coordination with Burnham accommodating the PRRC startup timeline. Amendment 8 extending RH2's services through the end of 2026 without a change in scope or cost.

Impact

The proposed amendment addresses multiple concerns that came up during construction, which included multiple return visits to address evolving punchlist items identified during final inspections, many of which required review of corrective actions, coordination with the contractor, and documentation for acceptance.

V. DISCUSSION:

Recommendation

This item was presented to Council May 26, 2026, Workshop as a discussion item.

Staff has reviewed and recommends approval of Amendment No. 9 to the PSA with RH2 Engineering in the amount of $74,819.00 for the PWRF - Phase 2 project.

The proposed Amendment No. 9 to RH2 Professional services agreement addresses the additional work needed for completion of the construction phase. The proposed amendment will provide on-site observation and construction phase services. And to provide additional condition assessment related to corrosion within the IPS well and prepare an amendment to the IPS Corrosion Investigation Technical Memorandum prepared by RH2.

Constraints

Construction of this project has been planned to minimize interruptions or impacts to PWRF and needs to keep moving forward. Performing a condition assessment, evaluating potential corrosion associated with sodium hypochlorite exposure, and developing appropriate replacement recommendations has been identified as a current need.

Next Steps

Provided the Council approves the amendment, staff will work with the consultant to complete all necessary contractual documentation in the upcoming weeks.

Alternatives

Council may choose to reject the amendment. This is not recommended since the additional construction support is needed to ensure construction meets deadlines.

RESOLUTION NO. ______

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, APPROVES AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 9 FOR THE PROFESSIONAL SERVICES AGREEMENT WITH RH2 ENGINEERING, INC. FOR THE PROCESS WATER REUSE FACILITY (PWRF) PRETREATMENT IMPROVEMENT PHASE 2: WINTER STORAGE.

WHEREAS, the City of Pasco (City) and RH2 Engineering, Inc., entered into a Professional Service Agreement on August 10, 2021, to provide Engineering services with respect to the PWRF Improvements project; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 1 on May 9, 2022, to add additional professional engineering (design) services for additional winter storage; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 2 on July 12, 2022, to add additional professional engineering services for the acquisition of additional land from the United States Bureau of Reclamation (USBR); and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 3 on August 26, 2022, to add additional services for cultural and environmental field work and associated reporting for an additional 160-acre parcel owned by the USBR, and additional permitting support to facilitate the acquisition process being administered by the USBR to meet funding requirements; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 4 on January 6, 2023, to add additional professional engineering services for supporting the future operations of the facility by interconnecting ponds, coordinating work between the multiple ongoing phases of the project at the PWRF site; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 5 on January 18, 2024, to allow RH2 Engineering, Inc., to provide additional professional engineering services during construction including construction contract administration, project management duties in compliance with Federal regulations of the Clean Water State Revolving Fund (CWSRF) loan; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 6 on December 16, 2024, to extend the PSA contract with RH2 Engineering, Inc., to December 31, 2025, with no change in Scope and Fee; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 7 on August 19, 2025, to allow RH2 Engineering, Inc., to provide additional professional engineering services during construction and additional coordination with Burnham; and

WHEREAS, the City and RH2 Engineering, Inc., entered into Amendment No. 8 on December 22, 2025, to extend the PSA contract with RH2 Engineering, Inc., to December 31, 2026, with no change in Scope and Fee; and

WHEREAS, the City Council of the City of Pasco, Washington, has after due consideration, determined that it is in the best interest of the City to enter into Amendment No. 9 with RH2 Engineering, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:

That the City Council of the City of Pasco approves the terms and conditions of Amendment No. 9 between the City of Pasco and RH2 Engineering as attached hereto and incorporated herein as **Exhibit A**, and

Be It Further Resolved, that the City Manager of the City of Pasco, Washington, is hereby authorized, empowered, and directed to execute said Amendment No. 9 on behalf of the City of Pasco; and to make minor substantive changes as necessary to execute this Amendment, and

Be It Further Resolved, that this resolution shall take effect immediately.

PASSED by the City Council of the City of Pasco, Washington, on this ____ day of June, 2026.

____
Charles Grimm
Mayor

ATTEST:

____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

____
Ogden Murphy Wallace, PLLC
City Attorney

AMENDMENT NUMBER 9 to PROFESSIONAL SERVICES AGREEMENT

Process Water Reuse Facility Pretreatment Improvements – Phase 2: Winter Storage

PROJECT: 21298

AGREEMENT NO. 21-039

WHEREAS, the City and RH2 Engineering, Inc. entered into a Professional Services Agreement on 8/10/2021 to provide engineering services with respect to the Process Water Reuse Facility (PWRF) Pretreatment Improvements – Phase 2: Winter Storage project.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 1 to provide additional engineering services on 5/19/2022.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 2 to provide additional engineering services and add permitting services on 7/12/2022.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 3 to provide additional engineering services on 8/26/2022.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 4 to provide additional engineering services on 1/6/2023.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 5 to provide additional engineering services and add construction related services on 1/18/2024.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 6 to allow for additional time of performance services on 12/16/2024.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 7 to allow for additional time of performance services on 8/19/2025.

WHEREAS, the City and RH2 Engineering, Inc. entered into Amendment No. 8 to allow for additional time of performance services on 12/22/2025.

NOW, THEREFORE, this agreement is amended to allow RH2 Engineering, Inc. to provide additional Services During Construction with no additional time of performance.

1. **Scope of Work:**

   See **Exhibit A**.

2. **Fee:**

   The compensation for the additional work is based on a *Time & Materials Basis* of **$74,890.00**, increasing the overall total authorization amount to $3,845,274.00
   See **Exhibit B**.

3. **Time of performance:**

No Change. The time of performance for services will be complete for the project on or before 12/31/2026.

DATED THIS DAY________________________________.
[date of execution]

CITY OF PASCO, WASHINGTON **RH2 ENGINEERING, INC.**

____
Harold L. Stewart II – City Manager

____
Dan Mahlum, PE – Director

EXHIBIT A

Scope of Work
Amendment No. 9
City of Pasco
Process Water Reuse Facility Improvements
Winter Storage
April 2026

Background

The City of Pasco (City) has requested that RH2 Engineering, Inc., (RH2) perform additional tasks beyond the original scope of work for services during construction. Additional on-site observation time was required to support project closeout and confirm that the system is functioning as intended. This effort has included multiple return visits to address evolving punchlist items identified during final inspections, many of which required review of corrective actions, coordination with the contractor, and documentation for acceptance. Project completion is anticipated for June 1, 2026.

Furthermore, installation of a reticulation line as part of Process Water Reuse Facility Pretreatment Improvements Phase 2: Winter Storage enabled the irrigation pump station (IPS) wet well to be drained, allowing RH2 to enter the structure and perform a detailed condition assessment to evaluate potential corrosion associated with sodium hypochlorite exposure and to develop appropriate replacement recommendations.

Task 8 – Services During Construction (Regular)

Objective: Provide additional construction-phase services to support project closeout and provide additional on-site observation of corrosion-related issues at the IPS for reliable system performance and long-term integrity.

Approach:

8.27 Provide additional on-site observation and construction-phase services from January 1, 2026, through June 1, 2026, to support project closeout, including addressing civil and mechanical punchlist items, reviewing corrective actions, coordinating with the contractor, and supporting system testing. CSNW will support this effort by performing these same tasks for electrical and control items.

8.28 Provide additional condition assessment related to corrosion within the IPS well and prepare an amendment to the *IPS Corrosion Investigation Technical Memorandum* prepared by RH2. Provide the updated technical memorandum to the City for review and comment and finalize the amended technical memorandum.

Assumptions:

- *RH2 will coordinate the IPS wet well condition assessment to coincide with the City's cleaning of the IPS wet well so that RH2 may utilize the safety equipment set up by the City. RH2 will follow the City's Fieldwork Health and Safety Plan.*
- *All deliverables will be provided in electronic format (PDF).*
- *This Scope of Work is supported by RH2's subsidiary, Control Systems NW LLC, via an subcontract services agreement.*

Provided by the City:

- Access to the IPS wet well.
- Review comments on the amended technical memorandum.

RH2 Deliverables:

- Progress reports, observation reports, construction contract time remaining statements, and weekly statements of working days in electronic PDF.
- Amended *IPS Corrosion Investigation Technical Memorandum*.

Schedule

RH2 is prepared to begin the project immediately after authorization from the City.

EXHIBIT B

Fee Estimate
Amendment No. 9
City of Pasco
Process Water Reuse Facility Improvements
Winter Storage
Apr-26

Description		Total Hours	Total RH2 Labor	Total Hours	Total CSNW Labor	Total RH2 Expense	Total CSNW Expense	Total Cost
Task 8	Services During Construction (Regular)	238	$ 53,133	80	$ 19,088	$ 1,973	$ 696	$ 74,890
	PROJECT TOTAL	**238**	**$ 53,133**	**80**	**$ 19,088**	**$ 1,973**	**$ 696**	**$ 74,890**

RH2 ENGINEERING, INC.
2026 SCHEDULE OF RATES AND CHARGES

RATE LIST	**RATE**	**UNIT**
Professional I	$179	$/hr
Professional II	$196	$/hr
Professional III	$217	$/hr
Professional IV	$240	$/hr
Professional V	$256	$/hr
Professional VI	$274	$/hr
Professional VII	$298	$/hr
Professional VIII	$324	$/hr
Professional IX	$328	$/hr
Technician I	$138	$/hr
Technician II	$152	$/hr
Technician III	$172	$/hr
Technician IV	$186	$/hr
Technician V	$205	$/hr
Technician VI	$224	$/hr
Technician VII	$243	$/hr
Technician VIII	$254	$/hr
Control Specialist I	$179	$/hr
Control Specialist II	$196	$/hr
Control Specialist III	$217	$/hr
Control Specialist IV	$240	$/hr
Control Specialist V	$256	$/hr
Control Specialist VI	$274	$/hr
Control Specialist VII	$298	$/hr
Control Specialist VIII	$324	$/hr
Control Specialist IX	$328	$/hr
Control Technician I	$138	$/hr
Control Technician II	$152	$/hr
Control Technician III	$172	$/hr
Control Technician IV	$186	$/hr
Control Technician V	$205	$/hr
Control Technician VI	$224	$/hr
Control Technician VII	$243	$/hr
Control Technician VIII	$254	$/hr
Administrative I	$93	$/hr
Administrative II	$108	$/hr
Administrative III	$127	$/hr
Administrative IV	$151	$/hr
Administrative V	$178	$/hr
CAD/GIS System	$27.50	$/hr
CAD Plots - Half Size	$2.50	price per plot
CAD Plots - Full Size	$10.00	price per plot
CAD Plots - Large	$25.00	price per plot
Copies (bw) 8.5" X 11"	$0.09	price per copy
Copies (bw) 8.5" X 14"	$0.14	price per copy
Copies (bw) 11" X 17"	$0.20	price per copy
Copies (color) 8.5" X 11"	$0.90	price per copy
Copies (color) 8.5" X 14"	$1.20	price per copy
Copies (color) 11" X 17"	$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	$0.7250	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

AGENDA REPORT

FOR:	City Council	April 20, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Maria Serra, Public Works Director Public Works	

SUBJECT: *Resolution No. 4750 - Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

I. ATTACHMENT(S):

Resolution
Powerpoint

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4750, accepting work performed by Apollo, Inc of Pasco, WA, under contract for the Citywide Traffic Signal Improvements Phase 2.

III. FISCAL IMPACT:

Expenditures:

Engineer's Estimate	$ 3,526,096.00
Awarded Construction Contract Amount	$ 4,313,512.00
Project Change Orders	$ 333,687.88
Project Closeout Reconciliation	$ 122,797.95
Final Construction Contract Cost	**$ 4,769,997.83**

The executed change order work included removal of signal work at Sandifur Pkwy and Broadmoor Blvd, which was to be included in a larger project, changes to the work along Sylvester Street at 5th & 10th & 28th, adding removal work for curb & gutter & sidewalk, replace existing traffic signal pole at Rd 40 and Court Street, additional work associated with making ramps ADA compliant, directional boring, replacing hit pedestrian push button, changing size of the street name sign for intersection at Sylvester Street and 10th and correcting drainage issues.

Funding for this project was provided by Surface Transportation Block Group (Federal Grant), Transportation Alternatives Program (Federal Grant), Highway

Infrastructure Program (Federal Grant), and City of Pasco.

IV. HISTORY AND FACTS BRIEF:

Background

The Citywide Traffic Signal Improvements Phase 2 Project was initially scoped to provide upgrades to 32 signal systems at intersections throughout the city. Due to grant funding availability the project was divided into three phases:

- Phase 1 is complete and included 11 intersections.
- Phase 2 (this project) included 15 intersections.
- The Phase 3 project, which still requires funding, will include the final 6 intersections.

Bidding in October 2021 found the bids showing a funding shortfall. After City worked with the Washington Department of Transportation, Phase 2 was reduced from 15 intersections to 11 intersections. This removed the Sandifur Pkwy/ Broadmoor Intersection which was planned as part of another project and 3 intersections that were bid as additive bids to the base bid of the project.

On September 12, 2022, Council awarded the Citywide Traffic Signal Improvements Phase 2 project to Apollo, Inc of Pasco, WA in the base bid amount $4,313,512.00 via Resolution No. 4247; approximately 22% higher the Engineer's Estimate for the base bid ($3,526,096.00).

Since construction began, the project required ten (10) Change Orders and project closeout reconciliation resulting into a final construction contract cost of $4,769,997.83.

Impact (other than Fiscal)

The completion of the project moves forward the goal to improve traffic signals citywide and improve the safety and connectivity of these intersections.

V. DISCUSSION:

Recommendation

Staff recommends approval of the proposed Resolution accepting the work performed by Apollo, Inc for the Citywide Traffic Signal Improvements Phase 2 project.

Constraints (Time or other considerations)

Formal acceptance of public works projects is required by State law and starts the 45-day period within which an outside vendor, supplier or laborer would have an opportunity to file a claim against this project pursuant to RCW 60.28.011 (2). Upon completion of the 45-day lien filing period, retainage being held by the City may be released upon receipts of the following:

- An affidavit of no liens
- A release from the Department of Revenue that all taxes have been paid
- A release from any claims from the Department of Labor and Industries, pursuant to RCW 60.28.051

Next Steps

Provided the Council accepts the project, staff will complete the necessary documentation in the following weeks.

Alternatives

Council may not elect to accept the work; however, acceptance is recommended, as this improvement is increasing the safety to all modes of transportation at this intersection for our community.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, ACCEPTING WORK PERFORMED BY APOLLO, INC, UNDER CONTRACT FOR THE CITYWIDE TRAFFIC SIGNAL IMPROVEMENTS PHASE 2 PROJECT.

WHEREAS, the work performed by Apollo, Inc, under contract for Project No. 17014 has been examined by City of Pasco (City) Staff and been found to be in apparent compliance with the applicable project specifications and drawings, and

WHEREAS, it is City Staff's recommendation that the City of Pasco formally accept the contractor's work and the project as complete.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:

That the City Council concurs with City Staff's recommendation and thereby accepts the work performed by Apollo, Inc, under contract for Project No. 17014 as being completed in apparent conformance with the project specifications and drawings, and

Be It Further Resolved, that the City Clerk is hereby directed to notify the Washington State Department of Revenue of this acceptance, and

Be It Further Resolved, that the final payment of retainage being withheld, pursuant to RCW 60.28.011, regulations and administrative process, shall be released upon apparent compliance with and satisfaction of applicable project specifications and verification thereof by Public Works Director Department staff and Finance Director.

Be It Further Resolved, that this Resolution shall take effect immediately.

PASSED by the City Council of the City of Pasco, Washington, on this ____ day of June, 2026.

____
Charles Grimm
Mayor

ATTEST:	APPROVED AS TO FORM:
______________________________	______________________________
Krystle Shanks Deputy City Clerk	Ogden Murphy Wallace, PLLC City Attorney

Pasco City Council

Regular Meeting

June 01, 2026

City of
Pasco
Washington

Pasco City Council

Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

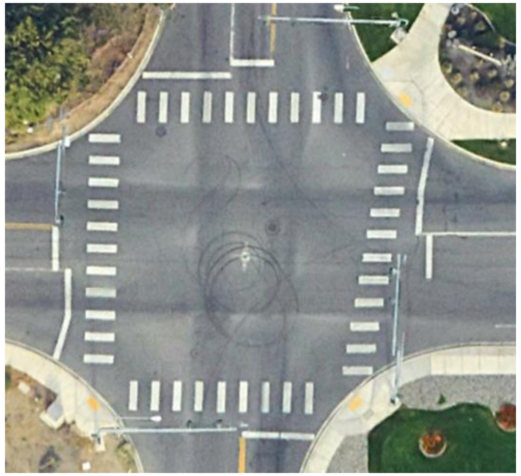
June 01, 2026

City of Pasco Washington

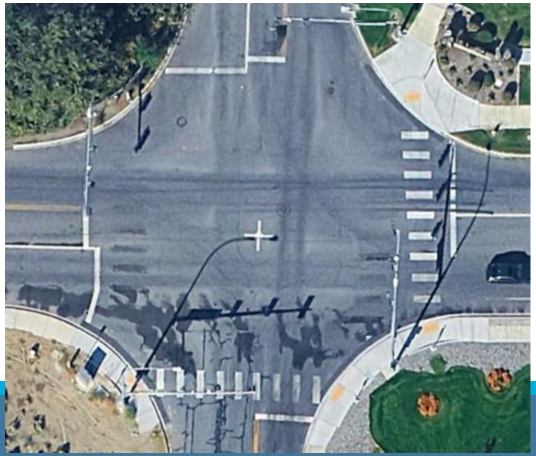
Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

1) Argent Road and Road 84

Before:

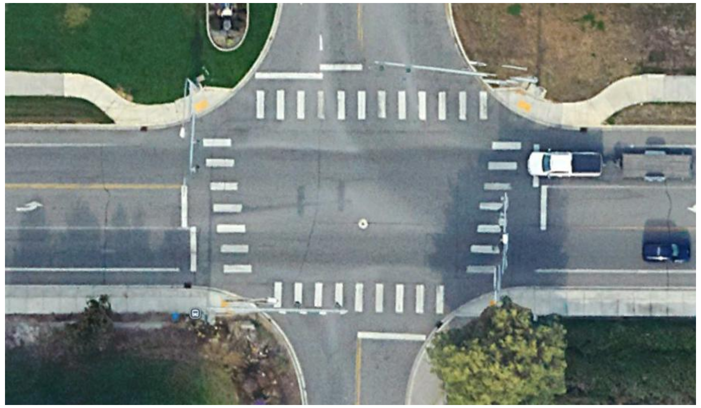


After:

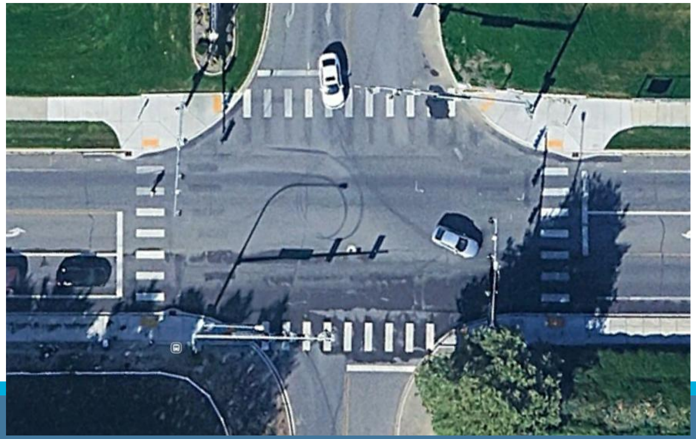


2) Argent Road and Road 84

Before:

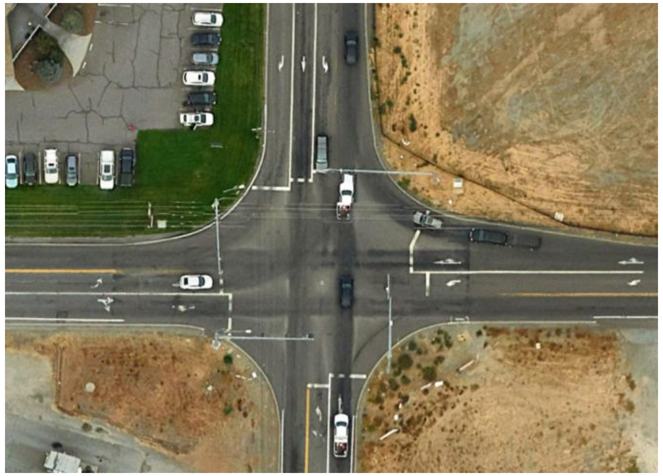


After:

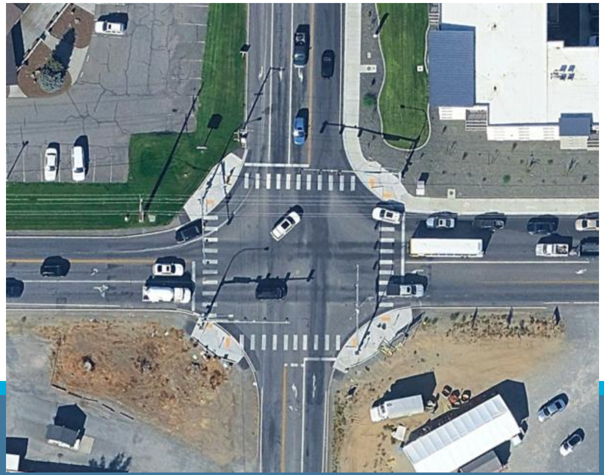


3) Argent Road and Road 68

Before:



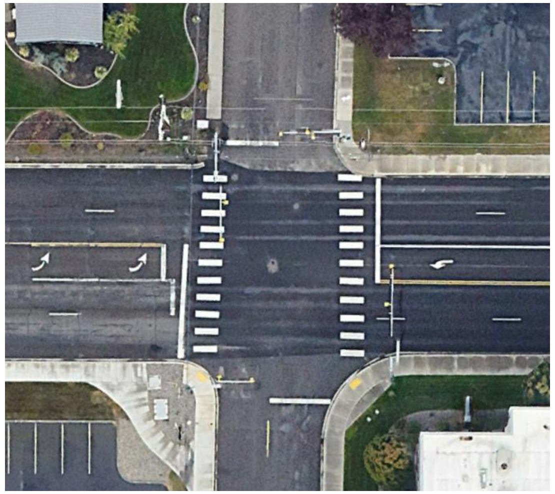
After:



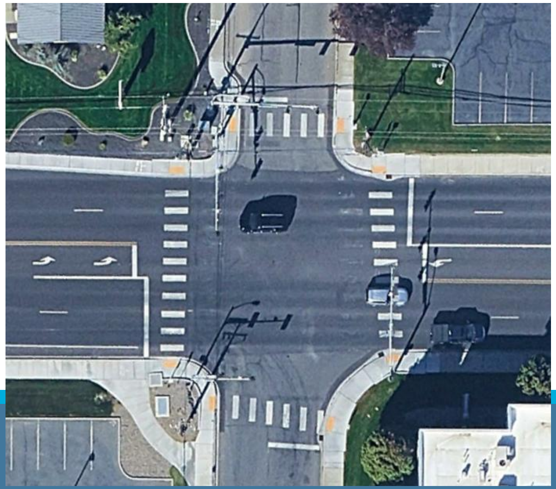
Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

4) Court St and Rd 40

Before:

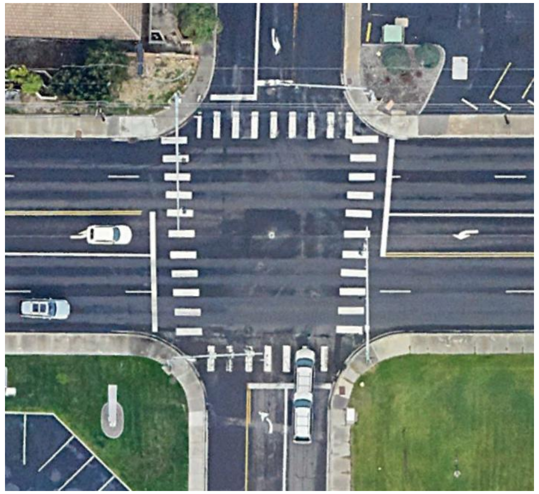


After:

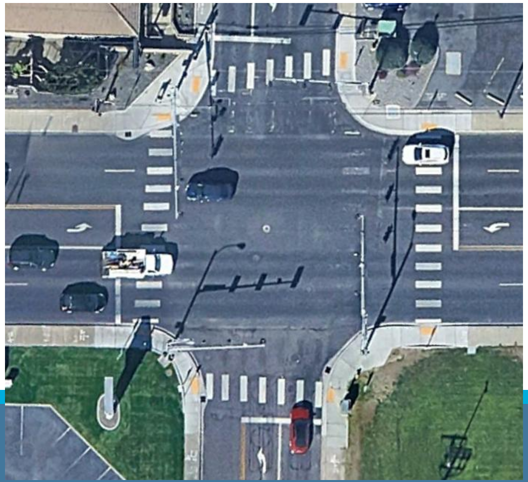


5) Court St and Rd 36

Before:

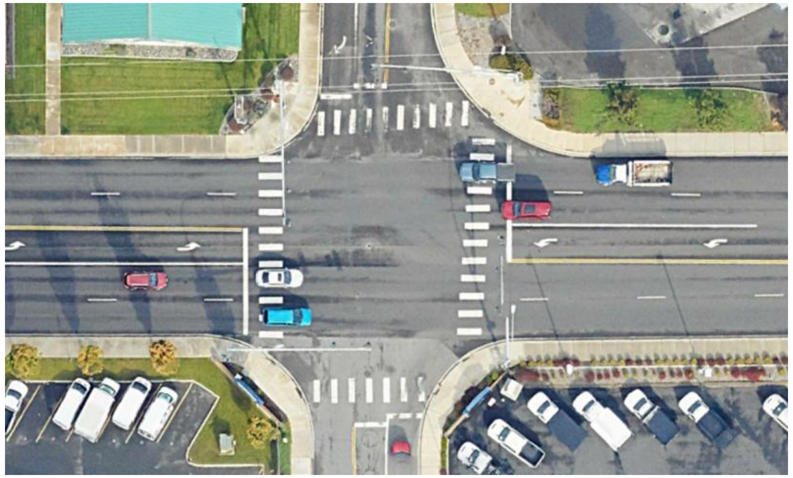


After:

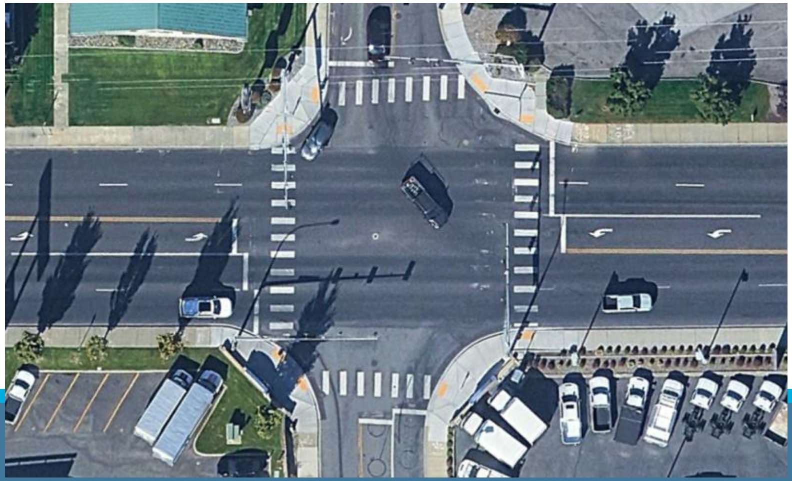


6) Court St and Rd 32

Before:



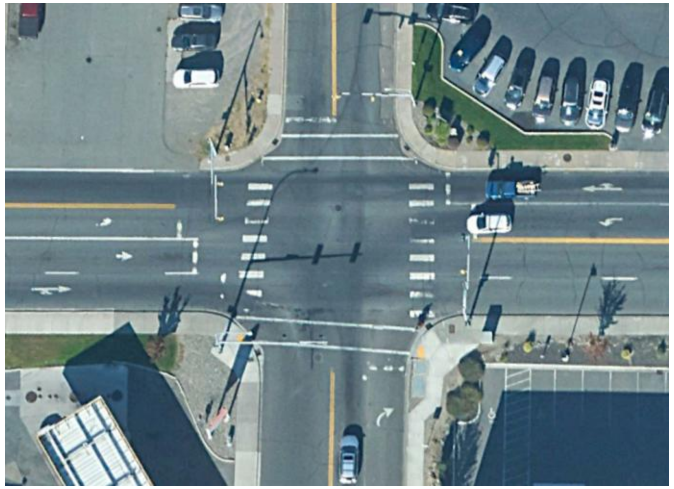
After:



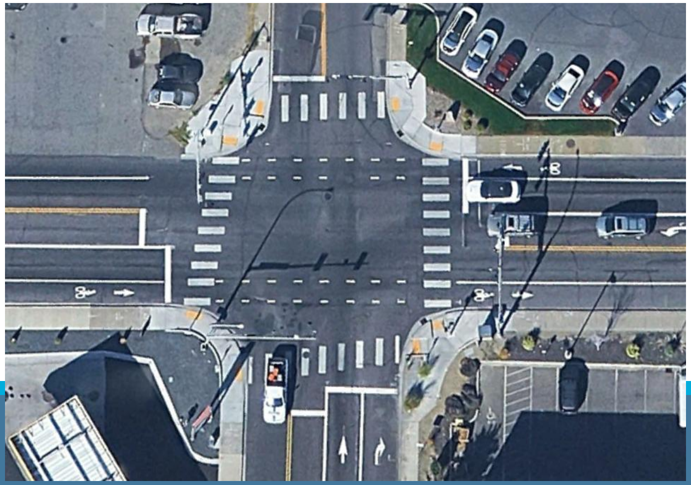
Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

7) Sylvester St and 28th Ave

Before:

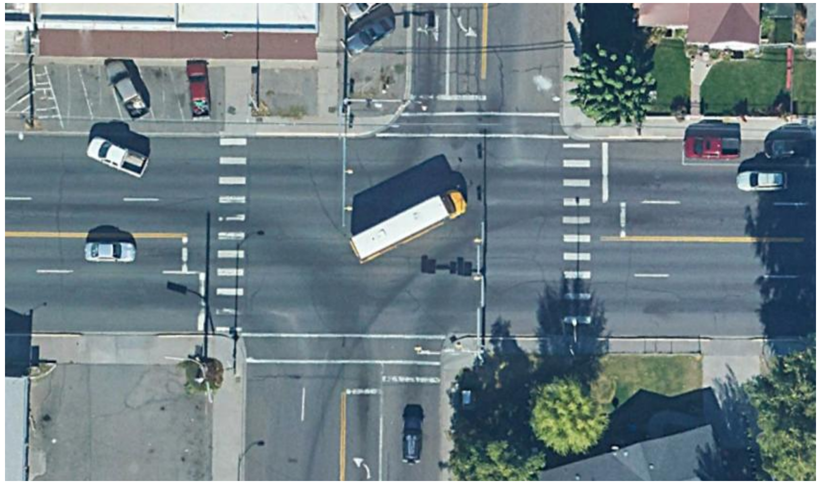


After:

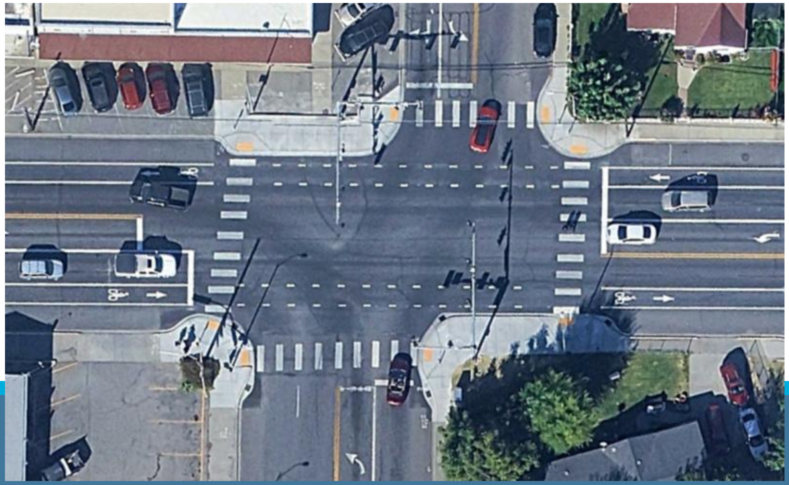


8) Sylvester St and 10th Ave

Before:

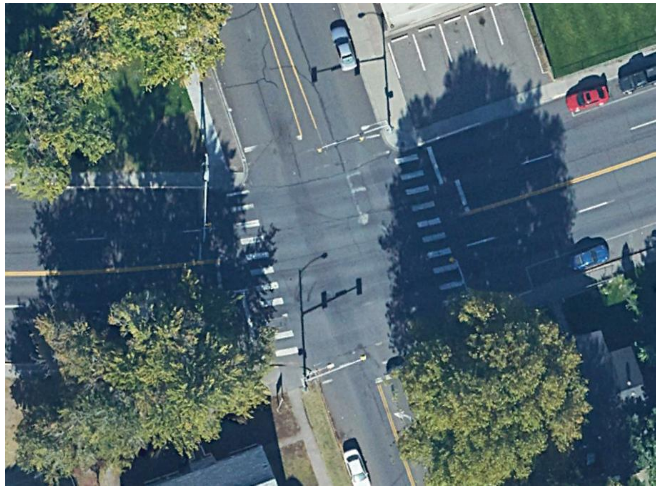


After:

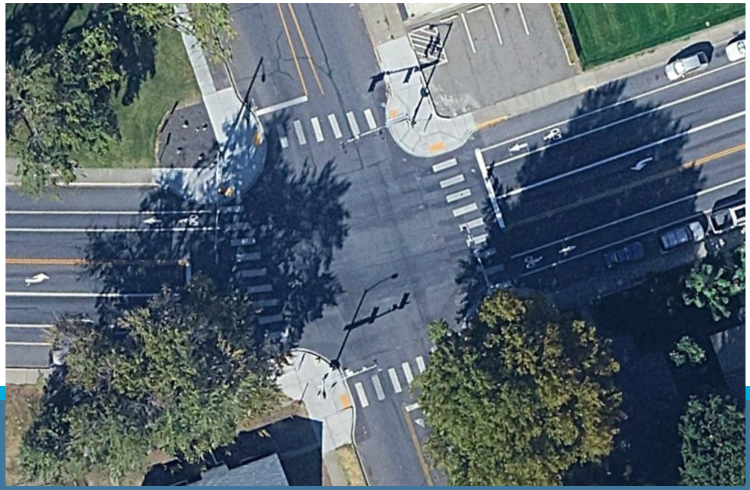


9) Sylvester St and 5th Ave

Before:



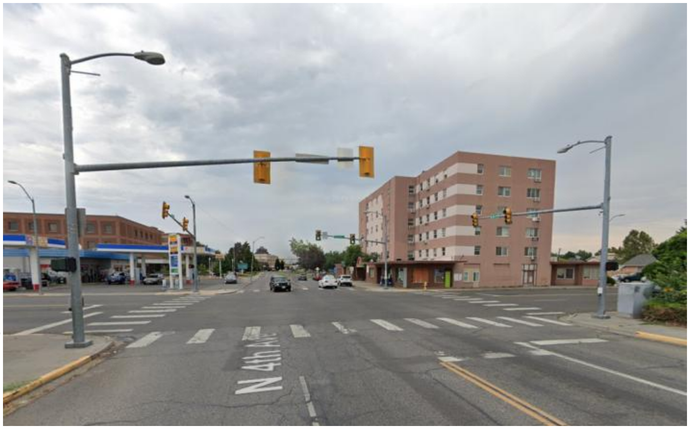
After:

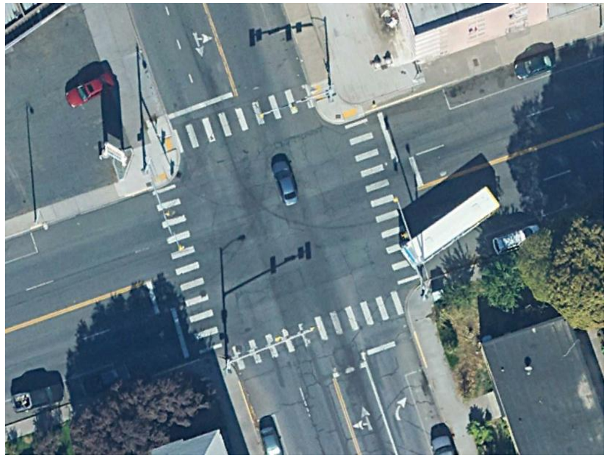


Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

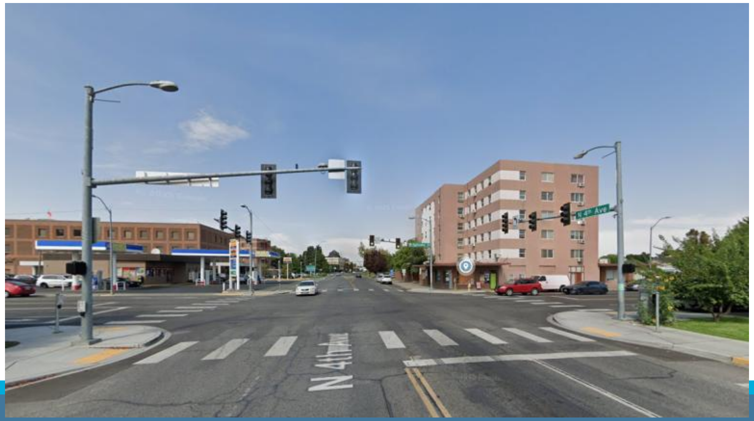
10) Sylvester St and 4th Ave

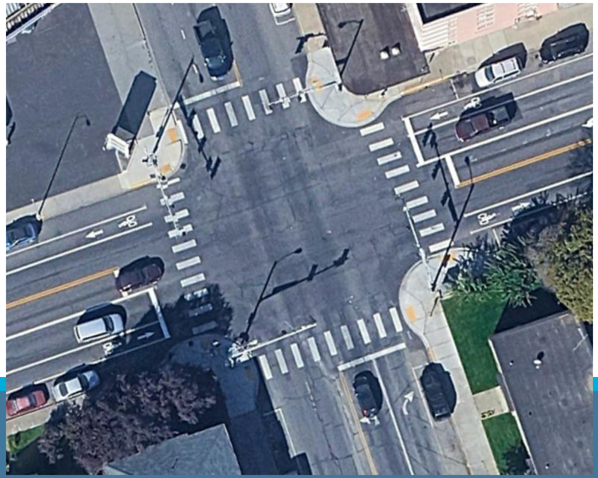
Before:





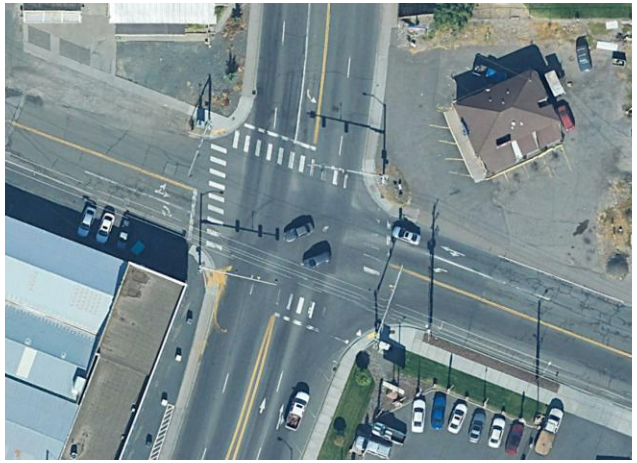
After:



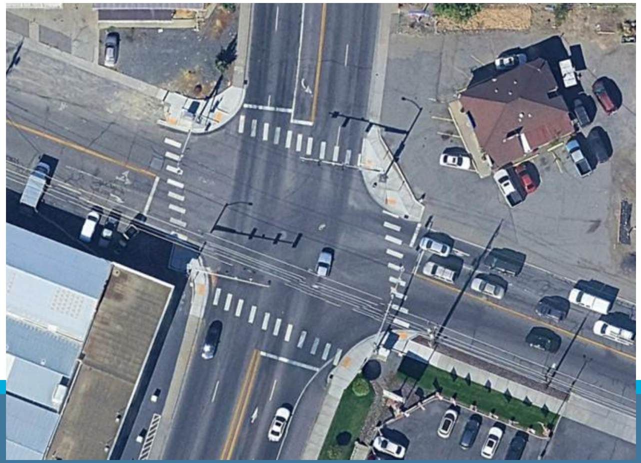


11) Ainsworth Ave and 10th Ave

Before:

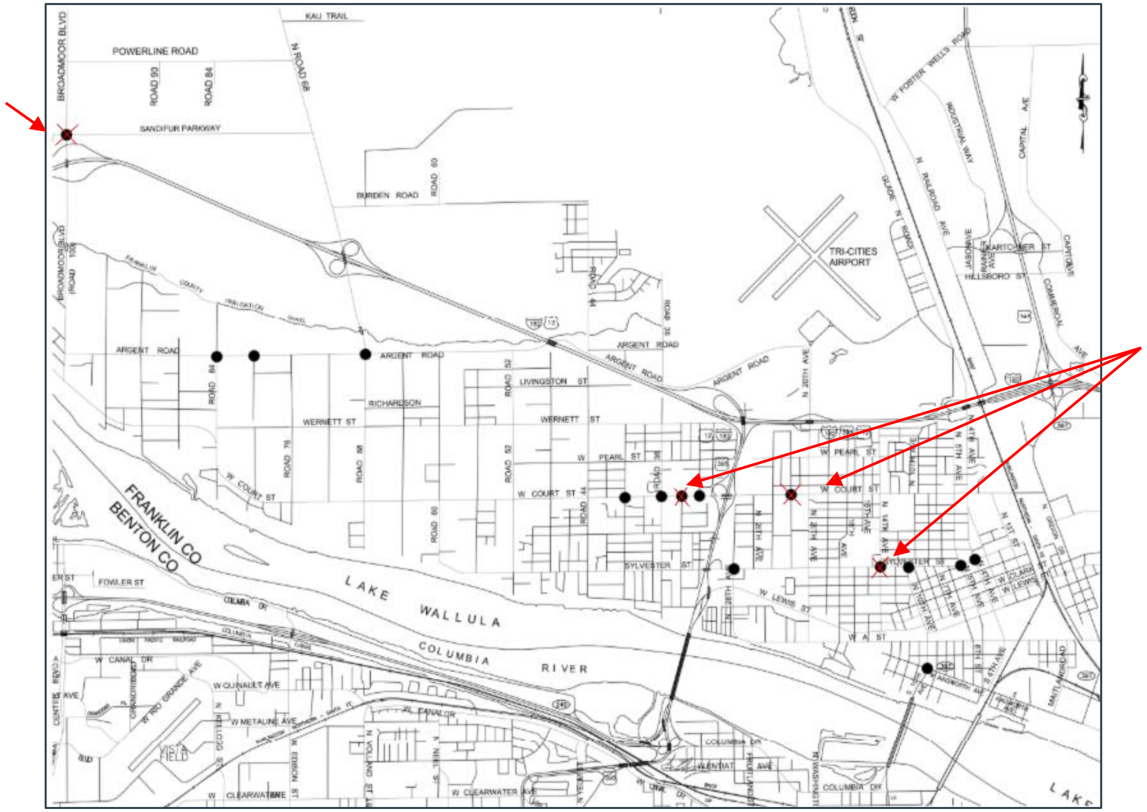


After:



Acceptance of Work for Citywide Traffic Signal Improvements Phase 2

Staff recommends approval of the proposed Resolution accepting the work performed by Apollo, Inc for the Citywide Traffic Signal Improvements Phase 2 project.


KAU TRAIL
POWERLINE ROAD
BROADMOOR BLVD
SANDIFUR PARKWAY
BURDEN ROAD
ARGENT ROAD
RICHARDSON
WERNETT ST
LIVINGSTON ST
W PEARL ST
W COURT ST
SYLVESTER ST
W LEWIS ST
W A ST
TRI-CITIES AIRPORT
FRANKLIN CO
BENTON CO
LAKE WALLULA
COLUMBIA RIVER

Sandifur Pkwy/ Broadmoor Intersection Improvements Project installed signal instead.

Project not part of base bid. Project only constructed signals part of base bid.

Final Construction Contract Cost with Apollo, Inc = $4,769,997.83

City of Pasco

Questions?

AGENDA REPORT

FOR: City Council May 22, 2026

TO: Harold Stewart, City Manager City Council Regular Meeting: 6/1/26

FROM: Harold Stewart, City Manager
City Manager

SUBJECT: *Public Hearing - Essential Public Facilities (EPF), Secure Community Transition Facilities (SCTFs), and Less Restrictive Alternative (LRA) Housing Code Update

I. ATTACHMENT(S):

01 Draft Regulations for Input
02 Map – Where Can these Facilities Go?
03 Ordinance 4817 Moratorium
04 LRA Housing Outreach Presentation

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

A public hearing is scheduled for June 1, 2026 to receive public input on the proposed draft code amendments (Attachment 01). A City Council workshop is scheduled for June 22, 2026 to review the draft ordinance to receive additional feedback prior to a second public hearing and potential action scheduled for July 6, 2026.

Staff is requesting policy direction from City Council regarding the proposed Essential Public Facilities (EPF) and Less Restrictive Alternative (LRA) housing regulations. Direction provided by Council will assist staff in finalizing the proposed ordinance, refining siting and safety standards, and preparing the code amendments for future public hearing and adoption consideration.

III. FISCAL IMPACT:

Not applicable at this time.

Implementation of the proposed regulations may require additional administrative review time and coordination between departments; however, no direct fiscal impacts are anticipated currently.

IV. HISTORY AND FACTS BRIEF:

The City of Pasco previously adopted a temporary moratorium (Attachment 03 – Ordinance 4817) on applications related to Essential Public Facilities (EPFs), including Less Restrictive Alternatives (LRAs) and Secure Community Transition Facilities (SCTFs), in response to growing public concern and the lack of specific local regulations addressing these uses. The moratorium expires on August 17, 2026, and the proposed code must be adopted prior to this date.

Under the Washington State Growth Management Act (GMA), cities are required to plan for and allow Essential Public Facilities. State law limits the City's ability to prohibit these facilities outright, but allows cities to establish land use regulations, siting criteria, development standards, and permit review processes.

The City initiated a review of local regulations to determine what zoning, siting, and public safety measures may legally and practically be applied to these facilities while remaining compliant with state law. Public outreach and informational sessions were conducted between March and May 2026 to gather community feedback and educate residents regarding the City's authority and limitations under state law.

The draft ordinance establishes a new Chapter 25.157 PMC related to Essential Public Facilities. The ordinance includes:

- Definitions for EPFs, LRAs, SCTFs, and Risk Potential Activities/Facilities;
- A formal permit application and review process;
- Hearing Examiner review authority;
- Decision criteria and burden of proof requirements;
- Siting and separation requirements;
- Additional review standards for Less Restrictive Alternatives and Secure Community Transition Facilities.

Background

State law identifies certain facilities as Essential Public Facilities because they are necessary public-serving uses that are often difficult to site due to public opposition or perceived impacts. These facilities can include airports, correctional facilities, solid waste facilities, inpatient treatment facilities, and certain housing or treatment-related facilities.

Less Restrictive Alternatives are court-ordered placements for individuals transitioning from confinement into supervised housing and treatment settings. Secure Community Transition Facilities are a type of LRA that provide supervised housing, treatment, and security measures for certain civilly committed individuals.

The City's current code does not establish a dedicated review process or clear siting standards for these facilities. Staff identified this as a significant regulatory gap, particularly given increased public attention and evolving state requirements. The proposed ordinance is intended to provide a clear, legally defensible framework for reviewing future EPF applications while maintaining local review authority to the maximum extent permitted under state law.

The proposed regulations require EPFs to undergo a conditional use permit review process and establish additional review criteria specific to LRAs and SCTFs. The draft ordinance also proposes:

- 700-foot separation requirements from identified Risk Potential Activities and Facilities (described in greater detail below under the section titled "Siting Facilities in Pasco – Where Can These Facilities Be Located?");
- Evaluation of alternative sites;
- Demonstration of compliance with Department of Social and Health Services requirements;
- Additional public safety mitigation measures where necessary.

Impact (other than fiscal)

The proposed code amendments may have significant impacts related to public safety, neighborhood compatibility, public perception, and future land use administration.

The regulations are intended to:

- Improve predictability and transparency in the permit review process;
- Provide objective review criteria for future applications;
- Establish local siting and mitigation standards;
- Ensure public participation during permit review;
- Balance public safety concerns with the City's obligations under state law.

The outreach process demonstrated substantial public interest regarding:

- Separation distances from schools and parks;
- Community safety;
- Notification and public involvement;
- Long-term compatibility with surrounding neighborhoods.

At the same time, staff must ensure that any adopted regulations do not effectively prohibit the siting of EPFs within the City, as state law requires cities to allow these facilities somewhere within city limits.

V. DISCUSSION:

The proposed ordinance attempts to balance local control, public safety concerns, and compliance with state law requirements.

The ordinance establishes a new permitting framework under Chapter 25.157 PMC that would apply to listed Essential Public Facilities as well as future facilities determined by the Community and Economic Development Director to meet EPF criteria.

Applications would be reviewed through a consolidated conditional use permit and EPF review process before the Hearing Examiner. The Hearing Examiner would have authority to:

- Approve;
- Approve with conditions; or
- Deny applications based on adopted decision criteria.

Key components of the draft ordinance include:

- Demonstration of facility need;
- Evaluation of surrounding land uses;
- Mitigation of adverse impacts;
- Consistency with the Comprehensive Plan;
- Compliance with state operational and siting requirements;
- Consideration of alternative sites farther removed from Risk Potential Activities and Facilities.

The proposed LRA standards also establish:

- Additional application requirements;
- Compliance verification with DSHS requirements;
- Bed increase limitations;
- Enhanced mitigation authority for the Hearing Examiner;
- Separation and line-of-sight limitations from Risk Potential Activities and Facilities.

Siting Facilities in Pasco – Where can these facilities be located?

A major policy consideration is determining how restrictive local regulations can be without effectively prohibiting the siting of these facilities within Pasco. Legal review has indicated that cities may impose reasonable siting and mitigation standards, so long as those standards do not make siting impossible. As the City continues to grow and develop, another important consideration is that the proposed buffers may need to be periodically reviewed and adjusted over time to ensure there remains a reasonable ability to accommodate these facilities somewhere within the community. Additional policy considerations include whether modified buffer distances, operational standards, security measures, or public notification requirements should be included prior to adoption of the regulations.

Attachment 02 is a map intended to provide a visual example of how the proposed 700-foot buffer from Risk Potential Activities (RPAs) may apply throughout the City. However, the map is only a snapshot in time and should not be interpreted as permanently identifying or limiting where an LRA or SCTF could or could not locate.

Under the proposed code, the buffer applies dynamically as Risk Potential Activities and Facilities are established over time. This means that when a new school, daycare, park, trail, religious facility, recreational facility, or other identified RPA use is developed, the required separation distance would automatically apply to future LRA or SCTF proposals. Similarly, if an LRA or SCTF is lawfully established first, later development proposals for Risk Potential Activities or Facilities would need to consider the existing facility and applicable regulations at that time.

Large portions of the areas currently shown outside the mapped buffer are primarily undeveloped areas, including portions of Broadmoor and the north and eastern areas of Pasco. As future development occurs in those areas and additional RPA uses are established, the mapped buffer areas would also expand accordingly.

Over time, continued development throughout the City may also require the City to periodically reassess the appropriateness and feasibility of the separation distances to ensure the regulations continue to balance public safety, community compatibility, legal requirements, and the practical ability to site required facilities.

In simple terms, the map is not intended to permanently designate “approved” or “available” sites. Instead, it demonstrates how the proposed separation requirements function based on existing conditions, while recognizing that both development patterns and buffer areas will continue to change over time as the City grows.

Recommendation

Staff recommends that Council provide policy direction regarding:

1. Proposed separation and siting standards;
2. The overall level of regulatory restriction desired;
3. Additional public safety or operational considerations;
4. The proposed Hearing Examiner review process;
5. Whether additional outreach or modifications should occur prior to scheduling formal adoption hearings.

Staff further recommends continuing legal review of the ordinance to ensure consistency with state law and Growth Management Act requirements.

Constraints (time or other considerations)

The City’s moratorium timeline creates a limited window for development and adoption of the regulations. Failure to adopt a clear review framework may leave the City without locally tailored standards for future EPF applications.

At the same time, regulations that are overly restrictive could create legal risk if they are determined to effectively prohibit the siting of Essential Public Facilities within the City.

Additional legal review, public outreach, and coordination with state requirements may still result in revisions to the proposed ordinance prior to final adoption consideration.

Next Steps

Staff will:

1. Incorporate feedback received from Council and the public;
2. Refine proposed siting and review standards as needed;
3. Return to Council on June 22 and July 6 with the revised draft regulations and public hearing materials;

Alternatively, Council May:

1. Direct staff to proceed with the ordinance substantially as drafted;
2. Direct staff to revise or expand proposed siting and mitigation standards;
3. Direct staff to conduct additional public outreach prior to formal hearings;

DRAFT CODE FOR JUNE 1 PUBLIC HEARING

FORMAL ORDINANCE FORMAT WILL BE PROVIDED FOR JUNE 22 WORKSHOP AND JULY 6 PUBLIC HEARING

Pasco Municipal Code (PMC) 25.157 Essential Public Facilities (EPF)

25.157.010 Purpose

The purpose of the chapter is to:

1. Comply with the requirements of RCW 36.70A.200 under the Washington State Growth Management Act.
2. Provide a process that involves the community and identifies adverse impacts from the siting of the EPF.
3. Ensure essential public facilities are appropriately sited and developed in a manner that:
    a. Serves public health, safety, and welfare.
    b. Minimizes adverse impacts to surrounding properties.
    c. Promotes equitable distribution of public facilities.
    d. Protects environmental resources.
    e. It is consistent with the City of Pasco Comprehensive Plan.

Essential public facilities which meet the definition but are not listed in 25.157.020 shall also be reviewed according to the essential public facility criteria in 25.157.030.

25.157.020 Definitions

1. "Essential Public Facilities (EPF)" means those facilities that are typically difficult to site and include:

   a. Airports
   b. State educational facilities
   c. State or regional transportations facilities as defined by RCW 47.06.140
   d. Regional transit authority facilities as defined by RCW 81.112.020
   e. Improvements to high-capacity transportation systems as defined by RCW 81.104.015.
   f. State and local correctional facilities.
   g. Solid waste handling facilities and landfills.

   h. Inpatient facilities including substance abuse facilities, mental health facilities, and group homes or similar facilities as defined in RCW 72.05.020.
   i. Less Restrictive Alternatives, including community housing operated by a private provider.

   j. Secure Community Transition Facilities (SCTF) as defined in RCW 71.09.020.

   k. A use or facility may be added to the list of essential public facilities based on one of the following criteria:

      i. The use meets the definition of an essential public facility in RCW 36.70A.200 as determined by the Community and Economic Development Director based on the criteria set forth in 25.157.030(2); or

      ii. The use is identified on the State list of essential public facilities maintained by the State of Washington Office of Financial Management.

2. “Risk potential activities and facilities” as defined or revised by RCW 71.09.020 (14) include the following:

   a. public and private schools
   b. school bus stops
   c. licensed day care and licensed preschool facilities
   d. public parks
   e. publicly dedicated trails
   f. sports fields
   g. playgrounds
   h. recreational and community centers
   i. churches
   j. synagogues
   k. temples
   l. mosques
   m. public libraries
   n. public and private youth camps,
   o. and others identified by the department following the hearings on a potential site required in RCW 71.09.315.

3. “Less Restrictive Alternative” or LRA means a court-ordered treatment in a setting less restrictive than total confinement which satisfies the conditions set forth in RCW 71.09.092. A less restrictive alternative may not include placement in the community protection program as pursuant to RCW 71A.23.230. A Less Restrictive Alternative

also includes community housing operated by a private provider, which may also offer 24-hour staffing and trained escort.

4. “Secure Community Transitional Facility” or SCTF means a residential facility for persons civilly committed and conditionally released to a less restrictive alternative. A secure community transition facility has supervision and security, and either provides or ensures the provision of sex offender treatment services. Secure community transition facilities are not limited to the facility established pursuant to RCW 71.09.250 (1) (a) (i) and any community-based facilities established under RCW 71.09 and operated by Washington State Department of Social and Health services or under contract with Washington State Department of Social and Health Services. SCTFS are considered a type of LRA.

25.157.030 Applicability

1. All applications for the development or modification of the listed essential public facilities as well as unlisted facilities approved by the Community and Economic Development Director pursuant to PMC 25.157.030(2) shall be reviewed through the essential public facilities process.
2. Unlisted Facilities. The Community and Economic Development Director shall determine whether a facility qualifies as an essential public facility based on whether the facility:
   a. Needs a type of site of which there are few available locations;
   b. Can only be located near another public facility;
   c. Has or is generally perceived by the public to have significant adverse impacts that make it difficult to site;
   d. Is of a type that has been difficult to site in the past;
   e. Is likely to be difficult to site; and/or
   f. Serves a demonstrated need and Pasco is within the facility service area.

