AGENDA

City Council Regular Meeting

7:00 PM - Monday, October 5, 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 985641641#

   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 **(a) Approval of Meeting Minutes for September 8th and September 14th**

To approve the minutes of the Pasco City Council Regular Meeting held on September 8, 2026, and Pasco City Council Workshop held on September 14, 2026

6 - 7 **(b) Bills and Communications - Approving Claims in the Total Amount of $5,119,041.21.**

To approve claims in the total amount of $5,119,041.21 ($957,523.02 in Check Nos. 280693 - 280843; $2,834,933.92 in Electronic Transfer Nos. 854368 - 854391; $4,327.90 in Check Nos. 55535 - 55548; $1,322,256.37 in Electronic Transfer Nos. 30249415 - 30250161).

8 - 17 **(c) Arts & Culture Commission Appointments of Eleanor Neff, Destinee Rea, and Aubrieann Johnson**

To confirm Mayor Grimm's appointments of Eleanor Neff to Position No. 3, Art Professional, with a term from October 5, 2026, to June 30, 2030, Destinee Rea to Position No. 1, Community Member, with a term from October 5, 2026 to June 30, 2030, and Aubrieann Johnson to Position No. 6, Artist with a term from October 5, 2026, to June 30, 2030 on the Arts & Culture Commission.

18 - 23 **(d) Ordinance No. 4860 – Amending PMC 21.60.040, Development Agreement Approval Process**

To adopt Ordinance No. 4860, amending PMC Section 21.60.040 Approval, to provide that the City Council conduct the required public hearing for Growth Management Act development agreements and, further, authorize publication by summary only.

24 - 116 **(e) Resolution No. 4787 - Urban Growth Area Expansion Applications – CPAM2025-01 and CPAM2025-02**

To approve Resolution No.4787 establishing the City of Pasco's preferred Urban Growth Area Boundary and recommending inclusion of CPAM2025-01 and CPAM 2025-02.

117 - 127 **(f) Resolution No. 4788: Interagency Agreement Washington State Criminal Justice Training Commission (WSCJTC) Use of Pasco Police Department**

To approve Resolution No. 4788, authorizing the City Manager to execute the Interagency Agreement between the Washington State Criminal Justice Training Commission (WSCJTC) and the City of Pasco for the temporary use of the Pasco Police Department Headquarters as an Incident Command Post for the Southeast

Regional Academy.

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

5. PROCLAMATIONS AND ACKNOWLEDGEMENTS

128 - 130

(a) Big Bro Joe Day Proclamation

Mayor Grimm will read the Proclamation for "Big Bro Joe Day" scheduled for October 6, 2026 and present the Proclamation to Joe Thornton, founder and executive director of the Big Bro Joe Foundation.

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

9. ORDINANCES AND RESOLUTIONS NOT RELATING TO HEARINGS

131 - 152

(a) *Resolution No. 4789 - Setting a Date to Consider a Notice of Intent to Commence Annexation Proceedings for Soto Annexation (ANX 2026-003) (3 minute staff presentation)

MOTION: I move to approve Resolution No. 4789, setting 7:00 p.m. on October 19, 2026, as the time and date for a public meeting with the initiating parties to consider the Soto Notice of Intention to Commence Annexation Proceedings for Parcel No. 119542042, currently addressed 1117 Road 52 (Lot 2 and a portion of Lot 1 of Short Plat No. 98-6), generally located south of West Court Street, north of West Sylvester Street, west of Road 44, and east of Road 52, within Section 26, Township 9 North, Range 29 East, W.M.

153 - 178 **(b) *Resolution No. 4790 - Authorizing the Sale of City-Owned Real Property, Parcel No. 113300252**

MOTION: I move to approve Resolution No. 4790, approving the sale of certain City-owned real property located at the corner of North 20th Avenue and West Argent, identified as Parcel Number 113300252 and authorizing the City Manager to execute the Purchase and Sale Agreement.

10. UNFINISHED BUSINESS

11. NEW BUSINESS

179 - 384 **(a) Capital Improvement Plan (CIP) for 2027-2032 Projects**

385 - 405 **(b) Transportation Benefit District Program Implementation**

406 - 489 **(c) Presentation of Responses for the Farmers Market & Pasco Specialty Kitchen Request for Proposals**

490 - 510 **(d) Presentation - Operation & Management of City Community Events**

511 - 552 **(e) Presentation - 2027 Ad Valorem Tax and 27-28 General Fund Preliminary Revenues**

12. MISCELLANEOUS DISCUSSION

553 - 570 **(a) City Manager Report**

13. EXECUTIVE SESSION

14. ADJOURNMENT

15. ADDITIONAL NOTES

571 - 572 **(a) Adopted Council Goals (Reference Only)**

AGENDA REPORT

FOR:	City Council	September 16, 2026
TO:	Harold Stewart, City Manager	City Council Regular Meeting: 10/5/26
FROM:	Gabriela Sanchez, City Clerk City Manager	

SUBJECT: Approval of Meeting Minutes for September 8 and September 14th

I. ATTACHMENT(S):

September 8, 2026 Regular Meeting Minutes
September 14, 2026 Workshop Minutes

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve the minutes of the Pasco City Council Regular Meeting held on September 8, 2026, and Pasco City Council Workshop held on September 14, 2026

III. FISCAL IMPACT:

IV. HISTORY AND FACTS BRIEF:

V. DISCUSSION:

AGENDA REPORT

FOR: City Council — September 24, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Julie Thompson, Financial Services Manager
Finance

SUBJECT: Bills and Communications - Approving Claims in the Total Amount of $5,119,041.21.

I. ATTACHMENT(S):

Accounts Payable 09.10.26 to 09.23.26

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve claims in the total amount of $5,119,041.21 ($957,523.02 in Check Nos. 280693 - 280843; $2,834,933.92 in Electronic Transfer Nos. 854368 - 854391; $4,327.90 in Check Nos. 55535 - 55548; $1,322,256.37 in Electronic Transfer Nos. 30249415 - 30250161).

III. FISCAL IMPACT:

IV. HISTORY AND FACTS BRIEF:

V. DISCUSSION:

REPORTING PERIOD: **September 10, 2026 to September 23, 2026**

CITY OF PASCO

Council Meeting of: October 5, 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 **5th day of October, 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	280693 - 280843	55535 - 55548				
Total Check Amount	**$957,523.02**	**$4,327.90**			**Total Checks**	**$ 961,850.92**
Electronic Transfer Numbers	854368 - 854391	30249415 - 30250161				
Total EFT Amount	**$2,834,933.92**	**$1,322,256.37**		**$0.00**	**Total EFTs**	**$ 4,157,190.29**
					Grand Total	**$ 5,119,041.21**

Councilmember A

Councilmember B

SUMMARY OF CLAIMS BY FUND:

100	GENERAL FUND	317,717.97
110	STREET	31,043.01
140	C.D. BLOCK GRANT	11,470.99
145	MARTIN LUTHER KING COMMUNITY CENTER	103.00
150	AMBULANCE SERVICE	61,192.57
160	CEMETERY	22,381.48
168	ANIMAL CONTROL	20,384.08
169	AQUATIC CENTER - PPFD	3,866.93
170	SENIOR CENTER OPERATING	72.57
180	MULTI-MODAL FACILITY	67.78
194	ECONOMIC DEVELOPMENT	6,453.11
195	STADIUM/CONVENTION CENTER	74.00
367	GENERAL CAP PROJECT CONSTRUCTION	102,604.36
410	UTILITY, WATER/SEWER	2,276,290.62
510	EQUIPMENT RENTAL - OPERATING GOVERNMENTAL	90,898.89
511	EQUIPMENT RENTAL - OPERATING BUSINESS	23,105.83
520	MEDICAL/DENTAL/VISION INSURANCE	377,895.41
690	PAYROLL CLEARING	1,773,418.61
GRAND TOTAL ALL FUNDS:		**$ 5,119,041.21**

AGENDA REPORT

FOR: City Council — September 24, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Gabriela Sanchez, City Clerk
City Manager

SUBJECT: Arts & Culture Commission Appointments of Eleanor Neff, Destinee Rea, and Aubrieann Johnson

I. ATTACHMENT(S):

Candidate Applications

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To confirm Mayor Grimm's appointments of Eleanor Neff to Position No. 3, Art Professional, with a term from October 5, 2026, to June 30, 2030, Destinee Rea to Position No. 1, Community Member, with a term from October 5, 2026 to June 30, 2030, and Aubrieann Johnson to Position No. 6, Artist with a term from October 5, 2026, to June 30, 2030 on the Arts & Culture Commission.

III. FISCAL IMPACT:

N/A

IV. HISTORY AND FACTS BRIEF:

The City Council established the Arts and Culture Commission through Ordinance No. 4472 in November of 2019 to advise the City Council on matters relating to public art and culture; including procurement, placement and maintenance of public art and to serve as the City's primary resource in matters of public art and culture.

The Arts & Culture Commission member representation consists of the following:

Community Member: Persons of public agencies, organizations enhancing Pasco's quality of life or, persons working outside of professional practice in the arts but who demonstrate a deep interest in and understanding of public art activities. Member is required to live, work, or own business within Pasco city

limits.

- Position No. 1
- Position No. 2

Art Professional: Persons in professions such as art directors, educators, managers/administrators, dealers and/or individuals enrolled in higher education art programs.

- Position No. 3
- Position No. 4
- Position No. 5

Artist: Including but not limited to: painting, sculpture, music, literature, architecture, and performing arts. Member is required to live, work, or own business within Pasco city limits.

- Position No. 6

Youth Representative: Person between the ages of 15 to 20 years old at the time of appointment, nexus to Pasco is required.

- Position No. 7

With the exception of the Youth Representative, the standard term for this appointment is four years. The Youth Representative terms ends on each even year.

Mayor Grimm and Councilmembers Perales and Cotta interviewed the three candidates on September 21, 2026. After a brief discussion with the Councilmembers, Mayor Grimm appointed Eleanor Neff, Destinee Rea and Aubrieann Johnson as they were qualified and appropriate individuals to fill the vacant positions.

V. DISCUSSION:

Mayor Grimm requests Council's concurrence in his appointments of Eleanor Neff, Destinee Rea and Aubrieann Johnson to the Arts & Culture Commission as a Art Professional, Community Member and Artist respectively.

BOARD/COMMISSION APPLICATION

Application Type: Arts and Culture Commission
Secondary Choices: Arts and Culture Commission

Name	Eleanor Neff
Address	[redacted]
Phone	[redacted]
Alternative Phone	
Email Address	[redacted]
District of Residence:	District 3
Registered Voter:	Yes

DEMOGRAPHIC INFORMATION

Length of Residency	26
What gender do you identify with?	Female
Race or Ethnicity	White

GENERAL QUESTIONS:

Employment Status
Employed

Employer
Franklin County Historical Society

Present Employment
Museum Employee - Executive Director - July 2024

Educational Background
Certification in Museum Studies

Reason for Applying
To continue to serve the City of Pasco, supporting art and cultural programs in the city, and to complete the projects that I have been a part of on the commission

Relevant Experience
I have been on the Commission since it started in 2019. I also represent a historic cultural institution through my job at the Franklin County Historical Society.

Community Involvement
Participation in the Arts and Culture Commission, and my work at the Franklon County Historical Society.

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?
Yes, I have served on the Art and Culture Commission since 2019

Do you have any financial or personal conflicts of interest that would interfere with your participation on this board/commission?

Eleanor Neff

No

I am available to participate in the regularly scheduled board/commission meetings

Yes

SUPPLEMENTAL QUESTIONS: Arts and Culture Commission:

What type of position on the Commission are you applying for?

Community Member

How can public art improve a community?

Public art brings joy, and helps tell the stories of the people in our community. Studies have found that where there are murals, they see less graffiti. People want to see beauty where they live, they also want to see themselves represented, art can accomplish both.

What is the role of an Arts and Culture Commissioner based on PMC Chapter 2.135.

To review and advise City Council on art and cultural works, to find works, and create programs to display and showcase art.

DEMOGRAPHIC INFORMATION:

Length of Residency:

26

Race or Ethnicity:

White

What gender do you identify with?

Female

APPLICATION AGREEMENT

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also understand that this application and supporting documents may be available for public inspection.

☒ **I Agree**

Signature:

Eleanor Neff

BOARD/COMMISSION APPLICATION

Application Type: Arts and Culture Commission

Name	Destinee Rea
Address	[redacted]
Phone	[redacted]
Alternative Phone	
Email Address	[redacted]
District of Residence:	District 4
Registered Voter:	Yes

DEMOGRAPHIC INFORMATION

Length of Residency	6
Race or Ethnicity	White/Asian

GENERAL QUESTIONS:

Employment Status

Employed

Employer

City of Kennewick

Present Employment

IT Digital Process Analyst

Educational Background

B.S. Ceramic Engineering from Missouri University of Science and Technology

Reason for Applying

I've lived in the Tri-Cities for years and have watched Pasco grow into a place with real momentum. I want to be part of shaping that growth so it includes a strong cultural identity, not just new subdivisions and retail. Public art is one of the few tools a city has that people rarely push back on, and it's usually achievable without a huge budget. Serving on this Commission is a way to put my energy into something that benefits the whole community.

Relevant Experience

My professional background includes reviewing proposals, managing budgets, and coordinating projects with input from multiple stakeholders. Those skills apply directly to how the Commission evaluates public art, weighing not just whether a piece looks good, but whether it fits its location, reflects the people nearby, and has real community buy-in behind it. I don't have formal arts training, but I know how to sit through a proposal, ask good questions, and make sure a decision serves the people it's meant for.

Community Involvement

I'm a regular at events like Art in the Park, Uptown Art Walks, and local live music and performing arts around the Tri-Cities. I also dabble in a few creative hobbies of my own on the side, and I make it

Destinee Rea

a point to show up for events that support the local arts scene.

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

No

Do you have any financial or personal conflicts of interest that would interfere with your participation on this board/commission?

Not that I am aware of.

I am available to participate in the regularly scheduled board/commission meetings

Yes

SUPPLEMENTAL QUESTIONS: Arts and Culture Commission:

What type of position on the Commission are you applying for?

Community Member

How can public art improve a community?

Public art gives a growing city like Pasco something a subdivision or strip mall never will: a reason to slow down and actually notice where you are. But the value depends a lot on how it gets made. A mural or sculpture dropped into a neglected space to check a box doesn't fix what's actually wrong with that space, and residents can usually tell the difference between art that reflects them and art that was just placed there to placate them.

The public art that actually strengthens a community is the kind built with real neighborhood input, where people help choose the design and even help create it. That process builds pride and ownership that outlasts the project itself, and it can lead to real investment down the line because people feel like the place is genuinely theirs. Public art can even do practical work in a community. A mural can calm traffic or stop ongoing graffiti in a way that a fence or a sign never could, and even a short-term or temporary art installation can help a city rebuild trust with a neighborhood by inviting people to shape a space rather than just react to it.

What is the role of an Arts and Culture Commissioner based on PMC Chapter 2.135.

Under Chapter 2.135, the Commission's role is advisory: reviewing and evaluating proposals for accepting, procuring, placing, and maintaining public art, and recommending decisions to City Council. As a Commissioner, I'd bring practical judgment from my background evaluating proposals and managing budgets, with a focus on whether a piece fits its location and genuinely reflects community input, not just whether it looks good/suits my own taste. I'd also work well with fellow commissioners and the staff liaison, and commit real time to meetings and city art events.

DEMOGRAPHIC INFORMATION:

Length of Residency:

6

Race or Ethnicity:

White/Asian

APPLICATION AGREEMENT

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also understand that this application and supporting documents may be available for public inspection.

Destinee Rea

☒ **I Agree**

Signature:

Destinee Rea

BOARD/COMMISSION APPLICATION

Application Type: Arts and Culture Commission
Secondary Choices: Parks & Recreation Advisory Board

Name	Aubrieann Johnson
Address	[redacted]
Phone	[redacted]
Alternative Phone	
Email Address	[redacted]
District of Residence:	District 6
Registered Voter:	Yes

DEMOGRAPHIC INFORMATION

Length of Residency	30 years
What gender do you identify with?	Female
Race or Ethnicity	Black

GENERAL QUESTIONS:

Employment Status

Employed

Employer

Self Employed

Present Employment

Founder / Owner Aub's Bananza Bread LLC
2021- present

Founder/ Owner AUBS (Amplify Unique Bonds Socially
2023-present

Educational Background

Pasco High Graduate 2010
Some College
Columbia Basin College/ Charter College

Reason for Applying

I am applying to join the Arts & Culture Commission to ensure our city's public arts and culture truly and accurately reflects the vibrant, diverse stories of the Pasco community. As a resident, I see firsthand how art bridges cultural gaps, beautifies our neighborhoods, and creates a sense of shared belonging. I want to help create more accessible platforms for local artists and ensure our cultural programming celebrates the unique identity of everyone who calls Pasco home. Programs like the Paint Pasco Mural Program show how powerful collaboration between artists and city leadership can be. I want to contribute my perspective to the evaluation and procurement process, ensuring Pasco continues to build a sustainable, inspiring environment where public art can thrive.

Aubrieann Johnson

Relevant Experience

I have participated in countless community events both as a vendor and as the host in my own venue. I've worked with artists who use all sorts of mediums, not to mention my own passion for the arts and community. see resume

Community Involvement

As a long-term Pasco resident, my relevant experience comes from active participation in our local community and a deep familiarity with our city's cultural landscape. I regularly attend local community events and have volunteered with neighborhood initiatives, which has given me a strong understanding of Pasco's diverse demographic needs. This grassroots perspective allows me to understand what types of public art and cultural programming will resonate most with our residents and bring people together.

Even more experience has come from running my lounge. My input is based on direct communication and observations with many of these local artists. see resume

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

no

Do you have any financial or personal conflicts of interest that would interfere with your participation on this board/commission?

no

I am available to participate in the regularly scheduled board/commission meetings

Yes

SUPPLEMENTAL QUESTIONS: Arts and Culture Commission:

What type of position on the Commission are you applying for?

Community Member

How can public art improve a community?

Public can literally help improve the overall quality of life for our community members.

DEMOGRAPHIC INFORMATION:

Length of Residency:

30 years

Race or Ethnicity:

Black

What gender do you identify with?

Female

APPLICATION AGREEMENT

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also understand that this application and supporting documents may be available for public inspection.

☒ **I Agree**

Signature:

Aubrieann Johnson

Aubrieann Johnson

Attached
Aubrieann Resume 2026

AGENDA REPORT

FOR: City Council — September 11, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Harold Stewart, City Manager
City Manager

SUBJECT: Ordinance No. 4860 – Amending PMC 21.60.040, Development Agreement Approval Process

I. ATTACHMENT(S):

Proposed Ordinance – Amending PMC 21.60.040, Development Agreement Approval Process

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to adopt Ordinance No. 4860, amending PMC Section 21.60.040 Approval, to provide that the City Council conduct the required public hearing for Growth Management Act development agreements and, further, authorize publication by summary only.

III. FISCAL IMPACT:

No direct fiscal impacts are anticipated as a result of this procedural code amendment.

IV. HISTORY AND FACTS BRIEF:

Background

Pasco Municipal Code currently requires the Planning Commission to conduct the public hearing for Growth Management Act (GMA) development agreements and forward its recommendation and hearing record to the City Council for final action.

State law requires a public hearing before approval of a development agreement but allows the hearing to be conducted by the City Council, Planning Commission, hearing examiner, or another body designated by the City Council.

Over the past year, staff has discussed whether the City's current process

remains the most appropriate and efficient approach. Development agreements often address financial, contractual, and administrative matters, including infrastructure funding and phasing, mitigation and impact fees, performance requirements, and other contractual obligations. These matters ultimately fall within the City Council's authority and responsibility.

The proposed ordinance would amend Pasco Municipal Code Section 21.60.040 to provide that the required public hearing for a GMA development agreement be conducted directly by the City Council. Following the hearing, Council would approve or deny the development agreement by resolution.

This change would eliminate an additional procedural step and allow the body responsible for final action on the agreement to directly conduct the required public hearing and consider the public record.

The proposed amendment does not change the Planning Commission's role in reviewing land use and zoning matters. Comprehensive plan amendments, rezones, and other land use or zoning actions associated with a development agreement would continue through the Planning Commission's regular review and recommendation process.

Impacts (other than fiscal)
The proposed ordinance would streamline the City's development agreement review process while maintaining the required public hearing, notice, and public participation requirements.

The Planning Commission would retain its existing advisory role related to comprehensive planning, zoning, and other applicable land use matters.

V. DISCUSSION:

Recommendation
Staff recommends City Council approve the proposed ordinance amending Pasco Municipal Code Section 21.60.040 to designate the City Council as the public hearing body for GMA development agreements.

Constraints
State law requires a public hearing before a development agreement may be approved. The proposed ordinance changes which City body conducts that hearing but does not eliminate or modify the public hearing requirement.

The ordinance must also become effective before the City notices a development agreement hearing under the revised process. The ordinance takes effect five days after passage and publication as required by law.

Alternatives

Council may:

- Approve the proposed ordinance as presented.
- Direct staff to make revisions and return the ordinance for future consideration.
- Take no action and retain the existing process requiring the Planning Commission to conduct the development agreement public hearing.

Next Steps

- Complete required publication and codification of the ordinance.
- Upon the ordinance becoming effective, schedule future GMA development agreement public hearings directly before the City Council.
- Continue routing associated comprehensive plan amendments, rezones, and other land use and zoning matters through the Planning Commission, as required by the Pasco Municipal Code.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, AMENDING PASCO MUNICIPAL CODE 21.60.040 THAT THE CITY COUNCIL SHALL CONDUCT THE PUBLIC HEARING ON GROWTH MANAGEMENT ACT (GMA) DEVELOPMENT AGREEMENTS AND RETAINING THE PLANNING COMMISSIONS ROLE IN REVIEWING AND RECOMMENDING ASSOCIATED LAND SE AND ZONING MATTERS AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 36.70B RCW authorizes cities planning under the GMA to enter into development agreements, and RCW 36.70B.200 requires that a county or city approve a development agreement only after a public hearing and expressly provides that the public hearing may be conducted by the city legislative body, or by a planning commission, hearing examiner, or other body designated by the legislative body; and

WHEREAS, Section 21.60.040 of the Pasco Municipal Code, adopted by Ordinance No. 4378 in 2018, currently directs that the public hearing be held before the Planning Commission, whose recommendation and record are then acted upon by the City Council by resolution; and

WHEREAS, GMA development agreements principally address matters of municipal finance, contract, and administration, including reimbursement and other financial provisions, impact and mitigation fees, funding and phasing of public infrastructure, performance security, indemnification, insurance, assignment and transfer, default and remedies, and the administration of contractual obligations over the term of the agreement, which subjects lie outside the land use planning matters within the Planning Commission's customary purview and squarely within the City Council's responsibility for the City's finances, contracts, and administration; and

WHEREAS, the public interest is best served when the body conducting the public hearing on such an agreement is the body most familiar with the subjects the agreement addresses and best positioned, in time and capacity, to conduct the hearing and advance consideration of the agreement to a timely decision, and the City Council is that body for GMA development agreements; and

WHEREAS, conducting the public hearing before the City Council preserves the pre-decision open record public hearing and all public notice and participation requirements, while removing a duplicative step between the hearing record and the body that must act on it; and

WHEREAS, comprehensive plan amendments, rezones, and other land use and zoning matters associated with a proposed GMA development agreement will continue to be reviewed by the Planning Commission, with its recommendation forwarded to the City Council, in accordance with the applicable provisions of the Pasco Municipal Code and the Planning Commission's regularly scheduled processes, so that the Planning Commission's advisory role on land use and zoning is unchanged; and

WHEREAS, the City Council finds that this amendment is consistent with RCW 36.70B.170 through 36.70B.210 and serves the public health, safety, and general welfare;

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

Section 1. Amendment. Section 21.60.040 "Approval" of the Pasco Municipal Code is amended to read as follows (deletions shown in strikethrough; additions shown in underline):

21.60.040 Approval

The City shall only approve a GMA development agreement after a pre-decision open record public hearing. The public hearing shall be held before the ~~Planning Commission whose recommendation and record shall be acted on by the City Council by Resolution approving or denying the GMA development agreement~~ City Council. Following the public hearing, the City Council shall approve or deny the GMA development agreement by resolution. Comprehensive plan amendments, rezones, and other land use and zoning matters associated with a proposed GMA development agreement shall remain subject to review and recommendation by the Planning Commission in accordance with the applicable provisions of this code and the Planning Commission's regularly scheduled processes.

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 _____, 202_.

_____
Charles Grimm
Mayor

ATTEST:

_____
Gabriela Sanchez
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Published: _____

AGENDA REPORT

FOR: City Council — September 20, 2026

TO: Harold Stewart, City Manager — City Council Workshop Meeting: 10/5/26

FROM: Haylie Matson, Director
Community & Economic Development

SUBJECT: Resolution No. 4787 - Urban Growth Area Expansion Applications – CPAM2025-01 and CPAM2025-02

I. ATTACHMENT(S):

01 Resolution 4787 & Preferred UGA Boundary Maps CPAM2025-01 AND CPAM2025-02
02 Draft Land Capacity Analysis and Supplemental Information
03 CPAM2025-01 – BFF LLC/Truax UGA Expansion Map
04 CPAM2025-01 – BFF LLC/Truax UGA Expansion Application
05 CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Map
06 CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Application
07 Franklin County Request for GMA Update Information, dated 06-03-26
08 Public Hearing Notice – Planning Commission 09-17-26
09 Bjorkstam Family Farm, LLC Comment
10 Port of Pasco Comment
11 Revision to Narrative for Inclusion Parcel No. 124670056 Comment
12 PowerPoint

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve Resolution No.4787 establishing the City of Pasco's preferred Urban Growth Area Boundary and recommending inclusion of CPAM2025-01 and CPAM 2025-02.

III. FISCAL IMPACT:

Approval of the Resolution does not itself annex property into the City or immediately obligate the City to extend municipal services. Future fiscal impacts associated with infrastructure, utility extensions, annexation, or development would be evaluated through subsequent planning, annexation, capital facility, and development processes.

IV. HISTORY AND FACTS BRIEF:

Under the Washington Growth Management Act (GMA) (RCW 36.70A), jurisdictions periodically evaluate whether sufficient land capacity exists within the Urban Growth Area (UGA) to accommodate projected population, housing, and employment growth. As part of Pasco's 2026 Comprehensive Plan update, the City prepared a Land Capacity Analysis (LCA) to evaluate its ability to accommodate allocated growth and inform future land use and UGA decisions.

On June 3, 2026, Franklin County formally requested information from the City related to the County's ongoing GMA update, including the City's LCA, employment growth projections, transportation modeling information, and a resolution identifying the City's preferred UGA boundary. The County specifically requested that the City's resolution address, at a minimum, the two formal industrial UGA expansion applications, CPAM2025-01 and CPAM2025-02.

The City's LCA remains in draft because the final UGA boundary affects the amount and location of land included in the capacity analysis. Once Franklin County establishes the UGA boundary through its Comprehensive Plan update process, the City can complete the final LCA using the adopted boundary.

The analysis indicates that, with development code changes currently underway, Pasco has sufficient residential capacity within the existing UGA to accommodate its residential growth allocation. However, updated analysis identifies a need for additional industrial employment capacity.

The March 10, 2026, draft LCA used an industrial employment density of 4.3 jobs per acre based on developed industrial land within Pasco. Subsequent review determined that recent and anticipated industrial development is increasingly characterized by large-footprint, land-intensive users. For example, the Darigold facility at the Reimann Industrial Center occupies approximately 137 acres and is anticipated to employ approximately 220 people at full operation, or approximately 1.6 jobs per acre.

The revised LCA methodology therefore uses a blended industrial employment density assumption, with 10 percent of buildable industrial land developing at approximately 1.6 jobs per acre and the remaining 90 percent developing at approximately 4.3 jobs per acre.

Under this methodology, modeled industrial employment capacity decreases by approximately 331 jobs, from 4,515 to approximately 4,184 jobs. As a result, total employment capacity changes from approximately 144 jobs above the City's 2046 employment target to approximately 187 jobs below the target.

This analysis establishes a demonstrated need for additional industrial

employment capacity and provides the basis for evaluating the two UGA expansion applications currently under consideration by Franklin County.

Staff evaluated both applications in conjunction with the updated LCA, infrastructure availability, and capital facilities planning. Based on that review, staff recommended that the City's preferred UGA boundary include CPAM2025-02 only, the approximately 166-acre North Reimann Industrial Center expansion proposed by the Port of Pasco.

On September 17, 2026, the Planning Commission held a public hearing to consider both UGA expansion applications. The Planning Commission considered staff's analysis, the application materials, and public testimony regarding both proposals. Following the public hearing, the Planning Commission, by majority vote, recommended approval of both CPAM2025-01 and CPAM2025-02 for consideration by the City Council and subsequent recommendation to Franklin County.

The Planning Commission's recommendation provides the basis for the action now presented to the City Council. If the City Council adopts the proposed Resolution, the City's preferred UGA boundary, including CPAM2025-01 and CPAM2025-02, will be transmitted to Franklin County for consideration through the County's 2026 Comprehensive Plan update process. Franklin County will make the final determination regarding the UGA boundary.

The City Council discussed this item at the September 28th workshop and directed staff to move forward with the resolution to approve both sites as shown in Attachment 1.

Public Comments
The City received three written public comments regarding the proposed UGA boundary amendments. A comment regarding Parcel No. 124670056 was received on July 30, 2026, requesting inclusion of the approximately 110-acre parcel within the UGA. The Port of Pasco submitted comments on September 8, 2026, and Bjorkstam Family Farm, LLC (BFF) submitted comments on September 16, 2026. The comments are included as Attachments 9 through 11 for consideration as part of the public record.

V. DISCUSSION:

Franklin County is currently considering two formal industrial UGA expansion applications adjacent to Pasco: CPAM2025-01 and CPAM2025-02. The applications propose separate expansions of Pasco's UGA for future industrial development.

CPAM2025-01 – BFF LLC/Truax

CPAM2025-01 proposes adding approximately 110 acres, identified as Parcel 124670056, to the Pasco UGA. The property is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The applicant describes the future vision for the property as a multi-business industrial park intended to accommodate small- to medium-sized businesses.

The property is located north of and adjacent to the Reimann Industrial Center and near existing rail and transportation infrastructure. The applicant identifies improvements to Railroad Avenue, proximity to BNSF rail facilities, nearby utility investments, and proximity to Pasco's growing residential areas as reasons supporting inclusion within the UGA.

Franklin County requested additional information from the applicant regarding development anticipated during the 20-year planning horizon and why inclusion within the UGA is necessary rather than continued development under the property's existing County industrial designation. The County also noted the need for UGA expansion to be supported by the City's land capacity analysis and information demonstrating the need for additional industrial land.

The applicant subsequently provided a revised narrative describing a general vision for a multi-business industrial park and identifying infrastructure and economic development benefits associated with UGA inclusion. Compared with CPAM2025-02, CPAM2025-01 does not currently have the same level of coordinated capital facilities planning with the City or available City utility infrastructure serving the proposed expansion area. Additional infrastructure and utility planning would therefore be necessary if the property is ultimately included within the UGA and proposed for future annexation or urban development.

The City's current LCA identifies an industrial employment-capacity deficit of approximately 187 jobs. Staff's initial evaluation found that CPAM2025-02 would provide sufficient additional employment capacity to address the demonstrated deficit. CPAM2025-01 would provide additional industrial land beyond the capacity necessary to address the currently identified deficit.

If CPAM2025-01 is ultimately included within the UGA by Franklin County, the additional industrial land would be accounted for in the City's final LCA using the adopted UGA boundary. The City would also continue evaluating the infrastructure, utility, and capital facility improvements necessary to support future urban development of the property.

CPAM2025-02 – Port of Pasco North Reimann Industrial Center

CPAM2025-02 was submitted by the Port of Pasco and proposes adding approximately 166 acres immediately north of the existing Reimann Industrial

Center to the Pasco UGA. The property is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The proposal consists of three parcels: 124680038, 900022007, and 124680045. A portion of Parcel 124680038 is already located within Pasco's existing UGA, while the remaining property is outside the current UGA boundary. The application identifies the intended Comprehensive Plan designation as Industrial and anticipated City zoning as I-2 Medium Industrial.

The North Reimann property represents a continuation of an established master-planned industrial area. A 2019 master plan evaluated infrastructure needs and future development of the Reimann Industrial Center with the expectation that the northern portion would ultimately be incorporated into the City's urban area.

The City and Port have previously coordinated planning for capital facilities necessary to support development of the Reimann Industrial Center. Utilities were planned and sized for buildout of the master-planned area, and City utilities have subsequently been extended along North Railroad Avenue to the existing UGA boundary and are available to support future development of the North Reimann area.

This existing infrastructure and capital facilities planning distinguishes CPAM2025-02 from CPAM2025-01. The application also identifies proximity to major transportation and freight corridors, rail infrastructure, separation of industrial activity from residential areas, and adjacency to established industrial development as factors supporting the expansion.

Based on discussions with the Port, development of the approximately 166-acre North Reimann area is anticipated at approximately 1.6 jobs per acre, resulting in an estimated 266 industrial jobs. This exceeds the approximately 187-job employment-capacity deficit identified through the City's revised LCA methodology.

Impact (Other Than Fiscal)
Establishing a preferred UGA boundary provides Franklin County with the City's recommendation regarding the location of future urban industrial growth and responds to the County's request for a formal City position on the pending UGA applications.

The City Council's action is limited to adopting a Resolution establishing the City's preferred UGA boundary and transmitting that recommendation to Franklin County. The Resolution does not itself amend the UGA. Franklin County will determine the final UGA boundary through its Comprehensive Plan update process.

Inclusion of property within the UGA does not annex property into the City of Pasco, change City limits, or authorize development.

Any future incorporation of property into the City would require a separate formal annexation process in accordance with applicable state and local requirements. At that time, the City would evaluate utilities and public services, infrastructure and capital facility needs, fiscal impacts, and the overall feasibility of incorporating the area into the City.
Until annexation is approved and becomes effective, the properties would remain outside City limits and under Franklin County jurisdiction. Future development would remain subject to applicable land use, environmental, infrastructure, utility, and development requirements.

For CPAM2025-02, the City and Port have previously coordinated capital facilities planning, and City utilities have been extended to the existing UGA boundary. The City intends to incorporate the property into its Capital Facilities Plan consistent with available system capacity and the infrastructure plans included in the Port of Pasco application (Attachment 06).

CPAM2025-01 has not had the same level of coordinated infrastructure and utility planning with the City as CPAM2025-02. The City's current Land Capacity Analysis shows that Pasco needs capacity for approximately 187 additional jobs to meet its 2046 employment target. CPAM2025-02 is expected to provide capacity for approximately 266 jobs. This would meet the City's identified need and provide capacity for approximately 79 jobs beyond the 2046 target.

Adding CPAM2025-01 would provide even more industrial land and employment capacity beyond what is currently needed to meet the City's 2046 target. If Franklin County includes CPAM2025-01 within the UGA, the City would update its final Land Capacity Analysis to reflect the additional land and employment capacity. The City would also need to evaluate the infrastructure and utilities necessary to serve the property and consider those improvements in future updates to the City's Capital Facilities Plan.

Recommendation
The Planning Commission, by majority vote, recommended including both CPAM2025-01 and CPAM2025-02 in the City's preferred UGA boundary. Adoption of the Resolution (Attachment 1) would forward that recommendation to Franklin County for final consideration.

Time Constraints
The City should provide its recommendation by the end of 2026 to allow Franklin County to consider it as part of the County's Comprehensive Plan update. The City's final LCA will be completed after the County establishes the

final UGA boundary.

Next Steps
If adopted, staff will transmit the Resolution and preferred UGA boundary to Franklin County. Following the County's decision, the City will complete the LCA and evaluate any related infrastructure and utility needs.

Alternatively, Council May
Council may modify the preferred UGA boundary, including recommending CPAM2025-02 without CPAM2025-01 or direct staff to return with revisions.

RESOLUTION NO. _____

A **RESOLUTION** OF THE CITY OF PASCO, WASHINGTON, ESTABLISHING THE CITY OF PASCO'S PREFERRED URBAN GROWTH AREA BOUNDARY AND RECOMMENDING INCLUSION OF CPAM2025-01 AND CPAM2025-02.

WHEREAS, the City of Pasco and Franklin County, pursuant to RCW 36.70A.040, are required to fully plan under the Washington Growth Management Act; and

WHEREAS, each county required to plan under the Growth Management Act shall designate an Urban Growth Area or areas within which urban growth shall be encouraged pursuant to RCW 36.70A.110; and

WHEREAS, based upon growth projections and allocations, the County and each city within the County must plan for areas and densities sufficient to accommodate projected growth during the applicable planning period; and

WHEREAS, counties and cities planning under the Growth Management Act shall ensure sufficient capacity for housing and employment growth pursuant to RCW 36.70A.115; and

WHEREAS, the City of Pasco continues to participate and plan under the Franklin County County-Wide Planning Policies, including policies relating to the establishment and modification of Urban Growth Areas; and

WHEREAS, an Urban Growth Area should be located first in areas already characterized by urban growth that have adequate existing public facilities and service capacities, and second in areas that can be adequately served by a combination of existing and additional public facilities and services, pursuant to RCW 36.70A.110; and

WHEREAS, as part of the City's 2026 Comprehensive Plan update, the City prepared a Land Capacity Analysis (LCA) to evaluate whether sufficient capacity exists to accommodate projected population, housing, and employment growth; and

WHEREAS, the City's LCA remains in draft pending establishment of the final Urban Growth Area boundary because the adopted UGA boundary affects the land base and capacity evaluated through the LCA; and

WHEREAS, based upon development code amendments and other updates currently underway, the City's analysis indicates sufficient residential capacity within the existing Urban Growth Area to accommodate Pasco's allocated
residential growth; and

WHEREAS, the City's updated analysis of industrial employment capacity identifies a need for additional employment capacity to accommodate projected employment growth during the planning period; and

WHEREAS, the March 10, 2026 draft LCA utilized an industrial employment density of approximately 4.3 jobs per acre based upon historically developed industrial lands within the City; and

WHEREAS, subsequent analysis determined that recent and anticipated industrial development in Pasco includes large-footprint and land-intensive industrial users that may develop at lower employment densities than historically developed industrial lands; and

WHEREAS, the City's revised analysis applies a blended industrial employment density assumption reflecting both historically observed industrial development and anticipated land-intensive industrial development patterns; and

WHEREAS, under the revised analysis, the City's modeled industrial employment capacity is approximately 4,184 jobs, resulting in an estimated employment-capacity deficit of approximately 187 jobs relative to Pasco's 2046 employment growth target; and

WHEREAS, Franklin County is currently considering two Comprehensive Plan amendment applications proposing expansion of the Pasco Urban Growth Area for industrial purposes, identified as CPAM2025-01 and CPAM2025-02; and

WHEREAS, CPAM2025-01 proposes inclusion of approximately 110 acres, identified as Parcel 124670056, north of and adjacent to the Reimann Industrial Center for future industrial development; and

WHEREAS, CPAM2025-01 is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County, and the applicant has identified a future vision for development of the property as a multi-business industrial park; and

WHEREAS, CPAM2025-01 has not undergone the same level of coordinated infrastructure, utility, and capital facilities planning with the City as CPAM2025-02, and

additional planning would be necessary to support future urban development of the property; and

WHEREAS, CPAM2025-02, submitted by the Port of Pasco, proposes inclusion of approximately 166 acres immediately north of the existing Reimann Industrial Center for continued industrial development; and

WHEREAS, the CPAM2025-02 property represents a logical continuation of the existing Reimann Industrial Center and an established industrial development pattern; and

WHEREAS, planning for the Reimann Industrial Center contemplated future development of the northern area, and the City and Port of Pasco have previously coordinated planning for infrastructure and utilities necessary to support development of the Reimann Industrial Center; and

WHEREAS, City utilities have been extended along North Railroad Avenue to the existing Urban Growth Area boundary and are available to support future development of the North Reimann area; and

WHEREAS, the CPAM2025-02 property is strategically located near existing industrial development, transportation and freight corridors, rail infrastructure, and existing or planned urban utilities and services; and

WHEREAS, development of the approximately 166-acre area proposed under CPAM2025-02 is anticipated at approximately 1.6 jobs per acre, resulting in an estimated capacity for approximately 266 additional industrial jobs; and

WHEREAS, the estimated employment capacity associated with CPAM2025-02 is sufficient to address the approximately 187-job employment-capacity deficit currently identified through the City's revised Land Capacity Analysis and would provide approximately 79 jobs of additional capacity above the City's currently identified 2046 employment target; and

WHEREAS, inclusion of CPAM2025-01 would add approximately 110 acres of industrial land and additional employment capacity beyond the capacity currently identified as necessary to meet the City's 2046 employment target; and

WHEREAS, if CPAM2025-01 is included within the Urban Growth Area, the additional industrial land and employment capacity will be reflected in the City's final Land Capacity Analysis, and the City will evaluate the infrastructure, utility, transportation, and

capital facility improvements necessary to support future urban development of the property; and

WHEREAS, any future annexation of CPAM2025-01 or CPAM2025-02 would require a separate annexation process, at which time the City would evaluate utilities and public services, infrastructure and capital facility needs, fiscal impacts, and the feasibility of incorporating the area into the City; and

WHEREAS, while CPAM2025-01 may provide an opportunity for future industrial expansion, the City's current Land Capacity Analysis does not demonstrate a need for the additional approximately 110 acres proposed under CPAM2025-01 after consideration of the employment capacity provided by CPAM2025-02; and

WHEREAS, the Pasco Planning Commission conducted a public hearing on September 17, 2026, regarding CPAM2025-01 and CPAM2025-02 and, by majority vote, recommended inclusion of both applications within the City's preferred Urban Growth Area boundary for consideration by the Pasco City Council; and

WHEREAS, the City Council has considered the City's Land Capacity Analysis, the UGA expansion applications, infrastructure and capital facilities information, the Planning Commission's recommendation, and the public record in establishing its preferred Urban Growth Area boundary; and

WHEREAS, Franklin County will make the final determination regarding the Urban Growth Area boundary through its Comprehensive Plan update process.

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

That the City Council declares that the boundary and area identified in Exhibit "A" and Exhibit “B” attached hereto and incorporated herein by this reference, is the City's preferred future Urban Growth Area boundary, and

Be It Further Resolved, CPAM2025-01 and CPAM2025-02. The City Council recommends that Franklin County include CPAM2025-01 and CPAM2025-02 within the Pasco Urban Growth Area as generally depicted in Exhibit "A” and Exhibit “B”, and

Be It Further Resolved, Following Franklin County's determination of the final Urban Growth Area boundary, the City shall update and complete its Land Capacity Analysis using the adopted boundary. The final analysis shall account for the additional industrial land and employment capacity resulting from any approved UGA expansion, and

Be It Further Resolved, If CPAM2025-01 and/or CPAM2025-02 are included within the Urban Growth Area, the City will continue to evaluate infrastructure, utilities, transportation, and capital facility needs associated with those areas and address necessary improvements through applicable planning and capital facility processes, and

Be It Further Resolved, This Resolution and Exhibit "A" and Exhibit “B” shall be forwarded to Franklin County as the City of Pasco's preferred Urban Growth Area boundary for consideration as part of Franklin County's 2026 Comprehensive Plan and Urban Growth Area update process, 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 _____, 20__.

_____
Charles Grimm
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

EXHIBIT A

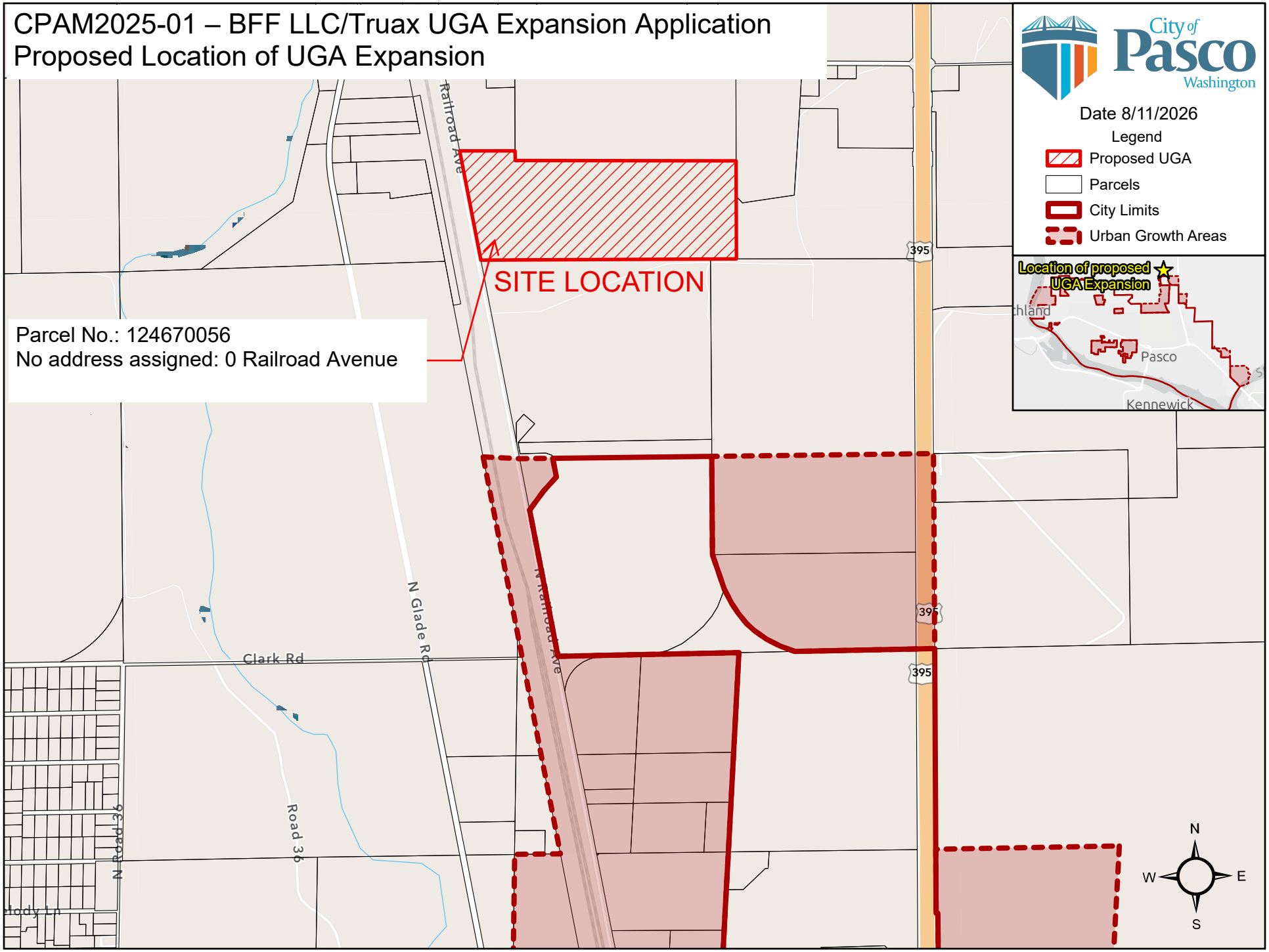
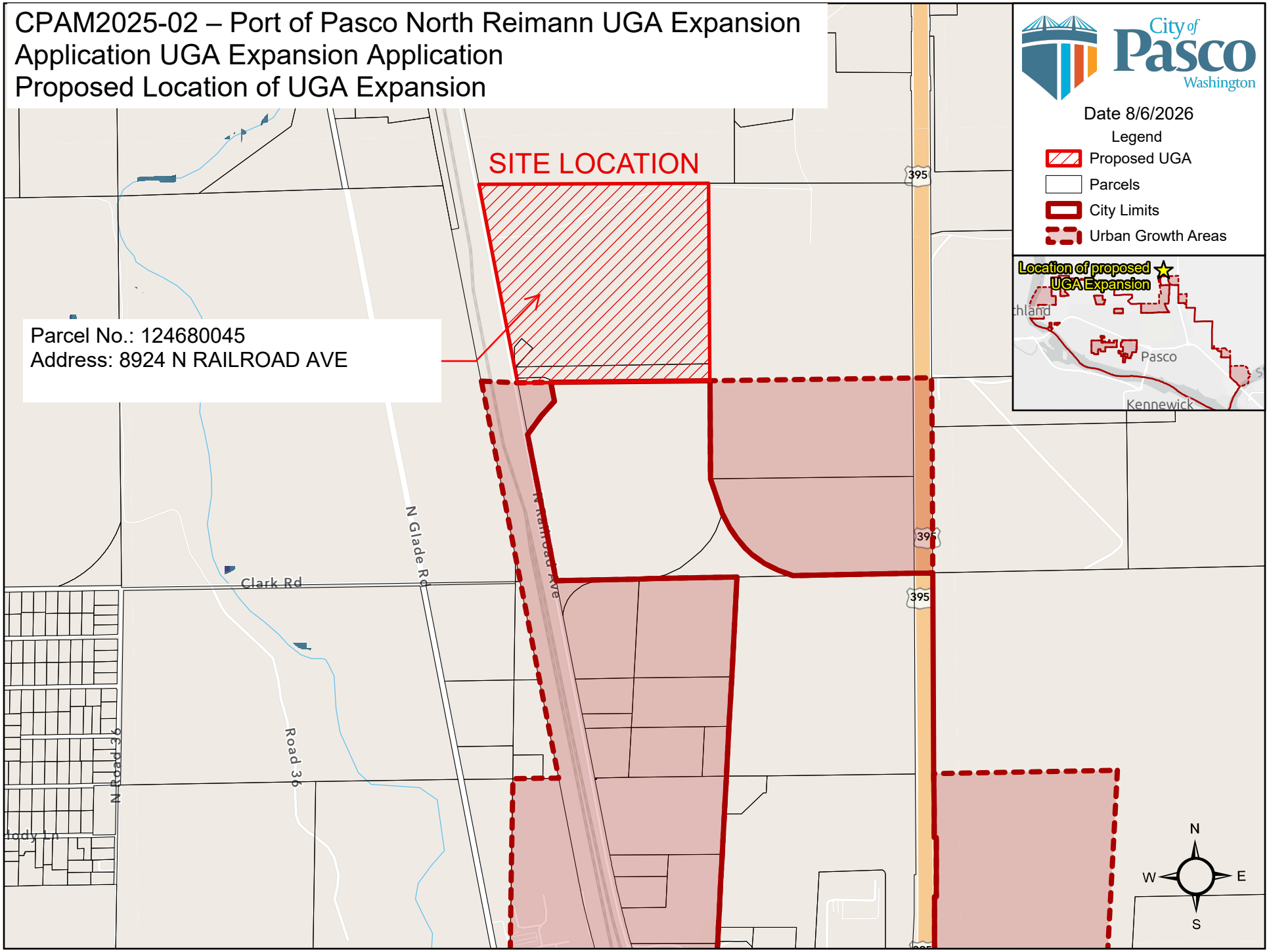

CPAM2025-01 – BFF LLC/Truax UGA Expansion Application
Proposed Location of UGA Expansion
City of Pasco Washington
Date 8/11/2026
Legend
Proposed UGA
Parcels
City Limits
Urban Growth Areas
Location of proposed UGA Expansion
Pasco
Kennewick
SITE LOCATION
Parcel No.: 124670056
No address assigned: 0 Railroad Avenue
Railroad Ave
N Railroad Ave
N Glade Rd
Clark Rd
Road 36
N Road 36
395
N
W
E
S

EXHIBIT B


CPAM2025-02 – Port of Pasco North Reimann UGA Expansion
Application UGA Expansion Application
Proposed Location of UGA Expansion
SITE LOCATION
Parcel No.: 124680045
Address: 8924 N RAILROAD AVE
City of Pasco
Washington
Date 8/6/2026
Legend
Proposed UGA
Parcels
City Limits
Urban Growth Areas
Location of proposed UGA Expansion
Pasco
Kennewick
395
N Glade Rd
Clark Rd
Road 36
N
W
E
S

CITY OF PASCO LAND CAPACITY ANALYSIS

DRAFT June 2026 | Prepared by BERK Consulting

BERK is preparing a land capacity analysis (LCA) for the City of Pasco to assess whether there is sufficient land within the Urban Growth Area (UGA) to accommodate the City's adopted 2046 population and housing targets as well as anticipated job growth. The purpose of the LCA is to estimate the amount of housing and jobs that may be developed in the study area, subject to adopted or proposed land use policies and development regulations, and estimate the total growth that can likely be supported.

The LCA evaluates current land use, applicable site constraints, and local housing market trends to determine the amount of land available for development in the UGA. Permitted residential densities and other development standards for each zoning designation are applied to the developable land supply to calculate housing unit capacity by zone. The estimated capacity by zone is then compared to the City's adopted housing targets by income level based on allowed density levels, housing types, and potential income levels served. Population capacity is estimated by multiplying the existing vacancy rate by housing unit capacity and then multiplying by the average household size in the UGA. Employment capacity is estimated by considering the amount of land available for commercial and industrial development and comparing it to existing employees per acre. This process is described in greater detail in the following sections.

GROWTH TARGETS

Population and housing growth targets over the 20-year planning period in Franklin County are developed by the County and Cities within. In 2025, the County and Cities developed population projections for the incorporated and unincorporated areas based on the State's 2022 Medium projection. The agreed upon population forecast is summarized in **Exhibit 1**, including a projected population of 117,354 in the City of Pasco and 3,936 residents in the unincorporated UGA by 2046 (or 35,986 new residents in the full Pasco UGA by 2046).

Exhibit 1. Franklin County 20-Year Population Projection and Distribution (2024–2046)

Jurisdiction		2024 Population	Projected 2046 Population	Projected Growth (2024-2046)
Connell	City	5,175	6,046	871
	Unincorporated UGA	74	60	-14
Kahlotus	City	145	128	-17
	Unincorporated UGA	10	9	-1
Mesa	City	400	336	-64
	Unincorporated UGA	—	—	—
Pasco	City	82,220	117,354	35,134
	Unincorporated UGA	3,084	3,936	852
Unincorporated County	Rural	11,192	15,864	4,672
Total		**102,300**	**143,732**	**41,432**

Sources: OFM, 2025; City of Pasco; 2025; Franklin County, 2025; BERK, 2025.

In 2021, the WA State Legislature passed House Bill 1220 (HB 1220), which amends the Growth Management Act (GMA) to require the housing element of comprehensive plans to include explicit consideration of capacity to meet housing needs for extremely-low to moderately low-income households, permanent supportive housing (PSH), emergency housing and shelters, and duplexes, triplexes, and townhomes.[1] The City of Pasco's housing growth targets overall and by income band are summarized in **Exhibit 2** as set in the Franklin County Countywide Planning Policies (CPPs). About half of new units are needed at the lowest end of the affordability spectrum (less than or equal to 80% AMI). A total of 3,588 units in city limits and 84 units in the UGA are needed for households earning 30% AMI or less, including 1,791 units in city limits and 42 units in the UGA of permanent supportive housing that include wrap-around services for people who need support to maintain residency. Emergency housing targets are in addition to permanent supportive housing.

Exhibit 2. Pasco UGA Adopted Housing Growth Targets (2020–2046)

Total Housing Need	0-30% AMI		>30 to ≤50% AMI	>50 to ≤80% AMI	>80 to ≤100% AMI	>100 to ≤120% AMI	>120% AMI	Emergency Housing Beds
	Non-PSH	*PSH*						
City: 18,831	1,797	1,791	2,454	3,431	1,783	1,581	5,994	153
UGA: 438	42	42	57	80	41	37	139	4
Total: 19,269	**1,839**	**1,833**	**2,511**	**3,511**	**1,824**	**1,618**	**6,133**	**157**

Legend: PSH = Permanent Supportive Housing; AMI = Area Median Income.
Notes: While additional units have been built since 2020, the affordability level of those units is unknown at this time. These units have therefore not been deducted from the overall target to ensure the analysis doesn't imply less remaining need than actually exists. Emergency housing includes emergency housing and shelter and is in addition to permanent housing needs.
Source: City of Pasco, 2025; Franklin County, 2025.

The County and City of Pasco do not adopt formal employment growth targets. However, the Franklin County CPPs require the City to plan for sufficient land supply for industrial and commercial development. Most employment growth in the county is planned in the City of Pasco and in unincorporated areas. The agreed upon employment forecast of 16,046 new jobs expects most employment growth to be in the City of Pasco or across unincorporated areas throughout Franklin County, including an additional 12,997 jobs in the City of Pasco by 2046.

As of 2022, the US Census Bureau's OnTheMap tool estimates there were 25,033 jobs in Pasco, including 1,222 jobs in natural resource based sectors (agriculture, mining, etc.), 16,676 jobs in commercial sectors, 6,477 jobs in industrial sectors, and 658 jobs in public administration.[2] Based on estimated employment growth, there would be an estimated total of 38,030 jobs in the city by 2046.

[1] HB 1220 Guidance for Evaluating Land Capacity to Meet All Housing Needs.

[2] US Census Bureau, OnTheMap (LEHD, Origin-Destination Employment Statistics, All Jobs), 2022.

LAND CAPACITY ANALYSIS METHODOLOGY

To estimate capacity, the following methodology is used:

- Step 1: Identify land available for development within the existing Pasco city limits and UGA.
  - Identify vacant and underutilized land capable of supporting future development.
  - Subtract lands unavailable for development.
  - Summarize net available acreage by zoning designation.
- Step 2: Calculate net housing and job development capacity.
- Step 3: Calculate capacity for emergency housing beds.

The LCA does not take into consideration potential prohibiting and/or limiting factors of growth that can include the lack of infrastructure, utilities, and access in areas of the city and UGA.

STEP 1: IDENTIFY LAND AVAILABLE FOR DEVELOPMENT

Identify Lands Capable of Supporting Future Development

The LCA includes all parcels within the Pasco UGA. From a practical perspective, this means that all lands within tax lots identified by the Franklin County Assessor's Office that fall within the UGA are inventoried. BERK used the tax lot shapefile (Parcels.shp) obtained from Franklin County in August 2025 for the analysis. The inventory then builds from the tax lot-level database to estimates of buildable land by zone. Any duplicate polygons or records were removed, including overlapping condominium polygons.

Based on the County's GIS parcel database, Franklin County Assessor property records, and pipeline development information supplied by the City, each parcel in the study area is classified according to its development status per **Exhibit 3**. These categories are also consistent with the Benton County Countywide Planning Policies (CPPs). After applying these rules, a visual survey of the results and staff review of the classification was used to confirm the results are accurate based on what is on the ground and local knowledge. All tax lots in the UGA are ultimately classified into one of the categories in **Exhibit 3**.

Exhibit 3. Development Status Definitions

Development Status	Definition
Undevelopable: Easements, Tracts, Publicly Owned, and Tax-Exempt Properties	Lands in public ownership or otherwise dedicated to public use are unlikely to be available for development and should be excluded from the land supply. These parcels are classified as **Undevelopable** and considered unavailable to support future growth and development. This includes lands with and without public zoning (for example, schools are sometimes zoned residential but still considered unlikely to redevelop for purposes of the land capacity analysis). Examples include parks, land owned by public service providers (e.g., governments, school districts, utility providers, etc.), and land and designated as open space under RCW 84.34. These parcels were selected using the exempt field code and ownership field and use code included within the attribute table of the parcel GIS (see also **Exhibit 4**).
Pipeline	**Pipeline** parcels are known projects anticipated to be developed in the near future, but no land use records exist of the improvement. These developments contribute to expected growth in the UGA over the planning period and are thus included as capacity. City staff provided a list of pipeline residential and commercial development projects and the associated parcels for each anticipated in the next 3 years.
Vacant	**Vacant** land is property with no significant improvements (i.e., parcels classified by the Assessor as "vacant" or with an assessed improvement value of no more than $500, not including lands that are identified as having manufactured homes).

Development Status	Definition
Underdeveloped	Land is considered **Underdeveloped** if significant improvements are present, but the property could support additional or more intense development that its current use. Underdeveloped lands include: • **Partially Used:** Land developed at a low residential density compared to what is allowed by development regulations (e.g., a property large enough to be subdivided into additional lots that could support new housing). Parcels in Low Density Residential zones (R-T, R-S-20, R-S-12, R-S-1, R-1, R-1-A, and R-1-A2 city zones and all relevant County residential zones) are considered underdeveloped if they are at least three times the minimum lot size. • **Underutilized:** Properties with a low assessed improvement value relative to the assessed value of the land. This includes parcels in Medium Density Residential, High Density Residential, and Non-residential zones (where multifamily, commercial, or industrial uses are allowed) with an assessed improvement to land value ratio (ILR) less than 0.5.
Developed	Land is considered **Developed** if it includes significant improvements and has no additional space for development. All land not identified as Exempt, Pipeline, Vacant or Underdeveloped, as defined above, fall into this category.

Sources: Commerce Urban Growth Area Guidebook, May 2025 Draft; City of Pasco, 2025; BERK, 2025.

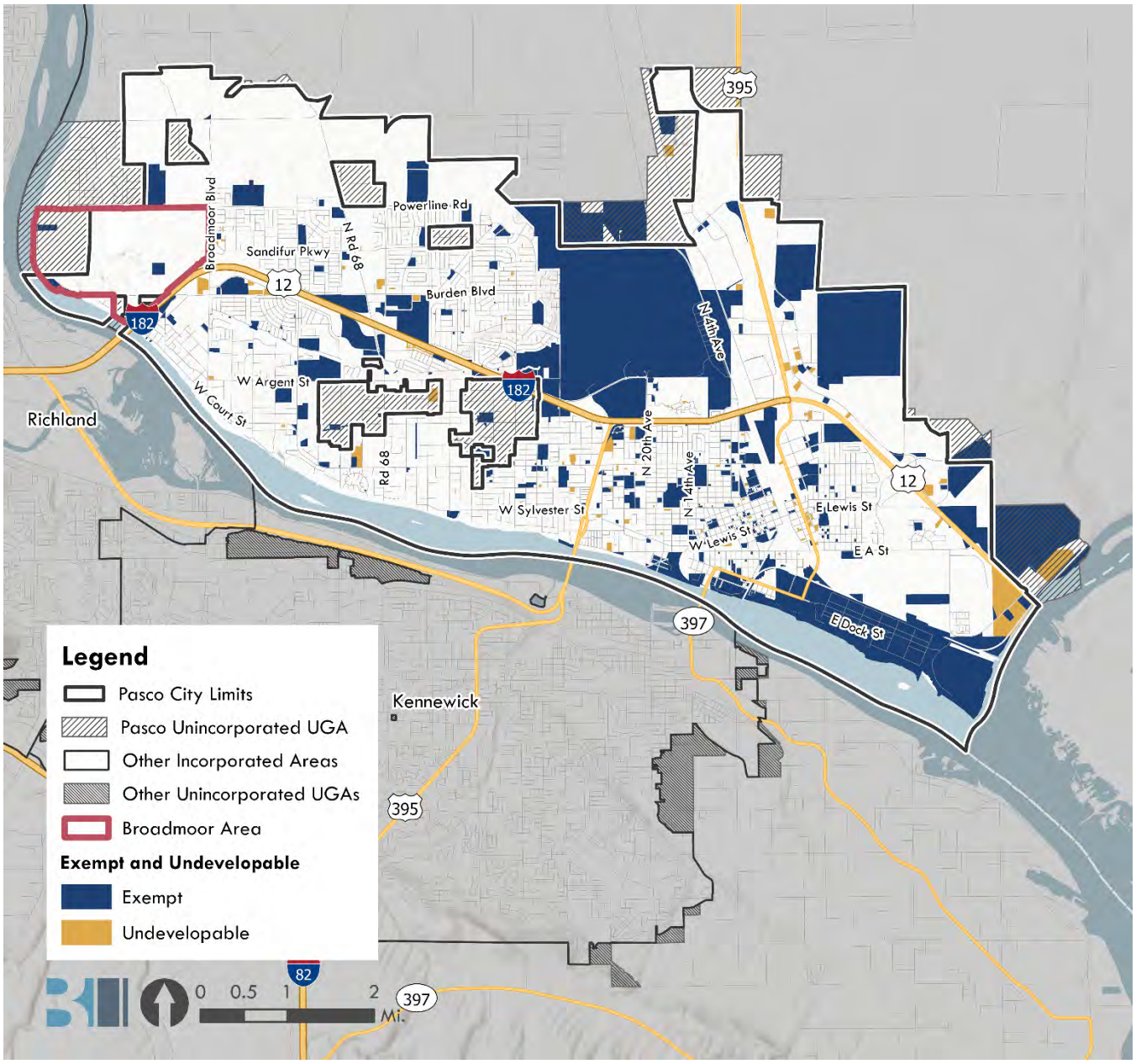
In total, 757 parcels with an estimated sum of 7,981 acres were considered undevelopable. See **Exhibit 4** and **Exhibit 5**.

Exhibit 4. Exempt and Undevelopable Parcels in the Pasco UGA

Owner	Parcels	Acres
City of Pasco	120	602
Port of Pasco	68	2,894
Pasco School District	42	593
BNSF Railway	39	290
US/Army Corps of Engineers/Bonneville Power Administration	42	635
Franklin County Housing Authority	40	57
Franklin County Irrigation District	7	26
Franklin County (Other)	36	131
State of Washington (Dept. of Natural Resources)	20	1,683
State of Washington (WSDOT, Others)	25	112
Confederated Tribes of Colville	4	199
Columbia Basin College	4	139
Religious Organization	88	143
Medical Facility	12	5
All Others (Exempt)	103	113
All Others (Undevelopable)	107	359
Total	**757 parcels**	**7,981 acres**

Source: Franklin County Assessor, 2025; BERK, 2025.

Exhibit 5. Geographic Distribution of Undevelopable Parcels in the Pasco UGA



Source: Franklin County Assessor, 2025; City of Pasco, 2025; BERK, 2025.

Subtract Lands Unavailable for Development

Some land that otherwise meets the above criteria to be classified as Vacant or Underdeveloped will not be capable of supporting development due to unsuitable site conditions or environmentally critical areas. Critical areas listed in **Exhibit 6** were identified using GIS and overlain on the land supply parcel base from Step 1. The portions of each parcel covered by the critical area thresholds in **Exhibit 6** are considered unbuildable and thus deducted from the parcel's gross acreage to determine net buildable area.

Exhibit 6. Development Constraints in Environmentally Critical Areas

Constraint	Threshold	File Name
Wetlands[1]	Identified wetland areas with 80-foot buffer	WetlandsRiparian

Constraint	Threshold	File Name
Critical fish and wildlife habitat conservation areas[2]	Identified habitat areas with 50-foot buffer (80-foot buffer used in LCA analysis, see footnote)	WetlandsRiparian
Flood hazard areas[3]	Lands within FEMA FIRM frequently flooded areas	FEMA Floodplain
Geologically hazardous areas[4]	Identified erosion and landslide hazard areas with 30-foot buffer	SteepSlope

Notes: **Aquifer recharge areas** (PMC 29.25.050) are also mapped in the city. Aquifer recharge areas include additional requirements for development but do not preclude most residential, commercial, or industrial development from occurring (unless there are hazardous substances, disposal of on-site sewage, or landfills) and are thus not removed from the parcel base.
1 Most non-residential and residential uses above 1 unit/acre (consistent with residential densities generally allowed in Pasco's zoning) are considered high impact uses that would require a buffer of between 50 to 250 feet depending on the **wetland** category (PMC 29.25.030). The City expects most mapped wetland are Category III or IV with less than a moderate level of function for habitat, requiring a buffer of between 50-80 feet depending on the land use. This land capacity analysis assumes an 80-foot buffer for all other mapped wetlands, consistent with a high intensity land use. Where lands adjacent to a wetland display a continuous slope of 25% or greater, the buffer shall include such sloping areas. Where the horizontal distance of the sloping area is greater than the required standard buffer, the buffer shall be extended to a point 25 feet beyond the top of the bank of the sloping area.
2 **Riparian habitat areas**: For the protection of habitat along rivers, the buffer widths provided in Table 29.15.020(2), Shoreline Development Standards Matrix, apply. Most non-residential and residential uses would require a 50-foot buffer, except for Urban Conservancy areas, where a 75-foot buffer is required. Wetland and riparian areas were provided in one combined GIS layer so a more conservative 80-foot buffer was used for both wetlands and riparian areas in this analysis.
3 **Flood hazard areas** include floodways, special flood hazard areas, and floodplains. The approximate location and extent of frequently flooded areas are shown on the Flood Insurance Rate Maps (FIRMs) prepared for the City of Pasco and Franklin County by FEMA, as part of the National Flood Insurance Program (PMC 29.25.060). PMC Title 16, Buildings and Construction, and Chapter 24.20 PMC, Flood Hazard Protection, regulate proposed activities in all areas of special flood hazards. Where elevation data is not available either through the Flood Insurance Study (FIS), FIRM, or from another authoritative source (PMC 24.16.050), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding (PCM 24.20.060).
4 **Erosion and Landslide Hazard Areas**: A minimum standard buffer width of 30 feet shall be established from the top, toe, and all edges of landslide and erosion hazard areas. **Volcanic Hazards**: The GMA requires that volcanic hazards be addressed in local critical area regulations. However, since no volcanic hazards exist in the City area, no volcanic hazards regulations are needed.
Sources: City of Pasco, 2026; BERK, 2026.

In addition to the site-level constraints identified above (undevelopable parcels and critical areas), some portion of the buildable land supply is assumed to remain unavailable for development due to a variety of factors. These are represented as a series of deduction factors, which are applied sequentially to the total net buildable area for each zoning designation.

- **Unavailable land factor (market factor)**—15% of Vacant and 20% of Underdeveloped land is assumed to remain undeveloped during the planning period due to title disputes, encumbrances, and property owner discretion.
- **Infrastructure factor**—20% of remaining Vacant and Underdeveloped land is deducted to account for new road rights-of-way, utility corridors, landfills, sewage treatment plants, parks, schools, and other public uses necessary to serve housing and population growth.[3] Recent residential development has varied below 20% while central Pasco has higher ROW totals (up to 28%). This LCA uses a combined 20% infrastructure factor to incorporate a balanced approach for future development considerate of a more refined transportation (grid) pattern as well as additional public facilities.

[3] RCW 36.70A.150, 2025.

Summarize Net Available Acreage by Zoning Designation

After applying all application exclusions and deductions described above, the remaining net buildable acreage is summarized by zoning designation and development classification (Vacant/Underdeveloped). This represents the total land area available to accommodate future growth in the study area. **Exhibit 7** summarizes the net developable acreage by zoning designation.

Exhibit 7. Existing Net Developable Area by LCA Development Status and Zone in the Pasco UGA

Zone	LCA Type	Net Acres	Market Factor Deduction	Infrastructure Factor Deduction	Net Buildable Acres
City Zoning					
BP	Vacant	—	15%	20%	—
	Underutilized	—	20%		
C-1	Vacant	258.18 acres	15%	20%	208.41 acres
	Underutilized	51.32 acres	20%		
C-2	Vacant	0.24 acres	15%	20%	0.45 acres
	Underutilized	0.45 acres	20%		
C-3	Vacant	145.19 acres	15%	20%	155.97 acres
	Underutilized	89.45 acres	20%		
C-R	Vacant	28.12 acres	15%	20%	19.65 acres
	Underutilized	0.83 acres	20%		
I-1	Vacant	866.19 acres	15%	20%	652.22 acres
	Underutilized	98.77 acres	20%		
I-2	Vacant	536.85 acres	15%	20%	388.34 acres
	Underutilized	36.38 acres	20%		
I-3	Vacant	—	15%	20%	—
	Underutilized	—	20%		
O	Vacant	2.01 acres	15%	20%	2.13 acres
	Underutilized	1.19 acres	20%		
MU	Vacant	4.76 acres	15%	20%	3.24 acres
	Underutilized	—	20%		
R-4	Vacant	23.40 acres	15%	20%	68.87 acres
	Underutilized	82.75 acres	20%		
R-3	Vacant	202.78 acres	15%	20%	140.13 acres
	Underutilized	3.50 acres	20%		
R-3/PUD	Vacant	—	15%	20%	—
	Underutilized	—	20%		
R-2	Vacant	11.92 acres	15%	20%	14.47 acres
	Underutilized	9.95 acres	20%		
R-1	Vacant	797.23 acres	15%	20%	699.77 acres
	Partially Used	246.34 acres	20%		
R-1/PUD	Vacant	1.85 acres	15%	20%	1.92 acres
	Partially Used	1.04 acres	20%		

Zone	LCA Type	Net Acres	Market Factor Deduction	Infrastructure Factor Deduction	Net Buildable Acres
R-1-A	Vacant	6.51 acres	15%	20%	5.36 acres
	Partially Used	1.46 acres	20%		
R-1-A2	Vacant	0.50 acres	15%	20%	0.34 acres
	Partially Used	—	20%		
R-S-1	Vacant	27.05 acres	15%	20%	21.86 acres
	Partially Used	5.41 acres	20%		
R-S-1/PUD	Vacant	17.27 acres	15%	20%	12.89 acres
	Partially Used	1.80 acres	20%		
R-S-12	Vacant	42.14 acres	15%	20%	124.05 acres
	Partially Used	149.05 acres	20%		
R-S-20	Vacant	117.24 acres	15%	20%	270.63 acres
	Partially Used	298.30 acres	20%		
R-T	Vacant	519.11 acres	15%	20%	710.35 acres
	Partially Used	558.36 acres	20%		
RP	Vacant	—	15%	20%	19.24 acres
	Partially Used	30.07 acres	20%		
City Zoning—Broadmoor Overlay					
Commercial/ C-1	Vacant	98.16 acres	15%	20%	66.75 acres
	Underutilized	—	20%		
Mixed R-C/ C-1	Vacant	57.91 acres	15%	20%	39.38 acres
	Underutilized	—	20%		
Mixed R-C/ MU	Vacant	—	15%	20%	—
	Underutilized	—	20%		
MDR/R-4	Vacant	6.04 acres	15%	20%	4.11 acres
	Underutilized	—	20%		
MDR/R-3	Vacant	63.75 acres	15%	20%	43.35 acres
	Underutilized	—	20%		
MDR/R-2	Vacant	—	15%	20%	—
	Underutilized	—	20%		
LDR/R-1	Vacant	109.22 acres	15%	20%	74.32 acres
	Partially Used	0.08 acres	20%		
R-T	Vacant	419.04 acres	15%	20%	284.95 acres
	Partially Used	—	20%		
County Zoning (UGA)					
C-1	Vacant	0.03 acres	15%	20%	6.5 acres
	Underutilized	10.12 acres	20%		
C-2	Vacant	—	15%	20%	—
	Underutilized	—	20%		
	Vacant	320.92 acres	15%	20%	251.86 acres

Zone	LCA Type	Net Acres	Market Factor Deduction	Infrastructure Factor Deduction	Net Buildable Acres
I-2	Underutilized	52.55 acres	20%		
I-3	Vacant	—	15%	20%	—
	Underutilized	—	20%		
O	Vacant	—	15%	20%	—
	Underutilized	—	20%		
RS-20	Vacant	126.87 acres	15%	20%	324.03 acres
	Partially Used	371.50 acres	20%		
RS-40	Vacant	35.90 acres	15%	20%	60.02 acres
	Partially Used	55.63 acres	20%		
RR-1	Vacant	19.63 acres	15%	20%	16.67 acres
	Partially Used	5.19 acres	20%		
RR-5	Vacant	1.15 acres	15%	20%	0.79 acres
	Partially Used	—	20%		
R-T	Vacant	0.44 acres	15%	20%	0.30 acres
	Partially Used	—	20%		
AP-20	Vacant	72.67 acres	15%	20%	49.42 acres
	Partially Used	—	20%		
County Zoning (UGA)—Broadmoor					
C-1	Vacant	—	15%	20%	3.96 acres
	Underutilized	6.19 acres	20%		
MU	Vacant	—	15%	20%	—
	Underutilized	—	20%		
RS-20	Vacant	30.09 acres	15%	20%	37.44 acres
	Partially Used	26.54 acres	20%		
R-T	Vacant	138.69 acres	15%	20%	135.23 acres
	Partially Used	63.94 acres	20%		

Sources: Commerce Urban Growth Area Guidebook, May 2025 Draft; PMC Title 25, 2025; Franklin County Code Title 17; City of Pasco, 2026; BERK, 2026.

STEP 2: CALCULATE NET HOUSING UNIT & JOB DEVELOPMENT CAPACITY

Estimated housing unit capacity is calculated by multiplying the maximum allowed residential densities for each zoning designation by the net available acreage in that zone. This results in a gross housing unit capacity for each zone. To determine net housing unit capacity, existing housing units in each zone are subtracted from the gross capacity (existing housing units by parcel are based on the assessor's existing land use code).[4]

[4] Existing housing units in the city and unincorporated UGA by parcel are unknown at this time. For the purposes of this analysis, underdeveloped parcels zoned for residential are assigned an existing housing unit value based on their assessor land use code (one existing unit on parcels coded as "(11) Residential – Single Family, (18) Residential – All other, or (15) Residential –

Capacity to add ADUs and middle housing infill is also accounted for on lots with existing single-family development in residential zones that are not big enough to subdivide and redevelop at a higher density (e.g., classified as developed; see **Exhibit 3**). This analysis assumes existing single-family lots in the mixed use and residential zones between 1.5–3 the minimum lot size could add one ADU and, consistent with Commerce guidance, that 5% of eligible lots would add an ADU based on local market factors.[5] Similarly, this analysis assumes another 5% of existing single-family lots between 1.5–3 the minimum lot size in the R-1, R-2, and R-3 zones would add a middle housing unit (infill).

Estimated job development capacity is calculated by multiplying existing employees per acre by net available acreage in each commercial and industrial zone. The existing number of employees in commercial and industrial sectors, taken from the most recent LEHD data available for the City of Pasco, is divided by the total acres of developed commercial and industrial lands from the step above to determine existing commercial employees and existing industrial employees per acre. These are then multiplied by the net available acreage in commercial and industrial zones to determine gross job capacity in commercial and industrial areas. Note that site level data for existing jobs is not available—as such, this estimate of job capacity may be overestimating net capacity by zone as existing jobs are not subtracted from the gross capacity by zone.

STEP 3: CALCULATE CAPACITY FOR EMERGENCY HOUSING BEDS

According to Commerce guidance, emergency housing can be provided in the form of either a congregate shelter that provides indoor overnight accommodations or temporary housing units. In either case, they must provide housing/shelter for individuals or families that are experiencing homelessness or are at imminent risk of becoming homeless. Furthermore, Commerce guidance for Housing Elements states that "emergency housing needs may be met through a number of different housing types. Emergency housing may include, but is not limited to, traditional shelter arrangements, hotel rooms, tiny home villages or short-term apartments. Regardless of the housing type...the facility must be indoors and allow for access to personal hygiene facilities (e.g., a restroom), meeting the requirements for shelter or other facility types based on current Washington Shelter Guidelines..."[6]

Per guidance from Commerce, land included in the general residential land capacity analysis may also be counted as land for the emergency housing land capacity analysis. This is allowed to avoid double-counting housing needs that would be accommodated if the jurisdiction were successful at providing for all permanent housing needs.[7] For all zones in which emergency housing use types are allowed by right, the amount of vacant and underdeveloped land is multiplied by the estimated density of emergency housing that could reasonably develop in Pasco. The analysis assumes one bed per unit (the most conservative estimate) to estimate capacity for emergency housing. The assumed reasonable density of emergency housing is based on examples provided by Commerce and on existing emergency housing facilities in Pasco and other similar communities.

Mobile Home Park," two existing units on parcels coded as "(12) Residential – 2-4 units," and five existing units on parcels coded as "(13) Residential – Multiunits"). Parcels with the existing use code "(16) Residential – Hotels/Motels" are not considered as existing permanent housing and therefore not deducted as existing units. Parcels with the existing use code "(17) Residential – Institutional Lodging" are considered undevelopable as they include adult family homes, rehabilitation centers, emergency housing, and other public housing unlikely to redevelop.

[5] A total of 32 ADUs were constructed in Pasco between 2010–2024, representing less than 1% of all residential units constructed. However, most of these (25) were constructed in the last two years (2023–2024) indicating a gradual increase in ADU production trends. Guidance for Updating Your Housing Element (p.27), 2023; PMC 25.161.020, 2025; OFM, 2025.

[6] Commerce, Establishing Housing Targets for Your Community, updated September 2023, pg. 21-22, 43.

[7] Commerce, Guidance for Updating Your Housing Element, updated September 2024, pg. 46.

EXISTING LAND CAPACITY ANALYSIS

STEP 1: CLASSIFY ZONES BY ALLOWED DENSITY LEVEL & HOUSING TYPE & RELATE TO POTENTIAL INCOME LEVELS SERVED.

Different housing types are more suitable for meeting housing needs at different income/affordability levels due in part to significant differences in land and construction costs per unit. In this step, **each zone is classified based on the type of housing most likely to be constructed within it**, assuming that the full capacity for development is used in the future. **Exhibit 8** presents different zone categories as well as the lowest level of income that can feasibly be served assuming new housing is either market-rate or a subsidized affordable housing project. The categories and resulting affordability assumptions used for the capacity analysis are consistent with Commerce's guidance for updating housing elements in moderate-cost communities and housing market conditions in Pasco. The exhibit shows that some housing types are more appropriate for meeting lower income housing needs than other types.

Exhibit 8. Residential Zone Categories and Potential Income Levels Served in the Pasco UGA

Zone Category	Definition	Income Level Served		Assumed Affordability Level for Capacity Analysis
		Market Rate	With Subsidies	
Mid-rise Multifamily	Apartments, condominiums (4-8 floors or ~40-85 feet in height)	Low income (>50-80% AMI)	Extremely-low and very-low income (0-50% AMI)	Low income (0-80% AMI) and PSH
Low-rise Multifamily	Walk-up apartments, condominiums (2-3-floors)	Low income (>50-80% AMI)	Extremely-low and very-low income (0-50% AMI)	Low income (0-80% AMI) and PSH
Moderate Density	Small format multifamily housing types such as townhomes, duplex, triplex, or quadplex—also known as "middle housing"	Moderate income (>80-120% AMI)	*Not typically feasible at scale.*	Moderate income (>80-120% AMI)
Low Density	Detached single family homes	Higher income (>120% AMI)	*Not typically feasible at scale.*	Higher income (>120% AMI)
ADU	Accessory dwelling units associated with a detached single-family home	Low income (>50-80% AMI)	N/A	Low income (>50-80% AMI)—group with low-rise and mid-rise multifamily

Note: Adapted from Commerce's Guidance for Updating Your Housing Element (Exhibit 10 and Exhibit 12), revised 2024.
Sources: City of Pasco, 2025; BERK, 2025.

Exhibit 9 summarizes the types of housing and allowed residential densities of zones used in the existing capacity analysis and assigns each a zone category and resulting affordability level per **Exhibit 8**.

Exhibit 9. Residential Zone Classifications and Potential Income Levels Served in the Pasco UGA

Zone	Typical Housing Types Allowed[1]	Density/Min. Lot Size	Assigned Zone Category	Assumed Affordability Level for Capacity Analysis
City Zoning				
C-1, C-2, C-3	Single family, duplex/triplex, multifamily (4+)—conditional uses in C-1, permitted outright in C-2 and C-3	Units must be in a mixed-use building and above ground floor No density or min lot size defined in code, assume same density as MU zone	Mid-rise Multifamily	Low income (0-80% AMI) and PSH
MU	Single family, duplex/triplex, multifamily (4+), ADUs[2]	Allowed density: 5–29 du/ac Min density: 7 du/net ac (14 du/net ac at Osprey Pointe)[3]	Mid-rise Multifamily	Low income (0-80% AMI) and PSH

Zone	Typical Housing Types Allowed[1]	Density/Min. Lot Size	Assigned Zone Category	Assumed Affordability Level for Capacity Analysis
	Osprey Pointe limitations: single family detached (allowed west of S Maitland Ave), duplexes and triplexes (allowed east of the extension of S Maitland Ave but no further than 500' east of S Oregon Ave), and multifamily 4+ (allowed no further than 500' east of S Oregon Ave). See PMC 25.127.020(2).	Min lot size: 1,000 sqft for SFDU, 1,500 for duplex/triplex, none for multifamily		
R-4	Single family, duplex/triplex, multifamily (4+), manufactured homes, ADUs[2]	Allowed density: 6–21 du/ac Min lot size: 2,000 sqft for SFDU, 1,250 sqft for SFAU, 2,500 sqft for duplex/triplex, multifamily depends on site design & parking requirements	Low-rise Multifamily	Low income (0-80% AMI) and PSH
R-3[4]		Allowed density: 6–20 du/ac Min lot size: 2,500 sqft for SFDU, 1,500 sqft for SFAU, 3,000 sqft for duplex/triplex, multifamily depends on site design & parking requirements	Moderate Density	Moderate income (>80-120% AMI)
R-3/PUD[4]		*Same as R-1, except:* Allowed density: 12-20 du/acre	Moderate Density	Moderate income (>80-120% AMI)
R-2[4]		Allowed density: 6–20 du/ac Min lot size: 3,000 sqft for SFDU, 2,000 sqft for SFAU, 4,000 sqft for duplex/triplex, multifamily depends on site design & parking requirements	Moderate Density	Moderate income (>80-120% AMI)
R-1		Allowed density: 3–6 du/ac Min lot size: 4,000 sqft for SFDU, 3,500 sqft for SFAU, 5,000 sqft for duplex/triplex, multifamily depends on site design & parking requirements	Low Density	Higher income (>120% AMI)
R-1/PUD		*Same as R-1, except:* Allowed density: 5-7 du/acre Min site area: 2 acres	Moderate Density	Moderate income (>80-120% AMI)
R-1-A	Single family, manufactured homes, ADUs[2]	Allowed density: 3–6 du/ac Min lot size: 7,200 sqft	Low Density	Higher income (>120% AMI)
R-1-A2				
R-S-1	Single family, duplex/triplex, multifamily (4+), courtyard apartments, manufactured homes, ADUs[2]	Allowed density: 3–6 du/ac Max density: 3 units/lot Min lot size: 10,000 sqft	Low Density	Higher income (>120% AMI)
R-S-1/PUD		Allowed density: 5-7 du/acre Min lot size: 10,000 sqft Min site area: 2 acres		
R-S-12	Single family, duplex/triplex, multifamily (4+), manufactured homes, ADUs[2]	Allowed density: 3–6 du/ac Max density: 3 units/lot Min lot size: 12,000 sqft	Low Density	Higher income (>120% AMI)
R-S-20	Single family, manufactured homes, ADUs[2]	Min lot size: 20,000 sqft	Low Density	Higher income (>120% AMI)
R-T	Single family, manufactured homes, ADUs[2]	Min lot size: 5 acres	Low Density	Higher income (>120% AMI)

Zone	Typical Housing Types Allowed[1]	Density/Min. Lot Size	Assigned Zone Category	Assumed Affordability Level for Capacity Analysis
RP	Manufactured home parks, ADUs[2]	Min park size: 5 acres Allowed Density: 6-20 du/acre Min lot size: 5,000 sqft (min lot size results in max density of ~8.7 du/ac)	Moderate Density	Moderate income (>80-120% AMI)
City Zoning—Broadmoor Overlay				
Commercial	Multifamily (4+)—conditional	*Density maximums of the Comprehensive Plan do not apply* Units must be in a mixed-use building and above ground floor No density or min lot size defined in code, assume same density as Mixed R-C in Broadmoor	Mid-rise Multifamily	Low income (0-80% AMI) and PSH
Mixed R-C	Townhome/row house, duplex/triplex/fourplex, cottage housing, courtyard housing (4-12 units), live/work, multifamily (4+), ADUs[2]	*Density maximums of the Comprehensive Plan do not apply* Min density for residential portion of the site: 21 du/ac Min 20% of site for residential and 20% for commercial/non-residential	Mid-rise Multifamily	Low income (0-80% AMI) and PSH
MDR	Single family, townhome/row house, duplex/triplex/fourplex, cottage housing, courtyard housing (4-12 units), live/work, multifamily (4+), manufactured homes, ADUs[2]	*Underlying zone R-4* Allowed density: 6–29 du/ac Min lot size: 2,000 sqft for SFDU, 1,500 sqft for townhome/row house, duplex/triplex/fourplex, or cottage/courtyard housing, multifamily depends on site design & parking requirements	Low-rise Multifamily	Low income (0-80% AMI) and PSH
		Underlying zone R-3 Allowed density: 6–29 du/ac Min lot size: 3,000 sqft for SFDU, 2,000 sqft for townhome/row house or duplex/triplex/fourplex, 1,800 sqft for cottage/courtyard housing, multifamily depends on site design & parking requirements	Moderate Density	Moderate income (>80-120% AMI)
		Underlying zone R-2 Allowed density: 6–29 du/ac Min lot size: 5,000 sqft for SFDU, 3,000 sqft for townhome/row house, 2,500 sqft for duplex/triplex/fourplex, 2,000 sqft for cottage/courtyard housing, multifamily depends on site design & parking requirements	Moderate Density	Moderate income (>80-120% AMI)
LDR	Single family, townhome/row house, duplex/triplex/fourplex, cottage housing, courtyard housing (4-12 units), manufactured homes, ADUs[2]	*Underlying zone R-1 (see R-1 above)*	Low Density	Higher income (>120% AMI)
County Zoning (UGA)				
C-1, C-2	Multifamily—conditional	Units must be in a mixed-use building and above ground floor in C-1 No density or min lot size defined, assume same density as City's MU zone	Low-rise Multifamily	Low income (0-80% AMI) and PSH

Zone	Typical Housing Types Allowed[1]	Density/Min. Lot Size	Assigned Zone Category	Assumed Affordability Level for Capacity Analysis
RS-20	Single family, ADUs[2]	Min lot size: 1 du/20,000 sqft	Low Density	Higher income (>120% AMI)
RS-40	Single family, ADUs[2]	Min lot size: 1 du/40,000 sqft	Low Density	Higher income (>120% AMI)
RR-1	Single family, ADUs[2]	Min lot size: 1 du/acre	Low Density	Higher income (>120% AMI)
RR-5	Single family, ADUs[2]	Min lot size: 1 du/5 acres	Low Density	Higher income (>120% AMI)
R-T	Single family, ADUs[2]	Min lot size: 1 du/5 acres	Low Density	Higher income (>120% AMI)
AP-20	Single family, ADUs[2]	Min lot size: 1 du/20 acres	Low Density	Higher income (>120% AMI)

Note: du/ac = dwelling units per acre; sqft = square feet; SFDU = single family detached; SFAU = single family attached. Per PMC 25.22.020, multifamily attached includes apartments, stacked flats, and condos and multifamily detached includes cottage housing.
1 Housing types from Pasco's Municipal Code are slightly simplified or summarized in this exhibit to best convey and compare the typical residential uses allowed in each zone for purposes of the LCA.
2 Per PMC 25.161.020, one attached or one detached ADU is allowed per lot in all of the City's residential zoning districts and it must be accessory to a single-family residence. Per FCC 17.66.050 and FCC 17.66.060, one attached or detached ADU is permitted per single-family dwelling in all of the County's single-family districts—detached ADUs are only allowed on residential lots at least 2 acres in size.
3 Net acre excludes infrastructure, such as roads, utility easements, stormwater infrastructure, and excludes critical areas, and applies to the entire Osprey Pointe rather than to individual developments.
4 A density increase is allowed above the base densities listed here in the R-2 and R-3 residential districts per PMC 25.155. Developers are allowed an increased density if they voluntarily incorporate architectural creativity, site and aesthetic considerations in the design of residential developments that achieve a more efficient site plan, result in a physical development which blends more favorably or harmoniously with neighboring uses, uses within the vicinity, and increase the quality of the living environment for its future residents. In the R-2 district, minimum lot area requirements may be reduced a maximum of 1,400 sqft, from 5,000 sqft/du to 3,600 sqft/du. In the R-3 district, minimum lot area requirements may be reduced to a maximum of 1,000 sqft, from 3,000 sqft/du to 2,000 sqft/du.
Sources: PMC Title 25, 2025; Franklin County Code Title 17; City of Pasco, 2026; BERK, 2026.

STEP 2: SUMMARIZE LAND CAPACITY FOR HOUSING & JOBS BY ZONE.

Vacant/Underdeveloped Capacity

Exhibit 10 summarize results of the capacity analysis for residential, commercial, and industrial zones in the Pasco UGA based on existing zoning and the methodology outlined above. Assumed residential densities are detailed in Step 1 and **Exhibit 9** above. Assumed commercial and industrial job densities are based on 2022 LEHD employment statistics for the City of Pasco (16,676 commercial employees and 7,699 industrial employees) and total existing developed commercial (922 acres) and industrial land (1,775 acres) in city limits.[8] **Exhibit 11** maps the geographic distribution of vacant and underdeveloped parcels by assumed type of development across the city and unincorporated UGA.

[8] Industrial jobs used to calculate existing job densities include 1,222 jobs in natural resource based sectors and 6,477 jobs in industrial sectors as the City's zoning would allow these types of jobs in existing industrial zones. US Census Bureau, OnTheMap (LEHD, Origin-Destination Employment Statistics, All Jobs), 2022; Franklin County, 2025; BERK, 2025.

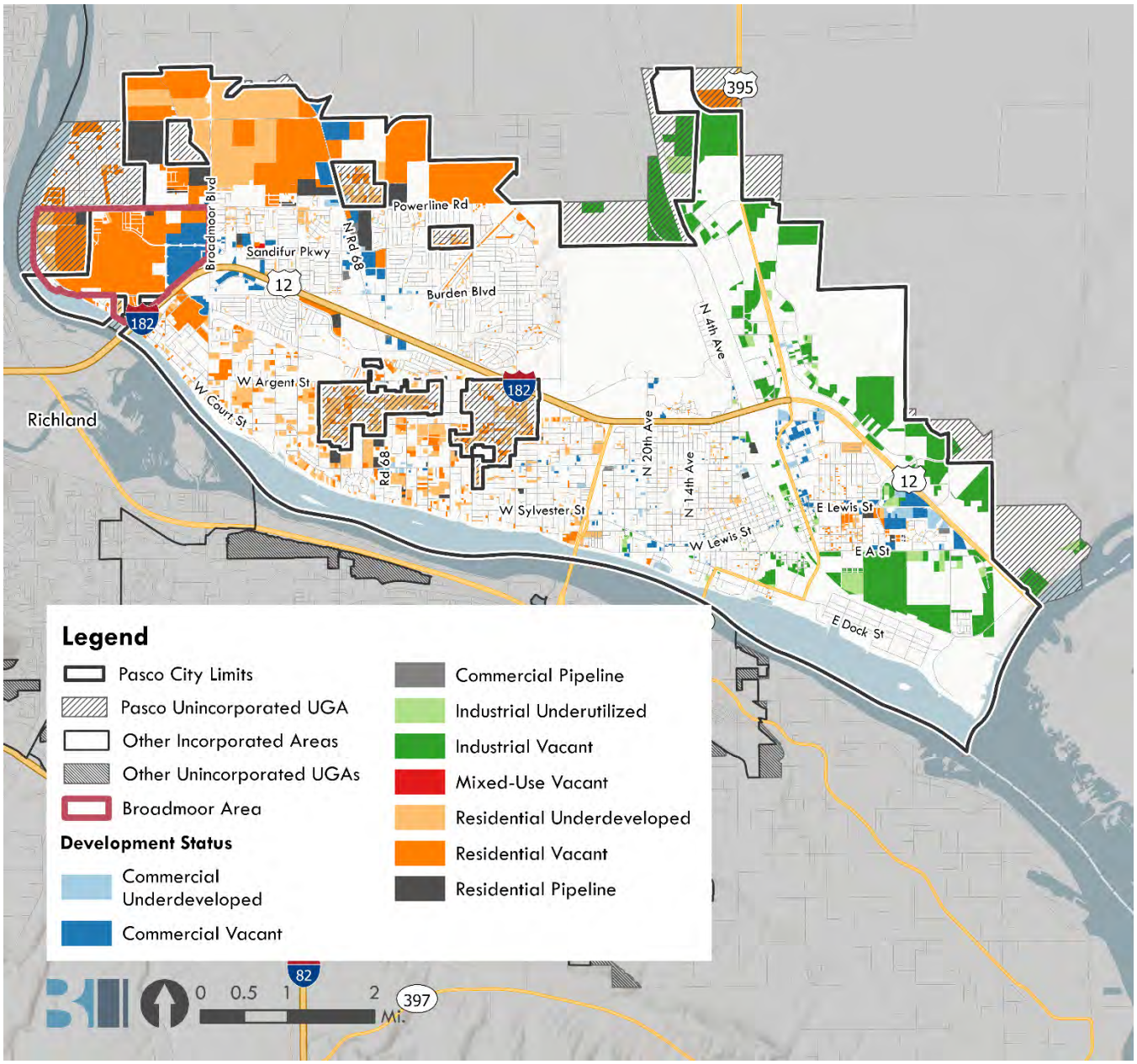
Exhibit 10. Existing Residential, Commercial, and Industrial Capacity by Zone in the Pasco UGA

Zone	Assumed Type of Development	Net Buildable Acres[1]	Assumed Density[2]	Gross Unit/ Job Capacity	Existing Units on Underdeveloped Land[3]	Net DU Capacity	ADU Capacity	Infill Capacity
City Zones								
BP	100% Commercial	—	18.1 jobs/ac	—	—	—	—	—
C-1	90% Commercial	187.57 acres	18.1 jobs/ac	3,394 jobs	—	—	—	—
	10% Residential	20.84 acres	29 du/ac	604 units	8 units	596 units	—	—
C-2	90% Commercial	0.41 acres	18.1 jobs/ac	7 jobs	—	—	—	—
	10% Residential	0.05 acres	29 du/ac	1 unit	—	1 unit	—	—
C-3	90% Commercial	140.38 acres	18.1 jobs/ac	2,540 jobs	—	—	—	—
	10% Residential	15.60 acres	29 du/ac	452 units	4 units	448 units	—	—
C-R	100% Commercial	19.65 acres	18.1 jobs/ac	356 jobs	—	—	—	—
I-1	100% Industrial	652.22 acres	4.3 jobs/ac	2,830 jobs	—	—	—	—
I-2	100% Industrial	388.34 acres	4.3 jobs/ac	1,685 jobs	—	—	—	—
I-3	100% Industrial	—	4.3 jobs/ac	—	—	—	—	—
O	100% Commercial	2.13 acres	18.1 jobs/ac	38 jobs	—	—	—	—
MU	50% Commercial	1.62 acres	18.1 jobs/ac	29 jobs	—	—	—	—
	50% Residential	1.62 acres	29 du/ac	47 units	—	47 units	—	—
R-4	100% Residential	68.87 acres	21 du/ac	1,446 units	6 units	1,440 units	3 ADUs	—
R-3	100% Residential	140.13 acres	20 du/ac	2,803 units	12 units	2,791 units	27 ADUs	27 units
R-3/PUD	100% Residential	—	20 du/ac	—	—	—	—	—
R-2	100% Residential	14.47 acres	20 du/ac	289 units	10 units	279 units	25 ADUs	25 units
R-1	100% Residential	699.77 acres	6 du/ac	4,199 units	520 units	3,679 units	425 ADUs	425 units
R-1/PUD	100% Residential	1.92 acres	7 du/ac	13 units	6 units	7 units	7 ADUs	7 units
R-1-A	100% Residential	5.36 acres	6 du/ac	32 units	10 units	22 units	3 ADUs	3 units
R-1-A2	100% Residential	0.34 acres	6 du/ac	2 units	1 units	1 units	—	—
R-S-1	100% Residential	21.86 acres	6 du/ac	131 units	10 units	121 units	3 ADUs	—
R-S-1/PUD	100% Residential	12.89 acres	7 du/ac	90 units	10 units	80 units	4 ADUs	—
R-S-12	100% Residential	124.05 acres	6 du/ac	744 units	107 units	637 units	19 ADUs	—
R-S-20	100% Residential	270.63 acres	2.2 du/ac	589 units	119 units	470 units	18 ADUs	—
R-T	100% Residential	710.35 acres	0.2 du/ac	142 units	—	142 units	—	—
RP	100% Residential	19.24 acres	8.7 du/ac	168 units	2 units	166 units	—	—
City Zoning—Broadmoor Overlay								
Commercial/ C-1	90% Commercial	60.07 acres	18.1 jobs/ac	1,087 jobs	—	—	—	—
	10% Residential	6.67 acres	43.6 du/ac	291 units	—	291 units	—	—
Mixed R-C/ C-1	50% Commercial	19.69 acres	18.1 jobs/ac	356 jobs	—	—	—	—
	50% Residential	19.69 acres	43.6 du/ac	858 units	—	858 units	—	—
Mixed R-C/ MU	50% Commercial	—	18.1 jobs/ac	—	—	—	—	—
	50% Residential	—	43.6 du/ac	—	—	—	—	—
MDR/R-4	100% Residential	4.11 acres	29 du/ac	119 units	—	119 units	—	—
MDR/R-3	100% Residential	43.35 acres	29 du/ac	1,257 units	36 units	1,221 units	2 ADUs	2 units
MDR/R-2	100% Residential	—	29 du/ac	—	—	—	—	—
LDR/R-1	100% Residential	74.32 acres	6 du/ac	446 units	27 units	419 units	2 ADUs	2 units

Zone	Assumed Type of Development	Net Buildable Acres[1]	Assumed Density[2]	Gross Unit/ Job Capacity	Existing Units on Underdeveloped Land[3]	Net DU Capacity	ADU Capacity	Infill Capacity
R-T	100% Residential	284.95 acres	0.2 du/ac	57 units	—	57 units	—	—
County Zones (UGA)								
C-1	90% Commercial	5.85 acres	18.1 jobs/ac	106 jobs	—	—	—	—
	10% Residential	0.65 acres	29.0 du/ac	19 units	—	19 units	—	—
C-2	90% Commercial	—	18.1 jobs/ac	—	—	—	—	—
	10% Residential	—	29.0 du/ac	—	—	—	—	—
I-2	100% Industrial	251.86 acres	4.3 jobs/ac	1,093 jobs	—	—	—	—
I-3	100% Industrial	—	4.3 jobs/ac	—	—	—	—	—
O	100% Commercial	—	18.1 jobs/ac	—	—	—	—	—
RS-20	100% Residential	324.03 acres	2.2 du/ac	706 units	149 units	557 units	9 ADUs	—
RS-40	100% Residential	60.02 acres	1.1 du/ac	65 units	8 units	57 units	1 ADUs	—
RR-1	100% Residential	16.67 acres	1 du/ac	17 units	1 units	16 units	—	—
RR-5	100% Residential	0.79 acres	0.2 du/ac	—	1 units	-1 units	—	—
R-T	100% Residential	0.30 acres	0.2 du/ac	—	—	—	—	—
AP-20	100% Residential	49.42 acres	0.1 du/ac	2 units	—	2 units	—	—
County Zones (UGA)—Broadmoor Overlay								
C-1	90% Commercial	3.57 acres	18.1 jobs/ac	65 jobs	—	—	—	—
	10% Residential	0.40 acres	29 du/ac	11 units	—	11 units	—	—
Mixed R-C	50% Commercial	—	18.1 jobs/ac	—	—	—	—	—
	50% Residential	—	43.6 du/ac	—	—	—	—	—
RS-20	100% Residential	37.44 acres	2.2 du/ac	82 units	1 units	81 units	—	—
R-T	100% Residential	135.23 acres	0.2 du/ac	27 units	—	27 units	—	—

Note: du = dwelling units; ac = acre.
1 See **Exhibit 7** for net buildable acres by zone.
2 See **Exhibit 9** for assumed maximum residential densities. Assumed commercial and industrial job densities are based on 2022 LEHD employment statistics for the City of Pasco (16,676 commercial employees and 7,699 industrial employees) and total existing developed commercial (922 acres) and industrial land (1,775 acres) in city limits.
3 Existing housing units in the city and unincorporated UGA by parcel are unknown at this time. For the purposes of this analysis, underdeveloped parcels zoned for residential are assigned an existing housing unit value based on their assessor land use code (one existing unit on parcels coded as "(11) Household, single family units, (18) All other residential not elsewhere coded, or (15) Mobile home parks or courts," two existing units on parcels coded as "(12) Household, 2-4 units," and five existing units on parcels coded as "(13) Household, multiunits (5 or more)").
Sources: US Census Bureau, OnTheMap (LEHD, Origin-Destination Employment Statistics, All Jobs), 2022; City of Pasco, 2026; BERK, 2026.

Exhibit 11. Geographic Distribution of Vacant, Underdeveloped, and Pipeline Parcels in the Pasco UGA



Note: This map shows parcels based on their assigned development status (**Exhibit 3**) and current zone and does not remove undevelopable portions of each parcel (e.g., critical areas, setbacks, etc.).
Source: Franklin County Assessor, 2025; City of Pasco, 2025; BERK, 2025.

Capacity for ADUs

In addition to the net unit capacity shown in **Exhibit 10**, ADUs could be added on existing single family lots in all of the City's residential zones and mixed use zone and in the County's residential zones that are not big enough to subdivide and redevelop at a higher density (e.g., classified as developed; see **Exhibit 3**). This analysis assumes developed lots with an existing single family dwelling in residential zones between 1.5–3 the minimum lot size could add one ADU.[9] As many property owners who can legally

[9] Per PMC 25.161.020, one attached or one detached ADU is allowed per lot in all residential zoning districts and it must be accessory to a single-family residence. Per FCC 17.66.050 and FCC 17.66.060, one attached or detached ADU is permitted per

establish new ADUs on developed lots may choose not to do so given the significant associated cost and effort, the analysis assumes a participation factor of 5% consistent with guidance from Commerce and based on local market factors.[10] In other words, the analysis assumes that 5% of currently developed lots in residential zones that could add an ADU will add one ADU by 2046, resulting in additional capacity for 543 ADUs (including 539 ADUs in city limits and 10 ADUs in the unincorporated UGA). More than three-quarters of this capacity is in the R-1 zone in city limits (425 ADUs).

Middle Housing Infill

In the City's R-1, R-2, and R-3 zones, infill middle housing could also be added on existing single family lots that are not big enough to subdivide and redevelop at a higher density (e.g., classified as developed; see **Exhibit 3**). This analysis assumes 5% of existing single-family lots between 1.5–3 the minimum lot size in the R-1, R-2, and R-3 zones would add one infill middle housing unit by 2046, resulting in additional capacity for 491 middle housing units in city limits. Most of this capacity is in the R-1 zone (425 infill units).

Pipeline Capacity

The City anticipates several pipeline projects will be developed in the next 3 years that can be counted towards meeting the City's adopted housing needs per Commerce guidance. This includes 2,009 units of single-family development, 5 duplex units, 247 townhomes, 462 units of multifamily development, 88 RV spots, and 286,850 square feet of commercial development (or approximately 820 commercial jobs at 350 square feet per employee). The estimated unit count, expected affordability level, and location of each project are detailed in **Exhibit 12** and mapped in **Exhibit 11**. The pipeline single family units are assumed to be affordable for higher incomes, the duplex and townhomes units are assumed to be affordable for moderate income levels, and the multifamily units are assumed to be affordable at lower income levels consistent with **Exhibit 8**. Note that all parcels associated with these developments were marked as pipeline per **Exhibit 3**.

Exhibit 12. Known Pipeline Projects in Pasco (0–3 Years)

Project	Expected Units / Square Feet Commercial	Timeline	Assumed Affordability Level for Capacity Analysis
Allison Court	15 single family	1 to 3 years	High income (>120% AMI)
Alvarado	14 single family	1 to 3 years	
AMI	—	1 to 3 years	
Barker Heights	211 single family	1 to 3 years	
Barker Ranch 1st Addition	96 single family	1 to 3 years	
Columbia Water Estates	213 single family	1 to 3 years	
Crossings at Pearl	71 single family	1 to 3 years	
Davidson	2 single family	1 to 3 years	
Duarte	3 single family	1 to 3 years	
Glacier Park	105 single family	1 to 3 years	
Guardians Nest	20 single family	1 to 3 years	
Guillen	2 single family	1 to 3 years	

single-family dwelling in all of the County's single-family zoning districts—detached ADUs are only allowed on residential lots at least 2 acres in size.

[10] Guidance for Updating Your Housing Element (p.27), 2023.

Project	Expected Units / Square Feet Commercial		Timeline	Assumed Affordability Level for Capacity Analysis
Hayden Homes Rd 76	57 single family		1 to 3 years	
Kimmie Estates	11 single family		1 to 3 years	
Marroquin	7 single family		1 to 3 years	
Milan	59 single family		1 to 3 years	
Peak Towneplace	73 single family		1 to 3 years	
River's Edge	3 single family		1 to 3 years	
Sandhu	2 single family		1 to 3 years	
Sawyers	8 single family		Less than 1 year	
Seven Sisters	108 single family		1 to 3 years	
Sickle	2 single family		1 to 3 years	
The Grove	103 single family		1 to 3 years	
Three Rivers Ranch	140 single family		1 to 3 years	
Vida I	2 single family		Less than 1 year	
Vida II	—		Less than 1 year	
Wernett Ridge	10 units	5 single family	Less than 1 year	High income (>120% AMI)
		5 duplex		Moderate income (>80-120% AMI)
Stutesman	—		Less than 1 year	Moderate income (>80-120% AMI)
Burns & Kohler Subdivision	168 units[1]	126 single family	1 to 3 years	High income (>120% AMI)
		42 townhomes		Moderate income (>80-120% AMI)
Wilson Property Residential	734 units[1]	551 single family	1 to 3 years	High income (>120% AMI)
		184 townhomes		Moderate income (>80-120% AMI)
Midland North Townhomes	22 townhomes		1 to 3 years	Moderate income (>80-120% AMI)
3rd Ave Apartments	80 multifamily		1 to 3 years	Low income (0-80% AMI) and PSH
CBC Housing	47 multifamily		1 to 3 years	
Chapel Hill Apartments	204 multifamily		1 to 3 years	
Desert Flats (Glacier Park)	66 multifamily		Less than 1 year	
Empire Living Apartments	—		Less than 1 year	
Midland Central	65 multifamily		1 to 3 years	
Lewis Place RV Park	88 transient accommodations (RV spots)		1 to 3 years	Emergency Housing
Aquatic Center	*Jobs unknown*		1 to 3 years	NA
Columbia Basin Health Association	28,317 sqft (~81 jobs)		1 to 3 years	
Commercial Building	128,000 sqft (~366 jobs)		1 to 3 years	
Corwin Ford	50,065 sqft (~143 jobs)		1 to 3 years	
Fast Food Restaurants	10,500 sqft (~30 jobs)		1 to 3 years	
Goodwill	35,212 sqft (~101 jobs)		1 to 3 years	
Home2 Suites Hilton – Airport	*Jobs unknown, 107 hotel rooms*		Less than 1 year	
Idaho Central Credit Union (ICCU)	7,240 sqft (~21 jobs)		1 to 3 years	
Oregon Potato Company (New Building)	18,516 sqft (~53 jobs)		1 to 3 years	
Sandifur Gas Station + Carwash	9,000 sqft (~26 jobs)		Less than 1 year	

1 Actual unit split is currently unknown—this LCA assumes a split of 75% single family and 25% townhomes.
Sources: City of Pasco, 2025; BERK, 2025.

STEP 3: COMPARE AGGREGATE CAPACITY BY ZONE CATEGORY TO HOUSING NEED, POPULATION TARGET, & ESTIMATED JOB GROWTH.

Residential Capacity

The final step to analyze housing capacity is aggregating the capacity for residential growth by zone category and comparing that capacity to Pasco's housing targets by income band. **Exhibit 13** summarizes the results of the residential capacity analysis in Steps 1 and 2 above under existing zoning. The additional capacity column is the total net dwelling unit capacity from **Exhibit 10** organized by zone category assigned per **Exhibit 8** (see the lowest potential income level served for relevant zones in **Exhibit 9**). This is added to know pipeline capacity to determine total capacity by zone category.

Exhibit 13. Summary of Residential Capacity by Existing Zone Category in the Pasco UGA

Zone Category	Affordability Level	Pipeline Capacity	Additional Capacity		Total Capacity	
			City Limits	UGA	City Limits	City Limits + UGA
Low Density	High income (>120% AMI)	2,009	5,629	739	7,637	8,377
Moderate Density	Moderate income (>80-120% AMI)	253	4,464	—	4,717	4,717
Low-rise/mid-rise Multifamily	Low income (0-80% AMI) & PSH	462	3,801	30	4,263	4,293
ADUs	Low income (0-80% AMI) & PSH	—	539	10	539	549
Middle Housing Infill	Moderate income (>80-120% AMI)	—	491	—	491	—
Total		**2,723**	**14,924**	**779**	**17,647**	**18,426**

Note: Totals may not sum due to rounding.
Sources: City of Pasco, 2026; BERK, 2026.

Exhibit 14 and **Exhibit 15** then compare the existing capacity for net new housing production by zone category to housing growth targets by income level in the city limits only and entire Pasco UGA, respectively. Housing capacity is aggregated by the lowest potential income level served consistent with **Exhibit 8** and **Exhibit 9**. Note that ADU capacity is added as capacity to serve households earning less than 80% AMI and infill capacity is added as capacity to serve moderate-income households. The surplus/deficit comparisons in **Exhibit 14** and **Exhibit 15** subtract the aggregated housing target from the capacity for each income level group. Numbers in red indicate a deficit of capacity compared to the target. **Under existing zoning, there is sufficient capacity to accommodate the city's growth targets for moderate- and higher-income households (>80% AMI) but there is a deficit of 1,184 units overall and 4,671 units for households at the lowest income levels (≤80% AMI) within city limits (Exhibit 14).** When compared to growth targets in the entire Pasco UGA, the overall capacity deficit decreases to 843 units but the deficit for households at the lowest income levels (≤80% AMI) grows to 4,852 units (**Exhibit 15**).

Exhibit 14. Comparison of Existing Housing Capacity to Housing Growth Targets—City Limits Only

Housing Need (% of AMI)	Zone Categories	2020–2046 Target	Aggregated Target	Capacity	Surplus / (Deficit)
0-30% PSH		1,797	9,473	4,802[1]	(4,671)

Housing Need (% of AMI)	Zone Categories	2020–2046 Target	Aggregated Target	Capacity	Surplus / (Deficit)
0-30% Non-PSH	Low-Rise, Mid-Rise, ADUs	1,791			
>30 to ≤50%		2,454			
>50 to ≤80%		3,431			
>80 to ≤100%	Moderate Density	1,783	3,364	5,208[2]	1,844
>100 to ≤120%		1,581			
>120%	Low Density	5,994	5,994	7,637	1,643
Total		**18,831**	**18,831**	**17,647**	**(1,184)**

Legend: PSH = Permanent Supportive Housing; AMI = Area Median Income.
Note: Totals may not sum due to rounding.
1 Includes capacity for 539 ADUs on developed residential lots.
2 Includes capacity for 491 infill middle housing units on developed residential lots.
Sources: City of Pasco, 2026; Franklin County, 2026; BERK, 2026.

Exhibit 15. Comparison of Existing Housing Capacity to Housing Growth Targets—City Limits and UGA

Housing Need (% of AMI)	Zone Categories	2020–2046 Target	Aggregated Target	Capacity	Surplus / (Deficit)
0-30% PSH	Low-Rise, Mid-Rise, ADUs	1,839	9,694	4,842[1]	(4,852)
0-30% Non-PSH		1,833			
>30 to ≤50%		2,511			
>50 to ≤80%		3,511			
>80 to ≤100%	Moderate Density	1,824	3,442	5,208[2]	1,766
>100 to ≤120%		1,618			
>120%	Low Density	6,133	6,133	8,377	2,244
Total		**19,269**	**19,269**	**18,426**	**(843)**

Legend: PSH = Permanent Supportive Housing; AMI = Area Median Income.
Note: Totals may not sum due to rounding.
1 Includes capacity for 549 ADUs on developed residential lots.
2 Includes capacity for 491 infill middle housing units on developed residential lots.
Sources: City of Pasco, 2026; Franklin County, 2026; BERK, 2026.

As of 2024, the Washington State Office of Financial Management (OFM) estimates there were 82,220 people living in the city and 85,304 people living in the Pasco UGA (city limits and the unincorporated UGA, including 788 people living in group homes). OFM also estimates 25,286 out of 26,315 total housing units in Pasco city limits were occupied. This equates to an average household size of about 3.22 people per household with a vacancy rate of about 3.9%.[11] Applying this to the housing unit capacity from **Exhibit 14**, **there is capacity for about 54,641 more people in the City of Pasco by 2046, above the adopted population growth target of 35,134 people from 2024–2046.** In the entire Pasco UGA, OFM estimates 26,324 out of 27,426 total housing units were occupied, equating to an average household size of approximately 3.21 people per household at a vacancy rate of about 4.0%.[12] Applying this to the housing

[11] OFM Small Area Estimates (Urban Growth Areas), 2024.

[12] OFM Small Area Estimates (Urban Growth Areas), 2024.

unit capacity from **Exhibit 15**, there is capacity for about 56,783 more people in the entire Pasco UGA by 2046, above the combined population growth target of 35,986 people from 2024–2046.

Job Capacity

The agreed upon employment forecast expects an additional 12,997 jobs in the City of Pasco by 2046. An estimated 286,850 square feet of commercial development is expected in the next three years (or approximately 820 commercial jobs at 350 square feet per employee; see **Exhibit 12**). Per **Exhibit 10**, **there is capacity for 7,807 commercial jobs and 4,515 industrial jobs in city limits, 144 more than estimated job growth by 2046 when combined with pipeline commercial growth.** There is also capacity for another 170 commercial jobs and 1,093 industrial jobs in the unincorporated UGA.

Emergency Housing Capacity

In addition to permanent supportive housing, Pasco needs to demonstrate capacity for 153 units of emergency housing beds in city limits and 4 in the UGA for individuals or families that are experiencing homelessness or are at imminent risk of becoming homeless. See **Step 3: Calculate Capacity for Emergency Housing Beds** above for the types of housing that can meet emergency housing needs per Commerce guidance.[13] HB 1220 also added new requirements for cities that limit development regulations related to the siting of emergency housing and emergency shelters, codified as RCW 35A.21.430 and RCW 35.21.683. Specifically, a city cannot prohibit indoor emergency housing or indoor emergency shelters in any zones where hotels are allowed unless the community has already permitted such development in more than 50% of their zones within one mile of transit. Cities must also allow permanent supportive housing and transitional housing in all areas zoned for hotels and all areas zoned for residential dwellings. Any local restrictions on spacing, occupancy, and intensity of use for these developments must be linked specifically to public health and safety reasons (e.g., reference emergency response times, building code, etc.) in their ordinance's findings section. However, these regulations must not be so restrictive that they prevent the development of a sufficient number of emergency housing beds to meet the community's identified need.[14]

The City of Pasco's municipal code considers emergency housing or emergency shelters as a level two category "community service facility." Community service facilities are considered unclassified uses which are permitted subject to the approval of a special use permit in most zones (except the R-T, R-P, I-2, and I-3 zones and in the Downtown Overlay).[15] Hotels and motels are currently allowed in the MU, BP, and C-1 zones by right as well as the commercial and mixed of the Broadmoor Planning Area. See **Exhibit 16**. Emergency housing is also not addressed as a specific use type in Franklin County's code. The RR-1, RR-5, AP-20 zones within Pasco's UGA allow group homes with conditional use permits, which are homes where more than six unrelated individuals over 16 years of age live together.[16] Temporary use of a trailer is also allowed in certain cases, but this is considered short-term land use commitments per FCC 17.66.250 and so cannot be counted as emergency housing capacity per Commerce guidance.

Exhibit 16. Existing City Zones That Allow Hotels

Use Types	MU	BP	C-1	Broadmoor Mixed	Broadmoor Commercial
Hotels	P	P	P	P	P

[13] Commerce, Establishing Housing Targets for Your Community, updated September 2023, pg. 21-22, 43.

[14] Commerce, STEP Model Ordinance, User Guide and Best Practices Report, July 2024.

[15] PMC Title 25 including PMC 25.15.050 and PMC 25.200.020, 2025. Note community service facilities are expressly prohibited in the I-3 zone and Downtown Overlay (PMC 25.95.040).

[16] FCC 17.06.440, 2025.

Use Types	MU	BP	C-1	Broadmoor Mixed	Broadmoor Commercial
Community service facilities	C	C	C[1]	C	C

Notes: P = Permitted; C = Conditionally Permitted.
1 Community service facilities are prohibited in the C-1 zone within the Downtown Overlay.
Sources: PMC Title 25, 2025; BERK, 2025.

Sample emergency congregate shelter and emergency housing development typologies and densities provided by Commerce suggest a possible range of densities anywhere between 23 to 200 beds per acre, including the Tri-City Union Gospel Mission in Pasco at a density of 25 beds/acre.[17] This analysis assumes that additional emergency housing could reasonably develop at a density of 25 beds/acre—similar to the Tri-City Union Gospel Mission and consistent with density encouraged in the existing mixed and high density residential areas—and assumes one bed per unit (the most conservative estimate). Per **Exhibit 12**, a total of 88 transient RV spaces are expected in the next 1–3 years at the Lewis Place RV Park, reducing the City's adopted emergency housing target to 65 beds (or 69 beds in the entire Pasco UGA; again assuming one bed per RV space as the most conservative estimate). **At a density of 25 beds/acre, only about 2.6 acres of land would be needed to meet the City's remaining emergency housing target of 65 beds (or 2.8 acres to provide 69 beds).**

Exhibit 10 shows there is surplus buildable land in the zones that allow hotels outright that could be developed as emergency housing without jeopardizing the City's 2046 employment needs. As discussed above, there is a surplus capacity of 144 jobs in city limits under existing zoning (or 8.01 acres at the existing commercial employment density of 18.1 jobs/acre). In the C-1 zone alone, for example, there is about 187.6 acres of buildable land for commercial development (or capacity for 3,394 jobs). Commercial areas in the Broadmoor Overlay within city limits likewise have about 60.1 acres of buildable land (or capacity for 1,087 jobs). Developing less than 3 acres in either of these zones as emergency housing would reduce employment capacity by only about 47 jobs, still above anticipated 2046 job growth. **However, there are existing barriers to the provision of new emergency housing in Pasco that should be addressed to make adequate provisions for meeting emergency housing needs.** These include ensuring emergency housing is not prohibited anywhere hotels are permitted (e.g., Downtown) and ensuring any occupancy, spacing, and intensity of use requirements for indoor emergency housing and shelters are limited only to those reasonable to protect public health and safety.

LAND CAPACITY ANALYSIS WITH CODE REVISIONS

Prepared by Framework

Concurrent with this Comprehensive Plan Periodic Update, the City is restructuring its development code to address the capacity deficits identified above. The revisions currently being explored focus on encouraging and supporting additional higher density development affordable to Pasco households at the lowest income levels (less than or equal to 80% AMI), and on aligning the code with recent changes to state law, including HB 1110 (middle housing), HB 1337 (accessory dwelling units), and E2SSB 6026 (residential uses in commercial and mixed-use zones). Areas of focus are summarized below.

Zone consolidation

The proposed Unified Development Code consolidates the City's approximately 20 existing zoning districts into a reduced set of implementing zones aligned with the updated Future Land Use Map. Low-density

[17] Commerce's Guidance for Updating Your Housing Element (Exhibit 18), revised 2024.

residential zones (R-T, R-S-1, R-1, R-1-A, R-1-A2, and RP) consolidate into a single Neighborhood Residential (NR) zone. R-S-12 and R-15[18] consolidate into a Riverview area zone (NR-R) reflecting their larger parcel sizes. R-2, R-3, and R-4 consolidate into a single Moderate Residential (MR) zone. The current MU zone, together with select C-1 and C-3 parcels suitable for mixed-use development, all consolidate into a Mixed-Use (MU) zone. C-2 converts to a Downtown (DT) zone, and remaining C-1 and C-3 parcels consolidate into a Commercial (C) zone. The industrial zones are retained, and two new zones, Neighborhood Center (NC) and Industrial Flex (IF), are created. The City is analyzing individual parcels for suitability in assigning legacy commercial parcels between the Mixed-Use and Commercial zones, particularly outside the Downtown area, which is geographically bounded.

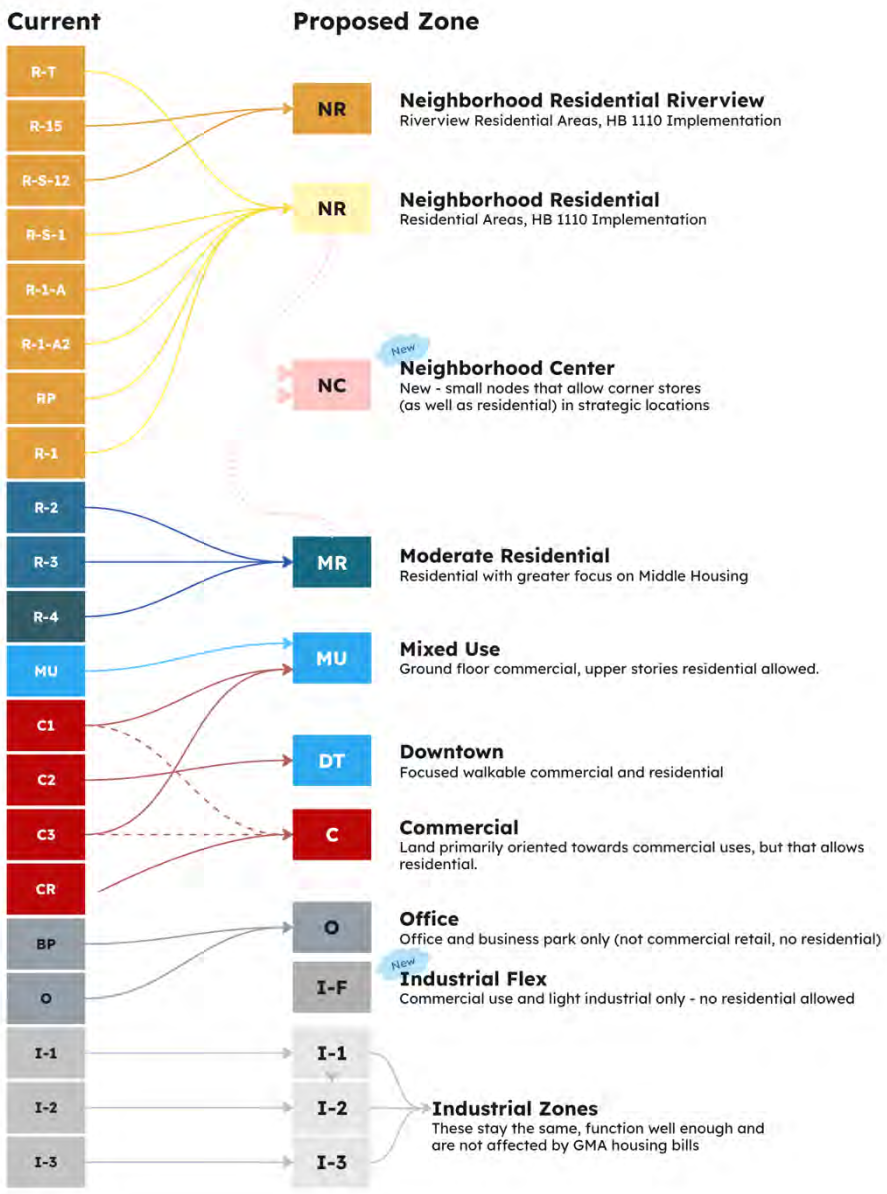


Exhibit 17. Proposed Zone Consolidation

Residential uses in commercial and mixed-use zones

Consistent with E2SSB 6026, the consolidated Commercial, Mixed-Use, and Downtown zones permit residential uses, including in areas where the legacy C-1, C-2, and C-3 zones restricted them. This change expands the land base available for multifamily development serving households at the lowest income levels and is reflected in the assumed residential capacity of commercial zones in the existing-conditions analysis above.

Density and lot standards

The proposed code removes maximum residential density expressed as dwelling units per gross acre, instead regulating development through minimum lot area and unit counts per lot in combination with with urban form standards (height, bulk, lot coverage, etc.). Consistent with RCW 36.70A.635, code updates will establish a minimum of four dwelling units per lot in applicable residential zones, with up to

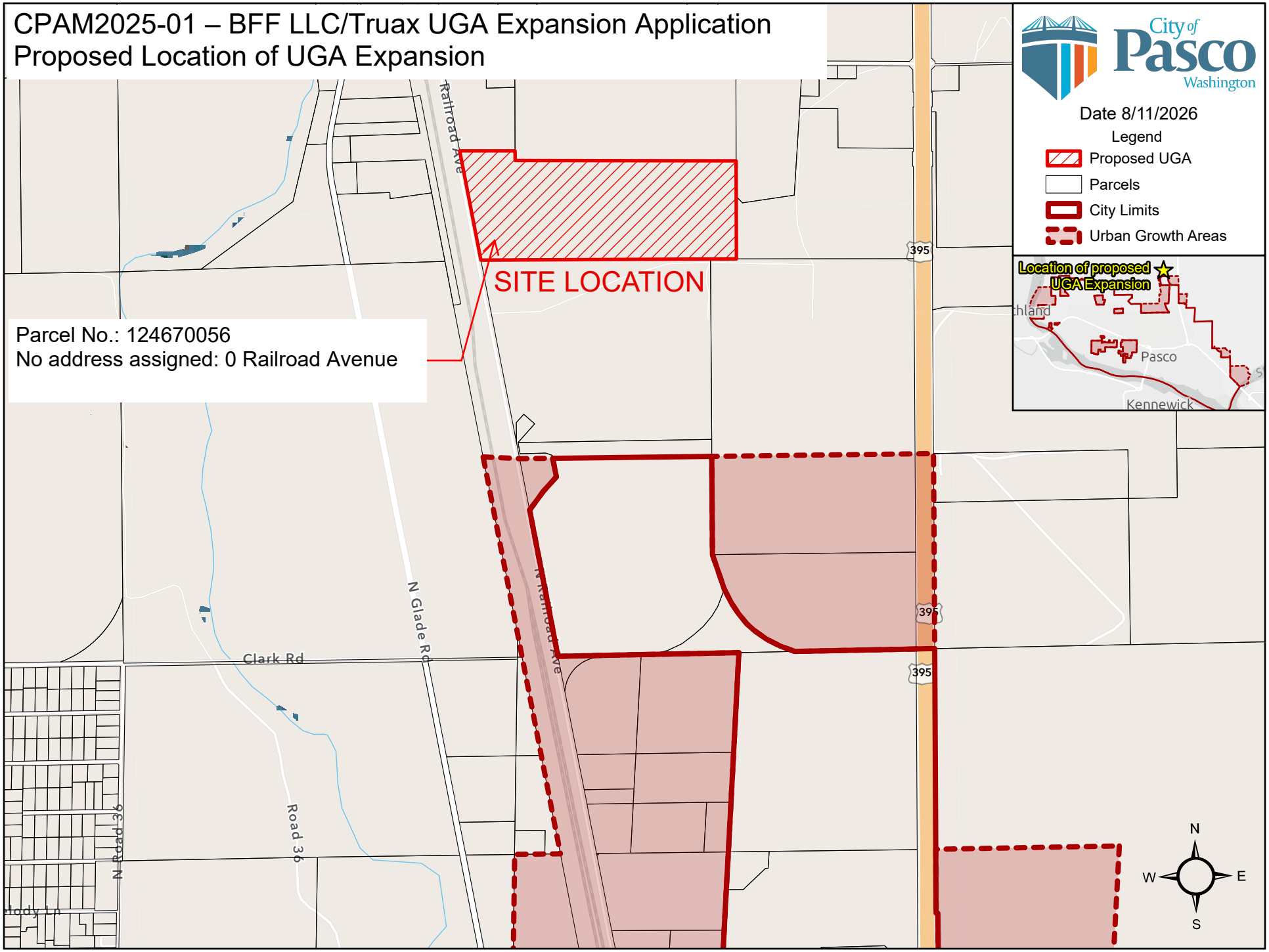
[18] In the time since the completion of this Land Capacity Analysis, City Council replaced the R-S-20 zone with R-15 zoning citywide. This change is reflected in this section summary and in Exhibit 17.

six units per lot where at least two units are affordable, and applies minimum lot areas uniformly across all permitted housing types within each zone. Middle housing types will be permitted in proportion to zone intensity: six of the nine HB 1110 housing types in NR-R, seven in NR, and all nine in MR. Unit lot subdivision for middle housing is also being implemented, consistent with RCW 58.17.060.

Next Steps

A revised land capacity analysis reflecting these code changes will be completed as the numeric standards are finalized, including minimum lot areas for the consolidated residential zones and minimum residential densities in commercial and mixed-use zones. Preliminary analysis indicates the proposed revisions will **materially increase capacity for housing affordable to households at the lowest income levels** and **close the capacity deficits identified in Exhibit 14 and Exhibit 15**. The revised analysis will be incorporated into this document prior to adoption.

CPAM2025-01 – BFF LLC/Truax UGA Expansion Application
Proposed Location of UGA Expansion



FRANKLIN COUNTY
PLANNING AND BUILDING DEPARTMENT

GENERAL LAND DEVELOPMENT APPLICATION

FOR STAFF USE ONLY		
	FILE #:	STAMP HERE:
	Total Fees:	Date deemed complete:
	Receipt #:	Pre-App Meeting Date:
	Reviewed By:	Hearing Date:

CHECK ALL THAT APPLY AND ATTACH SUPPLEMNETAL FORM(S):

- ☐ Alteration/Vacation of Easement
- ☐ Appeal (File # of item appealed: _____)
- ☐ Binding Site Plan
- ☐ Boundary Line Adjustment
- ☑ Comprehensive Plan Amendment
- ☐ Conditional Use Permit
- ☐ Critical Areas Determination/Review
  Reasonable Use Determination
- ☐ Home Occupation
- ☐ H2A Farm Worker Housing (Zoning Review)
- ☐ Lot Segregation Request
- ☐ Non-Conforming Use Determination
- ☐ Planned Unit Development
- ☐ Other:
- ☐ SEPA – Environmental Checklist
- ☐ Shoreline Permit
- ☐ Shoreline – Conditional Use Permit
- ☐ Shoreline – Exemption
- ☐ Shoreline – Non-Conforming
- ☐ Shoreline – Substantial Development
- ☐ Shoreline – Variance
- ☐ Short Plat
- ☐ Subdivision (Long Plat)
- ☐ Temporary Use Permit
- ☐ Variance
- ☐ Zone Change (Rezone)
- ☐ Zoning Interpretation/Administrative Decision

CONTACT INFORMATION (Please provide all necessary information and checkmark the primary contact)

☑ **Property Owner**
Name: Svea Truax / Bjorkstam Family Farm LLC
Phone Number: (541) 490-9429
E-mail Address: svea.truax@gmail.com
Mailing Address: 958 Hood View Ct.
Hood River, OR 97031

☐ **Applicant/Agent/Contractor (if different)**
Contact Name:
Phone Number:
E-mail Address:
Business Name:
Business Address:

☐ **Surveyor/Engineer**
Contact Name:
Phone Number:
E-mail Address:
Business Name:
Business Address:

FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

PROPERTY INFORMATION

Parcel Number(s) (9-digit tax number):
124670056

Legal Description of Property: See attached - Exhibit A from Chicago Title

Site Address: (describe location if no address is assigned)
Commonly known as
N. Railroad Ave - undetermined, Pasco, WA 99301

BRIEF DESCRIPTION OF PROJECT OR REQUEST

Owner is requesting a Comprehensive Plan Map Amendment to have parcel 124670056 included in the City of Pasco, WA UGA

- All appropriate fees must accompany this application. Fees are non-refundable and subject to change. Please contact the Planning Department for current pricing of fees.
- This application, including attachments, must be completed in its entirety for all items applicable to your project.
- Supplemental information is generally required for land use approvals. Please ensure that all required information is submitted along with this application form.
- If the property is owned by a trust, corporation, or LLC, please attach documentation showing that the person signing as the "owner" has the authority to sign on behalf of the trust, corporation, or LLC. If there are multiple owners, provide an attachment in the same format and with the same declarations.

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

I understand that any information submitted to the Franklin County Planning and Building Department is subject to public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other applicable laws that may require the release of the documents to the public.

☐ **This authorizes the designated Applicant's representative (if applicable) to act on behalf of the applicant for the processing of this request.**

Owner (Signature)	Date	Applicant/Representative (Signature)	Date
Svea K. Truax	7-30-26		
Owner (Print Name)	Date	Applicant/Representative (Print Name)	Date

FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

Comprehensive Plan Amendment – Map Supplemental Information

Current Zoning: IZ - General Industrial	**Current Comprehensive Plan Land Use Designation:** Rural Industrial
Parcel Number(s): 124-670-056	**Legal Description of Property:** Attached Exhibit A
Parent Lot(s)/Parcel Size(s): Attached Exhibit A ~110 acres	
Requested Comprehensive Plan Land Use Designation: Urban Growth Area Inclusion into City of Pasco, WA	
Irrigation Source: ☒ SCBID ☐ FCID ☐ Private ☐ None	
Domestic Water Supply: ☐ On-Site Well ☐ City Water ☐ Farm Exempt Well (provide documentation) ☐ Community Well (Well ID # and location):	
Sewage Disposal: ☐ On-Site Septic ☐ City Sewer ☐ Other (Specify):	
List Existing or Proposed Utility Providers: Power: Big Bend Co-op; Natural Gas; Sanitary Waste Disposal:	Cable/Broadband: Landline Phone (if applicable): Other (if not listed): proposed easement to FUD (Power)

Detailed Description of the Proposed Use/Development Proposal: (attach additional sheets if needed)

The property owner is applying to have this parcel included in the UGA to further local employment - please see attached Narrative dated July 30, 2026

What are the reasons for the requested amendment?
(Include substantial information and justification on why the current map designations are not sufficient or appropriate)

The parcel is situated to benefit the UGA - please see attached Narrative dated July 30, 2026

Describe how the subject property is suitable for the proposed designation: (Include information on the availability and location of utilities, roads, water availability, waste disposal, schools, parks, and sheriff/fire protection)

The parcel is located on a main highway feeder road which is in process of upgrading utilities for the UGA - please see attached Narrative dated July 30, 2026

Include any other information that you feel is necessary or relevant for consideration:

The inclusion of this parcel into the UGA is consistent with the goals of the GMA in WA State Comprehensive Plan Updates.

FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application (other than interests exclusively limited to ownership of the parcel's mineral rights).

Use additional pages if necessary.

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

☐ **This authorizes the designated Applicant's representative (if applicable) to act on behalf of the applicant for the processing of this request.**

Svea K. Tmax
Owner (signature)

Applicant/Representative (signature)

Svea K. Tmax
Print Name

Print Name

July 30th 2026
Date signed

20
Date signed

Docusign Envelope ID: 99562DAE-53FC-4BBF-A94B-D1898527386B

CHICAGO TITLE
OF WASHINGTON
www.usechicagotitle.com

EXHIBIT A

Parcel # 124670056

THAT PORTION OF FARM UNIT 45, IRRIGATION BLOCK 17, COLUMBIA BASIN PROJECT, SITUATE IN THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 10 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, FRANKLIN COUNTY, WASHINGTON, LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 25; THENCE SOUTH 0°15'13" EAST 1199.53 FEET ALONG THE EAST LINE OF SAID SECTION 25 TO THE POINT OF BEGINNING; THENCE SOUTH 89°57'27" WEST 800.77 FEET TO A POINT ON THE WEST LINE OF SAID FARM UNIT 45 AND THE TERMINUS OF SAID DESCRIBED LINE.

TOGETHER WTIH THAT PORTION OF SAID FARM UNIT 45 LYING IN GOVERNMENT LOT 4 AND IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 30 TOWNSHIP 10 NORTH, RANGE 30 EAST, WILLAMETTE MERIDIAN.

Address: Undetermined, Pasco, WA 99301

This Legal Description is based upon the last deed of record!

March 17, 2025

BFF parcels addition to UGA request narrative:

The historic and current use of this land (parcels 124-670-055 and 124-670-056) has been agricultural most recently the farming of rotational crops. Both parcels were recently rezoned from AP-20 to I2. The most recent Comprehensive Plan (2018-2038) designated this land in an area of industrial growth in the area known as the North Pasco Industrial Area. As presented in the SEPA checklist, there are no know cultural, archaeological, or historical resources on these parcels. The soil types are primarily Quincy loamy fine sand and a lesser amount of Sagemoor very fine sandy loam.

The main public facilities are roads, power from Big Bend Co-op, and irrigation water. The main roads are W. Vineyard Dr to the north and N. Railroad Ave on the east, parcel 124-670-055 is located at the intersection of these two main roads. Franklin County has recently contacted the owner of these parcels to request easements for the road and intersection utility upgrades that are currently in design phase.

The proposed amendment is consistent with the GMA goals and requirements as outlined in RCW 36.70A in that the City of Pasco and Franklin County population projections are already far past the minimum growth expectations stated in the Comprehensive Plan for 2038 and beyond. With population growth comes the need for increased facilities, road improvements, employment, and housing. In addition, the proposal meets the goals of the current Comprehensive Plan to expand the UGA in areas adjacent to or near the current boundaries. The most current Transportation Improvement Program (2025-2030) lists as #8 and #9 priorities as utility and road improvements which are bordering these parcels and which utility easements have been requested on these parcels. The planned improvements are stated to include power, telecom, and water to the border of the property. These improvements will have a direct impact on the public safety as these roads and intersections are not up to standard for the current planned use. The effect of this proposal will add value and blend in character with the adjacent properties. If this proposal is not granted it would be detrimental to the continued farming operations with the diminishment of use of land due to easement requests that will impinge on current land use.

The proposed designation of inclusion in the UGA is beneficial for the rapidly expanding industrial economy of Franklin County including the following reasons:

1) The properties are adjacent to the northern boundary of the Reimann Industrial Center (RIC), which according to the Master Plan has a rail spur running directly on the property border. The Port of Pasco will own the rail and will have the opportunity to have another income source utilizing the rail with development of the adjacent parcels.

2) With the current utility and road upgrades (along the border of both parcels) in the design phase, it may be economically beneficial for the UGA expansion to include these parcels as soon as possible into the current design and construct in the future.

This site is unique in its location adjacent to the RIC and the BNSF mainline rail service for the Pacific Northwest Region and the close proximity to Hwy 395. This proposed land use of inclusion into the UGA may reduce pressure for additional plan amendments in the surrounding area as it adds more ideal industrial land to an area highly suited for this use.

July 30, 2026

Revision to Narrative for Inclusion of Parcel 124-670-056 into the City of Pasco UGA

We are requesting inclusion of the 110-acre parcel 124-670-056 into the City of Pasco UGA. Inclusion in the UGA represents efficient use and improved benefit of invested funds (primarily public) for existing and near-term planned public utility installations, roadway / traffic improvements, mass freight accessibility, and ease of commuter travel from existing City UGA residential areas. We envision this parcel being developed as a multi-business industrial park providing continued economic growth and employment for the city and population. County industrial zoning is not enough to support such development and inclusion in the UGA is critical to ease development costs and challenges for small businesses and start-ups for city residents including the nearby UGA residential area. The following items provide further basis for inclusion in the UGA:

- The inclusion of this parcel in the UGA is consistent with Washington State Comprehensive Plan Updates as it represents a logical, efficient, and strategically located expansion of City of Pasco's existing industrial employment area. Including this parcel in the UGA maximizes prior and current public infrastructure investments, continues opportunities for family-wage employment, and aligns with surrounding land uses and developments.

- Because the property is directly adjacent to the Port of Pasco Reinmann Industrial Park, its inclusion would support continued urban growth along an existing and developing transport and utility corridor.

- Current development within the existing UGA appears to be on a northerly trajectory (aligned with our parcel). Inclusion of this parcel in the UGA encourages ease of continued industrial and small business growth opportunities. Simply zoning county industrial leaves too many infrastructure development challenges for small and newer business growth.

- As per the Franklin County Economic Development Plan; transportation is a public service. Significant road improvements have recently been completed on Railroad Avenue providing access to existing UGA and proposed UGA areas immediately adjacent to the south of our parcel. These transportation improvements have been completed along the entire western border of our parcel and the benefit of that public funds investment is maximized by including this parcel in the UGA thereby easing development for small and large business employers.

- This parcel is centrally and conveniently located to the City of Pasco UGA residential expansion (including new high school) located to the west across the mainline BNSF rail route. There are two existing crossings of the mainline, one to the south at I-82, and the other being slightly north of this parcel on Selph Landing Road. Including this parcel in the UGA improves opportunity for small and large business growth at a conveniently nearby location to residential development.

- This parcel has adjacent proximity to a BNSF Certified Sites rail spur. Economic development within a BNSF Certified Site reduces development time, increases speed to market, and reduces upfront development risks. Rail access within an economic development plan should be recognized for crucial and secure transportation within regional and national supply chains. Inclusion of this parcel provides opportunity for the City of Pasco and the Port of Pasco to have an additional income source supporting the rail development and expenses to improve public investment efficiencies. Not being in the UGA and remaining as county industrial is a dis-incentive to ease of development offered by the enhanced opportunity of the adjacent BNSF certified site property. The utility and urban services offered by UGA status go hand-in-hand with the adjacent certified site status to create an especially attractive development opportunity within the city.

- According to the Franklin County Economic Development Plan, in the event of a future action involving Snake River flows and transport, current increases in rail and highway capacities to move freight and goods adds resiliency to the transport system. This parcel is ideally located to provide additional access to highway and rail facilities as described above with adjacent completed road improvements, very nearby US-395 access, and railroad spur development.

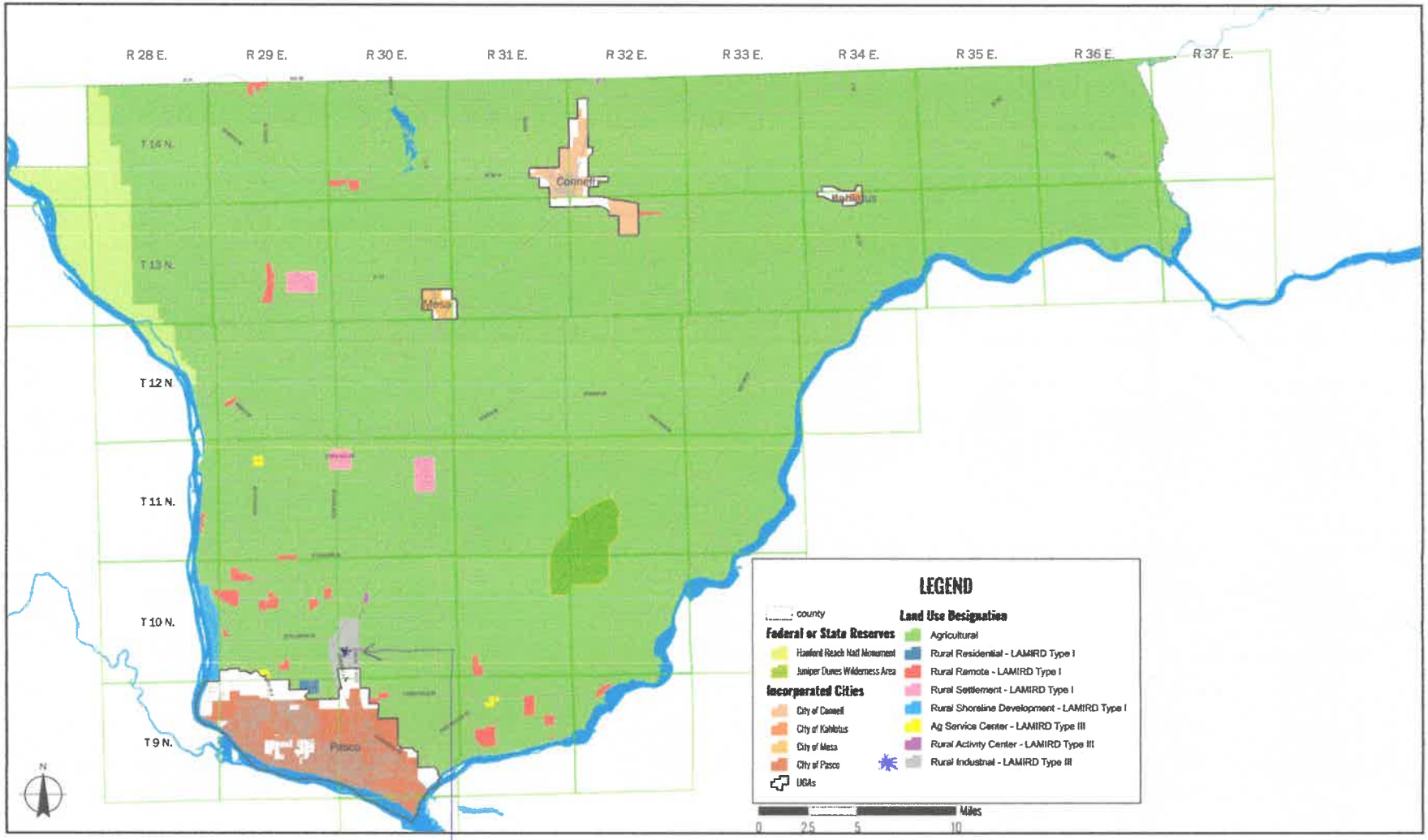
- Our current vision for this property is a multi-business industrial park with the potential to provide new and existing small to medium size businesses excellent ease of growth, commuter access, and good transport. Addition of this parcel to the UGA would bolster a shrinking inventory of 100+ acre parcels within the UGA, adjacent to existing transport and utility developments along with worker commuter accessibility.

- Our parcel of land has historically been irrigated farmland. In the recent past the northern portion is now under development for utility infrastructure in support of businesses and UGA growth to the south of our property. Railroad Avenue has been expanded and improved along the west edge of the property. We have been asked by the Franklin Utility District to agree to easement encumbrances for utility lines to carry power across our parcel to serve businesses and the UGA south of our property which benefits the City of Pasco. It is clear that our property is an integral portion of the urban growth development that is underway. UGA inclusion of our parcel with water, sewer, and municipal services will enhance the benefit to public funds investment for efficient infrastructure, improved ease of business development, and continue expansion of employment opportunities for the growing population including the nearby residential UGA area.

Parcel Numbers, Vegetation (irrigated crops & dry brush), Roads

SCBID Map

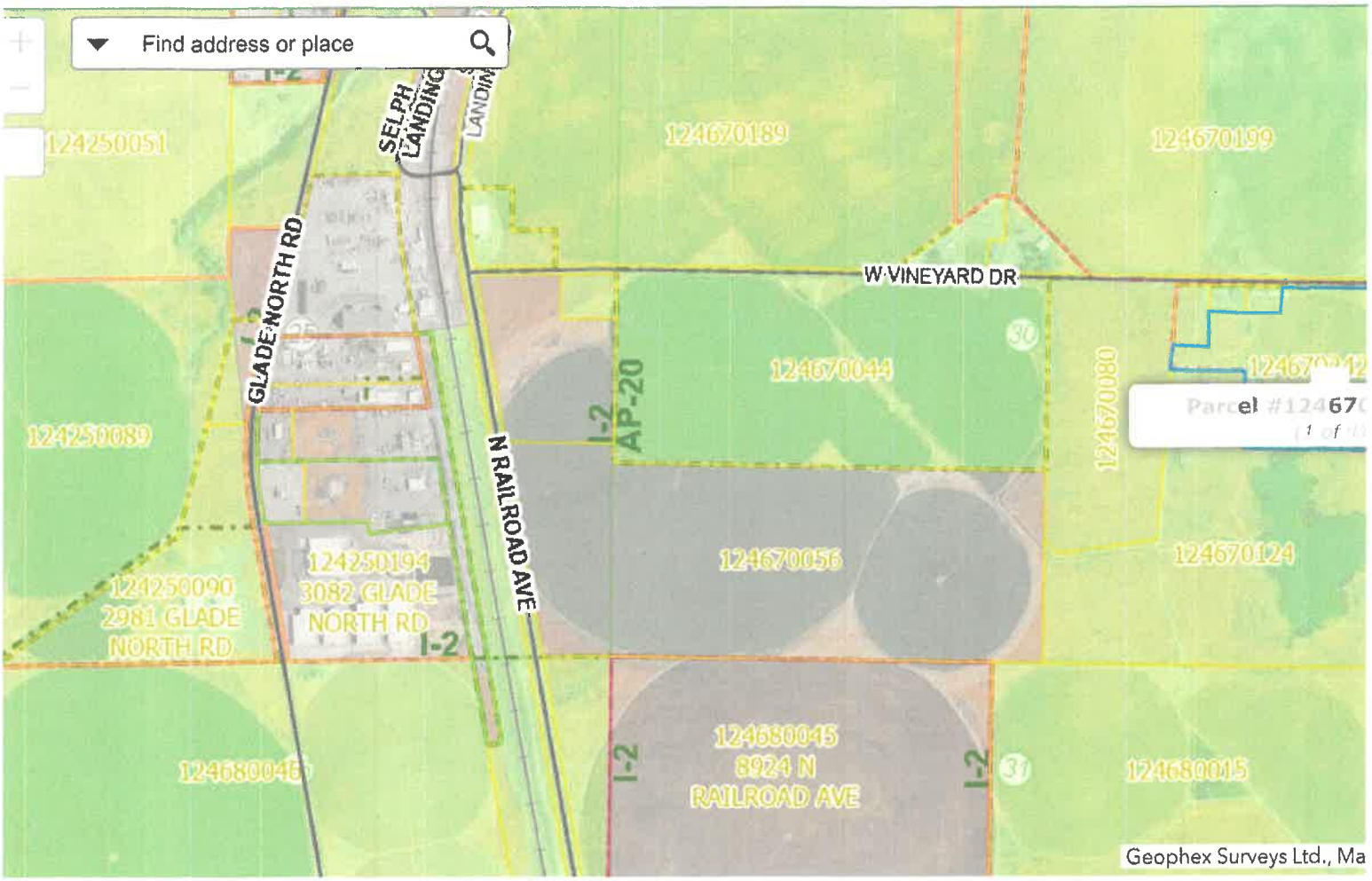
Map 5: Land Use Map



parcels location

current landuse designations

Franklin County Planning



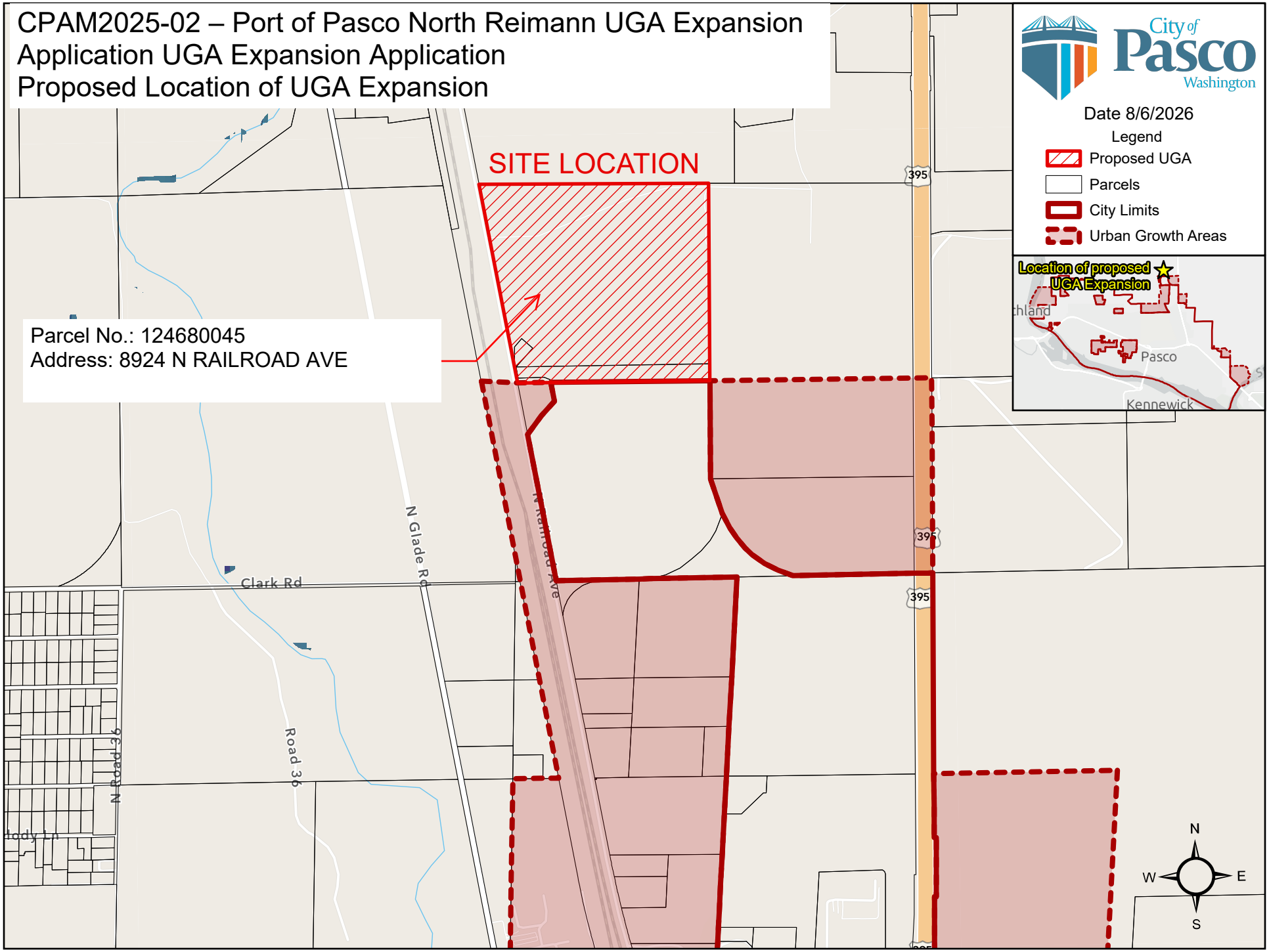
Land Use Zoning of Adjacent Properties

Rail line ++++++

0.2mi

Legend

CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Application UGA Expansion Application Proposed Location of UGA Expansion



Port of Pasco
Comp Plan Amendment Application
North Reimann

Map Supplemental Information

Legal Description of Property

Parent Lot(s)/Parcel Size(s):

- Parcel 124680045 (161.13 acres)
  LOCATED IN THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 10 NORTH, RANGE 30 EAST WILLAMETTE MERIDIAN, FRANKLIN COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS: THAT PORTION OF LOT 2, SHORT PLAT NO. 2002-07, ACCORDING TO THE SURVEY THEREOF RECORDED MARCH 25, 2002 UNDER AUDITOR'S FILE NO. 1603399, RECORDS OF FRANKLIN COUNTY, WASHINGTON, LYING NORTH OF THE FOLLOWING DESCRIBED LINE: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 2, THENCE SOUTH 00°21'46" EAST A DISTANCE OF 2441.18 FEET TO THE BEGINNING OF SAID LINE; THENCE SOUTH 89°03'38" WEST ALONG SAID LINE A DISTANCE 2617.98 FEET TO AN EXISTING ANGLE POINT ALONG THE WESTERLY BOUNDARY OF SAID LOT 2 AND THE TERMINUS OF SAID LINE. TOGETHER WITH THAT PORTION OF THE NORTHEAST AND SOUTHEAST QUARTERS OF SECTION 36, TOWNSHIP 10 NORTH, RANGE 29 EAST, W.M., FRANKLIN COUNTY, WASHINGTON, LYING EASTERLY OF THE BURLINGTON NORTHERN SANTA FE RAILROAD RIGHT-OF—WAY, DESCRIBED AS FOLLOWS: BEGINNING AT A BRASS CAP MARKING THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 36, FROM WHICH A BRASS CAP MARKING THE NORTHEAST CORNER OF SAID SECTION 36 BEARS NORTH 00°14'49“ WEST, 2691.42 FEET; THENCE SOUTH 00°14’50” EAST, ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 36 A DISTANCE OF 217.15 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE THE BURLINGTON NORTHERN SANTA FE RAILROAD RIGHT-OF-WAY, SAID POINT BEING 200.00 FEET EASTERLY OF THE CENTERLINE THEREOF WHEN MEASURED AT RIGHT ANGLES; THENCE LEAVING THE EAST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 36, NORTH 10°59'26” WEST, ALONG THE EASTERLY LINE OF SAID BURLINGTON NORTHERN SANTA FE RAILROAD RIGHT-OF-WAY, 2944.77 FEET, MORE OR LESS, TO THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 36; THENCE LEAVING THE EASTERLY RIGHT-OF-WAY LINE OF SAID BURLINGTON NORTHERN SANTA FE RAILROAD, NORTH 88°08'40” EAST, ALONG THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 36, A DISTANCE OF 549.15 FEET TO A BRASS CAP MARKING THE CORNER COMMON TO SECTIONS 25, 30, 31 AND SAID

SECTION 36; THENCE SOUTH 00°14'49" EAST, ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 36, A DISTANCE OF 2211.83 FEET TO AN ANGLE POINT IN THE BOUNDARY OF LOT 1 AND 2 OF SHORT PLAT NUMBER 2002—07, RECORDS OF FRANKLIN COUNTY, WASHINGTON; THENCE CONTINUING SOUTH 00°14'49" EAST ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 36 AND THE BOUNDARY OF SAID LOT 1, A DISTANCE OF 267.57 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF NORTH RAILROAD AVENUE, SAID POINT BEING 50.00-FEET EASTERLY OF THE CENTERLINE THEREOF WHEN MEASURED AT RIGHT ANGLES; THENCE LEAVING THE EASTERLY RIGHT-OF- WAY OF SAID NORTH RAILROAD AVENUE, SOUTH 00°14'49" EAST ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 36 A DISTANCE OF 212.02 FEET TO THE TRUE POINT OF BEGINNING THE AND END OF THIS PARCEL DESCRIPTION.

- Parcel 900022007 (12.62 acres)
  ADMIN SEG DUE TO TAXING DISTRICTS SEE PARCEL 124680044
  Parcel 124680044 Legal Description: (ADMIN SEG DUE TO TAXING DISTRICTS SEE 900022007 FOR REMAINDER OF ACRES) LOCATED IN THE SOUTHWEST QUARTER AND NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 10 NORTH, RANGE 30 EAST OF THE WILLAMETTE MERIDIAN, FRANKLIN COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS: THAT PORTION OF LOT 2, SHORT PLAT NO. 200207, ACCORDING TO THE SURVEY THEREOF RECORDED MARCH 25, 2002 UNDER AUDITOR'S FILE NO. 1603399, RECORDS OF FRANKLIN COUNTY, WASHINGTON, LYING SOUTH OF THE FOLLOWING DESCRIBED LINE: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 2, THENCE SOUTH 00°21'46" EAST A DISTANCE OF 2441.18 FEET TO THE BEGINNING OF SAID LINE; THENCE SOUTH 89°03'38" WEST ALONG SAID LINE A DISTANCE OF 2617.98 FEET TO AN EXISTING ANGLE POINT ALONG THE WESTERLY BOUNDARY OF SAID LOT 2 AND THE TERMINUS OF SAID LINE.
- Parcel 124680038 (6.7 acres)
  SUBDIVIDED IN CREATED IN THE SUBDIVISION OF PARCEL #: 124-680-024 03/28/2002

Detailed description of the proposed use/development proposal

This proposal is requesting inclusion of Parcels 124680045, 900022007, 124680038 into the Urban Growth Area of the City of Pasco. The requested comprehensive plan designation will be Industrial and zoning designation will be I-2 Medium Industrial District. The size of the proposed location will be approximately 180 acres. The proposal will allow

for industrial uses as allowed by applicable code requirements. Roadway and utility improvements will be implemented to support the proposal.

What are the reasons or the requested amendment?

(Include substantial information and justification on why the current map designations are not sufficient or appropriate)

The requested amendment to expand the UGA to include additional industrial land is driven by several critical factors:

1. Limited Availability of Industrial Land: The current industrial land within the city limits and/or UGA is insufficient to meet the growing demand for industrial development. This limitation restricts economic growth and the ability to attract new businesses to the area. Expanding the UGA to include additional industrial land north of the City of Pasco will provide the necessary space to support current industrial activities in the area and foster economic development.
2. Availability of Utilities: The proposed expansion area has access to essential utilities, including water, sewer, electricity, and natural gas, supporting the development of the Reimann Industrial Center. With sufficient capacity to accommodate additional growth, these utilities enhance the area's suitability for industrial development within the UGA expansion proposal.
3. Separation of Light Industrial Near Residential Areas: The current city zoning map designations place some light industrial zones near residential areas. This proximity can lead to conflicts due to noise, traffic, and other industrial activities incompatible with residential living. The existing industrial zones within the city also have marketability limitations due to these conflicts being adjacent to residential land. By expanding the UGA to include additional industrial land in areas already designated for industrial use, we can better separate industrial and residential zones, thereby enhancing the quality of life for residents and ensuring a more cohesive land use plan.
4. Strategic Location Near Existing Industrial Zones: The proposed expansion area is strategically located near existing industrial zones, which already support industrial activities. This proximity allows for a more efficient and logical extension of industrial land, leveraging existing infrastructure and minimizing the need for extensive new development.

5. Access to Truck Routes and Transportation Infrastructure: The expansion area is well-positioned to take advantage of major transportation corridors, ensuring efficient truck access to regional and national markets. Proximity to highways, freight corridors, and industrial roads minimizes transportation costs for businesses, reduces congestion in residential areas, and supports the movement of goods. Enhancing industrial development in this area will strengthen the RIC as a logistics and distribution hub.

In summary, the requested amendment is essential to address the current limitations of industrial land, utilize available utilities, and ensure appropriate land use planning that separates industrial activities from residential areas. This strategic expansion will support economic growth and improve the overall land use efficiency in Franklin County and the City of Pasco.

Describe how the subject property is suitable for the proposed designation: (Include information on the availability and location of utilities, roads, water availability, waste disposal, schools, parks, and sheriff/fire protection)

A master plan for the site prepared by J-U-B ENGINEERS, Inc. in 2019 studied the on-site infrastructure needs, evaluated the development layout options, and provided guidelines for future development. This master plan assumed all Reimann Industrial Center (RIC) properties included in the plan would be eventually annexed into the city. As a result, all utilities were planed and sized for the full buildout of the Master Planned Area. Since the adoption of the RIC master plan, all city utilities have been extended and installed along N Railroad Ave to the UGA boundary and are available for future development to the north.

Written Narrative

The proposed Urban Growth Area (UGA) expansion encompasses land currently designated as Rural Industrial. In July 2019, GRAM Northwest, LLC conducted a cultural resources report on the parent parcel (Franklin County Parcel 124680039), including the proposed land. A pedestrian survey was performed with transects spaced 20 meters (65.6 feet) apart throughout the surveyed project area, and no cultural resources were identified.

The proposed expansion area consists of well-draining sandy and loamy sand soil with moderate slopes. Quincy Loamy Fine Sand (0 to 15% slopes) is the predominant soil type.

Notably, land to the south in the Rural Industrial Classification (RIC) was previously incorporated into the UGA with the expectation that the northern half of the RIC, which includes the proposal area, would also eventually be incorporated.

This proposal aligns with the Growth Management Act (GMA) goals and requirements (RCW 36.70A), the latest adopted Franklin County Comprehensive Plan, applicable capital facilities plans, and official population growth forecasts and allocations in the following ways:

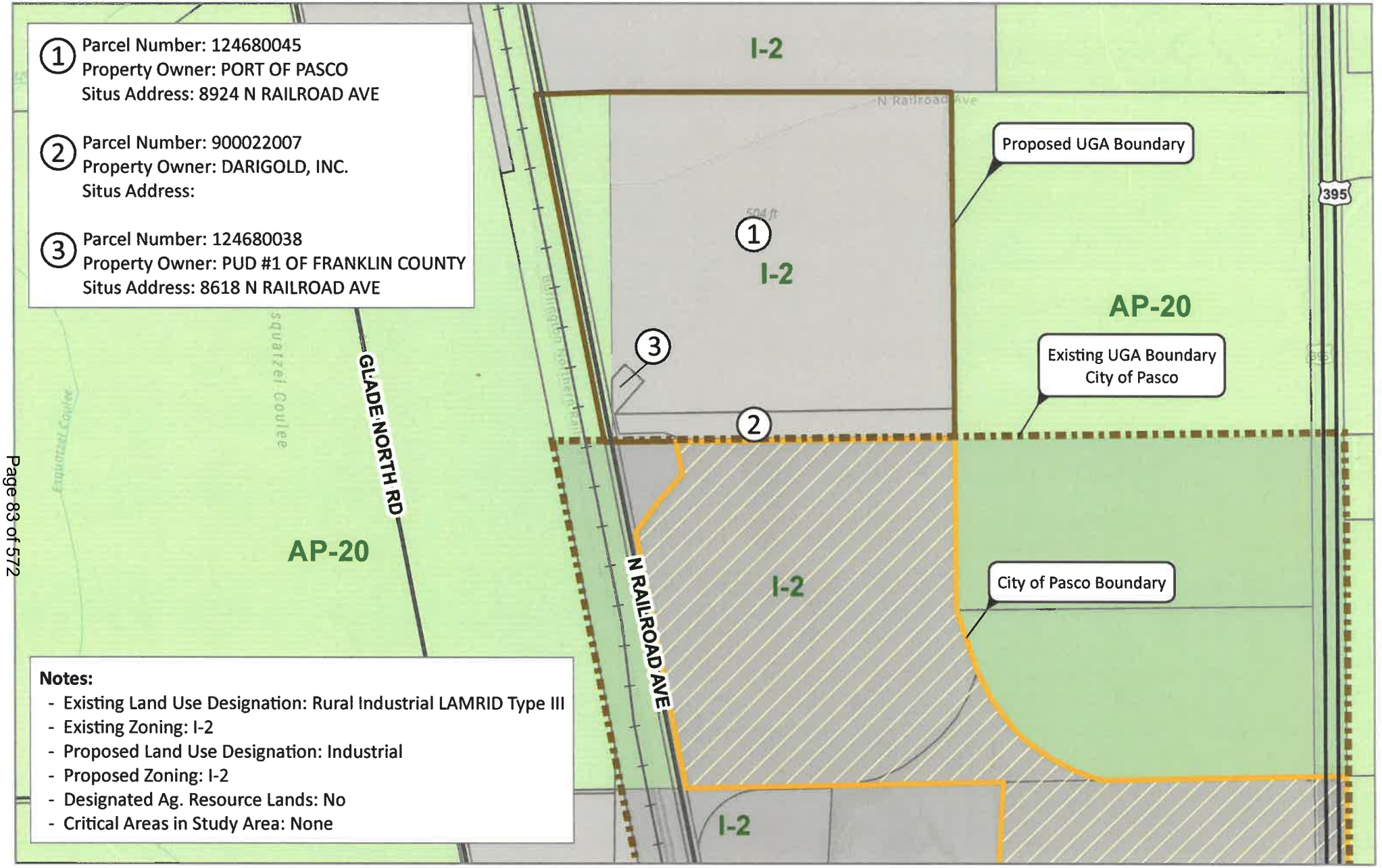
1. Consistency with Growth Management Act (RCW 36.70A): The GMA promotes growth in urban areas where adequate public facilities and services exist or can be efficiently provided. The proposed expansion leverages existing utilities and infrastructure, ensuring sustainable development. Additionally, the GMA advocates for the separation of incompatible land uses. This proposal furthers that goal by expanding industrial land away from residential areas, reducing conflicts, and improving residents' quality of life.
2. Alignment with Franklin County Comprehensive Plan: The Franklin County Comprehensive Plan (2018-2038) envisions balanced growth that supports economic development while maintaining the county's character. This proposal aligns with that vision by designating additional industrial land for economic activities that drive regional growth. The plan's policies emphasize long-term planning and sustainability, and this proposal has been anticipated and studied, ensuring its compatibility with the county's strategic goals.
3. Consistency with Applicable Capital Facilities Plans: The expansion area has direct access to essential utilities, making it suitable for industrial development without requiring significant new infrastructure investments. This aligns with capital facilities plans that prioritize cost-effective and sustainable public service delivery.
4. Alignment with Official Population Growth Forecasts and Allocations: By expanding industrial land, the proposal supports economic growth and job creation essential for an increasing population. The plan ensures industrial development occurs in appropriately designated areas, maintaining a balanced and sustainable land use pattern.

The proposed zoning and land use designation will remain unchanged. Expanding the UGA will enable city services to support future development on this site. Existing infrastructure, including water, sewage, and storm management, is already in place along N Railroad Ave, which has also undergone improvements. This future land use map amendment will not create premature demands for further amendments in surrounding areas, as it has been

anticipated and thoroughly studied. Additionally, the area is already zoned for industrial use, ensuring consistency and stability in land use planning.

The Franklin County Comprehensive Plan, last adopted in 2021 under Franklin County Ordinance 07-2021, acknowledges the region's significant industrial growth and increasing demand for industrial land. The availability of utilities and infrastructure further supports this expansion, mitigating the need to develop industrial zones in less compatible or desirable areas within the city limits. By placing industrial zones adjacent to existing industrial lands, the expansion reduces potential land-use conflicts and enhances quality of life for nearby residents.

The UGA expansion supports economic growth and job creation, critical to the community's long-term well-being. The previous UGA expansion included the southern portion of the RIC, which has since been fully developed. If this request is approved, the proposal will significantly increase the value of nearby industrial properties. This UGA expansion will utilize city services and expand the existing Industrial Park to encompass the full ~300 acres designated for development and provide additional opportunities for other industries to provide support services. . If denied, the City of Pasco will be unable to provide essential services to the site, negatively impacting future development opportunities and economic growth. As a result, this proposal represents a strategic, well-planned approach to industrial expansion, ensuring sustainable growth while maintaining alignment with regional planning objectives.



Date Exported: 3/20/2025

Existing Zoning Map

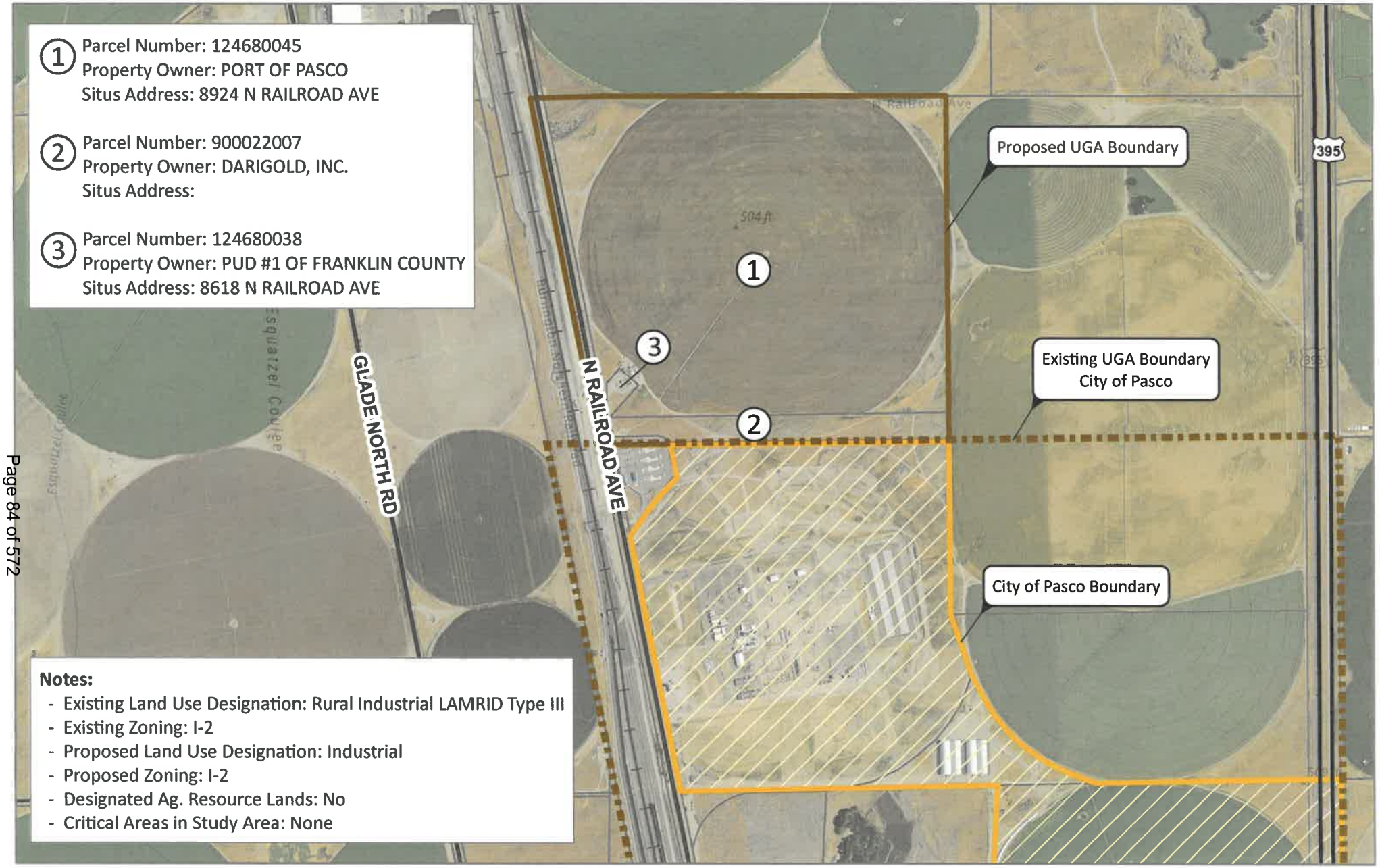
Port of Pasco - Reimann Industrial Center UGA Expansion

NORTH 0 1,000 2,000 Feet

J-U-B

THE LANGDON GROUP | GATEWAY MAPPING INC.

OTHER J-U-B COMPANIES



Date Exported: 3/20/2025

Vicinity Map

Port of Pasco - Reimann Industrial Center UGA Expansion

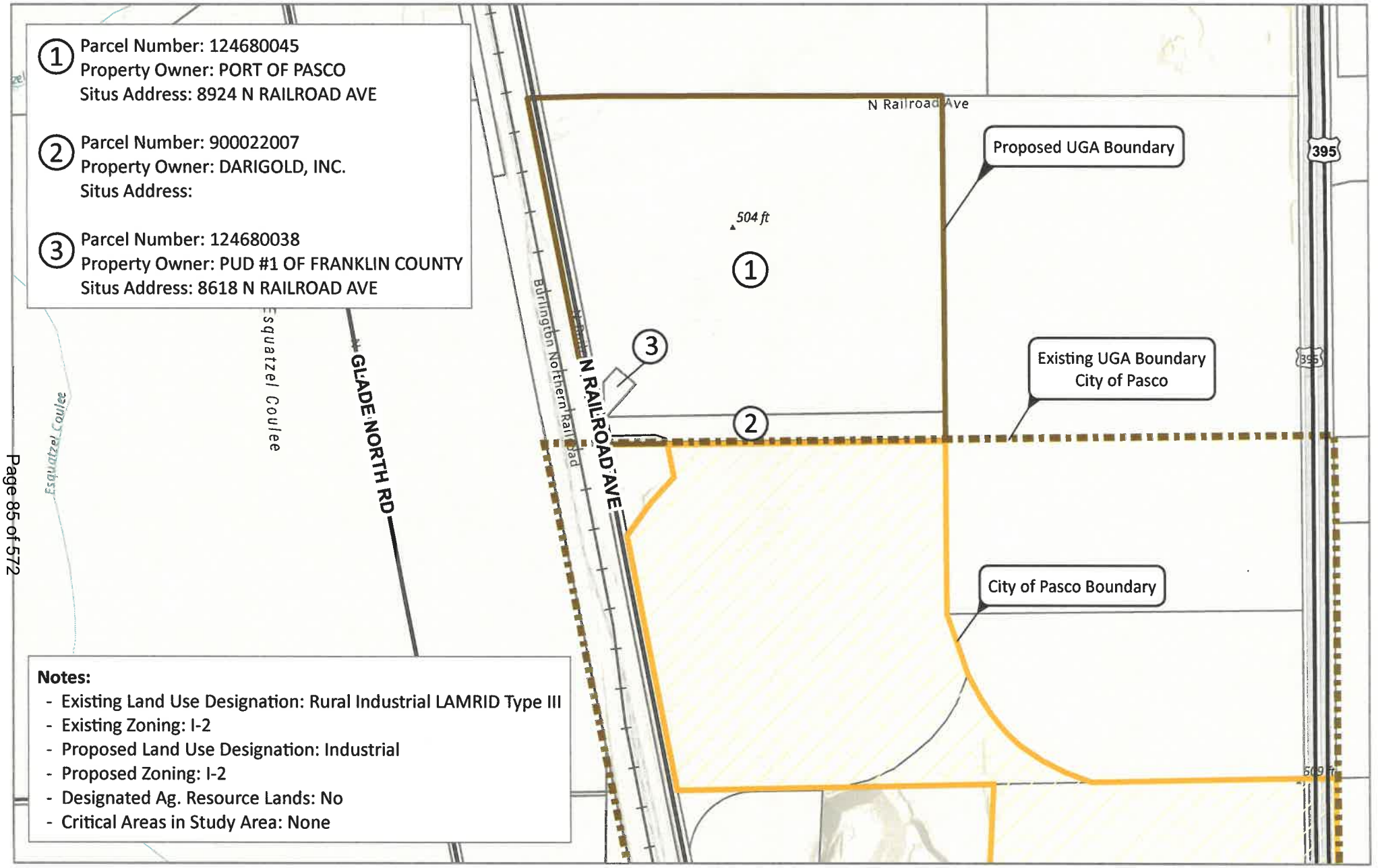
NORTH

0 1,000 2,000 Feet

J-U-B

THE LANGDON GROUP | GATEWAY MAPPING INC.