25.157.040 Essential Public Facilities Application and Review Process.

1. Applicants proposing to site essential public facilities shall submit an application to the Community & Economic Development Department on a form provided by the City. The application shall include all documents and information deemed necessary by the Director.

2. Applications for proposed essential public facilities shall be reviewed as a conditional use permit pursuant to Chapter 25.200 of the Pasco Municipal Code and shall require one permit application. In addition to the application

requirements set by the Director pursuant to PMC 25.157.040(1), the application shall also include all information required by PMC 25.200.060. The application shall be concurrently reviewed under both Chapter 25.200 PMC and Chapter 25.157.

25.157.050 Burden of Proof

The applicant has the burden of demonstrating that the proposed facility satisfies all applicable approval criteria of this chapter and other provisions of the Pasco Municipal Code.

25.157.060 Decision and Decision Criteria

1. The Hearing Examiner shall have the authority to grant, condition, or deny the permit application. A public hearing on the essential public facility application shall be held in accordance with PMC 25.200.070.

2. The Hearing Examiner shall have the authority to make a request for information from either the applicant or the City prior to issuing a decision on the underlying application if the Hearing Examiner determines the additional information is necessary to evaluate the criteria outlined in (C) below.

3. The following criteria shall be used in the Hearing Examiner’s decision on the application:

    a. Whether there is a demonstrable and justifiable need for the essential public facility and for its location within the City of Pasco.

    b. The impact of the facility on the surrounding uses, the environment, the city and, if applicable, the region.

    c. Whether the design of the facility or the operation of the facility can be conditioned or modified to mitigate adverse impacts and achieve compatibility with surrounding uses.

    d. Whether the factors that make the facility difficult to site can be modified to increase the range of available sites or to minimize impacts in affected areas and the environment.

    e. Whether the proposed essential public facility is consistent with the goals, policies, objectives, maps and/or narrative text of the City’s comprehensive plan.

    f. Whether the proposed facility complies with all applicable State siting and permitting requirements including requirements for public safety, staffing, security and training.

    g. Whether the site is of sufficient size and configuration to accommodate the facility and associated activities.

    h. Whether the facility meets all of the criteria for conditional use permits as set forth in PMC 25.200.080.

4. After a public hearing, the Hearing Examiner shall issue findings and conclusions in accordance with PMC 25.200.070 and issue one of the following decisions on the application:

a. Approve the application;

b. Approve the application with conditions; or

c. Deny an application if the proposal does not meet the criteria of this chapter. If the Hearing Examiner determines that the application does not meet the criteria of this chapter and no alternative site exists for the proposed use, the Hearing Examiner may approve the application with conditions to mitigate to the maximum extent possible the potential adverse impacts of the proposed facility.

25.157.070 Less Restrictive Alternatives.

1. Applicability. This section applies to each LRA proposed to be located within the City. The requirements of this section shall be imposed at the initiation of any LRA use, and upon any addition or modification to a LRA use or structures housing that use. These requirements are in addition to the requirements set forth in PMC 25.157.040 and Chapter 25.200 PMC.

2. General.

a. LRAs are essential public facilities and shall comply with the requirements of PMC 25.157.010 through PMC 25.157.060.

b. The applicant for an LRA shall certify compliance with all applicable use requirements and conditions of this section in the application for conditional (special) use permit as outlined in Chapter 25.200 PMC and PMC 25.157.040 (2).

3. Application Requirements. In addition to the application requirements set forth in PMC 25.157.040, The following requirements apply to each application for siting an LRA:

a. All information and documentation required by the Director pursuant to PMC 25.157.040(1) and PMC 25.200.060.

b. The applicant must demonstrate that the facility meets the definition of an LRA Facility as defined in PMC 25.157.020.

c. The Applicant must have received all necessary permits or approvals from the State of Washington Department of Social and Health Services.

d. The applicant must demonstrate compliance with State of Washington Department of Social and Health Services guidelines and requirements, including but not limited to, all guidelines and requirements established pursuant to RCW 71.09.285 through RCW 71.09.340, now or as hereafter amended.

e. For purposes of this section, the applicant must demonstrate compliance with the cited guidelines and statutory provisions through a written description specifically describing the steps taken to satisfy such guidelines or statutory requirements. In the event that compliance with the cited guidelines and statutory provisions can occur only during the construction of the facility or during its operation, then the applicant shall set forth the specific steps that will be taken to comply with such provisions, and such steps shall be made a condition of the Conditional Use Permit for the facility.

4. Increase Beds. Any increase in the number of beds beyond that applied for by the applicant and included in the Conditional Use Permit shall require a new Conditional Use Permit pursuant to Chapter 25.200 PMC.

5. Conditions of Approval.

a. The Hearing Examiner shall apply the decision criteria set forth in PMC 25.157.060(C) when evaluating the application for an LRA.

b. In addition to the criteria in PMC 25.157.060(C), the Examiner shall require the following criteria prior to the approval of any proposed siting of a LRA:

    i. The applicant shall demonstrate that the proposal mitigates all potential adverse impacts of the facility on surrounding users, including, but not limited to, the requirements specifically addressed in RCW 71.09.285 through 71.09.340, now or as hereafter amended. The Hearing Examiner may condition the application in order to mitigate the LRA adverse impacts on surrounding uses.

ii. The proposed LRA must be sited at least 700-feet from any Risk Potential Activities/Facilities as defined in RCW 71.09.020(14). The distance between the proposed LRA and the Risk Potential Facility/Activity shall be measured from the property line of the proposed LRA closest to the Risk Potential Facility/Activity to the property line of the Risk Potential Facility/Activity closest to the proposed LRA. The LRA also cannot be sited within the line of site of any Risk Potential Activities/Facilities. "Within the line of sight" means that it is possible to reasonably visually distinguish and recognize individuals.

iii. The applicant shall demonstrate that the proposed site for the LRA is the farthest removed from any Risk Potential Activities/Facilities possible within the City. The Hearing Examiner shall not approve the application if an alternative site within the City is farther removed from any Risk Potential Activities/Facilities than the proposed site. If the Department of Social and Health Services approves a site farther from Risk Potential Activities/Facilities than what is required in this Section, then the Hearing Examiner shall not approve an application that is closer to Risk Potential Activities/Facilities than the one selected by the Department.

6. Additional Safety Measures. The Hearing Examiner may impose additional public safety measures for any LRA proposed under this section beyond those required by statute or proposed by the applicant if the Examiner determines that additional safety measures are necessary to protect the health, safety, and welfare of the surrounding neighborhood.

ORDINANCE NO. 4817

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, IMPOSING A SIX-MONTH MORATORIUM ON APPLICATIONS RELATED TO ESSENTIAL PUBLIC FACILITIES, INCLUDING SECURE COMMUNITY TRANSITION FACILITIES; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the City Council has authority under Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, RCW 36.70A.200, and RCW 36.70A.390 to regulate land uses and adopt interim zoning controls and moratoria; and

WHEREAS, RCW 36.70A.200 requires cities to include provisions for the siting of Essential Public Facilities ("EPFs"); and

WHEREAS, Secure Community Transition Facilities ("SCTFs") are a type of Essential Public Facility governed in part by RCW 71.09; and

WHEREAS, the Pasco Municipal Code does not currently establish a dedicated siting process or decision criteria specifically applicable to EPFs or SCTFs; and

WHEREAS, RCW 71.09.285 establishes siting considerations for SCTFs, including proximity to "risk potential activities and facilities," emergency service response times, public safety considerations, and site characteristics; and

WHEREAS, RCW 71.09.020 defines "risk potential activities and facilities" to include schools, school bus stops, licensed daycare facilities, preschools, parks, trails, playgrounds, sports fields, community centers, libraries, youth camps, and places of worship; and

WHEREAS, RCW 71.09.096 establishes a minimum separation distance of 500 feet between certain residential placements associated with SCTFs and K-12 schools, daycares, and preschools; and

WHEREAS, the City Council finds that additional time is necessary to develop a clear Essential Public Facility and Secure Community Transition Facility siting process, evaluate zoning regulations and development standards, map risk-potential facilities using GIS, establish separation criteria consistent with state law, evaluate public safety and compatibility considerations, and adopt interim or permanent development regulations; and

WHEREAS, without a moratorium, business license and/or permit applications related to EPFs or SCTFs could vest under existing regulations that do not contain siting criteria or review procedures; and

WHEREAS, the City Council intends to study EPF and SCTF siting regulations with input from the Planning Commission, staff, and the community; and

WHEREAS, a temporary moratorium is necessary to protect the public health, safety, and welfare while the City develops appropriate regulations; and

WHEREAS, this ordinance is intended to include necessary supporting recitals incorporated as findings of fact, impose a moratorium on acceptance and processing of applications related to EPFs and SCTFs, exempt vested applications, establish a six-month duration, require a public hearing within 60 days, and declare an emergency establishing an immediate effective date.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings of Fact. The recitals set forth above are adopted as the City Council's initial findings of fact in support of the moratorium established by this ordinance.

Section 2. Declaration of Emergency. The City Council declares this moratorium to be an emergency measure necessary for the immediate protection of public health, safety, property, and welfare.

Section 3. Moratorium Imposed. Pursuant to Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, the City hereby imposes a temporary moratorium on the acceptance and processing of development permit applications related to Essential Public Facilities, including Secure Community Transition Facilities. This moratorium applies to, but is not limited to, business license applications, building permit applications, conditional use permit applications, site plan review applications, binding site plan applications, subdivision and short subdivision applications, pre-application conferences, and any other land-use approvals or development permit applications related to Essential Public Facilities or Secure Community Transition Facilities.

Section 4. Effect on Vested Rights. This moratorium applies prospectively only and does not affect applications determined to be complete prior to the effective date of this ordinance.

Section 5. Duration of Moratorium. This moratorium shall remain in effect for six (6) months from the date of adoption unless extended in accordance with RCW 35A.63.220 and RCW 36.70A.390 or replaced by interim or permanent regulations.

Section 6. Public Hearing. The City Council shall hold a public hearing within sixty (60) days of adoption of this ordinance to receive public testimony and consider additional findings of fact.

Section 7. Interpretive Authority. The City Manager or designee is authorized to issue official interpretations necessary to implement this ordinance.

Section 8. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

Section 9. Corrections. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Section 10. Effective Date. This ordinance shall take effect immediately upon adoption.

PASSED by the City Council of the City of Pasco, Washington this 17th day of February 2026.

Signed by:
Charles Grimm
B0EE5BF897DD4AD...
Charles Grimm
Mayor

ATTEST:

DocuSigned by:
Krystle Shanks
6E978858CA474C4...
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

DocuSigned by:
Daniel Kenny
DDAD3355F1F2425...
Ogden Murphy Wallace, PLLC
City Attorney

Published: February 22, 2026

City of Pasco

Less Restrictive Alternative (LRA)

June & July 2026 City Council Meetings

Community Information & Input Sessions

Presentation Agenda

1. Why This Matters
2. What is an Essential Public Facility (EPF)?
3. What is LRA (Less Restrictive Alternative) Housing?
4. What is a Secure Community Transition Facility (SCTF)?
5. Legal Framework: What Cities Can and Cannot Do
6. What is Pasco Doing Today?
7. Key Considerations & Impacts
8. Community Feedback
9. Draft Code
10. Two Public Hearings & Workshop Scheduled

Purpose of Presentation

- State law requires cities to allow certain facilities
- Growing community interest and concern about LRA housing and SCTFs
- City is actively evaluating local regulations and siting criteria
- Public input will directly shape future Pasco Municipal Code updates

Why It Matters

State Law
requires cities to plan for these facilities

Your Input
shapes future code updates

Transparency
is central to this process

Essential Public Facilities (EPFs)

Definition: Facilities that are necessary but difficult to site — required by state law to be allowed somewhere within city limits.

- Cities are required to plan for and allow EPFs
- Cities cannot prohibit EPFs entirely, even with community opposition
- The key question: where and how — not if
- Status of LRAs as EPFs is under active legal review

EPF Examples

- Airports
- Correctional facilities
- Solid waste facilities
- Mental health facilities
- SCTFs
- LRAs

Less Restrictive Alternative Housing (LRA)

Operation

Operated by Private Providers

Must meet state-mandated safety and siting requirements

Supervised & Secure

Individuals remain under supervision and legal conditions, though this varies based on type of facility

Classified as EPFs

Under state law, LRAs are Essential Public Facilities — affecting what cities can regulate

Secure Community Transition Facilities (SCTFs)

Operation

Run and managed by the State of Washington to house and monitor registered sex offenders who are transitioning out of confinement

Supervised & Secure

Provide on-site supervision, security measures, and treatment services

Classified as EPFs

Under state law, SCTFs are Essential Public Facilities — affecting what cities can regulate

What is the City of Pasco Doing?

01

Moratorium Adopted

City Council adopted a temporary 6-month moratorium on EPF applications in February — a planning tool, not a ban. Expires on August 17.

02

Legal & Policy Review

Conducted a thorough review of state law, safety considerations, and regulatory options

03

Siting Regulations

Developed zoning and siting criteria — setbacks, development standards, and conditions

04

Community Outreach

Hosted public feedback sessions

What the City Can and Cannot Do

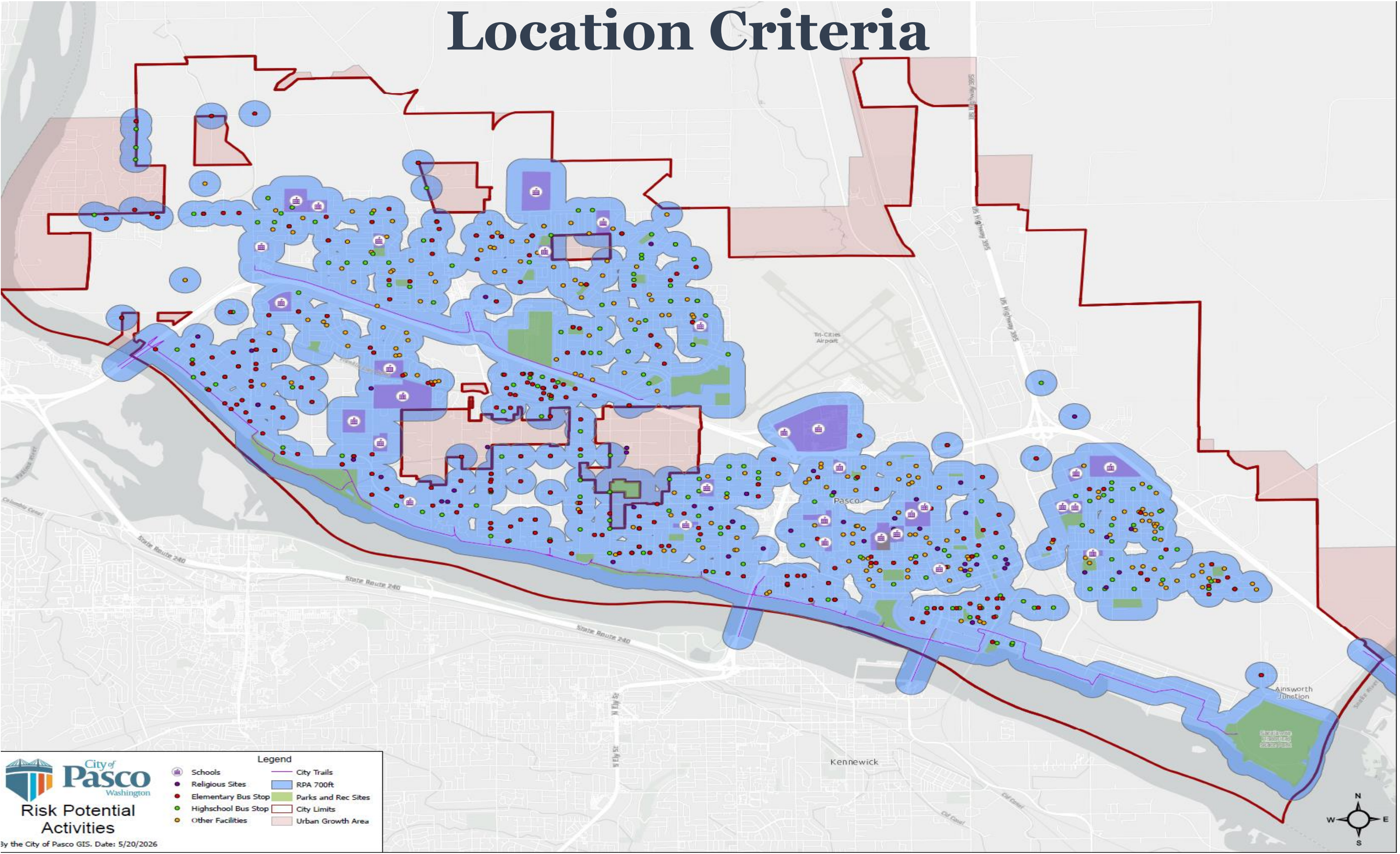
✓ CITY CAN

- Establish zoning and siting criteria
- Set development standards
- Study safety and separation requirements
- Gather and incorporate public input

✗ CITY CANNOT

- Prohibit these facilities entirely
- Regulate treatment or daily operations
- Override state law requirements

Location Criteria



Legend
🏫 Schools
● Religious Sites
● Elementary Bus Stop
● Highschool Bus Stop
● Other Facilities
City Trails
RPA 700ft
Parks and Rec Sites
City Limits
Urban Growth Area
City of Pasco Washington
Tri-Cities Airport
US Highway 395
State Route 240
Pasco
Kennewick
Ainsworth Junction
N Ely St
N
W
E
S

Risk Potential Activities

By the City of Pasco GIS. Date: 5/20/2026

Public Feedback Events Held

March 31

Isaac Stevens Middle School

In-Person | 4:30 PM

April 15

Ray Reynolds Middle School

In-Person | 4:30 PM

April 29

McLoughlin Middle School

In-Person | 4:30 PM

May 6

Pasco City Hall

Hybrid | 12:00 PM | Virtual option available

Online comment form also available. Interpretation services provided at all sessions.

Conclusion & Next Steps

June 1 Public Hearing #1
City Council

Council and Public Input

June 22 Workshop
City Council

July 6 Public Hearing #2
City Council

Proposed Decision Meeting – Moratorium ends on August 17.

QUESTIONS?
FEEDBACK?

.

AGENDA REPORT

FOR:	City Council	May 22, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 6/1/26
FROM:	Richa Sigdel, Deputy City Manager City Manager	

SUBJECT: Ordinance No. 4843 - Imposing Sales and Use Tax Within the Boundaries of the Pasco Transportation Benefit District) (15 minute staff presentation)

I. ATTACHMENT(S):

Ordinance
Presentation

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to adopt Ordinance No. 4843, adding a new Section 3.270.035 to the Pasco Municipal Code imposing an additional sales and use tax of one-tenth of one percent within the boundaries of the Pasco Transportation Benefit District for the purpose of financing the costs associated with transportation improvements in the District as authorized by RCW 36.73.065 and RCW 82.14.0455; providing for severability and establishing an effective date; authorizing publication by summary only.