OTHER J-U-B COMPANIES



Date Exported: 3/20/2025

Vicinity Map

Port of Pasco - Reimann Industrial Center UGA Expansion

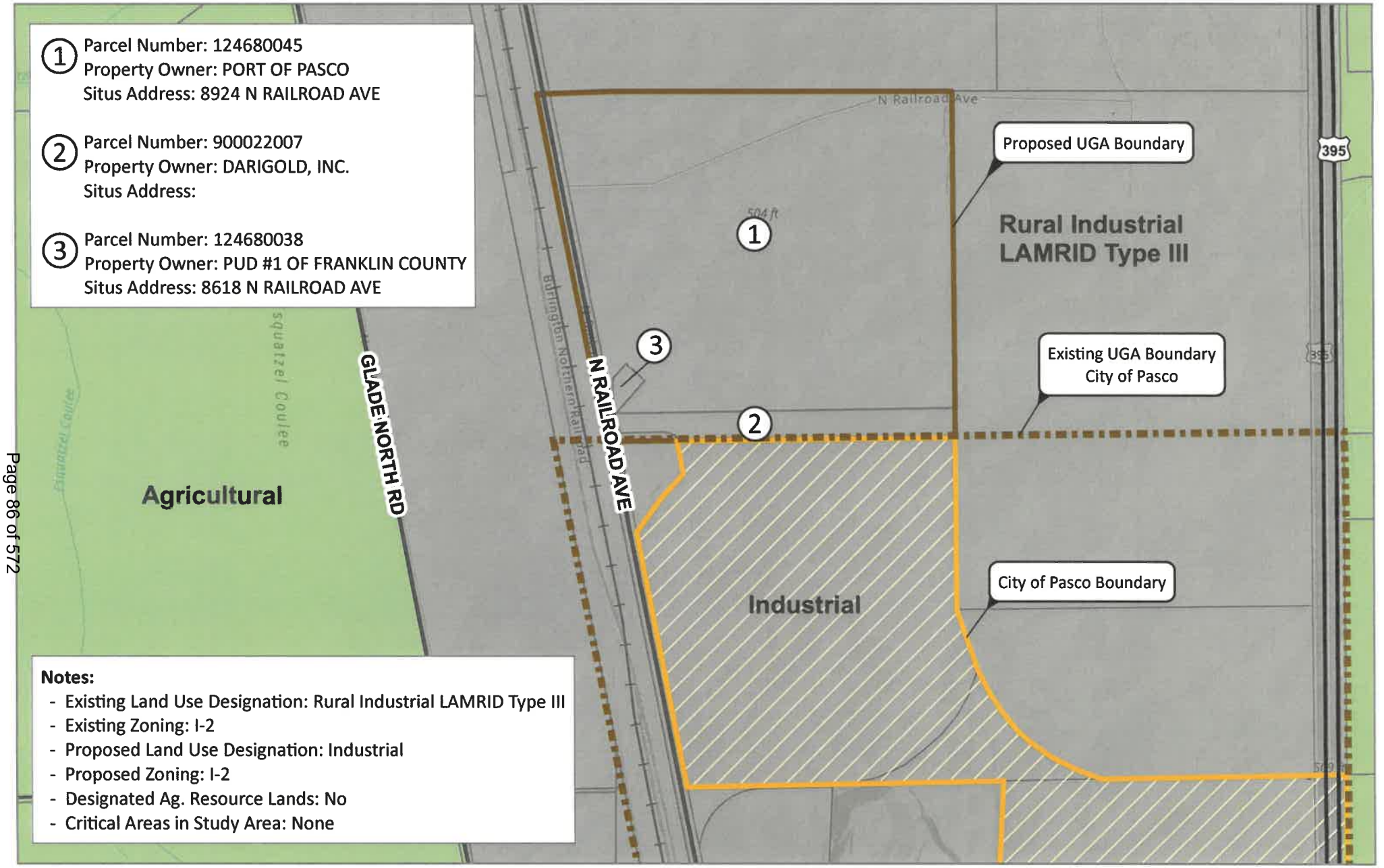
NORTH

0 1,000 2,000 Feet

J-U-B

THE LANGDON GROUP | GATEWAY MAPPING INC.

OTHER J-U-B COMPANIES



Date Exported: 3/20/2025

Existing Future Land Use Map

Port of Pasco - Reimann Industrial Center UGA Expansion

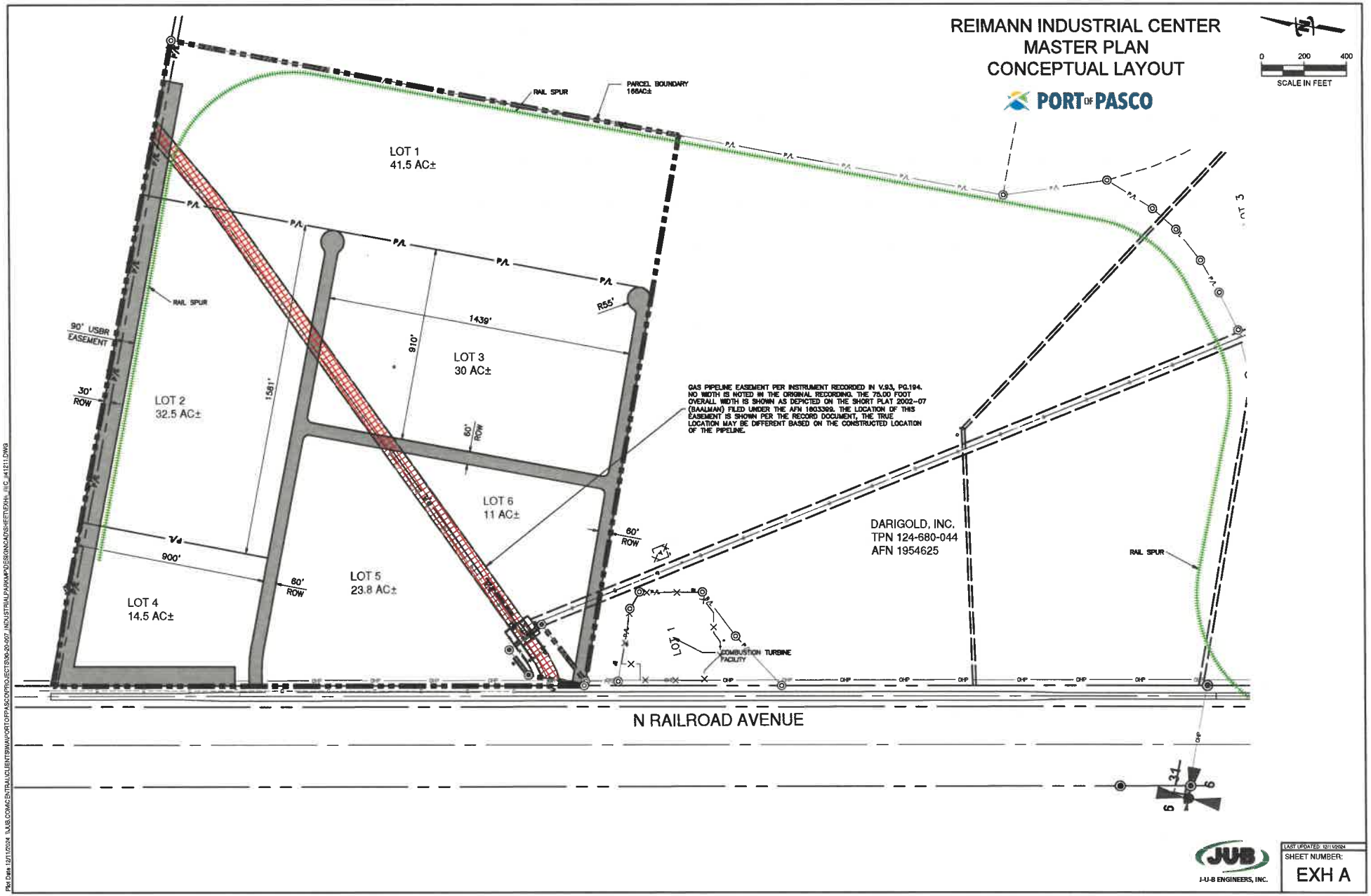
NORTH

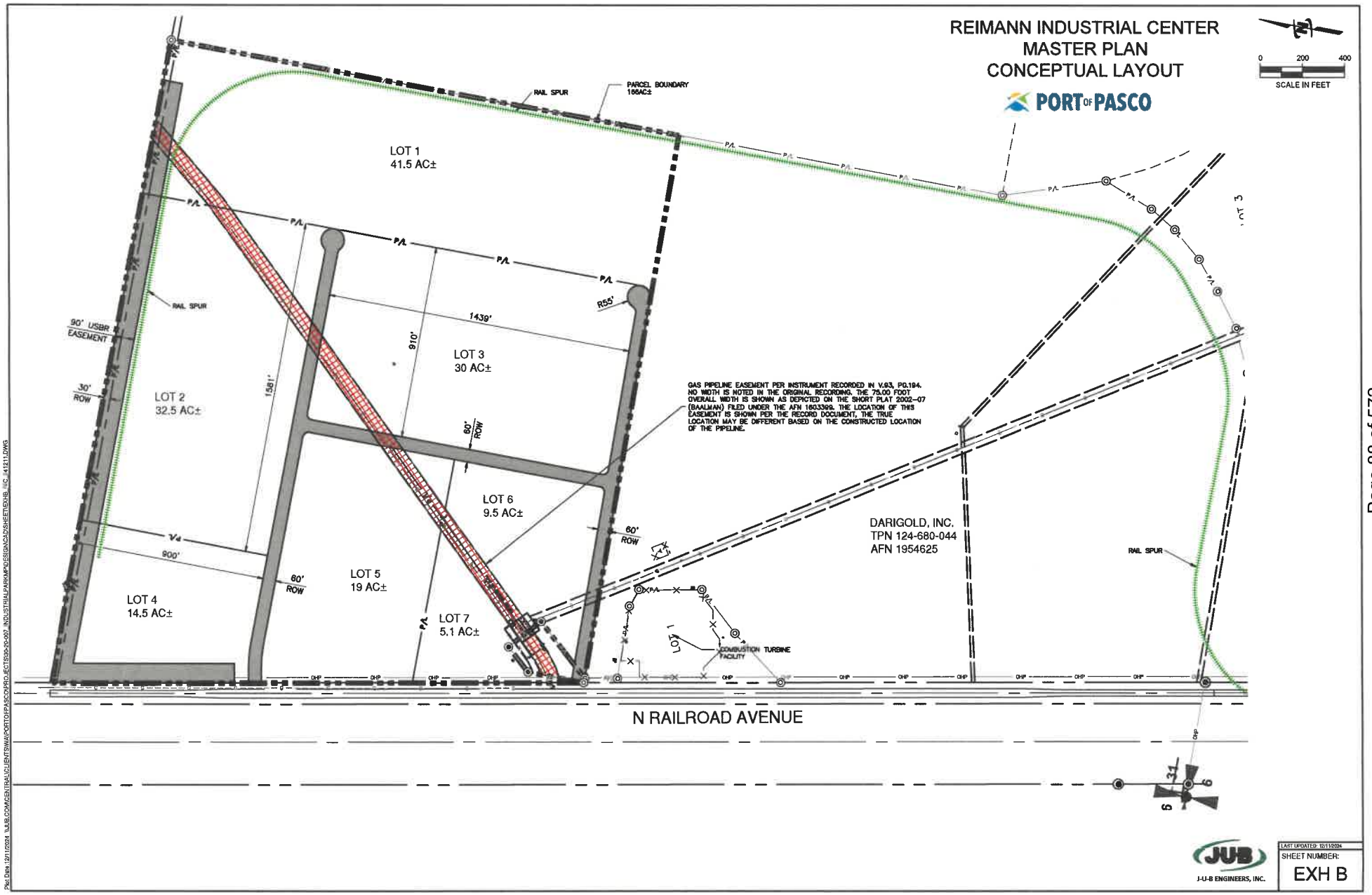
0 1,000 2,000 Feet

J-U-B

THE LANGDON GROUP | GATEWAY MAPPING INC.

OTHER J-U-B COMPANIES


REIMANN INDUSTRIAL CENTER
MASTER PLAN
CONCEPTUAL LAYOUT
PORT OF PASCO
SCALE IN FEET
0
200
400
LOT 1
41.5 AC±
LOT 2
32.5 AC±
LOT 3
30 AC±
LOT 4
14.5 AC±
LOT 5
23.8 AC±
LOT 6
11 AC±
RAIL SPUR
PARCEL BOUNDARY
166AC±
90' USBR
EASEMENT
30'
ROW
1439'
910'
1581'
900'
R55'
60'
ROW
80'
ROW
GAS PIPELINE EASEMENT PER INSTRUMENT RECORDED IN V.93, PG.194. NO WIDTH IS NOTED IN THE ORIGINAL RECORDING. THE 75.00 FOOT OVERALL WIDTH IS SHOWN AS DEPICTED ON THE SHORT PLAT 2002-07 (BAALMAN) FILED UNDER THE AFN 1803399. THE LOCATION OF THIS EASEMENT IS SHOWN PER THE RECORD DOCUMENT, THE TRUE LOCATION MAY BE DIFFERENT BASED ON THE CONSTRUCTED LOCATION OF THE PIPELINE.
DARIGOLD, INC.
TPN 124-680-044
AFN 1954625
COMBUSTION TURBINE FACILITY
N RAILROAD AVENUE
J-U-B ENGINEERS, INC.
LAST UPDATED: 12/11/2024
SHEET NUMBER:
EXH A


REIMANN INDUSTRIAL CENTER
MASTER PLAN
CONCEPTUAL LAYOUT
PORT OF PASCO
0 200 400
SCALE IN FEET
RAIL SPUR
PARCEL BOUNDARY
166AC±
LOT 1
41.5 AC±
LOT 2
32.5 AC±
LOT 3
30 AC±
LOT 4
14.5 AC±
LOT 5
19 AC±
LOT 6
9.5 AC±
LOT 7
5.1 AC±
90' USBR EASEMENT
30' ROW
1581'
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TPN 124-680-044
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COMBUSTION TURBINE FACILITY
N RAILROAD AVENUE
J-U-B ENGINEERS, INC.
LAST UPDATED: 12/11/2024
SHEET NUMBER:
EXH B

June 3, 2026

To: Mayor Charles Grimm,
Mayor Pro-Tem David Milne,
Councilmember Mark A. Figueroa,
Councilmember Leo Perales,
Councilmember Joe Cotta,
Councilmember Calixto Hernandez,
Councilmember Abel Campos,
Mr. Harold Stewart,
Ms. Haylie Matson

Subject: Request for GMA update information.

Honorable Mayor, City Councilmembers, Administrator, and Director,

We would first like to thank you all for your continued cooperation in solving issues of mutual interest for our collective residents. In 2025, City and County staff collaborated to complete the County-wide Planning Policies (CWPP). During this process, we assigned population forecasts, housing allocations, and potential future employment targets.

Franklin County has previously requested the City of Pasco's Land Capacity Analysis (LCA). We were told that the LCA was in draft form and that there was sufficient land base in the current urban growth area (UGA) for housing (population growth), business, and industrial growth. Further, we were told that your consultant was asked to re-review the industrial areas and that this LCA would be shared with the County. In addition, the County has shared with Hailey and staff our two formal applications for UGA expansion of industrial areas, one for the Reimann property north of Darigold from the Port of Pasco, and one from Svea Truax north of the Reimann Property. The County has also expressed our interest in expanding our business and industrial land base outside of the UGA which will depend on the land capacity analysis information. In addition, we have reviewed an informal request for additional UGA industrial land expansion from Eric Weinheimer who approached City Staff and recently came to the County to share their proposal/request.

As you are aware, UGA expansion is a joint effort between the City of Pasco and Franklin County, but adoption and defense of the UGA boundaries are a county function. As such, we are formally requesting the following:

1) The City of Pasco LCA. In particular as it pertains to industrial lands. If this is still only in draft form, then please share the draft and final with an appropriate date for completion of the final draft.

2) A resolution from the City of Pasco indicating their preferred UGA boundary. Specifically, the resolution should address at minimum the two formal applications the

County has received. City of Pasco Resolution 3997 from October 2020 can be used as an example of what is needed.

3) Any further information the city may be using to substantiate additional growth in the job projection numbers for the City of Pasco.

4) The City of Pasco transportation modeling GIS shapefile and spreadsheet mapping and listing out all the Transportation Analysis Zones (TAZs) throughout the City and UGA with job counts indicated for each zone. If this is not yet prepared, a date of when this information will be available.

As the deadline for adoption of our updated comprehensive plan and development regulations approaches, we would like to thank you in advance for sharing this information with us at your earliest convenience.

I would also like to point out that the estimated job growth for all of Franklin County is 16,046 new jobs for the 2026-2046 timeframe. In an earlier presentation to City Council, this number was represented as the estimated job growth for the City of Pasco. The projected job growth for the City of Pasco is 12,997 new jobs. Your website has this listed incorrectly and I would like to bring this to your attention.

As always, I am more than happy to meet with City staff, administration, or council to answer any questions. Thank you.

Sincerely,

Brian Dansel
County Administrator

Wes McCart
Director

Cc: Stephen McFadden – Port of Pasco
Svea Traux

City of Pasco
Community Development Department
525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441

City of Pasco

NOTICE OF OPEN RECORD PUBLIC HEARING

Proposed Urban Growth Area Boundary Map Amendments
Planning Commission Recommendation to City Council

Si necesita ayuda para entender este aviso o necesita más información, por favor llame al Departamento de Desarrollo Comunitario y Económico de la Ciudad de Pasco a 509-545-3441.

PLEASE TAKE NOTICE:

The City of Pasco is currently conducting its statutorily mandated periodic review of the Comprehensive Plan pursuant to RCW 36.70A.130. As part of this process, the City is evaluating its preferred Urban Growth Area (UGA) boundary in coordination with Franklin County.

On June 3, 2026, Franklin County formally requested information from the City in support of the County's ongoing Growth Management Act update, including the City's Land Capacity Analysis, employment growth information, transportation modeling, and a City Council resolution identifying the City's preferred UGA boundary. Franklin County specifically requested that the City's recommendation address two formal industrial UGA expansion applications received by the County, CPAM2025-01 and CPAM2025-02.

The Pasco Planning Commission will hold an open record public hearing to receive public testimony on the proposed UGA boundary amendments and consider a recommendation regarding the City's preferred UGA boundary to the Pasco City Council. The public hearing will be held at 6:30 p.m. on September 17, 2026, in the Council Chambers at Pasco City Hall, 525 N. 3rd Avenue, Pasco, Washington. Access is available through the east or south entrances.

Following the public hearing, the Planning Commission will consider the testimony and information presented and may forward a recommendation to the City Council. The City Council will subsequently consider the Planning Commission's recommendation and determine whether to adopt a resolution identifying the City's preferred UGA boundary for recommendation to Franklin County. Franklin County will consider the City's recommendation as part of the County's Comprehensive Plan and UGA review process.

At this hearing, the Planning Commission will receive public testimony regarding the following proposed UGA boundary amendments:

CPAM2025-01 – BFF LLC/Truax UGA Expansion Application: CPAM2025-01 proposes adding approximately 110 acres, identified as Parcel 124-670-056, to the Pasco Urban Growth Area (UGA). The property is located north of and adjacent to the Reimann Industrial Center and is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The applicant proposes future development of the property as a multi-business industrial park serving small- to medium-sized businesses and identifies proximity to transportation and rail infrastructure, utilities, and economic development opportunities in support of the requested UGA expansion. City staff does not recommend inclusion of CPAM2025-01 in the City's preferred UGA boundary at this time. While the proposal may provide an opportunity for future industrial expansion, the City's current Land Capacity Analysis does not demonstrate a need for the additional approximately 110 acres after consideration of the employment capacity provided by CPAM2025-02. The proposal also does not currently have the same level of coordinated capital facilities planning or available City utility infrastructure serving the proposed expansion area. Not recommending CPAM2025-01 for inclusion in the City's preferred UGA boundary at this time does not preclude future consideration of the property through a subsequent Comprehensive Plan amendment or UGA review when additional industrial land needs or more specific development and infrastructure plans may be demonstrated. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Application: CPAM2025-02, submitted by the Port of Pasco, proposes adding approximately 180 acres immediately north of the existing Reimann Industrial Center to the Pasco Urban Growth Area (UGA). The proposal includes Parcels 124680038, 900022007, and 124680045. A

portion of Parcel 124680038 is already located within the existing UGA, while the remainder of the proposed expansion area is outside the current UGA boundary. The properties are currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The proposed City Comprehensive Plan designation is Industrial, with an anticipated I-2 Medium Industrial zoning designation upon future annexation. The proposed expansion represents a continuation of the established Reimann Industrial Center and builds upon previous master planning and capital facilities coordination between the City and Port of Pasco. City utilities have been extended along North Railroad Avenue to the existing UGA boundary and were planned to support future development of the master-planned industrial area. The property is also located near established industrial development and major transportation, freight, and rail infrastructure. Development of the approximately 180-acre North Reimann area is anticipated to support approximately 288 industrial jobs, based on an estimated 1.6 jobs per acre. This exceeds the approximately 187-job industrial employment capacity deficit identified through the City's revised Land Capacity Analysis. City staff recommends inclusion of CPAM2025-02 in the City's preferred UGA boundary. The proposal appropriately responds to the City's demonstrated industrial employment capacity need while encouraging an orderly, efficient, and infrastructure-supported pattern of urban growth. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

Public Comment Period: Written comments may be submitted to the City of Pasco Community and Economic Development Department **no later than 5:00 p.m. on September 17, 2026**. Interested persons may also attend the public hearing and provide oral testimony regarding either or both of the proposed UGA boundary amendments. Written comments received prior to the hearing and oral testimony received during the hearing will be included in the official record.

Interested persons may also request notification of the Planning Commission's findings and recommendation to the City Council and subsequent City Council action regarding its recommendation to Franklin County.

Questions, written comments, and requests for notification may be directed to the project contact identified at the end of each project description above or submitted by mail or in person as follows:

Mail:
City of Pasco – Planning Division
525 N. 3rd Avenue
Pasco, WA 99301

In Person:
City of Pasco – Community and Economic Development Department
525 N. 3rd Avenue, 1st Floor
Pasco, WA 99301

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Accessibility: The City of Pasco welcomes full participation in public meetings by all individuals. Pasco City Hall is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), no qualified individual with a disability shall be excluded from participation in or denied the benefits of City services, programs, or activities. If you require auxiliary aids, services, or other accommodations to participate in this meeting, please contact the Community and Economic Development Department at **(509) 545-3441, TTY 711, or patrickc@pasco-wa.gov** at least ten (10) days prior to the meeting to request assistance.

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS

Order Number:	**IPL0368699**
Order Status:	Submitted
Classification:	Legals & Public Notic...
Package:	TRI - Legal Ads
Site:	tricity
Final Cost:	$731.11
Referral Code:	**NOPH CPAM 8-26-26**
Payment Type:	Account Billed
User ID:	IPL0018633

ACCOUNT INFORMATION

Debra Barham
525 North Third Ave.
Pasco, WA 99301
509-544-3096
cityclerk@pasco-wa.gov
City of Pasco

TRANSACTION REPORT

Date	August 24, 2026 3:34:...
Amount:	$731.11

SCHEDULE FOR AD NUMBER IPL03686990

PREVIEW FOR AD NUMBER IPL03686990

4.9inches x 8.41inches

City of Pasco
NOTICE OF OPEN RECORD PUBLIC HEARING
Proposed Urban Growth Area Boundary Map Amendments
Planning Commission Recommendation to City Council

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CPAM2025-01 – BFF LLC/Truax UGA Expansion Application: CPAM2025-01 proposes adding approximately 110 acres, identified as Parcel 124-670-056, to the Pasco Urban Growth Area (UGA). The property is located north of and adjacent to the Reimann Industrial Center and is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The applicant proposes future development of the property as a multi-business industrial park serving small- to medium-sized businesses and identifies proximity to transportation and rail infrastructure, utilities, and economic development opportunities in support of the requested UGA expansion. City staff does not recommend inclusion of CPAM2025-01 in the City's preferred UGA boundary at this time. While the proposal may provide an opportunity for future industrial expansion, the City's current Land Capacity Analysis does not demonstrate a need for the additional approximately 110 acres after consideration of the employment capacity provided by CPAM2025-02. The proposal also does not currently have the same level of coordinated capital facilities planning or available City utility infrastructure serving the proposed expansion area. Not recommending CPAM2025-01 for inclusion in the City's preferred UGA boundary at this time does not preclude future consideration of the property through a subsequent Comprehensive Plan amendment or UGA review when additional industrial land needs or more specific development and infrastructure plans may be demonstrated. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Application: CPAM2025-02, submitted by the Port of Pasco, proposes adding approximately 180 acres immediately north of the existing Reimann Industrial Center to the Pasco Urban Growth Area (UGA). The proposal includes Parcels 124680038, 900022007, and 124680045. A portion of Parcel 124680038 is already located within the existing UGA, while the remainder of the proposed expansion area is outside the current UGA boundary. The properties are currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The proposed City Comprehensive Plan designation is Industrial, with an anticipated I-2 Medium Industrial zoning designation upon future annexation. The proposed expansion represents a continuation of the established Reimann Industrial Center and builds upon previous master planning and capital facilities coordination between the City and Port of Pasco. City utilities have been extended along North Railroad Avenue to the existing UGA boundary and were planned to support future development of the master-planned industrial area. The property is also located near established industrial development and major transportation, freight, and rail infrastructure. Development of the approximately 180-acre North Reimann area is anticipated to support approximately 288 industrial jobs, based on an estimated 1.6 jobs per acre. This exceeds the approximately 187-job industrial employment capacity deficit identified through the City's revised Land Capacity Analysis. City staff recommends inclusion of CPAM2025-02 in the City's preferred UGA boundary. The proposal appropriately responds to the City's demonstrated industrial employment capacity need while encouraging an orderly, efficient, and infrastructure-supported pattern of urban growth. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

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IPL0368699
Aug 26 2026

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NUMBER IPL0[illegible]

August 26, 2026

Tri-City Herald Print Publication

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Terms and Conditions

September 16, 2026

City of Pasco City Council
City Hall
525 N. 3rd Avenue
Pasco, WA 99301

RE: CPAM2025-01
Bjorkstam Family Farm LLC (BFF)
Response to Planning Commission Recommendation Regarding Urban Growth Area Expansion

Dear Mayor and Members of the City Council:

The referenced 110-acre Bjorkstam Family Farm LLC (BFF) parcel currently under consideration in the City of Pasco UGA expansion possesses several characteristics typically viewed favorably under Growth Management Act standards. In addition, the parcel is surrounded by ongoing industrial development, UGA expansion to the south, and requests for utility easements, all of which would provide economic benefits to all stakeholders if completed in a coordinated, mutually beneficial manner.

The inclusion of the BFF property in the UGA expansion is supported by several factors, including:

- The BFF parcel is immediately adjacent to existing industrial development and adjacent to CPAM2025-02, which has been recommended for inclusion in the UGA.
- The BFF parcel is currently designated and zoned for industrial use by Franklin County.
- Railroad Avenue along BFF's western boundary has been improved to support industrial activity, and the parcel is located in close proximity to rail infrastructure.
- The proposed future use of the BFF parcel is industrial and employment-generating in nature, consistent with surrounding industrial development patterns.
- Utility providers and public entities have identified infrastructure needs involving the property, including transmission, transportation, and utility corridors, demonstrating the parcel's strategic role in the area's continuing development.

The BFF parcel is located within an area experiencing substantial industrial growth and infrastructure investment. However, the City of Pasco Planning Division has recommended that the BFF parcel not be included in the current UGA expansion, while the immediately adjacent Port of Pasco parcel has been recommended for inclusion. As a result, the proposed UGA boundary would incorporate lands directly adjoining the BFF parcel while excluding a property that shares many of the same transportation, infrastructure, and industrial development characteristics.

Inclusion of CPAM2025-02 without inclusion of the adjoining BFF parcel could result in an irregular UGA boundary that separates properties sharing common infrastructure, transportation access, utility

planning, and industrial development characteristics. Because the BFF parcel and CPAM2025-02 function as part of the same developing industrial area, consideration of the parcels together may better promote efficient infrastructure planning and long-term economic development.

Unlike many undeveloped properties, the BFF parcel is already being evaluated for future utility, transportation, and infrastructure investments that will support growth in the surrounding area. The proposed transmission corridor, future roadway concepts, existing industrial infrastructure investments, nearby rail access, and adjacency to expanding industrial lands demonstrate that the parcel is integral to the broader industrial development pattern emerging in this area.

The increasing need for transmission facilities, transportation improvements, utility corridors, and industrial infrastructure in and around the BFF parcel indicates that public agencies and service providers already view this area as an important component of the region's future growth and economic development framework. BFF respectfully submits that Urban Growth Area planning should recognize and align with those same long-term development realities.

The Planning Division recommendation identifies concerns relating to coordinated capital facilities planning, utility infrastructure availability, and current land-capacity conclusions (compared to Parcel CPA2025-02). Further, it states that the City's current Land Capacity Analysis does not demonstrate a need for the additional 110 acres provided by the BFF parcel after including the employment capacity of the CPAM2025-02.

Pasco has consistently experienced substantial population and employment growth, and prior City planning efforts have acknowledged the need to evaluate additional urban growth capacity. While the current Land Capacity Analysis concludes that CPAM2025-02 may provide sufficient capacity at present, BFF respectfully submits that long-term industrial planning should also consider the strategic location of the BFF parcel, existing and planned infrastructure investments, and the benefits of preserving opportunities for future industrial employment growth.

The Planning Division's recommendation places BFF in an unusual position, asking it to accommodate infrastructure supporting surrounding urban and industrial expansion while simultaneously excluding the subject property from participation in that growth area. BFF respectfully submits that coordinated planning principles are better served when infrastructure investments, utility corridors, transportation improvements, and urban growth boundaries are considered together as part of a comprehensive, long-term development strategy. The BFF parcel is being asked to accommodate infrastructure that supports surrounding growth, yet the current recommendation would deny the parcel the opportunity to participate in that same coordinated industrial development pattern. The recommendation therefore risks creating a situation in which public infrastructure planning assumes the strategic importance of the parcel while UGA planning does not.

Attached to this letter is a copy of a letter sent by BFF at the request of and to the County Planning Department in July 2026 to further justify inclusion in the UGA. The Open Record Hearing letter we received on September 7, 2026, recommending denial indicates that the analysis does not adequately address or consider the following points summarized here that were put forth in the July 2026 justification letter:

- Few industrially-designated parcels of comparable size and configuration remain available within or adjacent to the existing UGA.
- The parcel is located between the two existing rail mainline crossings, making it conveniently located to residential development and public transportation corridors.
- This parcel is adjacent to the BNSF Certified Sites rail spur, which reduces economic development time.
- Inclusion at this time will enhance the benefit to public funds invested in efficient infrastructure.
- The location of the parcel contributes to the resiliency of the transportation system for freight and goods.

BFF believes that, in light of the extensive infrastructure development already completed around our parcel, the current request for a transmission easement across the parcel (which will reduce our irrigated agricultural production area), and the future suggestion we understand of the Port's interest in developing a road and infrastructure along our southern boundary, the fiscally effective, coordinated approach for these parcels is to include both applicant parcels in the UGA. The proposed transmission easement represents an example of infrastructure planning that could be implemented more efficiently through coordinated consideration of all adjacent properties.

BFF seeks to continue being an accommodating partner in the infrastructure and economic development initiatives occurring in this area. The company has demonstrated a willingness to cooperate with regional utility, transportation, and industrial development improvements that benefit the City, County, Port, utility providers, and neighboring properties. As these long-term investments are planned and implemented, BFF respectfully requests that decision-makers consider whether coordinated planning principles support allowing the property to participate in the same industrial growth opportunities being created on adjacent lands.

BFF remains open to discussing options and approaches that provide clear benefits to all stakeholders participating in the area's ongoing industrial expansion. BFF respectfully requests that the City Council evaluate not only current land-capacity conclusions, but also the long-term infrastructure, transportation, and economic development considerations associated with this strategically located industrial property. Based on these considerations, BFF respectfully requests that the City Council support inclusion of the BFF parcel within the City's recommended Urban Growth Area boundary for consideration by Franklin County.

Sincerely,

Svea K. Truax

General Manager, BFF LLC

Attachments:

City of Pasco Planning Department

July 2026 letter from BFF LLC to Franklin County Planning Department

Cc:

Mayor and Pasco City Council Members

Community & Economic Development Director

Planning Division Manager

Franklin County Planning Department Director

Franklin County Commissioners

Community Development Department
525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441

City of Pasco

NOTICE OF OPEN RECORD PUBLIC HEARING

Proposed Urban Growth Area Boundary Map Amendments
Planning Commission Recommendation to City Council

Si necesita ayuda para entender este aviso o necesita más información, por favor llame al Departamento de Desarrollo Comunitario y Económico de la Ciudad de Pasco a 509-545-3441.

PLEASE TAKE NOTICE:

The City of Pasco is currently conducting its statutorily mandated periodic review of the Comprehensive Plan pursuant to RCW 36.70A.130. As part of this process, the City is evaluating its preferred Urban Growth Area (UGA) boundary in coordination with Franklin County.

On June 3, 2026, Franklin County formally requested information from the City in support of the County's ongoing Growth Management Act update, including the City's Land Capacity Analysis, employment growth information, transportation modeling, and a City Council resolution identifying the City's preferred UGA boundary. Franklin County specifically requested that the City's recommendation address two formal industrial UGA expansion applications received by the County, CPAM2025-01 and CPAM2025-02.

The Pasco Planning Commission will hold an open record public hearing to receive public testimony on the proposed UGA boundary amendments and consider a recommendation regarding the City's preferred UGA boundary to the Pasco City Council. The public hearing will be held at 6:30 p.m. on September 17, 2026, in the Council Chambers at Pasco City Hall, 525 N. 3rd Avenue, Pasco, Washington. Access is available through the east or south entrances.

Following the public hearing, the Planning Commission will consider the testimony and information presented and may forward a recommendation to the City Council. The City Council will subsequently consider the Planning Commission's recommendation and determine whether to adopt a resolution identifying the City's preferred UGA boundary for recommendation to Franklin County. Franklin County will consider the City's recommendation as part of the County's Comprehensive Plan and UGA review process.

At this hearing, the Planning Commission will receive public testimony regarding the following proposed UGA boundary amendments:

CPAM2025-01 – BFF LLC/Truax UGA Expansion Application: CPAM2025-01 proposes adding approximately 110 acres, identified as Parcel 124-670-056, to the Pasco Urban Growth Area (UGA). The property is located north of and adjacent to the Reimann Industrial Center and is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The applicant proposes future development of the property as a multi-business industrial park serving small- to medium-sized businesses and identifies proximity to transportation and rail infrastructure, utilities, and economic development opportunities in support of the requested UGA expansion. City staff does not recommend inclusion of CPAM2025-01 in the City's preferred UGA boundary at this time. While the proposal may provide an opportunity for future industrial expansion, the City's current Land Capacity Analysis does not demonstrate a need for the additional approximately 110 acres after consideration of the employment capacity provided by CPAM2025-02. The proposal also does not currently have the same level of coordinated capital facilities planning or available City utility infrastructure serving the proposed expansion area. Not recommending CPAM2025-01 for inclusion in the City's preferred UGA boundary at this time does not preclude future consideration of the property through a subsequent Comprehensive Plan amendment or UGA review when additional industrial land needs or more specific development and infrastructure plans may be demonstrated. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Application: CPAM2025-02, submitted by the Port of Pasco, proposes adding approximately 180 acres immediately north of the existing Reimann Industrial Center to the Pasco Urban Growth Area (UGA). The proposal includes Parcels 124680038, 900022007, and 124680045. A

portion of Parcel 124680038 is already located within the existing UGA, while the remainder of the proposed expansion area is outside the current UGA boundary. The properties are currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The proposed City Comprehensive Plan designation is Industrial, with an anticipated I-2 Medium Industrial zoning designation upon future annexation. The proposed expansion represents a continuation of the established Reimann Industrial Center and builds upon previous master planning and capital facilities coordination between the City and Port of Pasco. City utilities have been extended along North Railroad Avenue to the existing UGA boundary and were planned to support future development of the master-planned industrial area. The property is also located near established industrial development and major transportation, freight, and rail infrastructure. Development of the approximately 180-acre North Reimann area is anticipated to support approximately 288 industrial jobs, based on an estimated 1.6 jobs per acre. This exceeds the approximately 187-job industrial employment capacity deficit identified through the City's revised Land Capacity Analysis. City staff recommends inclusion of CPAM2025-02 in the City's preferred UGA boundary. The proposal appropriately responds to the City's demonstrated industrial employment capacity need while encouraging an orderly, efficient, and infrastructure-supported pattern of urban growth. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

Public Comment Period: Written comments may be submitted to the City of Pasco Community and Economic Development Department **no later than 5:00 p.m. on September 17, 2026**. Interested persons may also attend the public hearing and provide oral testimony regarding either or both of the proposed UGA boundary amendments. Written comments received prior to the hearing and oral testimony received during the hearing will be included in the official record.

Interested persons may also request notification of the Planning Commission's findings and recommendation to the City Council and subsequent City Council action regarding its recommendation to Franklin County.

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525 N. 3rd Avenue
Pasco, WA 99301

In Person:
City of Pasco – Community and Economic Development Department
525 N. 3rd Avenue, 1st Floor
Pasco, WA 99301

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Staff Note: The complete text entered by the commenter in the above PDF comment field is reproduced below because the full entry is not visible when the submitted PDF is displayed or printed. The text below has not been altered.

Stephen McFadden Public Comment (Port of Pasco)

Haylie, In the event this document can be updated prior to the planning Commission Meeting, the 16-inch municipal water main was extended beyond the existing UGA Boundary to the Port's Northwest Property Line during the Phase #1 infrastructure project for the Reimann Industrial Center. This project was previously approved by the City of Pasco, and constructed two years ago.

Later this month we will start the Phase #2 water main installation around the remaining portion of the Reimann. This phase will also install interior water lines within the 160-acre referred to as Reimann North. This project was designed by the Port, with 100% design approval by the City

Stephen McFadden Public Comment (Port of Pasco)

Per survey, the landed included in the Port's requested Comp Plan Amendment is 166 acres.

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS

Order Number:	**IPL0368699**
Order Status:	Submitted
Classification:	Legals & Public Notic...
Package:	TRI - Legal Ads
Site:	tricity
Final Cost:	$731.11
Referral Code:	**NOPH CPAM 8-26-26**
Payment Type:	Account Billed
User ID:	IPL0018633

ACCOUNT INFORMATION

Debra Barham
525 North Third Ave.
Pasco, WA 99301
509-544-3096
cityclerk@pasco-wa.gov
City of Pasco

TRANSACTION REPORT

Date	August 24, 2026 3:34:...
Amount:	$731.11

SCHEDULE FOR AD NUMBER IPL03686990

PREVIEW FOR AD NUMBER IPL03686990

4.9inches x 8.41inches

City of Pasco
NOTICE OF OPEN RECORD PUBLIC HEARING
Proposed Urban Growth Area Boundary Map Amendments
Planning Commission Recommendation to City Council

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At this hearing, the Planning Commission will receive public testimony regarding the following proposed UGA boundary amendments:

CPAM2025-01 – BFF LLC/Truax UGA Expansion Application: CPAM2025-01 proposes adding approximately 110 acres, identified as Parcel 124-670-056, to the Pasco Urban Growth Area (UGA). The property is located north of and adjacent to the Reimann Industrial Center and is currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The applicant proposes future development of the property as a multi-business industrial park serving small- to medium-sized businesses and identifies proximity to transportation and rail infrastructure, utilities, and economic development opportunities in support of the requested UGA expansion. City staff does not recommend inclusion of CPAM2025-01 in the City's preferred UGA boundary at this time. While the proposal may provide an opportunity for future industrial expansion, the City's current Land Capacity Analysis does not demonstrate a need for the additional approximately 110 acres after consideration of the employment capacity provided by CPAM2025-02. The proposal also does not currently have the same level of coordinated capital facilities planning or available City utility infrastructure serving the proposed expansion area. Not recommending CPAM2025-01 for inclusion in the City's preferred UGA boundary at this time does not preclude future consideration of the property through a subsequent Comprehensive Plan amendment or UGA review when additional industrial land needs or more specific development and infrastructure plans may be demonstrated. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

CPAM2025-02 – Port of Pasco North Reimann UGA Expansion Application: CPAM2025-02, submitted by the Port of Pasco, proposes adding approximately 180 acres immediately north of the existing Reimann Industrial Center to the Pasco Urban Growth Area (UGA). The proposal includes Parcels 124680038, 900022007, and 124680045. A portion of Parcel 124680038 is already located within the existing UGA, while the remainder of the proposed expansion area is outside the current UGA boundary. The properties are currently designated Rural Industrial and zoned I-2 General Industrial by Franklin County. The proposed City Comprehensive Plan designation is Industrial, with an anticipated I-2 Medium Industrial zoning designation upon future annexation. The proposed expansion represents a continuation of the established Reimann Industrial Center and builds upon previous master planning and capital facilities coordination between the City and Port of Pasco. City utilities have been extended along North Railroad Avenue to the existing UGA boundary and were planned to support future development of the master-planned industrial area. The property is also located near established industrial development and major transportation, freight, and rail infrastructure. Development of the approximately 180-acre North Reimann area is anticipated to support approximately 288 industrial jobs, based on an estimated 1.6 jobs per acre. This exceeds the approximately 187-job industrial employment capacity deficit identified through the City's revised Land Capacity Analysis. City staff recommends inclusion of CPAM2025-02 in the City's preferred UGA boundary. The proposal appropriately responds to the City's demonstrated industrial employment capacity need while encouraging an orderly, efficient, and infrastructure-supported pattern of urban growth. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

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IPL0368699
Aug 26 2026

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NUMBER IPL0[illegible]

August 26, 2026

Tri-City Herald Print Publication

i-Publish® AdPortal: 3.0.69
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Terms and Conditions

Attachment 11

July 30, 2026

Revision to Narrative for Inclusion of Parcel 124-670-056 into the City of Pasco UGA

We are requesting inclusion of the 110-acre parcel 124-670-056 into the City of Pasco UGA. Inclusion in the UGA represents efficient use and improved benefit of invested funds (primarily public) for existing and near-term planned public utility installations, roadway / traffic improvements, mass freight accessibility, and ease of commuter travel from existing City UGA residential areas. We envision this parcel being developed as a multi-business industrial park providing continued economic growth and employment for the city and population. County industrial zoning is not enough to support such development and inclusion in the UGA is critical to ease development costs and challenges for small businesses and start-ups for city residents including the nearby UGA residential area. The following items provide further basis for inclusion in the UGA:

- The inclusion of this parcel in the UGA is consistent with Washington State Comprehensive Plan Updates as it represents a logical, efficient, and strategically located expansion of City of Pasco's existing industrial employment area. Including this parcel in the UGA maximizes prior and current public infrastructure investments, continues opportunities for family-wage employment, and aligns with surrounding land uses and developments.

- Because the property is directly adjacent to the Port of Pasco Reinmann Industrial Park, its inclusion would support continued urban growth along an existing and developing transport and utility corridor.

- Current development within the existing UGA appears to be on a northerly trajectory (aligned with our parcel). Inclusion of this parcel in the UGA encourages ease of continued industrial and small business growth opportunities. Simply zoning county industrial leaves too many infrastructure development challenges for small and newer business growth.

- As per the Franklin County Economic Development Plan; transportation is a public service. Significant road improvements have recently been completed on Railroad Avenue providing access to existing UGA and proposed UGA areas immediately adjacent to the south of our parcel. These transportation improvements have been completed along the entire western border of our parcel and the benefit of that public funds investment is maximized by including this parcel in the UGA thereby easing development for small and large business employers.

- This parcel is centrally and conveniently located to the City of Pasco UGA residential expansion (including new high school) located to the west across the mainline BNSF rail route. There are two existing crossings of the mainline, one to the south at I-82, and the other being slightly north of this parcel on Selph Landing Road. Including this parcel in the UGA improves opportunity for small and large business growth at a conveniently nearby location to residential development.

- This parcel has adjacent proximity to a BNSF Certified Sites rail spur. Economic development within a BNSF Certified Site reduces development time, increases speed to market, and reduces upfront development risks. Rail access within an economic development plan should be recognized for crucial and secure transportation within regional and national supply chains. Inclusion of this parcel provides opportunity for the City of Pasco and the Port of Pasco to have an additional income source supporting the rail development and expenses to improve public investment efficiencies. Not being in the UGA and remaining as county industrial is a dis-incentive to ease of development offered by the enhanced opportunity of the adjacent BNSF certified site property. The utility and urban services offered by UGA status go hand-in-hand with the adjacent certified site status to create an especially attractive development opportunity within the city.

- According to the Franklin County Economic Development Plan, in the event of a future action involving Snake River flows and transport, current increases in rail and highway capacities to move freight and goods adds resiliency to the transport system. This parcel is ideally located to provide additional access to highway and rail facilities as described above with adjacent completed road improvements, very nearby US-395 access, and railroad spur development.

- Our current vision for this property is a multi-business industrial park with the potential to provide new and existing small to medium size businesses excellent ease of growth, commuter access, and good transport. Addition of this parcel to the UGA would bolster a shrinking inventory of 100+ acre parcels within the UGA, adjacent to existing transport and utility developments along with worker commuter accessibility.

- Our parcel of land has historically been irrigated farmland. In the recent past the northern portion is now under development for utility infrastructure in support of businesses and UGA growth to the south of our property. Railroad Avenue has been expanded and improved along the west edge of the property. We have been asked by the Franklin Utility District to agree to easement encumbrances for utility lines to carry power across our parcel to serve businesses and the UGA south of our property which benefits the City of Pasco. It is clear that our property is an integral portion of the urban growth development that is underway. UGA inclusion of our parcel with water, sewer, and municipal services will enhance the benefit to public funds investment for efficient infrastructure, improved ease of business development, and continue expansion of employment opportunities for the growing population including the nearby residential UGA area.

Pasco City Council

Urban Growth Area Expansion Applications – CPAM2025-01 and CPAM2025-02

September 28, 2026 Workshop Meeting
October 5, 2026 Regular Meeting

City of Pasco Washington

OVERVIEW

1. Purpose of Agenda Item
2. Industrial Capacity Needed
3. Two UGA proposals
4. Why North Reimann?
5. Staff Recommendation & Next Steps

Purpose of Agenda Item

Future Urban Growth Area (UGA) Boundary

- **Franklin County requested the City's preferred UGA boundary**
- **Two industrial expansion applications**
- **City recommendation informs County's 2026 update**

CPAM2025-01: ~110 acres
CPAM2025-02: ~166 acres

Why Expand the UGA?

Industrial Capacity Need

2046 Employment Capacity

- **Previous: +144 jobs**
- **Updated: –187 jobs**

➡️ **Additional industrial capacity is needed.**

Two Proposals

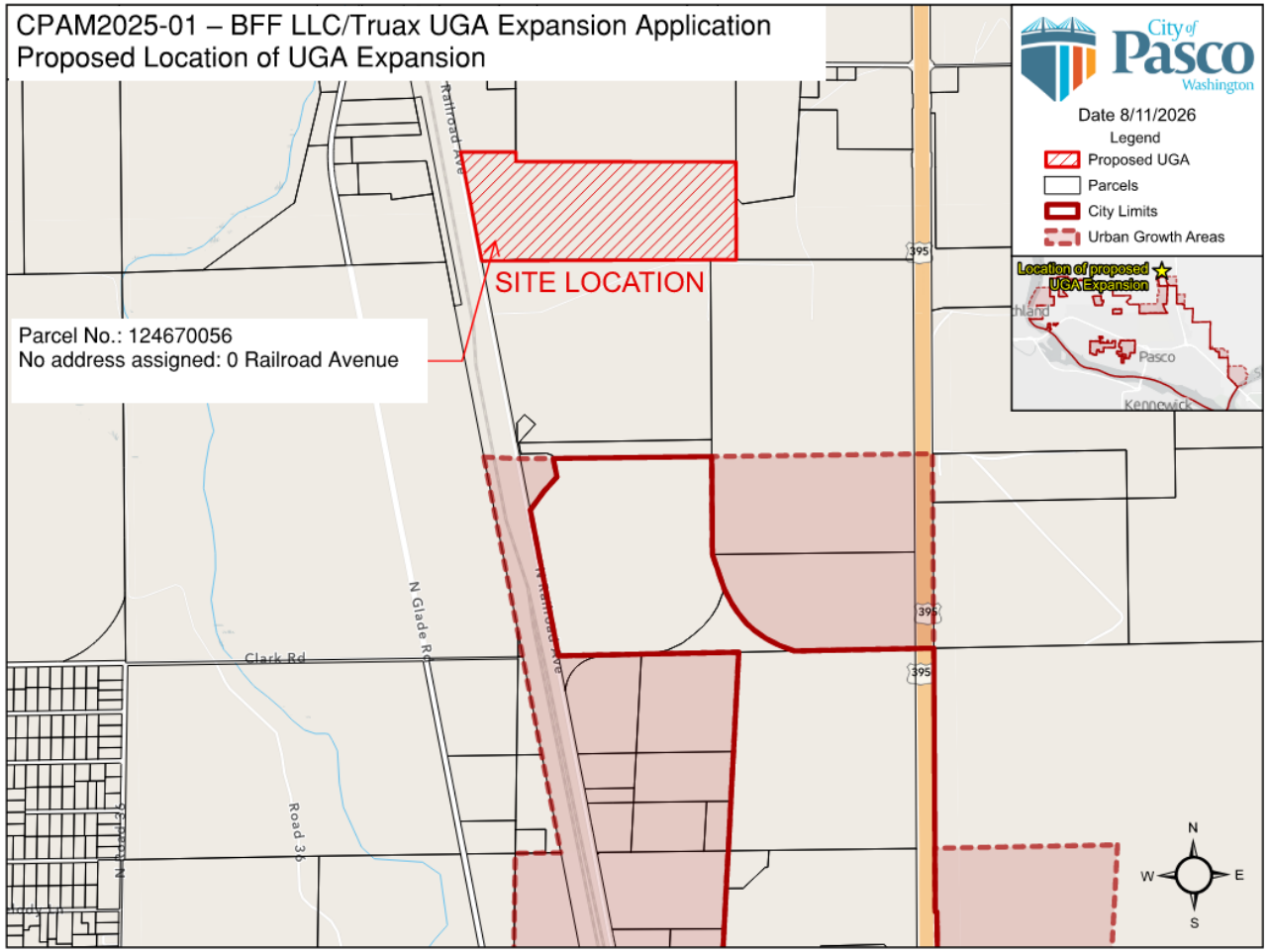
CPAM2025-01 | BFF / Truax

- ~110 acres
- Industrial park concept
- Less infrastructure planning
- Future opportunity

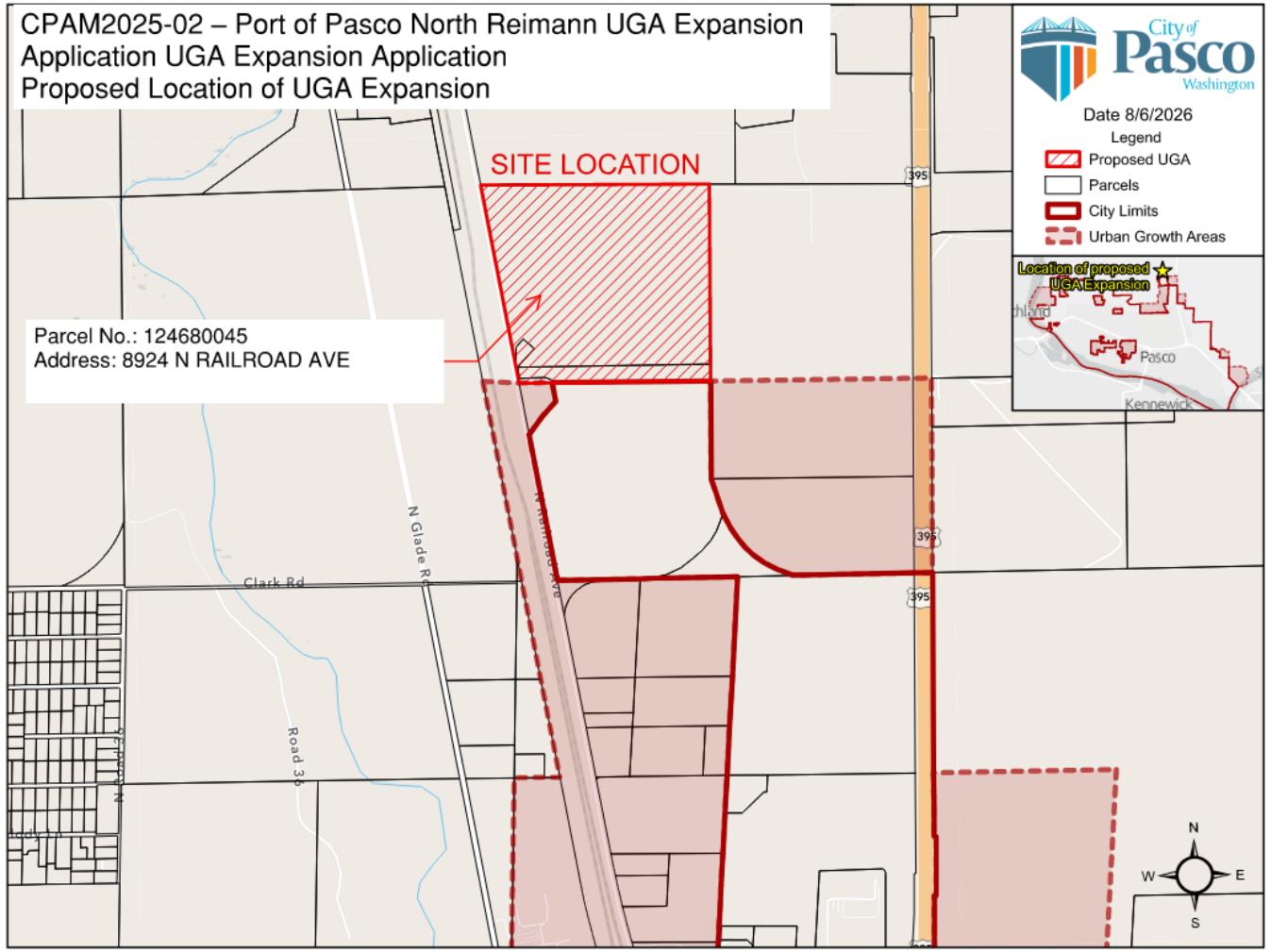
CPAM2025-02 | North Reimann

- ~180 acres
- Existing industrial center expansion
- Utilities available
- Capital planning completed
- ~288 jobs

CPAM2025-01 | BFF / Truax



CPAM2025-02 | North Reimann



Why North Reimann?

CPAM2025-02

- Adjacent to existing UGA
- Existing industrial center
- City utilities available
- Prior City + Port planning
- Rail & freight access
- 266 jobs > 187-job deficit
- Logical & Development Ready

Staff Recommendation

SUPPORT CPAM2025-02

Include:
✓ North Reimann — ~166 acres

Do Not Include at This Time:
✕ CPAM2025-01 — ~110 acres

Important:
UGA expansion ≠ Annexation
UGA expansion ≠ Development approval

Planning Commission Recommendation

SUPPORT BOTH

Include:

✓ **CPAM2025-01 — ~110 acres**

✓ **CPAM2025-02 — ~166 acres**

Next steps

- City Council Workshop September 28, 2026
- City Council Regular Meeting (Resolution Decision) October 5, 2026
- Franklin County to formally process UGA applications by ~end of year

City of Pasco

Questions?

AGENDA REPORT

FOR: City Council — August 25, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Brent Cook, Police Chief
Police Department

SUBJECT: Resolution 4788: Interagency Agreement Washington State Criminal Justice Training Commission (WSCJTC) Use of Pasco Police Department

I. ATTACHMENT(S):

Resolution 4788
Interagency Agreement

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve Resolution No. 4788, authorizing the City Manager to execute the Interagency Agreement between the Washington State Criminal Justice Training Commission (WSCJTC) and the City of Pasco for the temporary use of the Pasco Police Department Headquarters as an Incident Command Post for the Southeast Regional Academy.

III. FISCAL IMPACT:

There is no anticipated direct fiscal impact to the City from entering into this agreement.

IV. HISTORY AND FACTS BRIEF:

Background:
The Washington State Criminal Justice Training Commission (WSCJTC) is requesting an Interlocal Agreement with the City of Pasco for temporary use of the Pasco Police Department facility if an emergency requires the Southeast Regional Academy to evacuate or relocate its incident coordination activities.

The agreement establishes a process for WSCJTC to request use of the facility as an Incident Command Post (ICP) while maintaining City control over facility availability and operations. WSCJTC will provide its own personnel and resources, and use of the facility will be temporary and at no cost unless

otherwise agreed upon in writing.

Impact (other than fiscal):
The agreement will allow WSCJTC to use an existing City facility to support its training and operational needs. The agreement also provides a clear understanding of the responsibilities and expectations of both WSCJTC and the City.

The use of the facility supports regional law enforcement training and preparedness efforts.

V. DISCUSSION:

Recommendation:
Staff recommends that City Council approve the Interlocal Agreement between the City of Pasco and WSCJTC for use of the Pasco Police Department facility.

Constraints (Time or other considerations):
The agreement must be approved by the City before it can be finalized and routed for signature. Staff is working with WSCJTC to complete the agreement and move it forward through the City's approval process.

Next Steps:
If approved by City Council, staff will finalize the agreement with WSCJTC and route it for the required signatures. Once fully executed, WSCJTC may use the Pasco Police Department facility as outlined in the agreement.

Alternatives:

- Approve the Interlocal Agreement as presented.
- Request changes to the agreement and delay approval until the requested changes are addressed.
- Do not approve the agreement.

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERAGENCY AGREEMENT BETWEEN THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION AND THE CITY OF PASCO FOR TEMPORARY USE OF THE PASCO POLICE DEPARTMENT HEADQUARTERS AS AN INCIDENT COMMAND POST FOR THE SOUTHEAST REGIONAL ACADEMY.

WHEREAS, RCW 39.34, INTERLOCAL COOPERATION ACT, authorizes political subdivisions to jointly exercise their powers, privileges, or authorities with other political subdivisions of this state through the execution of an interlocal cooperative or interagency agreement; and,

WHEREAS, the Washington State Criminal Justice Training Commission (WSCJTC) maintains an Occupant Emergency Plan (OEP) for the Southeast Regional Academy located at 204 West Clark Street, Pasco, Washington 99301, and a Continuity of Operations Plan (COOP) to support the continuation and restoration of essential functions following a disruption; and

WHEREAS, certain incidents affecting the Southeast Regional Academy may require evacuation of the facility and establishment of an Incident Command Post (ICP) at a location sufficiently removed from the affected facility; and

WHEREAS, the City of Pasco Police Department Headquarters, located at 215 West Sylvester Street, Pasco, Washington 99301, provides a potential location from which authorized WSCJTC personnel may temporarily coordinate incident management, personnel accountability, communications, continuity decisions, and other emergency actions; 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 of Pasco to enter into the interagency agreement with the WSCJTC to establish the conditions and procedures for WSCJTC's temporary use of the Pasco Police Department Headquarters as an ICP when conditions warrant.

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 Interagency Agreement between the Washington State Criminal Justice Training Commission and the City of Pasco; a copy of which is attached hereto and incorporated herein by reference 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 sign and execute said Agreement 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 ____ day of _____, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Gabriela Sanchez
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
Jerrell Wills, Interim Executive Director
19010 1st Avenue South • Burien, WA 98148 • Phone: 206-835-7300 • www.cjtc.wa.gov

INTERAGENCY AGREEMENT No.

This Agreement, hereinafter referred to as the "Agreement," is made and entered into by and between the Washington State Criminal Justice Training Commission, hereinafter referred to as the "WSCJTC," and the City of Pasco, through the Pasco Police Department, hereinafter referred to as the "Agency."

Whereas, pursuant to Governor's Directive 25-19, WSCJTC maintains a Continuity of Operations Plan (COOP) to support the continuation and restoration of agency essential functions following a disruption; and

Whereas, WSCJTC maintains an Occupant Emergency Plan (OEP) for the Southeast Regional Academy located at 204 West Clark Street, Pasco, Washington 99301, to establish procedures for protecting occupants and coordinating WSCJTC actions during an incident, threat, emergency, or other disruptive event; and

Whereas, certain incidents affecting the Southeast Regional Academy may require evacuation of the facility and establishment of an Incident Command Post (ICP) at a location sufficiently removed from the affected facility; and

Whereas, the City of Pasco Police Department Headquarters, located at 215 West Sylvester Street, Pasco, Washington 99301, provides a potential location from which authorized WSCJTC personnel may temporarily coordinate incident management, personnel accountability, communications, continuity decisions, and other emergency actions; and

Whereas, the parties desire to establish in advance the procedures and expectations governing WSCJTC's temporary use of the Pasco Police Department Headquarters as an ICP when conditions warrant;

Now, therefore, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. **Term**
   This Agreement shall commence on October 1, 2026, and terminate on September 30, 2028, unless terminated earlier in accordance with this Agreement or extended by written mutual agreement of the parties.

2. **Statement of Work**
   The purpose of this Agreement is to establish the conditions under which WSCJTC may request temporary use of space within the City of Pasco Police Department Headquarters at 215 West Sylvester Street, Pasco, WA 99301, for establishment and operation of an Incident Command Post following an incident, threat, emergency, or disruptive event affecting the WSCJTC Southeast Regional Academy.

2.1. Activation and Request for Use

WSCJTC may request activation of the Pasco Police Department Headquarters as an ICP when:

A. The Southeast Regional Academy OEP and/or WSCJTC COOP has been activated or conditions exist that reasonably warrant emergency relocation of incident coordination activities;
B. The Southeast Regional Academy cannot safely or effectively support incident command and coordination activities; or
C. The nature, scope, or location of an incident requires the ICP to be established at a location away from the Southeast Regional Academy.

Use of the Pasco Police Department Headquarters is not automatic upon activation of the WSCJTC OEP or COOP. WSCJTC will contact the Agency's designated representative and request use of the facility.

The Agency retains authority to determine whether the facility or requested space is available and suitable for WSCJTC use based upon existing emergencies, operational requirements, security conditions, staffing, or other circumstances affecting Pasco Police Department operations.

2.2. Authorized WSCJTC Representatives

Requests for activation should normally be made by, or on behalf of, one of the following WSCJTC officials:

A. Southeast Regional Academy Assistant Commander/Designated Responsible Official (DRO);
B. Occupant Emergency Coordinator (OEC);
C. Regional Basic Training Division Commander;
D. Risk Operations Manager; or
E. Other WSCJTC official designated by agency leadership.

When circumstances permit, WSCJTC will identify the requesting official, nature of the incident, anticipated number of personnel, expected duration of use, and any known operational or logistical requirements.

2.3. Agency Responsibilities

Subject to availability, operational requirements, and security considerations, the Agency will:

A. Provide WSCJTC temporary access to an appropriate room, workspace, or other designated area within the Pasco Police Department Headquarters for use as an ICP;
B. Identify any facility access, security, parking, communications, safety, or operational requirements applicable to WSCJTC personnel;
C. Designate an Agency representative or point of contact to coordinate facility-related matters with WSCJTC;
D. Permit reasonable use of available facility infrastructure necessary to support ICP operations, as mutually agreed upon at the time of activation; and

E. Notify WSCJTC if operational conditions require relocation, restriction, or termination of WSCJTC's use of the facility.

Nothing in this Agreement requires the Agency to provide personnel, equipment, supplies, communications systems, information technology systems, vehicles, food, lodging, or other resources unless separately agreed upon by the parties.

2.4. WSCJTC Responsibilities

WSCJTC will:

A. Provide personnel necessary to establish, staff, operate, and demobilize the ICP;
B. Maintain command and control of WSCJTC personnel and WSCJTC incident coordination activities;
C. Follow applicable Pasco Police Department facility access, security, safety, and operational requirements while occupying the facility;
D. Restrict WSCJTC personnel to areas authorized for use by the Agency;
E. Provide, to the extent practicable, WSCJTC-owned equipment, supplies, records, communications devices, computers, and other materials necessary to conduct ICP operations;
F. Maintain accountability for WSCJTC personnel, equipment, records, and property brought into the facility;
G. Protect sensitive, confidential, law enforcement-sensitive, or otherwise restricted WSCJTC information from unauthorized access or disclosure;
H. Coordinate incident activities with Pasco Police Department personnel and other responding agencies consistent with the National Incident Management System (NIMS) and Incident Command System (ICS), as appropriate;
I. Maintain incident-related documentation in accordance with applicable WSCJTC policies and records retention requirements; and
J. Upon demobilization, remove WSCJTC equipment, supplies, records, and other property and return the assigned area to substantially the same condition as existed prior to WSCJTC occupancy.

2.5. Incident Command and Operational Authority

Use of the Pasco Police Department Headquarters as a WSCJTC ICP does not transfer command or administrative authority over WSCJTC personnel to the Agency.

WSCJTC will retain responsibility for WSCJTC internal incident management, continuity decisions, personnel accountability, and agency operations.

Nothing in this Agreement supersedes or limits the statutory authority or operational command of the City of Pasco Police Department, fire department, emergency management organization, or other responding agencies. When an incident involves multiple agencies or jurisdictions, the

parties will coordinate through the Incident Command System and Unified Command, when appropriate.

2.6 Duration and Demobilization

Use of the facility is intended to be temporary and limited to the period reasonably necessary to support immediate incident coordination and transition to recovery or continuity operations. WSCJTC will demobilize the ICP when:

A. Incident coordination can safely return to the Southeast Regional Academy;
B. WSCJTC establishes another suitable ICP or continuity location;
C. The OEP/COOP activation no longer requires an ICP; or
D. The Agency determines that the space is required for City or Police Department operational needs.

The parties will coordinate demobilization to minimize disruption to ongoing emergency or law enforcement operations.

2.7 Exercises and Preparedness Activities

Subject to mutual agreement and availability, the parties may periodically coordinate exercises, drills, facility familiarization, communications checks, or other preparedness activities necessary to validate procedures established under this Agreement.

Exercises or planned preparedness activities involving use of the Pasco Police Department Headquarters will be coordinated in advance and will not interfere with Agency operations.

2.8 Costs

Unless otherwise agreed to in writing, each party will be responsible for its own personnel, equipment, supplies, travel, and other costs associated with performance under this Agreement.

Temporary use of the designated ICP space will be provided at no cost to WSCJTC unless the parties mutually agree in writing to reimbursement for extraordinary or identifiable costs resulting from an activation.

2.9 No Guarantee of Availability

The parties acknowledge that the Pasco Police Department Headquarters is an operational public safety facility. This Agreement establishes a mechanism for WSCJTC to request temporary use of the facility but does not guarantee that the facility will be available during every emergency.

The Agency may deny, restrict, relocate, or terminate WSCJTC use when necessary to support law enforcement operations, emergency response, facility security, life safety, or other City operational requirements.

If the facility is unavailable, WSCJTC remains responsible for establishing an alternate ICP in accordance with its OEP, COOP, or incident-specific requirements.

3. Agreements Outside of This Agreement

This Agreement contains the complete agreement between the parties concerning the subject matter herein and, as of its effective date, supersedes prior written or oral agreements concerning WSCJTC's temporary use of the Pasco Police Department Headquarters as an ICP.

4. Modification

No modification of this Agreement shall be valid unless made in writing and executed by authorized representatives of both parties.

5. Termination of Agreement

This Agreement may be terminated without cause at any time by mutual agreement of the parties hereto, or by either party after thirty-days (30) following the other party's receipt of a written intent to terminate.

The parties retain the right to terminate this Agreement upon ten (10) days' written notice to the other party if either party fails to comply with any of the provisions of this Agreement.

6. Personnel

Employees and agents of each party engaged in activities under this Agreement shall remain employees or agents of their respective party and shall not be considered employees or agents of the other party.

Each party remains responsible for the supervision, direction, compensation, benefits, and conduct of its own employees.

7. Independent Capacity

The parties enter into this Agreement as independent governmental entities. Nothing herein creates an employer-employee, principal-agent, partnership, joint venture, or similar relationship between the parties.

8. Indemnification/Hold Harmless

Each party shall be responsible for the acts, errors, and omissions of itself and its officers, employees, and agents acting within the scope of their authority and within the scope of this Agreement.

9. Workers' Compensation Benefits

Each party shall be responsible for workers' compensation coverage and other employment-related benefits for its own employees in accordance with applicable law.

10. Assignment

Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party.

11. Compliance with Laws

The parties hereto agree to comply in carrying out the terms of this Agreement with all applicable federal, state, and local laws, ordinances, and regulations, including but not necessarily limited to,

the laws pertaining to civil rights and laws pertaining to the WSCJTC and the Agency, including merit system rules.

12. Record and Information

Each party shall maintain records created or received in connection with its responsibilities under this Agreement in accordance with applicable records retention and public disclosure requirements.

Nothing in this Agreement requires either party to provide the other party unrestricted access to confidential, exempt, criminal justice, law enforcement-sensitive, or otherwise protected information or information systems.

13. Notices and Points of Contact

Routine notices and coordination under this Agreement shall be directed to the designated representatives identified below.

Washington State Criminal Justice Training Commission
Paul Bakala, Regional Basic Training Division Commander
19010 1st Avenue South
Burien, WA 98148
paul.bakala@cjtc.wa.gov/206-887-2563

Southeast Regional Academy
Rodrigo Pruneda, Assistant Commander
204 West Clark Street
Pasco, WA 99301
rodrigo.pruneda@cjtc.wa.gov/509-531-8761

Washington State Criminal Justice Training Commission
Stephanie Kolokotroni Jones, Basic Training Division Contracts Coordinator
19010 1st Avenue South
Burien, WA 98148
stephanie.kolokotronijones@cjtc.wa.gov/206-610-8899

City of Pasco Police Department
Jeff Harpster, Captain
215 West Sylvester Street
Pasco, WA 99301
harpsterjpasco-wa.gov/509-545-3483

The parties may update their designated representatives without formally amending this Agreement by providing written notice to the other party.

14. Headings

The article headings contained in this Agreement are inserted solely as a matter of convenience and for reference and in no way define, limit, or describe the scope or intent of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have affixed their signatures on the dates below.

Washington State Criminal Justice Training Commission and the City of Pasco.

Jerrell Wills, Interim Executive Director Criminal Justice Training Commission 19010 1st Avenue South Burien, Washington 98148	Date	Harold Stewart City Manager City of Pasco 525 N. 3rd Avenue Pasco, Washington 99301	Date
		Brent Cook Chief of Police Pasco Police Department 215 W. Sylvester Street Pasco, Washington 99301	Date

cc:

AGENDA REPORT

FOR: City Council — October 1, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Harold Stewart, City Manager
City Manager

SUBJECT: Big Bro Joe Day Proclamation

I. ATTACHMENT(S):

Proclamation

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Mayor Grimm will read the Proclamation for "Big Bro Joe Day" scheduled for October 6, 2026 and present the Proclamation to Joe Thornton, founder and executive director of the Big Bro Joe Foundation.

III. FISCAL IMPACT:

N/A

IV. HISTORY AND FACTS BRIEF:

Proclamations issued by the Mayor of the City of Pasco provide an opportunity for the City to recognize exceptional events. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of Pasco citizens and non-profit organizations, honor occasions of importance and significance, and increase public awareness of issues to improve the well-being of the people of this City.

Information on how to request proclamations is available on the City's website to provide equitable opportunity for community members and organizations to have their events and achievements recognized and celebrated.

V. DISCUSSION:

The "Big Bro Joe Day" Proclamation will be read and presented to Joe Thornton, founder and executive director of the Big Bro Joe Foundation.

Proclamation

"Big Bro Joe Day"

October 6, 2026

WHEREAS, the Big Bro Joe Foundation (BBJF) was founded by Joe Thornton on October 6, 2021, with a mission to empower youth through mentorship, leadership development, education, community service, and life-changing opportunities; and

WHEREAS, since its founding, the Big Bro Joe Foundation has grown into a community-based nonprofit organization serving hundreds of youth and families through year-round youth development programs, educational workshops, leadership opportunities, community service, athletic programming, and family engagement; and

WHEREAS, the Big Bro Joe Foundation strives to help young people discover their purpose, build confidence, develop life skills, and become responsible and engaged members of their communities while providing safe and supportive environments in which youth can grow and thrive; and

WHEREAS, the Foundation's impact is strengthened through the dedication of its youth, families, mentors, volunteers, educators, businesses, nonprofit organizations, law enforcement, local government, and community partners who work together to invest in the next generation; and

WHEREAS, October 6 marks the anniversary of the founding of the Big Bro Joe Foundation and provides an opportunity to recognize its contributions to youth empowerment, leadership, education, service, mentorship, family engagement, and community involvement; and

WHEREAS, Big Bro Joe Day serves as an annual celebration of youth, service, leadership, and community, encouraging residents to give back, support young people, volunteer, and make a positive difference in the lives of others; and

NOW, THEREFORE, I, Charles Grimm, Mayor of the City of Pasco, Washington, do hereby proclaim October 6, 2026 as

"Big Bro Joe Day"

in the City of Pasco and encourage residents, businesses, schools, organizations, and community leaders to recognize this day by celebrating the positive impact of the Big Bro Joe Foundation, supporting young people, participating in community service, and working together to build a stronger future for the next generation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Pasco, State of Washington, to be affixed this 5th day of October 2026.

OFFICIAL SEAL
City of Pasco
Washington

Charles Grimm, Mayor
City of Pasco

AGENDA REPORT

FOR: City Council — August 24, 2026

TO: Harold L. Stewart II, City Manager — City Council Regular Meeting: 10/5/26

FROM: Haylie Matson, Director
Community & Economic Development

SUBJECT: *Resolution No. 4789 - Setting a Date to Consider a Notice of Intent to Commence Annexation Proceedings for Soto Annexation (ANX 2026-003) (3 minute staff presentation)

I. ATTACHMENT(S):

Resolution 4789
Exhibit A
Exhibit B
Vicinity Map
Notice of Intent to Commence Annexation
AFN 1586990
AFN 1813741
Power Point

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4789, setting 7:00 p.m. on October 19, 2026, as the time and date for a public meeting with the initiating parties to consider the Soto Notice of Intention to Commence Annexation Proceedings for Parcel No. 119542042, currently addressed 1117 Road 52 (Lot 2 and a portion of Lot 1 of Short Plat No. 98-6), generally located south of West Court Street, north of West Sylvester Street, west of Road 44, and east of Road 52, within Section 26, Township 9 North, Range 29 East, W.M.

III. FISCAL IMPACT:

None

IV. HISTORY AND FACTS BRIEF:

Annexation Process Overview:
Pursuant to Chapter 35A.14 RCW, annexation is the legislative process by which a code city expands its municipal boundaries to incorporate contiguous

unincorporated territory. Under the Washington State Growth Management Act (GMA), territory proposed for annexation must be located within the county-designated Urban Growth Area (UGA), where urban development and the extension of municipal services are anticipated. Annexation allows the City to extend municipal services, apply City regulations, and incorporate the territory into the City's jurisdictional boundaries.

The City of Pasco utilizes the “Direct Petition Method,” also referred to as the “60 Percent Petition Method,” for annexation proceedings pursuant to RCW 35A.14.120 through RCW 35A.14.150. This is the most commonly used annexation method for first-class and code cities in Washington State. Under this process, annexation may proceed when property owners representing at least sixty percent (60%) of the assessed valuation of the area proposed for annexation petition the City to annex the area.

To initiate the process, property owners representing not less than ten percent (10%) of the assessed valuation within the proposed annexation area must submit a written notice of intent to commence annexation proceedings to the City Council. Following receipt of the notice, City staff reviews the proposal for procedural sufficiency and consistency with applicable statutory requirements.

Once the initial ten percent (10%) threshold has been verified, staff begins coordination with affected agencies, utility providers, and internal City departments. Although not required by state law at this stage, the City typically notifies the Washington State Office of Financial Management (OFM) early in the process to facilitate coordination regarding future jurisdictional, service, and taxation changes.

Following preliminary review and agency coordination, the City Council is required to take the next action in the annexation process.

Pursuant to RCW 35A.14.120, the City Council is required to set a meeting date with the initiating parties within sixty (60) days of receiving the notice of intent. At that meeting, the City Council may:

- Accept, reject, or geographically modify the proposed annexation area;
- Determine whether the annexation area will assume all or a portion of existing City indebtedness; and
- Determine whether the simultaneous adoption of zoning regulations for the annexation area will be required pursuant to RCW 35A.14.330 and RCW 35A.14.340.

If the City Council elects to move forward with the proposal, staff coordinates with the applicants to complete the formal annexation petition process. At this stage, the petition must be signed by property owners representing at least

sixty percent (60%) of the assessed valuation within the annexation area. In some instances, applicants submit signatures representing one hundred percent (100%) of the assessed valuation during the initial ten percent (10%) notice phase, which can streamline the overall process.

Following receipt of the formal petition, the City is required to transmit the petition to the Franklin County Assessor's Office within three working days for a determination of sufficiency. In cases where petition signatures exceeding the required sixty percent (60%) threshold are submitted during the initial stages of the process, staff may defer transmittal of the formal petition to the Franklin County Assessor's Office until after the City Council has determined whether to proceed with the proposed annexation. This approach helps avoid unnecessary review should the Council decline to move forward with the proposal.

Concurrent with annexation review, the City processes zoning for the annexation area. The zoning designation is typically reviewed through a public hearing before the Hearing Examiner, who forwards a recommendation to the City Council. Whenever feasible, the zoning recommendation is scheduled concurrently with the annexation public hearing to streamline the review process.

After the petition has been certified as legally sufficient, the City Council may conduct a public hearing on the proposed annexation. Following the public hearing and consideration of the record, the City Council may adopt an annexation ordinance and take appropriate action regarding zoning for the annexation area consistent with applicable state law and City regulations.

Following approval of the annexation ordinances, the City completes required notifications to the Office of Financial Management, Franklin County, utility providers, emergency service providers, and other affected agencies. Additional notifications and updates related to census geography, taxation boundaries, and jurisdictional mapping are completed as required.

Background:

On August 17, 2026, Julie Soto, on behalf of herself and the other property owners, Steven Lee Vue, Javier Soto, and Griselda S. Contreras, submitted a Notice of Intention to Commence Annexation Proceedings (10 Percent Petition) requesting annexation of Parcel No. 119542042, currently addressed as 1117 Road 52 and legally described as Lot 2 and a portion of Lot 1 of Short Plat No. 98-6, located in Franklin County, Washington.

The present configuration of the subject property was established through a quit claim deed recorded under Franklin County Auditor's File No. (AFN)

1586990, which conveyed the additional property that, together with Lot 2 of Short Plat No. 98-6, comprises the subject parcel as it exists today. A subsequent Record of Survey, recorded under AFN 1813741, is also included with this report. Although AFN 1813741 is not the survey that established the subject property, it depicts the existing metes and bounds of the parcel and is provided as a reference to illustrate its current configuration.

The subject area is generally located south of West Court Street, north of West Sylvester Street, west of Road 44, and east of Road 52, within Section 26, Township 9 North, Range 29 East, W.M.

Staff reviewed the Notice of Intention and determined that it contains sufficient signatures to initiate annexation proceedings. Pursuant to RCW 35A.14.120, the notice must be signed by property owners representing at least ten percent (10%) of the assessed valuation of the property within the proposed annexation area. The submitted Notice of Intention represents approximately one hundred percent (100%) of the assessed valuation within the proposed annexation area.

RCW 35A.14.120 references the property ownership provisions of RCW 35A.01.040. RCW 35A.01.040(9)(g) provides that when a parcel is owned by multiple owners, the signature of an owner designated by the multiple owners is sufficient. The subject parcel is held by multiple owners, and Julie Soto submitted the Notice of Intention on behalf of the ownership group. Based on the submitted ownership information, her signature satisfies the applicable signature requirement for purposes of initiating the annexation proceedings.

Following receipt of the Notice of Intention, staff initiated coordination and provided notice to affected agencies, utility providers, and internal City departments, including the Franklin County Planning and Building Department, Franklin County Public Works Department, Franklin County Treasurer and Assessor, the City of Pasco Public Works Department and Engineering Division, and applicable utility providers.

Impact (Other than fiscal):

At this time, the proposal is limited to scheduling a future meeting with the initiating parties to consider: (1) whether the City will accept, reject, or geographically modify the annexation area; (2) whether simultaneous adoption of zoning regulations for the area will be required; and (3) whether the annexation area will assume all or a portion of existing City indebtedness. No final decisions regarding annexation, zoning, or indebtedness are being made at this stage of the process.

If annexed, the property would become subject to applicable City regulations, service provisions, and development standards. The property is currently

designated Low Density Residential under the Comprehensive Plan.

V. DISCUSSION:

Recommendation:

Staff recommends setting 7:00 PM on October 19, 2026, as the date and time for a City Council public meeting with the initiating party to consider the Soto Notice of Intention to Commence Annexation for the subject property.

Constraints (Time or other considerations):

Pursuant to RCW 35A.14.120, the City Council must meet with the initiating parties within sixty (60) days of receiving a valid Notice of Intention to Commence Annexation Proceedings.

Staff Analysis:

The purpose of this agenda item is not to approve the annexation, but rather to establish the date of the statutorily required meeting with the initiating parties.

The direct petition method of annexation is a two-step process that begins with the submittal of a Notice of Intention to Commence Annexation Proceedings, followed at a later stage by the submittal and consideration of a formal annexation petition meeting the statutory valuation threshold requirements.

The current request is limited to establishing a date for the City Council to meet with the initiating parties regarding the proposed annexation. No action on the annexation itself is being requested at this time.

Next Steps:

If the resolution is approved, the City Council will meet with the initiating parties on October 19, 2026 to consider whether the annexation process should proceed and to establish any conditions related to zoning and indebtedness.

Subsequent annexation processing will be dependent upon City Council direction and compliance with applicable state law.

Alternatives:

State law requires the City Council to establish a meeting date with the initiating parties within sixty (60) days of receiving a valid Notice of Intention. Accordingly, staff has not identified an alternative recommendation for this

action.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, SETTING 7:00 PM ON OCTOBER 19, 2026 AS THE TIME AND DATE FOR A MEETING TO CONSIDER THE SOTO NOTICE OF INTENTION TO COMMENCE ANNEXATION OF PARCEL NO. 119542042, CURRENTLY ADDRESSED 1117 ROAD 52 (LOT 2 AND A PORTION OF LOT 1 OF SHORT PLAT NO. 98-6), LOCATED SOUTH OF WEST COURT STREET, NORTH OF WEST SYLVESTER STREET, WEST OF ROAD 44, AND EAST OF ROAD 52, WITHIN SECITON 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M.

WHEREAS, from time to time in response to petitions or in cases where it serves the general interest of the City, the City Council may annex lands; and

WHEREAS, pursuant to RCW 35A.14.120, prior to the City circulating a petition to annex, notice of intention to commence annexation must be made to the Pasco City Council by the owners of at least ten (10) percent of the assessed value of the property to be annexed; and

WHEREAS, the owners of property of Parcel No. 119542042, currently addressed 1117 Road 52 (Lot 2 and a portion of Lot 1 of Short Plat No. 98-6), have filed a Notice of Intention to Commence Annexation to the City of Pasco; and

WHEREAS, pursuant to RCW 35A.14.120 the Notice of Intention to Commence Annexation contains the signatures of property owners representing at least ten (10) percent of the assessed value of an area proposed for annexation; and

WHEREAS, upon receipt of a Notice of Intention to Commence Annexation the Council is required by RCW 35A.14.120 to set a date to hold a meeting to consider: (1) whether the City will accept, reject, or geographically modify the proposed annexation; (2) whether it will require the simultaneous adoption of a proposed zoning regulation; and (3) whether it will require the assumption of all or any portion of existing City indebtedness by the area to be annexed.

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

That a meeting to consider a Notice of Intention to Commence Annexation of Parcel No. 119542042, currently addressed 1117 Road 52 (Lot 2 and a portion of Lot 1 of Short Plat No. 98-6), located south of West Court Street, north of West Sylvester Street, west of Road 44, and east of Road 52, within Section 26, Township 9 North, Range 29 East, W.M., as described in **Exhibit A** and depicted in **Exhibit B**, attached hereto, will be held before the City Council of the City of Pasco, in the Council Chambers, at 525 North Third Avenue, Pasco, Washington, at the hour of 7:00 p.m., October 19, 2026.

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 _____, 20__.

_____
Charles Grimm
Mayor

ATTEST:

_____
Gabriela Sanchez
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

EXHIBIT “A”

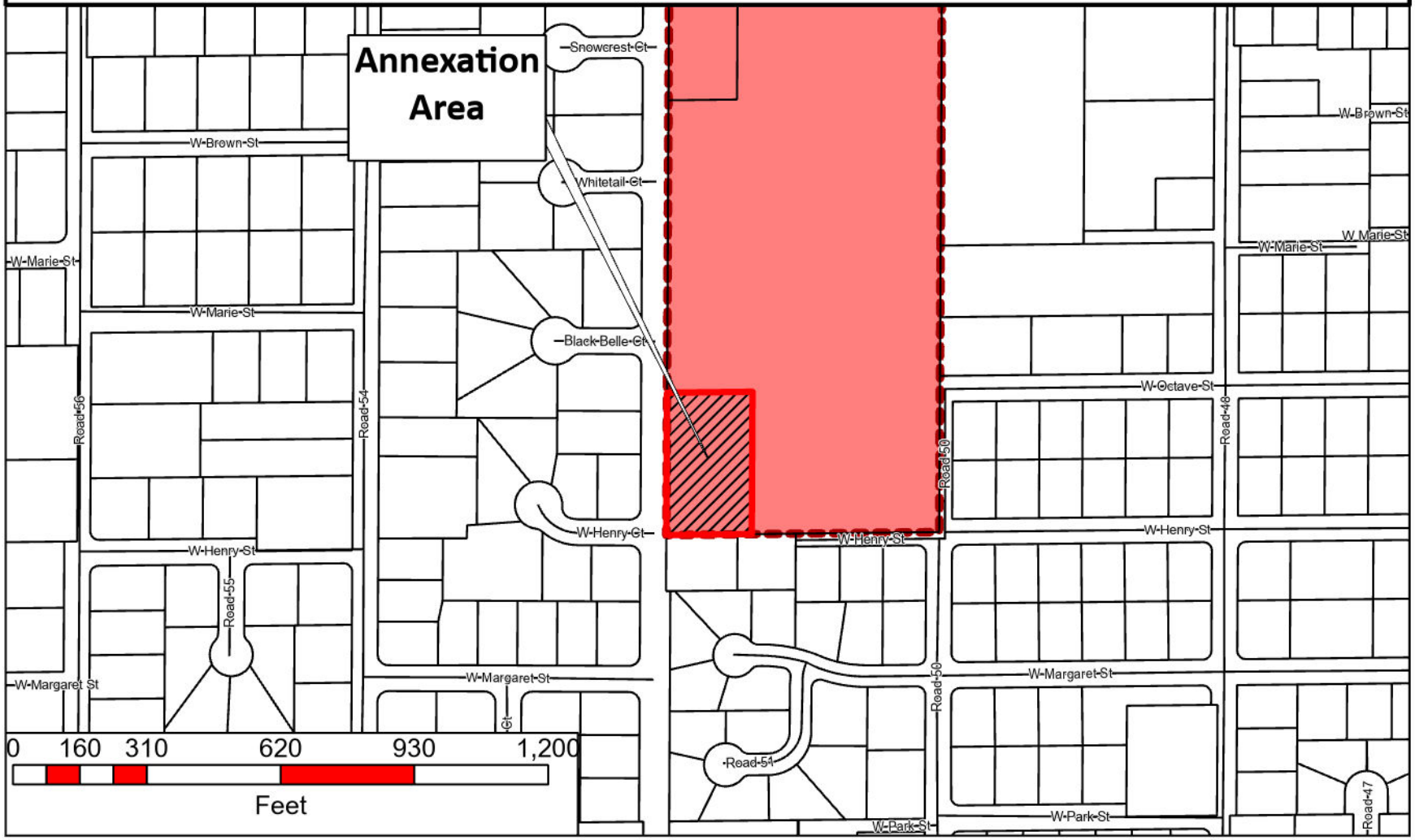
Legal Description

For APN/Parcel ID(s): 119542042

SHORT PLAT NO. 98-6, LOT 2, TOGETHER WITH THE SOUTH 330 FEET OF THE WEST 66 FEET OF LOT 1 OF SHORT PLAT NO. 98-6, ADJOINING THE EAST BOUNDARY OF SAID LOT 2.