III. FISCAL IMPACT:

Revenue Street Fund - Approximately $2.3 million

The Street Fund, which covers personnel, equipment, and materials for city roadway infrastructure operation and maintenance, has faced a growing structural financial deficit for a long time. While primary revenues like utility taxes and fuel taxes have remained stagnant for a decade, operating expenses continue to rise. Additionally, the number and extent of roadways owned and operated by the City has grown.

To manage this gap, starting in 2017, the City shifted internal crews to projects funded by the Street Overlay Fund. While this maintains financial stability, it creates an operational trade-off; staff are diverted from core tasks such as:

- Pothole repair and crack sealing.

- Striping and traffic safety markings.
- Ice and snow removal.
- Traffic calming.

Before 2017, the City mostly utilized private contractors for overlay work to keep the small municipal crews focused on these essential services. While the General Fund has occasionally provided subsidies to bridge the gap, current budget constraints make this support increasingly difficult to sustain. The City's 2025-2026 budget was prepared with the Street Fund slated to be in deficit by nearly $600,000.

IV. HISTORY AND FACTS BRIEF:

Background

A Transportation Benefit District (TBD) is a state-authorized, special-purpose district created to fund transportation improvements within a defined area. The Washington State Legislature authorized the formation of TBDs under RCW 36.73 in 1987, with the intent of providing cities and counties with tools to fund critical transportation investments not covered by traditional revenues.

As of 2024, 124 cities across Washington have established TBDs. These include nearby jurisdictions such as:

- City of Richland (established 2017), which collects $20 vehicle license fee; recently revised to 0.1% sales tax.
- City of Kennewick (established November 2024), which implements a 0.1% sales tax.
- City of Prosser (established 2009), which adopted a $25 vehicle license fee.
- City of Walla Walla (established 2011), which authorized a 0.2% sales tax.

TBDs allow for flexible, locally controlled funding options such as:

- A vehicle license fee of up to $50 (incrementally adopted without voter approval).
    - $20 can be imposed immediately.
    - $40 can be imposed after $20 has been in effect for 24 months.
    - $50 can be imposed after $40 has been in effect for 24 months.
- A sales tax of up to 0.1% approved by the governing board (if the TBD covers the entire jurisdiction).
- A sales tax above 0.1%, or other revenue measures, subject to voter approval.

Most cities that have formed a TBD have also passed a subsequent ordinance to "assume" the powers of the TBD, allowing the City Council to govern it directly without needing a separate governing body or meetings. Council established Pasco Transportation Benefit District on February 17, 2026. On April 6 2026, Council approved resolution indicating its intention to conduct a hearing concerning the assumption of such rights, powers, functions, and obligations and on April 20 2026, Council conducted said public hearing and assumed district's powers.

Council discussed the option of referring this item to voters, though Council has authority to approve the first 0.1% without a public vote. If referred to voters, two pathways are available:

1. November General Election (2026) - Placing the measure on the November ballot would cost the City approximately $46,000.
2. Standalone Special Election (2027) - A special election dedicated solely to this measure would cost approximately $350,000 to $375,000. If the City can share the special election with other ballot measures, then the cost will reduce. For e.g., City and Pasco School District shared the cost of nearly $330,000 of election cost during the February 2026 special election.

Impacts (Other than fiscal)

The funds generated must be used for transportation improvements identified in local, regional, or state transportation plans, including but not limited to roadway preservation, safety preservation, safety projects, non-motorized improvements, and transit-supportive infrastructure.

V. DISCUSSION:

Recommendation

Staff recommends that City Council adopt the proposed ordinance imposing an additional sales and use tax of 0.1% within the boundaries of the Pasco Transportation District; if passed, this tax will be implemented for 10 years.

Next Steps

- If Council approves, staff works with State of Washington to prepare for imposition of such tax.

Constraints

- Once the sales tax is imposed, it is expected to take 6-9 months for the tax to be implemented. If Council approves this ordinance, earliest the tax can be imposed in January 1st, 2027.

Alternatives

- Council may opt not to impose additional sales and use tax and direct staff to bring back Vehicle License Fee option, also known as Car Tab Fees. Car tab fees will collect fees from vehicles that are registered within the boundaries of the Pasco Transportation District.
- Council may opt not to impose any tax or fees. This will require General Fund to significantly subsidize road maintenance or reduce the program.

- Council may direct staff take necessary steps to refer this item to voters in an upcoming election. Earliest election possible is November 2026.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, ADDING A NEW SECTION 3.270.035 TO THE PASCO MUNICIPAL CODE IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE PASCO TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, On February 17, 2026, City Council of the City of Pasco adopted Ordinance No. 4816 creating the Pasco Transportation Benefit District ("Pasco TBD") with the same boundaries as the City limits, in accordance with Chapter 36.73 RCW; and

WHEREAS, On April 20, 2026, City Council of the City of Pasco adopted Ordinance No. 4826 to assume the rights, powers, immunities, and obligations of the District pursuant to RCW 36.74.010; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax, subject to the provisions of RCW 36.73.065 and RCW 82.14.0455; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the district for the purpose of financing the transportation improvements of a district; and

WHEREAS, the Pasco City Council has carefully considered the financial needs of the City's transportation system and the imposition of the tax and has determined that the best interests of the City and the District will be served by passing this ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Imposition of Additional Sales and Use Tax. PMC 3.270.035 is hereby added to impose the additional one-tenth of one percent sales and use tax authorized by RCW 36.73.065(4)(a)(v) and to read as follows:

3.270.035 Transportation Benefit Additional Sales and Use Tax Imposed.

A. Pursuant to RCW 36.73.065 and RCW 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the district. The amount of the additional tax shall be one-tenth of one percent (0.1%) of the selling price, in the case of the sales tax, or the value of the article used, in the case of the use tax.

B. The tax imposed by this section shall apply for a period of ten (10) years from the date the tax is first collected within the district and shall thereafter cease to be imposed unless renewed with the affirmative vote of the voters voting at an election or a majority vote of the Pasco City Council exercising its authority as the governing body of the district.

C. The tax imposed by this Section shall be in addition to any other taxes authorized by law, including but not limited to, the sales and use taxes imposed under Chapters 3.05, 3.10, 3.15, 3.20, 3.25, 3.26 and 3.30 of the Pasco Municipal Code.

D. The revenues received from the tax imposed by this Section shall be general revenues of the district and shall be used for those purposes set forth in PMC 3.270.040 or as otherwise authorized by law.

Section 2. Duties of Clerk and Finance Director. The City Clerk and the Finance Director are hereby requested to submit this ordinance to the Washington State Department of Revenue and to request that the Department take all necessary steps to implement and collect the tax imposed by this ordinance as soon as possible.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

PASSED by the City Council of the City of Pasco, Washington, on this ___ day of _____, 2026.

____
Charles Grimm
Mayor

ATTEST:	APPROVED AS TO FORM:
______________________________	____________________________
Krystle Shanks Deputy City Clerk	Ogden Murphy Wallace, PLLC City Attorney

Published: ______________________________

Pasco City Council

Regular

May 4, 2026

City of Pasco Washington

TRANSPORTATION BENEFIT DISTRICT (TBD)

- Special Purpose District that funds transportation improvements within specific area.
- City Council serves as the governing board of the district, holding separate meeting as the TBD.
- City Council can decide to assume powers of TBD, so a different board is not needed.
- 124 cities in Washington state have adopted TBD.

REVENUE TYPES – Vehicle License Fee

- Up to $50 can be implemented by majority vote of the governing board, but must be phased in over time:
    - $20 can be imposed immediately.
    - $40 can be imposed after $20 has been in effect for 24 months.
    - $50 can be imposed after $40 has been in effect for 24 months (subject to referendum).
- Revenue projection for City - $1.3M

REVENUE TYPES – Sales Tax

- 0.1% can be implemented by majority vote of the governing board.
- Additional 0.1% must be approved by a simple majority of voters.
- Revenue projection for City - $2.3M

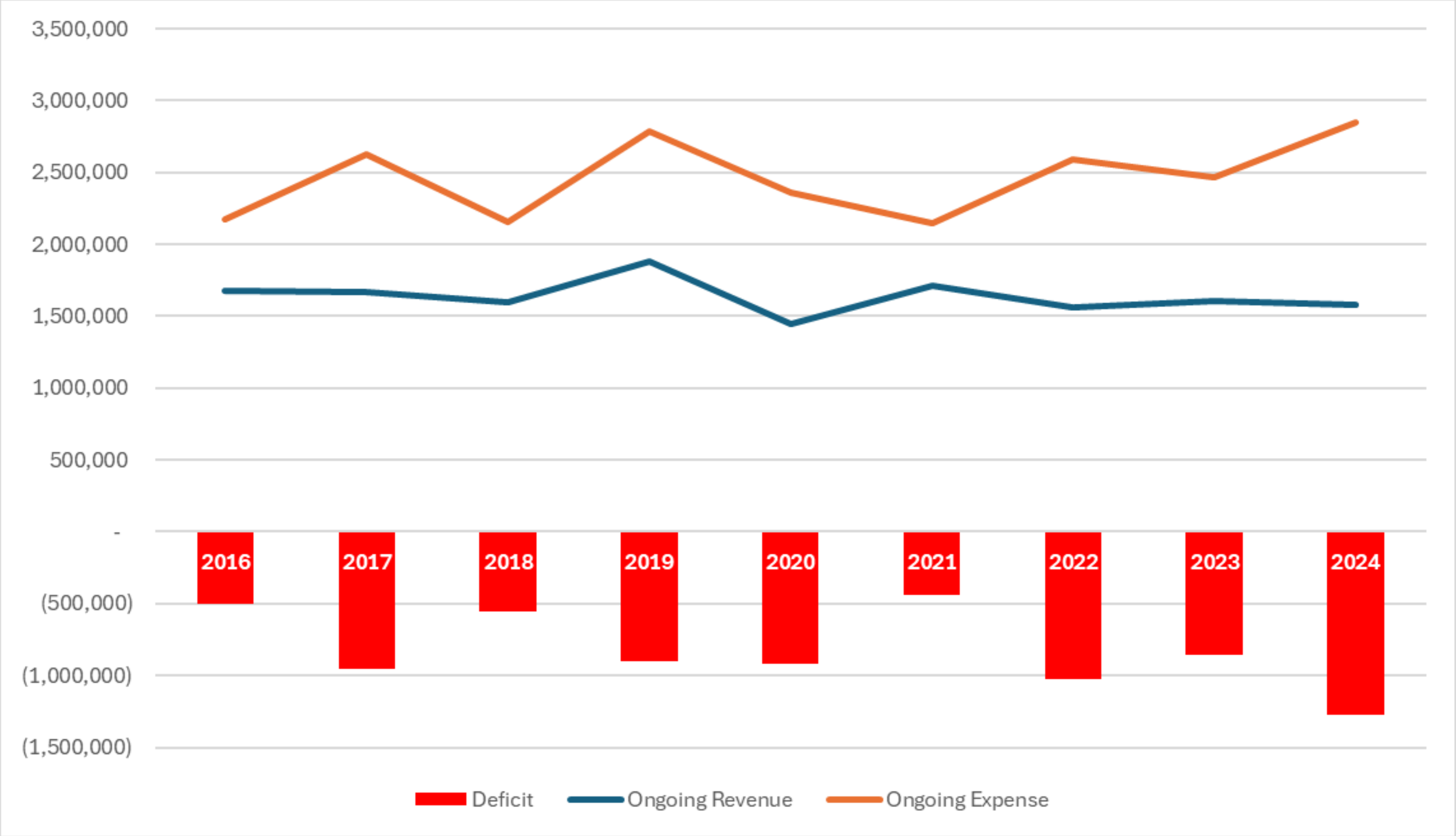
BENCHMARKS

Service	Vehicle License Fee	Sales Tax
Pasco	None	None
Kennewick		0.1%
Richland		0.1%
West Richland	None	None
Prosser	$25	
Walla Walla		0.20%

REVENUE NEED

- Street Fund:
  - Maintains City streets
    - Potholes
    - Chip seal
    - Striping
    - Traffic calming
  - Snow and ice removal
- External revenue has been stagnant in the last decade.
- Expenses have increased with high inflation overall and in construction sector.

REVENUE NEED



- Ongoing revenues like motor vehicle fuel and utility taxes.
- Deficit has been financed mostly by Overlay Fund financed projects.
- Overlay Fund cannot continue to sustain the Street Fund.
- Street crew are doing work that takes them away from their core mission.

GROWTH

- Road miles have grown by 23% since 2015 and 43% since 2010.
- Street crew size has remained unchanged since 2010 due to lack of funding.
    - Street crew got assigned small overlay projects to generate revenue for the fund.

ROAD CONDITIONS

- Current roads are in good condition mainly due to their age.
- Staff anticipates large portions of City pavement to degrade in the next 3-5 years without regular maintenance.
- Deferred maintenance is not a permanent savings; it is a financial liability.
  - Faster Deterioration
  - Safety Hazards
  - Increased Driver Costs
  - Reduced Service Quality

TBD - ACTION

- **Decision Points**
  - ~~Creation of the district~~
  - ~~Geographic boundary of the district~~
  - ~~Resolution setting public hearing for City’s intention to assume the powers of the TBD~~
  - ~~Public Hearing and assumption of powers~~
  - Sales and use tax consideration

Effective 6-months after approval & notification to Department of Licensing and Department of Revenue.

Feedback

AGENDA REPORT

FOR:	City Council	April 30, 2026
TO:	Harold Stewart, City Manager	City Council Workshop Meeting: 6/1/26
FROM:	Richa Sigdel, Deputy City Manager City Manager	

SUBJECT: Ordinances No. 4844 & 4845 - Amending PMC Section 3.35.160 Water Utility to Correct Formatting, Clarify Applicable Fees and Effective Dates (5 minute staff presentation)

I. ATTACHMENT(S):

ORD - Amending 3.35.160 Water Utility Correcting Formatting Issues and Clarifying Applicable Fees
ORD - Amending 3.35.160 Water Utility Establish Water Utility Rates and Fees Effective January 1, 2027

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to adopt Ordinance 4844, amending PMC Section 3.35.160 Water Utility, correcting formatting, clarify applicable fees, and remove fees not yet in effect, further, authorize publication by summary only.

MOTION: I move to adopt Ordinance 4845, amending PMC Section 3.35.160 Water Utility, establishing water utility rates and fees effective January 1, 2027, further, authorize publication by summary only.

III. FISCAL IMPACT:

This action does not change previously adopted rates or fees but clarifies their presentation and timing. The proposed ordinances correct formatting inconsistencies and align the capital expansion/replacement charges with the implementation timeline originally adopted by Council through Ordinance No. 4804, including the intended January 1, 2027 effective date for updated capital expansion/replacement charges.

IV. HISTORY AND FACTS BRIEF:

Background

On January 20, 2026, City Council adopted Ordinance No. 4804, which updated water utility rates and connection fees, including establishing certain fees with a future effective date of January 1, 2027.

On March 16, 2026, City Council adopted Ordinance No. 4824, which amended the water rights acquisition fee within the same section of code.

Following adoption of these ordinances, staff identified formatting inconsistencies and challenges within PMC 3.35.160. Specifically, the inclusion of both current and future fees within the same section created confusion regarding which fees are currently in effect. In addition, Ordinance 4824 amendment resulted in misalignment of capital expansion and replacement charges with their intended effective dates, further complicating interpretation of the code.

To address these issues, staff is proposing two ordinances:

- The first ordinance removes the capital expansion/replacement charges not yet in effect and reorganizes currently effective fees into a clear table format; and
- The second ordinance will take effect on January 1, 2027, and will replace the current capital expansion/replacement charges with the rates previously approved by Council through Ordinance No. 4804.

Impact (other than fiscal)

These updates improve transparency and provide clearer guidance to customers, developers, and staff. Clear fee schedules support consistent application of City code and reduce the risk of misinterpretation.

V. DISCUSSION:

Recommendation

Staff recommends approval of both ordinances to improve clarity and usability of the municipal code and to properly establish the 2027 utility fees in a separate ordinance with a clear effective date.

Constraints (time or other considerations)

The current structure of Pasco Municipal Code Section 3.35.160 includes multiple effective dates within the same section and contains formatting inconsistencies resulting from prior amendments. This has created confusion for staff, customers, and the development community regarding which fees are currently in effect. These issues include instances where fees are not clearly aligned with their intended effective dates, increasing the risk of incorrect application.

If not addressed, these issues may continue to result in misinterpretation of applicable fees and inconsistent administration. Adoption of both ordinances ensures the code is clear, accurate, and aligned prior to the January 1, 2027 implementation of future fees.

Next Steps

- Upon adoption, staff will update the Pasco Municipal Code to reflect the revised formatting and structure.
- Staff will implement the 2027 fees on January 1, 2027, as previously adopted by Council.
- Updated fee tables will be incorporated into internal processes and shared with the development community as needed.

Alternatives

1. Council may choose to adopt only one of the ordinances. This would leave either current formatting issues unresolved or future fees not clearly codified.
2. Council may direct staff to revise the ordinances for further clarification or formatting changes.
3. Council may take no action, which would maintain the current code structure and associated confusion.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, AMENDING PASCO MUNICIPAL CODE SECTION 3.35.160 (WATER UTILITY) TO ESTABLISH WATER UTILITY RATES AND FEES EFFECTIVE JANUARY 1, 2027; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on January 20, 2026, the City Council adopted Ordinance No. 4804, which amended various water utility rates and connection fees, including establishing certain fees to take effect on January 1, 2027; and

WHEREAS, the City Council subsequently adopted Ordinance No. 4824 on March 16, 2026, amending the water rights fee within the same section of code; and

WHEREAS, the City has since undertaken efforts to improve clarity and organization within Pasco Municipal Code Section 3.35.160 by separating currently effective fees from those scheduled to take effect in the future; and

WHEREAS, the City Council desires to establish within the Pasco Municipal Code the water utility rates, and connection fees scheduled to take effect on January 1, 2027, in a clear and organized format; and

WHEREAS, adopting the 2027 fees through a separate ordinance with a specified future effective date will promote transparency, reduce confusion, and improve administration of the City's water utility fees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. PMC Section 3.35.160 Water utility is hereby amended and shall read as follows:

3.35.160 Water utility.

					Reference
		2027	**2028**	**2029**	
Consumption – per 100 cubic feet:					
	Residential/commercial	$1.63	$1.97	$2.16	13.20.050
	Bulk – per 1,000 gallons	$2.68	$3.24	$3.55	13.20.080

Residential – single-family base fees:					
	3/4 and 5/8 inch – per month	$38.01	$45.90	$50.26	13.20.020
	1 inch – per month	$56.98	$68.80	$75.34	13.20.020
Senior reduced/low income:					
	3/4 and 5/8 inch – per month	$12.61	$15.23	$16.68	3.65.150
	1 inch – per month	$19.04	$22.99	$25.18	3.65.150
Commercial – base fees:					
	3/4 inch – per month	$53.58	$64.70	$70.85	13.20.030
	1 inch – per month	$78.34	$94.60	$103.53	13.20.030
	1-1/2 inch – per month	$150.91	$182.22	$199.53	13.20.030
	2 inch – per month	$242.01	$292.22	$319.99	13.20.030
	3 inch – per month	$330.56	$399.15	$437.07	13.20.030
	4 inch – per month	$476.29	$575.12	$629.75	13.20.030
	6 inch – per month	$743.45	$897.71	$983.00	13.20.030
	8 inch – per month	$1,030.26	$1,244.04	$1,362.23	13.20.030
	10 inch – per month	$1,480.99	$1,788.30	$1,958.19	13.20.030

		Fee/Charge	**Reference**
Fire hydrants:			
	Meter rental:		
	Refundable deposit	Not to exceed 110% of cost, as determined by the Director of Finance	13.20.080

	Nonrefundable removal fee	$30.00	13.20.080
	Monthly base rental fee	$62.00	
	Late payment and not returning meter after 48 hrs. (per day)	$50.00	
	Hydrant rental – outside corporate limits, per year	$20.00	13.20.070
Charges for water meters and services:			
	Meter and service costs equal to average cost to City based on prior year		13.45.010
	Move meter for owner	Cost + 15%	13.30.060
	Change meter size	Cost + 15%	13.30.050
Water system capital expansion/replacement charges			
	3/4-inch meter	$6,148	13.25.010
	1-inch meter	$10,267	13.25.010
	1-1/2-inch meter	$20,472	13.25.010
	2-inch meter	$32,767	13.25.010
	3-inch meter	$65,596	13.25.010
	4-inch meter	$100,392	13.25.010
	6-inch meter	$204,902	13.25.010
	8-inch meter	$327,856	13.25.010
	10-inch meter	$471,323	13.25.010
Water rights in Lieu of Fees:			
	Water rights acquisition fee – per acre foot	$4,150	13.45.060(2) 21.05.120(2)
	Base water rights acquisition fee – per residential unit ($4,150 per acre foot × potable use factor .30) (Any preliminary plats deemed complete by the City as of November 23, 2023, shall pay the water rights in-lieu fees in effect at the time of the	$1,245	13.15.030(1)

	City's determination of completeness.)		
	Potable water irrigation fee (no irrigation water available)	Equal to 50% of the area of the lot or parcel to be served expressed in acres or portion of acres × 3.5 acre feet of water × $4,150 (per acre foot)	13.15.030(1)
	Water rights transfer fee	$1,000	13.15.030(5)

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

Section 3. Corrections. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Section 4. Effective Date. This ordinance shall take full force and effect on January 1st, 2027 after approval, passage and publication as required by law.