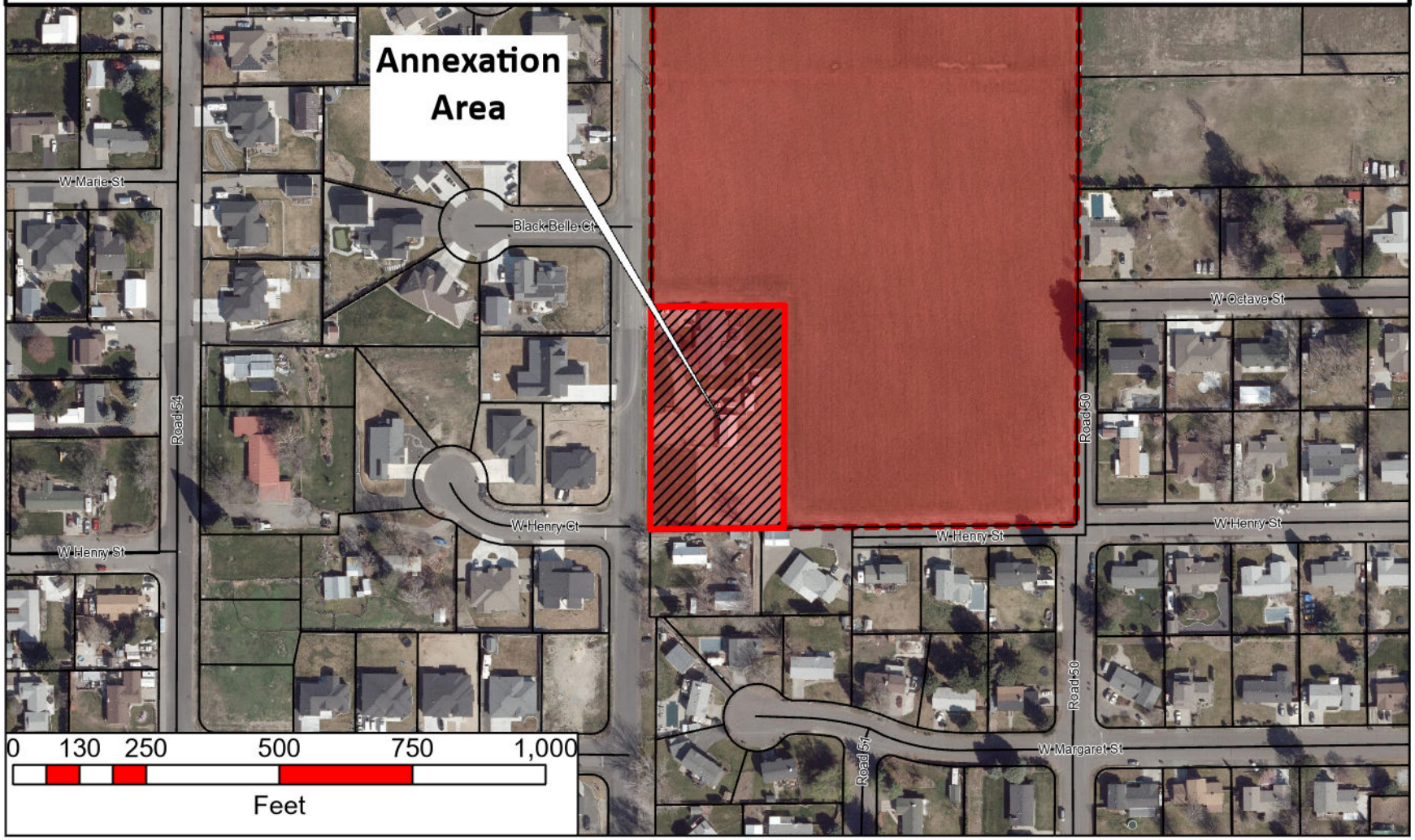
"Exhibit B"

Item: Parcel No. 119542042 Annexation NOI 10%
Applicant(s): Julie Soto
File #: ANX2026-003



Vicinity Map

Item: Parcel No. 119542042 Annexation NOI 10%
Applicant(s): Julie Soto
File #: ANX2026-003



NOTICE OF INTENTION TO COMMENCE ANNEXATION PROCEDURES

TO: The City Council of the City of Pasco
525 North Third Avenue
Pasco, Washington 99301

Council Members:

The undersigned, who are the owners of not less than ten percent in value, according to the assessed valuation for general taxation of the property for which annexation is sought, hereby advise the City Council of the City of Pasco that it is the desire of the undersigned owners of the following area to commence annexation proceedings.

The property herein referred to is described on Exhibit "1" attached hereto and is depicted on Exhibit "2" further attached hereto.

It is requested that the City Council of the City of Pasco set a date not later than sixty days after the filing of this request for a meeting with the undersigned to determine:

(1) Whether the City Council will accept the proposed annexation; and,
(2) Whether the City Council will require the assumption of existing City indebtedness by the area to be annexed; and,
(3) Whether the City Council will require simultaneous zoning.

This page is one of a group of pages containing identical text material and is intended by the signers of this Notice of Intention to be presented and considered as one Notice of Intention and may be filed with other pages containing additional signatures which cumulatively may be considered as a single Notice of Intention.

NAME Julil Soto

MAILING ADDRESS, CONTACT EMAIL, PHONE NUMBER
7302 Amy Loop Pasco Wa99301
julilsoto700@gmail.com
509 460-3389

SIGNATURE Julil Soto DATE 8/17/24

Affidavit of Signature
for Annexation Notice of Intent and Petition

Under the penalty of perjury, I declare under oath, that I am authorized to sign deeds and encumbrances on behalf of Julie Soto and I am further authorized to sign other documents including Notices of Intent and Petitions.

Julie Soto 8/17/2026
Signature Date

State of Washington)
): ss.
County of Franklin)

I certify that I know or have satisfactory evidence that Julie Soto (name of person) is the person who appeared before me, and said person acknowledged that they signed this instrument, on oath stated that they are authorized to execute the instrument and acknowledged it as the Owner (type of authority, e.g., officer, trustee, etc.) of N/A (name of party on behalf of whom instrument was executed) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Given under my hand and official seal this 17th day of August, 2026

Carmen D Patrick

NOTARY PUBLIC in and for the State of Washington Residing at: Richland

My Commission Expires: 3-11-29

CARMEN D PATRICK NOTARY PUBLIC 14918 COMMISSION EXPIRES 3-11-29 STATE OF WASHINGTON

1586990
Page: 1 of 1
02/21/2001 01:38P
STEELE FAMILY TRUST DEED 8.00 Franklin Co, WA

FEB 21 2001 07559

Name Steele Family Trust
Address 5120 W. Court
City, State, Zip Pasco Washington 99301-2374

No Real Estate Excise Tax Paid
This Instrument Exempt Under R.C.W. 82.45
Treasurer, Franklin Co.

Quit Claim Deed

Transnation

Reference # (if applicable): _____
Grantor(s) : (1) Vaughn S. Steele (2) Phyllis A. Steele
Grantees(s): (1) Sandra Lee Steele (2) _____
Legal Description (abbreviated): _____
Additional on pg. _____
Additional on pg. _____
Additional legal(s) on page _____
Assessor's Tax Parcel ID# _____

THE GRANTOR Vaughn S. Steele and Phyllis A. Steele Trustees of the Steele Family Trust

for and in consideration of Love and Affection

conveys and quit claims to Sandra Lee Steele

the following described real estate, situated in the County of Franklin State of Washington, together with all after acquired title of the grantor (s) therein.

Lot 2 (Description of Boundry line adjustment) Lot 2 Short Plat 98-6 as recorded in book 1 of Short Plats page 457, Records of Franklin County, Washington together with the south 330.0 feet of the West 66.0 feet of Lot 1, Short Plat 98-6 adjoining the east boundry of said lot 2 containing in all 1.50 acres more or less

UNOFFICIAL COPY

Dated Feb. 21, 2001

Phyllis A. Steele
(Individual)

Vaughn S. Steele
(Individual)

By _____
(President)

By _____
(Secretary)

STATE OF WASHINGTON
COUNTY OF Franklin
On this day personally appeared before me Vaughn Steele and Phyllis Steele to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 21st day of February 2001. Notary Public in and for the State of Washington, residing at Pasco
My appointment expires: 1-12-2002

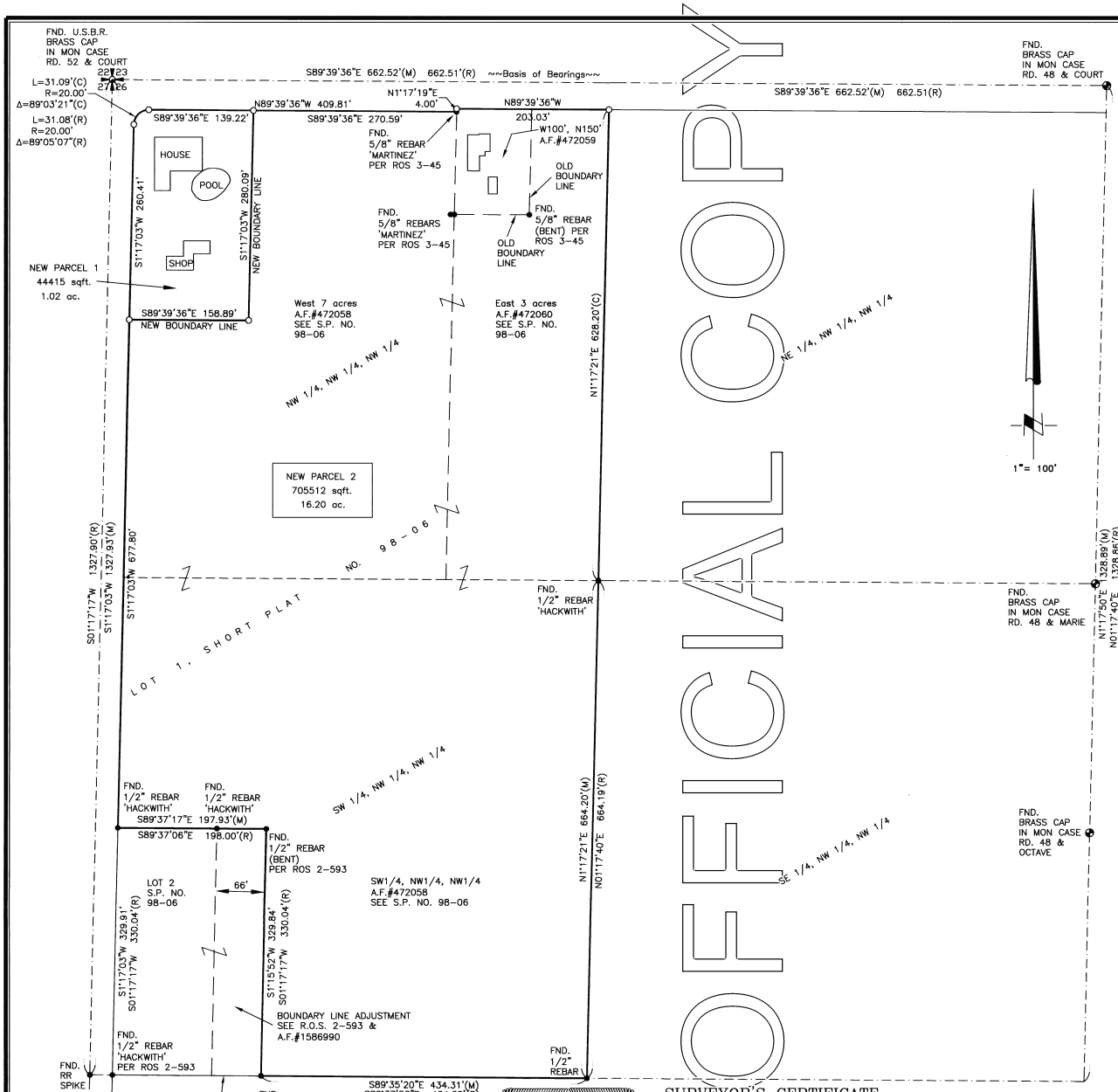
ALICE JEAN OLINGER NOTARY PUBLIC STATE OF WASHINGTON COMMISSION EXPIRES JAN. 12, 2002

STATE OF WASHINGTON
COUNTY OF _____
I certify that I know or have satisfactory evidence that _____
is the person(s) acknowledged that (he/she/they) signed this instrument, on oath stated that (he/she/they) was (were) authorized to execute the instrument and acknowledged it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated
Signature
Title
My appointment expires

(SEAL OR STAMP)

Form 3156-6 (Rev. 12-96) TRANSNATION TITLE INSURANCE COMPANY



RECORD SURVEY

BOUNDARY LINE ADJUSTMENT
LOCATED IN A PORTION OF THE NW 1/4, SECTION 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M.
FRANKLIN COUNTY, WASHINGTON

SURVEYOR'S NARRATIVE

RECORD SURVEY NO. 3-45 WAS APPARENTLY CONDUCTED IN 2007 TO ADJUST THE BOUNDARY BETWEEN LOT 1, S.P. NO. 98-06 AND THE WEST 100' OF THE NORTH 150' AND EAST 3 ACRES OF THE NW1/4, NW1/4, NW1/4 OF SECTION 26. NO RECORD OF ANY DEEDS ADJUSTING SAID BOUNDARY COULD BE LOCATED. THE ADJUSTMENT OF SAID BOUNDARIES IS RENDERED MOOT BY THE ADJUSTMENT SHOWN HEREON. LOT 1 S.P. NO. 98-06 (EXCEPT THAT PORTION ADJUSTED UNDER ROS 2-593) WAS COMBINED WITH THE EAST 3 ACRES OF THE NW1/4, NW1/4, NW1/4, SECTION 26, (EXCEPT THE WEST 100', NORTH 150') BY ADMINISTRATIVE PROCEDURE FOR TAX PURPOSES. NO DEED WAS FOUND TO COMBINE THESE PARCELS.

RECORD LEGAL DESCRIPTIONS

LOT 1 (SEE SHORT PLAT NO. 98-06)

LOT 1, SHORT PLAT NO. 98-06, AS SHOWN IN VOLUME 1 OF SHORT PLATS, PAGE 457, RECORDS OF FRANKLIN COUNTY, WASHINGTON.

EXCEPT THE SOUTH 330 FEET OF THE WEST 66 FEET OF ADJOINING THE EAST BOUNDARY OF LOT 2, SHORT PLAT NO. 98-06

TOGETHER WITH:
THE EAST 3 ACRES OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M. RECORDS OF FRANKLIN COUNTY, WASHINGTON.

EXCEPT THE WEST 100 FEET OF THE NORTH 150 FEET

AND EXCEPT COUNTY ROAD.
(COMBINED FOR TAX PURPOSES BY LETTER TO FRANKLIN COUNTY IN 2009)

PARCEL 2 (A.F.#472059)

THE WEST 100' OF THE NORTH 150' OF THE EAST 3 ACRES OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M. RECORDS OF FRANKLIN COUNTY, WASHINGTON.

EXCEPT COUNTY ROAD

NEW LEGAL DESCRIPTIONS

NEW PARCEL 1:

THAT PORTION OF LOT 1, SHORT PLAT 98-06, LYING IN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M., ACCORDING TO THE SHORT PLAT THEREOF RECORDED IN BOOK 1 OF SHORT PLATS, PAGE 457, RECORDS OF FRANKLIN COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE WESTERLY MOST SOUTHWEST CORNER OF SAID LOT 1, SAID POINT ALSO BEING THE NORTHWEST CORNER OF LOT 2 OF SAID SHORT PLAT; THENCE NORTH 1°17'03" EAST 677.80 FEET ALONG THE WEST LINE OF SAID LOT 1 TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 1°17'03" EAST 260.41 FEET ALONG SAID WEST LINE TO THE BEGINNING OF A CURVE, CONCAVE TO THE SOUTHEAST, HAVING A RADIUS OF 20.00 FEET; THENCE NORTHEASTERLY 31.09 FEET ALONG SAID CURVE AND ALONG THE WEST AND NORTH LINES OF SAID LOT 1 THROUGH A CENTRAL ANGLE OF 89°03'21"; THENCE SOUTH 89°39'36" EAST 139.22 FEET ALONG SAID NORTH LINE; THENCE SOUTH 1°17'03" WEST 280.09 FEET; THENCE NORTH 89°39'36" WEST 158.89 FEET TO THE TRUE POINT OF BEGINNING

NEW PARCEL 2:

LOT 1, SHORT PLAT 98-06, LYING IN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M., ACCORDING TO THE SHORT PLAT THEREOF RECORDED IN BOOK 1 OF SHORT PLATS, PAGE 457, RECORDS OF FRANKLIN COUNTY, WASHINGTON

TOGETHER WITH THE EAST 3 ACRES OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 26, EXCEPT COUNTY ROAD

EXCEPT THE SOUTH 330 OF THE WEST 66 FEET OF SAID LOT 1 ADJOINING THE EAST BOUNDARY OF LOT 2 OF SAID SHORT PLAT

AND EXCEPT THAT PORTION OF LOT 1, SHORT PLAT 98-06, LYING IN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M., ACCORDING TO THE SHORT PLAT THEREOF RECORDED IN BOOK 1 OF SHORT PLATS, PAGE 457, RECORDS OF FRANKLIN COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

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AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 18th DAY OF April, 2014 A.D., AT 16 MINUTES PAST 2 P.M. AND RECORDED IN VOLUME 3 OF SURVEYS, PAGE 538, AT THE REQUEST OF ROGERS SURVEYING.

Matt Beaton
FRANKLIN COUNTY AUDITOR

R. Bunbach
BY DEPUTY

AFN # 1813741 SURV
04/18/2014 02:16 PM
1 Page(s) $138.00
Matt Beaton, Auditor
Franklin Co., WA

REV: NONE

NOTES:

1. BASIS OF BEARING IS A RECORD SURVEY AS SHOWN IN BOOK 2 OF SURVEYS, PAGE 593, RECORDS OF FRANKLIN COUNTY, WASHINGTON.
2. O =DENOTES SET 5/8"x24" REBAR WITH YELLOW PLASTIC CAP STAMPED "RSI-JAB 21384".
3. ● =DENOTES FOUND MONUMENT AS NOTED.
4. (M) = MEASURED (R) = RECORD (C) = COMPUTED (P) = PLAT
5. THIS SURVEY DOES NOT PURPORT TO SHOW EASEMENTS IF ANY EXIST.
6. EQUIPMENT AND PROCEDURES USED: DUAL FREQUENCY GPS RECEIVERS USING REAL TIME KINEMATIC METHODS & A 5" [2mm + 2ppm] TOTAL STATION USING CLOSED TRAVERSE & RADIAL SURVEY METHODS.

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF THE STEELE FAMILY TRUST IN MARCH 2014.

JOHN A. BAALMAN
CERTIFICATE #21384

4/18/14
DATE

JOHN A. BAALMAN STATE OF WASHINGTON 21384 REGISTERED PROFESSIONAL LAND SURVEYOR

RSI ROGERS SURVEYING INC., P.S.
1455 COLUMBIA PARK TRAIL
RICHLAND, WA. 99352
PHONE (509) 783-4141
FAX: (509) 783-8994
www.rogerssurveying.com

CLIENT	STEELE FAMILY TRUST		JOB 04614
PROJECT	BOUNDARY LINE ADJUSTMENT PTN. NW1/4, SECTION 26, T9N., R.29E., W.M.		
DRN. BY RPJ	SCALE 1"= 100'	F. B. NO. NONE ACAD VER -2013	SHEET 1
APPROVED JAB	DATE 03-22-14	FILE: 04614.DWG	OF 1

OFFICIAL COPY

AFN # 1813741 SURV Recorded 04/18/2014 at 02:16 PM Page: 1 of 1 Filing Instrument $138.00 Matt Beaton, Auditor, Franklin County, WA.

Pasco City Council

Regular Meeting

October 5, 2026

City of Pasco Washington

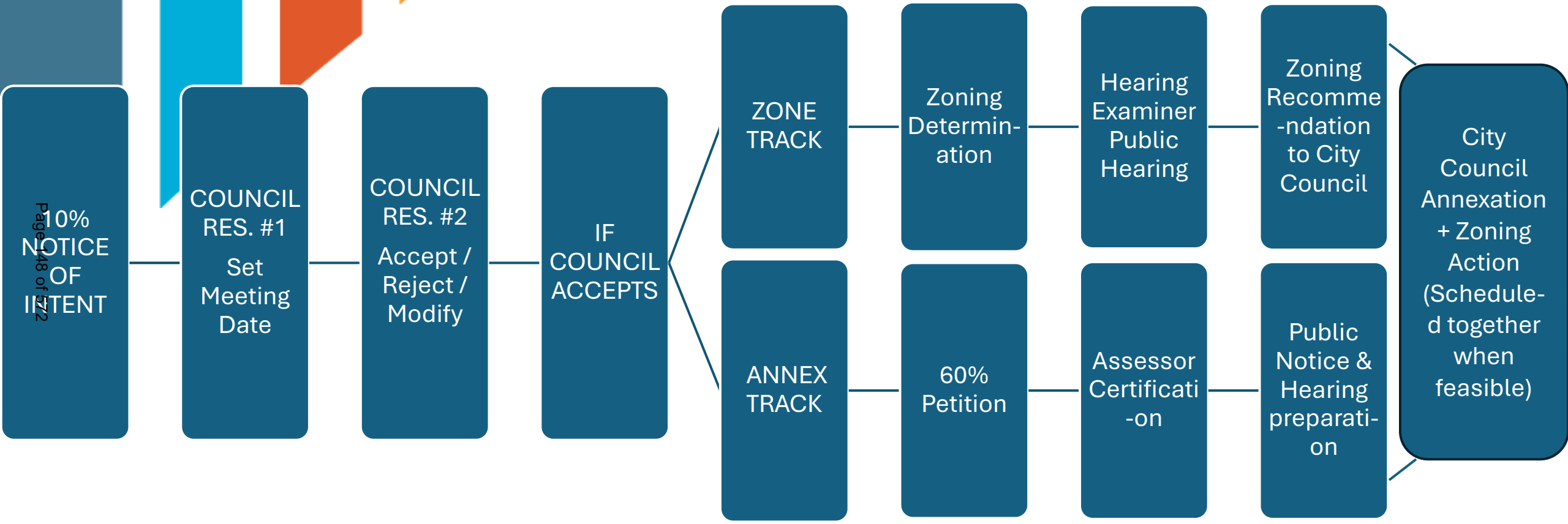
Pasco City Council

ANX 2026-003 Setting Public Meeting for Soto Notice of Intention to Commence Annexation Proceedings

October 5, 2026

City of Pasco Washington

Annexation Process Overview



ANX 2026-003 – Soto Notice of Intention to Commence Annexation

Notice of Intention – 10% Petition

- ***Prior to circulation of a petition for annexation, the initiating party, who shall be the owners of not less than 10% value of the property for which annexation is sought, shall notify the City Council in writing of their intention to commence annexation proceedings.***

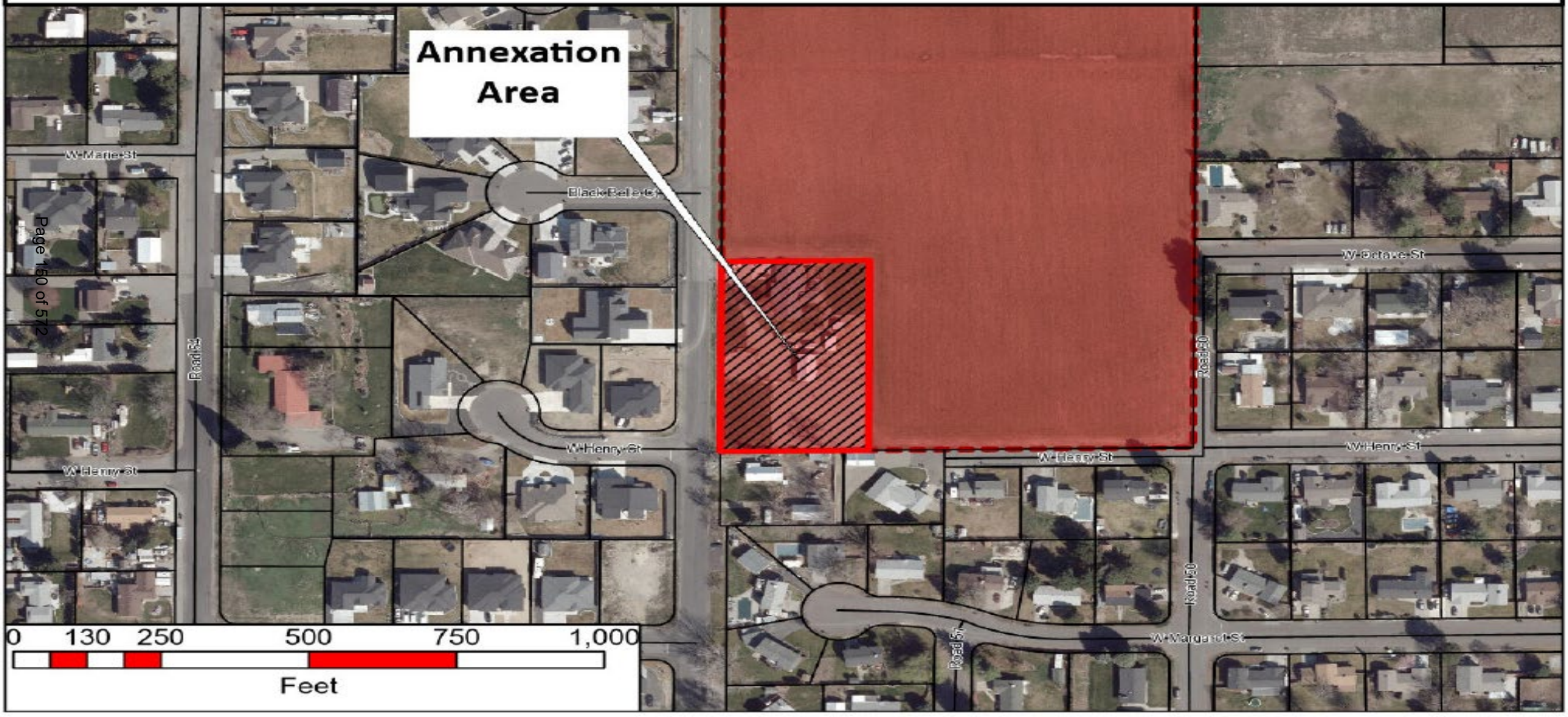
- **Julie Soto, on behalf of herself and the other property owners, Steven Lee Vue, Javier Soto, and Griselda S. Contreras, submitted a Notice of Intention to Commence Annexation Proceedings (10 Percent Petition) requesting annexation of Parcel No. 119542042, currently addressed as 1117 Road 52 and legally described as Lot 2 and a portion of Lot 1 of Short Plat No. 98-6.**

- **The subject area is generally located south of West Court Street, north of West Sylvester Street, west of Road 44, and east of Road 52, within Section 26, Township 9 North, Range 29 East, W.M.**

- **Pursuant to RCW 35A.01.040(9)(g) provides that when a parcel is owned by multiple owners, the signature of an owner designated by the multiple owners is sufficient therefore the submitted Notice of Intention represents approximately one hundred percent (100%) of the assessed valuation within the proposed annexation area.**

Vicinity Map

Item: Parcel No. 119542042 Annexation NOI 10%
Applicant(s): Julie Soto
File #: ANX2026-003



ANX 2026-003 – Soto Notice of Intention to Commence Annexation

What Council is doing tonight

- ***RCW 35A.14.120:*** *The legislative body shall set a date, not later than sixty days after filing of the request, for a meeting with the initiating parties to determine whether the City Council will accept, reject, or geographically modify the proposed annexation.*
- ***Staff Recommendation:*** *Set 7:00 p.m. on October 19, 2026, for the City Council meeting with the initiating parties to consider the Soto Notice of Intention to Commence Annexation.*
- ***This action does not approve the annexation.*** *It establishes the date for the required meeting with the initiating parties. At that meeting, Council will consider whether to proceed with the proposed annexation and provide direction regarding the annexation area, zoning, and indebtedness.*

City of Pasco

Questions?

Thank you!

AGENDA REPORT

FOR: City Council — September 22, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Richa Sigdel, Deputy City Manager
City Manager

SUBJECT: Resolution No. 4790 - Authorizing the Sale of City-Owned Real Property. Parcel No. 113300252

I. ATTACHMENT(S):

Resolution
Purchase and Sale Agreement
Amendments to the Purchase and Sale Agreement

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

MOTION: I move to approve Resolution No. 4790, approving the sale of certain City-owned real property located at the corner of North 20th Avenue and West Argent, identified as Parcel Number 113300252 and authorizing the City Manager to execute the Purchase and Sale Agreement.

III. FISCAL IMPACT:

The proposed purchase price for the property is $1,400,000. The Purchase and Sale Agreement also provides for applicable closing costs and brokerage compensation associated with the transaction.

IV. HISTORY AND FACTS BRIEF:

Background

The City owns Parcel No. 113300252, located at the corner of North 20th Avenue and West Argent Street.

On April 15, 2024, City Council adopted Resolution No. 4443 declaring the property surplus to the needs of the City and authorizing the City Manager to market the property for sale through a qualified real estate broker, with final sale subject to City Council approval. The property was subsequently marketed for sale in accordance with the resolution.

The City received an offer from Richland Investment Group LLC and/or assigns to purchase the property for $1,400,000.

Impact (other than fiscal)

The purchaser intends to develop the property in support of economic development near the airport, with potential uses identified in the Purchase and Sale Agreement including a full-service restaurant or coffee shop, hotel development, and potentially retail and community-focused amenities.

The agreement requires the purchaser to apply for a building permit associated with the intended use within 24 months after closing. The City retains a right to reclaim the property if construction does not commence as provided in the agreement. That reversionary right continues for 60 months after closing or until construction commences, whichever occurs first.

V. DISCUSSION:

Recommendation

Staff recommends approval of the proposed resolution authorizing the sale of Parcel No. 113300252 to Richland Investment Group LLC and/or assigns for $1,400,000 and authorizing the City Manager to execute the Purchase and Sale Agreement.

Constraints

The Purchase and Sale Agreement establishes timelines for feasibility review and closing that are tied to mutual acceptance and satisfaction of due diligence. Final approval by City Council is a condition of the proposed sale.

Next Steps

If approved, the City Manager will execute the Purchase and Sale Agreement and staff will proceed with the necessary steps to complete the transaction in accordance with the agreement, including the feasibility, title, and closing requirements.

Alternatives

Council may:

1. Approve the resolution as presented.

2. Direct staff to negotiate modifications to the proposed Purchase and Sale Agreement.
3. Decline to approve the sale.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF PASCO, WASHINGTON, APPROVING THE SALE OF CITY-OWNED REAL PROPERTY LOCATED AT THE CORNER OF NORTH 20TH AVENUE AND WEST ARGENT STREET, PARCEL NO. 113300252, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AND SALE AGREEMENT.

WHEREAS, the City of Pasco (City) owns certain real property located at the corner of North 20th Avenue and West Argent Street, identified as Franklin County Parcel No. 113300252 (Property); and

WHEREAS, on April 15, 2024, the Pasco City Council adopted Resolution No. 4443, declaring the Property surplus to the needs of the City and authorizing the City Manager to market the Property for sale through a qualified real estate broker, with the sale subject to final approval by the City Council; and

WHEREAS, the Property was marketed for sale in accordance with Resolution No. 4443; and

WHEREAS, the City received an offer from Richland Investment Group LLC to purchase the Property for $1,400,000, as set forth in the Purchase and Sale Agreement; and

WHEREAS, the City Council has reviewed the proposed Purchase and Sale Agreement and finds that the sale of the Property under the terms and conditions contained therein is in the best interest of the City.

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

That the City Manager is authorized to execute the Purchase and Sale Agreement for the sale of City-owned real property located at the corner of North 20th Avenue and West Argent Street, Parcel No. 113300252, and to take all necessary steps required to accomplish this transaction. 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 _____, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Gabriela, Sanchez
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Docusign Envelope ID: 69F2DB59-EE42-4CA5-B619-FD7AD1DA669E

SPECIFIC TERMS

Reference Date: **April 23, 2025**

Offer Expiration Date: **April 30, 2025** 5:00pm

1. **PROPERTY:** The Property is legally described on Exhibit A**.** Address: **nka Argent Road** City of **Pasco, Franklin** County, Washington. Tax Parcel No(s): **113.300.252**
   Included Personal Property: **X** None; __ If on and used in connection with the Property, per Section 25 (None, if not completed).

2. **BUYER(S):** **Richland Investment Group LLC &/or Assigns**

3. **SELLER(S):** **City of Pasco**

4. **PURCHASE PRICE: $** **1,400,000**
   Payable as: **X** Cash; ___ Financing (Form PS_FIN attached); __ Other

5. **EARNEST MONEY: $** **10,000** Dollars; Held by Closing Agent
   Form of Earnest Money: __ Check; **X** Wire Transfer; __ Note; __ Other
   Earnest Money Due Date: **X** **5** days after Mutual Acceptance; __ ___ days after satisfaction of Feasibility Contingency; or __ _____

6. **FEASIBILITY CONTINGENCY DATE:** **45** days after Mutual Acceptance

7. **CLOSING DATE:** on or before **within 60 days of satisfaction of due diligence**

8. **CLOSING AGENT:** **Ticor Title | Patty Sweetwood**

9. **TITLE INSURANCE COMPANY:** **Ticor Title**

10. **DEED:** **X** Statutory Warranty Deed; or __ Bargain and Sale Deed

11. **POSSESSION:** **X** on closing; __ Other: _____

12. **SELLER CITIZENSHIP (FIRPTA):** Seller __ is; **X** is not a foreign person for the purposes of US income taxation.

13. **BUYER'S DEFAULT:** **X** Forfeiture of Earnest Money; __ Seller's Election of Remedies

14. **SELLER'S DEFAULT:** **X** Recover Earnest Money or Specific Enforcement; __ Buyer's Election of Remedies

15. **UNPAID UTILITIES:** Buyer and Seller __ Don Not Waive (Form UA attached); **X** Waive

16. **AGENCY DISCLOSURE:** Selling Broker represents: __ Buyer; __ Seller; **X** both parties
    Listing Broker represents: __ Seller; **X** both parties

17. **BUYER BROKERAGE FIRM COMPENSATION:** **3 %** of sale price or $ ____

Buyer	DS		4/28/2025	Buyer	DS		4/29/2025
Date				Date			
Seller	DS		5/9/2025	Seller			
Date				Date			

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18.EXHIBITS AND ADDENDA. The following Exhibits and Addenda are made a part of this Agreement:

_____	Earnest Money Promissory Note	_____	Back-Up Addendum
_____	Blank Promissory Note	_____	Vacant Land Addendum
_____	Blank Short Form Deed of Trust	_____	Financing Addendum
_____	Blank Deed of Trust Rider	_____	Tenant Estoppel Certificate(s)
_____	Utility Charges Addendum	_____	Defeasance Addendum
_____	FIRPTA Certification	_____	Lead-Based Paint Disclosure
_____	Assignment and Assumption	X	Exhibit A: Legal Description
_____	Addendum/Amendment	X	Exhibit B: Additional Terms

19. IDENTIFICATION OF THE PARTIES. The following is the contact information for the parties involved in this Agreement:

Seller

Contact: Richa Sigdal
Address: 523 N. 3rd Ave.
Pasco, WA 99301
Phone: 509.544.3060
Email: sigdelr@pasco-wa.gov

Buyer

Contact: Onkaar Dhaliwal
Address: 2811 N. 20th Ave
Pasco, WA 99301
Phone: 206.310.1206
Email: onkaar.dhaliwal@gmail.com

Listing Firm

Name: SVN | Retter & Company
Listing Broker: Rob Ellsworth
Address: 329 N. Kellogg St.
Kennewick, WA 99336
Phone: 509.430.2378
Email: Rob@RobEllsworth.com
Firm Lic. #: 20279
Broker Lic. #: 17790

Selling Firm

Name: Same
Selling Broker: _____
Address: _____
_____
Phone: _____
Email: _____
Firm Lic. #: _____
Broker Lic. #: _____

Copy of Notices to Buyer to:

Name: _____
Company: _____
Address: _____
_____
Phone: _____
Email: _____

Copy of Notices to Seller to:

Name: _____
Company: _____
Address: _____
_____
Phone: _____
Email: _____

20. Purchase and Sale. Buyer agrees to buy and Seller agrees to sell the commercial real estate identified in Section 1 as the Property and all improvements thereon. Unless expressly provided otherwise in this Agreement or its Addenda, the Property shall include (i) all of Seller's rights, title and interest in the Property, (ii) all easements and rights appurtenant to the Property, (iii) all buildings, fixtures, and improvements on the Property, (iv) all unexpired leases and subleases; and (v) all included personal property.

21. Acceptance; Counteroffers. If this offer is not timely accepted, it shall lapse and the earnest money shall be refunded to Buyer. If either party makes a future counteroffer, the other party shall have until 5:00 p.m. on the _____ day (if not filled in, the second day) following receipt to accept the counteroffer, unless sooner withdrawn. If the counteroffer is not timely accepted or countered, this Agreement shall lapse and the earnest money shall be refunded to Buyer. No

Buyer	DS	Date 4/28/2025		Buyer	DS	Date 4/29/2025	
Seller	DS	Date 5/9/2025		Seller		Date	

Docusign Envelope ID: 69F2DB59-EE42-4CA5-B619-FD7AD1DA669E

acceptance, offer or counteroffer from Buyer is effective until a signed copy is received by Seller, the Listing Broker or the licensed office of the Listing Broker. No acceptance, offer or counteroffer from Seller is effective until a signed copy is received by Buyer, the Selling Broker or the licensed office of the Selling Broker. "Mutual Acceptance" shall occur when the last counteroffer is signed by the offeree, and the fully-signed counteroffer has been received by the offeror, his or her broker, or the licensed office of the broker. If any party is not represented by a broker, then notices must be delivered to that party and shall be effective when received by that party.

22. Earnest Money. Selling Broker and Selling Firm are authorized to transfer Earnest Money to Closing Agent as necessary. Selling Firm shall deposit any check to be held by Selling Firm within 3 days after receipt or Mutual Acceptance, whichever occurs later. If the Earnest Money is to be held by Selling Firm and is over $10,000, it shall be deposited to: __ the Selling Firm's pooled trust account (with interest paid to the State Treasurer); or __ a separate interest bearing trust account in Selling Firm's name, provided that Buyer completes an IRS Form W-9 (if not completed, separate interest bearing trust account). The interest, if any, shall be credited at closing to Buyer. If this sale fails to close, whoever is entitled to the Earnest Money is entitled to interest. Unless otherwise provided in this Agreement, the Earnest Money shall be applicable to the Purchase Price.

23. Title Insurance.

a. Title Report. Seller authorizes Buyer, its Lender, Listing Broker, Selling Broker or Closing Agent, at Seller's expense, to apply for and deliver to Buyer a standard coverage owner's policy of title insurance from the Title Insurance Company. Buyer shall have the discretion to apply for an extended coverage owner's policy of title insurance and any endorsements, provided that Buyer shall pay the increased costs associated with an extended policy including the excess premium over that charged for a standard coverage policy, the cost of any endorsements requested by Buyer, and the cost of any survey required by the title insurer. If Seller previously received a preliminary commitment from a title insurer that Buyer declines to use, Buyer shall pay any cancellation fee owing to the original title insurer. Otherwise, the party applying for title insurance shall pay any title cancellation fee, in the event such a fee is assessed.

b. Permitted Exceptions. Buyer shall notify Seller of any objectionable matters in the title report or any supplemental report within the earlier of: (a) ___ days (20 days if not completed) after receipt of the preliminary commitment for title insurance; or (b) the Feasibility Contingency Date. This Agreement shall terminate and Buyer shall receive a refund of the earnest money, less any costs advanced or committed for Buyer, unless within five (5) days of Buyer's notice of such objections Seller shall give notice, in writing, of its intent to remove all objectionable provisions before Closing. If Seller fails to give timely notice that it will clear all disapproved objections, this Agreement shall automatically terminate and Buyer shall receive a refund of the earnest money, less any costs advanced or committed for Buyer, unless Buyer notifies Seller within three (3) days that Buyer waives any objections which Seller does not agree to remove. If any new title matters are disclosed in a supplemental title report, then the preceding termination, objection and waiver provisions shall apply to the new title matters except that Buyer's notice of objections must be delivered within three (3) days of receipt of the supplemental report by Buyer and Seller's response or Buyer's waiver must be delivered within two (2) days of Buyer's notice of objections. The Closing Date shall be extended to the extent necessary to permit time for these notices. Buyer shall not be required to object to any mortgage or deed of trust liens, or the statutory lien for real property taxes, and the same shall not be deemed to be Permitted Exceptions; provided, however, that the lien securing any financing which Buyer has agreed to assume shall be a Permitted Exception. Except for the foregoing, those provisions not objected to or for which Buyer waived its objections shall be referred to collectively as the "Permitted Exceptions." Seller shall reasonably cooperate with Buyer and the title company to clear objectionable title matters and shall provide an

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affidavit containing the information and reasonable covenants requested by the title company. The title policy shall contain no exceptions other than the General Exclusions and Exceptions common to such form of policy and the Permitted Exceptions.

c. Title Policy. At Closing, Buyer shall receive an ALTA Form 2006 Owner's Policy of Title Insurance with standard or extended coverage (as specified by Buyer) dated as of the Closing Date in the amount of the Purchase Price, insuring that fee simple title to the Property is vested in Buyer, subject only to the Permitted Exceptions ("Title Policy"), provided that Buyer acknowledges that obtaining extended coverage may be conditioned on the Title Company's receipt of a satisfactory survey paid for by Buyer. If Buyer elects extended coverage, then Seller shall execute and deliver to the Title Company on or before Closing the such affidavits and other documents as the Title Company reasonably and customarily requires to issue extended coverage.

24. Feasibility Contingency. Buyer's obligations under this Agreement are conditioned upon Buyer's satisfaction, in Buyer's sole discretion, concerning all aspects of the Property, including its physical condition; the presence of or absence of any hazardous substances; the contracts and leases affecting the Property; the potential financial performance of the Property; the availability of government permits and approvals; and the feasibility of the Property for Buyer's intended purpose. This Agreement shall terminate and Buyer shall receive a refund of the earnest money unless Buyer gives notice that the Feasibility Contingency is satisfied to Seller before 5:00pm on the Feasibility Contingency Date. If such notice is timely given, the feasibility contingency shall be deemed to be satisfied and Buyer shall be deemed to have accepted and waived any objection regarding any aspects of the Property as they exist on the Feasibility Contingency Date.

a. Books, Records, Leases, Agreements. Within **3** days (3 days if not filled in) Seller shall deliver to Buyer or post in an online database maintained by Seller or Listing Broker, to which Buyer has been given unlimited access, true, correct and complete copies of all documents in Seller's possession or control relating to the ownership, operation, renovation or development of the Property, excluding appraisals or other statements of value, and including the following: statements for real estate taxes, assessments, and utilities for the last three years and year to date; property management agreements and any other agreements with professionals or consultants; leases or other agreements relating to occupancy of all or a portion of the Property and a suite-by-suite schedule of tenants, rents, prepaid rents, deposits and fees; plans, specifications, permits, applications, drawings, surveys, and studies; maintenance records, accounting records and audit reports for the last three years and year to date; any existing environmental reports; any existing surveys; any existing inspection reports; and "Vendor Contracts" which shall include maintenance or service contracts, and installments purchase contracts or leases of personal property or fixtures used in connection with the Property. Buyer shall determine by the Feasibility Contingency Date: (i) whether Seller will agree to terminate any objectionable Vendor Contracts; and (ii) whether Seller will agree to pay any damages or penalties resulting from the termination of objectionable Vendor Contracts. Buyer's waiver of the Feasibility Contingency shall be deemed Buyer's acceptance of all Vendor Contracts which Seller has not agreed in writing to terminate. Buyer shall be solely responsible for obtaining any required consents to such assumption and the payment of any assumption fees. Seller shall cooperate with Buyer's efforts to receive any such consents but shall not be required to incur any out-of-pocket expenses or liability in doing so. Any information provided or to be provided by Seller with respect to the Property is solely for Buyer's convenience and Seller has not made any independent investigation or verification of such information (other than that the documents are true, correct, and complete, as stated above) and makes no representations as to the accuracy or completeness of such information, except to the extent expressly provided otherwise in this Agreement. Seller shall transfer the Vendor Contracts as provided in Section 25.

b. Access. Seller shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Property at reasonable times subject to the rights of and after legal notice to tenants, to

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conduct inspections concerning the Property, including without limitation, the structural condition of improvements, hazardous materials, pest infestation, soils conditions, sensitive areas, wetlands, or other matters affecting the feasibility of the Property for Buyer's intended use. Buyer shall schedule any entry onto the Property with Seller in advance and shall comply with Seller's reasonable requirements including those relating to security, confidentiality, and disruption of Seller's tenants. Prior to entering the Property and while conducting any inspections, Buyer shall, at no cost or expense to Seller: (a) procure and maintain commercial general liability (occurrence) insurance in an amount no less than $2,000,000 on commercially reasonable terms adequate to insure against all liability arising out of any entry onto or inspections of the Property that lists Seller and Tenant as additional insureds; and (b) deliver to Seller prior to entry upon the Property certificates of insurance for Buyer and any applicable agents or representatives evidencing such required insurance. Buyer shall not perform any invasive testing including environmental inspections beyond a phase I assessment or contact the tenants or property management personnel without obtaining Seller's prior written consent, which shall not be unreasonably withheld, conditioned or delayed. Buyer shall restore the Property and all improvements to substantially the same condition they were in prior to inspection. Buyer shall be solely responsible for all costs of its inspections and feasibility analysis and has no authority to bind the Property for purposes of statutory liens. Buyer agrees to indemnify and defend Seller from all liens, costs, claims, and expenses, including attorneys' and experts' fees, arising from or relating to entry onto or inspection of the Property by Buyer and its agents, which obligation shall survive closing. Buyer may continue to enter the Property in accordance with the foregoing terms and conditions after removal or satisfaction of the Feasibility Contingency only for the purpose of leasing or to satisfy conditions of financing.

c. Buyer waives, to the fullest extent permissible by law, the right to receive a seller disclosure statement (e.g. "Form 17") if required by RCW 64.06 and its right to rescind this Agreement pursuant thereto. However, if Seller would otherwise be required to provide Buyer with a Form 17, and if the answer to any of the questions in the section of the Form 17 entitled "Environmental" would be "yes," then Buyer does not waive the receipt of the "Environmental" section of the Form 17 which shall be provided by Seller.

25. Conveyance. Title shall be conveyed subject only to the Permitted Exceptions. If this Agreement is for conveyance of Seller's vendee's interest in a Real Estate Contract, the deed shall include a contract vendee's assignment sufficient to convey after-acquired title. At Closing, Seller and Buyer shall execute and deliver to Closing Agent CBA Form PS-AS Assignment and Assumption Agreement transferring all leases and Vendor Contracts assumed by Buyer pursuant to Section 25(b) and all intangible property transferred pursuant to Section 25(b).

26. Personal Property.

a. If this sale includes the personal property located on and used in connection with the Property, Seller will itemize such personal property in an Exhibit to be attached to this Agreement within ten (10) days of Mutual Acceptance. The value assigned to any personal property shall be $ (if not completed, the County-assessed value if available, and if not available, the fair market value determined by an appraiser selected by the Listing Broker and Selling Broker). Seller warrants title to, but not the condition of, the personal property and shall convey it by bill of sale.

b. In addition to the leases and Vendor Contracts assumed by Buyer pursuant to Section 24 above, this sale includes all right, title and interest of Seller to the following intangible property now or hereafter existing with respect to the Property including without limitation: all rights-of-way, rights of ingress or egress or other interests in, on, or to, any land, highway, street, road, or avenue, open or proposed, in, on, or across, in front of, abutting or adjoining the Property; all rights to utilities serving the Property; all drawings, plans, specifications and

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other architectural or engineering work product; all governmental permits, certificates, licenses, authorizations and approvals; all rights, claims, causes of action, and warranties under contracts with contractors, engineers, architects, consultants or other parties associated with the Property; all utility, security and other deposits and reserve accounts made as security for the fulfillment of any of Seller's obligations; any name of or telephone numbers for the Property and related trademarks, service marks or trade dress; and guaranties, warranties or other assurances of performance received.

27. Seller's Underlying Financing. Unless Buyer is assuming Seller's underlying financing, Seller shall be responsible for confirming the existing underlying financing is not subject to any "lock out" or similar covenant which would prevent the lender's lien from being released at closing. In addition, Seller shall provide Buyer notice prior to the Feasibility Contingency Date if Seller is required to substitute securities for the Property as collateral for the underlying financing (known as "defeasance"). If Seller provides this notice of defeasance to Buyer, then the parties shall close the transaction in accordance with the process described in CBA Form PS_D or any different process identified in Seller's defeasance notice to Buyer.

28. Closing of Sale. Buyer and Seller shall deposit with Closing Agent by 12:00 p.m. on the scheduled Closing Date all instruments and monies required to complete the purchase in accordance with this Agreement. Upon receipt of such instruments and monies, Closing Agent shall cause the deed to be recorded and shall pay to Seller, in immediately available funds, the Purchase Price less any costs or other amounts to be paid by Seller at Closing. "Closing" shall be deemed to have occurred when the deed is recorded and the sale proceeds are available to Seller. Time is of the essence in the performance of this Agreement. Sale proceeds shall be considered available to Seller, even if they cannot be disbursed to Seller until the next business day after Closing. Notwithstanding the foregoing, if Seller informed Buyer before the Feasibility Contingency Date that Seller's underlying financing requires that it be defeased and may not be paid off, then Closing shall be conducted in accordance with the three(3)-day closing process described in CBA Form PS_D. This Agreement is intended to constitute escrow instructions to Closing Agent. Buyer and Seller will provide any supplemental instructions requested by Closing Agent provided the same are consistent with this Agreement.

29. Closing Costs and Prorations. Seller shall deliver an updated rent roll to Closing Agent not later than two (2) days before the scheduled Closing Date in the form required by Section 23(a) and any other information reasonably requested by Closing Agent to allow Closing Agent to prepare a settlement statement for Closing. Seller certifies that the information contained in the rent roll is correct as of the date submitted. Seller shall pay the premium for the owner's standard coverage title policy. Buyer shall pay the excess premium attributable to any extended coverage or endorsements requested by Buyer, and the cost of any survey required in connection with the same. Seller and Buyer shall each pay one-half of the escrow fees. Any real estate excise taxes shall be paid by the party who bears primary responsibility for payment under the applicable statute or code. Real and personal property taxes and assessments payable in the year of closing; collected rents on any existing tenancies; expenses already incurred by Seller that relate to services to be provided to the Property after the Closing Date; interest; utilities; and other operating expenses shall be pro- rated as of Closing. Seller will be charged and credited for the amounts of all of the pro-rated items relating to the period up to and including 11:59 pm Pacific Time on the day preceding the Closing Date, and Buyer will be charged and credited for all of the pro-rated items relating to the period on and after the Closing Date. If tenants pay any of the foregoing expenses directly, then Closing Agent shall only pro rate those expenses paid by Seller. Buyer shall pay to Seller at Closing an additional sum equal to any utility deposits or mortgage reserves for assumed financing for which Buyer receives the benefit after Closing. Buyer shall pay all costs of financing including the premium for the lender's title policy. If the Property was taxed under a deferred classification prior to Closing, then Seller shall pay all taxes, interest, penalties,

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deferred taxes or similar items which result from removal of the Property from the deferred classification. At Closing, all refundable deposits on tenancies shall be credited to Buyer or delivered to Buyer for deposit in a trust account if required by state or local law. Buyer shall pay any sales or use tax applicable to the transfer of personal property included in the sale.

30. Post-Closing Adjustments, Collections, and Payments. After Closing, Buyer and Seller shall reconcile the actual amount of revenues or liabilities upon receipt or payment thereof to the extent those items were prorated or credited at Closing based upon estimates. Any bills or invoices received by Buyer after Closing which relate to services rendered or goods delivered to the Seller or the Property prior to Closing shall be paid by Seller upon presentation of such bill or invoice. At Buyer's option, Buyer may pay such bill or invoice and be reimbursed the amount paid plus interest at the rate of 12% per annum beginning fifteen (15) days from the date of Buyer's written demand to Seller for reimbursement until such reimbursement is made. Notwithstanding the foregoing, if tenants pay certain expenses based on estimates subject to a post-closing reconciliation to the actual amount of those expenses, then Buyer shall be entitled to any surplus and shall be liable for any credit resulting from the reconciliation. Rents collected from each tenant after Closing shall be applied first to rentals due most recently from such tenant for the period after closing, and the balance shall be applied for the benefit of Seller for delinquent rentals owed for a period prior to closing. The amounts applied for the benefit of Seller shall be turned over by Buyer to Seller promptly after receipt. Seller shall be entitled to pursue any lawful methods of collection of delinquent rents but shall have no right to evict tenants after Closing. Any adjustment shall be made, if any, within 180 days of the Closing Date, and if a party fails to request an adjustment by notice delivered to the other party within the applicable period set forth above (such notice to specify in reasonable detail the items within the Closing Statement that such party desires to adjust and the reasons for such adjustment), then the allocations and prorations at Closing shall be binding and conclusive against such party.

31. Operations Prior to Closing. Prior to Closing, Seller shall continue to operate the Property in the ordinary course of its business and maintain the Property in the same or better condition than as existing on the date of Mutual Acceptance but shall not be required to repair material damage from casualty except as otherwise provided in this Agreement. After the Feasibility Contingency Date, Seller shall not enter into or modify existing rental agreements or leases (except that Seller may enter into, modify, extend, renew or terminate residential rental agreements or residential leases for periods of 12 months or less in the ordinary course of its business), service contracts, or other agreements affecting the Property which have terms extending beyond Closing without obtaining Buyer's consent, which shall not be withheld unreasonably.

32. Possession. Buyer shall accept possession subject to all tenancies disclosed to Buyer before the Feasibility Contingency Date.

33. Seller's Representations. Except as disclosed to or known by Buyer prior to the satisfaction or waiver of the Feasibility Contingency, including in the books, records and documents made available to Buyer, or in the title report or any supplemental report or documents referenced therein, Seller represents to Buyer that, to the best of Seller's actual knowledge, each of the following is true as of the date hereof: (a) Seller is authorized to enter into the Agreement, to sell the Property, and to perform its obligations under the Agreement, and no further consent, waiver, approval or authorization is required from any person or entity to execute and perform under this Agreement; (b) The books, records, leases, agreements and other items delivered to Buyer pursuant to this Agreement comprise all material documents in Seller's possession or control regarding the operation and condition of the Property, are true, accurate and complete to the best of Seller's knowledge, and no other contracts or agreements exist that will be binding on Buyer after Closing; (c) Seller has not received any written notices that the Property

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or any business conducted thereon violate any applicable laws, regulations, codes and ordinances; (d) Seller has all certificates of occupancy, permits, and other governmental consents necessary to own and operate the Property for its current use; (e) There is no pending or threatened litigation which would adversely affect the Property or Buyer's ownership thereof after Closing; (f) There is no pending or threatened condemnation or similar proceedings affecting the Property, and the Property is not within the boundaries of any planned or authorized local improvement district; (g) Seller has paid (except to the extent prorated at Closing) all local, state and federal taxes (other than real and personal property taxes and assessments described in Section 28 above) attributable to the period prior to closing which, if not paid, could constitute a lien on Property (including any personal property), or for which Buyer may be held liable after Closing; (h) Seller is not aware of any concealed material defects in the Property except as disclosed to Buyer before the Feasibility Contingency Date; (i) There are no Hazardous Substances (as defined below) currently located in, on, or under the Property in a manner or quantity that presently violates any Environmental Law (as defined below); there are no underground storage tanks located on the Property; and there is no pending or threatened investigation or remedial action by any governmental agency regarding the release of Hazardous Substances or the violation of Environmental Law at the Property; (j) Seller has not granted any options nor obligated itself in any matter whatsoever to sell the Property or any portion thereof to any party other than Buyer; and (k) Neither Seller nor any of its respective partners, members, shareholders or other equity owners, is a person or entity with whom U.S. persons or entities are restricted from doing business under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including those named on OFAC's Specially Designated and Blocked Persons List) or under any statute or executive order; and (l) the individual signing this Agreement on behalf of Seller represents and warrants to Buyer that he or she has the authority to act on behalf of and bind Seller. As used herein, the term "Hazardous Substances" shall mean any substance or material now or hereafter defined or regulated as a hazardous substance, hazardous waste, toxic substance, pollutant, or contaminant under any federal, state, or local law, regulation, or ordinance governing any substance that could cause actual or suspected harm to human health or the environment ("Environmental Law"). The term "Hazardous Substances" specifically includes, but is not limited to, petroleum, petroleum by-products, and asbestos.

If prior to Closing Seller or Buyer discovers any information which would cause any of the representations above to be false if the representations were deemed made as of the date of such discovery, then the party discovering the information shall promptly notify the other party in writing and Buyer, as its sole remedy, may elect to terminate this Agreement by giving Seller notice of such termination within five (5) days after Buyer first received actual notice (with the Closing Date extended to accommodate such five (5) day period), and in such event, the Earnest Money Deposit shall be returned to Buyer. Buyer shall give notice of termination within five (5) days of discovering or receiving written notice of the new information. Nothing in this paragraph shall prevent Buyer from pursuing its remedies against Seller if Seller had actual knowledge of the newly discovered information such that a representation provided for above was false.

34. As-Is. Except for the express representations and warranties in this Agreement, (a) Seller makes no representations or warranties regarding the Property; (b) Seller hereby disclaims, and Buyer hereby waives, any and all representations or warranties of any kind, express or implied, concerning the Property or any portion thereof, as to its condition, value, compliance with laws, status of permits or approvals, existence or absence of hazardous material on site, suitability for Buyer's intended use, occupancy rate or any other matter of similar or dissimilar nature relating in any way to the Property, including the warranties of fitness for a particular purpose, tenantability, habitability and use; (c) Buyer takes the Property "AS IS" and with all faults; and (d) Buyer represents and warrants to Seller that Buyer has sufficient experience

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and expertise such that it is reasonable for Buyer to rely on its own pre-closing inspections and investigations.

35. Buyer's Representations. Buyer represents that Buyer is authorized to enter into the Agreement; to buy the Property; to perform its obligations under the Agreement; and that neither the execution and delivery of this Agreement nor the consummation of the transaction contemplated hereby will: (a) conflict with or result in a breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Buyer; or (b) constitute a breach of any agreement to which Buyer is a party or by which Buyer is bound. The individual signing this Agreement on behalf of Buyer represents that he or she has the authority to act on behalf of and bind Buyer.

36. Claims. Any claim or cause of action with respect to a breach of the representations and warranties set forth herein shall survive for a period of nine (9) months from the Closing Date, at which time such representations and warranties (and any cause of action resulting from a breach thereof not then in litigation, including indemnification claims) shall terminate. Notwithstanding anything to the contrary in this Agreement: (a) Buyer shall not make a claim against Seller for damages for breach or default of any representation or warranty, unless the amount of such claim is reasonably anticipated to exceed $25,000; and (b) under no circumstances shall Seller be liable to Buyer on account of any breach of any representation or warranty in the aggregate in excess of the amount equal to $250,000, except in the event of Seller's fraud or intentional misrepresentation with respect to any representation or warranty regarding the environmental condition of the Property, in which case Buyer's damages shall be unlimited.

37. Condemnation and Casualty. Seller bears all risk of loss until Closing, and thereafter Buyer bears all risk of loss. Buyer may terminate this Agreement and obtain a refund of the earnest money if improvements on the Property are materially damaged or if condemnation proceedings are commenced against all or a portion of the Property before Closing, to be exercised by notice to Seller within ten (10) days after Seller's notice to Buyer of the occurrence of the damage or condemnation proceedings. Damage will be considered material if the cost of repair exceeds the lesser of $100,000 or five percent (5%) of the Purchase Price. Alternatively, Buyer may elect to proceed with closing, in which case, at Closing, Seller shall not be obligated to repair any damage, and shall assign to Buyer all claims and right to proceeds under any property insurance policy and shall credit to Buyer at Closing the amount of any deductible provided for in the policy.

38. FIRPTA Tax Withholding at Closing. Closing Agent is instructed to prepare a certification (CBA or NWMLS Form 22E, or equivalent) that Seller is not a "foreign person" within the meaning of the Foreign Investment in Real Property Tax Act, and Seller shall sign it on or before Closing. If Seller is a foreign person, and this transaction is not otherwise exempt from FIRPTA, Closing Agent is instructed to withhold and pay the required amount to the Internal Revenue Service.

39. Notices. Unless otherwise specified, any notice required or permitted in, or related to, this Agreement (including revocations of offers and counteroffers) must be in writing. Notices to Seller must be signed by at least one Buyer and must be delivered to Seller and Listing Broker with a courtesy copy to any other party identified as a recipient of notices in Section 18. A notice to Seller shall be deemed delivered only when received by Seller and Listing Broker, or the licensed office of Listing Broker. Notices to Buyer must be signed by at least one Seller and must be delivered to Buyer, with a copy to Selling Broker and with a courtesy copy to any other party identified as a recipient of notices in Section 18. A notice to Buyer shall be deemed delivered only when received by Buyer and Selling Broker, or the licensed office of Selling Broker. Selling Broker and Listing Broker otherwise have no responsibility to advise parties of receipt of a notice beyond either phoning the represented party or causing a copy of the notice

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to be delivered to the party's address provided in this Agreement. Buyer and Seller shall keep Selling Broker and Listing Broker advised of their whereabouts in order to receive prompt notification of receipt of a notice. If any party is not represented by a licensee, then notices must be delivered to and shall be effective when received by that party at the address, fax number, or email indicated in Section 18. Facsimile transmission of any notice or document shall constitute delivery. E-mail transmission of any notice or document (or a direct link to such notice or document) shall constitute delivery when: (i) the e-mail is sent to both Selling Broker and Selling Firm or both Listing Broker and Listing Firm at the e-mail addresses specified on page two of this Agreement; or (ii) Selling Broker or Listing Broker provide written acknowledgment of receipt of the e-mail (an automatic e-mail reply does not constitute written acknowledgment). At the request of either party, or the Closing Agent, the parties will confirm facsimile or e-mail transmitted signatures by signing an original document.

40. Computation of Time. Unless otherwise specified in this Agreement, any period of time in this Agreement shall mean Pacific Time and shall begin the day after the event starting the period and shall expire at 5:00 p.m. of the last calendar day of the specified period of time, unless the last day is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, in which case the specified period of time shall expire on the next day that is not a Saturday, Sunday or legal holiday. Any specified period of five (5) days or less shall not include Saturdays, Sundays or legal holidays. Notwithstanding the foregoing, references to specific dates or times or number of hours shall mean those dates, times or number of hours; provided, however, that if the Closing Date falls on a Saturday, Sunday, or legal holiday as defined in RCW 1.16.050, or a date when the county recording office is closed, then the Closing Date shall be the next regular business day. If the parties agree upon and attach a legal description after this Agreement is signed by the offeree and delivered to the offeror, then for the purposes of computing time, mutual acceptance shall be deemed to be on the date of delivery of an accepted offer or counteroffer to the offeror, rather than on the date the legal description is attached.

41. Assignment. Buyer's rights and obligations under this Agreement are not assignable without the prior written consent of Seller, which shall not be withheld unreasonably; provided, however, Buyer may assign this Agreement without the consent of Seller, but with notice to Seller, to any entity under common control and ownership of Buyer, provided no such assignment shall relieve Buyer of its obligations hereunder. If the words "and/or assigns" or similar words are used to identify Buyer in Section 2, then this Agreement may be assigned with notice to Seller but without need for Seller's consent. The party identified as the initial Buyer shall remain responsible for those obligations of Buyer stated in this Agreement notwithstanding any assignment and, if this Agreement provides for Seller to finance a portion of the purchase price, then the party identified as the initial Buyer shall guarantee payment of Seller financing.

42. Default and Attorneys' Fees.

a. Buyer's default. In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the applicable provision as identified in Section 13 shall apply:

i. Forfeiture of Earnest Money. Seller may terminate this Agreement and keep that portion of the earnest money that does not exceed five percent (5%) of the Purchase Price as liquidated damages as the sole and exclusive remedy available to Seller for such failure.

ii. Seller's Election of Remedies. Seller may, at its option, (a) terminate this Agreement and keep that portion of the earnest money that does not exceed five percent (5%) of the Purchase Price as liquidated damages as the sole and exclusive remedy available to Seller for such failure, (b) bring suit against Buyer for Seller's actual damages, (c) bring suit to specifically enforce this Agreement and recover any incidental damages, or (d) pursue any other rights or remedies available at law or equity.

Buyer	DS	Date 4/28/2025		Buyer	DS	Date 4/29/2025	
Seller	DS	Date 5/9/2025		Seller		Date	

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b. Seller's default. In the event Seller fails, without legal excuse, to complete the sale of the Property, then the applicable provision as identified in Section 14 shall apply:

i. Recover Earnest Money or Specific Enforcement. As Buyer's sole remedy, Buyer may either (a) terminate this Agreement and recover all earnest money or fees paid by Buyer whether or not the same are identified as refundable or applicable to the purchase price; or (b) bring suit to specifically enforce this Agreement and recover incidental damages, provided, however, Buyer must file suit within sixty (60) days from the Closing Date or from the date Seller has provided notice to Buyer that Seller will not proceed with closing, whichever is earlier.
ii. Buyer's Election of Remedies. Buyer may, at its option, (a) bring suit against Seller for Buyer's actual damages, (b) bring suit to specifically enforce this Agreement and recover any incidental damages, or (c) pursue any other rights or remedies available at law or equity.

c. Neither Buyer nor Seller may recover consequential damages such as lost profits. If Buyer or Seller institutes suit against the other concerning this Agreement, the prevailing party is entitled to reasonable attorneys' fees and costs. In the event of trial, the amount of the attorneys' fees shall be fixed by the court. The venue of any suit shall be the county in which the Property is located, and this Agreement shall be governed by the laws of the State of Washington without regard to its principles of conflicts of laws.

43. MiscellaneousProvisions.
a. Complete Agreement. This Agreement and any addenda and exhibits thereto state the entire understanding of Buyer and Seller regarding the sale of the Property. There are no verbal or other written agreements which modify or affect the Agreement, and no modification of this Agreement shall be effective unless agreed in writing and signed by the parties.

b. Counterpart Signatures. This Agreement may be signed in counterpart, each signed counterpart shall be deemed an original, and all counterparts together shall constitute one and the same agreement.

c. Electronic Delivery and Signatures. Electronic delivery of documents (e.g., transmission by facsimile or email) including signed offers or counteroffers and notices shall be legally sufficient to bind the party the same as delivery of an original. At the request of either party, or the Closing Agent, the parties will replace electronically delivered offers or counteroffers with original documents. The parties acknowledge that a signature in electronic form has the same legal effect as a handwritten signature.

d. Section 1031 Like-Kind Exchange. If either Buyer or Seller intends for this transaction to be a part of a Section 1031 like-kind exchange, then the other party agrees to cooperate in the completion of the like- kind exchange so long as the cooperating party incurs no additional liability in doing so, and so long as any expenses (including attorneys' fees and costs) incurred by the cooperating party that are related only to the exchange are paid or reimbursed to the cooperating party at or prior to Closing. Notwithstanding this provision, no party shall be obligated to extend closing as part of its agreement to facilitate completion of a like-kind exchanged. In addition, notwithstanding Section 40 above, any party completing a Section 1031 like-kind exchange may assign this Agreement to its qualified intermediary or any entity set up for the purposes of completing a reverse exchange.

44. Information Transfer. In the event this Agreement is terminated, Buyer agrees to deliver to Seller within ten (10) days of Seller's written request copies of all materials received from Seller and any non-privileged plans, studies, reports, inspections, appraisals, surveys, drawings,

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permits, applications or other development work product relating to the Property in Buyer's possession or control as of the date this Agreement is terminated.

45. Confidentiality. Until and unless closing has been consummated, Buyer and Seller shall follow reasonable measures to prevent unnecessary disclosure of information obtained in connection with the negotiation and performance of this Agreement. Neither party shall use or knowingly permit the use of any such information in any manner detrimental to the other party.

46. Agency Disclosure. Buyer Brokerage Firm, Buyer Brokerage Firm's Designated Broker, Buyer Brokerage Firm's Branch Manager (if any) and any of Buyer Brokerage's Firm's Managing Brokers who supervise Buyer Broker represent the same party that Buyer Broker represents. Listing Firm, Listing Firm's Designated Broker, Listing Broker's Branch Manager (if any), and any of Listing Firm's Managing Brokers who supervise Listing Broker represent the same party that the Listing Broker represents. All parties acknowledge receipt of the pamphlet entitled "Real Estate Brokerage in Washington."

47. Buyer Broker's Compensation Disclosure.

a. Compensation from Seller. The compensation offered to Buyer Brokerage Firm by Seller for providing buyer brokerage services to Buyer related to the Property is:

__**X**__ __**3**__% of the purchase price
___ $_____
___ other: _____**.**

b. Compensation from Listing Firm. The compensation offered to Buyer Brokerage Firm by the Listing Firm for providing buyer brokerage services to Buyer related to the Property is:

____ ___% of the purchase price
___ $_____
___ other: _____**.**

48. Seller's Acceptance and Brokerage Agreement. Seller agrees to sell the Property on the terms and conditions herein. The Listing Firm's compensation shall be paid as specified in the listing or commission agreement. If there is no written listing or commission agreement, Seller agrees to pay to Listing Firm compensation of __**3**__% of the sales price or $_____**.** The compensation to Buyer Brokerage Firm shall be paid as set forth in this Agreement. Seller and Buyer consent to Listing Firm and Buyer Brokerage Firm receiving compensation from more than one party and to the sharing of compensation between firms. In any action by Listing Firm or Buyer Brokerage Firm to enforce this Section, the prevailing party is entitled to reasonable attorneys' fees and expenses. The Property described in attached Exhibit A is commercial real estate. Notwithstanding Section 45 above, the pages containing this Section, the parties' signatures and an attachment describing the Property may be recorded.

49.Listing Broker and Selling Broker Disclosure. EXCEPT AS OTHERWISE DISCLOSED IN WRITING TO BUYER OR SELLER, THE SELLING BROKER, LISTING BROKER, AND FIRMS HAVE NOT MADE ANY REPRESENTATIONS OR WARRANTIES OR CONDUCTED ANY INDEPENDENT INVESTIGATION CONCERNING THE LEGAL EFFECT OF THIS AGREEMENT, BUYER'S OR SELLER'S FINANCIAL STRENGTH, BOOKS, RECORDS, REPORTS, STUDIES, OR OPERATING STATEMENTS; THE CONDITION OF THE PROPERTY OR ITS IMPROVEMENTS; THE FITNESS OF THE PROPERTY FOR BUYER'S INTENDED USE; OR OTHER MATTERS RELATING TO THE PROPERTY, INCLUDING WITHOUT LIMITATION, THE PROPERTY'S ZONING, BOUNDARIES, AREA, COMPLIANCE WITH APPLICABLE LAWS (INCLUDING LAWS REGARDING ACCESSIBILITY FOR DISABLED PERSONS), OR HAZARDOUS OR TOXIC MATERIALS INCLUDING MOLD OR OTHER ALLERGENS. SELLER AND BUYER ARE EACH ADVISED TO ENGAGE QUALIFIED EXPERTS TO ASSIST WITH THESE DUE DILIGENCE AND FEASIBILITY MATTERS, AND ARE FURTHER ADVISED TO SEEK INDEPENDENT LEGAL AND TAX ADVICE RELATED TO THIS AGREEMENT.

Buyer _____ Date 4/28/2025 Buyer _____ Date 4/29/2025
Seller _____ Date 5/9/2025 Seller _____ Date _____

Docusign Envelope ID: 69F2DB59-EE42-4CA5-B619-FD7AD1DA669E

IN WITNESS WHEREOF, the parties have signed this Agreement intending to be bound.

Buyer Richland Investment Group LLC
Printed Name and Type of Entity

DocuSigned by:
Buyer _____
5F3A1992A4CF4D1...
Signature and Title

Date 4/28/2025

Seller City of Pasco
Printed Name and Type of Entity

DocuSigned by:
Seller _____
8F29ABA2DDBA4E...
Signature and Title

Date 5/9/2025

Buyer _____
Printed Name and Type of Entity

DocuSigned by:
Buyer _____
0DA7EB1B256941E...
Signature and Title

Date 4/29/2025

Seller _____
Printed Name and Type of Entity

Seller _____
Signature and Title

Date _____

Docusign Envelope ID: 69F2DB59-EE42-4CA5-B619-FD7AD1DA669E

EXHIBIT A *
[Legal Description]

BINDING SITE PLAN 2017-01 LOT 3

* To ensure accuracy in the legal description, consider substituting the legal description contained in the preliminary commitment for title insurance or a copy of the Property's last vesting deed for this page. Do not neglect to label the substitution "Exhibit A." You should avoid transcribing the legal description because any error in transcription may render the legal description inaccurate and this Agreement unenforceable.

Buyer _____ Date 4/28/2025 Buyer _____ Date 4/29/2025

Seller _____ Date 5/9/2025 Seller _____ Date _____

Docusign Envelope ID: 69F2DB59-EE42-4CA5-B619-FD7AD1DA669E

EXHIBIT B
[Additional Terms]

1. Offer acceptance is subject to final approval of all terms by Pasco City Council.
2. Seller will remove all trees and shrubs from the corner of Argent & 20th prior to closing.
3. Buyer intends to pursue the City's goals of economic development by enhancing the property with either a full service dining restaurant or a coffee shop and a hotel development as well as the possibility of retail and community-focused amenities that bring value and jobs to the airport environment.
4. The Purchaser acknowledges that the purchase price and consideration given by City are related to the City's goals of economic development and lost opportunities for development would arise if Purchaser fails to begin construction of the anticipated development.
5. Buyer agrees to apply for a building permit in connection with the Intended Use within 24 months after the Closing Date.
6. Buyer aims to complete the improvements within a reasonable timeframe, subject to adjustments for factors beyond control, such as any unforeseen events, including, but not limited to, fire, floods, embargoes, pandemics, materials shortages, supply chain delays, war, acts of war, insurrections, riots, strikes, lockouts or other labor disturbances, or acts of God.
7. Unless the failure to commence construction is related the items identified in paragraph 5, of Ex. B, above, the City reserves the right to reclaim title to this Property. The City shall reclaim this Property by refunding 90% of the original purchase price as determined in Section 4 above. In such event, the City shall issue such refund to any mortgagor or lien holder on the property to first satisfy any mortgage or lien, prior to issuing any refund to Buyer. The City will not assume any liability for expenses incurred by Buyer in conducting this transaction. Buyer agrees to re-convey title to the City within sixty (60) days of receipt of notification of the City's decision to seek reconveyance of Property. This right of reverter is exclusive to the City and shall be exercised at the sole discretion of the City.
8. This reversionary right survives sixty (60) months after closing or until such time as building commences, whichever is earlier. This reversionary clause shall survive the delivery of the Deed, but shall automatically lapse upon expiration of the time periods herein and City shall execute such further documents as Purchaser shall request to release same.

Warranties; Indemnity. City makes the following representations and warranties, which shall be deemed remade as of the closing date:

1. The Property and improvements are not in violation of any applicable covenant, condition or restriction or any applicable statute, ordinance, regulation, order, permit, rule or law, including, without limitation, any building, private restriction, zoning or environmental restriction.
2. Other than the obligations of record, there are no obligations in connection with the Property, which will be binding upon Purchaser after closing other than liability for the payment of real estate taxes and utility charges.
3. There are no claims, actions, suits or governmental investigations or proceedings existing or, to the best of City's knowledge, threatened against or involving City or the Property (including, without limitation, any condemnation or eminent domain proceeding or matter related to the formation of or assessment by a local improvement district) and City has received no written notice thereof.
4. All insurance policies now maintained on the Property will be kept in effect, up to and including the closing. City has received no notice from any insurance company or rating organization of any defects in the condition of the Property or of the existence of conditions which would prevent the continuation of existing coverage or would increase the present rate of premium.
5. There are no leases affecting the Property.
6. All such representations and warranties shall be reaffirmed by City as true and correct as of the Closing Date and shall survive the Closing for a period of two (2) years.

Buyer		Date	4/28/2025	Buyer		Date	4/29/2025
Seller		Date	5/9/2025	Seller		Date	

Docusign Envelope ID: 69F2DB59-EE42-4CA5-B619-FD7AD1DA669E

If, prior to closing, City becomes aware of any fact or circumstance which would change a representation or warranty, then City will immediately give notice of such changed fact or circumstance to Purchaser, but such notice shall not relieve the City of its obligations hereunder.

Buyer _____ Date 4/28/2025 Buyer _____ Date 4/29/2025

Seller _____ Date 5/9/2025 Seller _____ Date _____

Docusign Envelope ID: BDC8D412-119F-472A-BED0-4554A5F7AD51

First Amendment To Purchase & Sale Agreement

Commercial Brokers Association
ALL RIGHTS RESERVED
CBA Form PSA I Addendum to PSA
Rev. 7/2020

The following is part of the Purchase and Sale Agreement with Reference Date **April 23, 2025** between **Richland Investment Group LLC &/or Assigns**("Buyer") and **City of Pasco** ("Seller") regarding the sale of the property located at **nka Argent Road** City of **Pasco, Franklin County, Washington** (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

Buyers Feasibility Contingency extended to October 31, 2025

Buyer DS Date 9/29/2025 Buyer DS Date 9/30/2025
Seller Initial Date 10/2/2025 Seller Date

Docusign Envelope ID: CCDB55C8-8A4D-4924-A93F-B36A5708CFE0

Second Amendment To Purchase & Sale Agreement

Commercial Brokers Association
ALL RIGHTS RESERVED
CBA Form PSA I Addendum to PSA
Rev. 7/2020

The following is part of the Purchase and Sale Agreement with Reference Date **April 23, 2025** between **Richland Investment Group LLC &/or Assigns** ("Buyer") and **City of Pasco** ("Seller") regarding the sale of the property located at **nka Argent Road** City of **Pasco, Franklin County, Washington** (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

Buyers Feasibility Contingency extended to December 2, 2025

Buyer DS Initial Date 10/31/2025 Buyer DS Date 10/31/2025
Seller HLS II Date 11/3/2025 Seller Date

Docusign Envelope ID: 2DCD47A3-FAA5-4B10-BE95-1D55303FD3E3

Third Amendment To Purchase & Sale Agreement

Commercial Brokers Association
ALL RIGHTS RESERVED
CBA Form PSA I Addendum to PSA
Rev. 7/2020

The following is part of the Purchase and Sale Agreement with Reference Date **April 23, 2025** between **Richland Investment Group LLC &/or Assigns** ("Buyer") and **City of Pasco** ("Seller") regarding the sale of the property located at **nka Argent Road** City of **Pasco, Franklin County, Washington** (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

Buyers Feasibility Contingency extended to February 28, 2026

Buyer DS Date 12/2/2025 Buyer DS Date 12/10/2025

Seller _____ Date _____ Seller _____ Date _____

Docusign Envelope ID: 77F07AE6-4475-4A81-A2FB-152C4CA602AB

Fourth Amendment To Purchase & Sale Agreement

Commercial Brokers Association
ALL RIGHTS RESERVED
CBA Form PSA I Addendum to PSA
Rev. 7/2020

The following is part of the Purchase and Sale Agreement with Reference Date **April 23, 2025** between **Richland Investment Group LLC &/or Assigns** ("Buyer") and **City of Pasco** ("Seller") regarding the sale of the property located at **nka Argent Road** City of **Pasco, Franklin County, Washington** (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

Buyers Feasibility Contingency extended to July 31, 2026

Buyer DS Date 2/27/2026 Buyer DS Date 2/27/2026
Seller Initial Date 3/3/2026 Seller Date

Docusign Envelope ID: DCBF6720-A731-8C5B-8284-7B1E16C6C5A6

Fifth Amendment To Purchase & Sale Agreement

Commercial Brokers Association
ALL RIGHTS RESERVED
CBA Form PSA I Addendum to PSA
Rev. 7/2020

The following is part of the Purchase and Sale Agreement with Reference Date **April 23, 2025** between **Richland Investment Group LLC &/or Assigns** ("Buyer") and **City of Pasco** ("Seller") regarding the sale of the property located at **nka Argent Road** City of **Pasco, Franklin County, Washington** (the "Property").

IT IS AGREED BETWEEN THE BUYER AND SELLER AS FOLLOWS:

Closing date to be November 3, 2026

Buyer DS Date 9/24/2026 Buyer DS Date 9/25/2026
Seller Initial Date 9/24/2026 Seller Date

AGENDA REPORT

FOR: City Council — September 23, 2022

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Richa Sigdel, Deputy City Manager
City Manager

SUBJECT: Capital Improvement Plan (CIP) for 2027-2032 Projects

I. ATTACHMENT(S):

Presentation
CIP Project Book

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Discussion

III. FISCAL IMPACT:

Adoption of the CIP does not appropriate funds. The plan identifies $695 million in capital investment from 2027 through 2032. Approximately $170 million (about 24%) is secured or committed through utility rates and reserves, impact fees, real estate excise tax, awarded grants, executed loans, and issued bonds. The remaining $525 million (about 76%) depends on grants, bonds, and loans not yet secured, or on sources still to be identified.
Individual projects will be funded only through appropriation in the biennial budget, and construction contracts will return to Council for award. To provide clarity on projects that get started later in the planning horizon, planning period of "future years" is added on the dashboard.

IV. HISTORY AND FACTS BRIEF:

Background
Each cycle, the City updates its CIP, a six-year plan that identifies needed capital facilities, estimated costs, timing, and proposed funding sources. The CIP is a plan, not a budget. Approval does not authorize spending or bind Council to future action. Projects move forward only when funds are appropriated in the biennial budget.
State and federal funding agencies look for projects in an adopted CIP. Inclusion

strengthens the City's grant and loan applications. Estimates for later years are planning-level and will change as design advances, grants are won or lost, and conditions change.

The 2027-2032 plan includes 143 projects totaling $694.9 million:

Water Utility	$295.8M	42.6%
Transportation	$219.8M	31.6%
Parks & Recreation	$70.5M	10.1%
Sewer Utility	$44.7M	6.4%
Buildings & Facilities	$37.5M	5.4%
Irrigation Utility	$10.5M	1.5%
Process Water Reuse Facility (PWRF)	$8.9M	1.3%
Stormwater Utility	$7.1M	1.0%
Total CIP	**$694.9M**	**100%**

Key highlights of the plan:

- Two projects account for about 40% of the plan: the Butterfield Water Treatment Plant replacement ($246.0M) and the Road 76 Overpass ($33.0M).
- Funding is uneven by year. 2029 is the peak ($162.2M), driven by Butterfield plant construction. 2028 is the lightest year ($65.8M), reflecting a gap between major project phases.
- Several projects are planned after 2032 and are excluded from six-year totals: West Side Community Center ($21.2M), Pickleball Complex ($2.2M), and $27.5M of the Signature Community Park.

Impact (other than fiscal)

This plan supports various Council and community interests by planning for the infrastructure needed to serve current residents and future growth. Some key highlights include:

- Safe, reliable drinking water: The Butterfield plant replacement adds capacity for regional growth and treats emerging cyanotoxins in the water supply. The West Pasco Water Treatment Plant expansion raises firm capacity to 18 MGD.
- Traffic safety and mobility: The plan includes Court Street high-crash corridor improvements, pedestrian crossing upgrades identified in the Comprehensive Safety Action Plan, Safe Routes to School, and the Road 76 Overpass to relieve congestion on Road 68.
- Growth and service capacity: New and widened Broadmoor-area arterials, sewer main upsizing, and irrigation system expansion support development in west Pasco.
- Parks and quality of life: About $49.6M funds new community and

neighborhood parks, and $12.1M expands athletic and event facilities that draw visitors and lodging tax revenue.

- Caring for existing assets: About $196.2M, or 28% of the plan, maintains what the City already owns. That includes pavement preservation, aging water and sewer main replacements, and overdue City Hall elevator and generator replacements.

V. DISCUSSION:

Recommendation

Staff requests that Council review and discuss the proposed 2027-2032 Capital Improvement Plan and provide guidance to staff. Council direction will be incorporated into the final CIP, which staff will bring back for adoption by resolution at a future meeting.

Constraints (time or other consideration)

- Budget timing: Adoption is needed before the 2027–2028 biennial budget is adopted on [date], so that near-term projects can be considered for appropriation.
- Grant cycles: Many funding programs require projects to appear in an adopted CIP. Delay may weaken or disqualify upcoming applications.
- Funding uncertainty: About 78% of the plan is not yet funded. Later-year projects will proceed only if grants, loans, or bonds are secured.
- Butterfield program: A project of this size carries significant debt and rate implications. The pilot study begins in October 2026, and completion is anticipated in 2031/2032.
- Cost estimates: Except where design is complete, costs are planning-level and may change significantly.

Next Steps

- Adoption of the Capital Improvement Plan.
- Public dashboard: Staff is finalizing an interactive dashboard so residents can explore CIP projects and funding online. Link is of the dashboard that is current work in progress: https://experience.arcgis.com/experience/faa7725a0c2f4d5f8f85becc4a20104c
- Budget appropriation: Projects in the 2027–2028 biennium are considered for appropriation through the budget. No spending occurs without this step.
- Funding pursuit: Staff pursues grants, loans, and bond authority for the unfunded portion of the plan, following Council's priorities.
- Design and construction: Funded projects move to design, bid, and construction. Contracts return to Council for award.
- Annual update: Staff will update the plan each cycle to escalate costs, revise priorities, and remove completed projects.

Alternatives

- Direct staff to revise proposed plan.

Presentation to City Council

2027–2032 Capital Improvement Plan

October 5, 2026

City of Pasco Washington

What is the Capital Improvement Plan?

A six-year roadmap for the roads, pipes, parks and buildings the City plans to build.

1

A plan, not a budget

The CIP shows what the City intends to build and when. Money is appropriated later, project by project, through the biennial budget.

2

It changes every cycle

Projects move, costs change, and grants are won or lost. The plan is updated regularly as conditions change.

3

Capital, not operations

One-time investments in physical assets — not day-to-day costs like staffing, fuel or supplies.

4

Much of it is not yet funded

A large share depends on grants, bonds and loans not yet secured. Those projects proceed only if funding comes through.

Adopting the CIP does not authorize spending. Each project returns to Council for appropriation and award.

OVERVIEW

2027 through 2032, all funds and all categories.

$695M
Total planned investment, 2027–2032

140
Projects with funding in 2027–2032

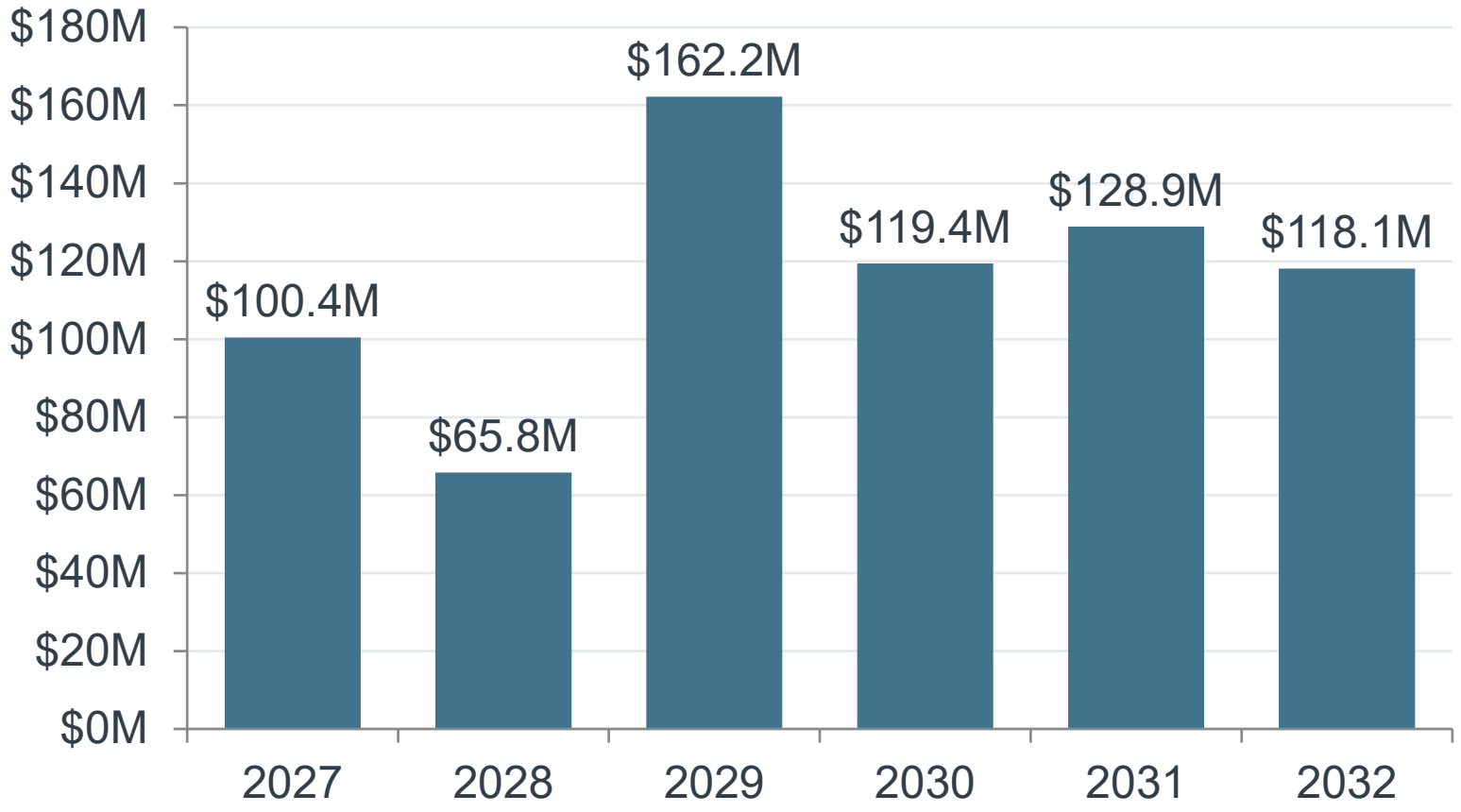
24%
Share with funding secured or committed

76%
Share dependent on grants, bonds or loans not yet secured

- Butterfield Water Treatment Plant and the Road 76 Overpass make up 40% of the six-year plan.
- 2029 is the largest year ($162.2M), driven by construction of the new Butterfield plant; spending by year will vary as project schedules change.
- The unsecured share is normal for a six-year plan, but later years are aspirational until funding is landed.
- 25% of funding for projects scheduled for 2027-2028 biennium are unsecured; projects will not be worked on till funding is secured.

When the money is planned to be spent

Construction of the new Butterfield Water Treatment Plant drives the 2029 peak.



2029 · PEAK YEAR

$162.2M

Butterfield WTP and Softball Complex

2031

$128.9M

Butterfield WTP and Road 76 Overpass

2028 · LIGHTEST YEAR

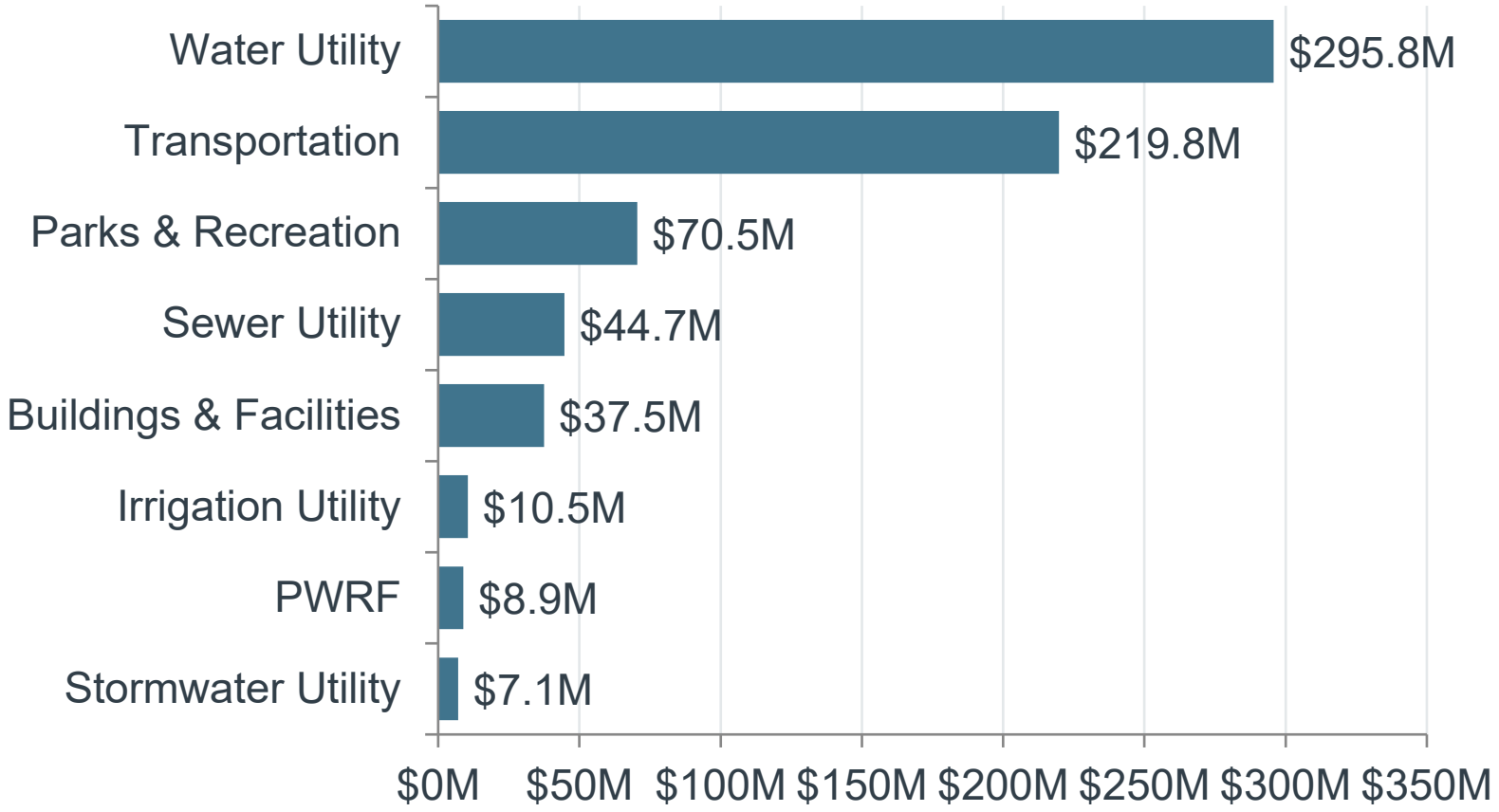
$65.8M

Planned work between major project phases

Figures reflect the fiscal year each funding source is programmed, not necessarily construction timing.

Where the money goes

Water and transportation together account for about three of every four dollars.



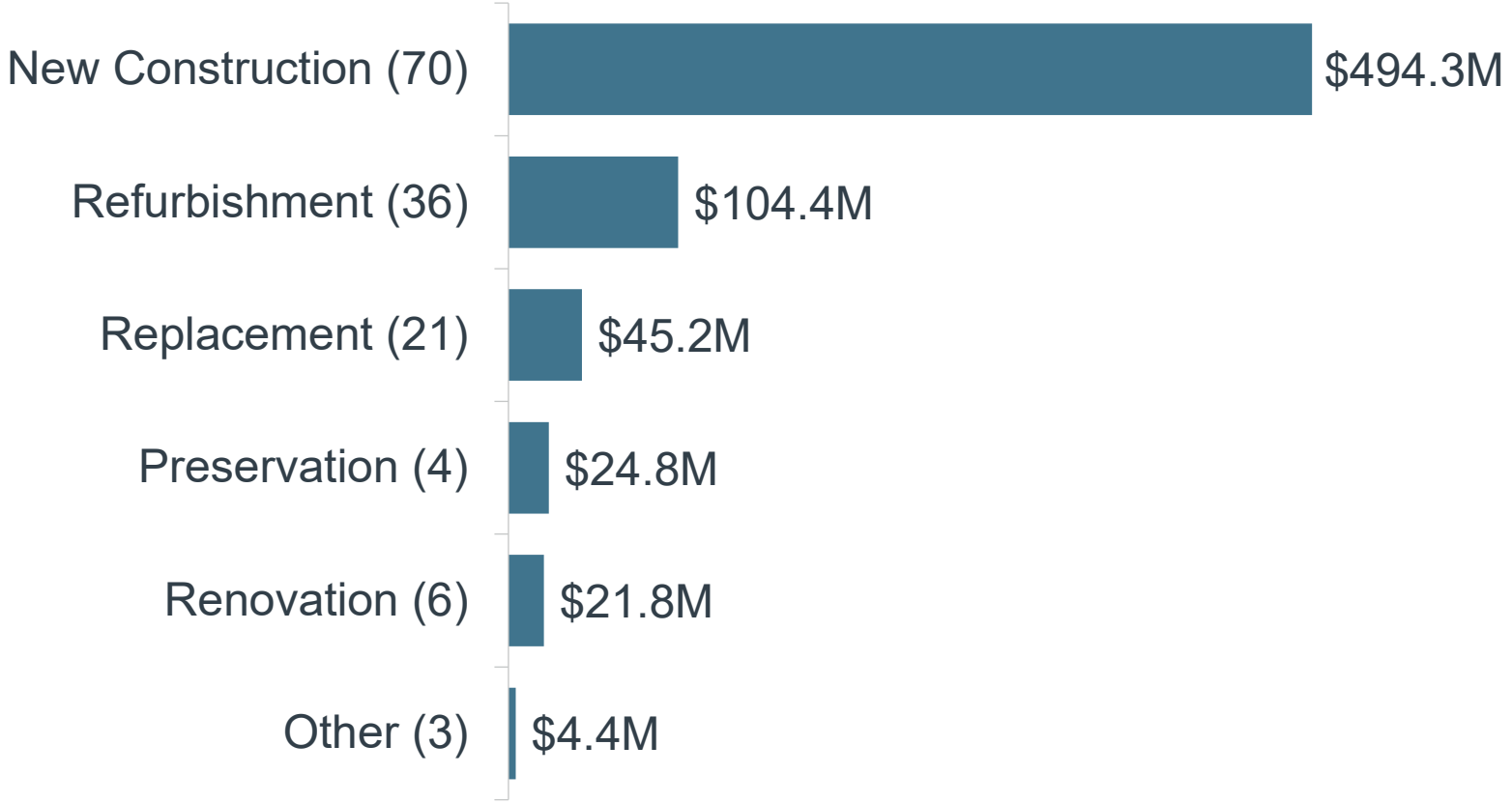
Why water dominates

Butterfield Water Treatment Plant — accounts for $246.0M: 83% of the water total and 35% of the entire plan.

Without it, water would rank third, behind transportation and parks.

What kind of work the plan funds

Most of the six-year plan is new construction.

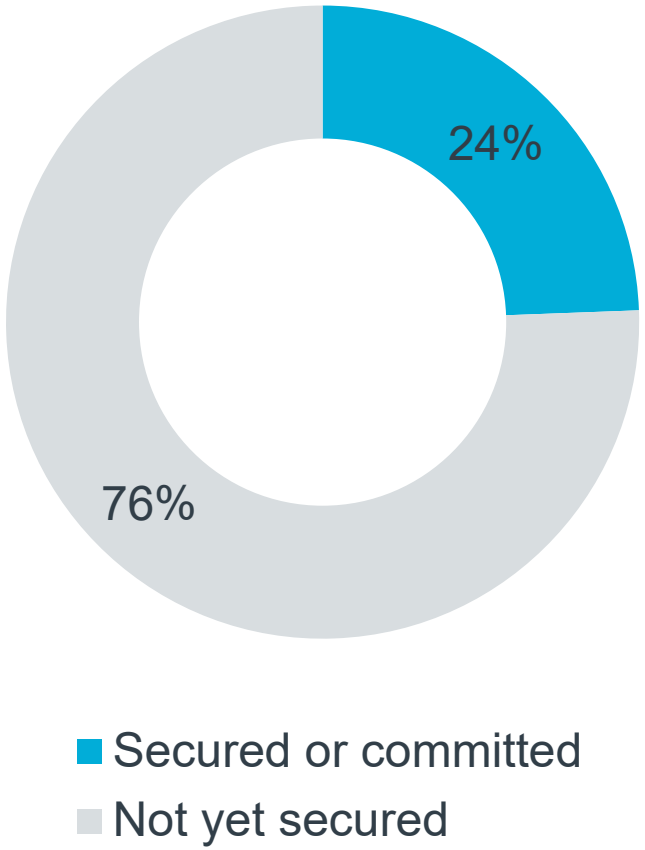


New construction is $494.3M, or 71% of the plan. The Butterfield plant is about half of that.

Work on assets the City already owns - refurbishment, replacement, preservation and renovation - totals $196.2M (28%).

How much of this is secured funding?

About one quarter of the plan has funding in hand or committed.



Secured or committed

$170M

City utility rates and reserves, impact fees, real estate excise tax, awarded grants, executed loans and issued bonds.

Not yet secured

$525M

Competitive grants not yet awarded, revenue bonds not yet issued, loans not yet approved, and sources still to be identified.

Funding status by category

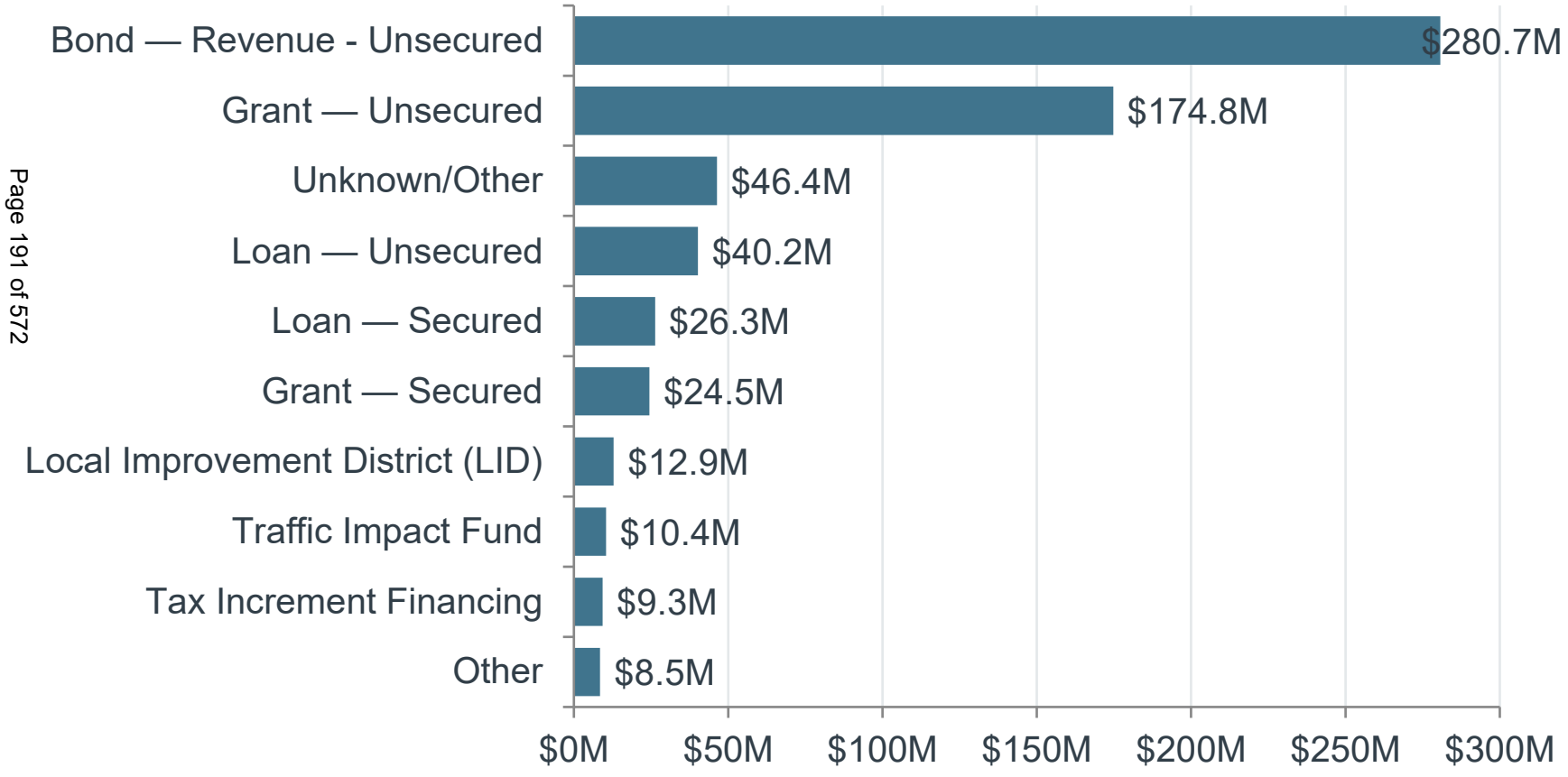
Secured versus not yet secured, 2027–2032.

Category	Secured	Not yet secured	Total	% secured
Water Utility	$39.3M	$256.5M	$295.8M	13%
Transportation	$71.1M	$148.8M	$219.8M	32%
Parks & Recreation	$14.5M	$56.0M	$70.5M	21%
Sewer Utility	$5.7M	$39.0M	$44.7M	13%
Buildings & Facilities	$14.6M	$22.9M	$37.5M	39%
Irrigation Utility	$10.5M	—	$10.5M	100%
PWRF	$6.9M	$2.0M	$8.9M	77%
Stormwater Utility	$7.1M	—	$7.1M	100%
Total	**$169.6M**	**$525.3M**	**$694.9M**	**24%**

Irrigation and stormwater are fully funded by utility rates. Water is 87% unsecured, driven by the Butterfield plant.

Where would the funding come from?

The ten largest sources in the plan. Bonds and grants carry most of the weight.



- Revenue bonds are repaid by utility ratepayers, not general taxes.
- Grants are competitive and largely unawarded.
- Unknown/Other marks projects where staff has not yet identified a source.

Bond and loan proceeds are shown as funding sources; debt service is an operating cost repaid over time.

Transportation

56 projects grouped by corridor or purpose, so related work reads together.

$220M

Planned investment, 2027–2032

$71M secured · **$149M** not yet secured

SPOTLIGHT PROJECT: GROWTH

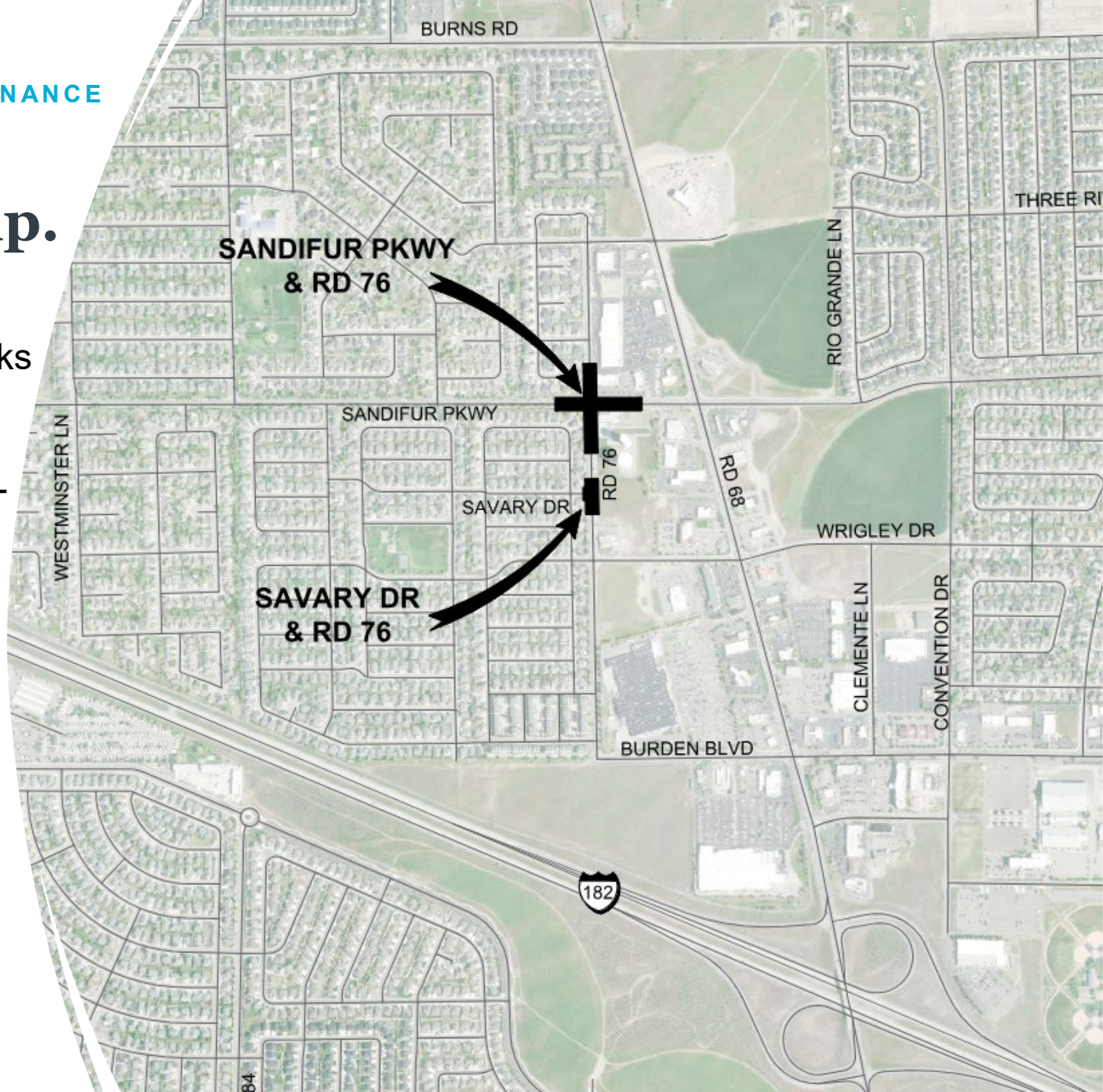
Road 76 Overpass

- Provides much needed north-south overpass across I-182 to provide alternate routes to Road 68 commercial sites and alleviate peak traffic on Road 68.
- Currently in the early phases of design and site exploration.
- Estimated to cost approximately $33.2M for all phases, including design and construction.
- Projected funding sources:
  - Grant ($3.8M Secured)
  - Traffic Impact Fund
  - Proportionate Share
- Anticipated opening in 2032.

SPOTLIGHT PROJECT: OPERATION AND MAINTENANCE

Sandifur and Rd 76 Int. And Pedestrian Safety Imp.

- Provides enhanced pedestrian safety and creates additional roadway striping for fire trucks entering the roadway from the existing station.
- Currently in the late phases of design, with bid-ready documents done around December.
- Estimated to cost approximately $1.8M to construct.
- Final funding sources:
  - Grant ($2.1M Secured)
  - Proportionate Share
  - Traffic Impact Fund
  - Arterial Fund
- Anticipated project completion in 2027.



SPOTLIGHT PROJECT: OPERATION AND MAINTENANCE

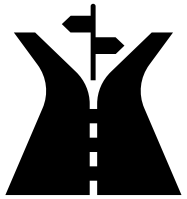
Systemic Pedestrian Crossing Improvements

- Project will enhance pedestrian safety by installing three Rectangular Rapid Flashing Beacons (RRFBs) and one HAWK signal with documented crossing challenges identified by Pasco's Comprehensive Safety Action Plan (CSAP). Each location will be evaluated for appropriate RRFB placement, ADA facilities, signage, and supporting roadway markings to ensure consistent and effective implementation.
- Currently in the planning phase with design anticipated in 2027.
- Estimated to cost approximately $1.8M to construct.
- Final funding sources:
  - Grant
  - Arterial Fund
- Anticipated project completion in 2029.

SPOTLIGHT PROJECT: OPERATION AND MAINTENANCE

Pavement Preservation

- An ongoing, annual effort to mill and inlay existing roadways, or provide full-depth restoration where needed. Aims to prevent additional long-term expenses by addressing pavement quality before entire replacement is needed.



Notable Projects:

- Ainsworth & Lewis St
  - Both projects fully funded through federal grants, with no local match required.
  - Projects have completed plans and should go out to bid in late 2026.

- South Road 68
  - Design will be conducted "in-house" by city employees, saving money on design consultant fees.

- Future projects will continue seeking federal funding opportunities, and utilize the new TBD fund as well as existing overlay and arterial funds.

TRANSPORTATION

High-level overview

$219.8M across 56 projects

- **Overpasses & major crossings**

  $55.2M

- **Broadmoor & west Pasco corridors**

  $38.7M

- **Pavement preservation**

  $28.8M

- **Court Street corridor**

  $23.5M

- **Lewis Street & downtown**

  $20.0M

- **Burden Blvd & Road 68 area**

  $19.2M

- **Neighborhood streets & connections**

  $17.4M

- **Citywide safety & traffic operations**

  $9.0M

- **Sandifur Parkway corridor**

  $8.0M

TRANSPORTATION · CORRIDOR

Broadmoor/Burns Growth Corridors

New and widened arterials that open the Broadmoor area and serve growth west of Road 68.

$38.7M 9 projects, 2027–2032

• Burns Rd extension to Glade Rd	**$8.8M**
• Road 100 widening	**$8.6M**
• Burns Rd extension - missing link	**$6.6M**
• Shoreline Rd realignment	**$3.3M**
• Harris Rd realignment	**$3.0M**
• Road 103 - Sandifur to Buckingham	**$2.6M**
• Road 105 - Sandifur to Buckingham	**$2.3M**
• Buckingham Dr - Road 103 to 105	**$2.0M**
• Buckingham Dr - Road 103 to Broadmoor	**$1.8M**

TRANSPORTATION · CORRIDOR

Sandifur Parkway Corridor

Intersection capacity and pedestrian safety along a busy east–west route.

$8.0M 4 projects, 2027–2032

- Sandifur Pkwy / Convention Dr intersection **$2.3M**
- Sandifur Pkwy / Road 84 intersection **$2.3M**
- Sandifur Pkwy / Road 76 intersection & ped safety **$2.1M**
- Sandifur / Rd 90 & Argent / Rd 88 ped crossings **$1.3M**

TRANSPORTATION · CORRIDOR

Burden Boulevard & Road 68 Area

Improvements in the City’s most congested commercial and retail district.

$19.2M 6 projects, 2027–2032

- Road 68 widening - Chapel Hill Blvd to Argent Rd **$5.8M**
- Burns Rd / Road 68 intersection **$3.7M**
- Burden Blvd / Road 60 intersection **$2.8M**
- Wrigley Dr / Road 76 intersection **$2.5M**
- Burden Rd / Road 44 intersection **$2.3M**
- Burden Blvd / Madison Ave intersection **$2.2M**

TRANSPORTATION · CORRIDOR

Lewis Street & Downtown

Rebuilding downtown and the streets that connect to it.

$20.0M 6 projects, 2027–2032

- Lewis St corridor - 2nd to 5th Ave (Ph. 1) **$10.3M**
- Lewis St underpass demolition **$3.0M**
- W Lewis St / N 14th Ave intersection **$2.8M**
- Lewis St / Heritage Blvd intersection **$2.4M**
- S 4th Ave festival street **$1.3M**
- Lewis St corridor - 5th to 10th Ave (Ph. 2) **$300K**

TRANSPORTATION · CORRIDOR

Court Street Corridor

Safety, capacity and pedestrian improvements on a high-crash corridor.

$23.5M 5 projects, 2027–2032

- Court St pedestrian & bike improvements **$7.3M**
- Court St safety improvements (Ph. 2) **$6.5M**
- Court St / Road 100 intersection **$6.2M**
- Court St / Road 60 intersection **$3.1M**
- Court St safety improvements (Ph. 1) **$450K**

TRANSPORTATION · STRUCTURES

Overpasses & Major Crossings

The most expensive work in the plan.

$55.2M 6 projects, 2027–2032

- Road 76 Overpass **$33.0M**
- I-182 / Broadmoor multiuse pathway & bridge **$9.5M**
- Sylvester St overpass - ped/bike access **$6.4M**
- Harris Rd / Crescent Rd overpass **$4.0M**
- Road 44 FCID canal crossing **$1.6M**
- I-182 / Broadmoor interchange - westbound **$750K**

TRANSPORTATION · CITYWIDE

Pavement Preservation

Resurfacing streets before they deteriorate into full reconstruction.

$28.8M 6 projects, 2027–2032

- Pavement preservation (TBD Fund) **$15.0M**
- Lewis St pavement preservation **$5.0M**
- 4th Ave preservation - Lewis St to I-182 **$3.0M**
- South Road 68 pavement preservation **$2.1M**
- Ainsworth Ave pavement preservation **$1.9M**
- N 4th Ave preservation - I-182 to county line **$1.8M**

TRANSPORTATION · CITYWIDE

Citywide Safety & Traffic Operations

Programmatic work applied at many locations rather than one corridor.

$9.0M 7 projects, 2027–2032

- Citywide traffic signal improvements (Ph. 3) **$3.5M**
- Systemic pedestrian crossing improvements **$1.8M**
- Safe Routes to School **$1.3M**
- Systemic access management safety **$800K**
- Low-cost safety fixes at stop-controlled intersections **$750K**
- Systemic roadway lighting upgrades **$650K**
- Citywide speed management & injury reduction **$245K**

TRANSPORTATION · CITYWIDE

Neighborhood Streets & Connections

Street improvements and new connections in established neighborhoods.

$17.4M 7 projects, 2027–2032

- Argent Rd widening (Ph. 4) — Rd 36 to 44 **$5.9M**
- Rainier Ave / Kartchner St intersection **$2.4M**
- Road 40 East extension **$2.0M**
- Road 40 East pathway **$2.0M**
- James St improvements **$1.9M**
- Clark St improvements **$1.7M**
- Columbia St improvements **$1.6M**

UTILITY

Water, Sewer, Stormwater, Irrigation & PWRF

$367M

Planned investment, 2027–2032

$69.5M secured · **$297.5M** not yet secured

Butterfield Water Treatment Plant Replacement

- Provides critical infrastructure replacements to accommodate the growth of the region and treat emergent cyanotoxins within the water supply. This was the driving factor for the recent and upcoming utility rate increases.
- Currently in the early phases of design, with a pilot study beginning in October 2026.
- Estimated to cost approximately $250M for all project phases.
- Final funding sources:
  - Loans (some portion forgivable)
  - Bonds
- Anticipated project completion in 2031/32.

SPOTLIGHT PROJECT: GROWTH

West Pasco WTP Expansion (Ph 3&4)

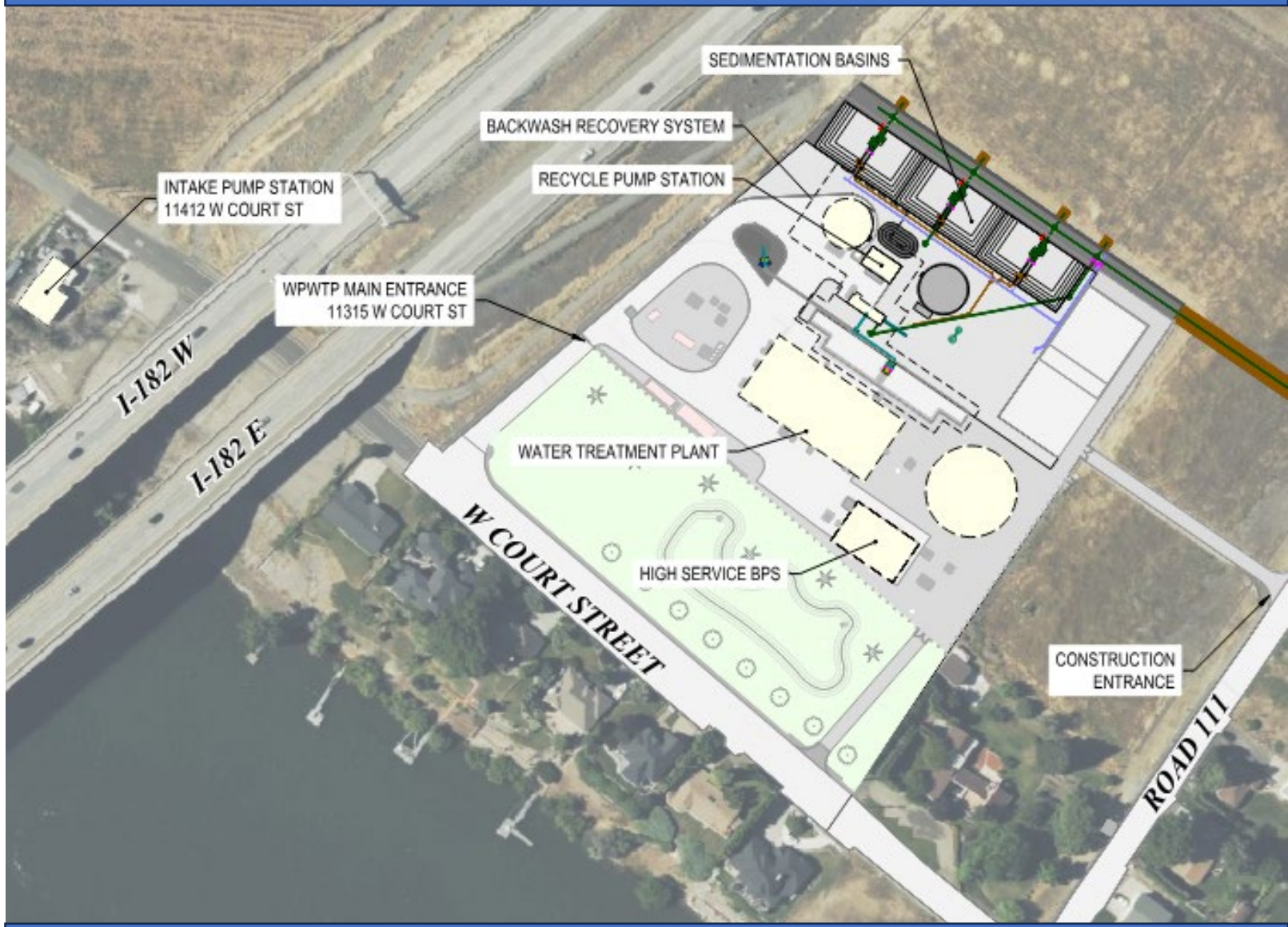
- Project aims to provide the necessary improvements to reliably achieve a firm capacity of 18MGD at the West Pasco Water Treatment Plant. Previous phases have added redundancy and increased firm capacity to 12MGD.

- Currently undergoing pilot study for final design.

- Estimated project cost is $14.6M.

- Projected funding sources:
  - Loan ($13.3M Secured ~50% forgivable)
  - Utility Funds

- Slated for completion of construction in 2028.



SPOTLIGHT PROJECT: OPERATION AND MAINTENANCE AND GROWTH

USACE Easement Sewer Main Upsizing

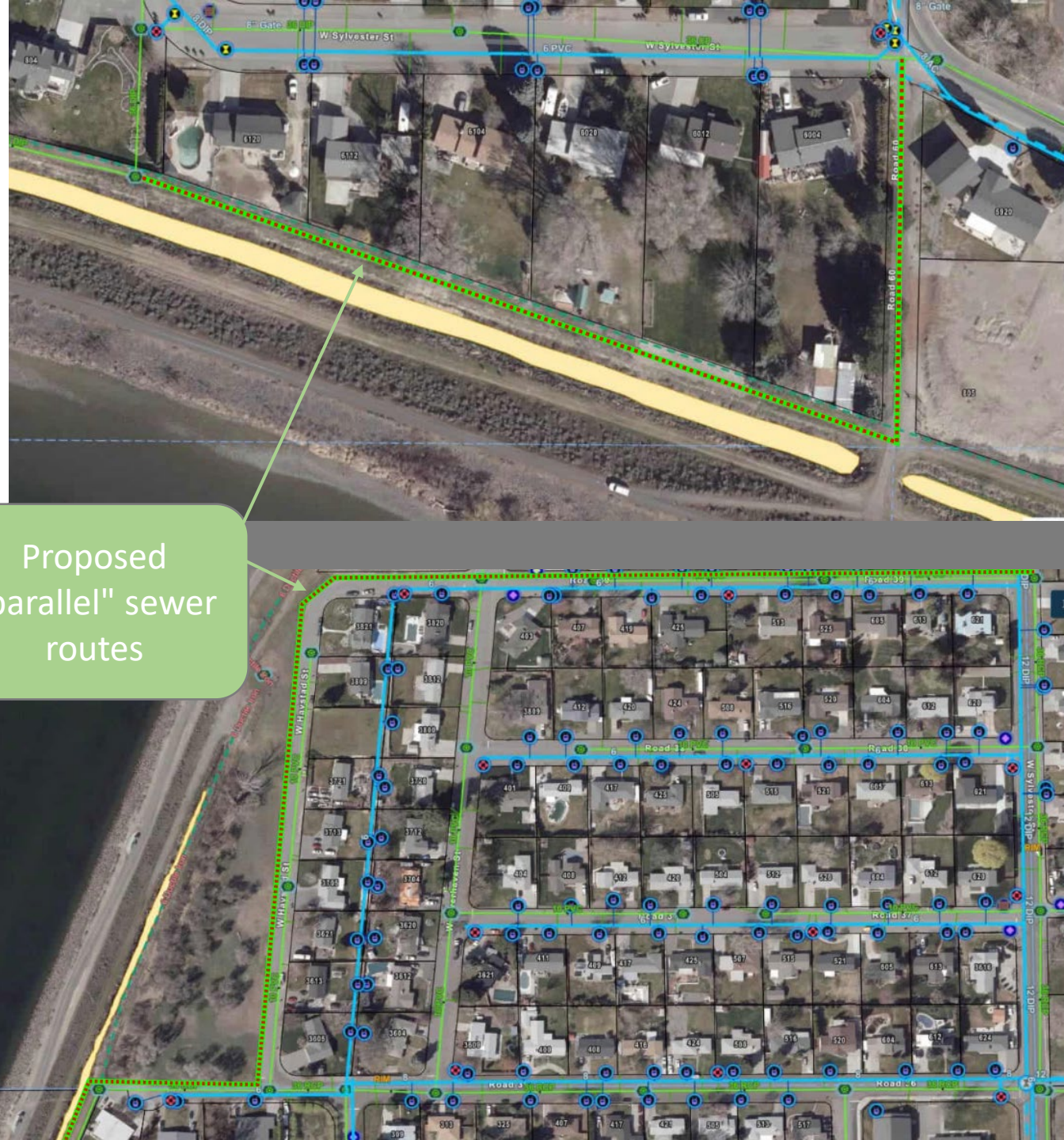
- Provides critical upsizing to sewer trunk mains that are aging and becoming under-sized for the basin they serve. This project upsizes three segments in the system, with future phases upsizing additional downstream mains. Will construct parallel lines in several areas to create redundancy in the system and save cost in bypass pumping.

- Currently at ~50% design with bid-ready documents anticipated for late 2027.

- Estimated project cost is $5.3M.

- Projected funding sources:
  - Loan ($1.3M Secured)
  - Utility Funds

- Slated for completion of construction in 2028, contingent on securing construction funds.



SPOTLIGHT PROJECT: GROWTH

Irrigation System Expansion

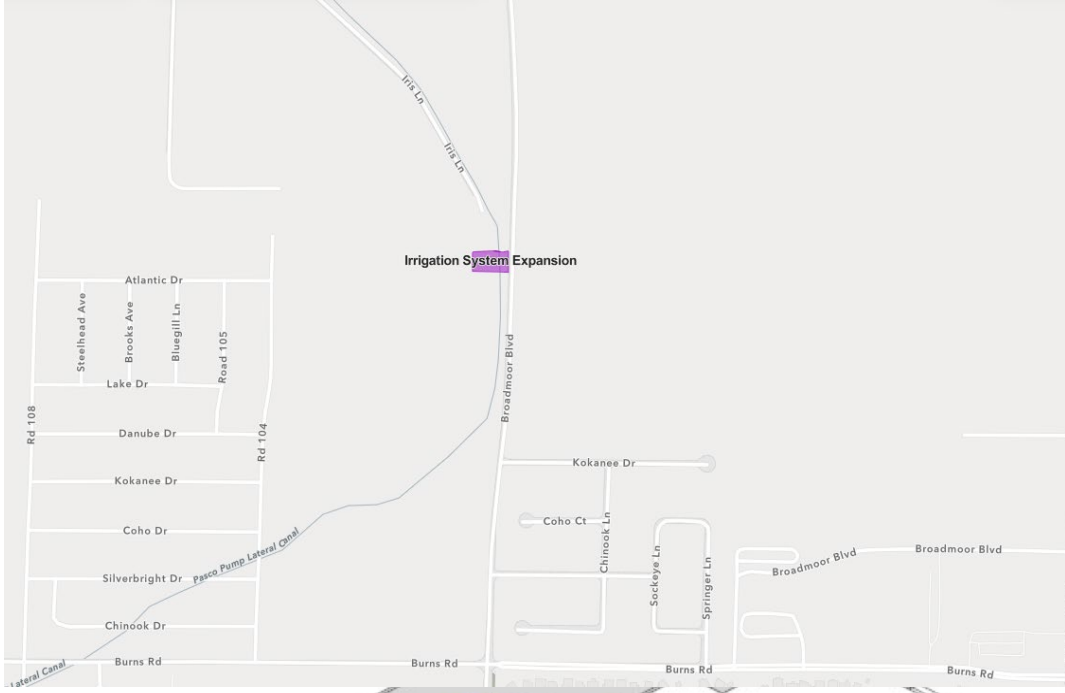
- Due to the current system's limited capacity, an additional source of supply will be secured from the SCBID system to ensure sustainability of the City's irrigation system. This includes installing a delivery and booster pump station on the SCBID wasteway to meet the area's growing irrigation needs.

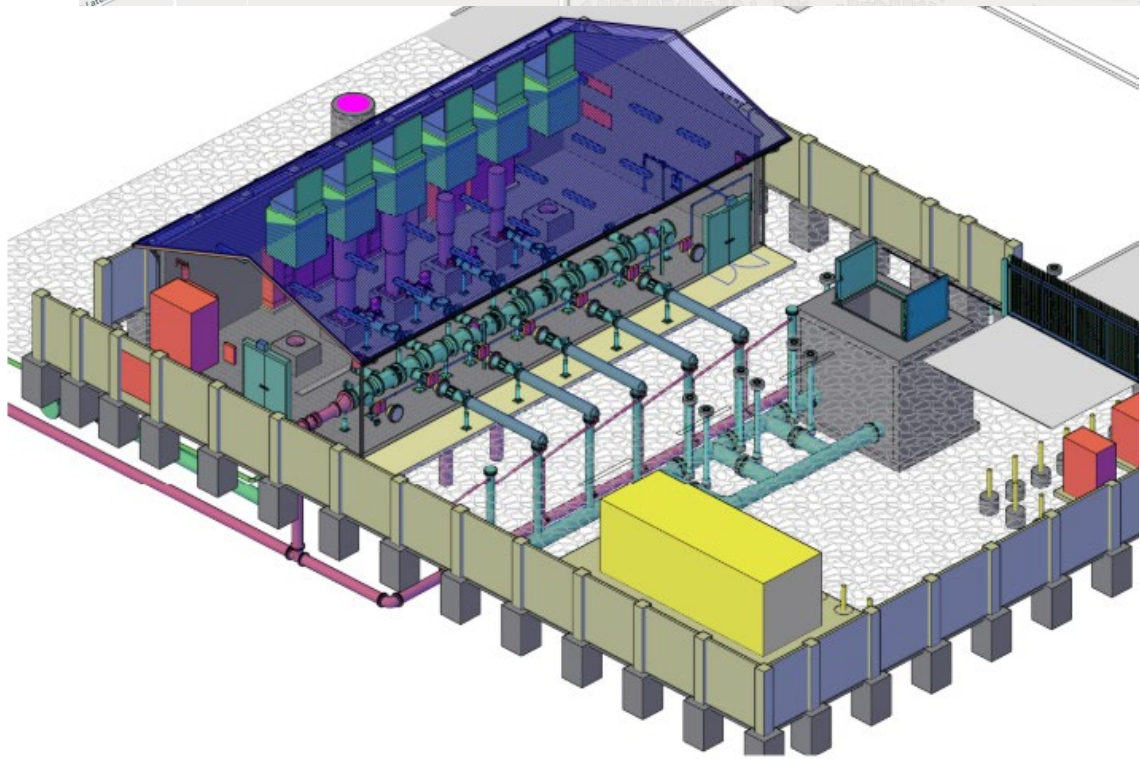
- Currently under construction with critical milestones in the upcoming winter.

- Estimated project cost is $9.7M.

- Final funding sources:
  - Bond ($8.0M Secured)
  - Utility Funds

- Slated for completion of construction in spring 2027.





PWRF Foster Wells Lift Station Improvements

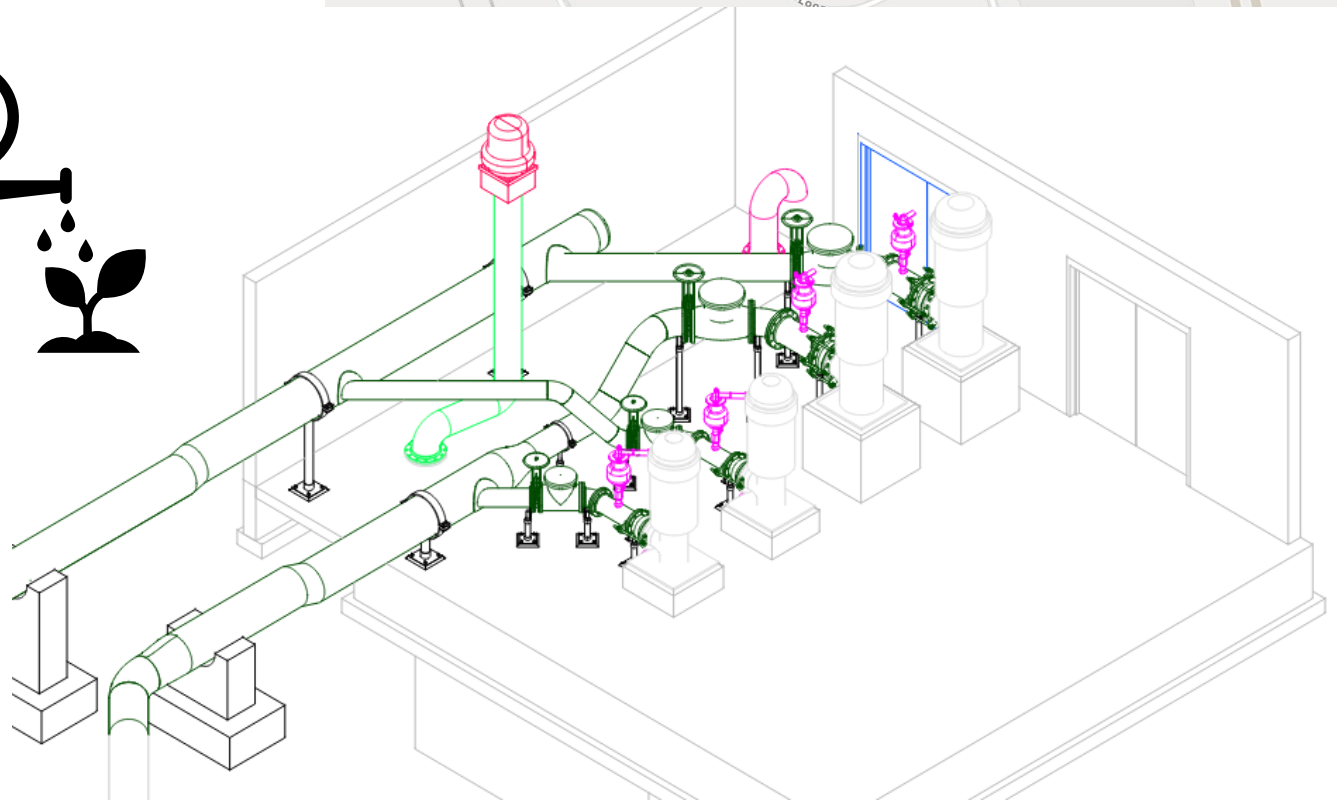
- Project aims to address corrosion issues caused by process water. This involves replacing the existing header at the lift station and adding a second header for system redundancy. Additionally, the existing pumps and piping will be reconfigured and/or replaced to support the new header manifold system, ensuring reliable and efficient operation.

- Currently at ~75% design with bid-ready documents anticipated at the beginning of 2027.

- Estimated project cost is $6.0M.

- Projected funding sources:
  - Grant ($4.4M Secured)
  - Bond

- Slated for completion of construction in 2027.



SPOTLIGHT PROJECT: OPERATION AND MAINTENANCE

Infiltration Improvements Program

- An ongoing effort by the city to rectify identified areas of concern related to inadequate stormwater drainage and facilities. Operations will commonly locate troublesome areas on ponding after rain events, or public works will receive complaints from citizens. This project allots an annual amount to install minor, new facilities and address existing stormwater management deficiencies within the community. There is a rate study review planned for 2028 to analyze funding for the stormwater utility.

- Annual project budget ~$400k.

- Final funding sources:
  - Utility Funds

- Project is ongoing with minor projects completed each year.

Video depicts public stormwater adversely affecting private property and is a great example of an area to improve with this project.

WATER UTILITY · $295.8M

Water system: four kinds of work

Dominated by one generational project.

1

Treatment plants & supply

$270M

Producing drinking water and expanding capacity

2

Storage & pressure

$13M

Reservoirs and pressure control for Zone 2

3

Distribution mains

$9M

Pipes that carry water to homes and businesses

4

System resilience

$3M

Seismic upgrades at existing facilities

Distribution main work, ten projects totaling $9.3M, replaces undersized and aging pipe in established neighborhoods and prevents main breaks. These projects were pushed later to limit overlap with the treatment plant replacement; any main that fails will still be replaced immediately.

First five years of capital projects are sustained by rates to support revenue bond and loans payments.

WATER UTILITY

The single largest investment in the plan

The Butterfield Treatment Plant project is more than one third of the six-year CIP.

$256M

Butterfield Treatment Plant

37%

Share of the six-year plan

Butterfield Plant Project

New water treatment plant	**$246.0M**
Raw water pump station & electrical	**$9.1M**
Plant land acquisition	**$1.0M**

WATER UTILITY

Storage, distribution and resilience

The rest of the water program - $25.8M across 14 projects.

Storage & pressure - $13.3M

- Zone 2 reservoir storage tank **$12.0M**
- Zone 2 pressure valves **$1.0M**
- Road 68 tank actuated valve **$268K**

System resilience - $3.3M

- Seismic improvements **$3.3M**

Distribution mains - $9.3M

- Richardson Rd - Rd 92 to 96 **$2.2M**
- Road 76 - Jacob Ln to W Court St **$1.9M**
- Road 60 - Court St to W Pearl St **$1.4M**
- Empire Dr upsizing **$1.3M**
- Riverhaven St - Rd 36 to 40 **$845K**
- Alton St extension **$638K**
- Road 49 / W Irving St upsizing **$448K**
- Star Ln - Rd 100 to 97 **$341K**
- Road 103 - Maple Dr to Willow Way **$208K**
- W Court St / N 3rd Ave connection **$55K**

SEWER UTILITY · $44.7M

Sewer system: plant, pipes and pumps

Three kinds of work, organized the way the system operates.

1 Collection system upsizing

$27M

Enlarging mains that are at or near capacity

2 Treatment plant

$11M

Wastewater treatment plant Phases 3 and 4

3 Lift stations

$6M

Pump stations that move flow uphill

Largest sewer projects

- WWTP improvements - Phase 4 **$7.5M**
- Sylvester St upsize - Rd 60 to 44 **$6.7M**
- Court St upsize - Rd 100 to 110 **$5.1M**
- USACE easement main upsizing **$4.6M**

Stormwater, Irrigation and PWRF

Stormwater utility

$7M

Manages runoff and meets state permit requirements.

- Infiltration program **$2.4M**
- Pipe relining Ph. 1 **$1.5M**
- Pipe relining Ph. 2 **$1.4M**
- N Sycamore infiltration **$1.1M**
- Burden Blvd infiltration **$330K**
- East A St infiltration **$320K**
- Sylvester pipe repair **$50K**

Irrigation utility

$11M

Expands the non-potable system, reducing demand on drinking water.

- System expansion **$6.1M**
- New irrigation well **$4.4M**

PWRF

$9M

Process Water Reuse Facility; serves Pasco's food processors.

- Foster Wells lift station **$5.9M**
- Farm well 8 replacement **$1.0M**
- Farm upgrades (Ph. 4) **$1.0M**
- Lab and office **$998K**

Parks & Recreation

Organized by what the investment does: build new parks, renew existing ones, expand athletic facilities, or connect the city by trail.

$73M

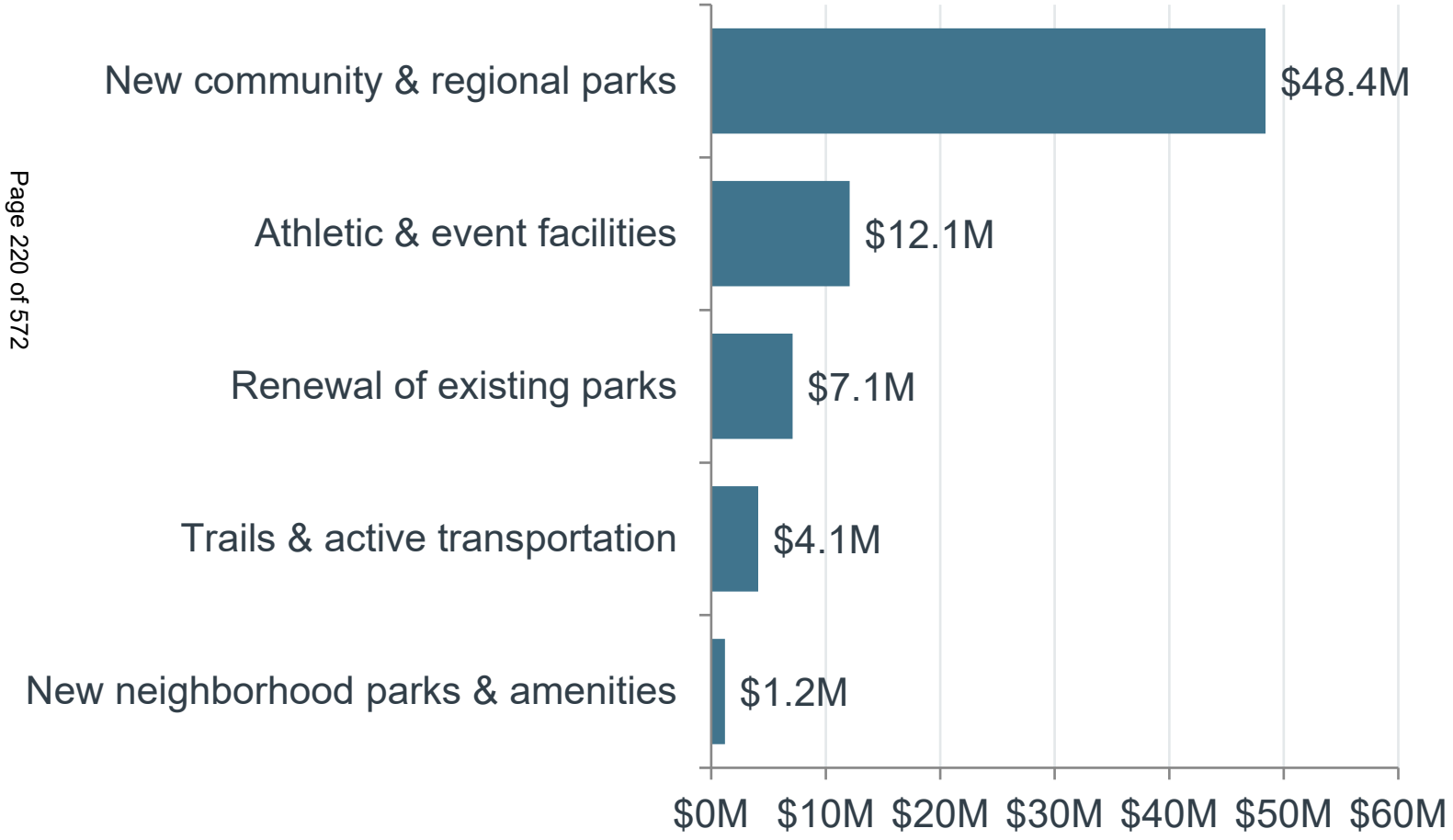
Planned investment, 2027–2032

$15M secured · **$58M** not yet secured

PARKS & RECREATION

Five kinds of park investment

About two-thirds of the parks program builds new community-scale parks.



About $49.6M goes to building new parks and $7M to renewing parks Pasco already has.

New parks serve growth and are partly funded by park impact fees. Renewal protects assets already built.

Council may want to weigh whether that balance is right.

PARKS & RECREATION

New parks

Three community-scale parks and five neighborhood-scale projects, totaling $49.6M.

Community parks - $48.4M

- Softball complex **$30.0M**
- Shoreline Drive Park **$9.4M**
- Signature community park **$9.0M**

Large parks serving a quadrant of the city or the city as a whole. Highest cost and longest build timeline.

Neighborhood parks - $1.2M

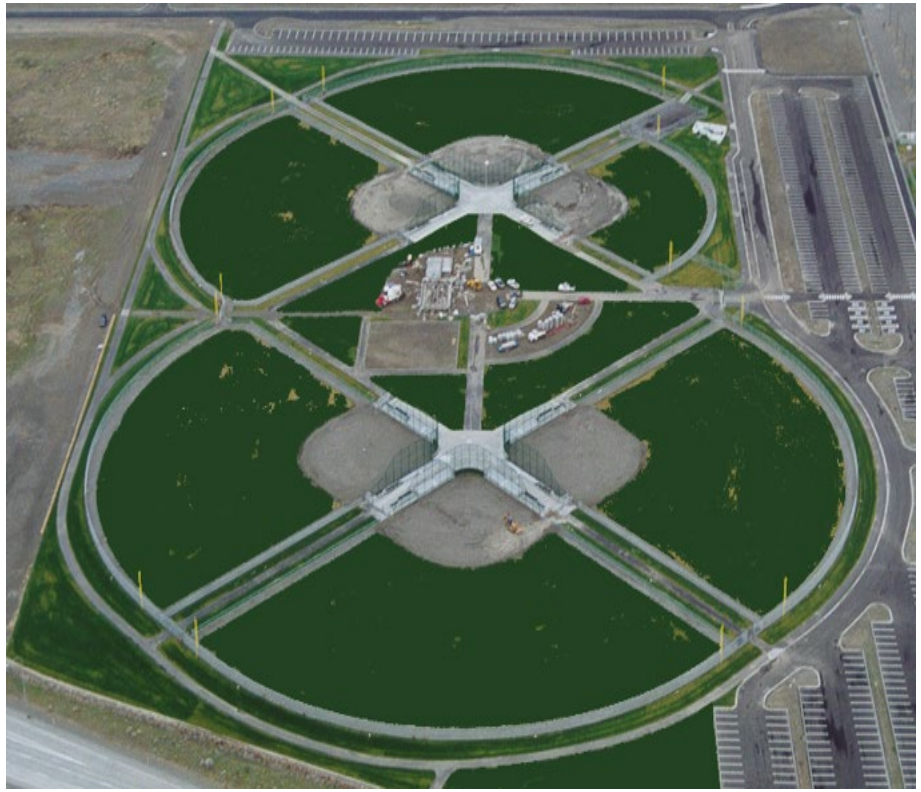
- Road 54 Erwin neighborhood park **$500K**
- Neighborhood skate spots **$285K**
- Road 48 Central Pasco park **$200K**
- Dog park — W A St & S 17th Ave **$175K**
- Road 80 Park **$25K**

Pickleball complex ($2.2M) is now planned after 2032. Signature park has $27.5M more after 2032.

SPOTLIGHT PROJECT: NEW PARKS

Softball Complex

- Replacement of currently leased softball fields.
- Purchase property in 2027.
- Estimated project cost is $30M.
- Slated for completion of construction at earliest by 2029.
- 65% of the funding is unsecured.



PARKS & RECREATION

Park Renewal

Expanding tournament-capable facilities while maintaining what is already built.

Athletic & event - $12M

- GESA Stadium Parking Lot **$4.6M**
- A Street Sports Complex - Ph. 2 **$3.6M**
- A Street Sports Complex - Ph. 3 **$3.6M**
- GESA Stadium - MLB Requirements **$150K**
- Wade/Erwin Parking Lot Expansion **$100K**

Supports youth and tournament sports, which draw visitors and lodging tax revenue to Pasco.

Park renewal - $7M

- Marina Dock B Replacement **$2.3M**
- Peanuts Park North Refurbishment **$2.2M**
- Marina Dock C Replacement **$1.5M**
- Memorial Park Play Field Conversion **$550K**
- Irrigation Clock Conversion **$220K**
- Security & Pathway Lighting Pilot **$174K**
- Xeriscape Conversions **$125K**
- Sylvester Park Enhancements **$75K**

SPOTLIGHT PROJECT: PARKS RENEWAL

GESA Stadium Parking Lot

- Repaving the parking lot.
- Shaded pedestrian road from pad sites along Burden Blvd.
- Safer pedestrian access and ADA accessibility.
- Estimated project cost is $4.6M.
- Slated for completion of construction at earliest by 2030.
- 100% of the funding is unsecured.

PARKS & RECREATION

Trails and Active Transportation

Connecting existing trail segments into a network people can use end to end.

$4M 5 projects, 2027–2032

FCID canal bike/pedestrian pathway	**$2.6M**
Citywide trail connections & improvements	**$565K**
Sacajawea Trail BNSF crossing	**$450K**
Sacajawea Heritage Trail levee lowering	**$350K**
Big Cross mountain bike trails	**$125K**

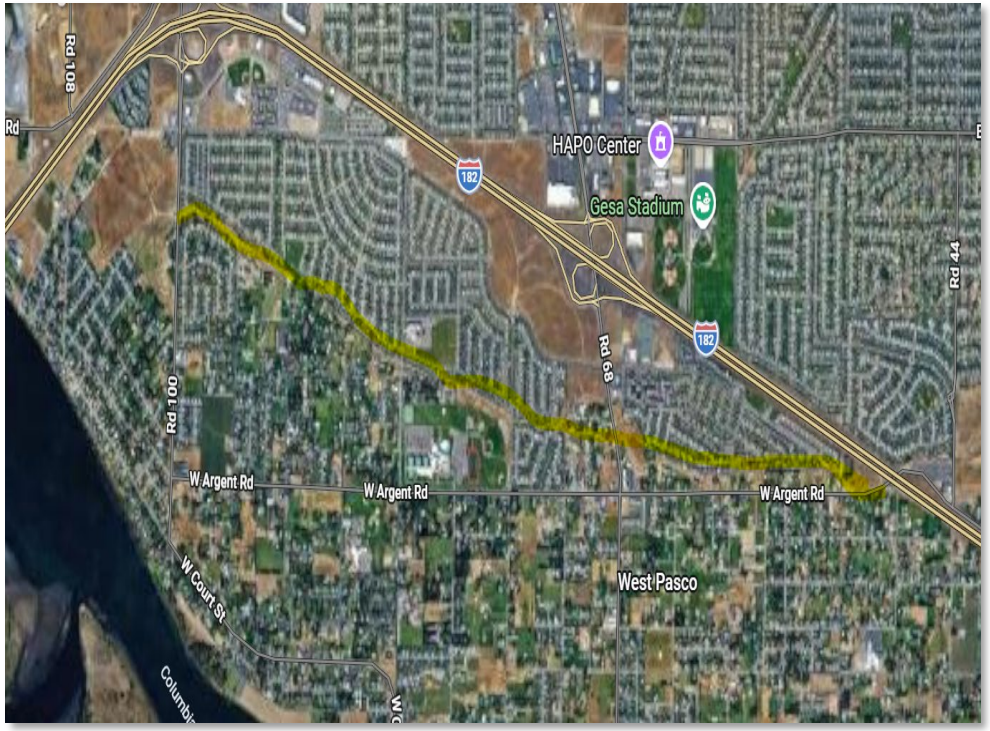
Related trail work in Transportation

Road 40 East pathway and the I-182 / Broadmoor multiuse bridge are counted in the Transportation section.

SPOTLIGHT PROJECT: TRAILS AND ACTIVE TRANSPORTATION

FCID Bicycle/Pedestrian Pathway

- East/West Trail connection.
- Requires collaboration with FCID and property owners.
- $2.6M in estimate to build rudimentary trail, anticipate the cost to increase based on negotiations.



SECTION FOUR

Buildings & Facilities

City facilities grouped by who they serve: the community, public safety, or the City's own operations.

$35M

Planned investment, 2027–2032

$14M secured · **$21M** not yet secured

BUILDINGS & FACILITIES

Four kinds of facility investment

West Side Community Center ($21.2M) is planned after 2032, so it is not in these totals.

Community & Recreation — $14M

MLK Center renovation - Ph. 3	**$6.1M**
MLK Center renovation - Ph. 2	**$5.4M**
Sun Willows pro shop & restaurant	**$1.6M**
Memorial Pool Liner Replacement	**$1.0M**

Public Safety — $11M

Police Headquarters Expansion	**$8.5M**
Future fire stations 86 & 87 (land)	**$1.0M**
Police Academy Improvements	**$902K**
Police Headquarters Generator	**$467K**

City Hall & Facility Renewal — $10M

General facilities refurbishment	**$3.7M**
City Hall Generator	**$2.0M**
City Hall Elevators (2)	**$1.9M**
Hopkins Building (Library) refurb.	**$1.5M**
Prior animal shelter demolition	**$400K**

Parking — $750K

Thunderbird / Farmers Market parking	**$750K**

BUILDINGS & FACILITIES

Renewing what we already own

Facility renewal is the least visible line in the plan and the one most often deferred.

$9.5M

Six-year facility renewal and refurbishment

- General facilities refurbishment **$3.7M**
- City Hall generator **$2.0M**
- City Hall elevators (2) **$1.9M**
- Hopkins Building (Library) refurb. **$1.5M**
- Former animal shelter demolition **$400K**

Planned replacement costs less than emergency repairs and avoids service disruptions.

Next steps

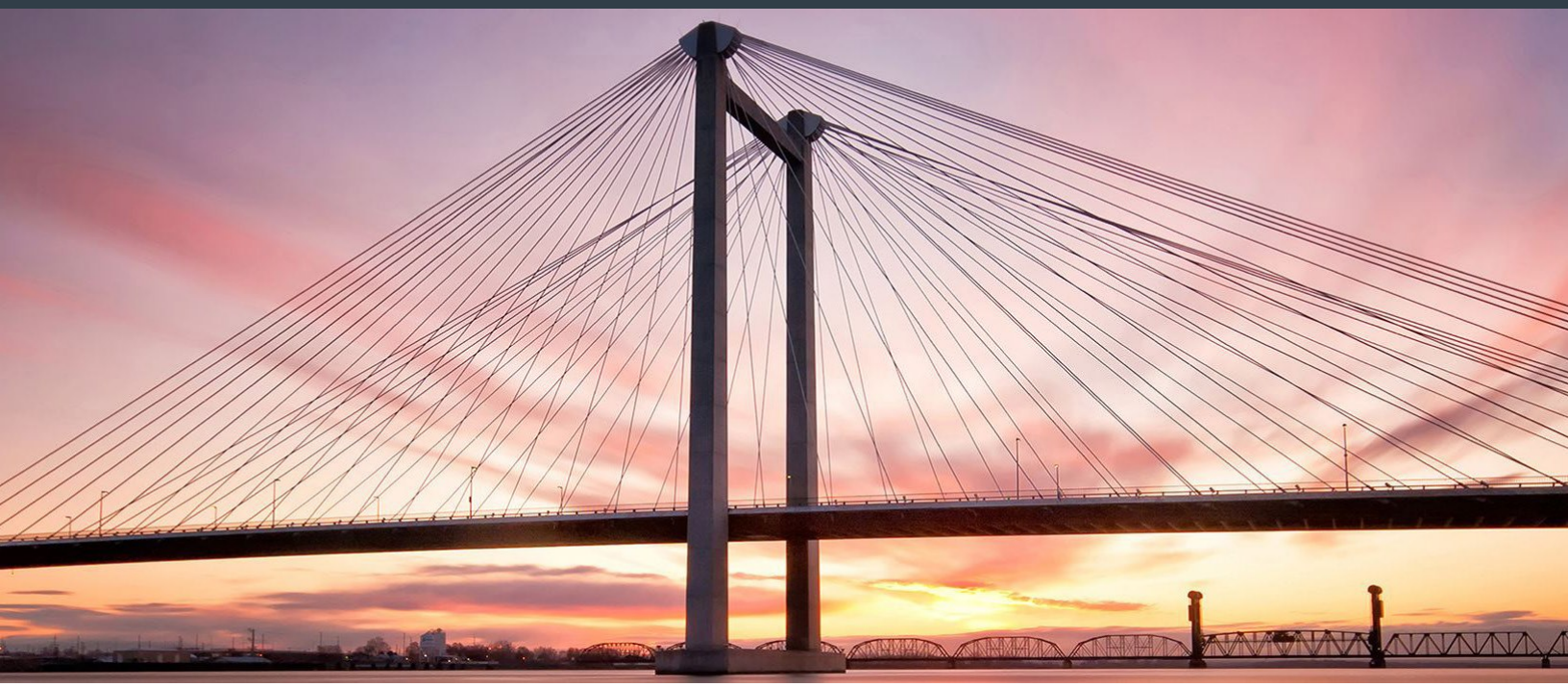
1	**Council review & adoption**	Council reviews the plan, gives direction on priorities, and adopts it as the City's capital roadmap.
2	**Budget appropriation**	Projects in the next biennium are appropriated through the budget. No spending occurs without that step.
3	**Funding pursuit**	Staff pursues grants, loans and bond authority for the $525.3M not yet secured. Awards determine what proceeds.
4	**Design & construction**	Funded projects move to design, then bid and construction. Contracts return to Council for award.
5	**Annual update**	The plan is revisited each cycle. Costs are escalated, priorities revised, and completed projects drop off.

City of Pasco
Washington

City of Pasco

Capital Improvement Plan

2027–2032



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2027–2032 Capital Improvement Plan

Introduction

The Capital Improvement Plan (CIP) is the City of Pasco's six-year roadmap for the roads, utilities, parks and buildings our community relies on every day. It shows what the City plans to build or replace from 2027 through 2032, what each project is expected to cost and how it is expected to be paid for.

This plan totals $694.9M across 140 projects. It is shaped by three realities: a growing region that needs new capacity, aging infrastructure that needs reinvestment, and a funding picture in which about three of every four dollars still depend on grants, loans and bonds the City has not yet secured. The plan goes further and provides prior year and future year data, however, regulatorily CIP is a 6-year plan and summary information discussed is for planning period from 2027 to 2032.

Four things to know about the CIP

- **A plan, not a budget.** Adopting the CIP does not authorize spending. Each project returns to Council for appropriation through the biennial budget and for contract award.
- **It changes every cycle.** Projects move, costs change, and grants are won or lost. The plan is updated regularly as conditions change.
- **Capital, not operations.** CIP covers one-time investments in physical assets, not day-to-day costs like staffing, fuel or supplies.
- **Much of it is not yet funded.** Projects that depend on unsecured grants, bonds or loans proceed only if that funding comes through.

How to access the Plan

This summary is followed by a one-page profile for each project, arranged alphabetically by project name. However, an interactive website (https://cip-cityofpasco.hub.arcgis.com/) is available for easier navigation of individual projects including:

- The responsible department and project type.
- Assumptions about timing, design and funding, and a description of the work.
- Funding by year and source, and expenditures by year and phase (design, land and right of way, and construction).

Figures in this summary reflect funding programmed for 2027 through 2032 and show the fiscal year each source is programmed, not necessarily when construction occurs. A few profiles show work funded only before 2027 or after 2032; those amounts are not included in six-year totals. Funding schedule and expenditure schedule are closely aligned but not exact.

The Plan At A Glance

$695M	140	24%	76%
Total planned investment, 2027–2032	Projects with funding in 2027–2032	Secured or committed ($169.6M)	Not yet secured ($525.3M)

Planned investment by year

Year	Total	Secured	Not yet secured	% secured
2027	$100.4M	$91.6M	$8.9M	91%
2028	$65.8M	$33.0M	$32.8M	50%
2029	$162.2M	$10.4M	$151.7M	6%
2030	$119.4M	$12.6M	$106.8M	11%
2031	$128.9M	$11.0M	$117.9M	9%
2032	$118.1M	$11.0M	$107.1M	9%
Total	**$694.9M**	**$169.6M**	**$525.3M**	**24%**

Key takeaways

- **Two projects drive the plan.** The Butterfield Water Treatment Plant and Road 76 Overpass make up 40% of six-year spending.
- **2029 is the peak year.** Planned investment reaches $162.2M in 2029, driven by construction of the new Butterfield plant. 2028 is the lightest year at $65.8M.
- **Near-term work is largely funded.** 91% of 2027 funding is secured. About 25% of funding for the 2027–2028 biennium is not yet secured, and those projects will not move forward until it is.
- **Later years are aspirational.** From 2029 through 2032, only 9% of planned funding is secured. Those years depend on grant awards, loan approvals and bond issuance.

What the plan delivers

- **Safe, reliable drinking water.** Replacing the Butterfield plant adds capacity for regional growth and treats emerging cyanotoxins. Expanding the West Pasco Water Treatment Plant raises firm capacity to 18 MGD.
- **Traffic safety and mobility.** Improvements target the Court Street high-crash corridor, pedestrian crossings identified in the Comprehensive Safety Action Plan, and Safe Routes to School. The Road 76 Overpass will relieve congestion on Road 68.
- **Growth and service capacity.** New and widened Broadmoor-area arterials, larger sewer mains and an expanded irrigation system support development in west Pasco.
- **Parks and quality of life.** About $49.6M builds new community and neighborhood parks. Another $12.1M expands athletic and event facilities that draw visitors and lodging tax revenue.
- **Caring for existing assets.** About $196.2M maintains what the City already owns, including pavement preservation, aging water and sewer main replacements, and overdue City Hall elevator and generator replacements.

Where the Money Goes

Water and transportation together account for about three of every four dollars in the plan.

Category	Projects	Total	Secured	Not yet secured	% sec.
Water Utility	18	$295.8M	$39.3M	$256.5M	13%
Transportation	56	$219.8M	$71.1M	$148.8M	32%
Parks & Recreation	26	$72.8M	$14.5M	$58.3M	20%
Sewer Utility	13	$44.7M	$5.7M	$39.0M	13%
Buildings & Facilities	14	$35.2M	$14.6M	$20.6M	41%
Irrigation Utility	2	$10.5M	$10.5M	—	100%
PWRF	4	$8.9M	$6.9M	$2.0M	77%
Stormwater Utility	7	$7.1M	$7.1M	—	100%
Total	**140**	**$694.9M**	**$169.6M**	**$525.3M**	**24%**

One project explains why water leads: the new Butterfield Water Treatment Plant accounts for $246.0M, or 83% of the water total and 35% of the entire plan. Irrigation and stormwater are fully funded by utility rates.

What kind of work the plan funds

Type of work	Projects	Six-year total	Share
New Construction	70	$494.3M	71%
Refurbishment	36	$104.4M	15%
Replacement	21	$45.2M	6%
Preservation	4	$24.8M	4%
Renovation	6	$21.8M	3%
Other	3	$4.4M	1%
Total	**140**	**$694.9M**	**100%**

New construction makes up 71% of the plan, and the Butterfield plant is about half of it. Work on assets the City already owns, including refurbishment, replacement, preservation and renovation, totals $196.2M, or 28%. Planned replacement costs less than emergency repairs and avoids service disruptions.

Where the Funding Comes From

Loans, grants and bonds carry most of the plan. Most of that funding is not yet in hand.

Source	What it includes	Amount	Secured
Loans	Mostly state and federal infrastructure loans for water and sewer	$242.5M	$40.4M
Grants	State and federal grants; most are competitive and not yet awarded	$204.8M	$30.2M
Bonds	Utility revenue bonds and limited tax general obligation bonds	$101.5M	$8.9M
City taxes and dedicated funds	Transportation Benefit District, REET, tax increment financing, lodging tax, arterial and overlay funds	$56.8M	$56.8M
Utility rates	Water, sewer, stormwater and irrigation service revenue	$20.4M	$20.4M
Impact fees and developer share	Traffic impact fees, park development fees and proportionate share	$13.1M	$13.1M
Unsecured	Projects where a funding source has not yet been determined	$55.9M	—
Total		**$694.9M**	**$169.6M**

- **Loans and revenue bonds** are almost entirely for water and sewer projects and are repaid over time by utility ratepayers, not general taxes.
- **Grants are competitive.** Of $204.8M in planned grants, $174.6M has not yet been awarded.
- **Not yet identified** marks $55.9M in projects where staff has not yet determined a funding source.

Program Highlights

Transportation | $219.8M, 56 projects

Work is grouped by corridor and purpose. The largest investments are overpasses and major crossings ($55.2M), led by the Road 76 Overpass ($33.0M, anticipated to open in 2032), and new Broadmoor-area arterials ($38.7M). The plan also funds Court Street safety improvements ($23.5M) and pavement preservation ($28.8M, including $15.0M from the new Transportation Benefit District).

Utilities | $367.0M, 44 projects

The Butterfield plant program ($256.1M) begins a pilot study in October 2026, with completion expected in 2031–2032. The West Pasco Water Treatment Plant expansion is slated for completion in 2028. Sewer work focuses on upsizing mains at or near capacity ($27.4M) and treatment plant improvements ($11.4M). The irrigation system expansion adds supply from the South Columbia Basin Irrigation District and is slated for completion in spring 2027.

Parks & Recreation | $72.8M, 26 projects

About two-thirds of the program builds new community-scale parks, led by a $30.0M softball complex that replaces leased fields, Shoreline Drive Park and a signature community park. Athletic and event facilities ($12.1M) include the A Street Sports Complex and GESA Stadium parking. Renewal ($7.1M) includes Marina Dock B and C replacements and Peanuts Park.

Buildings & Facilities | $35.2M, 14 projects

Major projects include the Police Headquarters expansion ($8.5M) and Martin Luther King Center renovation ($11.5M). Facility renewal ($9.5M) addresses City Hall elevators and generator, the Hopkins Building and general refurbishment. The West Side Community Center ($21.2M) is planned after 2032.

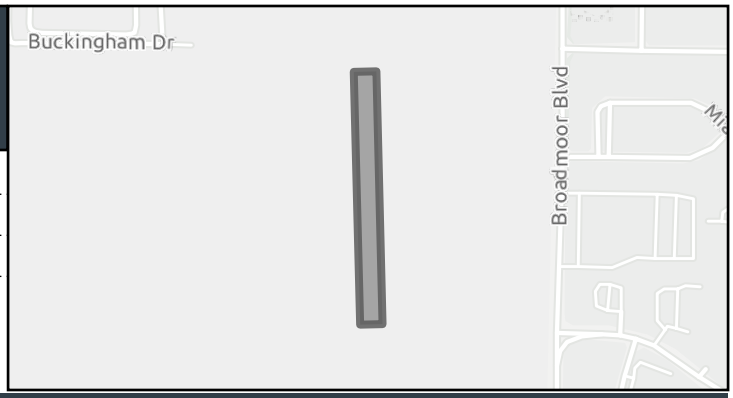
2027-2032 Capital Improvement Plan

103 - Sandifur to Buckingham

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



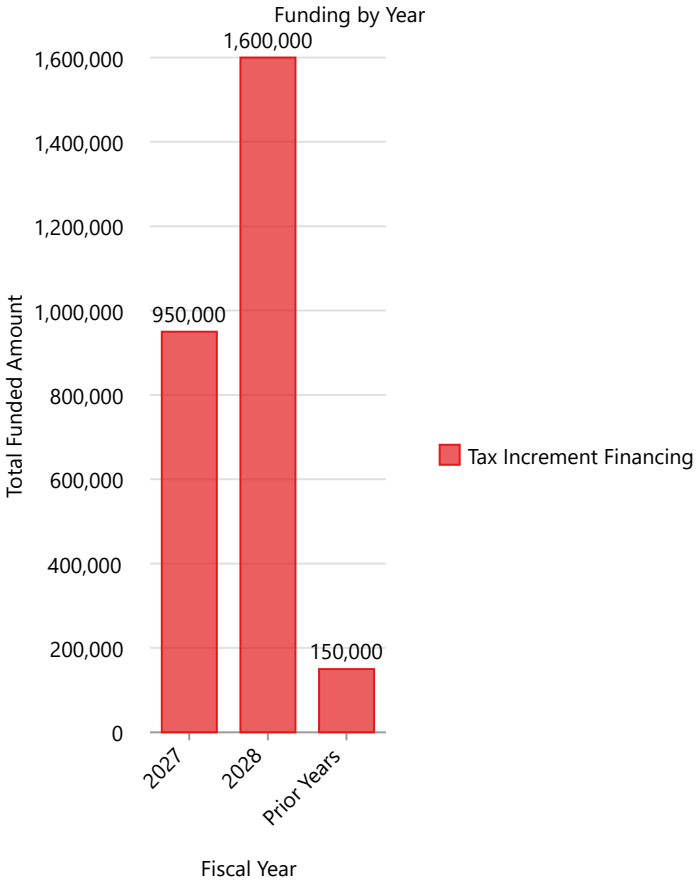
Assumption

It is assumed that this project will begin design in 2026 and be ready for bid in Summer of 2027.

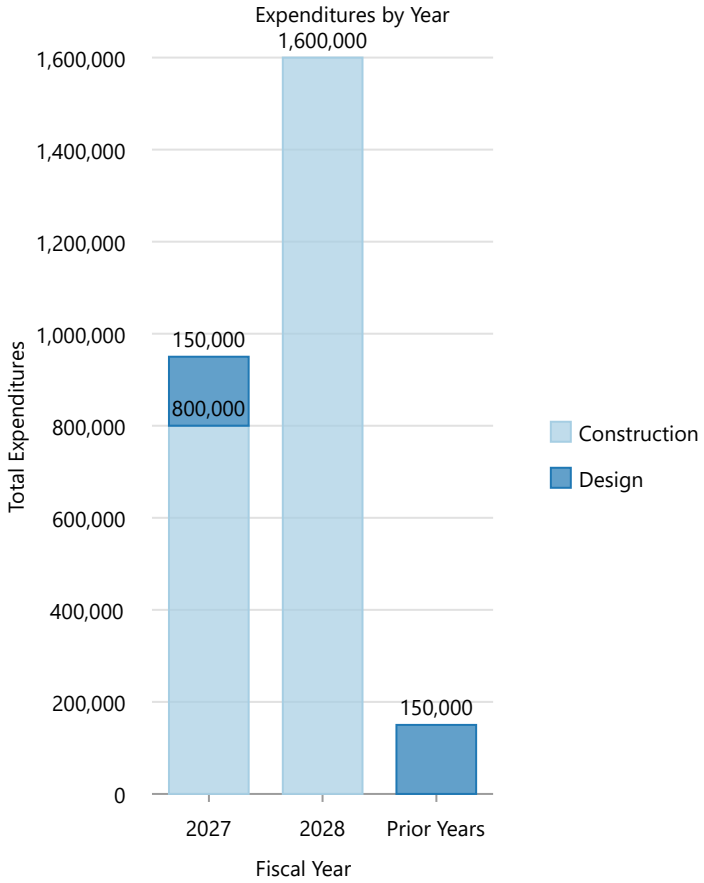
Description

Project will build the section of Buckingham Drive between Road 103 and Road 105. Improvements will be in line with the Broadmoor Area Master Plan.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



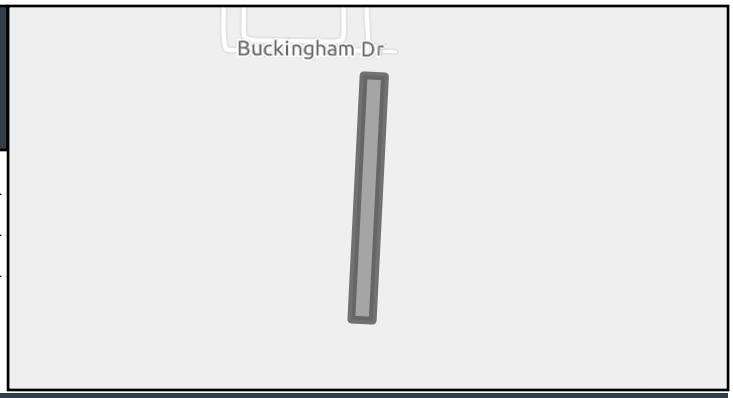
2027-2032 Capital Improvement Plan

105 - Sandifur to Buckingham

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



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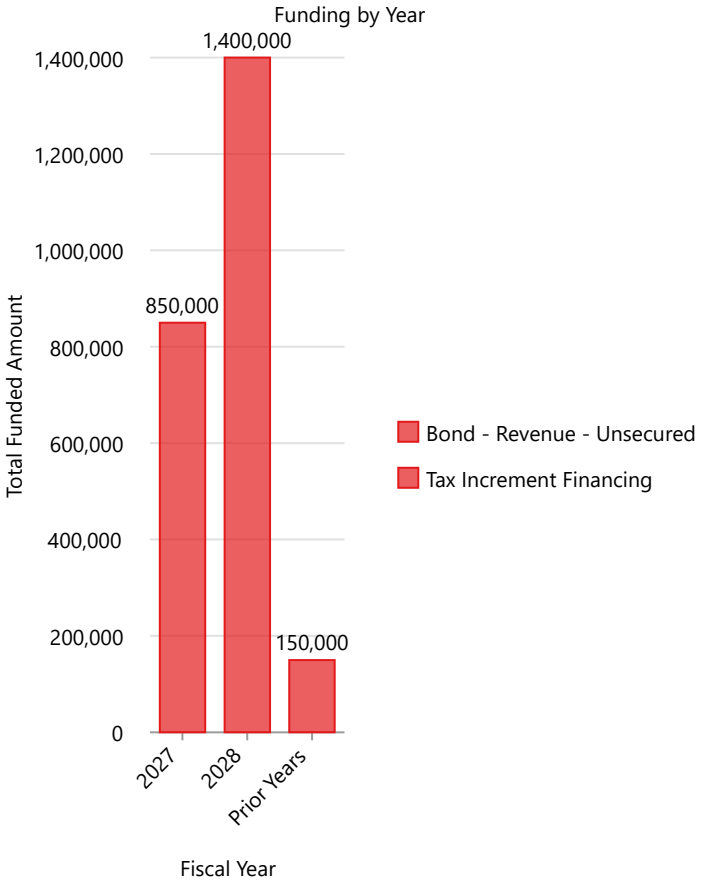
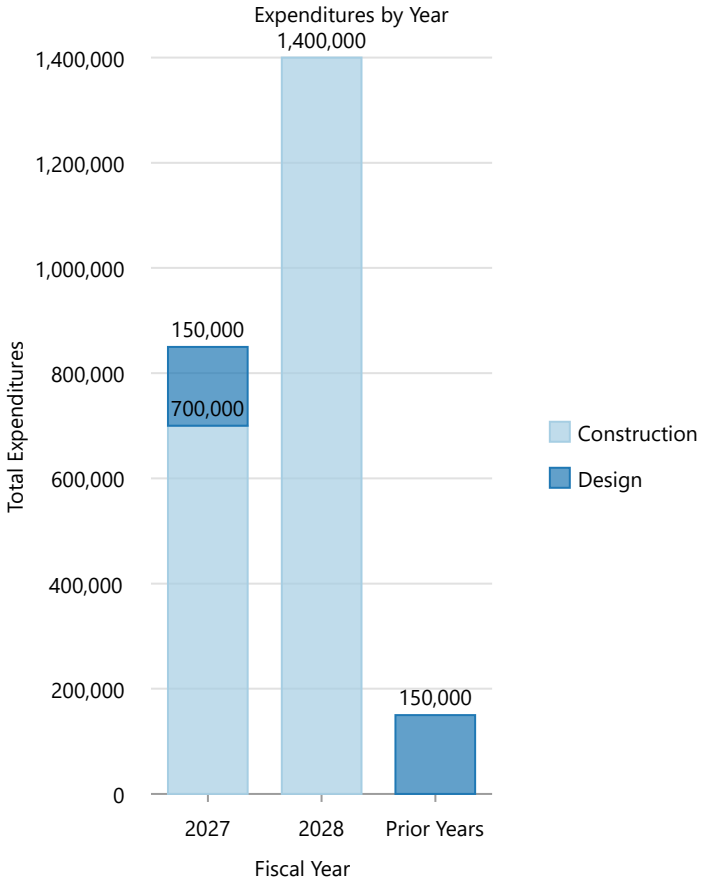
Project Funding (In Dollars)



Project Expenditures (In Dollars)



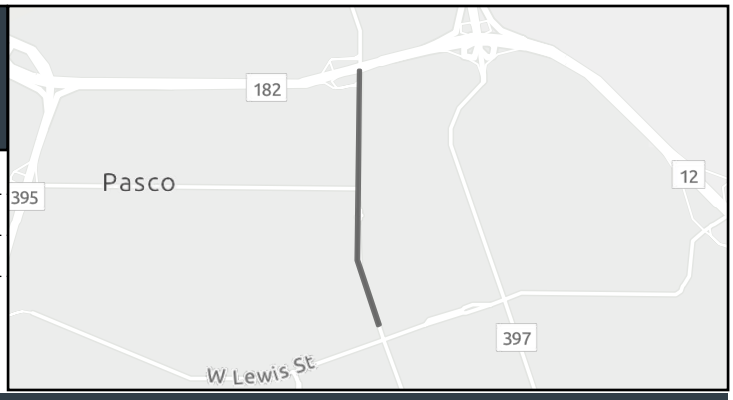
2027-2032 Capital Improvement Plan

4th Ave Pavement Preservation (Lewis St to I-182)

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



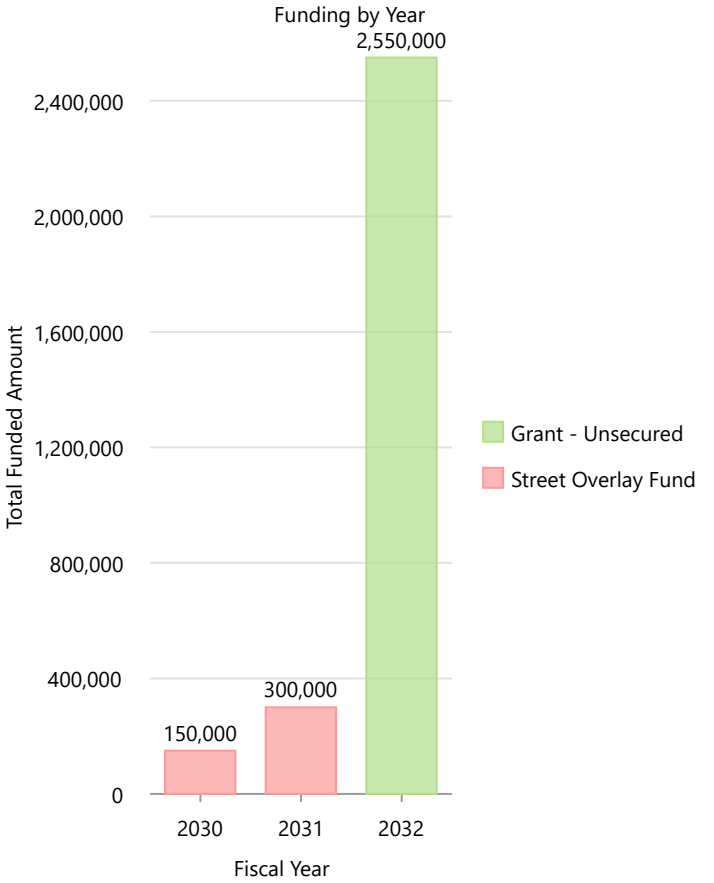
Assumption

Federal funding is provided through the National Highway System Asset Management Program. Project design is scheduled to begin in 2030. Project status is contingent upon available funding.