PASSED by the City Council of the City of Pasco, Washington this ___ day of _____, 2026.

____
Charles Grimm
Mayor

ATTEST:

____
Krystle Shanks
City Clerk

APPROVED AS TO FORM:

____
Ogden Murphy Wallace, PLLC
City Attorney

Published: ______________________________

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, AMENDING PASCO MUNICIPAL CODE SECTION 3.35.160 (WATER UTILITY) TO CORRECT FORMATTING, CLARIFY APPLICABLE FEES, AND REMOVE FEES NOT YET IN EFFECT, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on January 20, 2026, the City Council adopted Ordinance No. 4804, which amended various water utility rates and connection fees, including establishing multiple future effective dates for certain fees; and

WHEREAS, Ordinance No. 4804 included fees scheduled to take effect in 2026 and additional fees not scheduled to take effect until January 1, 2027; and

WHEREAS, on March 16, 2026, the City Council adopted Ordinance No. 4824, which amended the water rights fee within the same section of code; and

WHEREAS, the inclusion of multiple future effective dates within the same section of the municipal code, combined with amendments made by Ordinance Nos. 4804 and 4824, has resulted in confusion and formatting inconsistencies regarding which fees are currently in effect and their respective effective dates; and

WHEREAS, the City desires to improve clarity, transparency, and ease of administration by removing some of the fees not yet in effect, establishing such fees through a separate ordinance at the appropriate time, and presenting currently effective fees in a clear and organized format.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. PMC Section 3.35.160 Water utility is hereby amended and shall read as follows:

3.35.160 Water utility.

	Fee/Charge				**Reference**
	2026	**2027**	**2028**	**2029**	
Consumption – per 100 cubic feet:					
Residential/commercial	$1.35	$1.63	$1.97	$2.16	13.20.050
Bulk – per 1,000 gallons	$2.22	$2.68	$3.24	$3.55	13.20.080

Residential – single-family base fees:						
	3/4 and 5/8 inch – per month	$31.48	$38.01	$45.90	$50.26	13.20.020
	1 inch – per month	$47.19	$56.98	$68.80	$75.34	13.20.020
Senior reduced/low income:						
	3/4 and 5/8 inch – per month	$10.44	$12.61	$15.23	$16.68	3.65.150
	1 inch – per month	$15.77	$19.04	$22.99	$25.18	3.65.150
Commercial – base fees:						
	3/4 inch – per month	$44.38	$53.58	$64.70	$70.85	13.20.030
	1 inch – per month	$64.88	$78.34	$94.60	$103.53	13.20.030
	1-1/2 inch – per month	$124.98	$150.91	$182.22	$199.53	13.20.030
	2 inch – per month	$200.42	$242.01	$292.22	$319.99	13.20.030
	3 inch – per month	$273.75	$330.56	$399.15	$437.07	13.20.030
	4 inch – per month	$394.44	$476.29	$575.12	$629.75	13.20.030
	6 inch – per month	$615.69	$743.45	$897.71	$983.00	13.20.030
	8 inch – per month	$853.22	$1,030.26	$1,244.04	$1,362.23	13.20.030
	10 inch – per month	$1,226.49	$1,480.99	$1,788.30	$1,958.19	13.20.030

			Fee/Charge	**Reference**
Fire hydrants:				
	Meter rental:			
		Refundable deposit	Not to exceed 110% of cost, as determined by the Director of Finance	13.20.080

		Nonrefundable removal fee	$30.00	13.20.080
		Monthly base rental fee	$62.00	
		Late payment and not returning meter after 48 hrs. (per day)	$50.00	
	Hydrant rental – outside corporate limits, per year		$20.00	13.20.070
Charges for water meters and services:				
	Meter and service costs equal to average cost to City based on prior year			13.45.010
	Move meter for owner		Cost + 15%	13.30.060
	Change meter size		Cost + 15%	13.30.050
Water system capital expansion/replacement charges				
	Inside City limits:			
		3/4-inch meter	$360.00	13.25.010
		1-inch meter	$601.00	13.25.010
		1-1/2-inch meter	$1,198	13.25.010
		2-inch meter	$1,918	13.25.010
		3-inch meter	$3,599	13.25.010
		4-inch meter	$5,999	13.25.010
		6-inch meter	$11,995	13.25.010
		8-inch meter	$19,192	13.25.010
		10-inch meter	$27,591	13.25.010
	Outside City limits:			
		3/4 – 10-inch meter	90% surcharge	13.25.020
	Front footage (per foot):			
		Residential (In and out City limits):	$20.00	13.45.020
		Commercial (In and out City limits):	25.00	13.45.020
	Square Footage (per sq. ft.):			

	Residential (In and out City limits):	$0.0388	13.45.020
	Commercial (In and out City limits):	$0.0426	13.45.020
Water rights In Lieu of Fees:			
	Water rights acquisition fee – per acre foot	$4,150	13.45.060(2) 21.05.120(2)
	Base water rights acquisition fee – per residential unit ($4,150 per acre foot × potable use factor .30) (Any preliminary plats deemed complete by the City as of November 23, 2023, shall pay the water rights in-lieu fees in effect at the time of the City's determination of completeness.)	$1,245	13.15.030(1)
	Potable water irrigation fee (no irrigation water available)	Equal to 50% of the area of the lot or parcel to be served expressed in acres or portion of acres × 3.5 acre feet of water × $4,150 (per acre foot)	13.15.030(1)
	Water rights transfer fee	$1,000	13.15.030(5)

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

Section 3. Corrections. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Section 4. Effective Date. This ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

PASSED by the City Council of the City of Pasco, Washington this ___ day of _____, 2026.

____
Charles Grimm
Mayor

ATTEST:	APPROVED AS TO FORM:
______________________________	______________________________
Krystle Shanks City Clerk	Ogden Murphy Wallace, PLLC City Attorney

Published: ______________________________

AGENDA REPORT

FOR: City Council — May 20, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 6/1/26

FROM: Kevin Hebdon, Finance Director
Finance

SUBJECT: Resolutions No. 4751 - Segregation of Local Improvement District No. 152 Assessment (5 minute staff presentation)

I. ATTACHMENT(S):

Resolutions with Exhibits

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4751, relating to Local Improvement District No. 152; providing for the segregation of assessments for certain parcels, referred to as Raven's Place Phases 1 and 2 and Madison Park North Phase 1, consistent with RCW 35.44.410; and ratifying and confirming prior acts.

III. FISCAL IMPACT:

Segregation of parcels will ensure further collection of revenues to meet the City's debt obligations on the bonds used to fund the projects under LID 152. No additional funding it needed and budgeted appropriations are adequate to meet these obligations.

IV. HISTORY AND FACTS BRIEF:

Background

On March 23, 2022, Council adopted Ordinance No. 4592 establishing Local Improvement District (LID) No. 152 for the purpose of financing sewer infrastructure improvements within the East Urban Growth Area, including installation of sewer mains and construction of a lift station. To provide interim project financing, Council later adopted Ordinance No. 4704 authorizing issuance of a Bond Anticipation Note (BAN), a short-term financing mechanism used until permanent long-term bonds are issued. The City subsequently received $20.06 million in BAN proceeds on March 14, 2024.

Construction of the improvements was completed in multiple phases, with Council accepting the final phase on November 18, 2024. Final project costs were lower than projected, leaving an available balance of $318,934 to be applied toward repayment of the BAN. Additionally, because the project created excess sewer capacity benefiting the broader system, the City contributed $5.76 million toward project costs.

Following completion of the project, Council adopted Ordinance No. 4762 on March 3, 2025, confirming the final LID assessment roll and establishing a 30-day interest-free prepayment period. The prepayment period concluded on May 2, 2025, during which approximately $1.16 million in assessments was prepaid by property owners. The remaining balance of $12.68 million is required to be financed through issuance of long-term LID bonds.

To facilitate the permanent financing, Council adopted Ordinance No. 4776 on June 16, 2025, authorizing issuance of up to $12,678,905.87 in LID bonds, establishing key financing parameters and assessment interest rates, and appointing the City's designated representative to approve final bond sale terms in advance of repayment of the BAN due September 1, 2025.

Impact (other than fiscal)

The project completed under LID No. 152 provides long-term community benefits by expanding sewer infrastructure capacity and improving service readiness in the East Urban Growth Area. This investment supports future development, enhances infrastructure resilience, and contributes to the City's ability to meet the needs of a growing population.

V. DISCUSSION:

Recommendation

Since final approval of the LID No. 152 assessment roll, property boundaries and ownership have changed due to subdivision. The action set forth in this resolution is necessary to align the outstanding Local Improvement District assessment with the amended parcels and ensure compliance with state law, which requires Council approval of LID assessment segregation following subdivision. Council is responsible for determining that reassigned assessments are apportioned as nearly as practicable on the same basis as originally levied, and that the total segregated amount equals the original assessment prior to segregation. Staff is recommending Council's approval of the segregation of all parcels associated with Raven's Place Phases 1 and 2 and Madison Park North Phase 1 in LID No. 152, effective as of June 1, 2026.

Next Steps

If approved by Council, staff will process the segregation of the parcels in

Raven's Place Phases 1 and 2 and Madison Park North Phase 1 within LID No. 152 assessment and update the assessment records to reflect the newly apportioned amounts for each affected parcel and set forth in Exhibits A and B. The revised assessment information will be recorded with the County Auditor to ensure proper lien administration and future billing.

Alternatives

Further discussion.

RESOLUTION NO. ______

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, RELATING TO LOCAL IMPROVEMENT DISTRICT NO. 152; PROVIDING FOR THE SEGREATION OF ASSESSMENTS FOR CERTAIN PARCELS, KNOWN AS RAVEN'S PLACE PHASES 1 AND 2 AND MADISON PARK NORTH PHASE 1, CONSISTENT WITH RCW 35.44.410; AND, RATIFYING AND CONFIRMING PRIOR ACTS.

WHEREAS, on March 23, 2022, the City Council duly adopted Ordinance No. 4592 establishing Local Improvement District (LID) No. 152 to finance the acquisition, construction, and installation of sewer infrastructure improvements, including sewer mains and a lift station, within the East Urban Growth Area; and

WHEREAS, on March 3, 2025, the City Council adopted Ordinance No. 4762 confirming the final assessment roll for Local Improvement District No. 152 and establishing the final assessments for properties within the district; and

WHEREAS, the City Council has since taken related actions through Ordinance No. 4704, Ordinance No. 4762, and Ordinance No. 4776 to facilitate interim financing, confirm the final assessment roll, and authorize long-term financing of the improvements; and.

WHEREAS, subsequent to the final assessment roll confirmation, a number of properties within the LID have been subdivided through final plat approval; and

WHEREAS, RCW 35.44.410 provides that whenever land against which there has been levied a special assessment has been sold in part or subdivided, the legislative authority of that City has the power to order a segregation of the assessment; and

WHEREAS, the City Council determines that assessments against the subdivided parcels may be assessed as nearly as possible on the same basis as the original assessments were levied, and the total of the segregated parts of the assessment equals the assessment amounts before segregation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:

That the assessment against Tax Parcels 114330043 and 114330044 are segregated into 122 assessments against 122 parcels as shown on **Exhibit A**, and

That the assessment against Tax Parcel 114250018 is segregated into 64 assessments against 64 parcels as shown on **Exhibit B**, and

Be It Further Resolved that this City staff is directed to implement this Resolution and take all actions necessary and appropriate to segregate the assessments, including recording of this Resolution, as detailed in **Exhibits A and B**, and

Be It Further Resolved that this resolution shall take effect immediately.

PASSED by the City Council of the City of Pasco, Washington, on this ___ day of June, 2026.

____
Charles Grimm
Mayor

ATTEST:	APPROVED AS TO FORM:
_____________________________	_____________________________
Krystle Shanks	Ogden Murphy Wallace, PLLC
Deputy City Clerk	City Attorney

Exhibit A

LID 152 Reaven's Place Phase 1 and 2 Segregation Parcel #s 114330043 & 114330044 into 122 Lots

Final Assessment Role			Segregated	
Parcel #	**Acreage**	**Assessment**	Assessment	**$ 1,559,455.06**
114330043	40.74	780,992.36	Difference	$ 0.00
114330044	40.88	778,462.70	Acreage	**$ 74.29**
	81.62	**1,559,455.06**	Difference (right of way)	**$ 7.33**

▨ Grey indicates parcels that came partially from 114330044. All others came from 114330043

Property Description	Lot #	LID Acct #	Parcel #	Net Acreage	Assessment
Raven's Place Phase 1 and 2	Tract A (114330043)	152-000-013A	114330315	22.555	$ 420,280.86
Raven's Place Phase 1 and 2	Tract B (114330044)	152-000-014A	114330316	40.414	$ 753,072.65
Raven's Place Phase 1 and 2	1	152-000-017	114330195	0.345	$ 5,132.56
Raven's Place Phase 1 and 2	2	152-000-018	114330196	0.103	$ 3,286.67
Raven's Place Phase 1 and 2	3	152-000-019	114330197	0.072	$ 3,049.12
Raven's Place Phase 1 and 2	4	152-000-020	114330198	0.031	$ 2,733.31
Raven's Place Phase 1 and 2	5	152-000-021	114330199	0.031	$ 2,733.31
Raven's Place Phase 1 and 2	6	152-000-022	114330200	0.031	$ 2,733.31
Raven's Place Phase 1 and 2	7	152-000-023	114330201	0.073	$ 3,051.57
Raven's Place Phase 1 and 2	8	152-000-024	114330202	0.078	$ 3,090.00
Raven's Place Phase 1 and 2	9	152-000-025	114330203	0.092	$ 3,200.00
Raven's Place Phase 1 and 2	10	152-000-026	114330204	0.095	$ 3,222.81
Raven's Place Phase 1 and 2	11	152-000-027	114330205	0.095	$ 3,222.81
Raven's Place Phase 1 and 2	12	152-000-028	114330206	0.146	$ 3,615.11
Raven's Place Phase 1 and 2	13	152-000-029	114330207	0.085	$ 3,144.38
Raven's Place Phase 1 and 2	14	152-000-030	114330208	0.070	$ 3,031.05
Raven's Place Phase 1 and 2	15	152-000-031	114330209	0.070	$ 3,029.12
Raven's Place Phase 1 and 2	16	152-000-032	114330210	0.070	$ 3,029.12
Raven's Place Phase 1 and 2	17	152-000-033	114330211	0.070	$ 3,028.94
Raven's Place Phase 1 and 2	18	152-000-034	114330212	0.070	$ 3,028.76
Raven's Place Phase 1 and 2	19	152-000-035	114330213	0.070	$ 3,028.59
Raven's Place Phase 1 and 2	20	152-000-036	114330214	0.070	$ 3,028.59
Raven's Place Phase 1 and 2	21	152-000-037	114330215	0.070	$ 3,028.41
Raven's Place Phase 1 and 2	22	152-000-038	114330216	0.070	$ 3,028.24
Raven's Place Phase 1 and 2	23	152-000-039	114330217	0.070	$ 3,028.06
Raven's Place Phase 1 and 2	24	152-000-040	114330218	0.070	$ 3,028.06
Raven's Place Phase 1 and 2	25	152-000-041	114330219	0.070	$ 3,027.71
Raven's Place Phase 1 and 2	26	152-000-042	114330220	0.070	$ 3,027.71
Raven's Place Phase 1 and 2	27	152-000-043	114330221	0.069	$ 3,027.54
Raven's Place Phase 1 and 2	28	152-000-044	114330222	0.069	$ 3,027.36
Raven's Place Phase 1 and 2	29	152-000-045	114330223	0.069	$ 3,027.19
Raven's Place Phase 1 and 2	30	152-000-046	114330224	0.069	$ 3,027.01
Raven's Place Phase 1 and 2	31	152-000-047	114330225	0.069	$ 3,027.01
Raven's Place Phase 1 and 2	32	152-000-048	114330226	0.069	$ 3,026.66
Raven's Place Phase 1 and 2	33	152-000-049	114330227	0.069	$ 3,026.48
Raven's Place Phase 1 and 2	34	152-000-050	114330228	0.069	$ 3,026.48
Raven's Place Phase 1 and 2	35	152-000-051	114330229	0.069	$ 3,026.31
Raven's Place Phase 1 and 2	36	152-000-052	114330230	0.069	$ 3,026.13
Raven's Place Phase 1 and 2	37	152-000-053	114330231	0.069	$ 3,026.13
Raven's Place Phase 1 and 2	38	152-000-054	114330232	0.069	$ 3,026.13
Raven's Place Phase 1 and 2	39	152-000-055	114330233	0.069	$ 3,025.61
Raven's Place Phase 1 and 2	40	152-000-056	114330234	0.069	$ 3,025.61
Raven's Place Phase 1 and 2	41	152-000-057	114330235	0.069	$ 3,025.43
Raven's Place Phase 1 and 2	42	152-000-058	114330236	0.069	$ 3,025.43