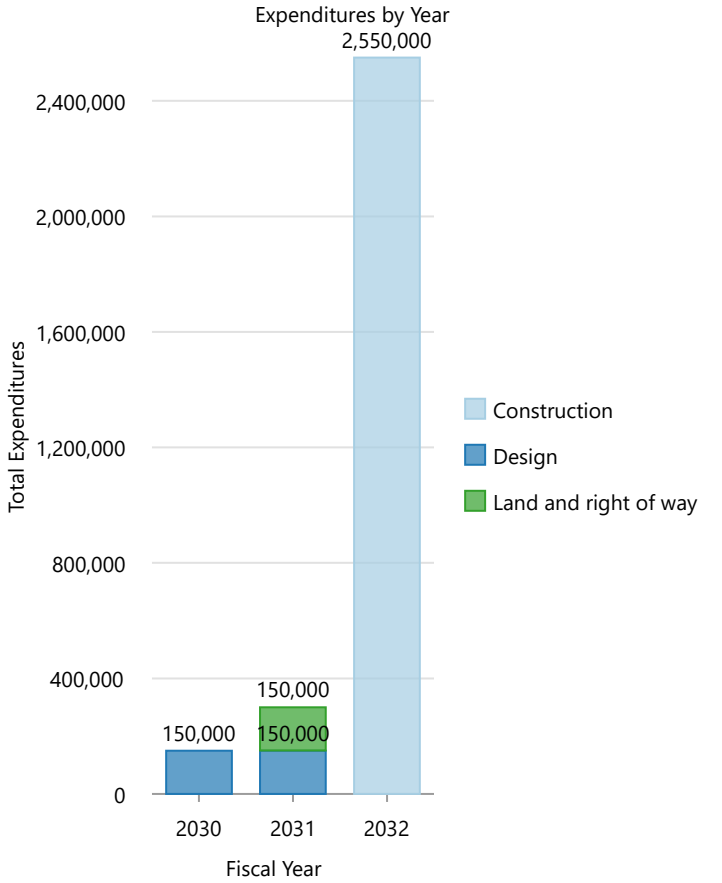
Description

Mill and overlay the entire existing pavement area. The work includes cutting and patching failed areas (alligator cracking and spalling), taper milling at curved edges, and then overlaying with Hot Mix Asphalt (HMA). This process ensures unchanged elevations at existing curbs and adds a structural section for the majority of the roadway. ADA upgrades will be included as needed.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



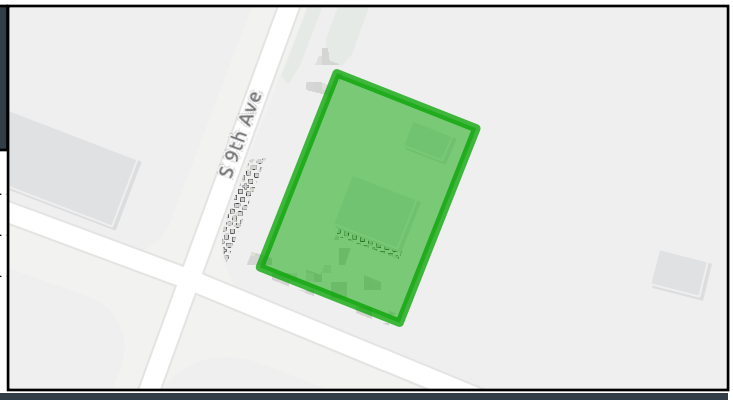
2027-2032 Capital Improvement Plan

9th & Washington Lift Station Improvements

Department	Public Works
Type	Sewer Utility
Project Number	25 672

Map Legend

Sewer Utility



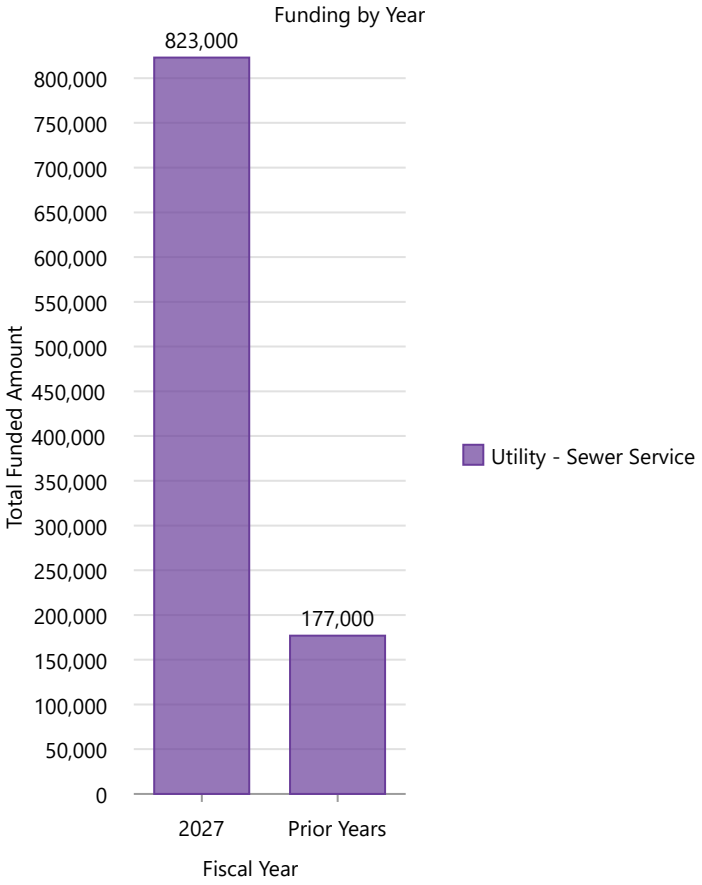
Assumption

The project schedule is subject to funding availability. Equipment procurement may include long-lead items that could take 10 to 18 months to complete, impacting the overall timeline of the project.

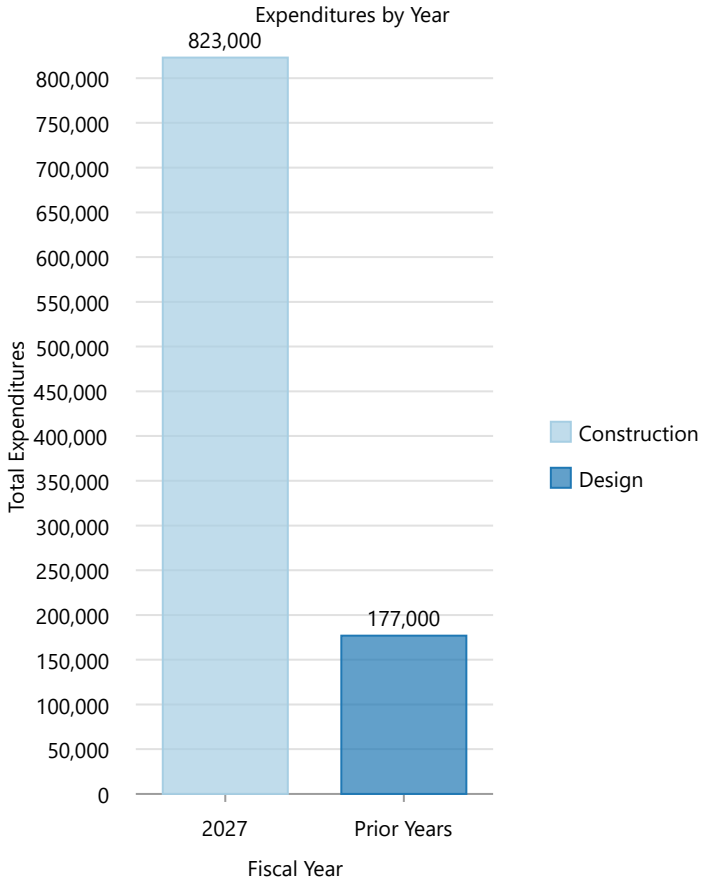
Description

The 9th & WA Lift Station Improvements project includes a comprehensive condition assessment for the wet well, wet well coating, and the construction of a new wet well if needed. Additionally, the project involves land acquisition if required; preparing an emergency bypass plan for lift station work, installing pump supports, and implementing a new 119HP pump along with necessary appurtenances.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



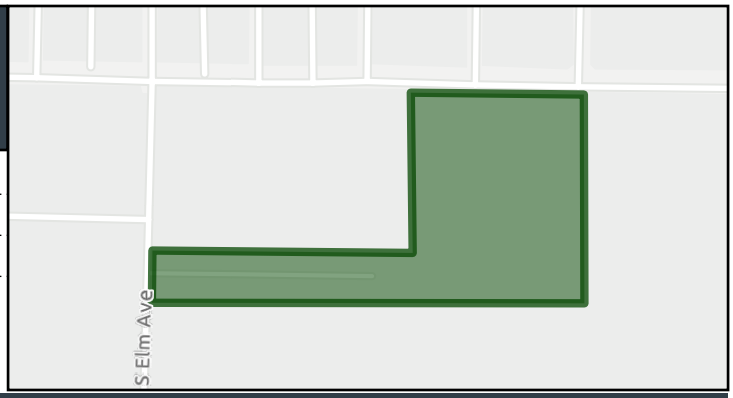
2027-2032 Capital Improvement Plan

A Street Sports Complex - Phase 2

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



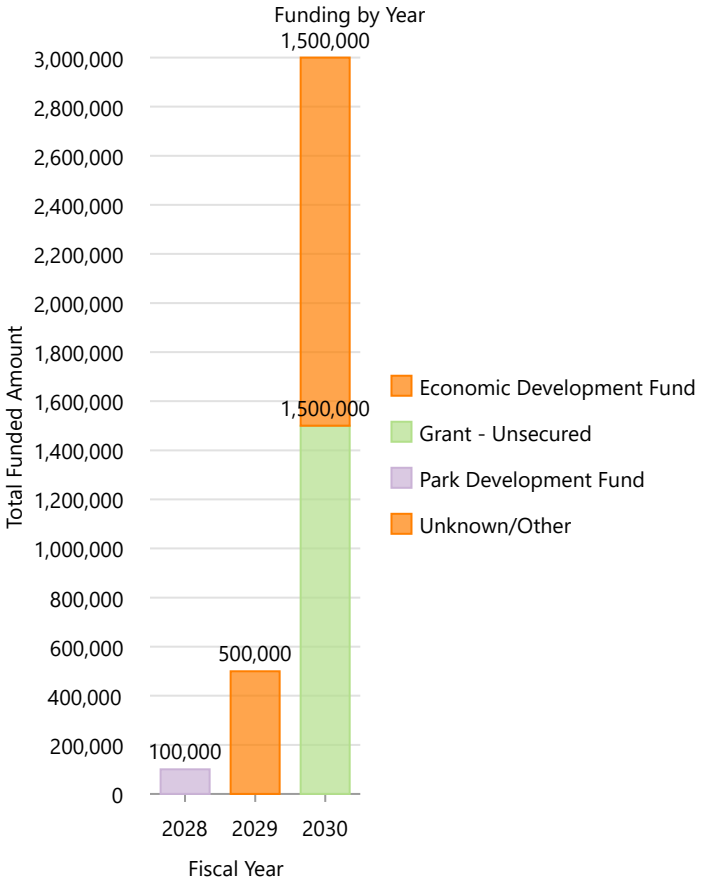
Assumption

The project assumes funding will be secured through a combination of grants, partnerships, City funding, and other external sources. Successful implementation also depends on the timely acquisition of additional property, coordination with project partners, and the availability of resources needed to complete each phase of development.

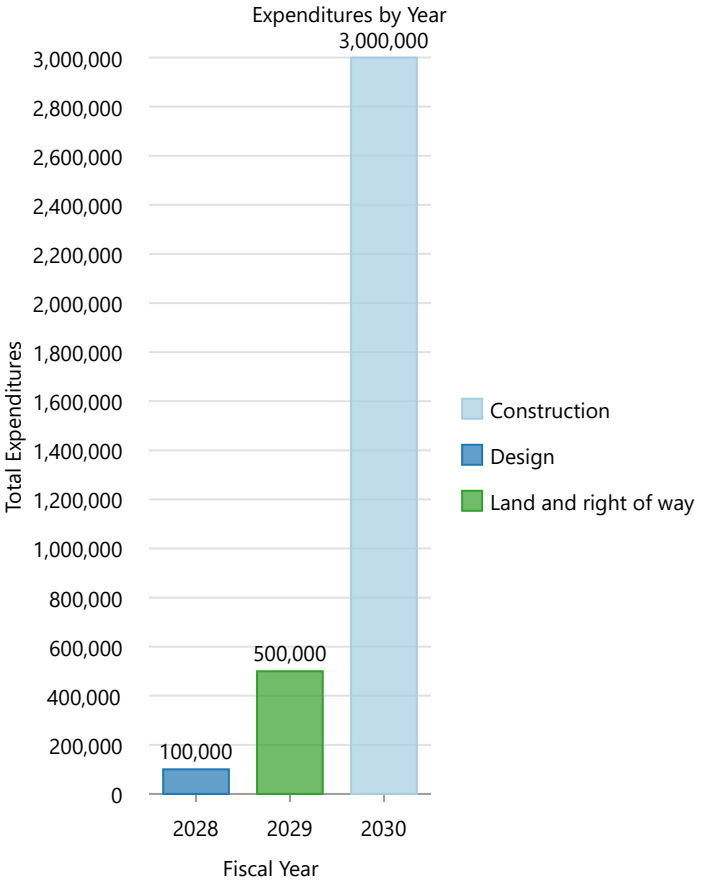
Description

Phase 2 of the A Street Sports Complex will expand the facility to meet the growing recreational needs of the community. Planned improvements include the addition of athletic fields and courts, a playground, perimeter fencing, and a permanent building that will provide restrooms, concessions, and storage. The project also includes expanding the parking area, extending Cedar Avenue south to improve access and traffic circulation, and acquiring approximately four additional acres to support future growth. These improvements will increase recreational capacity, enhance the visitor experience, and strengthen the complex as a premier destination for youth and adult sports, tournaments, and community events.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



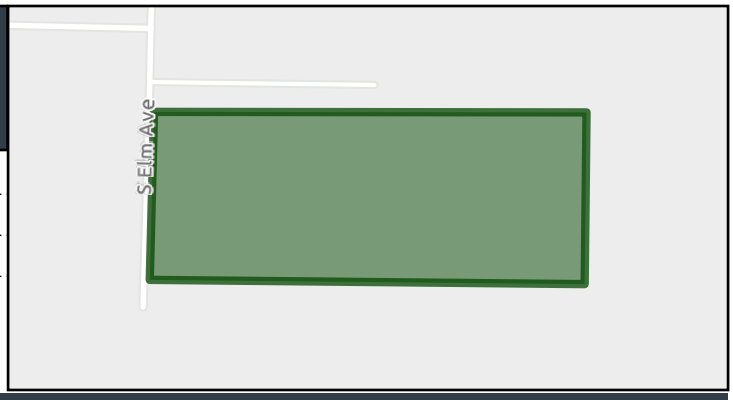
2027-2032 Capital Improvement Plan

A Street Sports Complex - Phase 3

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



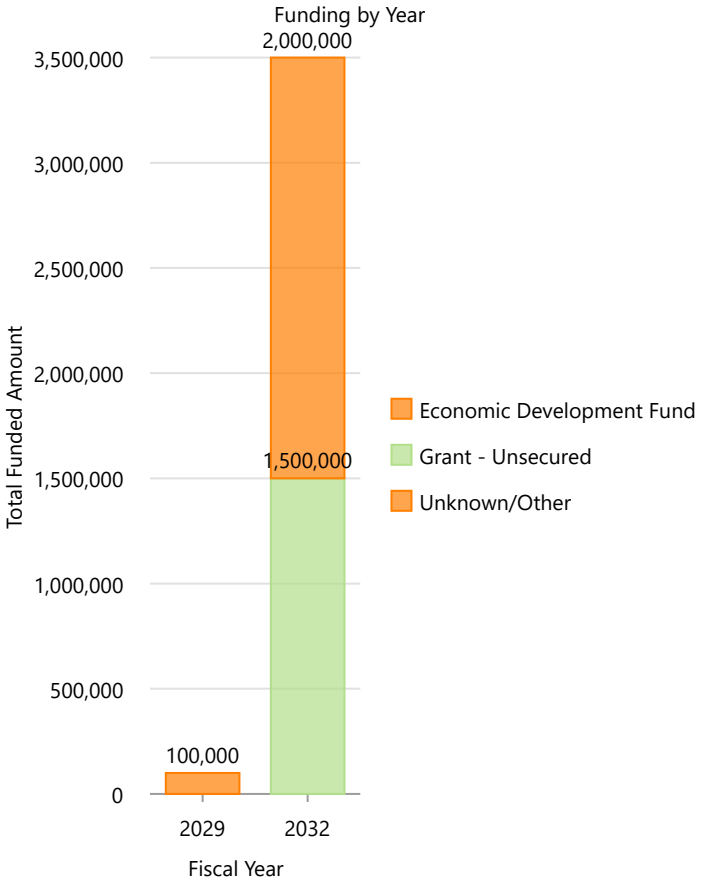
Assumption

The project assumes funding will be secured through a combination of grants, partnerships, City funding, and other external sources. Implementation is dependent on available funding, continued community demand, and the timely availability of resources necessary to design and construct future phases. Successful coordination with project partners and supporting agencies will also be essential to complete the planned improvements.

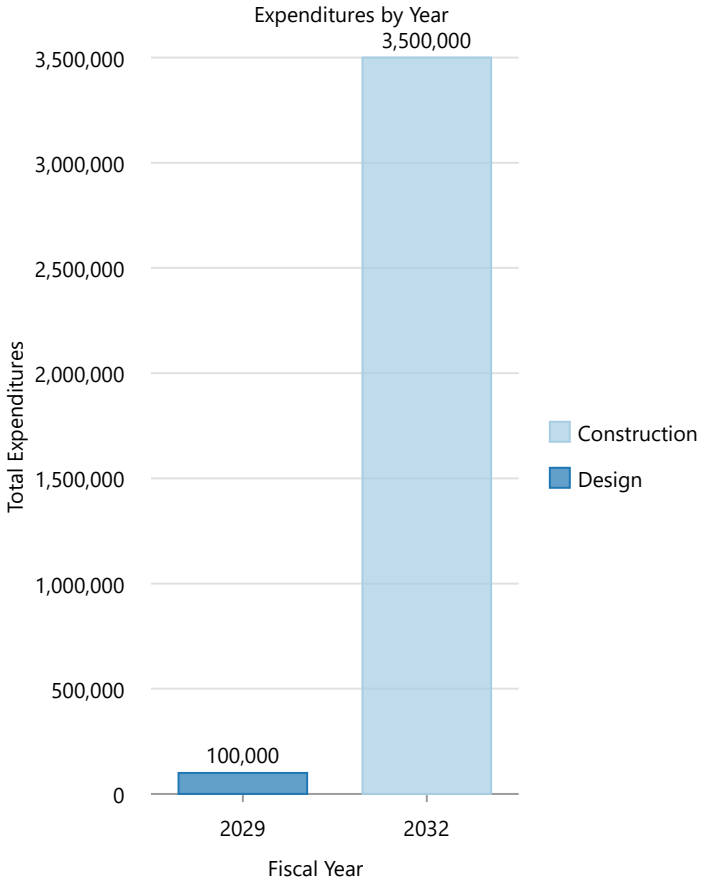
Description

Phase 3 of the A Street Sports Complex will complete the buildout of the facility through the addition of amenities identified by community needs and future demand. Potential improvements include expanded parking, athletic field lighting, additional sports courts, natural grass and synthetic turf fields, spectator seating, food truck pads, and other supporting infrastructure. These enhancements will increase the complex's capacity to accommodate league play, tournaments, and community events while improving the overall visitor experience. The project supports the City's long-term vision of developing a premier regional sports complex that serves residents and attracts visitors year-round.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

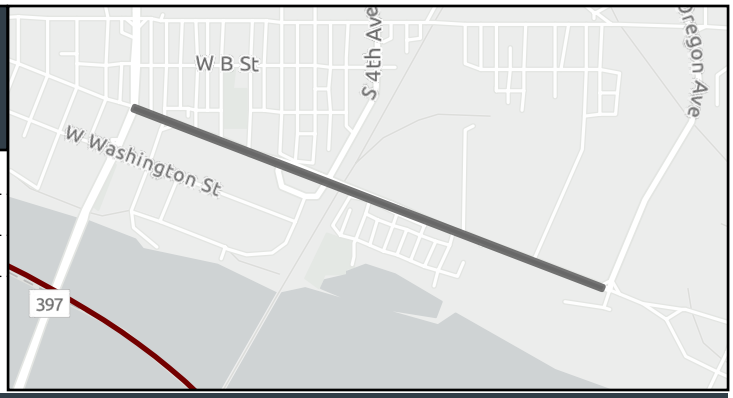
Ainsworth Ave Pavement Preservation

Department	Public Works
Type	Transportation
Project Number	24 597

Map Legend

Transportation

CityLimits



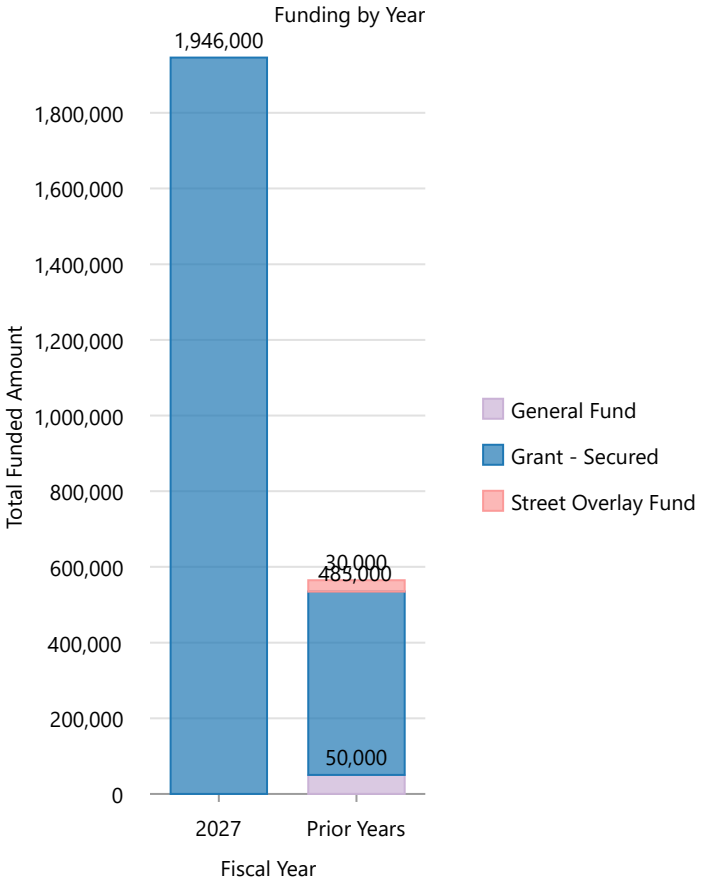
Assumption

Federal funding will be provided through the NHSP program, with grant allocations and required matching funds secured. The project design is planned for 2024-2025, with construction anticipated to commence in 2026.

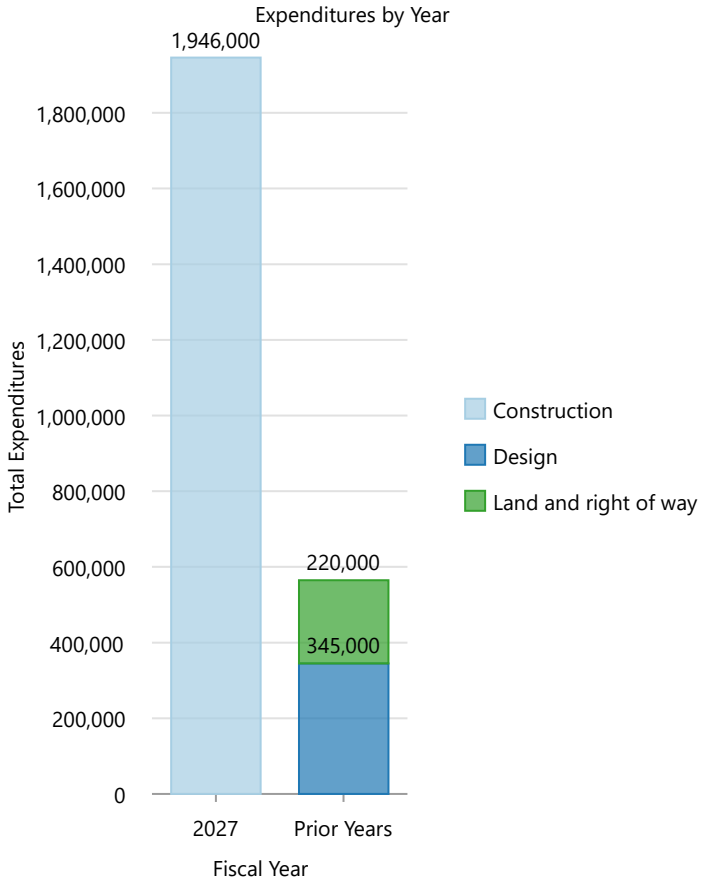
Description

The overlay and re-striping of Ainsworth Street/Avenue (SR397) will be conducted from 10th Avenue to the west and S Oregon Avenue to the east. These improvements will enhance the road surface and visibility, ensuring a smoother and safer commute for all users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



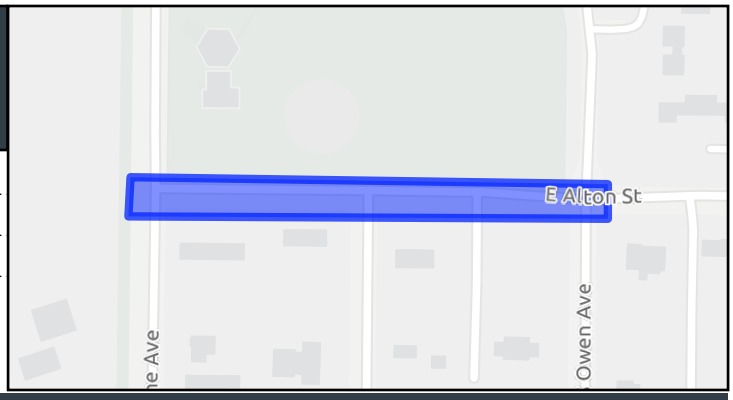
2027-2032 Capital Improvement Plan

Alton Street Water Main Extension - Wehe Ave to Alley East of Owen Ave

Department	Public Works
Type	Water Utility
Project Number	21 246

Map Legend

Water Utility



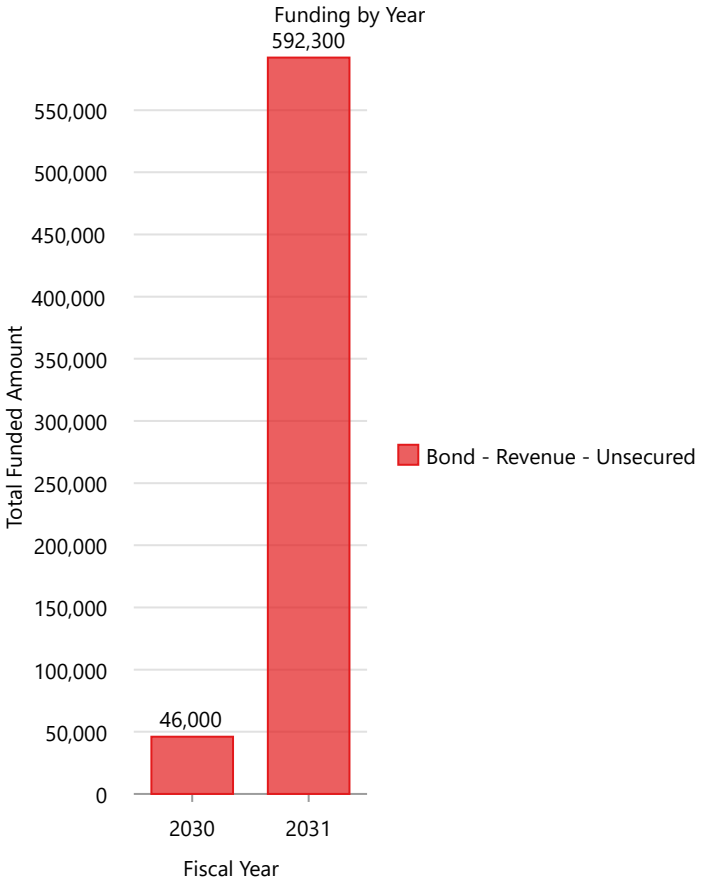
Assumption

The costs for this project have been updated to reflect the current price increases for ductile iron materials. The project is included in the 2021 rate study, ensuring that funding and financial planning align with updated project costs and timelines.

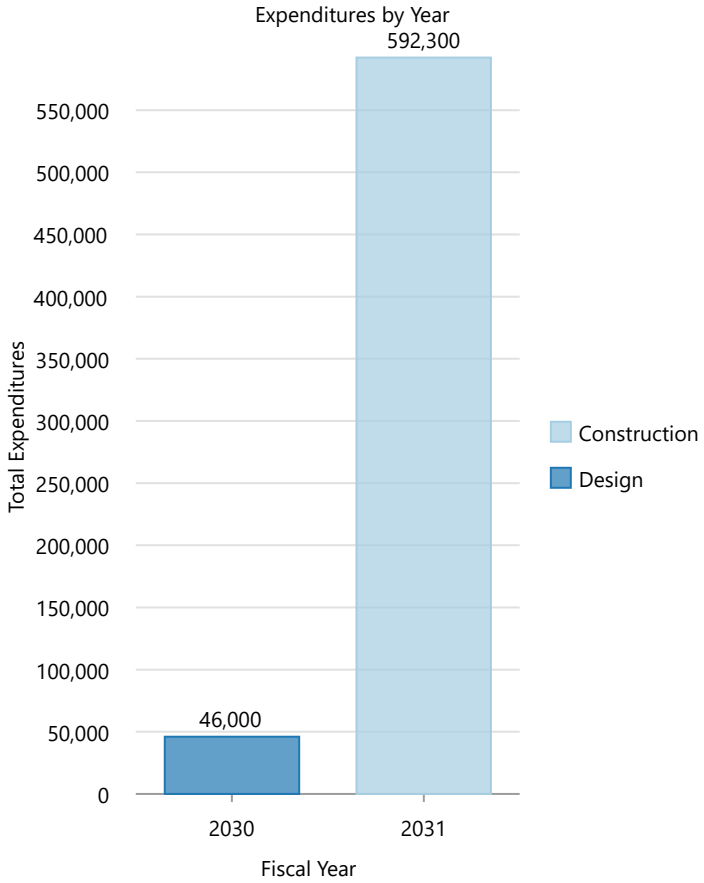
Description

This project will involve constructing approximately 1,000 linear feet of 8" ductile iron water main along Alton St, stretching from Wehe Ave to the alley east of Owen Ave. As part of the project, one fire hydrant will be installed at the intersection of Wehe Ave and Alton St, while the existing fire hydrant on Alton between Owen St and Beech St will be relocated and connected to this new main. Additionally, the project will replace the existing undersized main (approximately 500 feet) in the alley directly west of Owen St with an 8" ductile iron pipe extending between Alton St and Helena St.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



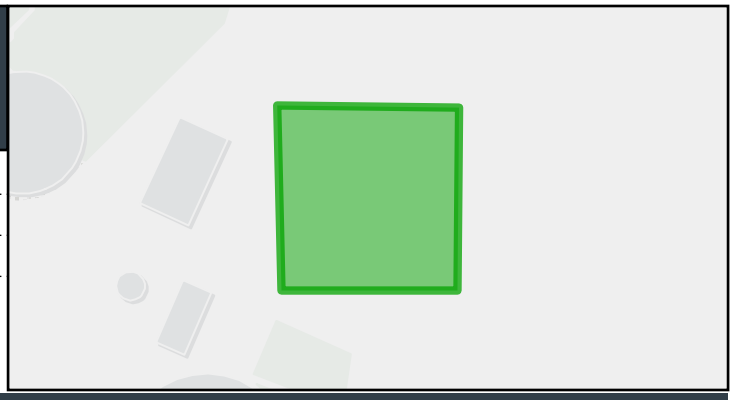
2027-2032 Capital Improvement Plan

Annual Sewer Upsizing Program

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility



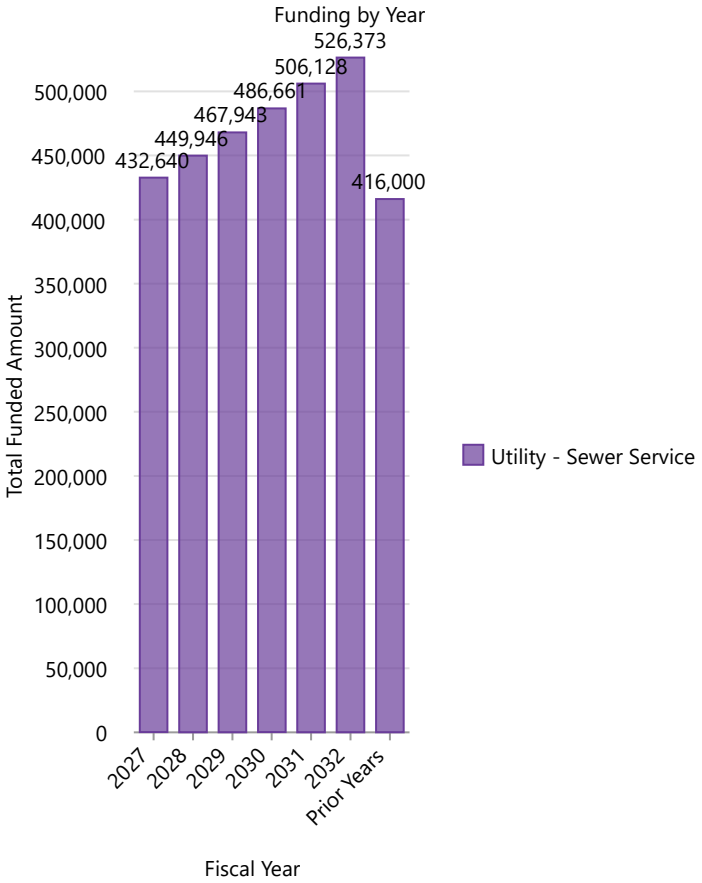
Assumption

Proposed upsizing efforts are coordinated with developer-driven improvement projects, ensuring alignment with ongoing and planned developments. This approach allows for efficient resource utilization and integration with larger capital projects.

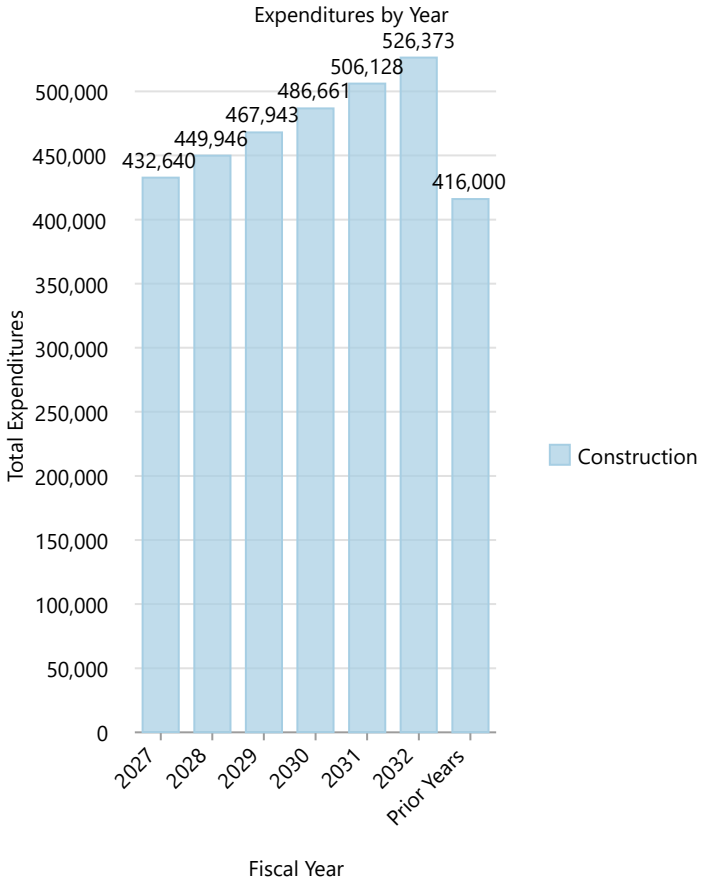
Description

The Annual Sewer Upsizing Program is an ongoing initiative aimed at addressing the city's sewer system needs by enabling the upsizing of sewer lines related to private developments or other capital projects. This program is essential for accommodating growth and ensuring the efficient operation of the municipal sewer system.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Argent Rd Widening (Phase 4) - Rd 36 to Rd 44

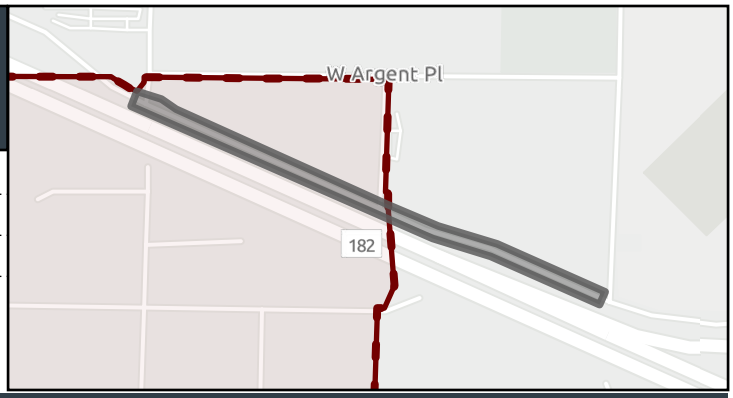
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



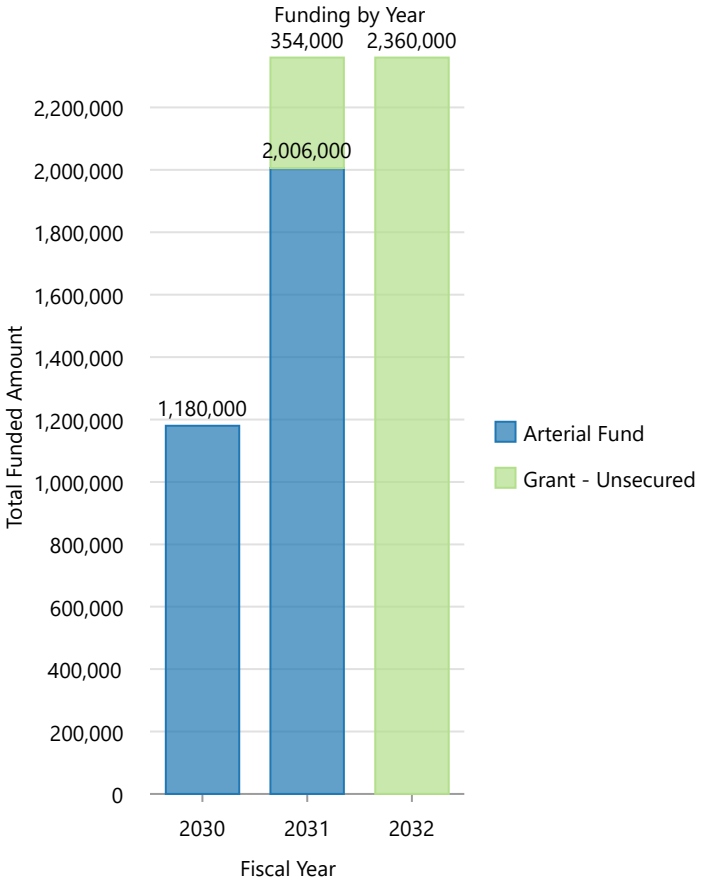
Assumption

The project assumes a 3-lane section with pedestrian and bike facilities throughout the corridor. Intersection improvements at Argent Rd/Road 44 are planned to enhance safety and connectivity, supporting an inclusive and accessible transportation network.

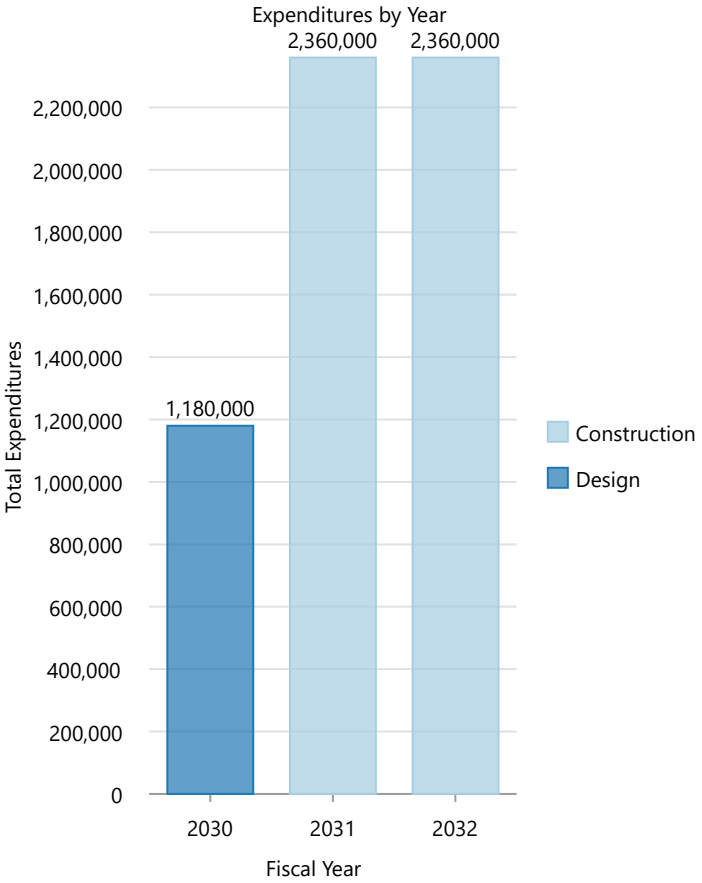
Description

Phase 4 of urban road improvements to Argent Road, extending from Road 36 to Road 44, includes widening the street to a three-lane section, enhancing illumination, upgrading stormwater facilities, and adding curbs, gutters, sidewalks, and other related improvements to support a vibrant and safe community.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



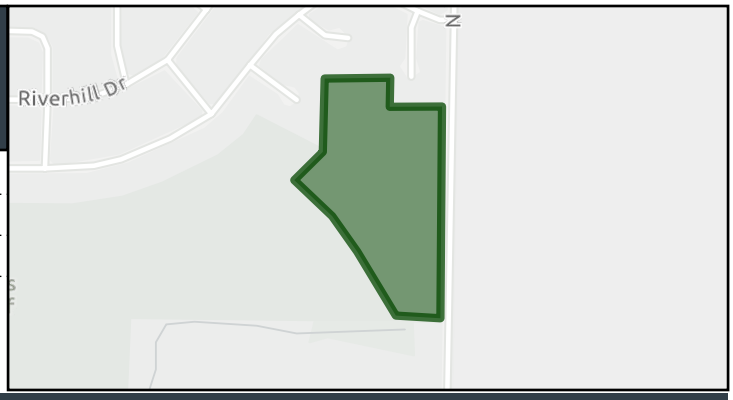
2027-2032 Capital Improvement Plan

Big Cross Mountain Bike Trails

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



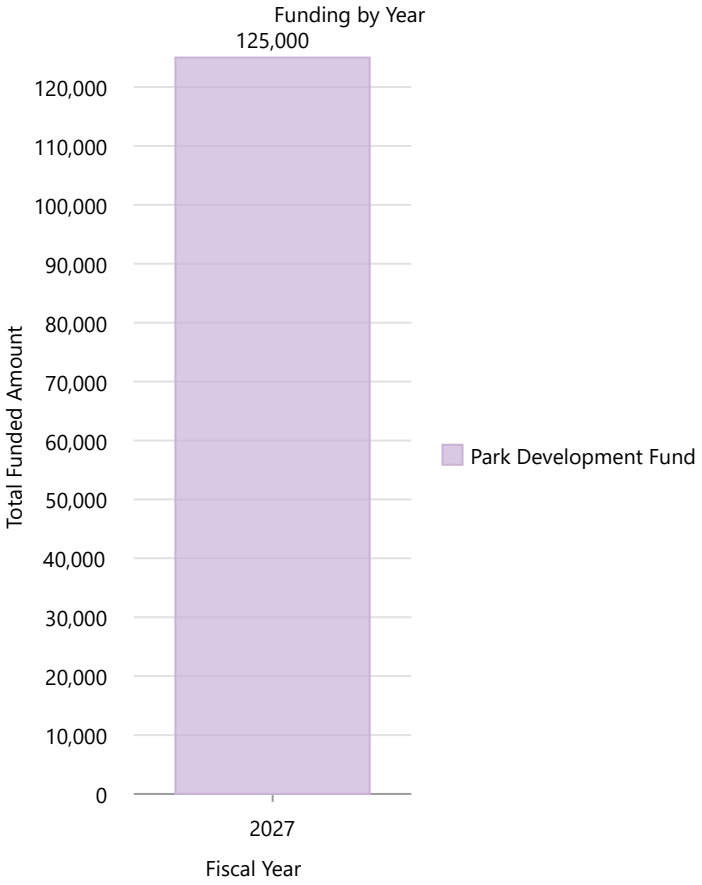
Assumption

That funds can be rolled forward to 2027 from 2026 and coordination of installation with state organization.

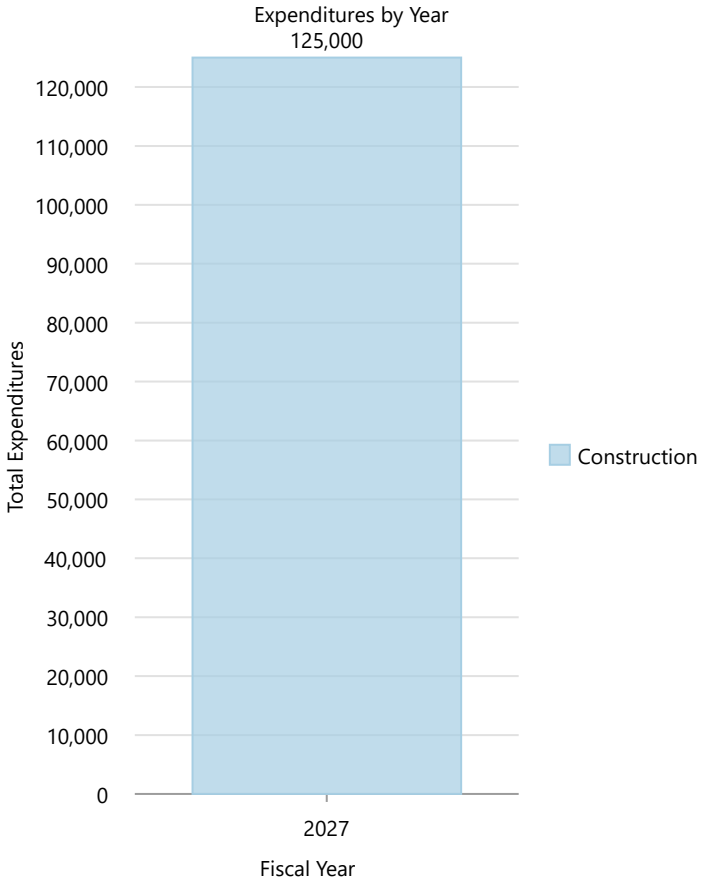
Description

This project will develop a mountain bike skills course at Big Cross in an underutilized area along Road 36. The facility is envisioned to include a network of trails and progressive riding features designed to accommodate beginner and intermediate riders while providing opportunities to build skills in a safe, dedicated environment. The project will expand outdoor recreation opportunities, activate currently unused park space, and create a unique destination for cycling enthusiasts of all ages. This investment supports the City's commitment to providing diverse, accessible, and high-quality recreational amenities that promote healthy, active lifestyles.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



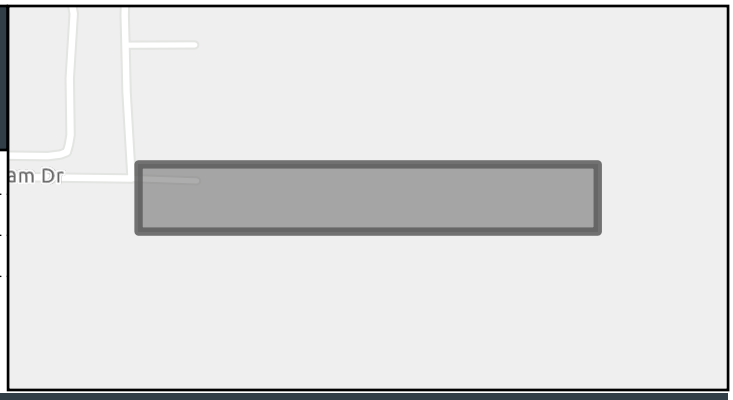
2027-2032 Capital Improvement Plan

Buckingham - 103 to 105

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



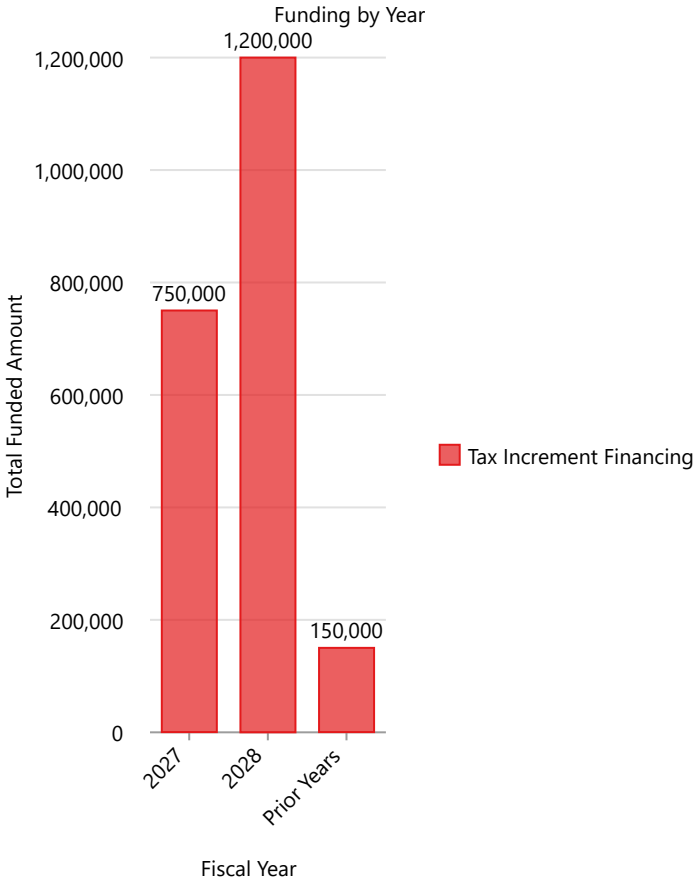
Assumption

It is assumed that this project will begin design in 2026 and be ready for bid in Summer of 2027.

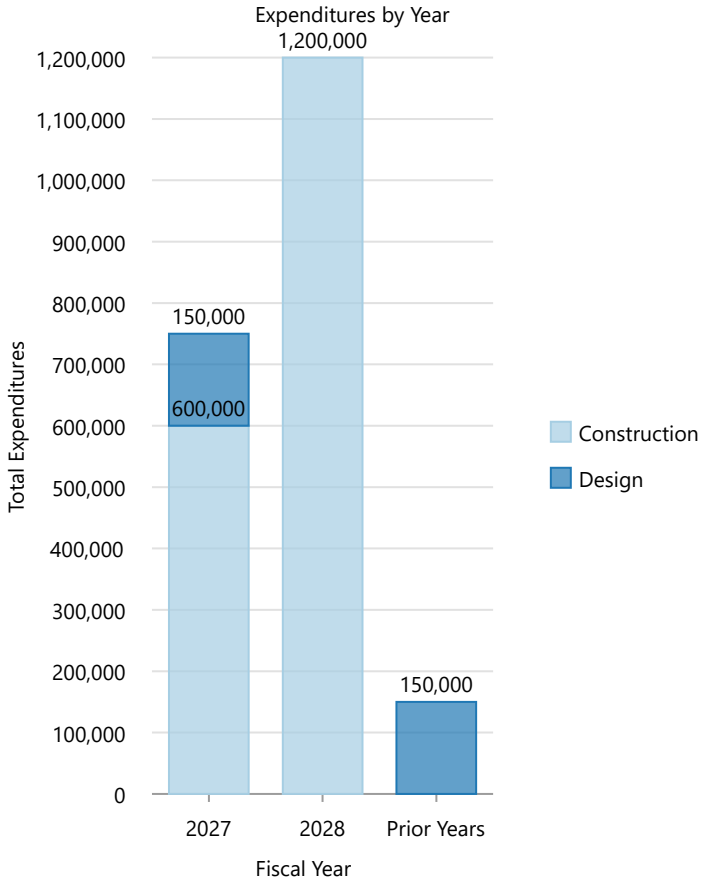
Description

Project will build the section of Buckingham Drive between Road 103 and Road 105. Improvements will be inline with the Broadmoor Area Master Plan.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



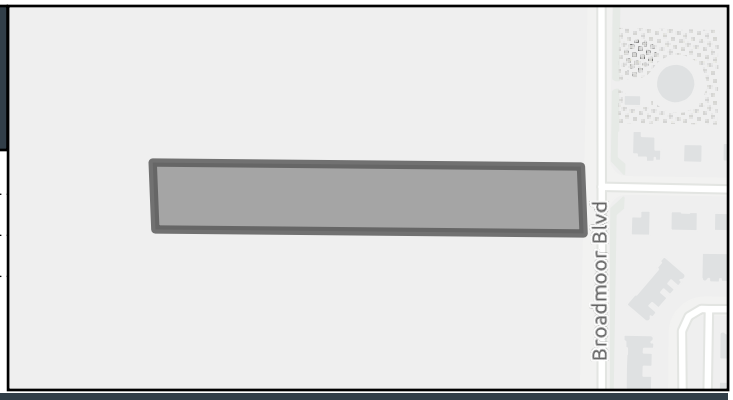
2027-2032 Capital Improvement Plan

Buckingham - 103 to Broadmoor

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



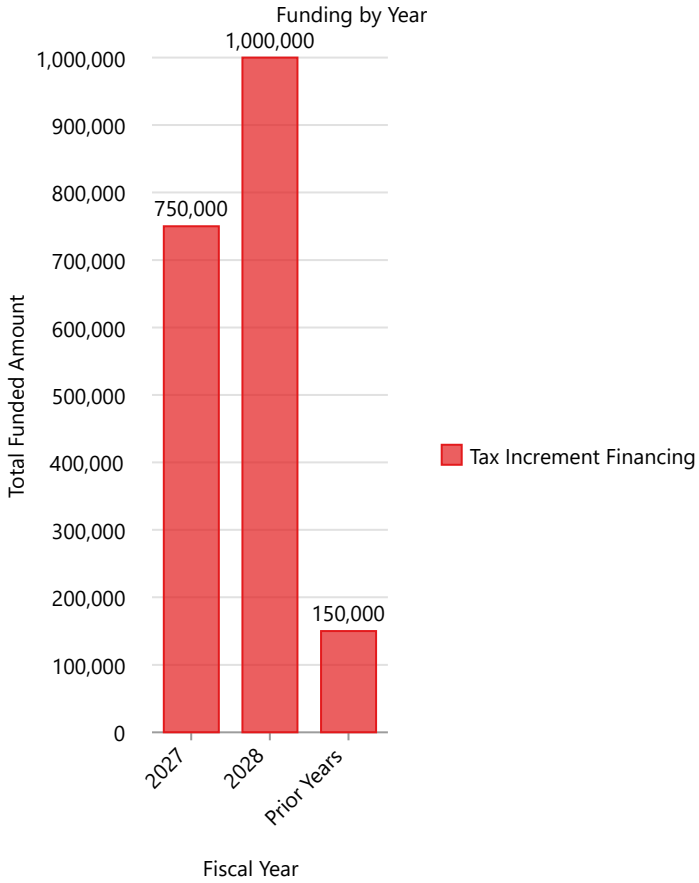
Assumption

It is assumed that this project will begin design in 2026 and be ready for bid in Summer of 2027.

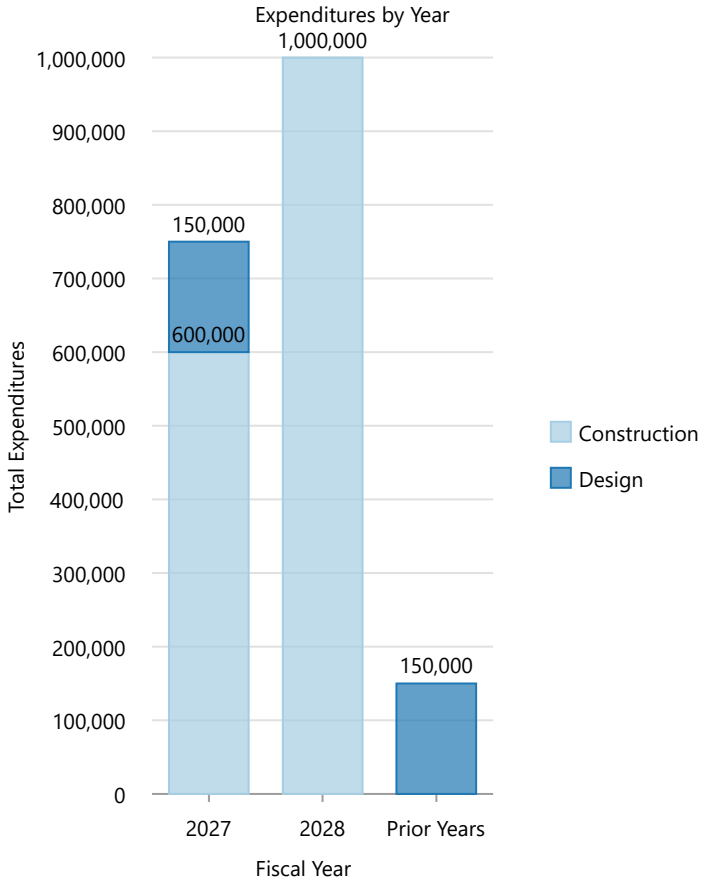
Description

Project will build the section of Buckingham Drive between Road 103 and Road 105. Improvements will be in line with the Broadmoor Area Master Plan.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



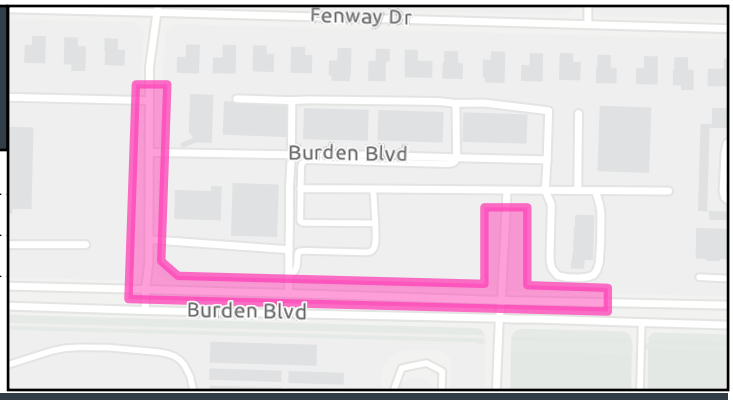
2027-2032 Capital Improvement Plan

Burden Blvd Infiltration Facility Improvements

Department	Public Works
Type	Stormwater Utility
Project Number	

Map Legend

Stormwater Utility



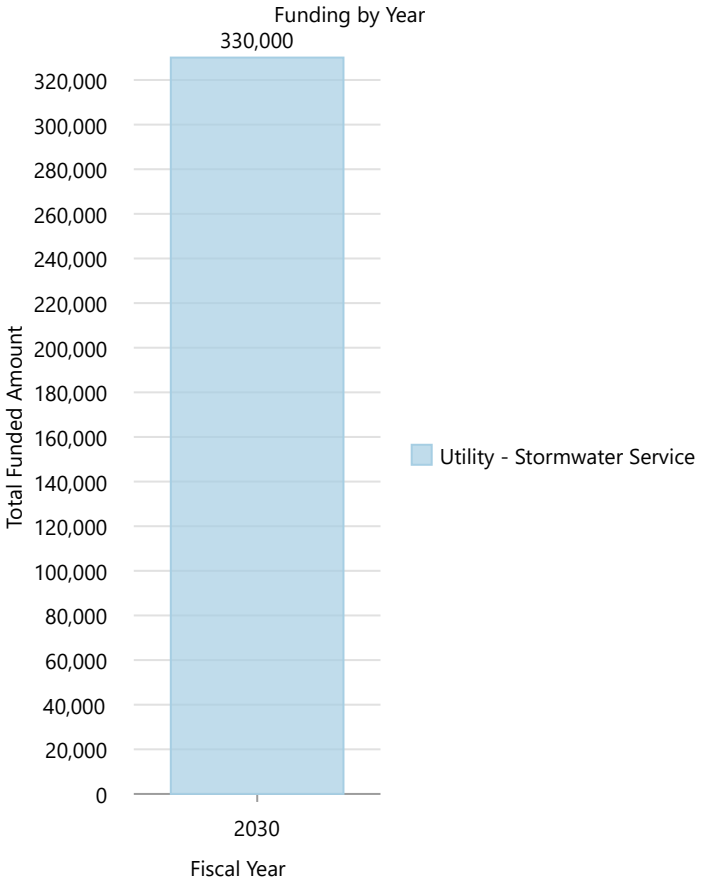
Assumption

Improvements will include the construction of new infiltration trenches and/or the installation of new catch basins to prevent ponding during rain events. This project is aligned with the improvements proposed in the Comprehensive Stormwater Management Plan.

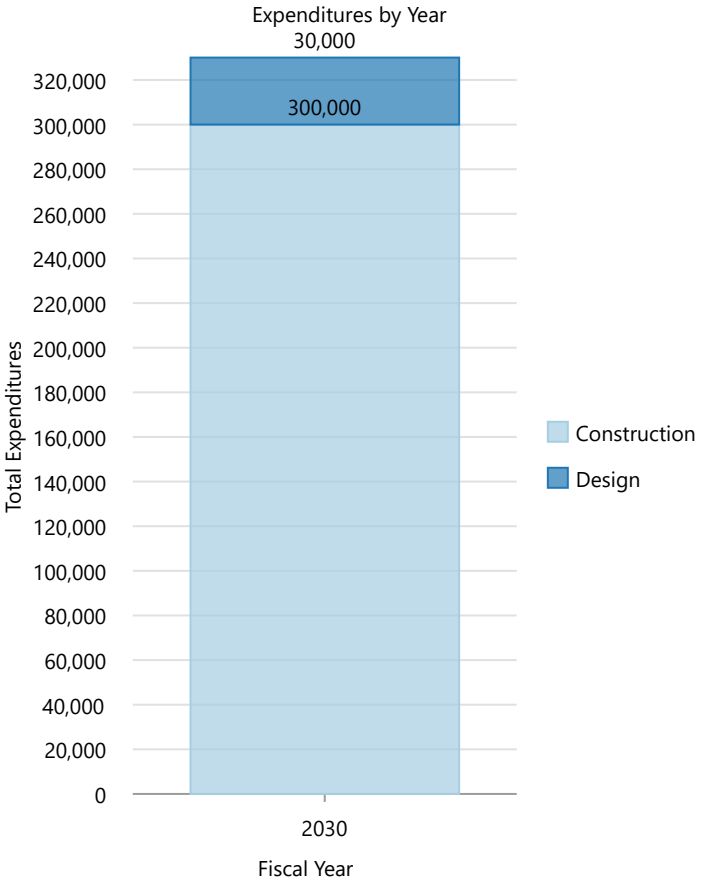
Description

Installation of additional catch basins and infiltration facilities to mitigate flooding issues. The project aims to reduce flooding of streets and prevent early damage to pavement, thereby increasing accessibility for all road users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



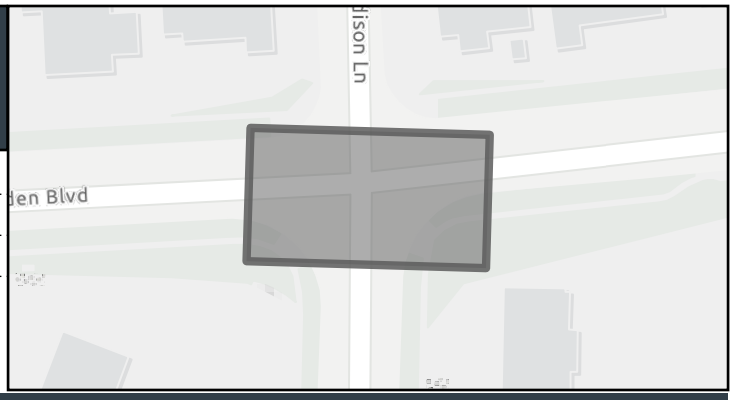
2027-2032 Capital Improvement Plan

Burden Blvd/Madison Ave Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



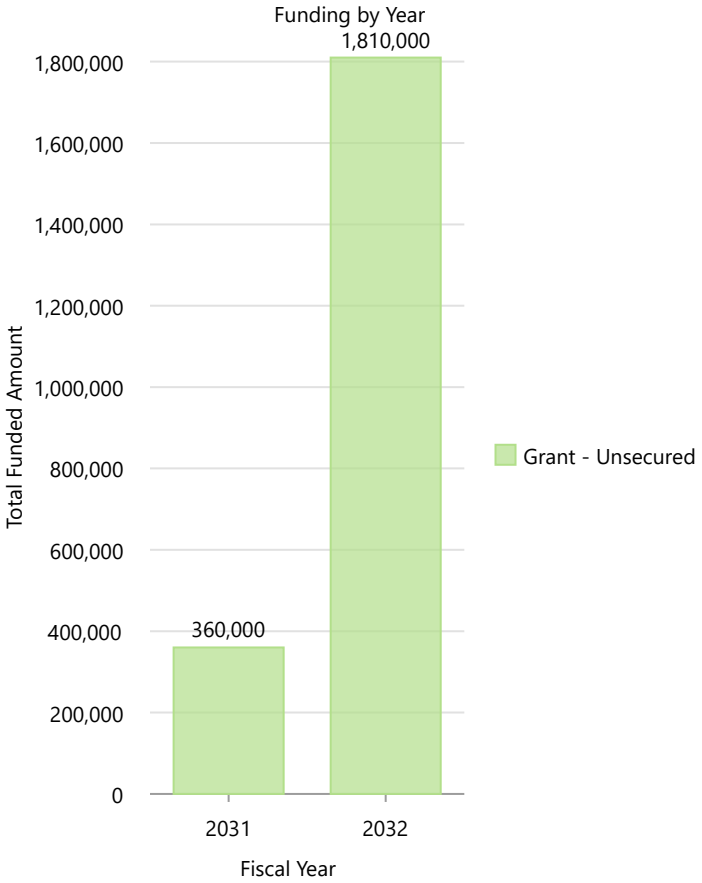
Assumption

A traffic signal will be installed at this intersection. Right-of-way acquisition is anticipated to be required for the construction of improvements.

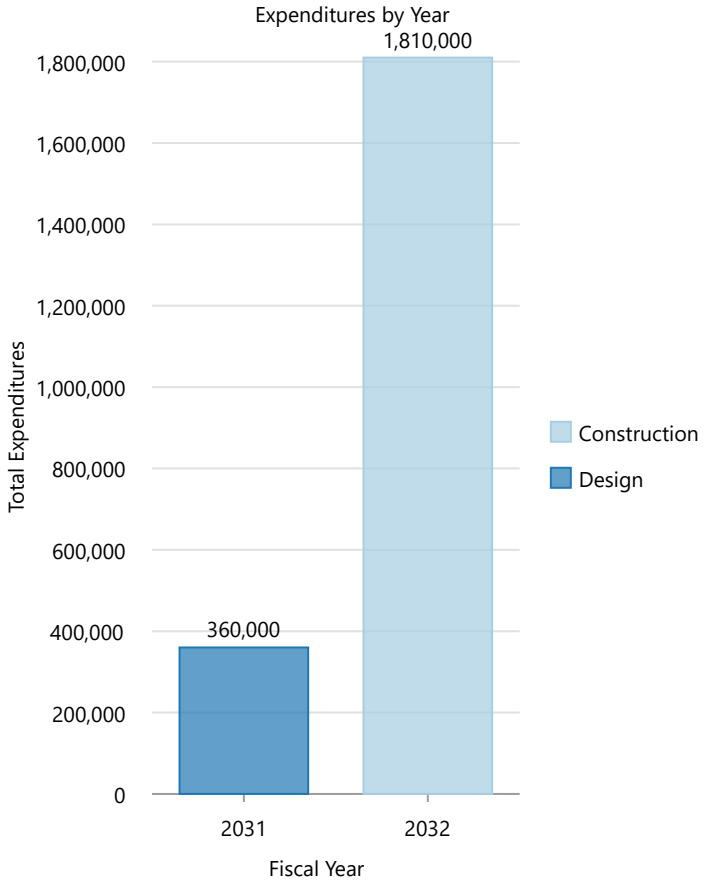
Description

This project will install a traffic signal at the intersection of Burden Blvd and Madison Ave. This project will include necessary ADA improvements to ensure accessibility for all users, enhancing the overall safety and functionality of the intersection. The improvements are aimed at managing increasing traffic volumes and improving pedestrian safety.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



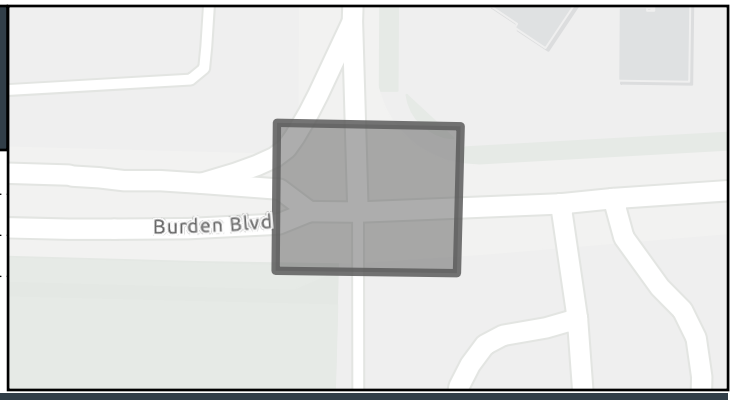
2027-2032 Capital Improvement Plan

Burden Blvd/Rd 60 Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



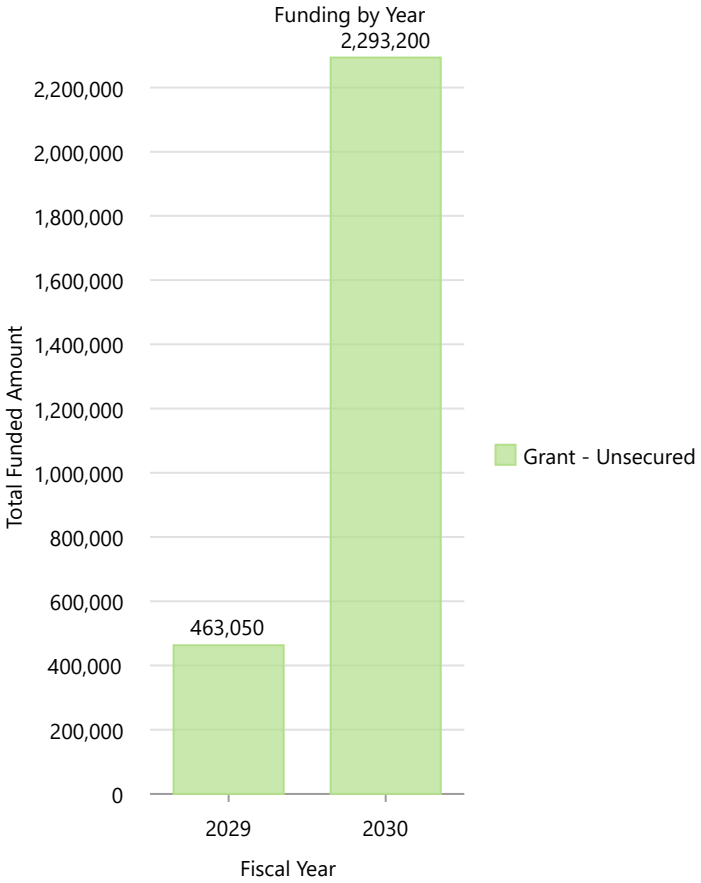
Assumption

The project assumes that a traffic signal will be installed at the intersection, and right-of-way acquisition will be required for the construction of improvements.

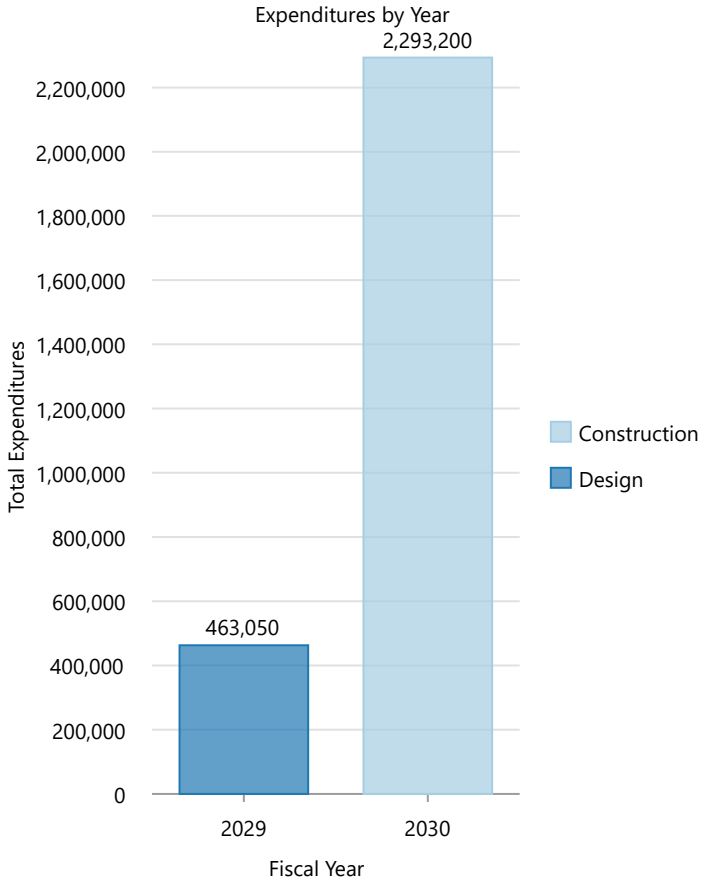
Description

Enhancements at the intersection of Burden Blvd and Road 60 will include the installation of a traffic signal to improve traffic control and flow. Additionally, the project will incorporate necessary ADA improvements to ensure the intersection is accessible to all users. These enhancements will address current safety concerns and accommodate increasing traffic volumes due to ongoing development in the area. This project is identified in Pasco's Comprehensive Safety Action Plan (CSAP).

Project Funding (In Dollars)



Project Expenditures (In Dollars)



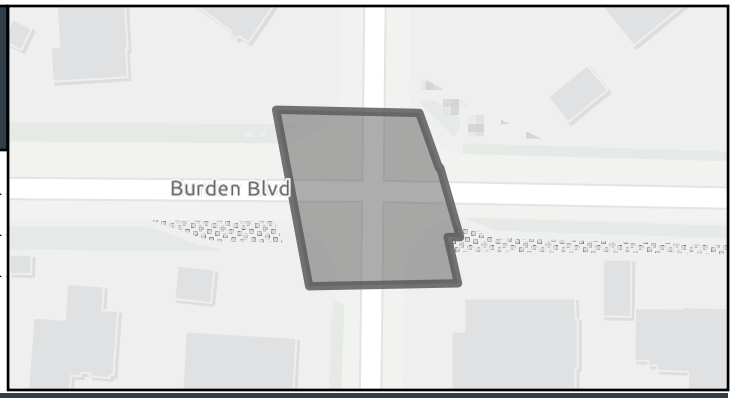
2027-2032 Capital Improvement Plan

Burden Rd/Rd 44 Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



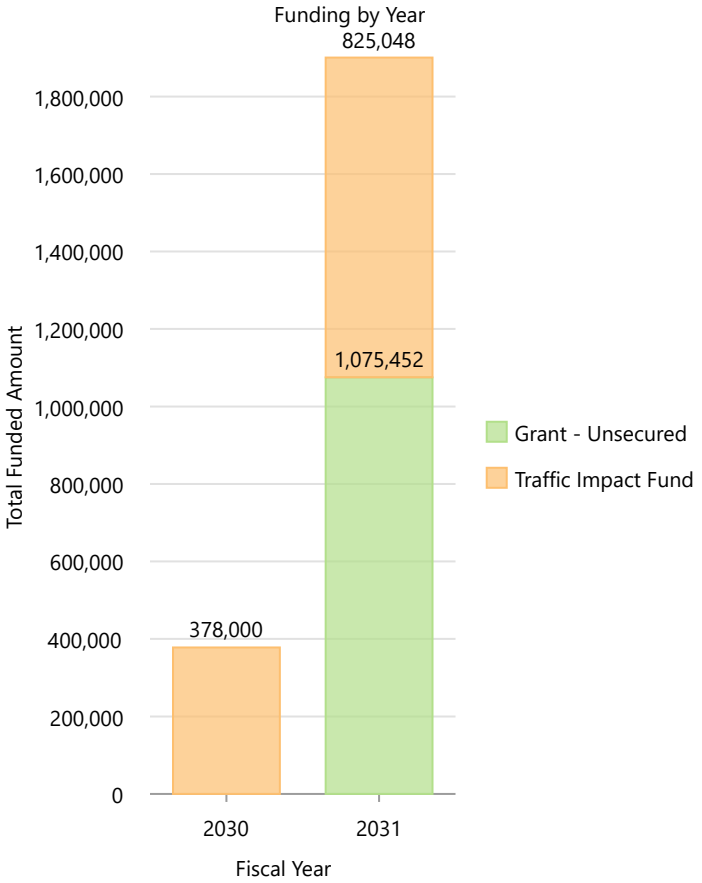
Assumption

It is assumed that a traffic signal will be installed at this intersection, with right-of-way acquisition anticipated to be required for the construction of these improvements.

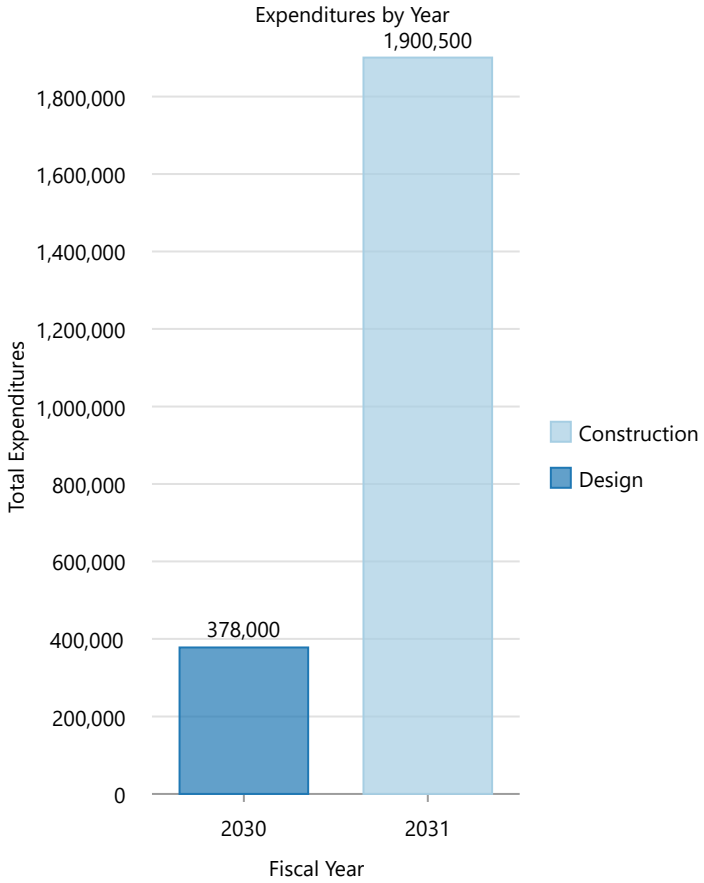
Description

Enhancements at the intersection of Burden Rd and Road 44 will include the installation of a traffic signal to improve traffic control and flow. Additionally, the project will incorporate necessary ADA improvements to ensure the intersection is accessible to all users. These enhancements will address current safety concerns and accommodate increasing traffic volumes due to ongoing development in the area.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Burns Rd Extension - Missing Link

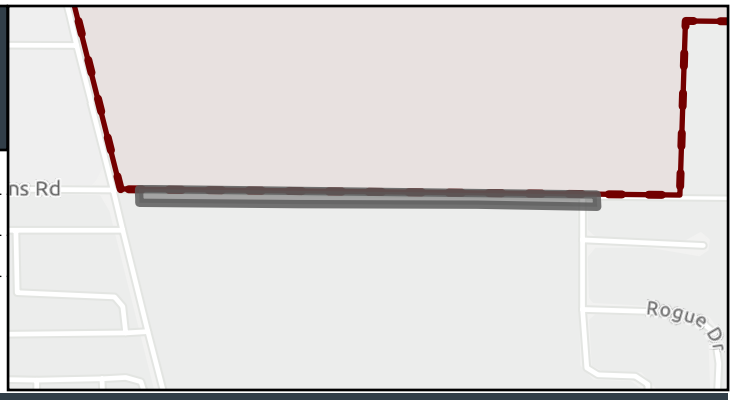
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



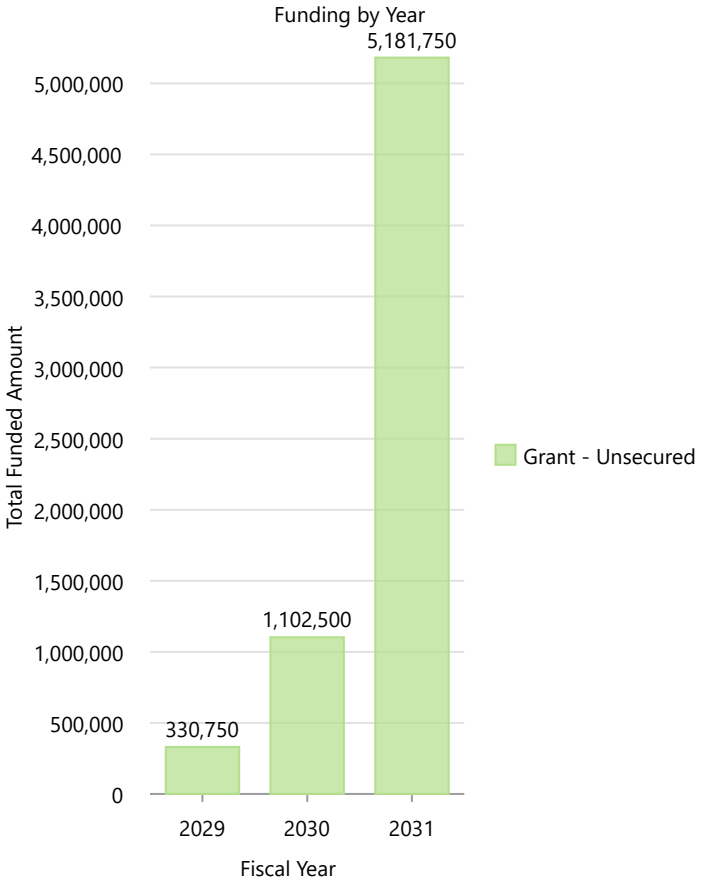
Assumption

The cost of this project is based on a planning level estimate. It is assumed that the surrounding property, which is currently undeveloped, will be improved largely through developer contributions.

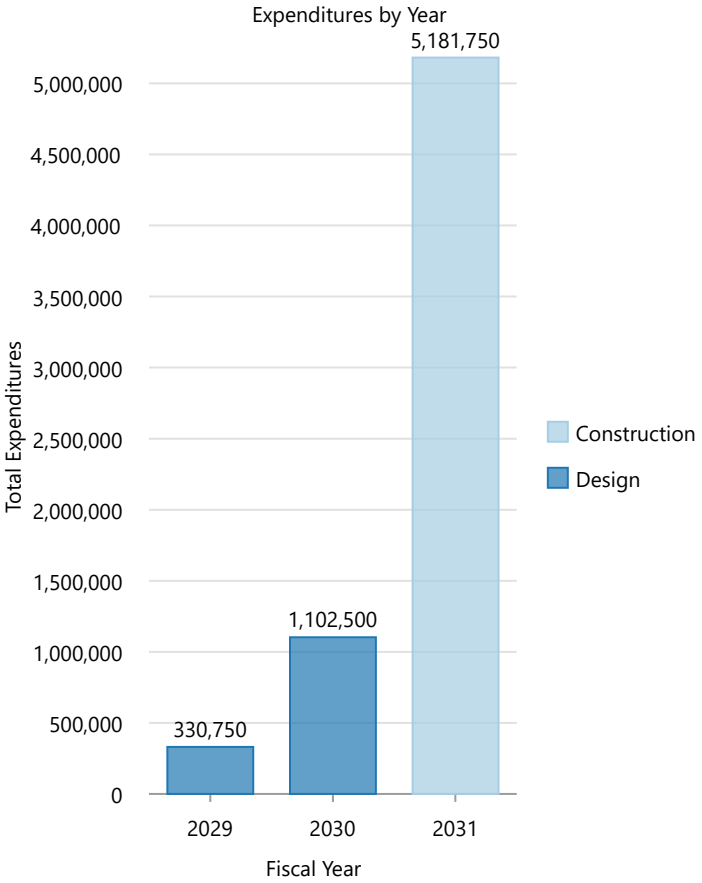
Description

The Burns Road Extension project will extend Burns Road from Road 68 to Rio Grande Lane. This extension aims to improve connectivity and access in the area, facilitating better traffic flow and supporting the development of surrounding properties.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Burns Rd Extension to Glade Rd

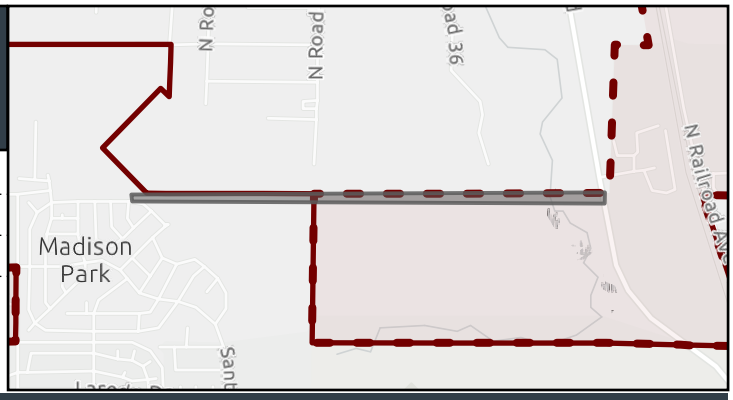
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



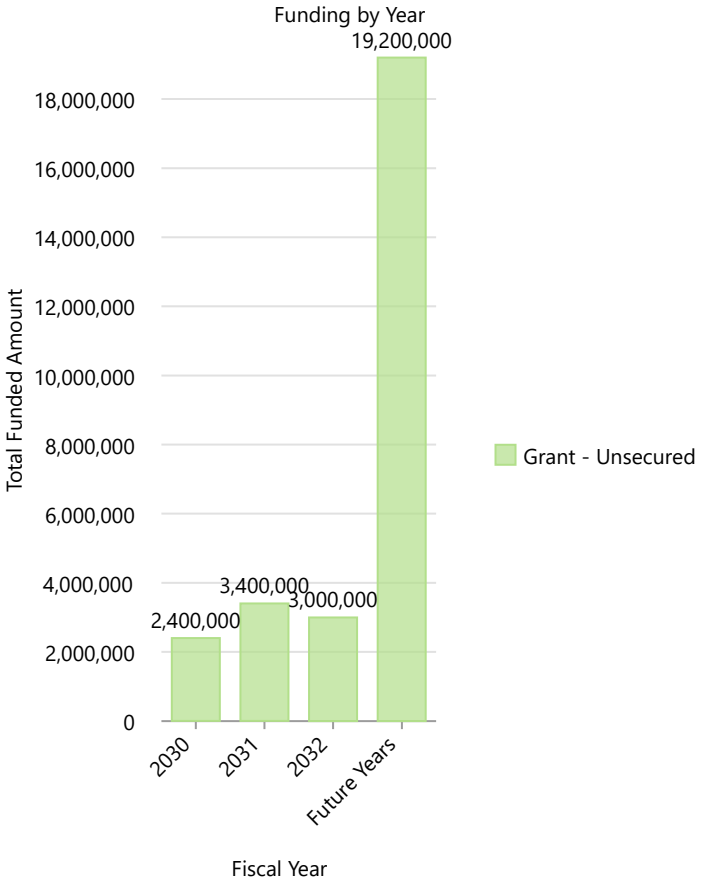
Assumption

The cost of this project is based on a planning level estimate. It is assumed that the surrounding property, which is currently undeveloped, will be improved largely through developer contributions.