Property Description	Lot #	LID Acct #	Parcel #	Net Acreage	Assessment
Raven's Place Phase 1 and 2	43	152-000-059	114330237	0.069	$ 3,025.26
Raven's Place Phase 1 and 2	44	152-000-060	114330238	0.069	$ 3,024.90
Raven's Place Phase 1 and 2	45	152-000-061	114330239	0.093	$ 3,207.37
Raven's Place Phase 1 and 2	46	152-000-062	114330240	0.096	$ 3,227.90
Raven's Place Phase 1 and 2	47	152-000-063	114330241	0.070	$ 3,034.55
Raven's Place Phase 1 and 2	48	152-000-064	114330242	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	49	152-000-065	114330243	0.124	$ 3,447.21
Raven's Place Phase 1 and 2	50	152-000-066	114330244	0.124	$ 3,447.91
Raven's Place Phase 1 and 2	51	152-000-067	114330245	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	52	152-000-068	114330246	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	53	152-000-069	114330247	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	54	152-000-070	114330248	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	55	152-000-071	114330249	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	56	152-000-072	114330250	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	57	152-000-073	114330251	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	58	152-000-074	114330252	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	59	152-000-075	114330253	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	60	152-000-076	114330254	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	61	152-000-077	114330255	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	62	152-000-078	114330256	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	63	152-000-079	114330257	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	64	152-000-080	114330258	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	65	152-000-081	114330259	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	66	152-000-082	114330260	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	67	152-000-083	114330261	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	68	152-000-084	114330262	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	69	152-000-085	114330263	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	70	152-000-086	114330264	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	71	152-000-087	114330265	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	72	152-000-088	114330266	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	73	152-000-089	114330267	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	74	152-000-090	114330268	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	75	152-000-091	114330269	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	76	152-000-092	114330270	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	77	152-000-093	114330271	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	78	152-000-094	114330272	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	79	152-000-095	114330273	0.069	$ 3,022.80
Raven's Place Phase 1 and 2	80	152-000-096	114330274	0.116	$ 3,385.45
Raven's Place Phase 1 and 2	81	152-000-097	114330275	0.175	$ 3,832.49
Raven's Place Phase 1 and 2	82	152-000-098	114330276	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	83	152-000-099	114330277	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	84	152-000-100	114330278	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	85	152-000-101	114330279	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	86	152-000-102	114330280	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	87	152-000-103	114330281	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	88	152-000-104	114330282	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	89	152-000-105	114330283	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	90	152-000-106	114330284	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	91	152-000-107	114330285	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	92	152-000-108	114330286	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	93	152-000-109	114330287	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	94	152-000-110	114330288	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	95	152-000-111	114330289	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	96	152-000-112	114330290	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	97	152-000-113	114330291	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	98	152-000-114	114330292	0.166	$ 3,761.79

Property Description	Lot #	LID Acct #	Parcel #	Net Acreage	Assessment
Raven's Place Phase 1 and 2	99	152-000-115	114330293	0.161	$ 3,723.71
Raven's Place Phase 1 and 2	100	152-000-116	114330294	0.125	$ 3,454.40
Raven's Place Phase 1 and 2	101	152-000-117	114330295	0.245	$ 4,371.99
Raven's Place Phase 1 and 2	102	152-000-118	114330296	0.187	$ 3,923.72
Raven's Place Phase 1 and 2	103	152-000-119	114330297	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	104	152-000-120	114330298	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	105	152-000-121	114330299	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	106	152-000-122	114330300	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	107	152-000-123	114330301	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	108	152-000-124	114330302	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	109	152-000-125	114330303	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	110	152-000-126	114330304	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	111	152-000-127	114330305	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	112	152-000-128	114330306	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	113	152-000-129	114330307	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	114	152-000-130	114330308	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	115	152-000-131	114330309	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	116	152-000-132	114330310	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	117	152-000-133	114330311	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	118	152-000-134	114330312	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	119	152-000-135	114330313	0.116	$ 3,381.94
Raven's Place Phase 1 and 2	120	152-000-136	114330314	0.167	$ 3,775.65
			Totals	**74.29**	**1,559,455.06**

Exhibit B

LID 152 Madison Park North Phase 1 Segregation Parcel # 114250018 into 64 Lots

Final Assessment Role			Segregated		
Parcel #	**Acreage**	**Assessment**	Assessment		**$1,685,036.67**
114250018	130.7	1,685,036.67	Difference	$	-
			Acreage	**$**	**127.09**
	130.7	**1,685,036.67**	Difference (right of way)	**$**	**3.61**

All lots have paid their full assessment EXCEPT Tract A, which still owes.

Property Description	Lot #	LID Acct #	Parcel #	Net Acreage	Assessment
Madison Park N Phase 1	Tract A	152-000-005A	114250018	118.27	$ 1,570,191.52
Madison Park N Phase 1	1	N/A	114250020	0.26	$ 3,319.10
Madison Park N Phase 1	2	N/A	114250021	0.22	$ 2,920.64
Madison Park N Phase 1	3	N/A	114250022	0.21	$ 2,787.81
Madison Park N Phase 1	4	N/A	114250023	0.20	$ 2,655.48
Madison Park N Phase 1	5	N/A	114250024	0.19	$ 2,522.66
Madison Park N Phase 1	6	N/A	114250025	0.17	$ 2,257.01
Madison Park N Phase 1	7	N/A	114250026	0.21	$ 2,655.48
Madison Park N Phase 1	8	N/A	114250027	0.20	$ 2,655.48
Madison Park N Phase 1	9	N/A	114250028	0.16	$ 2,124.18
Madison Park N Phase 1	10	N/A	114250029	0.16	$ 2,124.18
Madison Park N Phase 1	11	N/A	114250030	0.16	$ 2,124.18
Madison Park N Phase 1	12	N/A	114250031	0.16	$ 2,124.18
Madison Park N Phase 1	13	N/A	114250032	0.16	$ 2,124.18
Madison Park N Phase 1	14	N/A	114250033	0.16	$ 2,124.18
Madison Park N Phase 1	15	N/A	114250034	0.16	$ 2,124.18
Madison Park N Phase 1	16	N/A	114250035	0.16	$ 2,124.18
Madison Park N Phase 1	17	N/A	114250036	0.16	$ 2,124.18
Madison Park N Phase 1	18	N/A	114250037	0.16	$ 2,124.18
Madison Park N Phase 1	19	N/A	114250038	0.16	$ 2,124.18
Madison Park N Phase 1	20	N/A	114250039	0.16	$ 2,124.18
Madison Park N Phase 1	21	N/A	114250040	0.16	$ 2,124.18
Madison Park N Phase 1	22	N/A	114250041	0.18	$ 2,389.83
Madison Park N Phase 1	23	N/A	114250042	0.19	$ 2,522.66
Madison Park N Phase 1	24	N/A	114250043	0.15	$ 1,991.37
Madison Park N Phase 1	25	N/A	114250044	0.14	$ 1,725.72
Madison Park N Phase 1	26	N/A	114250045	0.12	$ 1,460.56
Madison Park N Phase 1	27	N/A	114250046	0.12	$ 1,460.56
Madison Park N Phase 1	28	N/A	114250047	0.12	$ 1,460.56
Madison Park N Phase 1	29	N/A	114250048	0.12	$ 1,460.56
Madison Park N Phase 1	30	N/A	114250049	0.12	$ 1,460.56
Madison Park N Phase 1	31	N/A	114250050	0.12	$ 1,460.56
Madison Park N Phase 1	32	N/A	114250051	0.12	$ 1,460.56
Madison Park N Phase 1	33	N/A	114250052	0.12	$ 1,460.56
Madison Park N Phase 1	34	N/A	114250053	0.12	$ 1,460.56
Madison Park N Phase 1	35	N/A	114250054	0.12	$ 1,460.56
Madison Park N Phase 1	36	N/A	114250055	0.12	$ 1,460.56
Madison Park N Phase 1	37	N/A	114250056	0.12	$ 1,460.56
Madison Park N Phase 1	38	N/A	114250057	0.12	$ 1,460.56
Madison Park N Phase 1	39	N/A	114250058	0.12	$ 1,460.56

Property Description	Lot #	LID Acct #	Parcel #	Net Acreage	Assessment
Madison Park N Phase 1	40	N/A	114250059	0.12	$ 1,460.56
Madison Park N Phase 1	41	N/A	114250060	0.12	$ 1,460.56
Madison Park N Phase 1	42	N/A	114250061	0.12	$ 1,460.56
Madison Park N Phase 1	43	N/A	114250062	0.14	$ 1,725.72
Madison Park N Phase 1	44	N/A	114250063	0.14	$ 1,725.72
Madison Park N Phase 1	45	N/A	114250064	0.12	$ 1,460.56
Madison Park N Phase 1	46	N/A	114250065	0.12	$ 1,460.56
Madison Park N Phase 1	47	N/A	114250066	0.12	$ 1,460.56
Madison Park N Phase 1	48	N/A	114250067	0.12	$ 1,460.56
Madison Park N Phase 1	49	N/A	114250068	0.12	$ 1,460.56
Madison Park N Phase 1	50	N/A	114250069	0.12	$ 1,460.56
Madison Park N Phase 1	51	N/A	114250070	0.12	$ 1,460.56
Madison Park N Phase 1	52	N/A	114250071	0.12	$ 1,460.56
Madison Park N Phase 1	53	N/A	114250072	0.12	$ 1,460.56
Madison Park N Phase 1	54	N/A	114250073	0.12	$ 1,460.56
Madison Park N Phase 1	55	N/A	114250074	0.12	$ 1,460.56
Madison Park N Phase 1	56	N/A	114250075	0.12	$ 1,460.56
Madison Park N Phase 1	57	N/A	114250076	0.12	$ 1,460.56
Madison Park N Phase 1	58	N/A	114250077	0.12	$ 1,460.56
Madison Park N Phase 1	59	N/A	114250078	0.12	$ 1,460.56
Madison Park N Phase 1	60	N/A	114250079	0.12	$ 1,460.56
Madison Park N Phase 1	61	N/A	114250080	0.12	$ 1,460.56
Madison Park N Phase 1	62	N/A	114250081	0.14	$ 1,725.72
Madison Park N Phase 1	63	N/A	114250082	0.15	$ 1,991.37
			Totals	**127.09**	**$ 1,685,036.67**

City of Pasco Washington

TO: Mayor, Charles Grimm
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: June 1, 2026

City Manager:

The Mayor and City Manager attended the ICSC Las Vegas Dealmaking Conference in partnership with the Port of Pasco who had a booth representing the Tri Cities. Several positive and productive conversations were had with potential retail entities. City staff and Port of Pasco employees will coordinate follow up communications and meetings resulting from the conversations in Las Vegas. Conversations were had with big box retailers, restaurants, commercial entertainment, and retail development consultants. The Mayor and City manager also had communication meetings with Elevated, Visconsi, and the Broadmoor property owner. Overall the team in attendance spoke with approximately 25-30 businesses and development entities during the conference. One retail consultant advised retail development has slown down recently and projects are taking 2-3 years to progress from planning to construction completion as opposed to 1-2 years pre-COVID.

While the Department Heads will provide updates specific to their responsibilities here are several priorities identified by the City Manager since taking office being worked on in addition to the regular day to day operational duties (Changes/updates from the last report are highlighted in red):

1. **Broadmoor Development**- Meetings are ongoing discussing developer interest, progress, and potential City partnership. Agreements are being negotiated.
2. **HAPO Center**- Lease expired after December 2025. County and City discussing future, roles and partnership going forward. Lease extension has been provided to the County. On March 3rd the CMO office received a letter from the County Administrator and a check for $1 buying out the City's interest in the HAPO Center as per the ILA and asserting full control of the Center. Staff is working with legal to assess the legality of the action and any potential recourses. Have received a response from the City's representation and will discuss further with Council in the near future.
3. **Animal Shelter**- Serves the entire Tri-Cities. Cost sharing between the three jurisdictions needs re-evaluated and agreed upon. In addition, some issues have arisen with the old facility that will require significant investment to repair. Staff is preparing and identifying the anticipated needs and associated costs to discuss with Council in the near future. A deeper conversation amongst the Tri-Cities city managers has begun regarding the needs and structure of the Shelter going forward.

4. **Transportation Benefit District**- Staff is proceeding with the creation of the TBD Governing Board. Governing Board has been created and action of approving the tax/fee is next.
5. **Hiring City Attorney**- City Manager recommends extending the contract with the current City Attorney for three years. This option will be an agenda item for Council discussion and action in June.
6. **Hiring of Police Chief**-Finalist interviews are scheduled for the week of June 10th.
7. **Grievances/Personnel Matters**
8. **Court Street Traffic Concerns**- Staff is proceeding with installation and is in the process of sending notifications to neighbors in the vicinity of the upcoming changes. Materials have been ordered and received for installation.
9. **FY 27/28 Budget-**Staff is preparing budget estimates and needs. Deadline for internal submittal is May 28th. City Manager's office is preparing to have a discussion with Council in July regarding a big picture perspective of budget pressures, projects, and needs and to receive Council priorities for budget consideration. The plan was to have a facilitator for the meeting and beginning the development of a Strategic Plan, however, the costs were higher than expected. Costs of a Strategic Plan will be discussed/considered as part of the upcoming budget process.
10. **Public Dollars for Public Benefit**- This item was tabled by Council until January 2027.
11. **Aquatics Facility**- Staff is working on staffing and hiring needs and coordinating with the PFD regarding an achievable date for opening the facility which allows for proper training of staff.
    - 1st hiring event we hired 49 lifeguards
    - 2nd hiring event we hired 25 lifeguards
    - We are anticipating approximately 20 more returners
        - We need to hire 40 more in order to meet schedule demands
    - We have hired the Aquatics Manager, Tony Tuck
    - We have promoted Dan Tomlinsen to Lead Aquatics Specialist
    - They are interviewing for the Guest Services Coordinator this week

    The group will be planning another hiring event and will finalizing the dates in the coming week.
12. **Community Survey** – The survey is live on the website and available in English and Spanish. Further input is being sought for Spanish speaking citizens and marketing is being arranged with La Voz. Due to a printing error closing of the survey has been extended and presentation to Council will be in July.
13. **Employee Survey –** Survey draft is being finalized and then the survey will be distributed to staff.
14. **Essential Public Facilities and LRAs**- Staff is preparing a proposed ordinance and a public hearing is scheduled in June.
15. **Capital Improvement Plan (CIP)/Transportation Improvement Program (TIP) -** The City of Pasco scheduled two public engagement meetings to gather community input on updates to CIP and TIP. The first meeting was held on April 8 at City Hall, with both virtual and in-person attendance options available. The second opportunity for community members to participate in-person was held on April 14 at Rey Reynolds Middle School. Staff is finalizing the CIP for Council discussion and approval.
16. **Crash Prevention Zone -** Staff is researching appropriate legal steps to implement Crash Prevention Zone within the City.
17. **Joint Council & Legislative Entity Meetings -** During a recent council meeting, there was discussion around coordinating joint Council and legislative entity meetings with key local partners. Council provided potential entities for these meetings to bring up for

consideration. These meetings are intended to help strengthen relationships, align on shared priorities, and support Council's goals and objectives moving forward. Staff is requesting direction from Council on which entities to proceed coordinating annual meetings and to work alongside to build a collaborative agenda.

a. Pasco Chamber
b. Pasco School District Board
c. Franklin County
d. Port of Pasco
e. Mid-Columbia Libraries Board
f. Union Gospel Mission (UGM), Clean Sweep, & U-Turn for Christ
g. LBA
h. Visit Tri-Cities
i. Tri-City Hispanic Chamber of Commerce
j. Downtown Business Roundtable
k. Public Health District

Staff needs direction from Council if the list above is an agreed upon final list so Staff can proceed with scheduling meetings. This can be discussed under a Miscellaneous Council Discussion agenda item in the upcoming Council meeting.

Meetings attended since the last report: Communication meetings with the Mayor, Mayor Pro Tem, and all Council members; Old Dominion Freight Line Ribbon Cutting; visit to Tri-Cities Prep with Mayor ProTem; attended the ICSC Dealmaking Conference in Las Vegas; tour of Pasco Aquatics Center with Council; communication meeting with Municipal Court Judge; and many other internal communication and project meetings.

Interim Parks & Recreation Director, Angela Pashon

Administration:

- Coordination efforts underway with Facilities, IT, Parks & Police to further evaluate options for enhanced park bathroom security with cameras. Two options being further developed:
  - Mobile camera unit utilizing a retired PD vehicle to be input into PD system for real-time access
  - Current city cameras to be input into PD system for real-time access
- Evaluating

Aquatics:

- Aquatics Manager, Tony Tuck, started with the City on May 11th.
- Aquatics Center Opening
  - Community Preview scheduled for Friday, June 12th. Staff are planning to have pass sales onsite during event.
  - Grand Opening scheduled for Saturday, June 26th
  - Safety & operations consultant work is 75% complete and coordinating onsite audit to finalize plans in mid-June
  - Anticipate some facility access the week of 5/26
  - Planning in water lifeguard training to begin the week of 6/8
  - In coordination with HR the following are in recruitment:
    - Lifeguards
    - Program Coordinators
    - Cashiers

        - Guest Attendants
        - Facility Maintenance Worker
- Memorial Aquatic Park
    - Memorial Day Weekend Splash kicks off 5/23
    - Pool to open for season Monday, June 15th

Facilities:

- Staff remain committed to quality service and repairs but have experienced staffing shortage over the past several months.
- Completed annual Corps inspection; overall impression is it went well. We will receive an after-inspection report in the coming months.
- Filled Memorial leisure pool for the season.
- Worked with PFD on inspections and training. Worked on budget.
- Cartegraph Work Order Monthly Stats
    - 174 completed last month (HVAC Filter Change)
    - 109 completed this month
    - 304 past due requests
- Cemetery
    - 6 funerals last month
    - 9 funerals this month
    - 35 funerals this year
- Special Events (completed this month and upcoming next month)
    - Finalized planning process for Memorial Day: Color Guard, bugler secured, speakers, veteran and volunteers secured.
    - West Pasco Stake had about 100 volunteers at the cemetery for a day of service.

Parks:

- Irrigation repair in full season
- Weed management - Pesticide applications
- Tree work – clean up from windstorms and hazardous limb removal
- Landscape maintenance mowing and trimming
- Park use has increased producing more garbage and cleanup efforts
- Shelter rentals increasing
- Tree plantings at the Cemetery (100 Evergreens)
- Hanging Baskets on 20th installed

Recreation:

- Cinco de Mayo After Event Report attached

- Completed two State Grant applications and technical reviews. Staff are refining applications and presentations for final submittal and presentation in late July-August.