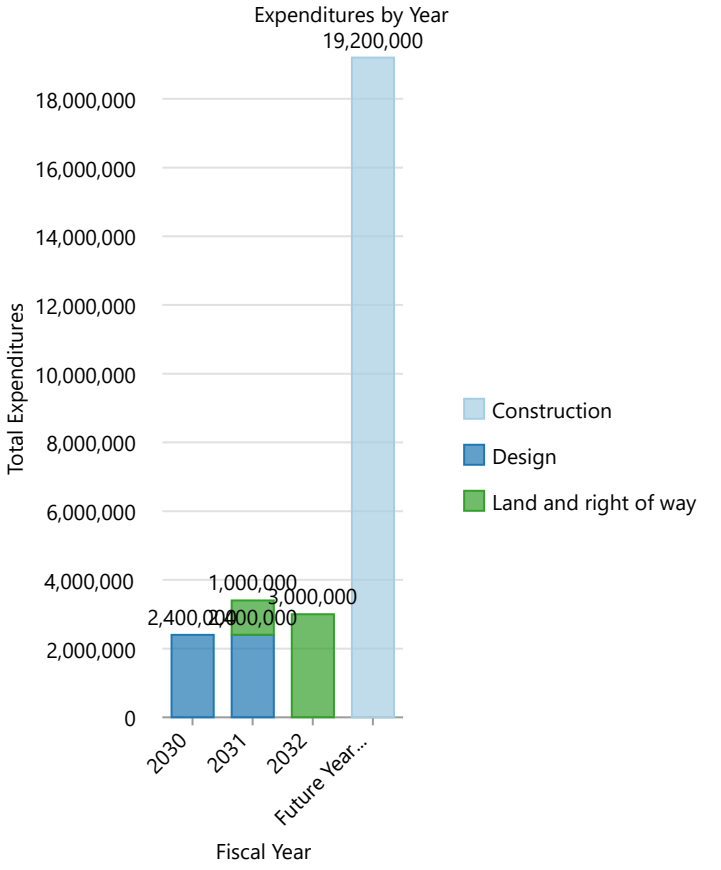
Description

The Burns Road Extension project aims to extend Burns Road from the approximate alignment of Road 44 to Glade Road. This extension will provide a crucial connection on the north side of the city, facilitating better cross-city travel. The project will involve necessary road construction activities, including grading, paving, and drainage improvements, to ensure the new section meets city standards.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Burns Rd/Rd 68 Intersection Improvements

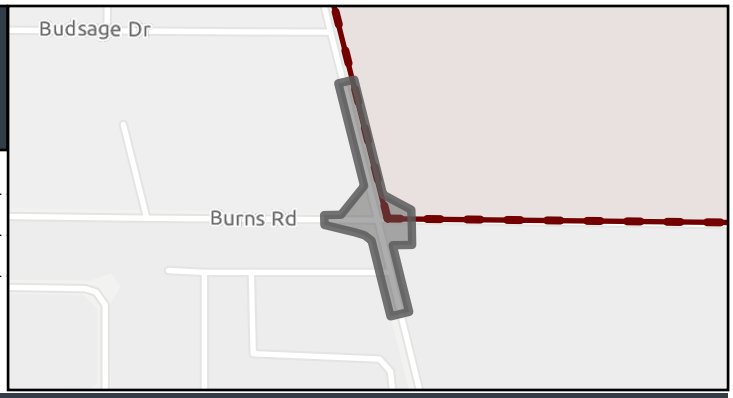
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

Urban Growth Areas

CityLimits



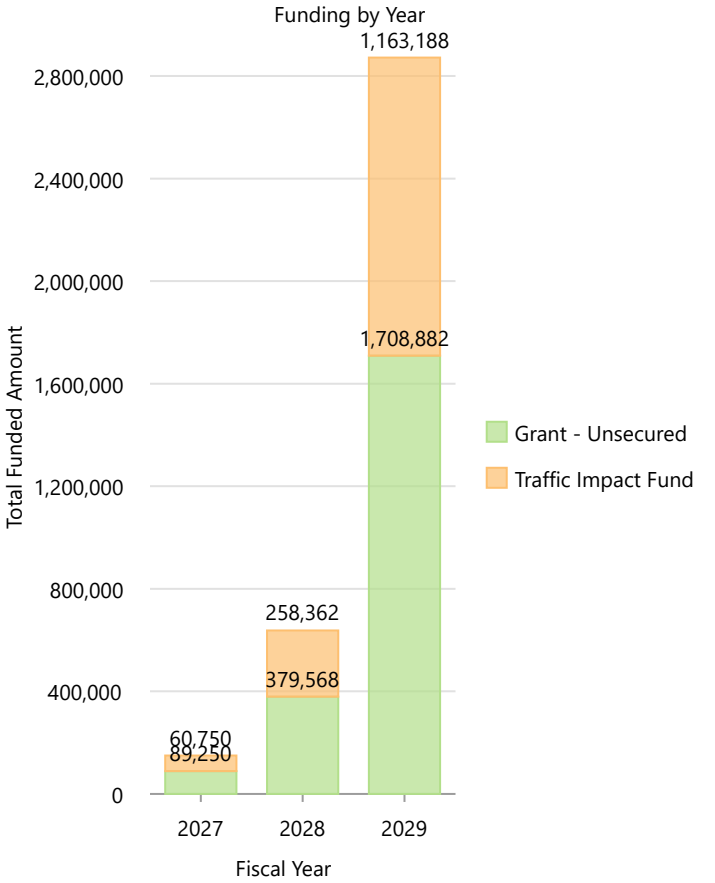
Assumption

It will include intersection improvements at the intersection of Road 68 and Burns Road, with the installation of a traffic signal. The cost of this project is based on a planning-level estimate. It is assumed that the surrounding property, which is currently undeveloped, will be improved largely through developer contributions.

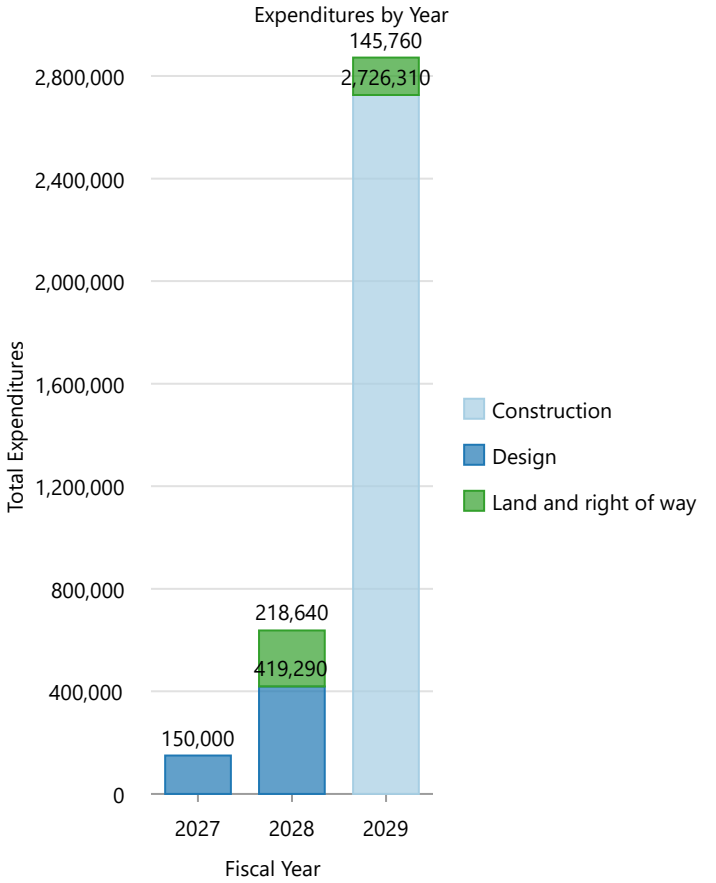
Description

This project, identified in Pasco's Comprehensive Safety Action Plan (CSAP), will improve traffic operations and safety by converting this stop-controlled intersection to a fully signalized intersection. Supporting improvements such as updated pavement markings, signal timing optimization, and pedestrian accommodations will also be incorporated to ensure a comprehensive upgrade.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



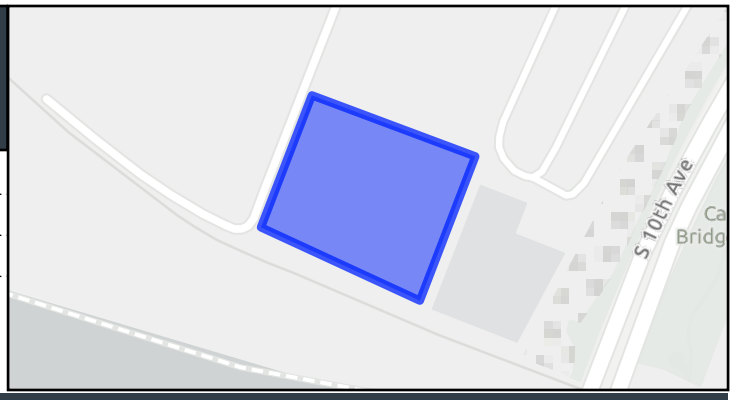
2027-2032 Capital Improvement Plan

Butterfield WTP Land Plant Expansion

Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility



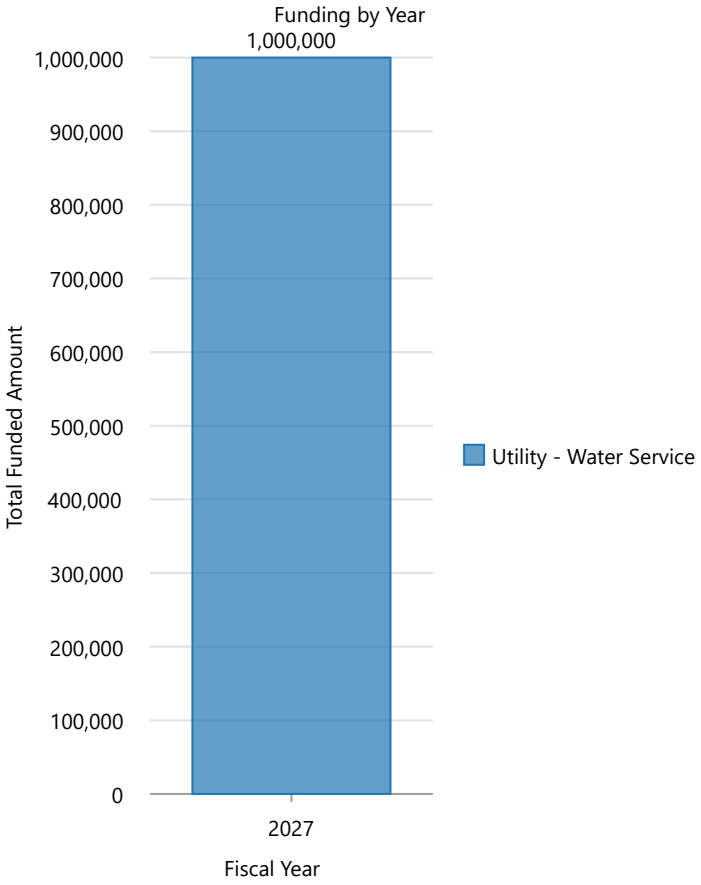
Assumption

The unimproved land adjacent to the existing infrastructure is available for purchase, making it feasible to proceed with the planned expansions and improvements.

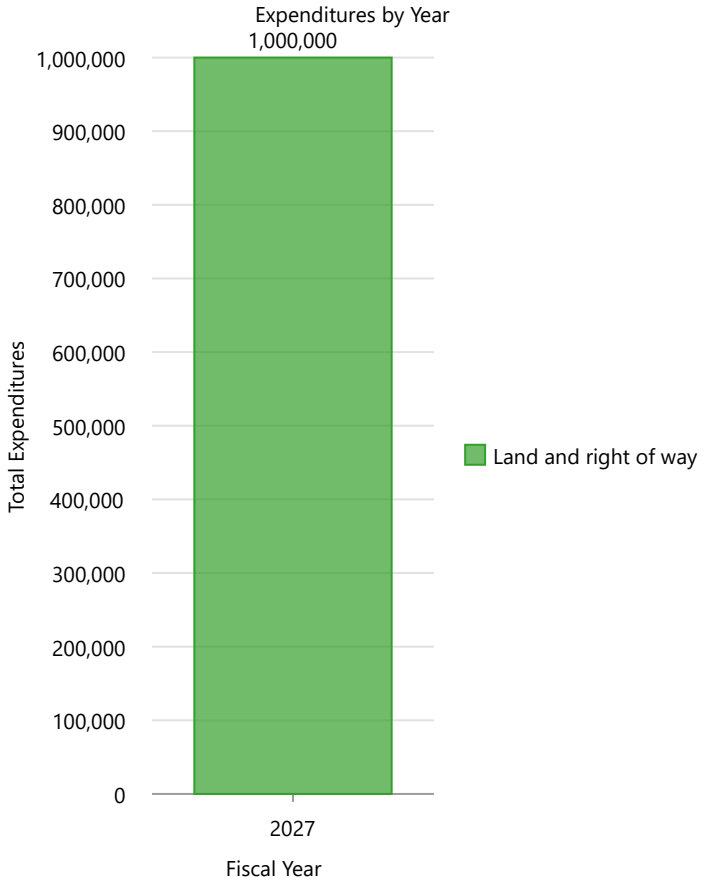
Description

This project involves the purchase of land adjacent to the existing raw water intake structure and backwash settling basins located south of W. Washington Street along the Columbia River. The acquisition of this land is anticipated to be the location of the newly constructed Butterfield WTP.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



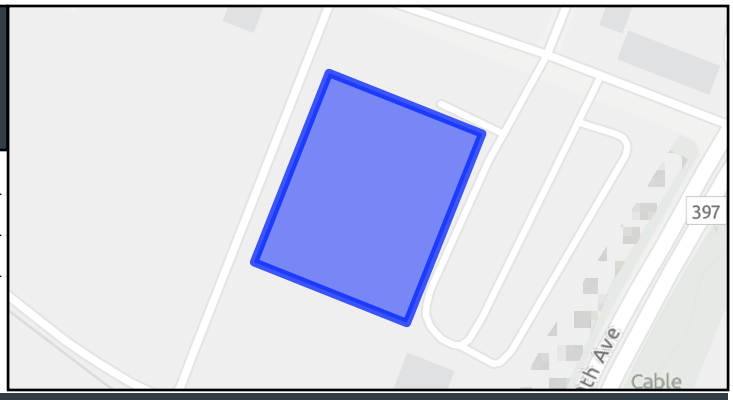
2027-2032 Capital Improvement Plan

Butterfield WTP New Construction

Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility



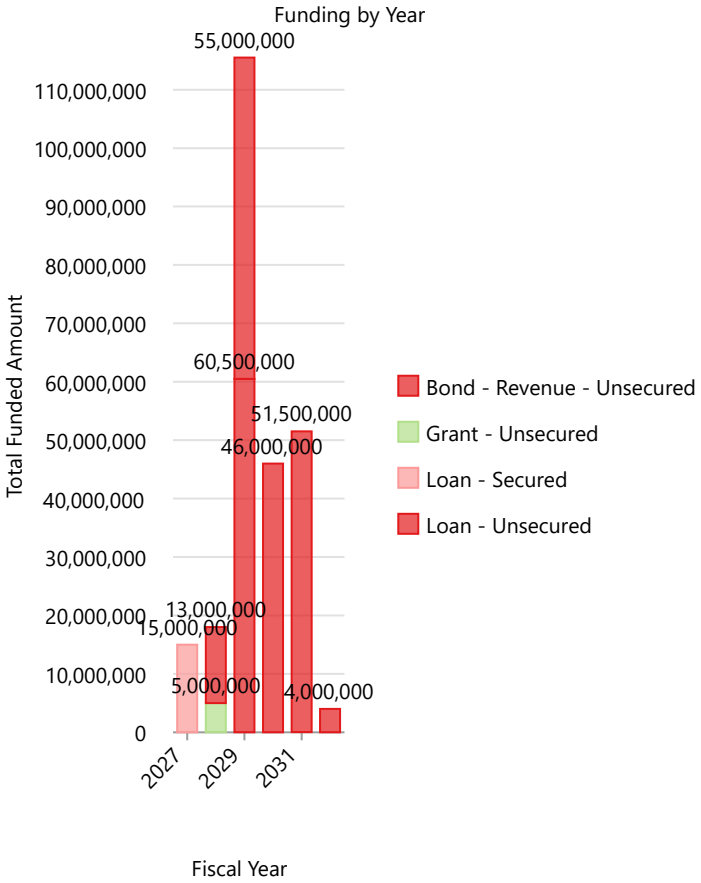
Assumption

The design and construction of the new Butterfield WTP at this specific location is contingent upon the acquisition of the proposed land.

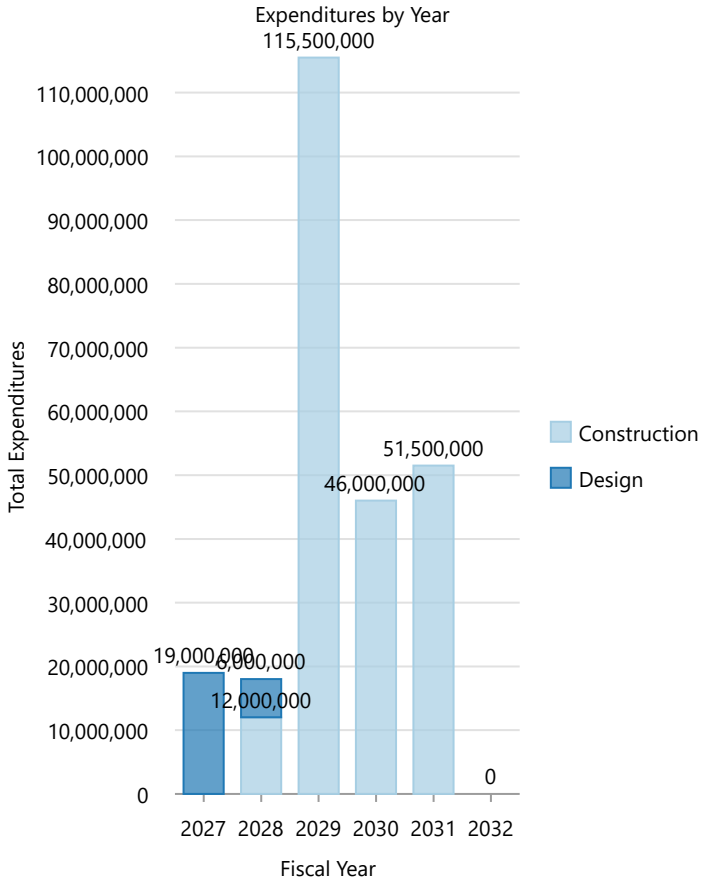
Description

The existing Butterfield Water Treatment Plant (WTP) has been in operation since 1946 and is nearing the end of its useful life. Upon the acquisition of this land (see Butterfield Land Plant Expansion) design and construction will commence for a brand-new Butterfield WTP. The new Butterfield will be designed to reliably treat 30 million gallons of water per day. The treatment methods will consist of ozone and direct filtration.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



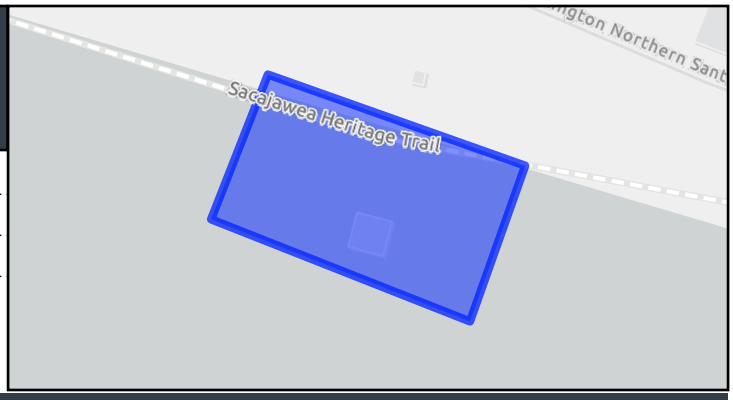
2027-2032 Capital Improvement Plan

Butterfield WTP Raw Water Pump Station and Electrical Improvements

Department	Public Works
Type	Water Utility
Project Number	21 245

Map Legend

Water Utility



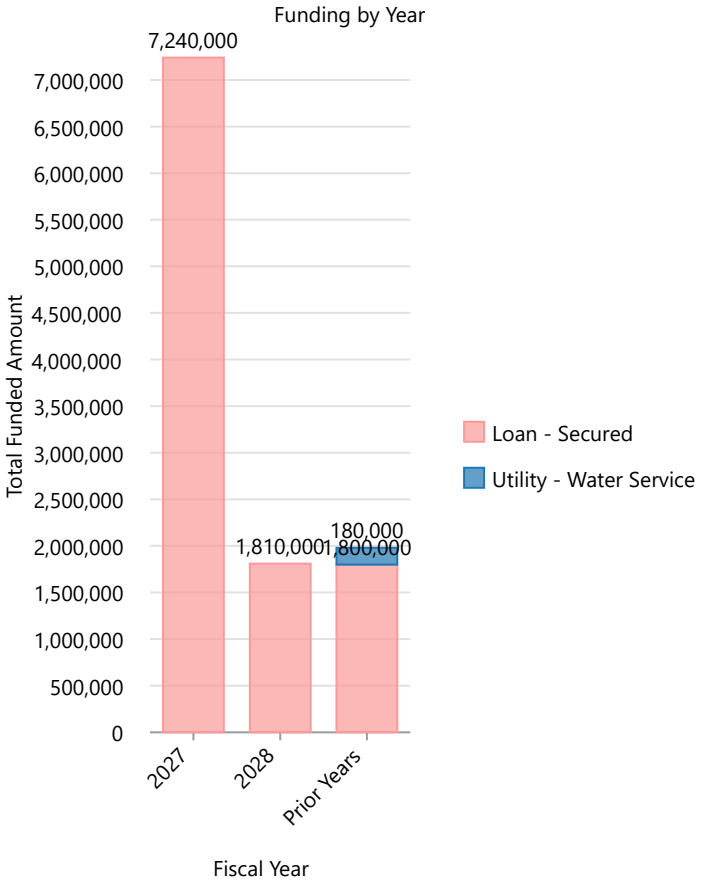
Assumption

Because of the City's growth, these improvements will be required to increase reliable treatment capacity to 30 million gallons per day (MGD) at the Butterfield Water Treatment Plant.

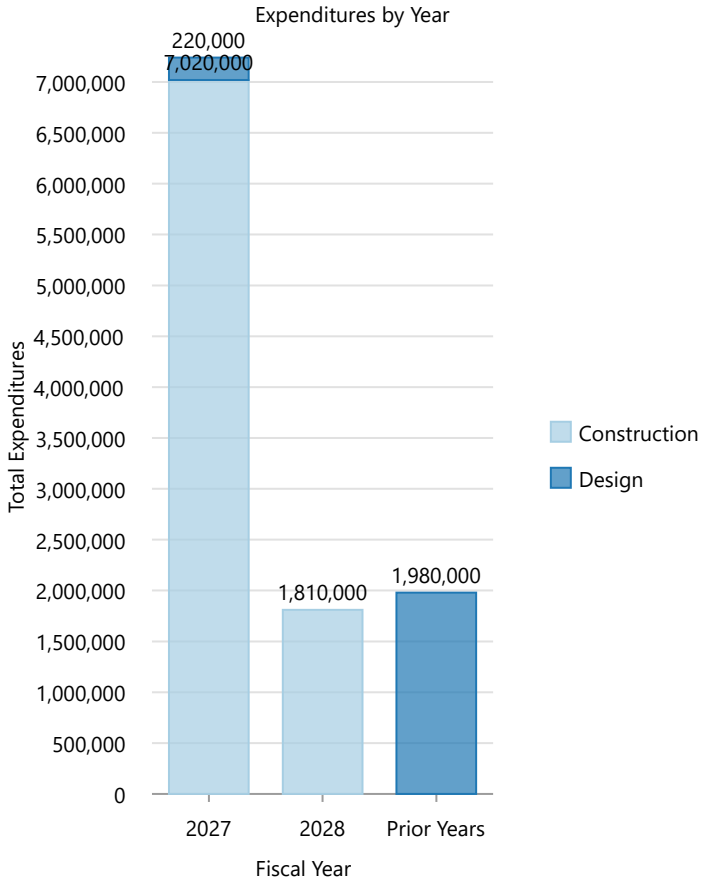
Description

This project addresses various improvements to the Butterfield Raw Water Pump Station. Improvements include but are not limited to: New in-water mechanically brushed intake screens, replacement of check valves, security fencing and cameras around the Raw Water Pump Station and the Backwash Lift Station. The results of this project will allow for increased reliability at the Raw Water Pump Station.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



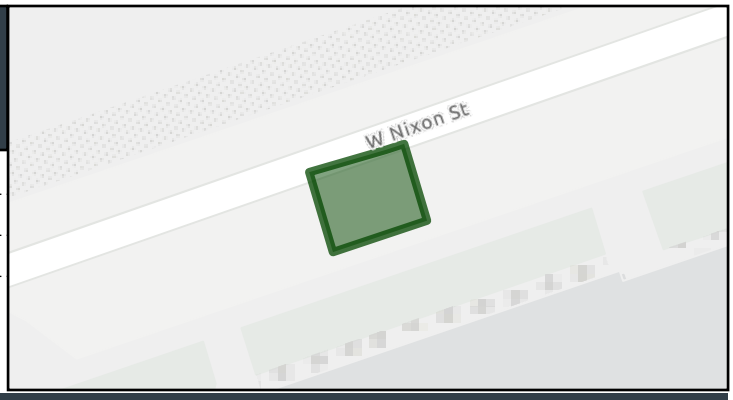
2027-2032 Capital Improvement Plan

City-Wide Trail Connection and Trail Improvement

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 474

Map Legend

Parks & Recreation



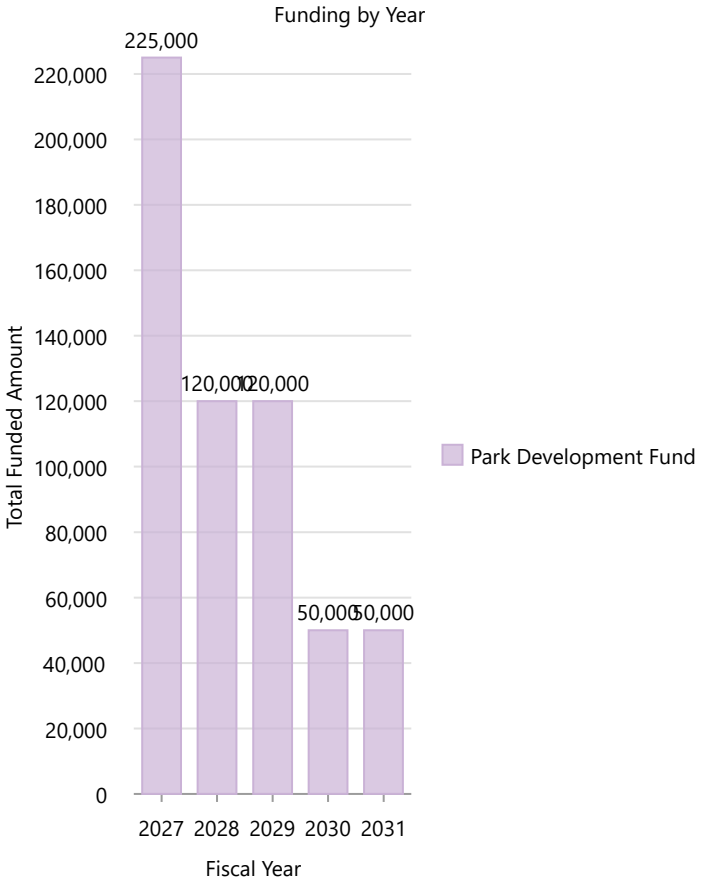
Assumption

This project assumes the ongoing identification of priority connections and improvements to address gaps in connectivity between neighborhoods, schools, and the regional trail system. Continuous assessment and planning are essential to effectively target areas needing refurbishment or enhancement.

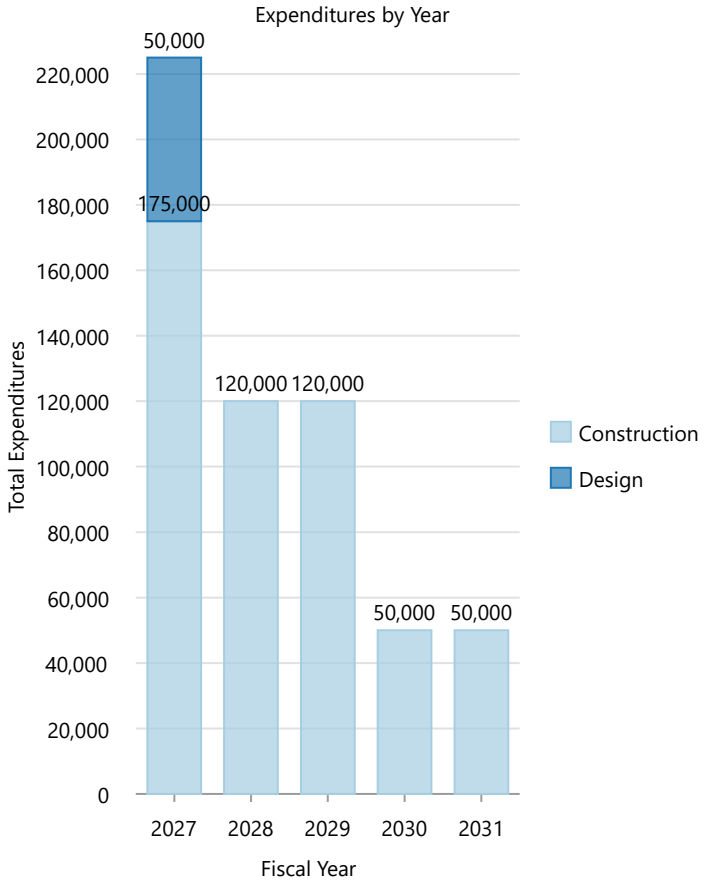
Description

This project aims to install new trail connections and refurbish existing trails throughout the city's network. The ongoing identification of improvement areas focuses on addressing gaps in connectivity between neighborhoods, schools, and sidewalks to the regional trail system. Additionally, sections of the trail network needing refurbishment or improvement would be targeted. The intent is to enhance connectivity and accessibility, promoting active transportation and recreational opportunities for all residents.

Project Funding (In Dollars)

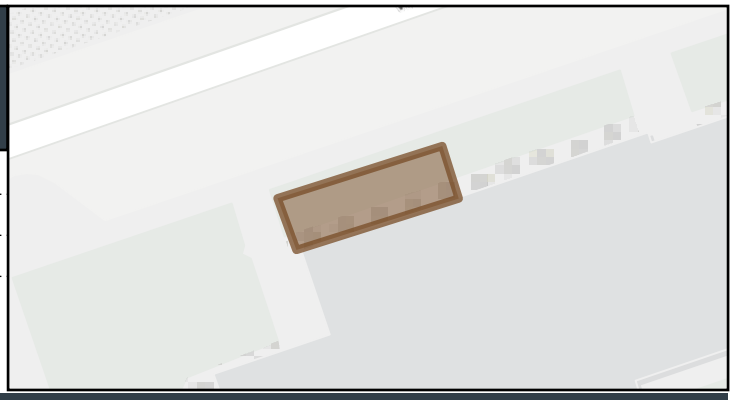


Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

City Hall Elevators - 2



Department	Facilities
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities

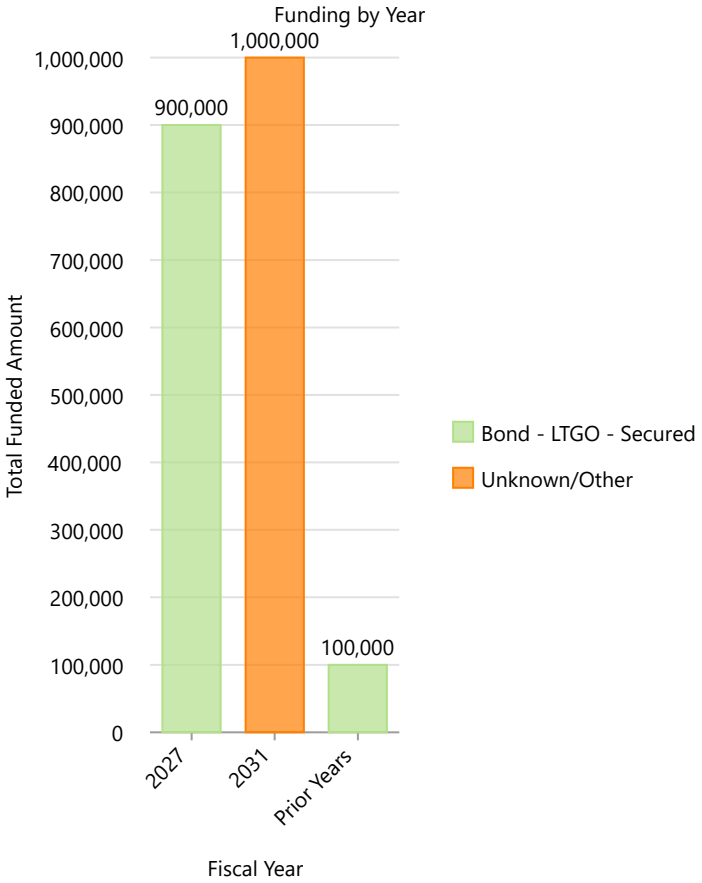
Assumption

Staff is procuring a design engineer specializing in elevator to assess the equipment and develop options with corresponding cost estimates for Council's consideration. Schedule is prepared based on funding availability and flexibility replacement of one of the elevators.

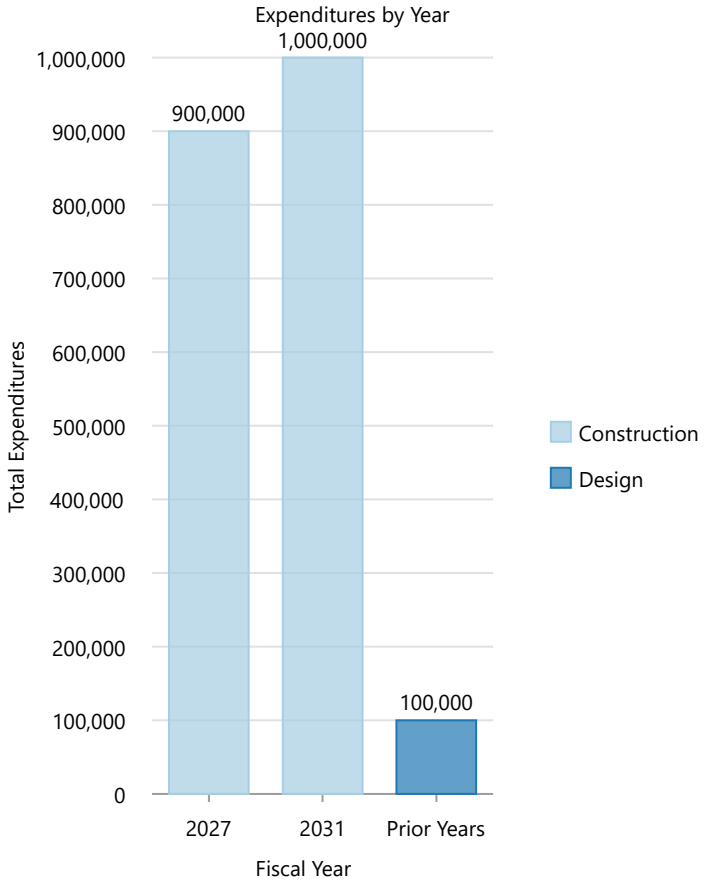
Description

Replacement of City Hall's two elevators.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



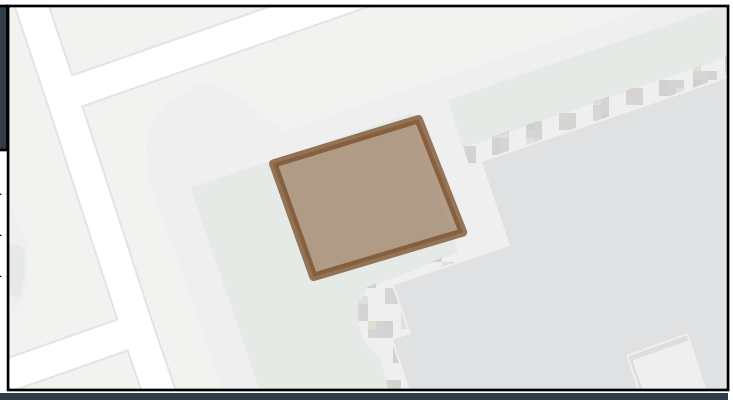
2027-2032 Capital Improvement Plan

City Hall Generator

Department	Facilities
Type	Buildings & Facilities
Project Number	22 408

Map Legend

Buildings & Facilities



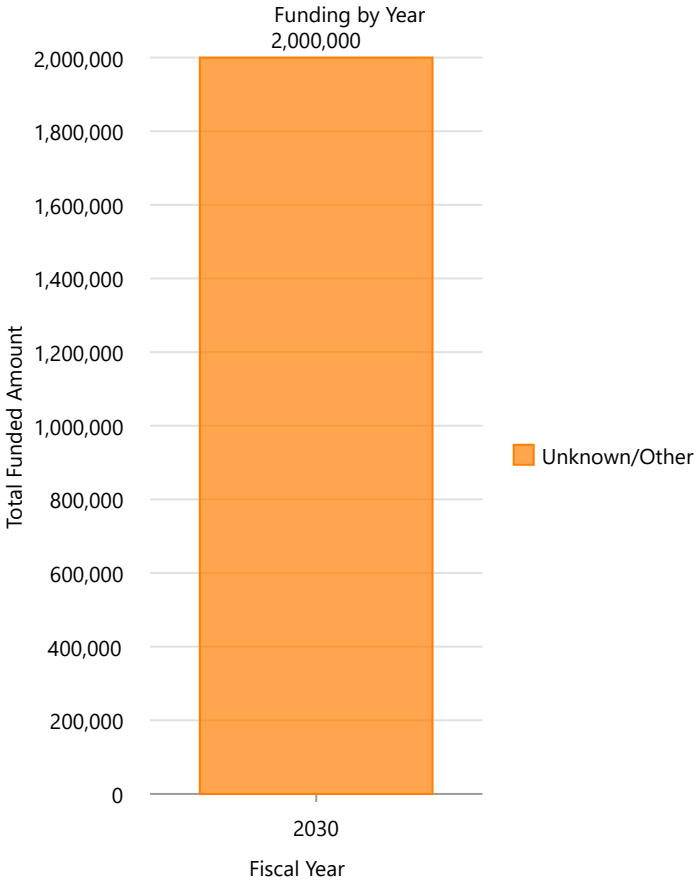
Assumption

Assume funding can be secured and resources are available.

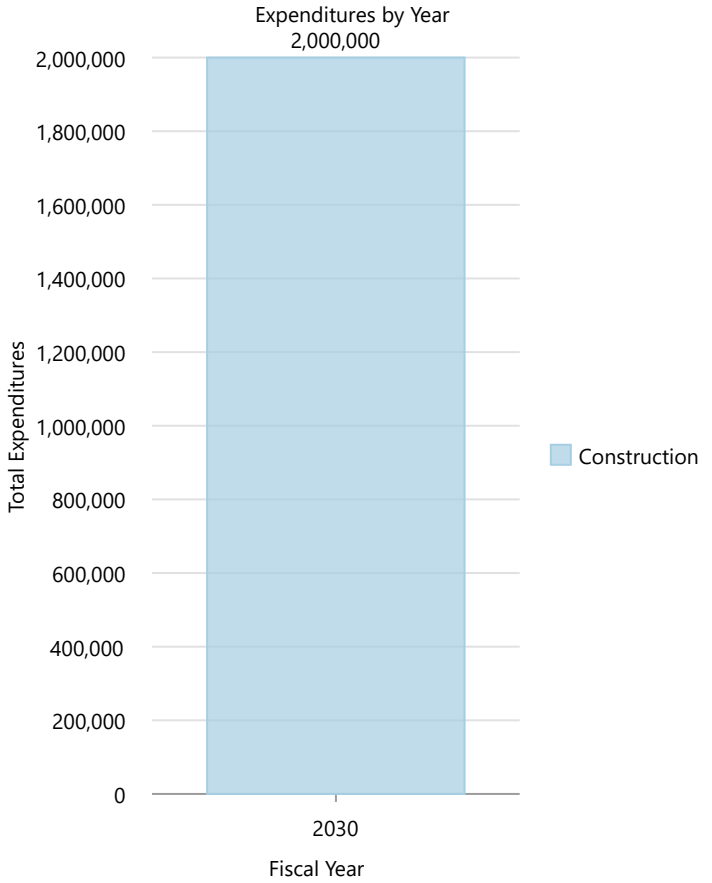
Description

This project involves installing a new and larger emergency backup generator for City Hall. The generator will ensure continuous operations during power outages, enhancing the city's resilience and preparedness by providing reliable power for essential services and facilities. This initiative supports our commitment to community safety and operational efficiency, ensuring that vital city functions remain uninterrupted in emergencies.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

City Wide Traffic Signal Improvements (Phase 3)

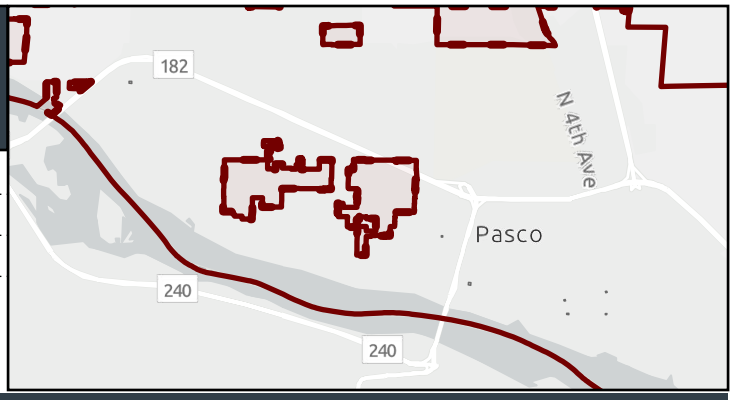
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas

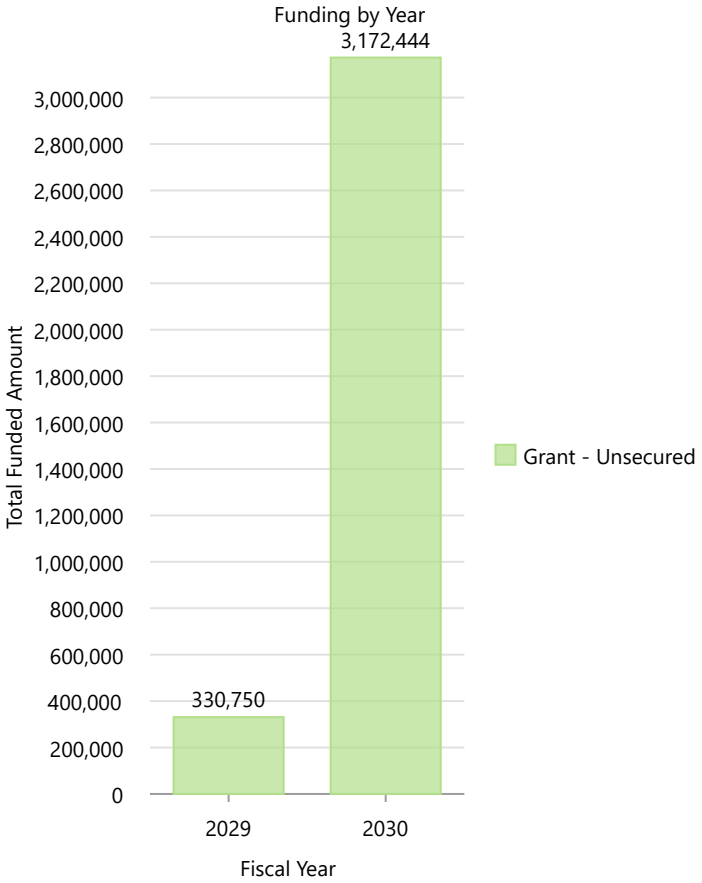


Assumption

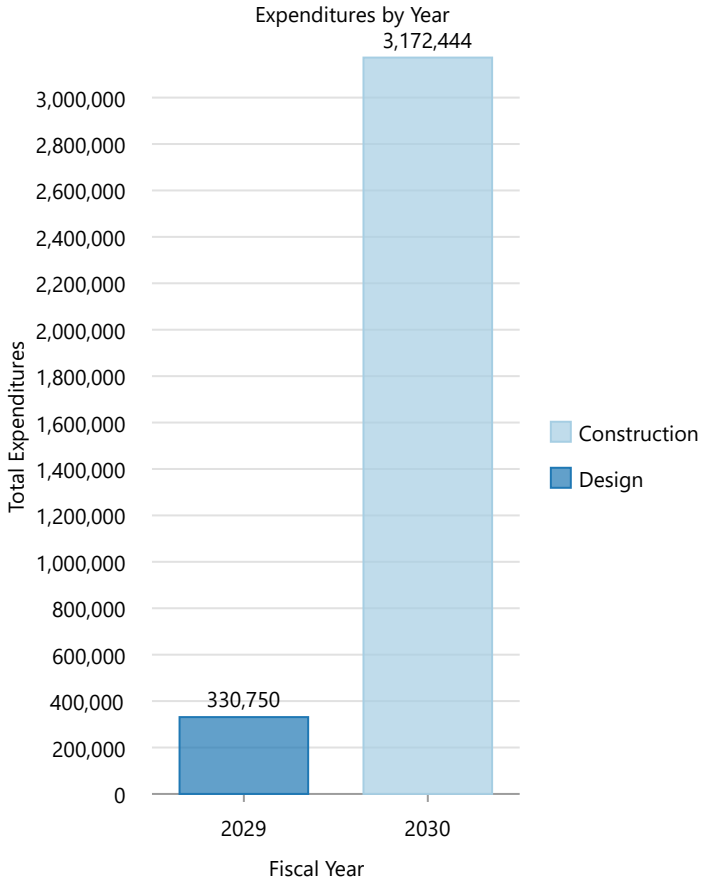
Description

This project will replace obsolete signal equipment with updated signal controllers, signal equipment, optimized corridor timing plans, vehicle detection system and emergency vehicle priority system. Pedestrian access will be upgraded to meet current ADA right of way accessibility design guidelines for the signalized intersections.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



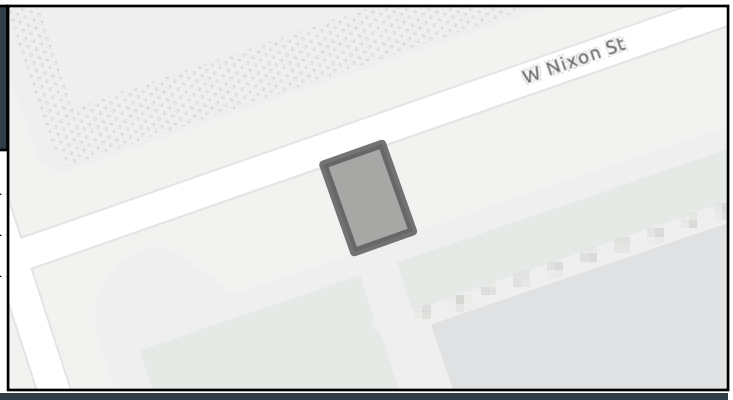
2027-2032 Capital Improvement Plan

Citywide Injury Minimization and Speed Management Implementation

Department	Public Works
Type	Transportation
Project Number	23505

Map Legend

Transportation



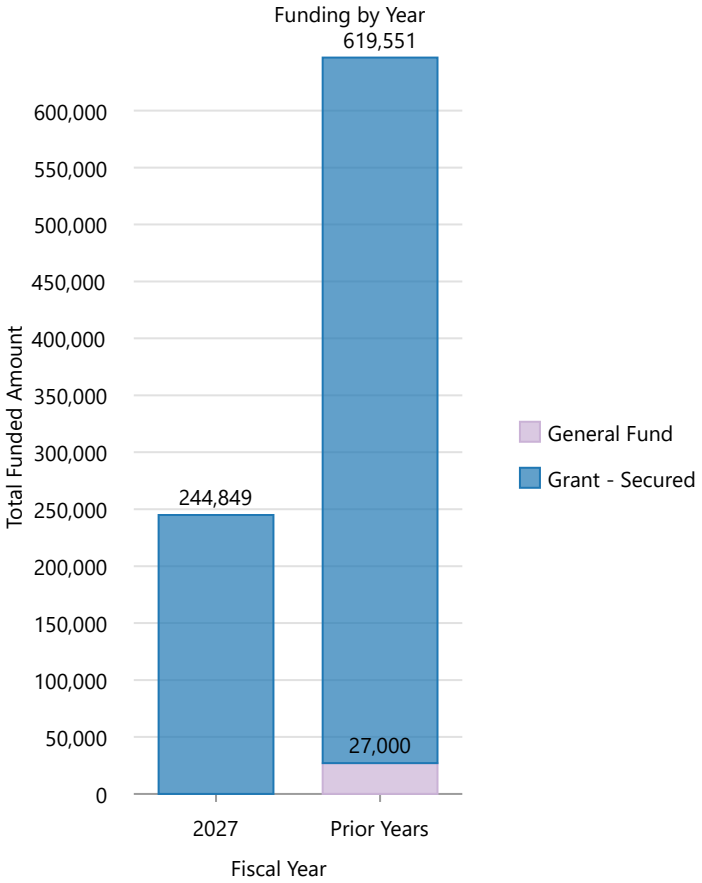
Assumption

The Project includes two separate and distinct phases. Phase 1 included the development of a citywide speed limit policy and the speed evaluation at study roadways, which was completed in 2024 with follow-up items in early 2025. Phase 2, this phase, begins in 2026 and includes the environmental and design for implementation of the results from the Phase 1 policy development and speed evaluation, including final design for 750 new sign installations. Construction is anticipated to commence in 2027.

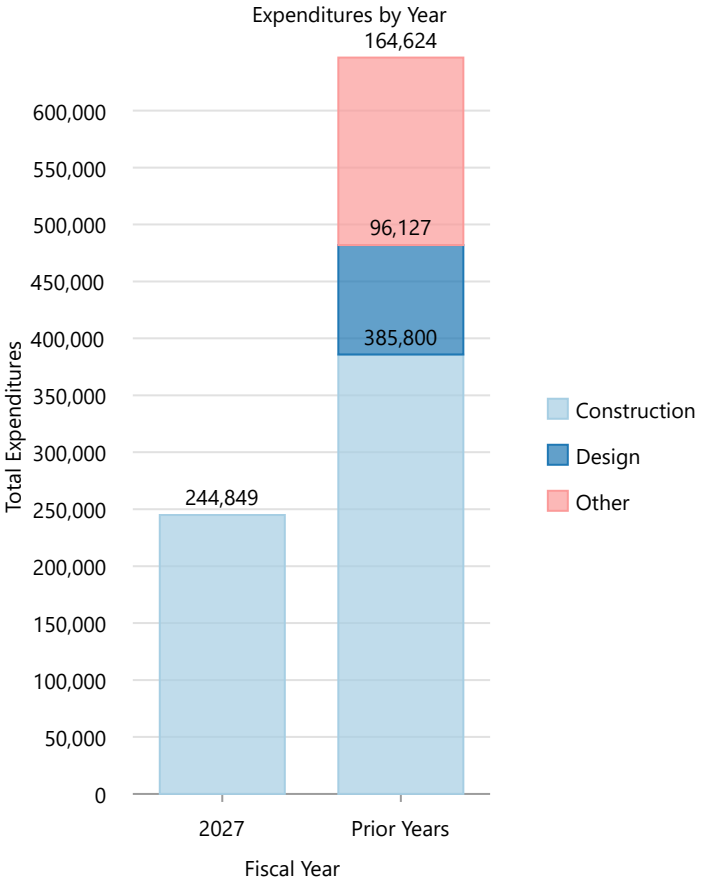
Description

To help reduce speed-related crashes, this project will install approximately 750 new speed limit signs across the city. This safety initiative is identified in the Pasco Speed Study and focuses on implementing effective speed-reducing measures.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Clark St Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

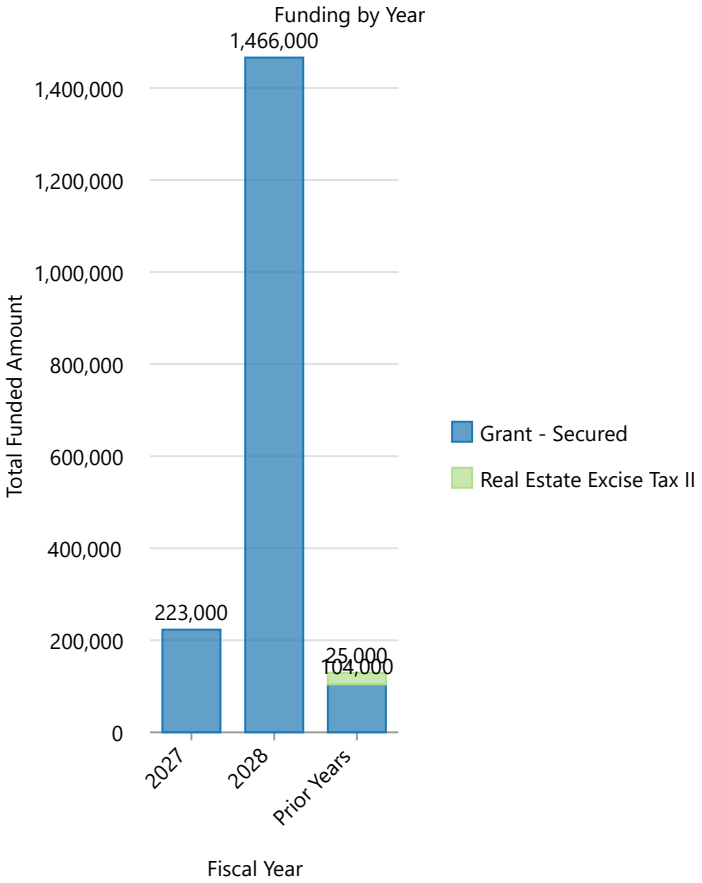
Assumption

The proposed reconfiguration aligns with the Downtown Masterplan, ensuring that all enhancements are consistent with broader urban development goals.

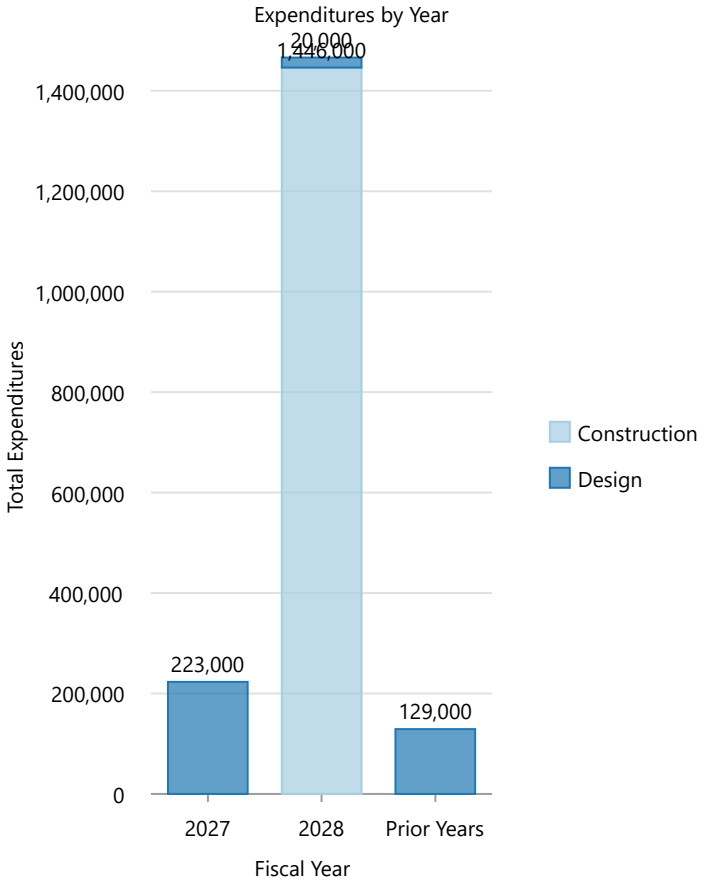
Description

The Clark Street Improvements project involves adjusting the roadway configuration to enhance safety and usability for all users. This will include vehicle travel lanes, bike lanes, improved lighting, and bulb-outs at crossing locations to increase pedestrian safety. These conceptual improvements are outlined in the adopted Downtown Masterplan and aim to revitalize the downtown area.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



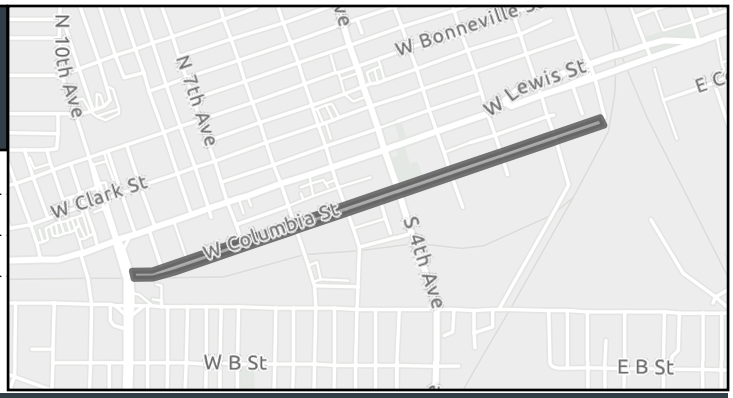
2027-2032 Capital Improvement Plan

Columbia St Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



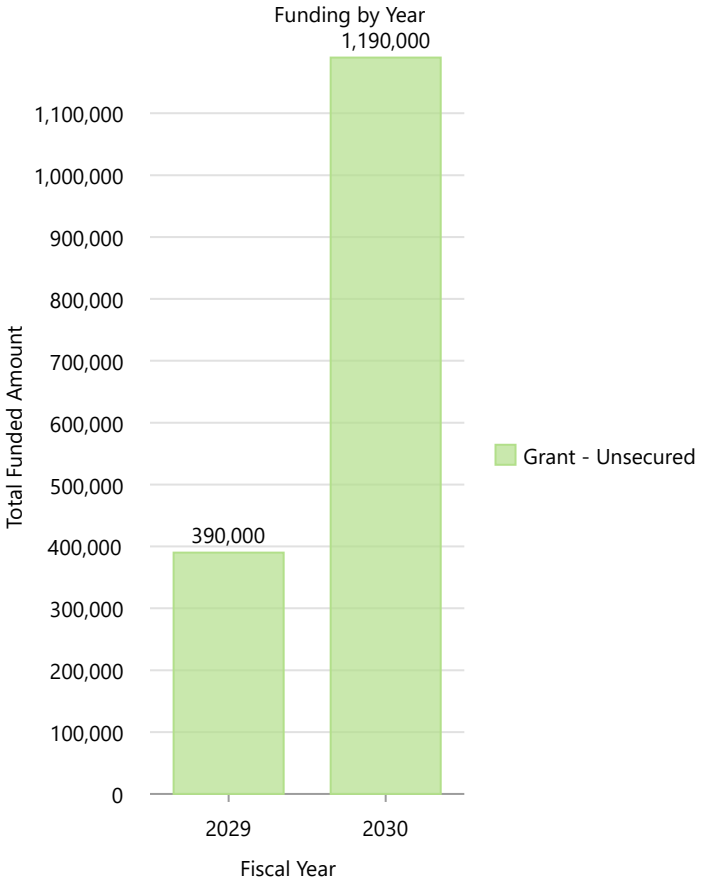
Assumption

This street is being studied in the Downtown Master Plan, ensuring that all proposed changes are aligned with broader urban development objectives.

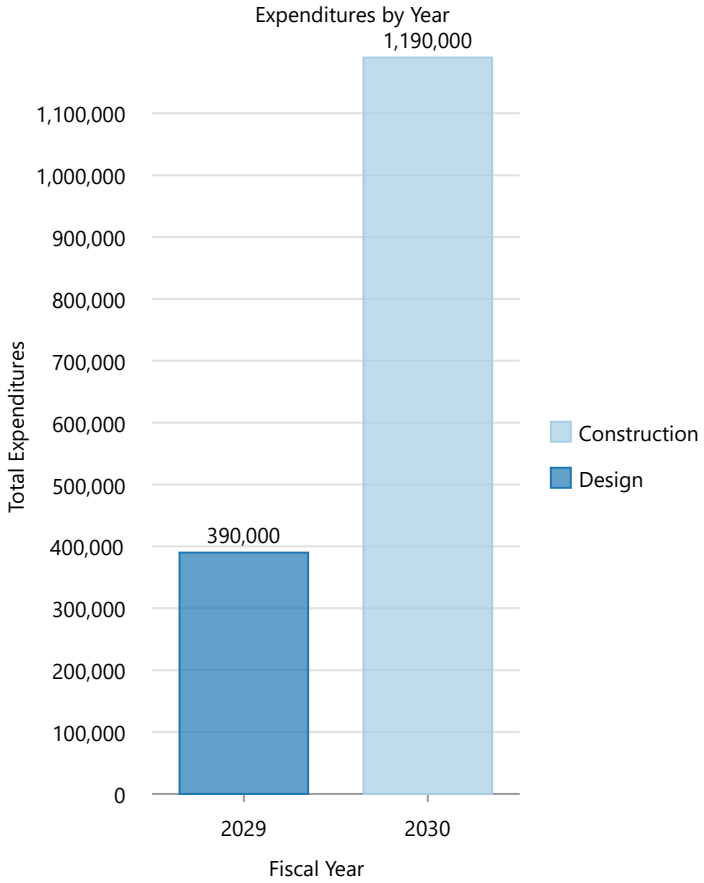
Description

The Columbia Street Improvements project aims to adjust the roadway configuration to enhance safety and usability for all users. This includes adding vehicle travel lanes, bike lanes, improved lighting, and bulb-outs at crossing locations to increase pedestrian safety. These conceptual improvements are outlined in the adopted Downtown Masterplan and aim to revitalize the downtown area.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



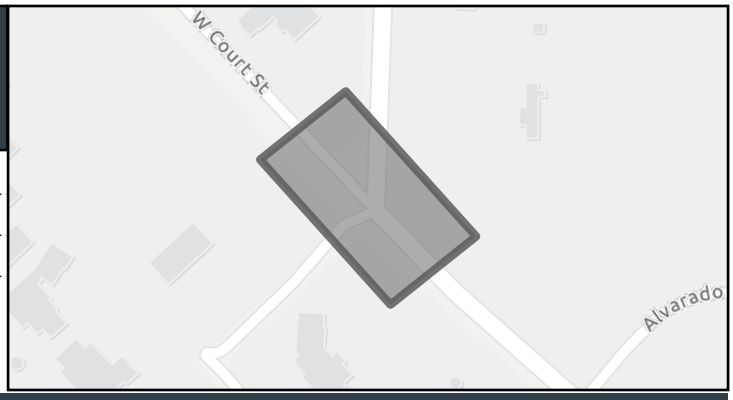
2027-2032 Capital Improvement Plan

Court & Rd 100 Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

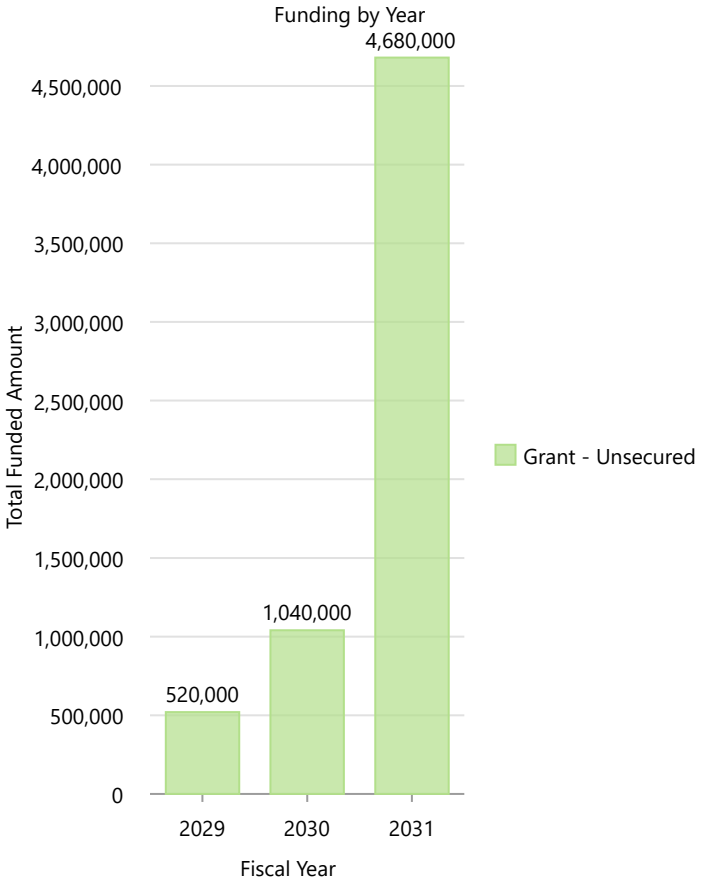


Assumption

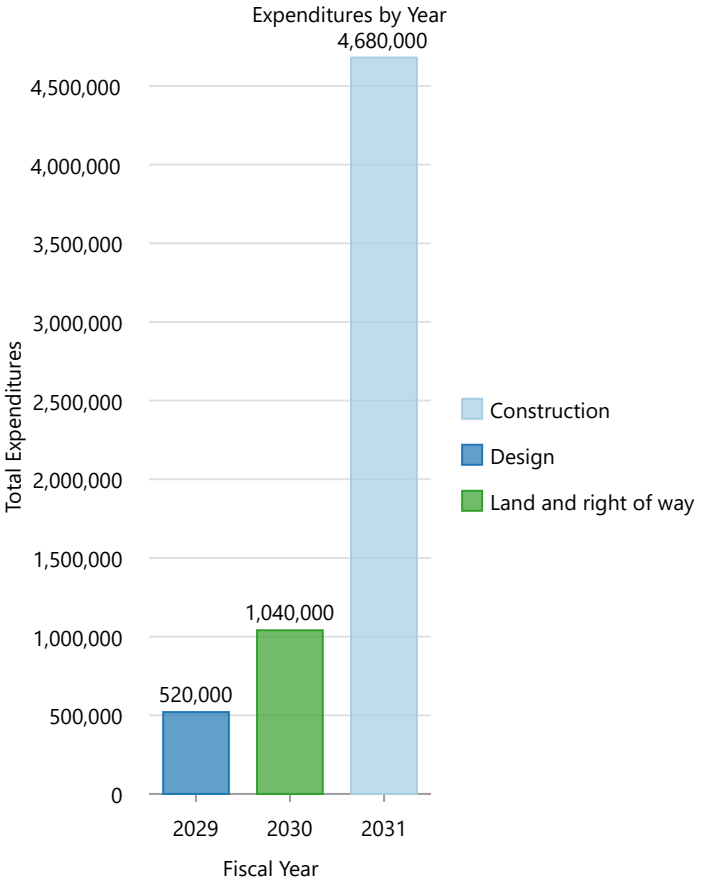
Description

This project will convert the existing angled T-intersection at Court St and Road 100 into a roundabout or signalized intersection, enhance traffic flow and safety in the area, and include any necessary ADA improvements.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Court St Improvements - Ped/Bike

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas

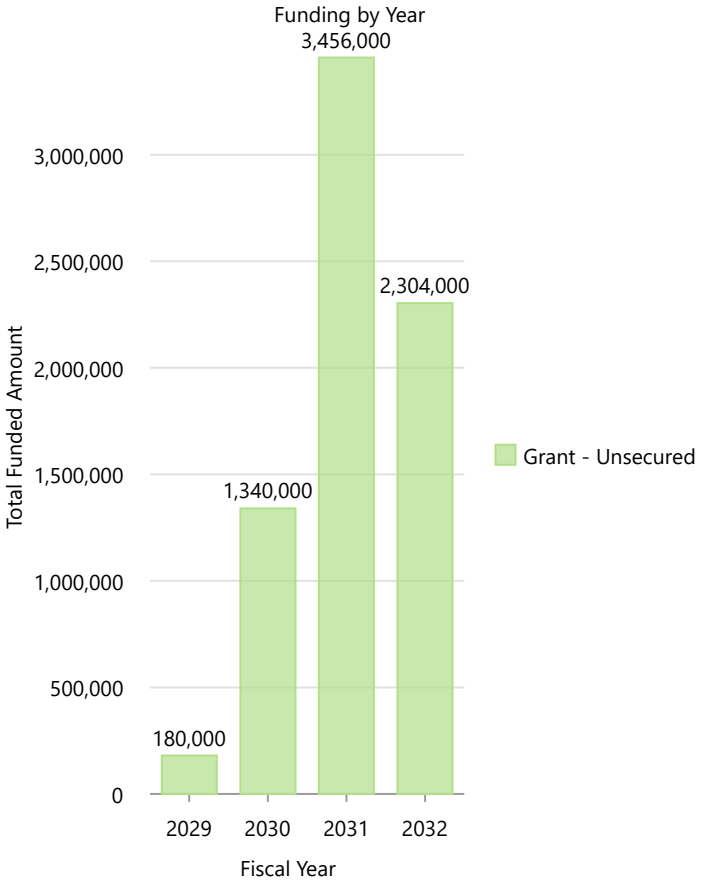
Assumption

The project will extend bike and pedestrian facilities from where the Sacajawea Riverfront Trail connects to Court Street, linking to the proposed facilities in the Broadmoor Area. These additions are described in the adopted Broadmoor Masterplan.

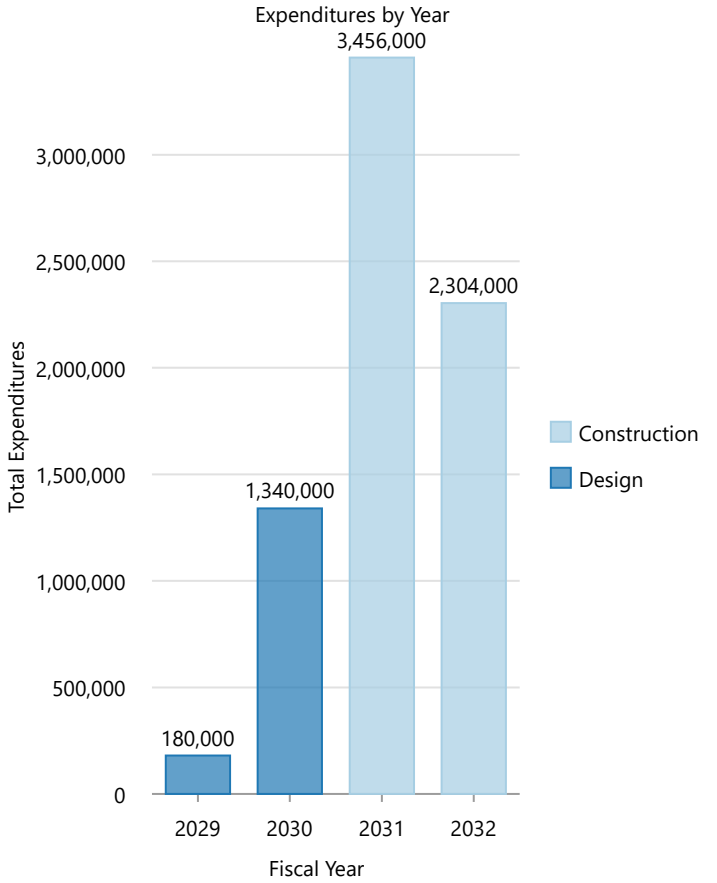
Description

Improve Court Street from Road 96 to Harris Road by adding bike and pedestrian facilities along with permanent traffic calming features. These enhancements aim to create a safer and more accessible route for cyclists and pedestrians.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Court St Safety Improvements

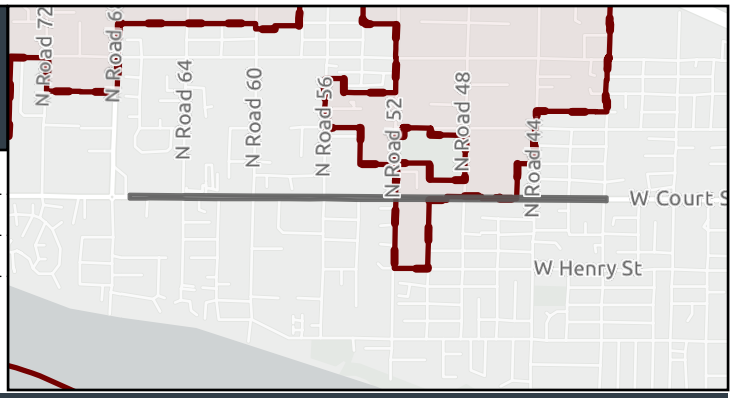
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

Urban Growth Areas

CityLimits



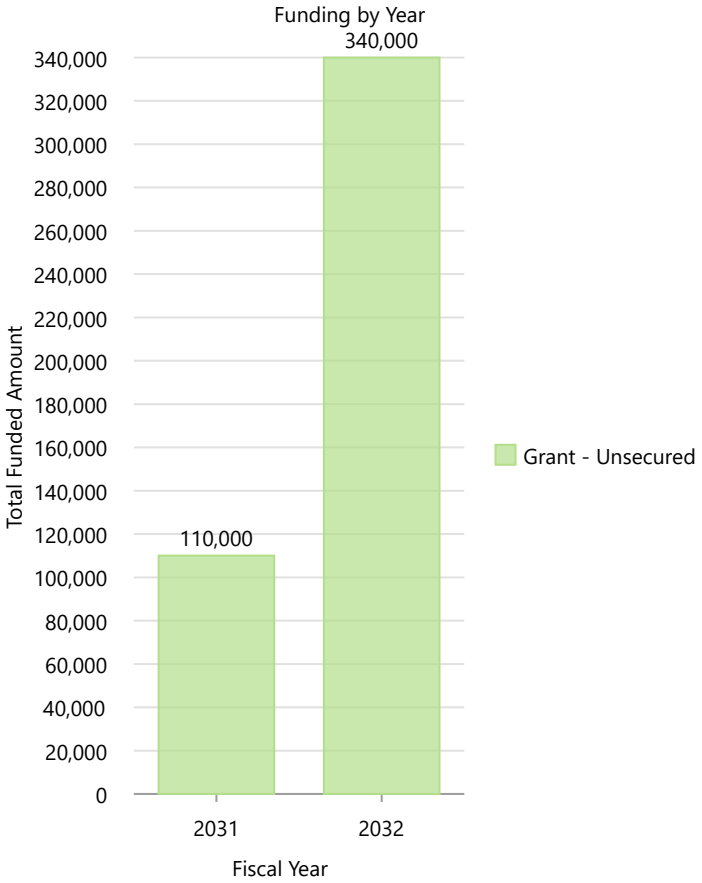
Assumption

Design for this project is anticipated to begin in 2025. The project will include various safety and accessibility improvements that align with city transportation goals and regional planning documents. The project assumes that these enhancements will meet the needs of the growing population and increased traffic demands in the area.

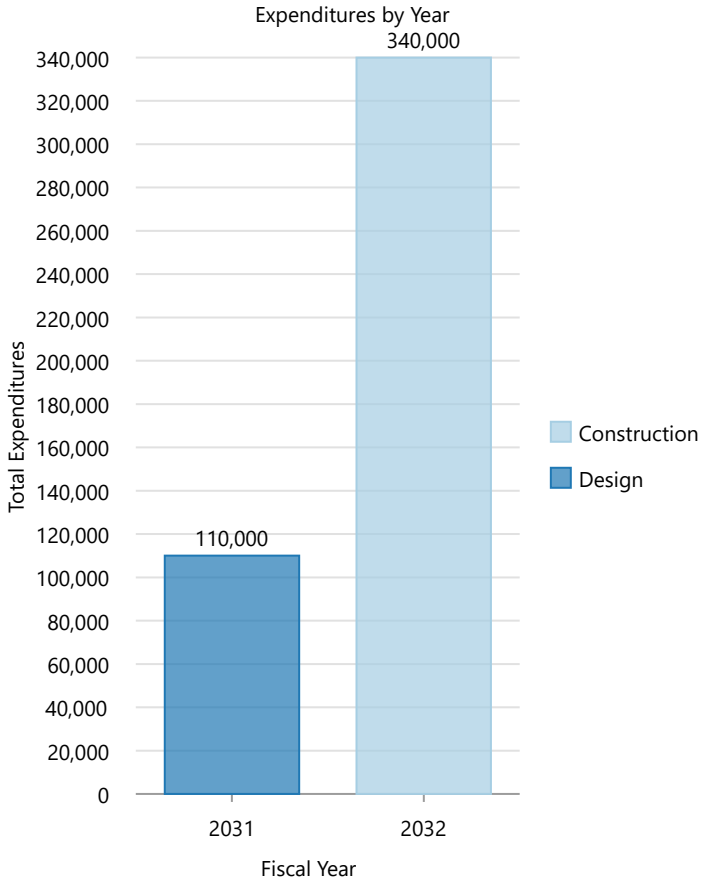
Description

The reconfiguration of Court Street from Road 40 to Road 68 will transform it into a three-lane road, featuring one lane in each direction and a center two-way-left-turn lane. This project also includes the addition of designated bike lanes in each direction and enhancements to pedestrian facilities to improve overall safety and accessibility.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Court St Safety Improvements (Phase 2)

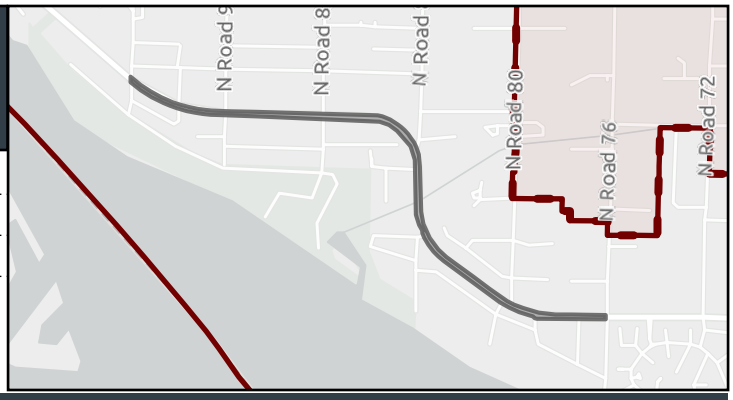
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

Urban Growth Areas

CityLimits

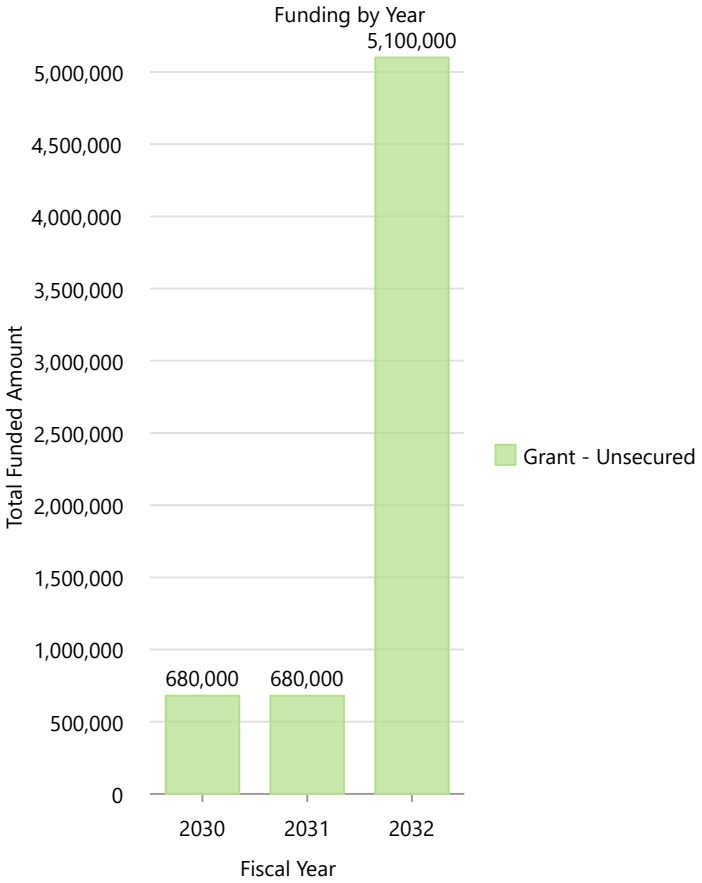


Assumption

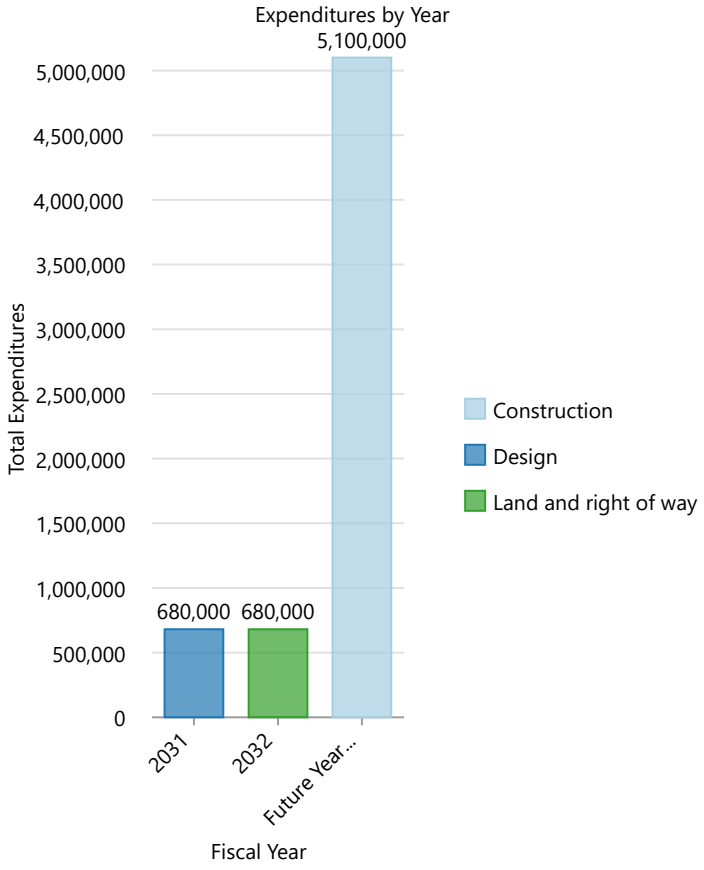
Description

This project will reconfigure Court Street from Road 68 to Road 96 to provide designated bike lanes in each direction, and pedestrian facility enhancements.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



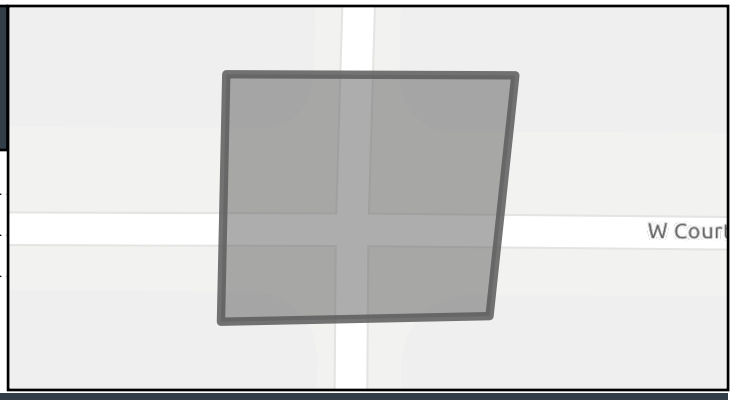
2027-2032 Capital Improvement Plan

Court Street/Rd 60 Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



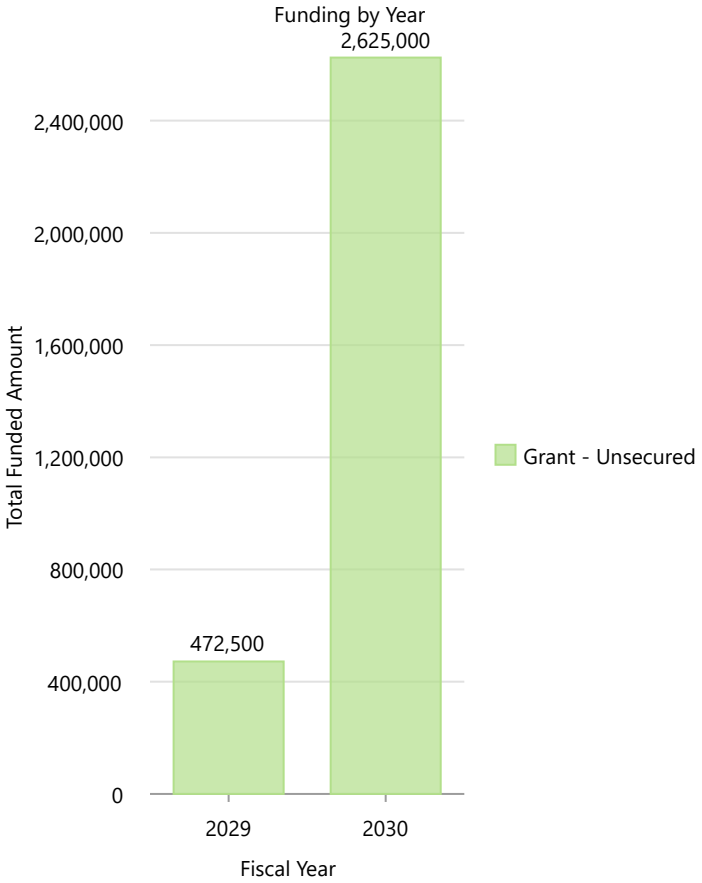
Assumption

A traffic signal will be installed at this intersection. Right-of-way acquisition is anticipated to be required for the construction of improvements.

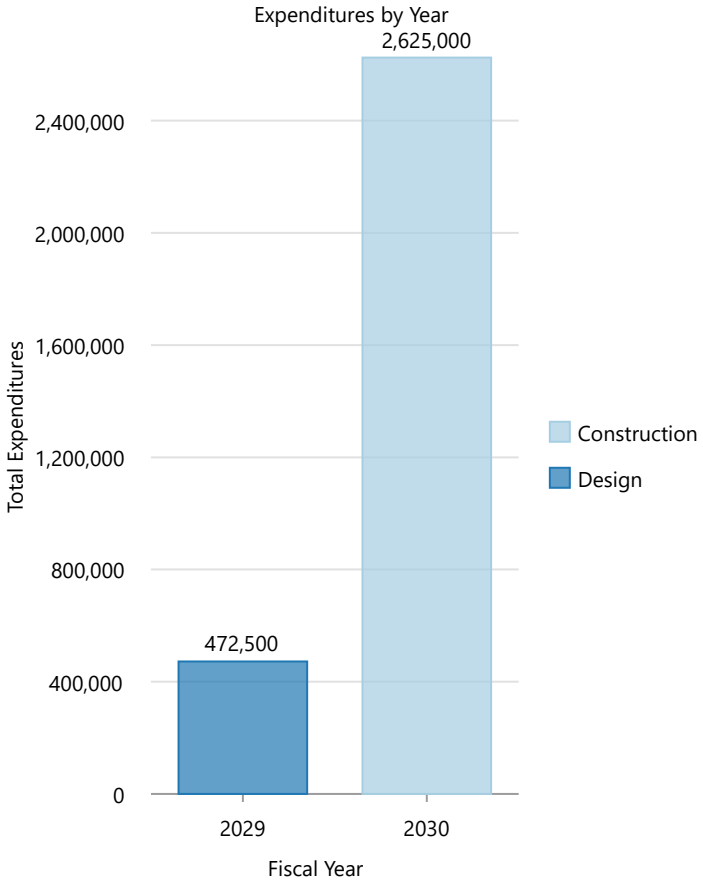
Description

The installation of a traffic signal at the intersection of Court Street and Road 60 will be undertaken to enhance safety and traffic management. Necessary ADA improvements will also be included to ensure accessibility for all users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

CSP #22 - W A St Sewer Main Upsize - S 28th Ave to N 14th Ave

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility

CityLimits

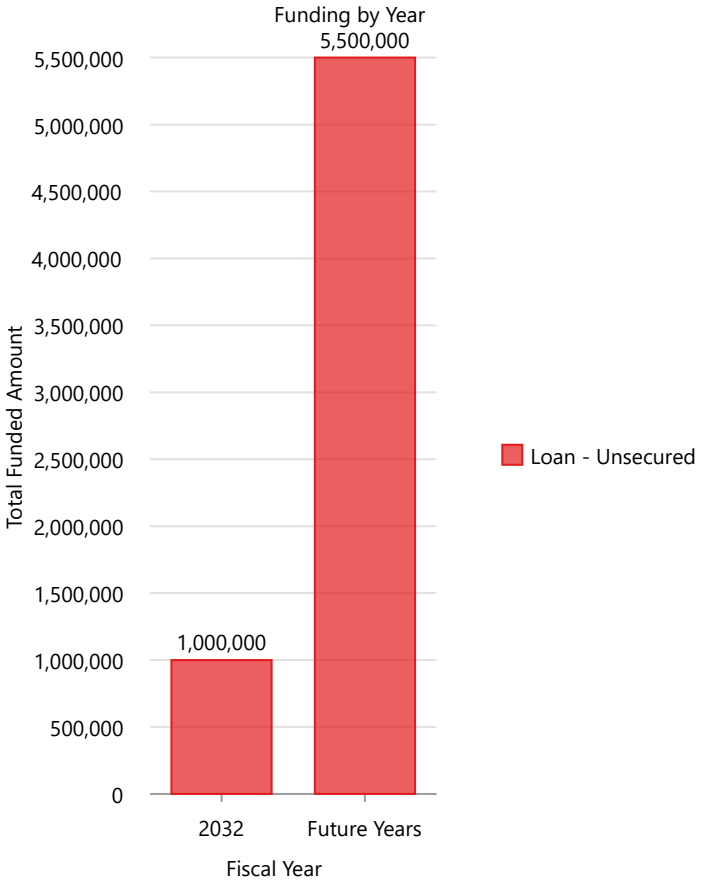
Assumption

The project estimate is based on the scope outlined in CSP #22 and assumes that pre-design tasks will begin around 2031. The proposed upsize considers the potential expansion of the sewer service area into the Riverview West region, ensuring that the system can accommodate future growth.