- Secured Numerica Credit Union – Free Swim Fridays at Memorial Aquatic Park - $2450
- Special Events
    - Preparing for Grand Old 4th of July events
        - In the process of selecting Grand Old 4th of July Grand Marshal
        - Opened registration for the Grand Old 4th of July Parade
        - Battle of the Bands planning and recruiting
    - Preparing for Fan Zone events

        - Opened registration for Fan Zone vendors and Booths
    - Farmers Market opened for the season
- Adult Programs and Leagues
    - 37 Adult Softball teams Started league on May 11th. PSC hosted 1 Senior softball Tournament and 1 Youth softball tournament in the month of May and one coming this weekend.
- Youth Programs and Leagues
    - Sip – n – Paint (Family Friendly) has been a huge success – 25 participants at May's event.
    - Crafty Corner has been going well at the First Ave Center.
    - 11 Youth Softball & T-ball teams started league play on May 5th

Tri-Cities Animal Services:

General Information

- Recruiting for a part-time Vet Tech. This position allows the Vet to complete in-house surgeries to lessen the need to utilize external vet services.
- Animal Services Manager attended the Labor Relation Institute for Association of Washington Cities (AWC) conference by Summit Law Group in Wenatchee May 6-8.
- Fur Babies and the Fuzz Adoption Event placed 10 dogs and 11 cats in forever homes.
- Not your average day: Animal Control responded to two goats in traffic near 29th Ave and Garfield St in Kennewick. One goat was located and impounded. The second goat was later found by a community member who held onto it. The impounded goat is being transferred after the 72-hour stray hold.

Monthly Stats

- Current Animals in Care: 195
    - Dogs: 52
    - Cats: 77
    - Goat: 1
    - Rabbit: 1
- Animals Impounded: 187Cats/99Dogs/9Chicken/1Duck/1Goat/1Rabbit = 298
- Animals Released: 122Cats/112Dogs/9Chickens/1Duck = 244
- Animal Control Cases: 253

Community Outreach and Education

- Cinco De Mayo – May 2
- Fur Babies and the Fuzz – May 9
- POPP Pooch and Pal Run Event – May 16
- Girl Scouts Visit – May 16
- Pasco Christian Church – May 26

Interim IT Director, Bill Crane

Completed High-Level Projects:

- Cartegraph Facility Module – Migrating facility assets into new dedicated Cartegraph module.
    - Initiative: Facilities Modernization
    - Status: Module has been handed off to Facilities. We will continue to make requested changes and support and future change requests

Active Projects (In Progress)

Community Services (Citizen-Facing)

- Police Department Axon Fusus (95%) – Police Real-Time Crime Center platform integrating live video, AI insights, and public/private feeds.
    - Initiative: Community Safety
    - Status: Working with vendors to determine why we are unable to see Drone footage in Fusus

- Gesa Stadium IT Infrastructure (99%) – New stadium IT build (access control, cameras, fiber, door systems).
    - Initiative: Quality of Life
    - Status: 3 of the 4 door strikes are installed. Camera system Operational pending confirmation we can provide Dust devils Staff with Video Access

Citywide Initiatives:

- Validated Architecture Design Review (VADR) (40% unchanged) – Addressing Cybersecurity issues in Pasco's water infrastructure SCADA systems.
    - Initiative: Cybersecurity
    - Status: 14 of 35 actions taken; remediation ongoing.

- AD Automation (60%) – Automating new employee account creation using New World data to speed up onboarding and reduce manual work.
    - Initiative: Automation & Process Improvement
    - Status: Operations to finalize configuration prior to implementation

- Laserfiche Invoice Workflow (99% Hold) – "Scan and Toss" Account Payable (AP) workflow automation.
    - Initiative: Lean Process Improvement
    - Status: Project placed on hold per direction from Finance.

- Change Management (98% - Unchanged) – Formalizing IT change control process.
    - Initiative: Governance & Process Improvement
    - Status:
    - Operations, Applications and GIS onboarded. Pending remaining teams before closure

- Intune (70%) – Migrating SCCM tasks like computer update distribution, system compliance settings, and endpoint protection to Microsoft Intune (Autopilot, app deployment).
    - Initiative: Cloud & Endpoint Modernization
    - Status: Intune for PD Windows machines completed. Remainder of City Windows machines will require configuration. Test phase has started with soft rollout to IT phones

Departmental Support:

- Cisco Umbrella (18%) – DNS security and web filtering for internet traffic.
    - Initiative: Cybersecurity
    - Status: Latency issues are still being worked. making Operational changes as needed before moving to next steps

- Barracuda (99%) – Managing Barracuda Message Archiver storage (currently 95% full).
    - Initiative: Storage & Compliance
    - Status: Storage utilization increased to 92%. Updates to record-retention rules are also being developed that would allow some messages to be kept for a shorter time in the future, helping reduce storage use.

- GIS Enterprise Server Geo-Database Migration (90% - Unchanged) – ESRI consulting to stabilize GIS infrastructure.
    - Initiative: GIS Optimization
    - Status: Finalizing the remaining layers, Pending Priority work on Asbuilts, Server upgrade to 11.5 is complete

- HR Benefits Self Service Phase 1 (75%) – Implementing a self-service benefits module that allows employees to enroll in benefits online.
    - Initiative: HR & Payroll Modernization
    - Status: Testing scheduled. Once complete and any required changes are made we will work with HR on user process documentation

- HR Benefits Self Service Phase 2 (Information Gathering) –Evaluating an automation that will allow HR to send required employee benefits information to healthcare providers without manual entry.
    - Initiative: HR & Payroll Modernization
    - Status: The team is working with vendors to identify a solution.

Helpdesk Service Requests
New Tickets Received: 208
Tickets Resolved: 176
Currently Active: 185

Helpdesk Incident Requests
New Tickets Received: 172
Tickets Resolved: 149
Currently Active: 276

Tickets by Department (% of Resolved)
Information Technology — 25.30%
Police Department — 10.84%
Not Assigned — 10.44%
Parks and Recreation — 10.44%
Public Works — 9.24%
Finance — 8.43%
Fire — 6.43%
Executive — 5.62%
Community & Economic Development — 5.22%
Human Resources — 5.22%
Municipal Court — 2.41%
City Managers Office — 0.40%

IT Customer Satisfaction Survey Score: 98%

System Metrics

- Network Uptime – 99.98%

Threat analytics: Malicious attacks

- Total attempts: 14
- Total incidents: 2

Project Metrics

- Active: 20
- Backlog: 4
- On Hold: 11
- Proposed: 7

Fire Chief, Kevin Crowley

May 2026 (May 1 – May 20):

Month	Fire Calls	Structure Fires	Wildland Fires	EMS Calls	MVA's	Total Calls
May	10	2	2	385	6	567

Community Engagement Events

- Participated in Career Day at Chiawana High School.
- Participated in Career Day at Stevens Middle School.
- Participated in the Every15-minutes" event at Pasco High School.
- Attended the Old Dominion Freight Line Open House

Collaboration

- Attended the National Arbor Day Tree Planting event at Palomino Park

Resource Navigator Program:

- Open Cases: 35
  - Mental Health: 17
  - Substance Abuse: 6
- Total Monthly Contacts: 238

Interim Police Chief, Brent Cook

Field Operations Division:

- Participated in the TSA State of Washington UAS World Cup 2026 Virtual Tabletop Exercise in preparation for upcoming World Cup events and the Tri-Cities Fan Zone celebration.
- Provided explosives detection and emergency response support for the City of Pasco Cinco de Mayo event.
- Attended the National Day of Prayer Pasco Mayor’s Prayer Breakfast.
- Supported the “Fur Babies and the Fuzz” event at Animal Control.
- Lieutenants are attending the Axon FUSUS conference in Spokane.

Professional Standards Division:

- Fusus Training Initiative: Staff participated in the first phase of Fusus platform training designed to enhance system administration capabilities and improve operational readiness. These sessions focused on strengthening internal expertise and ensuring personnel are prepared to effectively manage and utilize the platform.
- Firearms Training: Officers continued participating in departmental firearms training to maintain proficiency, reinforce safety standards, and ensure compliance with qualification requirements.
- Officer Wellness and Mental Health Training. Personnel participated in officer wellness and mental health training with Clarity Point.

Support Operations Division:

- Captain Parramore attended the Magnet Forensics Conference and participated on an artificial intelligence panel.
- Captain Parramore attended the WASPC Conference.
- The Regional Forensic Lab received training on new software from Magnet Forensics that allows detectives to review digital evidence remotely from any location with an internet connection.
- All regional detectives also received end-user training on the same program.
- Detectives are currently investigating a vehicular homicide that occurred on May 7, 2026, near 24th Avenue and West Court Street.
- Detectives are also investigating a homicide in which the victim was found inside the trunk of a vehicle near South 4th Avenue and C Street.
- Sergeant Warren has updated his training requirements to maintain his polygraph certification.

Special Event Information – Post Event Recap
Event Name: City of Pasco Cinco de Mayo Parade & Festival
Event Date: Saturday, May 2, 2026
Event Locations: Volunteer Park (Parade) and Peanuts Park (Festival)
Prepared By: Ron Campton
Date Completed: May 20, 2026

---

1. Executive Summary

The City of Pasco's Cinco de Mayo Parade & Festival was held on Saturday, May 2, 2026, at Volunteer Park and Peanuts Park, drawing approximately 15,000 attendees throughout the day. Event highlights included performances by local school groups, a fashion show, car show, boxing matches, and more than 80 vendors representing food, businesses, nonprofits, and community organizations. The event concluded with three headline musical performances on the main stage, which attracted more than 1,500 attendees during the final three hours of the festival.

The event was supported by 19 local sponsors and three community partner organizations and was successfully delivered through the collaborative efforts of City staff and volunteers. Key accomplishments included the addition of new programming elements, implementation of a Benton Franklin Transit (BFT) shuttle partnership, record-setting festival attendance, and the highest parade participation and vendor counts in the event's history.

Future considerations include expanding shaded seating and gathering areas and continuing to strengthen partnerships for transportation and event operations. Overall, the event provided significant cultural, recreational, and community engagement opportunities for residents and visitors.

---

2. Attendance & Participation

Category	Estimated/Actual Count
Total Attendance	Parade – 8,000 with 3,000 unique to parade only (estimated) Festival – 12,700 (confirmed by Placer AI)
Volunteers	Pasco School District, Washington State University Alumni
Vendors	Food Vendors, Local Businesses, Nonprofits, Sponsors, Partners, Pasco Specialty Kitchen
Sponsors/Partners	See Section 4
Staff Assigned	City Staff (see Section 7)

Category	Estimated/Actual Count
Entertainment	Pasco School District Groups, Ballet Folklórico Performers, LA Sentencia De Tuzantla, Los Tiranos Del Norte, Chingo Bling (comedy show)

Attendance Notes

- Peak attendance occurred between 1:00 p.m. and 4:00 p.m.
- The event experienced a strong initial attendance surge followed by consistent crowd flow throughout the day. Many attendees remained onsite for the duration of the main stage performances.
- Vendor check-in operations became increasingly congested due to higher participation levels. Future events should include staggered check-in opportunities the evening before and the morning of the event.
- The event attracted a broad demographic audience, including families with children and regional visitors. Evening headline performances drew a significant audience of adults familiar with the featured artists.

---

3. Financial Summary

Revenue	**Budgeted**	**Actual**
Sponsorships	$ 45,000	$ 53,000
Vendor Fees	$ 3,000	$ 7,050
Parade Fees	$ -	$ 650
Total Revenue	$ 48,000	$ 60,700

Expenses	**Budgeted**	**Actual**
Services	$ 27,500	$ 33,698
Entertainment	$ 24,000	$ 24,000
Supplies/Materials	$ 3,600	$ 2,102
Marketing	$ 15,500	$ 10,923
Total Expenses	$ 70,600	$ 70,723

Staffing Costs	**Budgeted**	**Actual**
	$ -	$ 19,000

Total Financial Impact		**$ 29,023**
Financial Impact minus Staff Costs		**$ 10,023**

Financial Notes

- **Staff Costs:** This was the first-year staff planning hours were formally tracked. Final staffing totals are underrepresented as the payroll period extends through May 23, 2026, and additional hours were likely accrued outside of Parks &

Recreation for planning of event. Reported time equates to $19,000 in staff time across all funds.

- Parade fee: A $10 entry fee was implemented this year to support staff time for administration of the event. With increased interest and participation, the fee will be reviewed for future events.
- Security-related costs exceeded initial estimates due to increased service and labor expenses.
- No significant unexpected expenses were reported.
- Cost-saving measures included the use of the City-owned stage and efficient coordination of rental delivery and pick-up of fencing, portable restrooms, tables, and chairs as well as for part-time staffing.
- Increased investment in entertainment programming contributed to substantially higher attendance during evening performances compared to the 2025 event.

---

4. Sponsorship & Partnerships

Sponsors and Partners

$10,000 Sponsors

- Pasco Economic Development Project
- STCU

$5,000 Sponsors

- Amazon
- Gesa Credit Union
- Les Schwab Tires
- Port of Pasco
- ICCU

$2,500 Sponsors

- Fiesta Foods
- Irrigation Specialists

$1,000 Sponsors

- CBC
- Renewal by Andersen
- Edison Valerio State Farm

Community Partners

- Pasco School District (PSD)
- LBA
- Guru Multimedia

In-Kind Sponsors

- Meadow Outdoor Advertising
- Domino’s Pizza of Walla Walla

- Atomic Screen Printing
- Columbia Basin Ice
- Basin Disposal
- Columbia Bank
- Coca-Cola Bottling Company

Sponsorship Outcomes

- Sponsors received recognition through stage banners, premium vendor placement, event branding, website placement, social media promotion, and inclusion in event materials.
- Initial sponsor feedback has been positive, with several sponsors noting appreciation for visibility and inclusion in the event passport program.
- Future sponsorship efforts should focus on securing a premier-level sponsor in the $20,000 range to support continued event growth and entertainment programming.

---

5. Marketing & Outreach

Platform	Content Type	Reach
Facebook	Primary engagement platform for event promotion and announcements	City Comms: 167,046 P&R: 70,552
Instagram	Strong visual engagement and event awareness	City Comms: 2,500 P&R: 11,622
Flyers/Posters	Distributed throughout the community and partner locations	Not available
Website	Provided event schedules, maps, and vendor information	6,930 views
Email Marketing	Shared updates with community and partner distribution lists	8,914 opens
Paid Media Coverage	Paid advertisements were placed in Spanish and English television, radio and digital spaces. Post event metrics for non-digital advertising platforms are not available.	103,652 ads across multiple advertising platforms. Digital advertising resulted in 103,542 impressions.

Marketing Notes

- The 2026 Cinco de Mayo campaign combined organic social media, paid advertising, email marketing, media partnerships, and community distribution efforts throughout the Tri-Cities region.
- Facebook remained the strongest promotional tool, particularly for entertainment announcements and event reminders. Strong organic sharing from partner organizations, vendors, entertainers, and residents significantly expanded event visibility.
- Paid advertising focused on bilingual outreach through radio, television, and digital platforms using a high-frequency regional advertising approach.
- Earned media resulted in at least five tracked stories and two interviews conducted from the event site.
- Continue strong bilingual outreach, expand digital advertising efforts, and improve tracking through QR codes.

6. Operations & Logistics

What Worked Well

- Partnership with Benton Franklin Transit (BFT) successfully supported shuttle transportation operations.
- Adjustments to the stage layout improved audience flow and viewing capacity.
- Additional programming elements, including the car show and fashion show, were well received.
- Utilities and power operations functioned without issue. Coordination with Labor & Industries (L&I) regarding generator use should continue for future events.
- Vendor, volunteer, and VIP parking operations were effective and well organized.

Opportunities for Improvement

- Additional staffing is needed for event cleanup operations to improve efficiency and reduce staff workload.
- Event schedules should be tightened to prevent stage programming delays.
- Additional signage, A-frame displays, and fencing are needed to improve wayfinding and crowd control.
- Vendor setup operations should be expanded to include evening-before access to reduce congestion on event day.

7. Staffing & Volunteer Review

Staffing Successes

- City volunteers provided valuable support throughout the event.
- Part-time staff played a significant role in parade operations.

- Parks and Recreation staff successfully managed extensive operational responsibilities throughout the day.

Staffing Opportunities
- Additional cleanup personnel are needed for post-event operations.
- Parade staffing levels should be increased if participation growth continues.

Other Opportunities
- Future events should include a formal volunteer orientation and training session prior to event day.
- Parade check-in procedures should be revised to accommodate increased participation.
- Volunteer zones and maps should be developed to improve assignment coordination.
- Implementing volunteer appreciation efforts, including thank-you correspondence, may assist with future volunteer retention.
- Better incorporate Public Works Big Rigs display.

8. Safety & Risk Management

Incident Responses
- One heat-related medical incident was reported and addressed by Fire/EMS personnel.
- One minor altercation involving parade participants was resolved quickly without further incident.

Security & Safety Notes
- Security personnel effectively managed crowd movement and event operations throughout the day.
- Pasco Police Department maintained a strong onsite presence, while Fire/EMS personnel responded quickly and professionally to medical needs.
- Temperatures were higher than anticipated, reinforcing the need for additional shaded areas in future years.
- Additional fencing and crowd separation measures should be implemented near performance areas to improve safety for performers and attendees.

9. Community Impact & Feedback

Positive Feedback Received

- Feedback received during the City Council meeting following the event was overwhelmingly positive from both Councilmembers and community members.
- Attendees expressed appreciation for the expanded entertainment lineup and family-friendly atmosphere.

Areas for Improvement

- Future events should incorporate attendee and vendor surveys to collect formal feedback and identify additional improvement opportunities.

---

10. Lessons Learned

Key Takeaways

- Security staffing and operational needs should continue to be evaluated as attendance grows.
- Additional shaded seating and gathering areas are needed to improve attendee comfort during warmer weather.
- Current downtown event capacity is approaching operational limits, and long-term planning will be needed if future expansion is desired.

Recommendations for Future Events

- Explore the use of multiple festival locations to reduce congestion in the downtown area.
- Increase shaded areas to improve patron comfort and safety.
- Continue expanding sponsorship opportunities to offset increasing operational costs.
- Focus future planning efforts on refining and improving existing programming elements rather than adding additional activities.
- Continue utilizing a multi-headliner entertainment format, while identifying sponsorship opportunities to support associated costs.

City of Pasco Washington

2024-2025
City Council Goals

QUALITY OF LIFE

Promote a high-quality of life through quality programs, services and appropriate investment and re- investment in community infrastructure.

FINANCIAL SUSTAINABILITY

Enhance the long-term viability, value, and service levels of services and programs.

COMMUNITY TRANSPORTATION NETWORK

Promote a highly functional multi-modal transportation system.

COMMUNITY SAFETY

Implement targeted strategies to reduce crime through strategic investments in infrastructure, staffing, and equipment.

ECONOMIC VITALITY

Promote and encourage economic vitality.

CITY IDENTITY

Identify opportunities to enhance City of Pasco identity, cohesion, and image.

City of Pasco
Washington

2024-2025
METAS DEL CONCEJO MUNICIPAL

CALIDAD DE VIDA

Promover una alta calidad de vida a través de programas, servicios y inversion apropiada y reinversión en la comunidad infraestructura comunitaria.

SOSTENIBIILIDAD FINANCIERA

Promover viabilidad financiera a largo plazo, valor, y niveles de calidad de los servicios y programas.

RED DE TRANSPORTE DE LA COMUNIDAD

Promover un sistema de transporte multimodal altamente funcional.

SEGURIDAD DE NUESTRA COMUNIDAD

Implementar estrategias específicas para reducir la delincuencia por medios de inversiones estratégicas en infraestructura, personal y equipo.

VITALIDAD ECONOMICA

Promover y fomentar vitalidad económica.

IDENTIDAD COMUNITARIA

Identificar oportunidades para mejorar la identidad comunitaria, la cohesión, y la imagen.