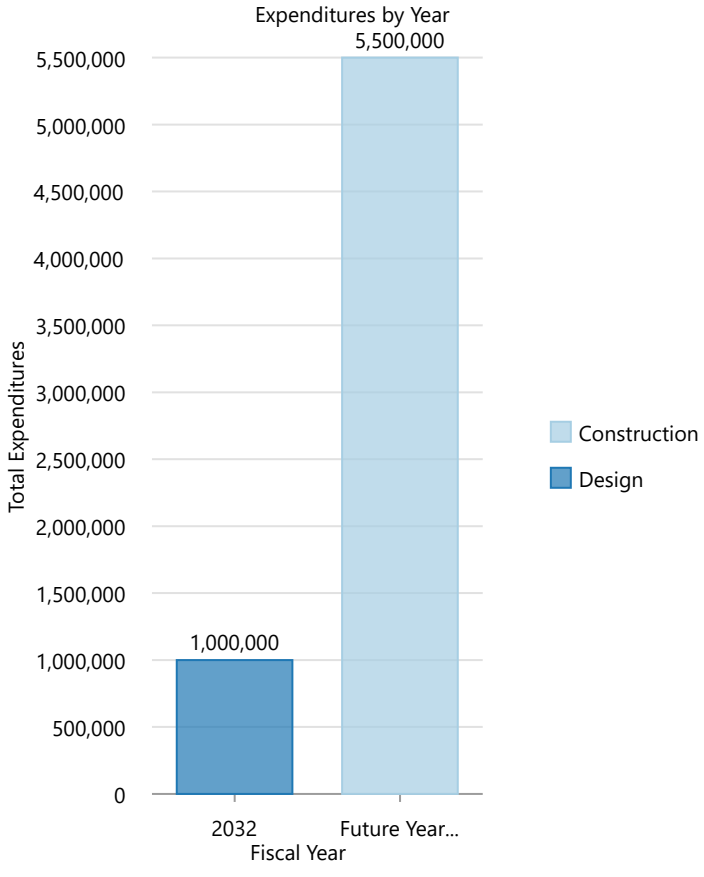
Description

The CSP#22 - W A Street Sewer Main Upsize project involves upsizing approximately 5600 linear feet of the existing 30-inch diameter gravity main to a new 54-inch gravity main. This work will be conducted within Public ROW and City of Pasco properties, as recommended in the Comprehensive Sewer Plan.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

CSP#14 - Court St Sewer Main Upsize - Rd 100 to Rd 110

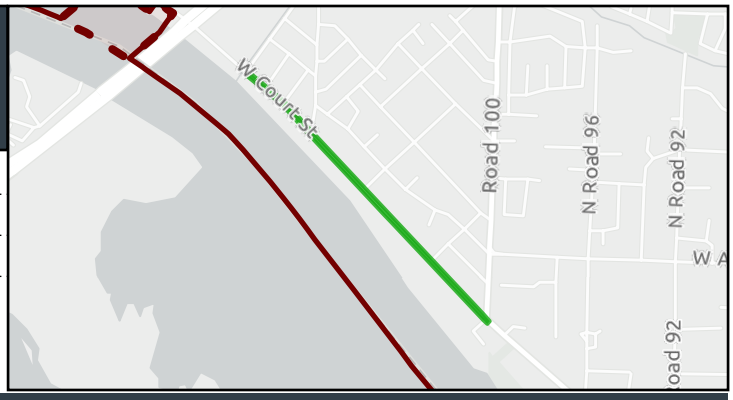
Department	Public Works
Type	Sewer Utility
Project Number	23 460

Map Legend

Sewer Utility

CityLimits

Urban Growth Areas



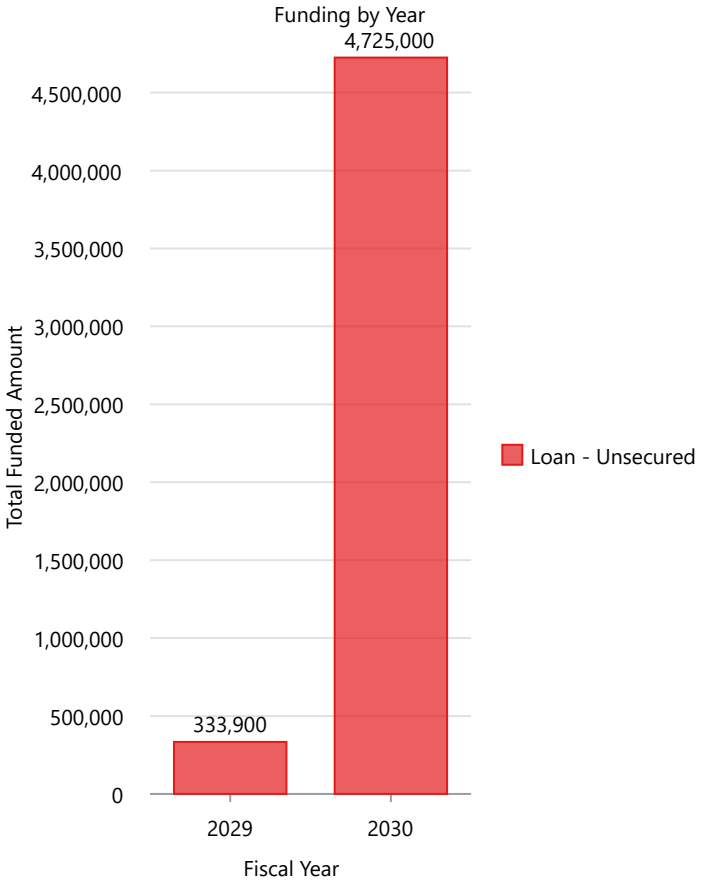
Assumption

The estimate is based on project CSP #14 and is included in the 2021 rate study. The proposed upsize and alternative alignments account for the increased flow and expansion of the sewer service area into Riverview.

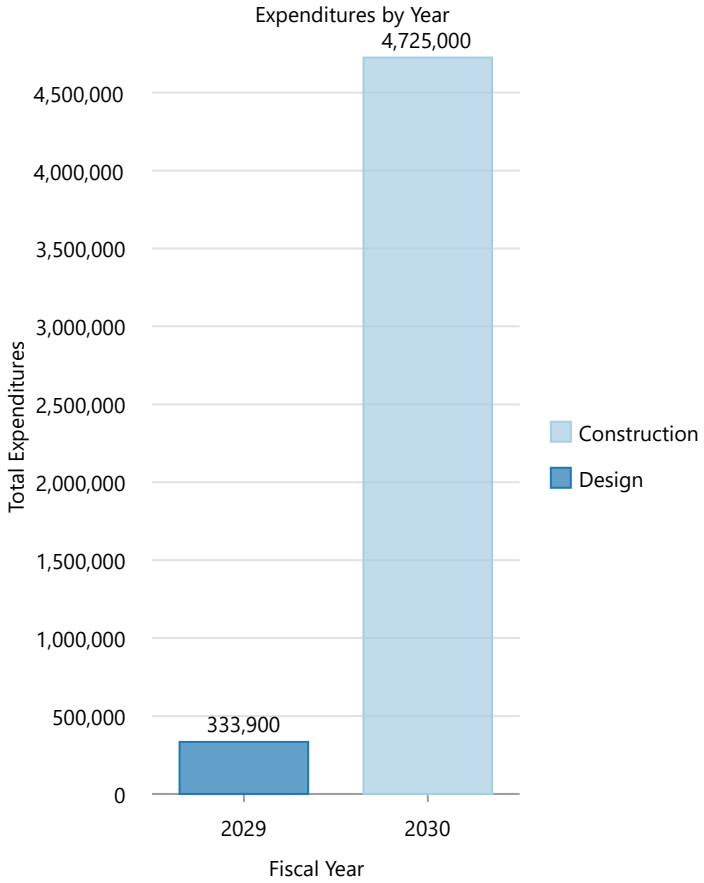
Description

The CSP#14 - Court St Sewer Main Upsize project involves upsizing approximately 5,100 linear feet of the existing 18-inch diameter gravity main to a new 30-inch gravity main along Court Street between Road 110 and Road 100. An alternative alignment may involve maintaining the existing 18-inch diameter main in this location and installing a parallel main through the Riverview area. Implementing this alternative may require combining this segment with CSP #15. The alternative alignment provides for the expansion of the sewer service area into the Riverview.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

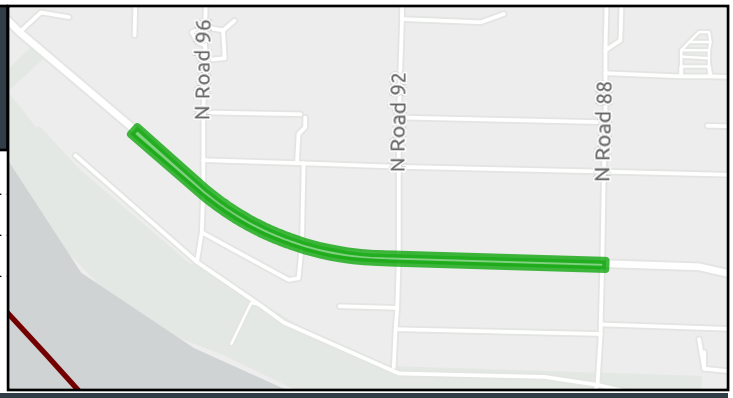
CSP#15 - Court St Sewer Main Upsize - Rd 97 to Rd 88

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility

CityLimits



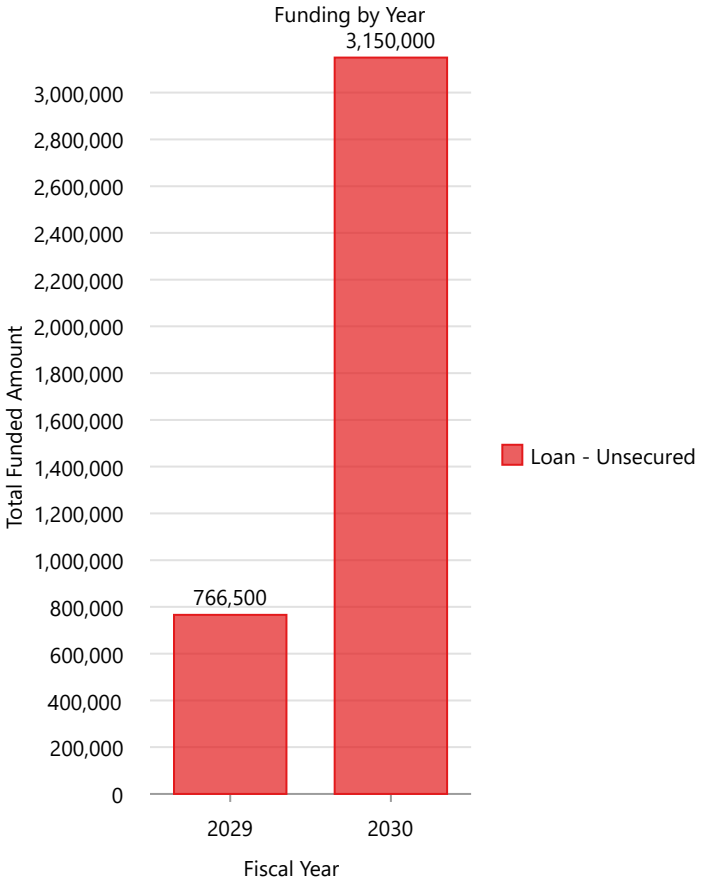
Assumption

The estimate is based on CSP #15 and the project is included in the 2021 rate study. The proposed upsize and alternative alignments account for the increased flow and expansion of the sewer service area into Riverview.

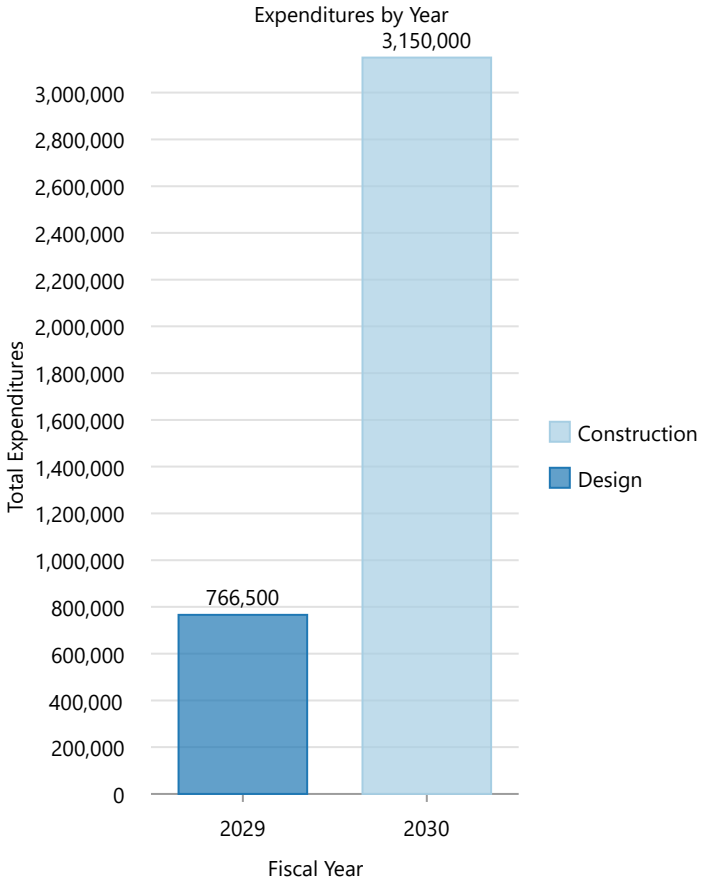
Description

The CSP#15 - Court St Sewer Main Upsize project involves upsizing approximately 3,100 linear feet of the existing 24-inch diameter gravity main to a new 42-inch gravity main along Court Street between Road 97 and Road 88. An alternative alignment may involve maintaining the 24-inch diameter main in this location and installing a 30-inch parallel main through the Riverview area. Implementing this alternative may require combining this project with CSP #15. The alternative provides for the expansion of the sewer service area into Riverview.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

CSP#18 - Sylvester St Sewer Upsize - Rd 60 to 44

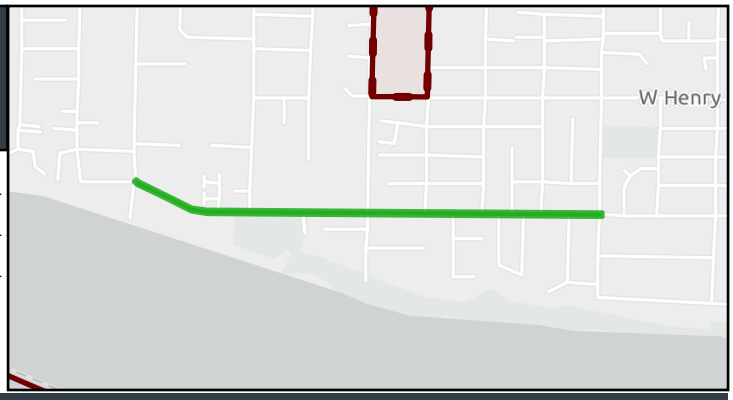
Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility

Urban Growth Areas

CityLimits



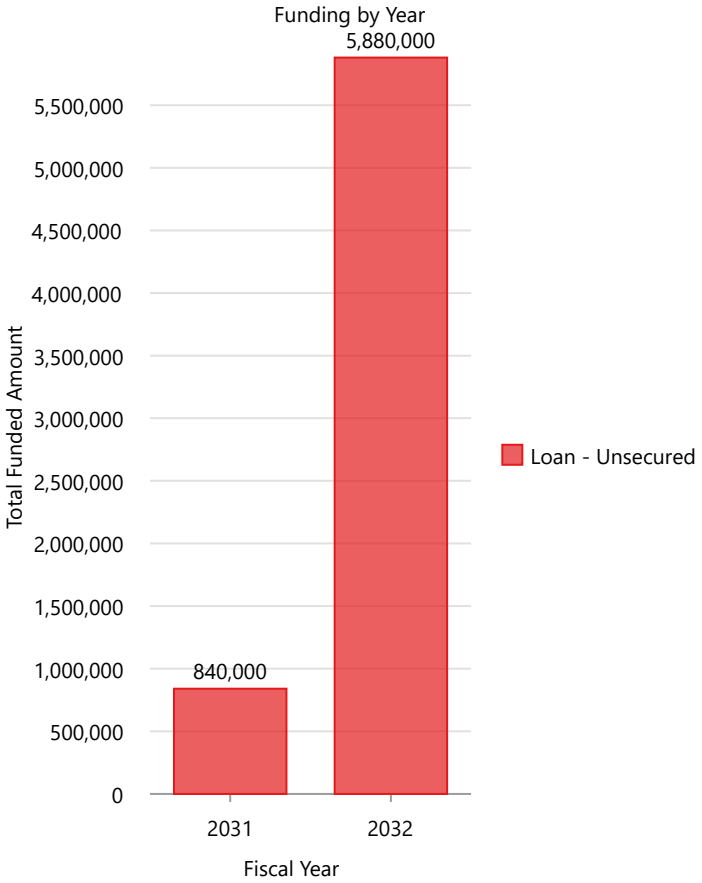
Assumption

The project estimate is based on the scope outlined in CSP #18 and assumes that pre-design tasks will begin around 2030. The proposed upsize and alternative alignment consider the potential expansion of the sewer service area into the Riverview West region, ensuring that the system can accommodate future growth.

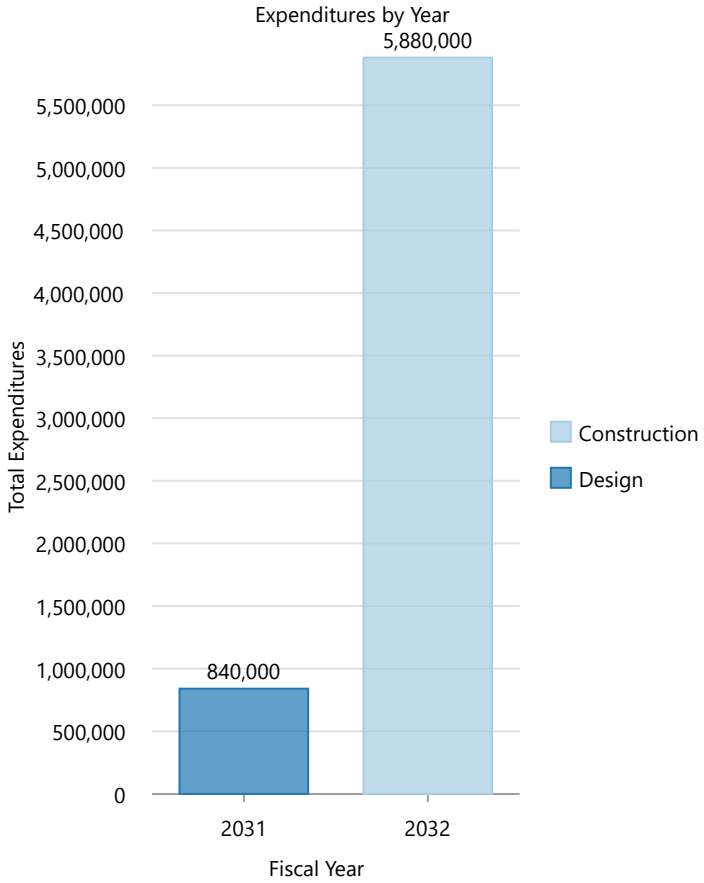
Description

This project involves upsizing approximately 5,400 linear feet of the existing 36" diameter gravity main with a new 48" gravity main along Sylvester St between Road 60 and Road 44, as identified in CSP #18. An alternative alignment may involve increasing the size to a 54" diameter gravity main if service to a significant portion of the Riverview West or Road 52 and Pearl St areas is anticipated.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



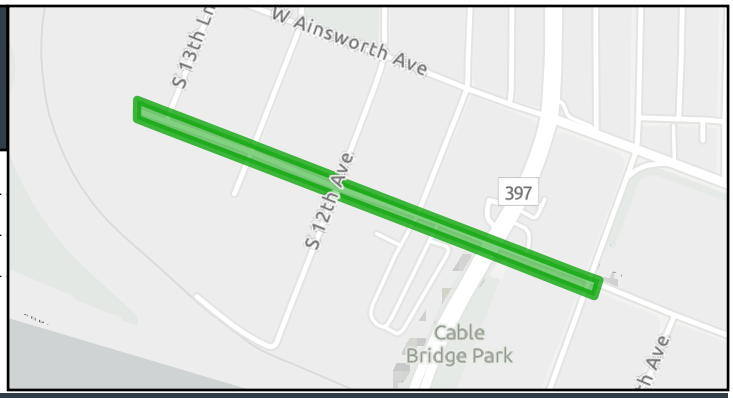
2027-2032 Capital Improvement Plan

CSP#23 - Washington St Sewer Upsize - 15th Ave to 9th & Washington Lift Station

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility



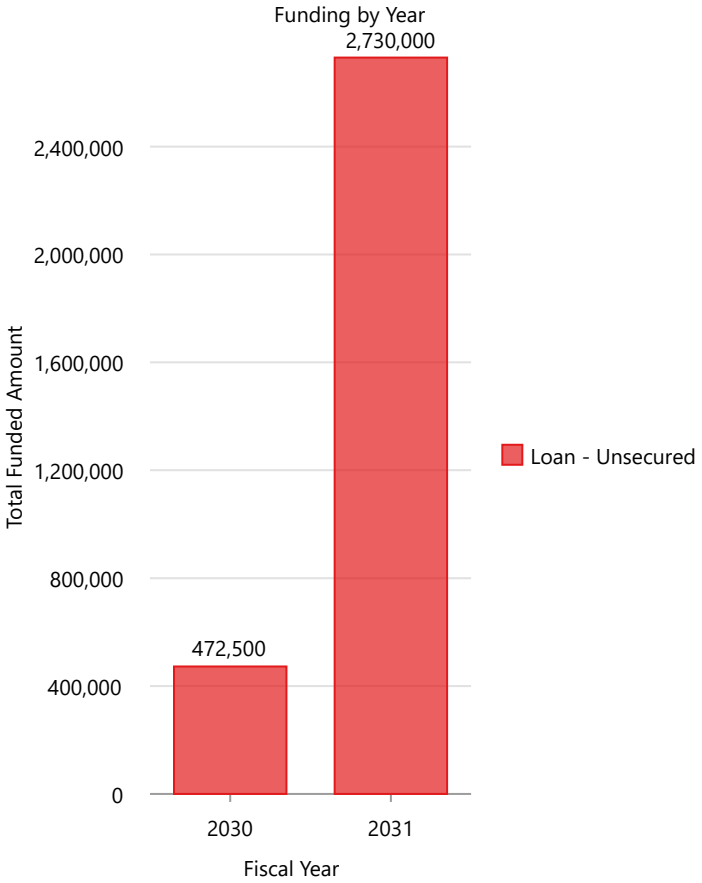
Assumption

The project estimate is based on the scope outlined in CSP #23 and assumes that pre-design tasks will begin around 2029. The proposed upsize and alternative alignment consider the potential expansion of the sewer service area into the Riverview West region, ensuring that the system can accommodate future growth.

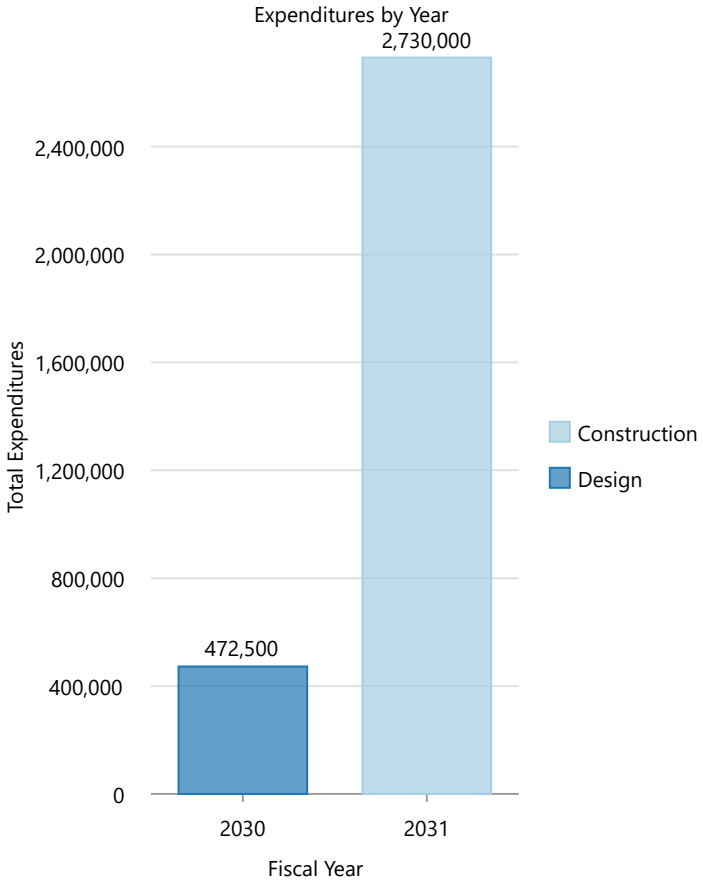
Description

This project involves upsizing approximately 2,500 linear feet of the existing 36" diameter gravity main with a new 48" gravity main along Washington St between approximately 15th Ave and the 9th and Washington Lift Station, as identified in CSP #23. An alternative alignment may involve increasing the size to a 54" diameter gravity main if service to a significant portion of the Riverview West or Road 52 and Pearl St areas is anticipated.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



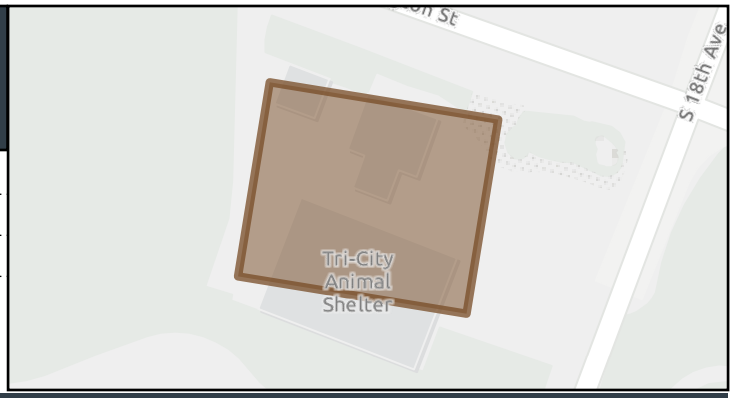
2027-2032 Capital Improvement Plan

Demolition of Prior Animal Shelter

Department	Parks & Recreation
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



Assumption

The facility will remain vacant and will not be repurposed for another City operation.

Project costs include demolition, disposal, utility disconnections, permits, site restoration, and applicable environmental requirements.

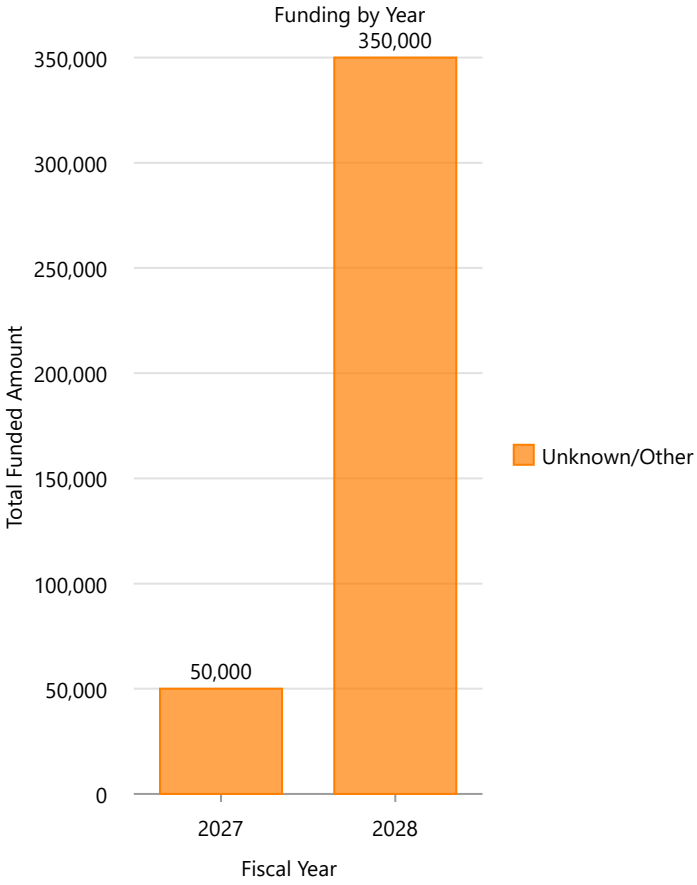
Hazardous materials assessment and abatement will be completed as required prior to demolition.

Description

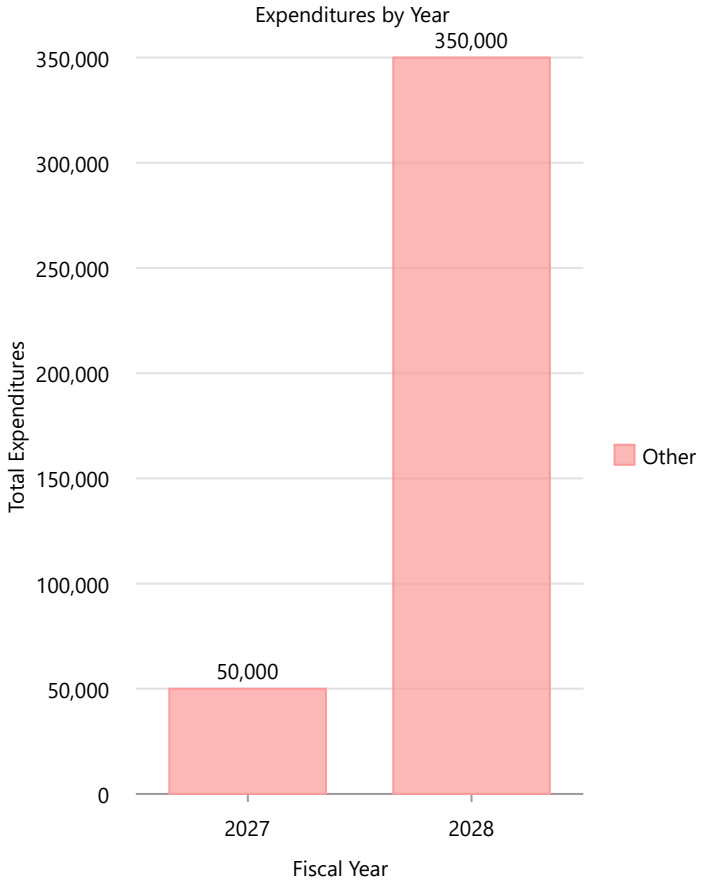
Demolish and remove the former Tri-Cities Animal Shelter facility following the relocation of animal services operations to the new regional facility. The project includes demolition of existing structures, removal and disposal of demolition materials, disconnection or abandonment of utilities as appropriate, site restoration, and other work necessary to leave the property in a safe and stable condition.

High-level cost estimates range from $200k-$765k.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



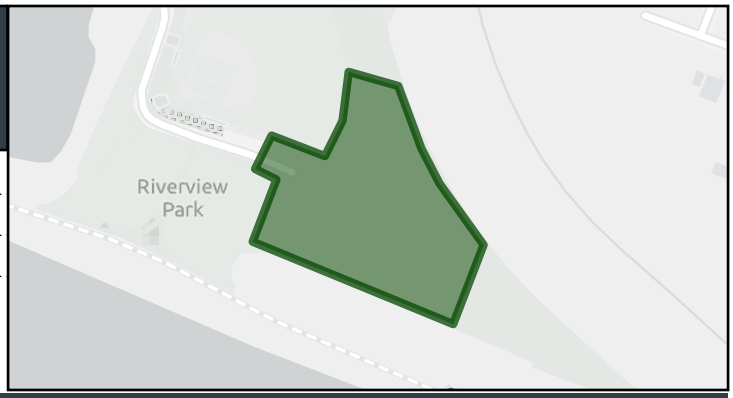
2027-2032 Capital Improvement Plan

Dog Park New Construction - W A St & S 17th Ave

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 535

Map Legend

Parks & Recreation



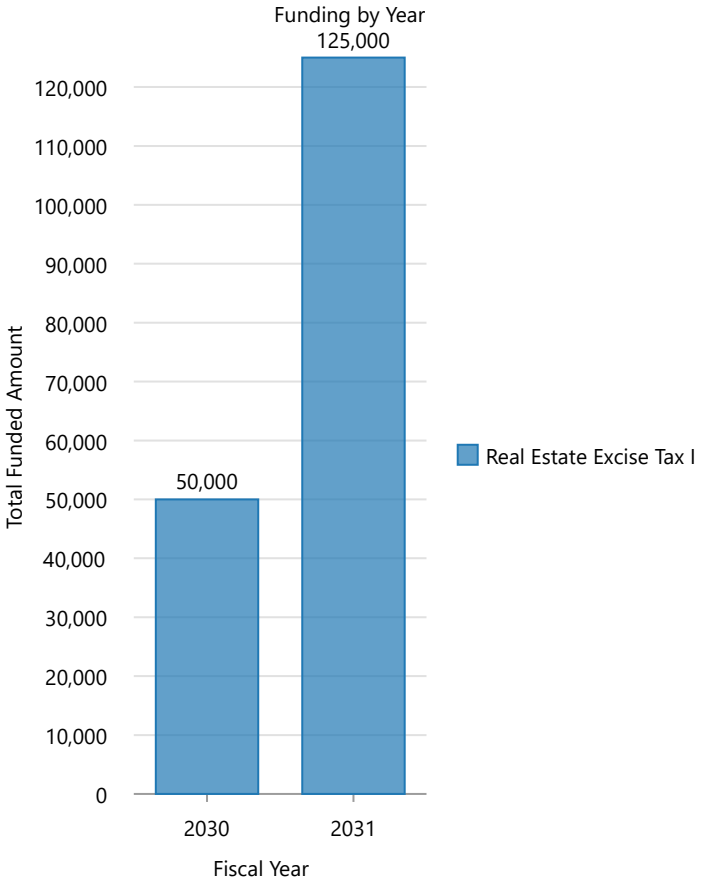
Assumption

The project assumes that a suitable site can be found that meets the needs of the dog park and that sufficient funding is secured.

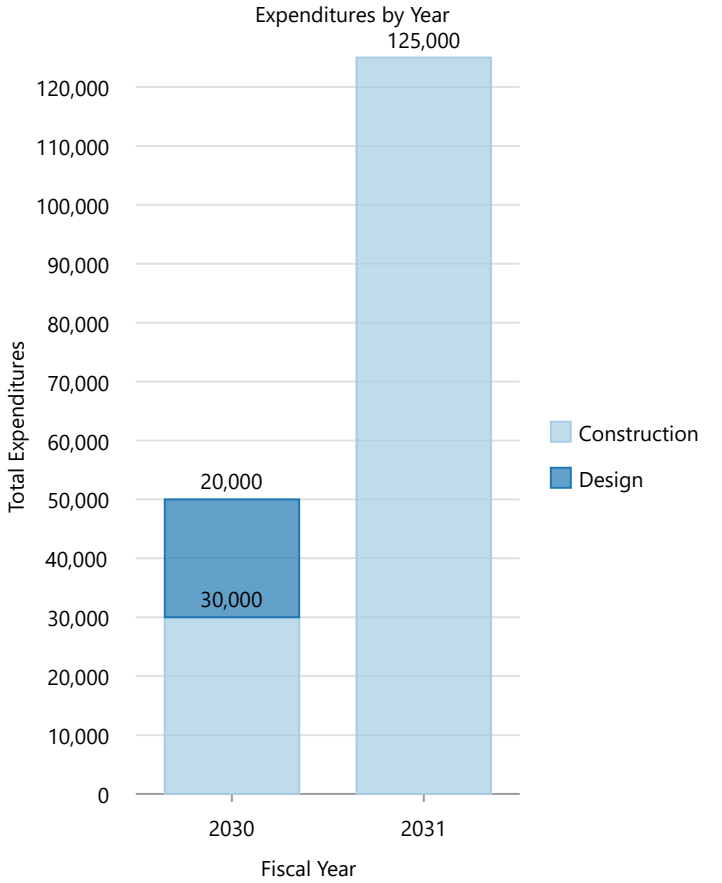
Description

This project proposes utilizing land near the current and proposed animal shelter, close to the Pasco Little League park area along the river and the trailhead at Riverview Park for a dog park. The dog park would feature separate areas for large and small dogs, providing safe and enjoyable spaces for pets and their owners. Developed in conjunction with community partners, this initiative supports our goal of creating inclusive and vibrant public spaces that enhance the quality of life for all residents.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



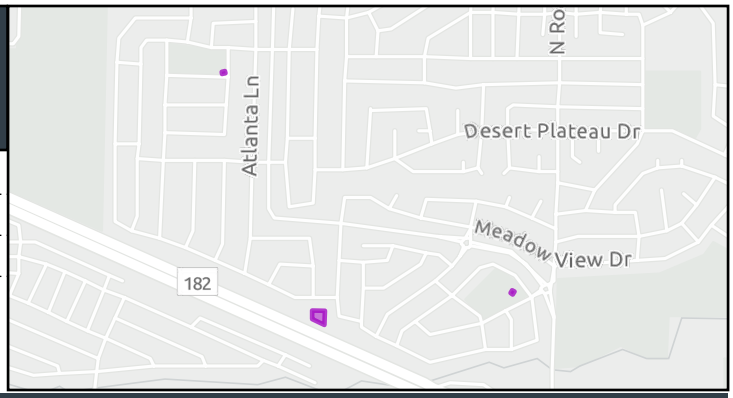
2027-2032 Capital Improvement Plan

Drill New Irrigation Well

Department	Public Works
Type	Irrigation Utility
Project Number	

Map Legend

Irrigation Utility



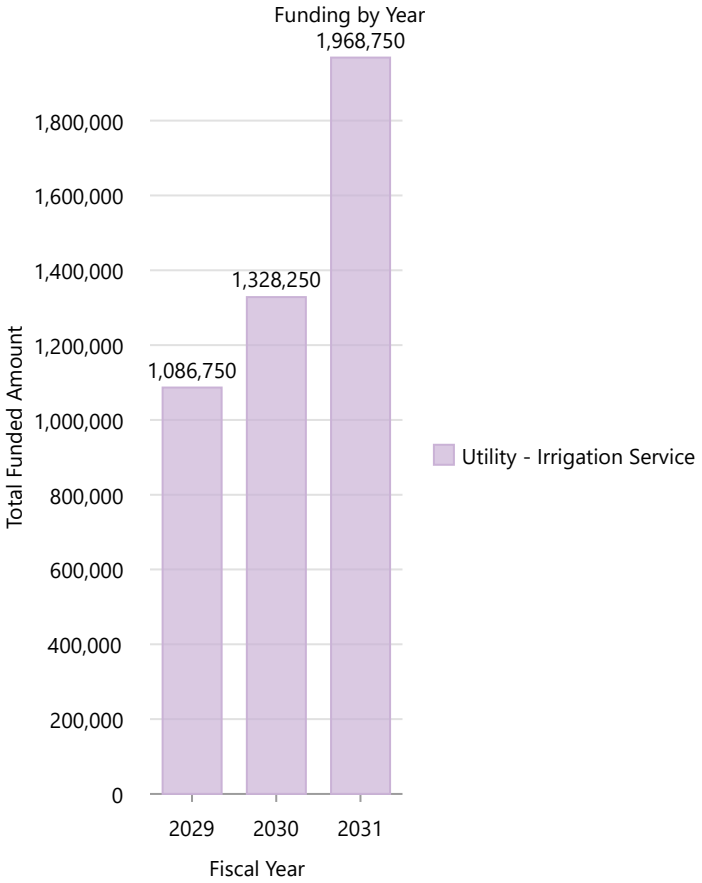
Assumption

The project schedule depends on the availability of funding, including utility Fund 420. The project will encompass design, bidding, and construction phases, ensuring a comprehensive approach to expanding irrigation capacity.

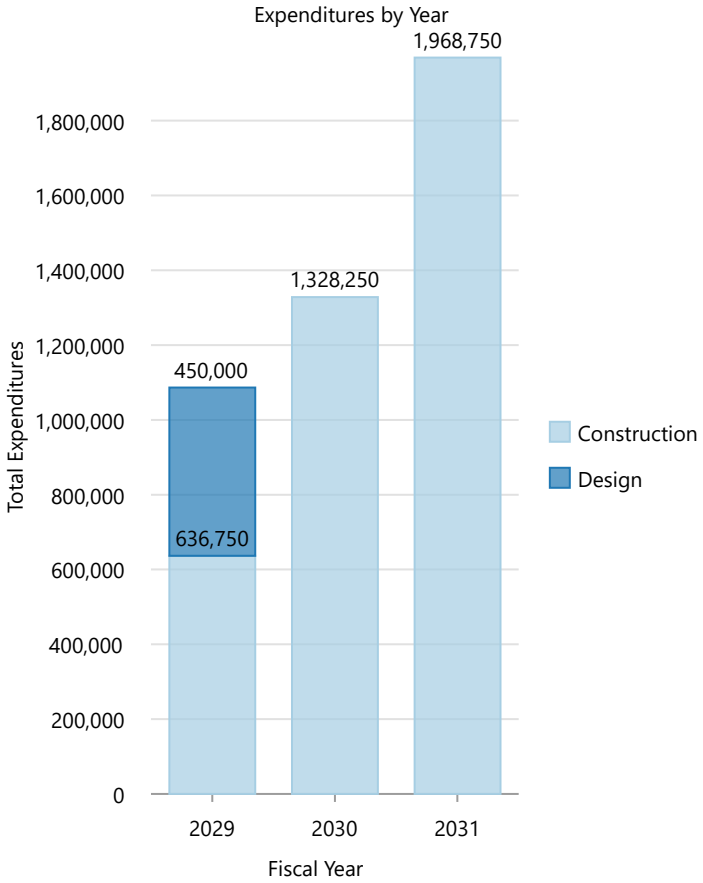
Description

The Drill New Irrigation Well project involves installing new irrigation wells at the existing First Place, Linda Loviisa, and I-182 sites to increase source capacity. This project will also replace undersized transmission pipes at each location to accommodate the expanded supply capacity. These upgrades are essential to meet the growing demand for irrigation services and ensure reliable service.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



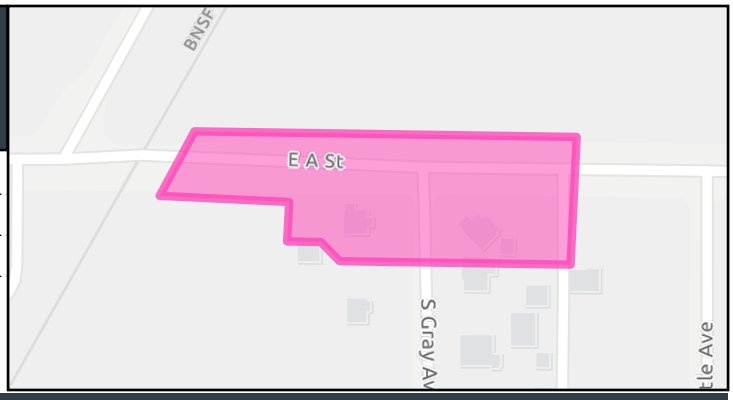
2027-2032 Capital Improvement Plan

East A St Infiltration Facility Improvements

Department	Public Works
Type	Stormwater Utility
Project Number	

Map Legend

Stormwater Utility



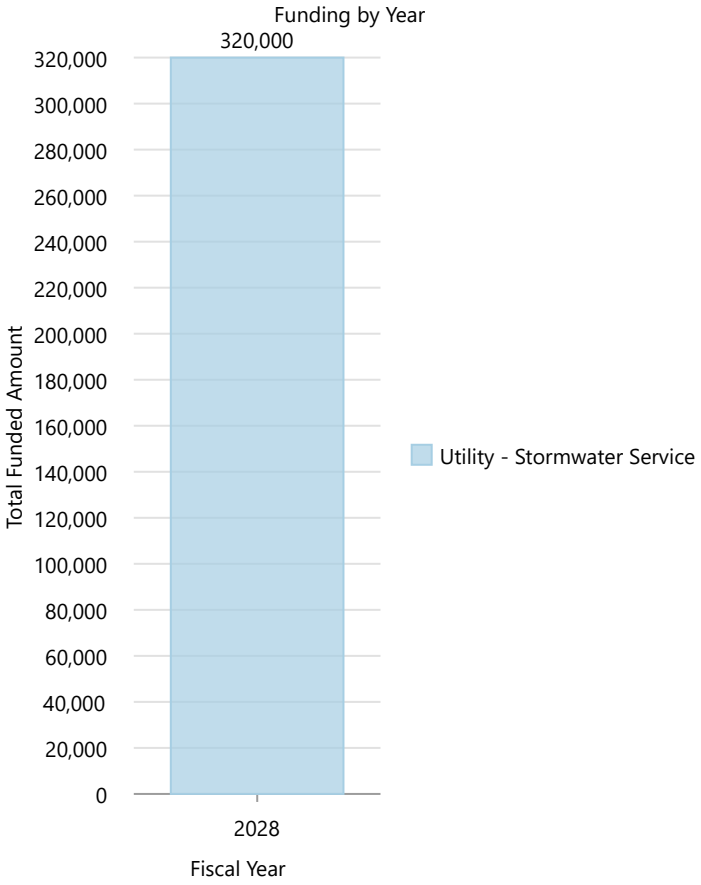
Assumption

Improvements will include the construction of new infiltration trenches and/or the installation of new catch basins to prevent ponding during rain events. This project is aligned with the improvements proposed in the Comprehensive Stormwater Management Plan.

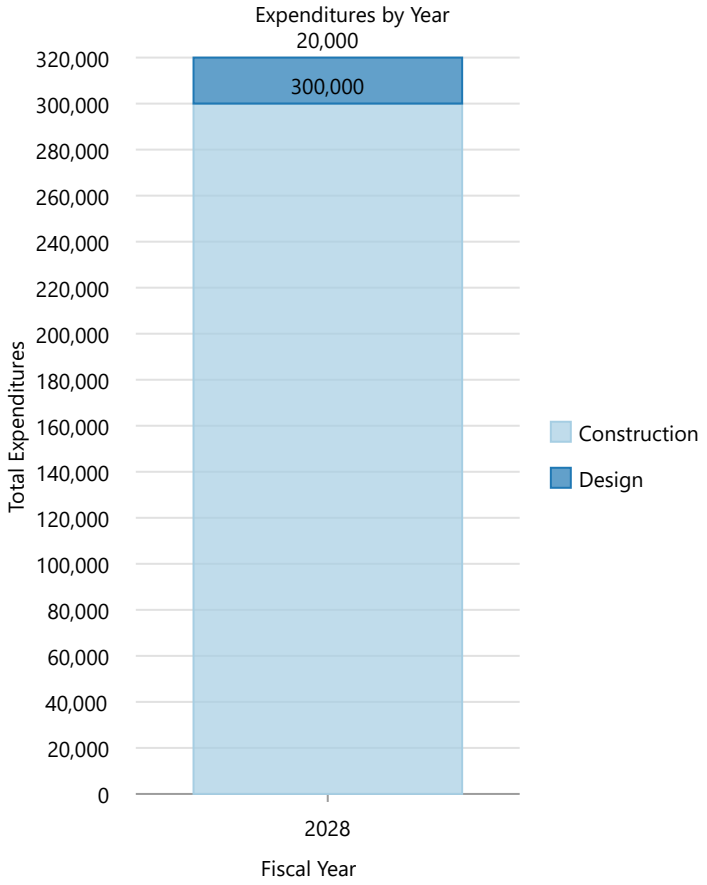
Description

Installation of catch basins and infiltration facilities to mitigate flooding issues. The project aims to reduce flooding of streets and prevent early damage to pavement, thereby increasing accessibility for all road users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



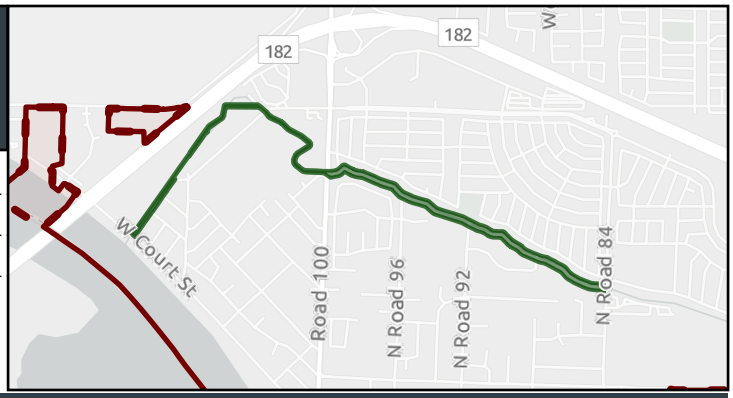
2027-2032 Capital Improvement Plan

Franklin County Irrigation District Canal Bicycle/Pedestrian Pathway

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	21 220

Map Legend

Parks & Recreation
Urban Growth Areas
CityLimits



Assumption

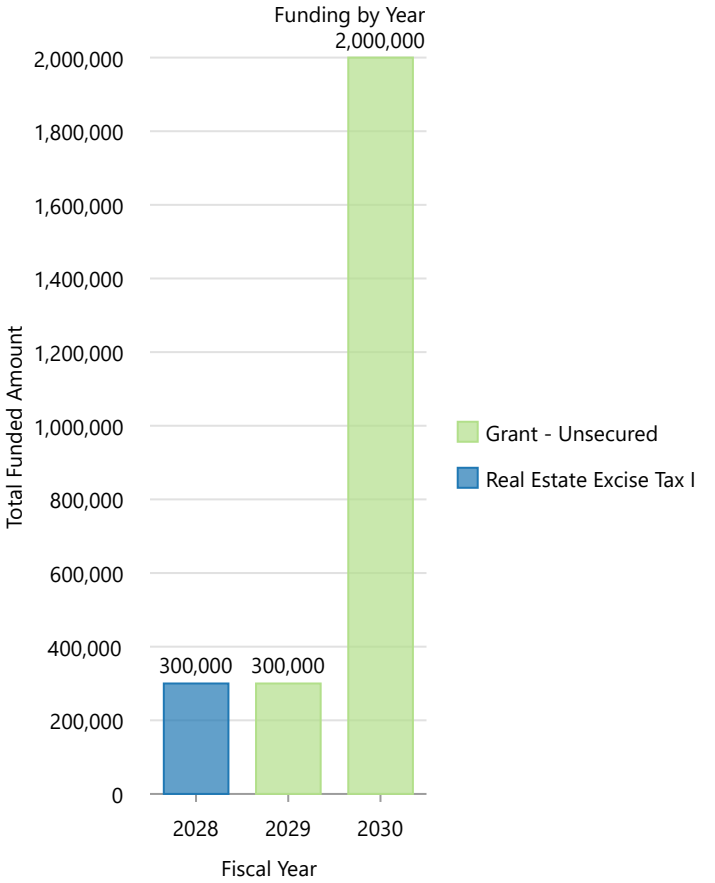
This project assumes continued coordination and cooperation with the Franklin County Irrigation District (FCID) for use of the pipeline corridor. While portions of the necessary right-of-way are available, additional easements or right-of-way acquisitions may be required to complete the trail. Successful implementation is dependent on securing funding through City resources, grants, and other partnerships, as well as obtaining all necessary property rights and agency approvals. The project is anticipated to include a 10-foot-wide paved, ADA-accessible multi-use trail designed to provide a durable, long-term transportation and recreational facility.

Description

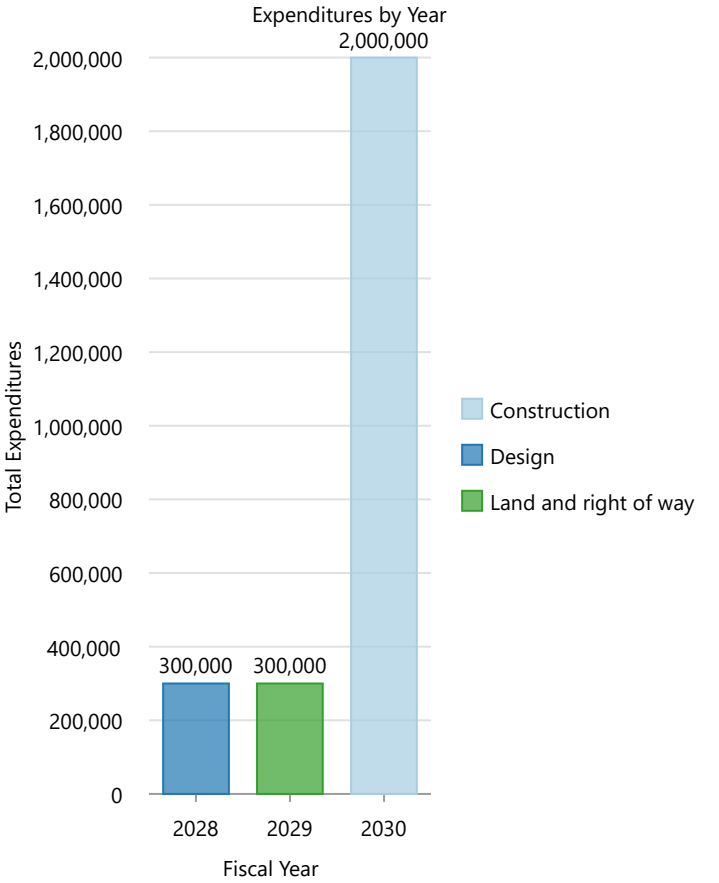
This project will construct a non-motorized, multi-use, ADA-accessible trail along portions of the Franklin County Irrigation District (FCID) corridor where the irrigation canal has been piped. The trail will extend from Court Street to Road 100 and from Road 100 to Road 84, creating a safe and accessible route for walking, bicycling, and other non-motorized uses.

The project will expand the City's multi-use trail network by providing a continuous transportation and recreation corridor that improves connectivity between neighborhoods, schools, parks, and other community destinations. By enhancing pedestrian and bicycle infrastructure, the trail will promote active transportation, improve safety, encourage healthy

Project Funding (In Dollars)



Project Expenditures (In Dollars)



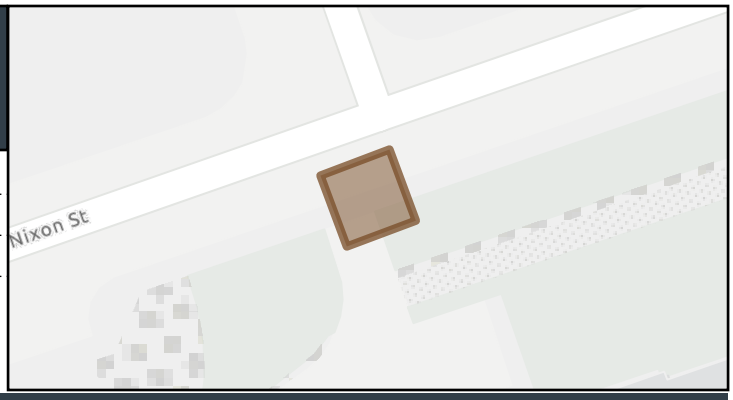
2027-2032 Capital Improvement Plan

Future Fire Stations - 86 & 87

Department	Fire
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



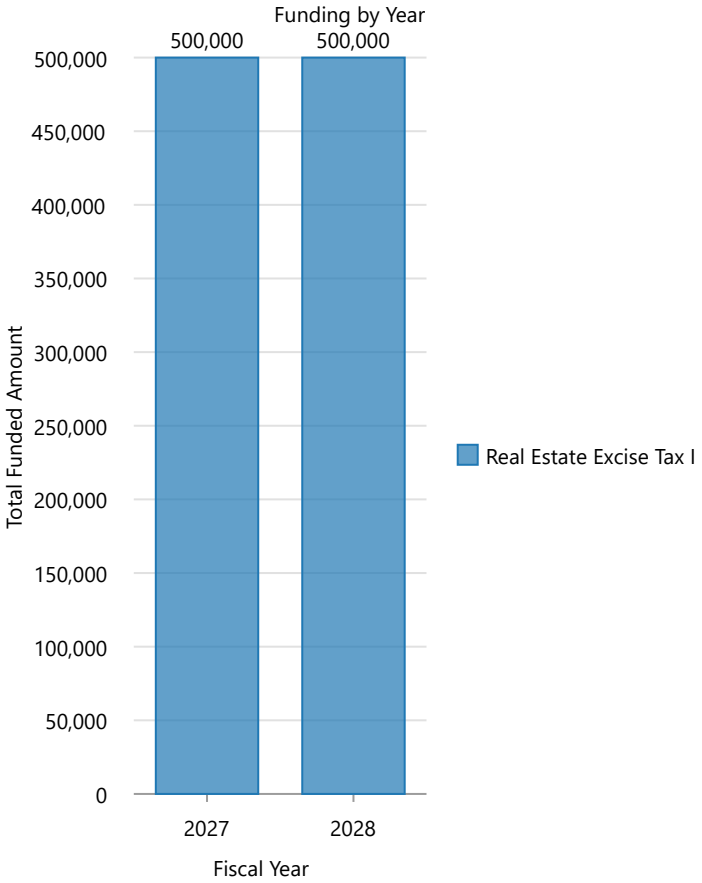
Assumption

Specific sites have not yet been identified. Land costs vary considerably by location, parcel size, and site conditions, so the budget estimate will be refined as candidate sites are evaluated.

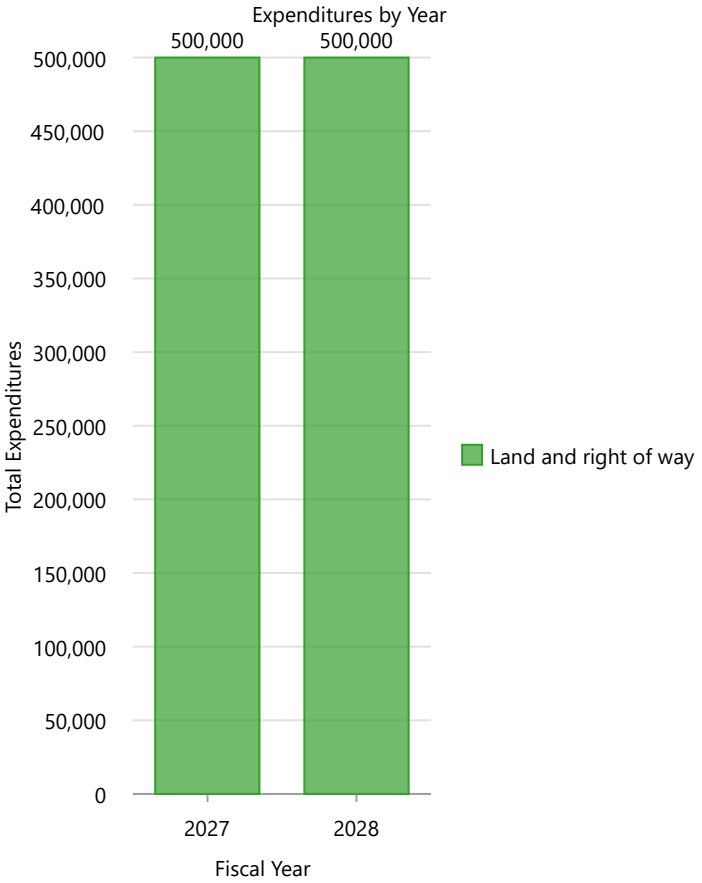
Description

This request funds the acquisition of land for two future fire stations to serve areas of the city where growth will require station coverage. The first request would serve the industrial area on the east side, where facility density, building type, and hazard profile create response demands that current station locations cannot meet within target response times. The second would serve residential growth on the west side, where new development will extend service areas beyond the coverage of existing stations.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



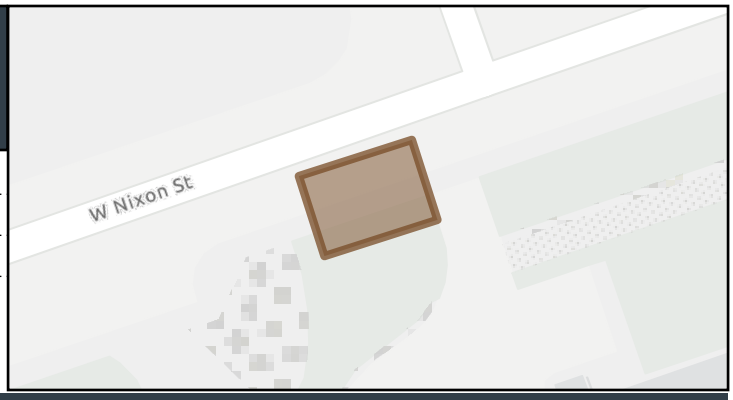
2027-2032 Capital Improvement Plan

General Facilities Refurbishment

Department	Facilities
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



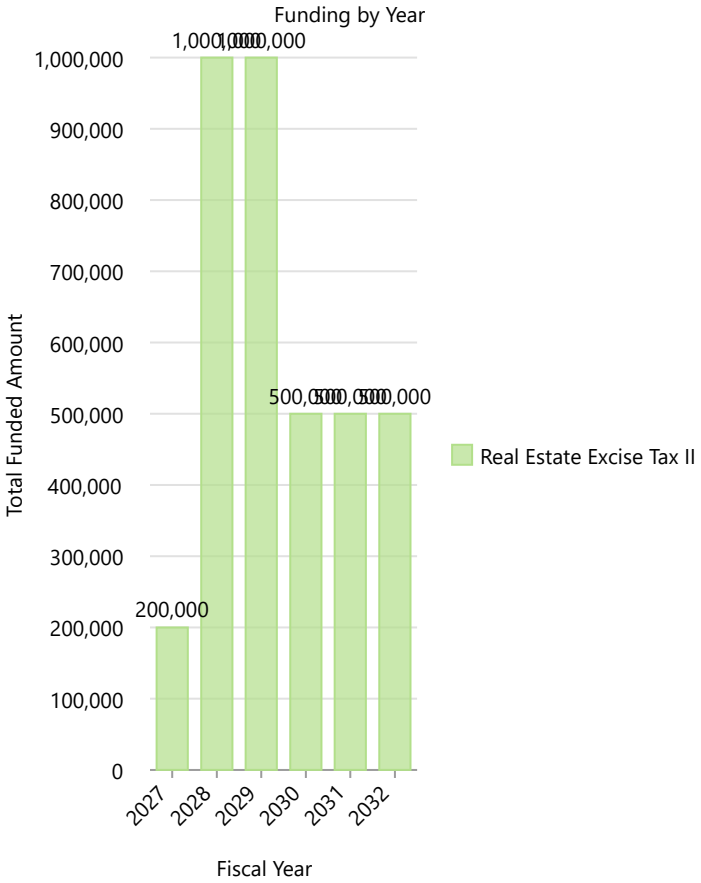
Assumption

A comprehensive facility condition assessment has not yet been completed. The initial funding will be used to evaluate and rank facility needs across the portfolio. That prioritization work will occur in the next biennium and will establish a ranked project list based on facility condition, life-safety and code requirements, and impact on service delivery.

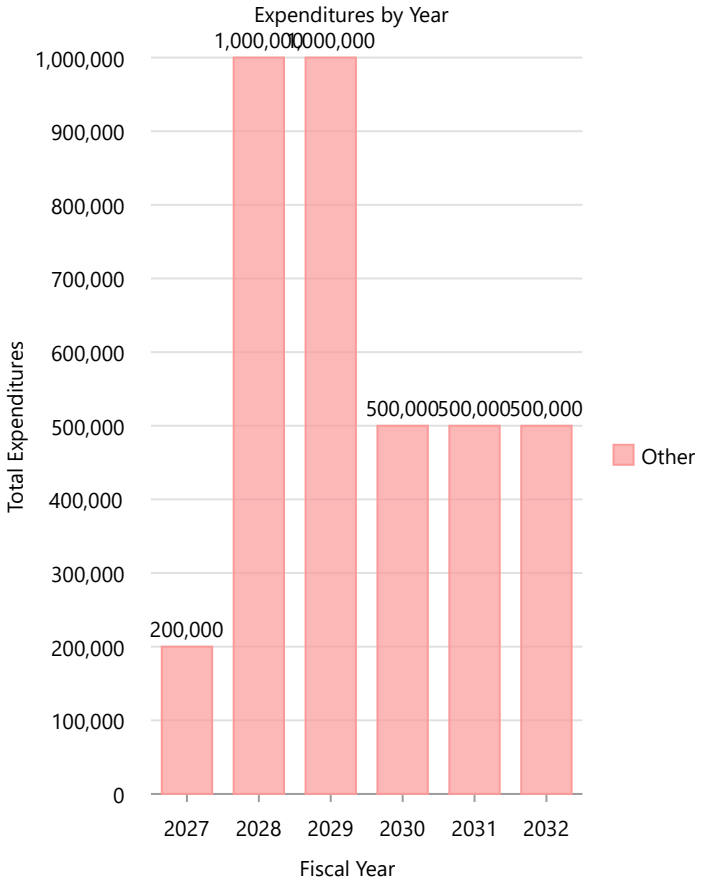
Description

Establishes an annual allocation to address deferred maintenance across City-owned facilities, including roofing, HVAC, flooring, lighting, restrooms, and finishes. Prioritization will occur in the next biennium, producing a ranked project list based on facility condition, life-safety and code requirements, and service impact. Funds will be applied to the highest-priority needs as that list is established.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



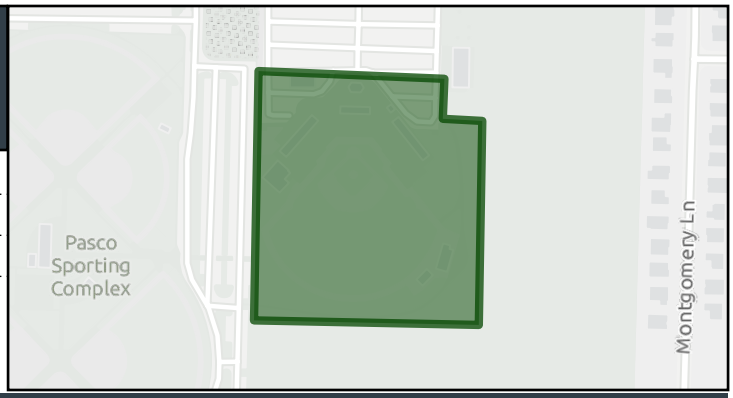
2027-2032 Capital Improvement Plan

Gesa Stadium MLB Required Improvements

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	24 620

Map Legend

Parks & Recreation



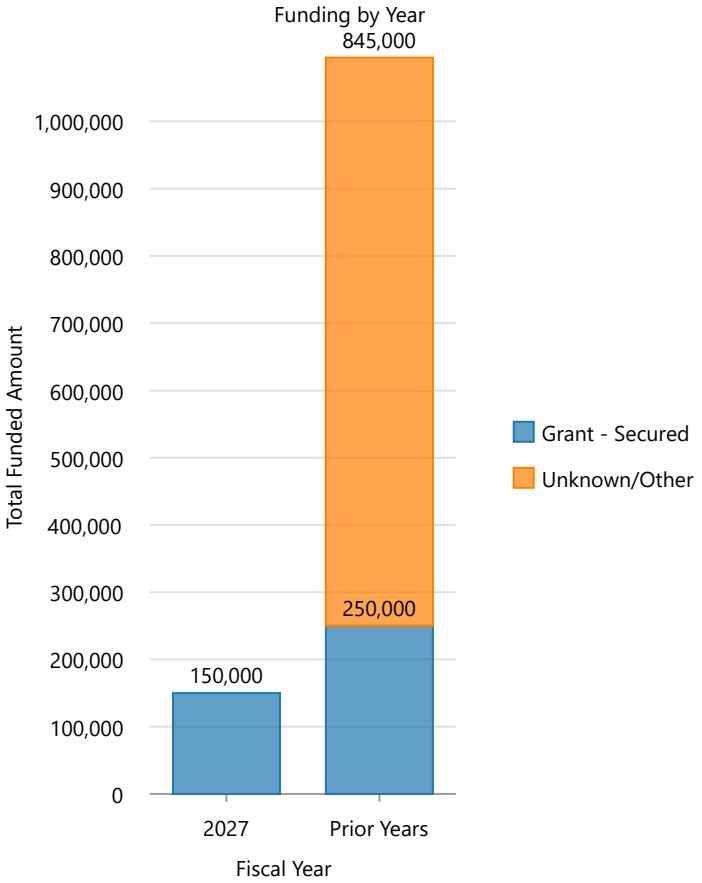
Assumption

Assume funding and resources are available. Successful partnership with the State and Tri-City Dust Devils as well as timely approvals are crucial for the project's progress.

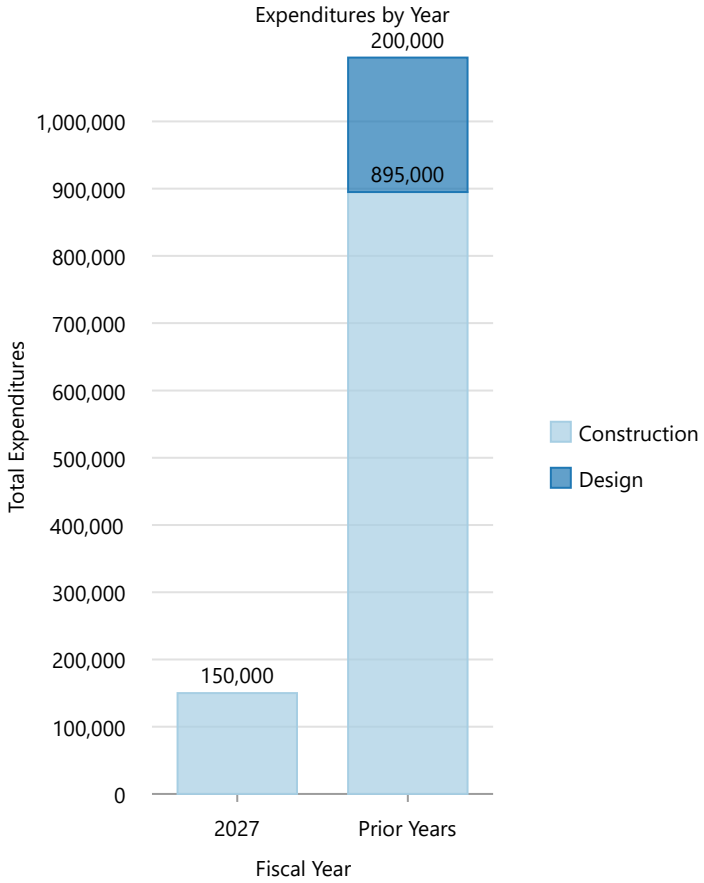
Description

This project supports quality of life and economic development while complying with necessary ongoing facility improvements to meet Major League Baseball requirements to maintain the Tri-City Dust Devils Team Franchise.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



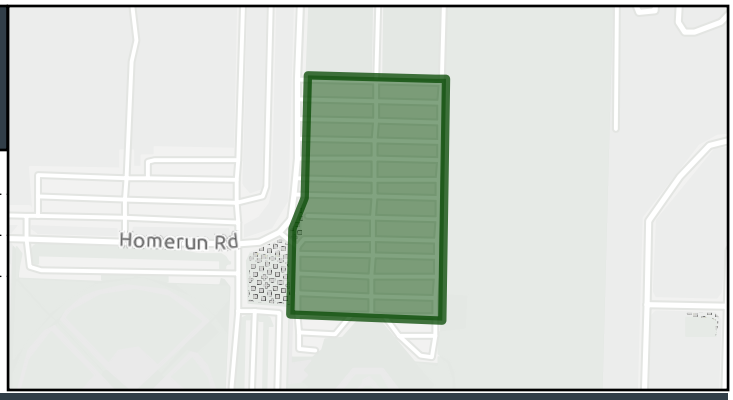
2027-2032 Capital Improvement Plan

GESA Stadium Parking Lot Refurbishment

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 536

Map Legend

Parks & Recreation



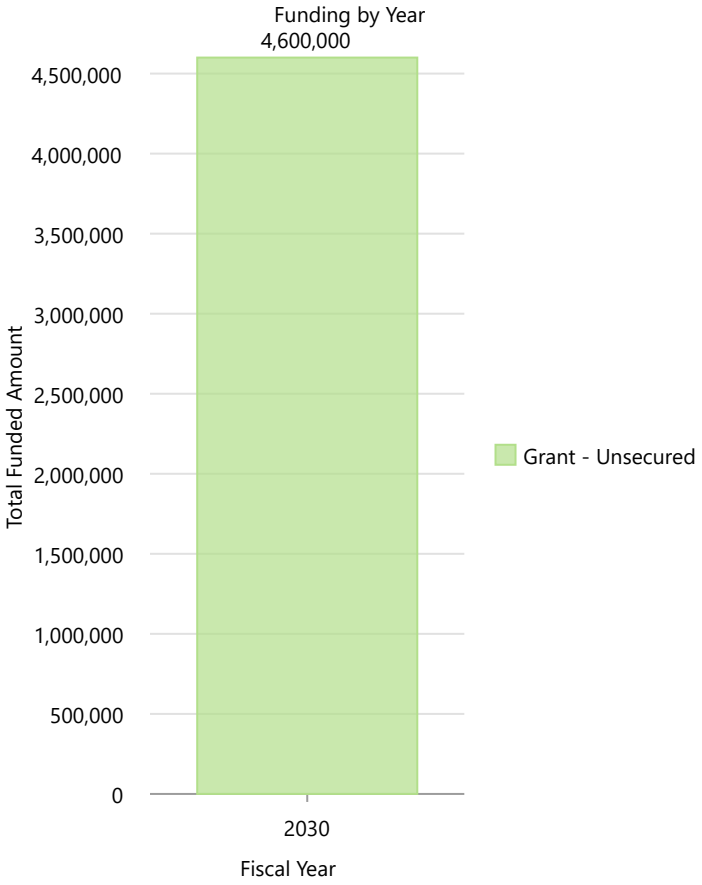
Assumption

Assume funding can be secured and resources are available. Successful partnerships and timely approvals are crucial for the project's progress.

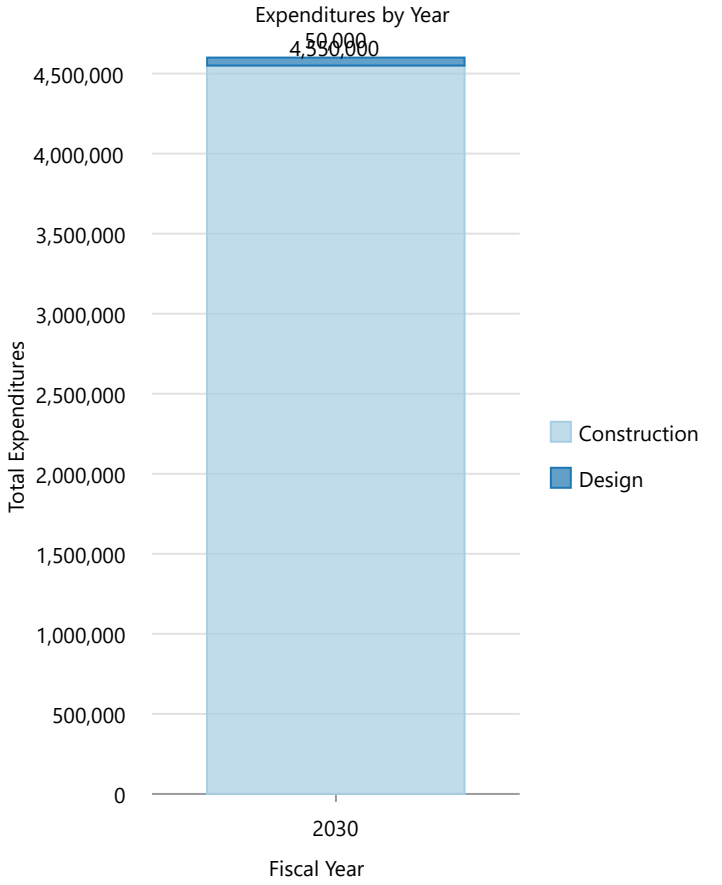
Description

To meet economic development standards and improve our facilities, both aesthetically and functionally, enhancements to the Gesa Stadium Parking Lot are proposed. This project includes repaving the parking lot and developing it for commercial use, with potential sales offsetting the development costs. Additionally, a shaded pedestrian road from pad sites along Burden Blvd would be added to enhance the experience for patrons of Gesa Stadium and adjoining athletic facilities. These improvements would provide safer pedestrian access and better ADA patronage, aligning with our goals of asset protection and creating a more welcoming environment.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



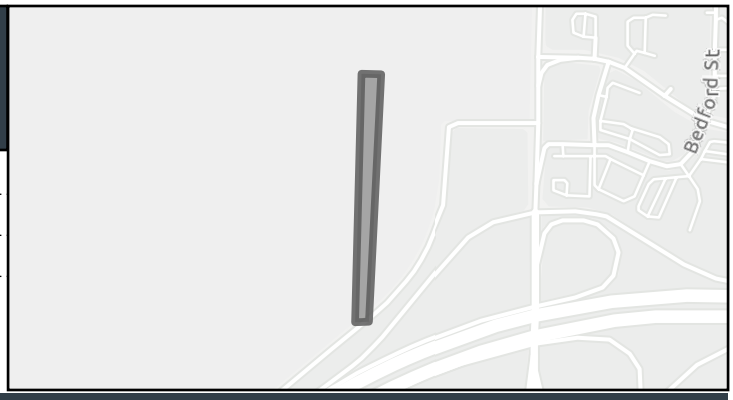
2027-2032 Capital Improvement Plan

Harris Rd Realignment

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



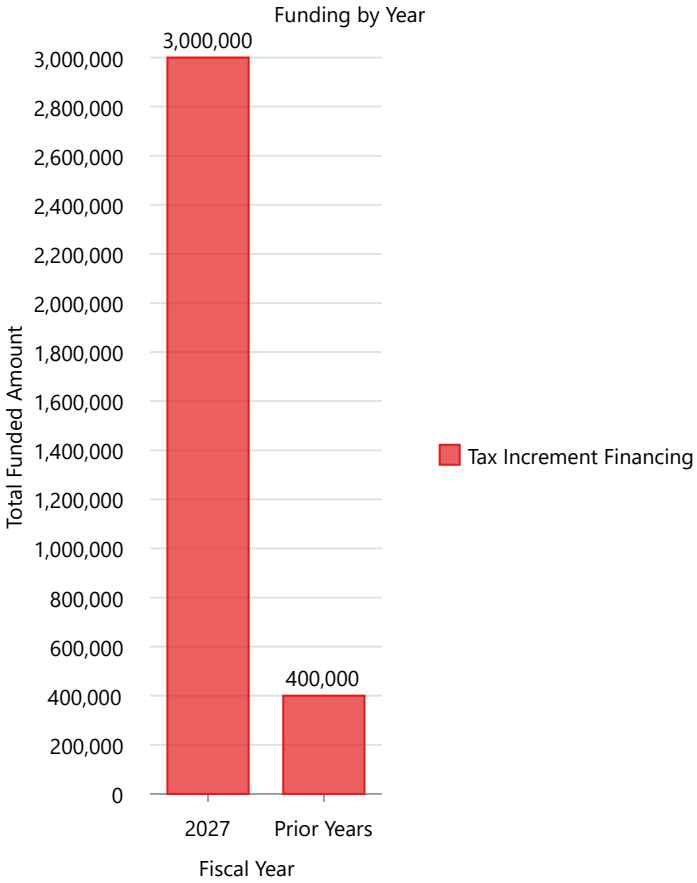
Assumption

This project is expected to begin sometime in 2026. It will incorporate shared-use path and sidewalk.

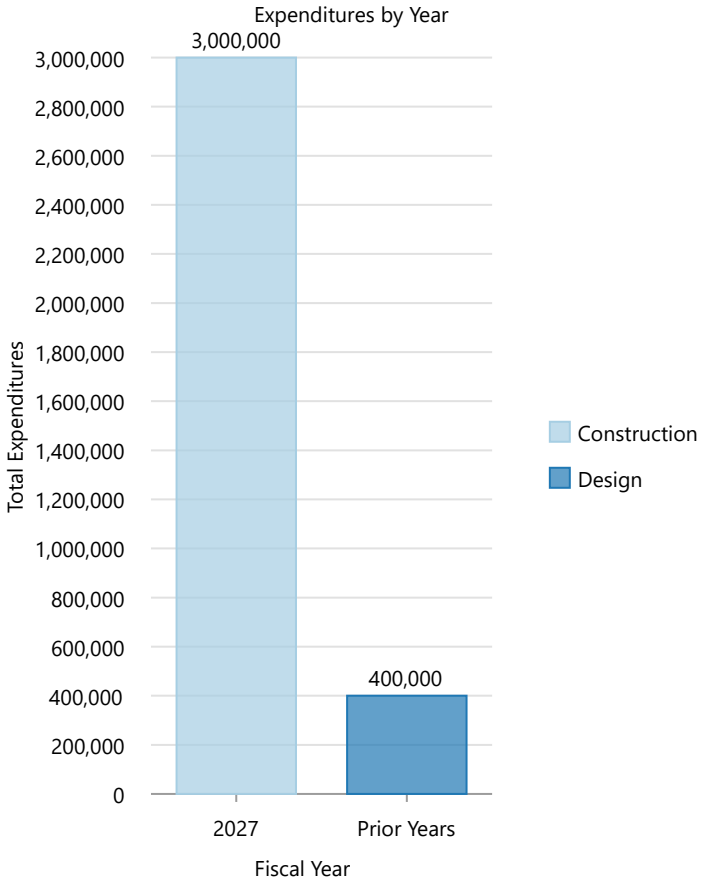
Description

Project will re-align Harris Road from Road 103 to Broadmoor Blvd to connect to Sandifur Parkway and eliminate the existing intersection on Broadmoor.

Project Funding (In Dollars)

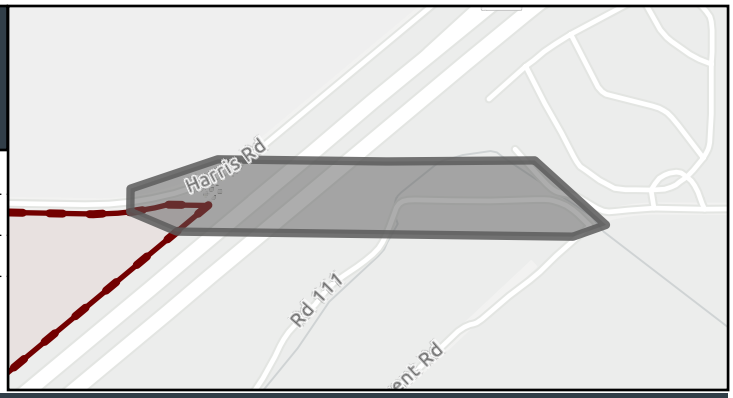


Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Harris Rd/Crescent Rd Overpass



Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas

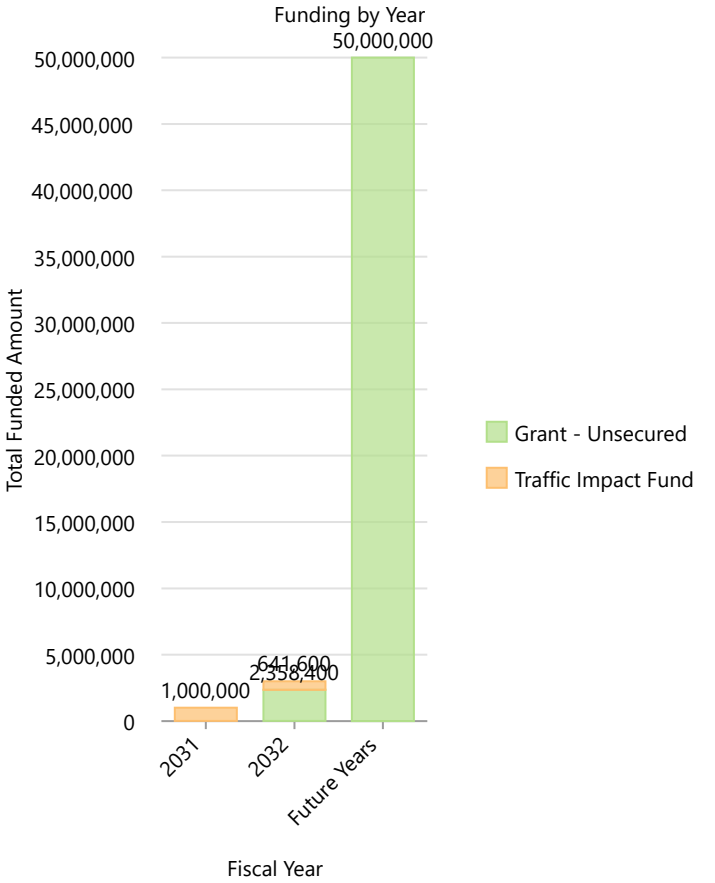
Assumption

The alignment of the overpass will need to be thoroughly studied to ensure optimal placement and design. Coordination with the Broadmoor masterplan will be essential to integrate this project seamlessly into the broader transportation network.

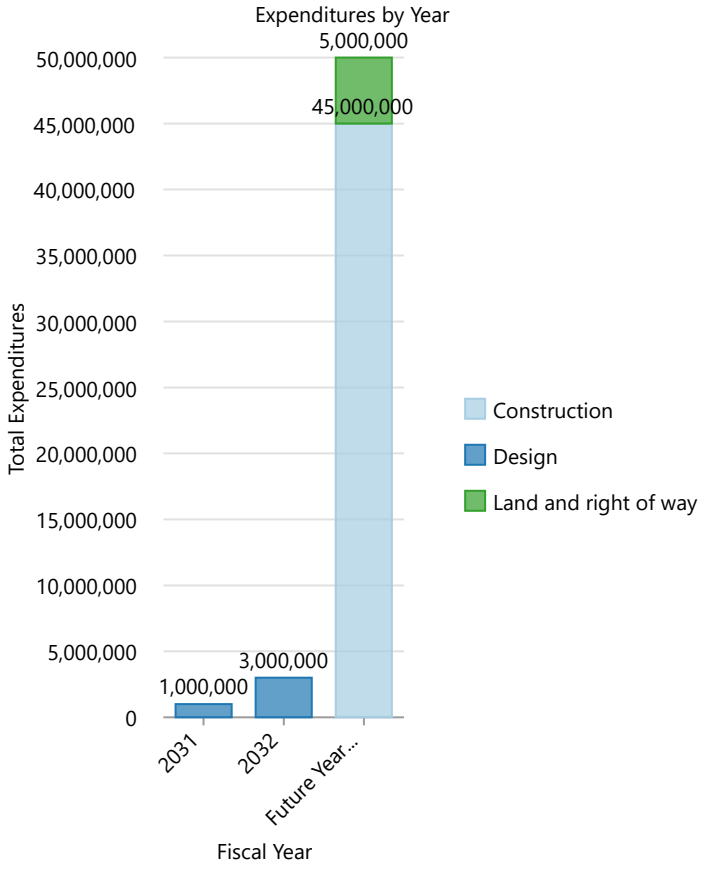
Description

Construction of an overpass over I-182 to connect Harris Road and Crescent Road. This overpass will enhance connectivity between the communities located north and south of I-182, providing an alternative route and alleviating traffic congestion at Broadmoor Boulevard and the I-182 interchange.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Hopkins Building (Library) Refurbishment

Department	Facilities
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities

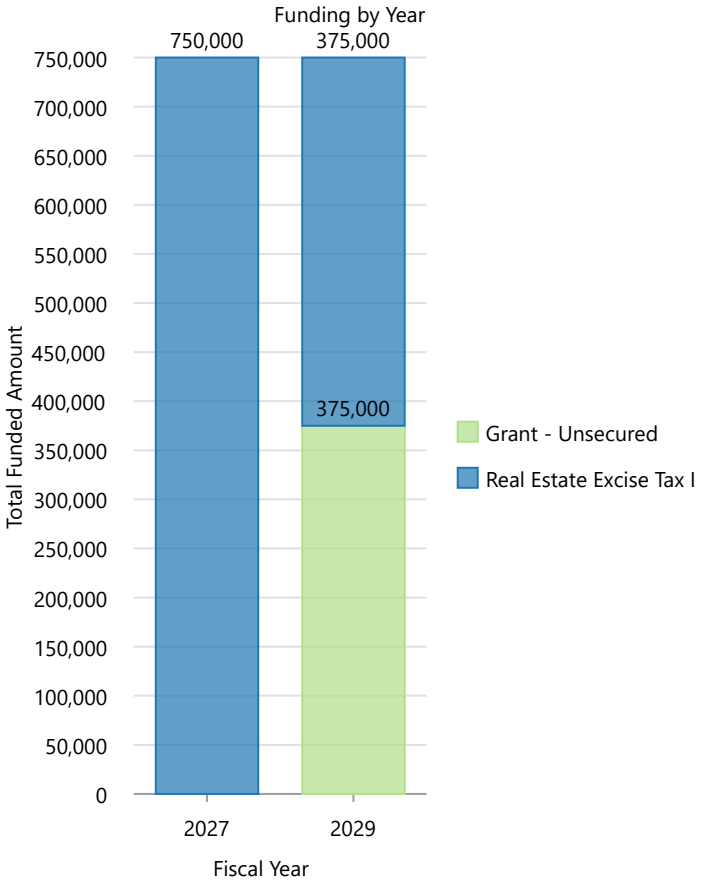
Assumption

Description

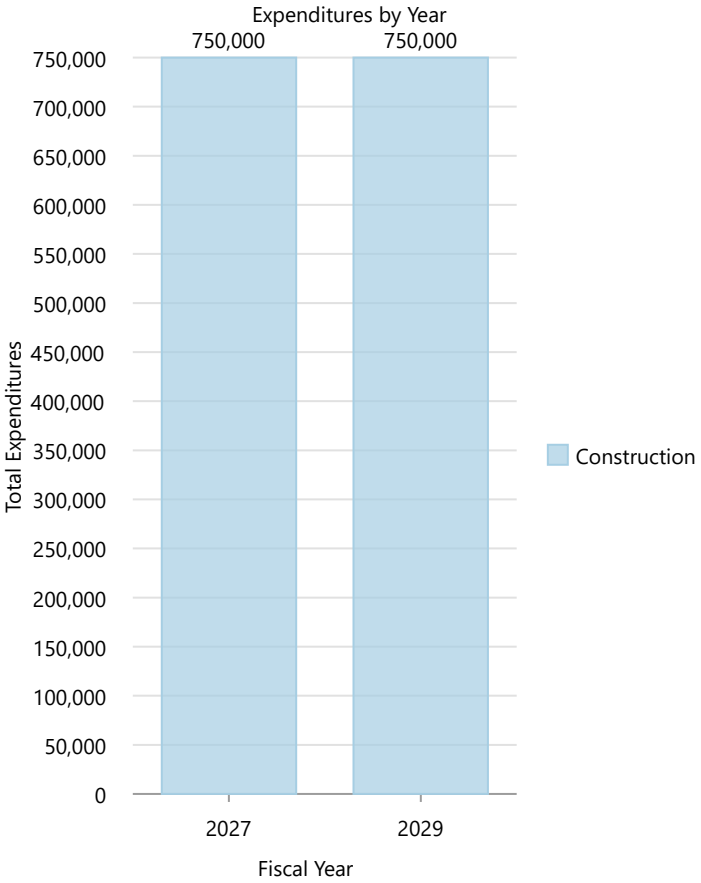
This request funds the renovation of the Mid-Columbia Libraries Pasco Branch at 1320 West Hopkins Street, a City-owned facility constructed in the 1960s. A 2022 facility study by Design West Architects documented building systems at or past the end of their service life and identified deficiencies across mechanical, electrical, accessibility, and life-safety categories.

The most urgent need is replacement of the HVAC system. The facility is served by a boiler and air handling equipment dating to the late 1960s, and the system requires replacement rather than continued repair. Additional scope identified in the study includes fire alarm and emergency lighting installation to meet code, ADA corrections to the staff restroom and

Project Funding (In Dollars)



Project Expenditures (In Dollars)



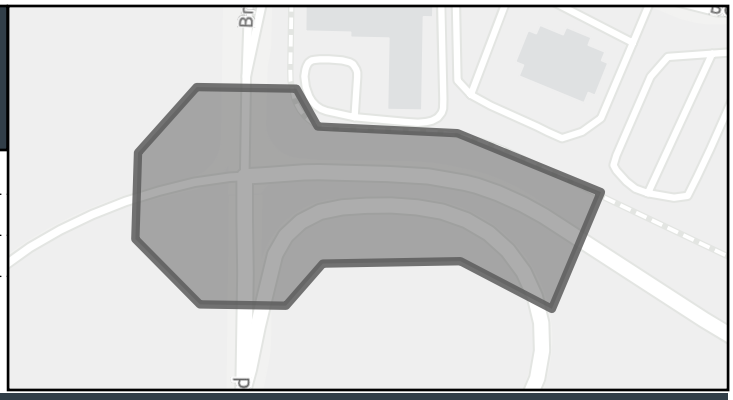
2027-2032 Capital Improvement Plan

I-182/Broadmoor Blvd I/C Improvements - Westbound

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



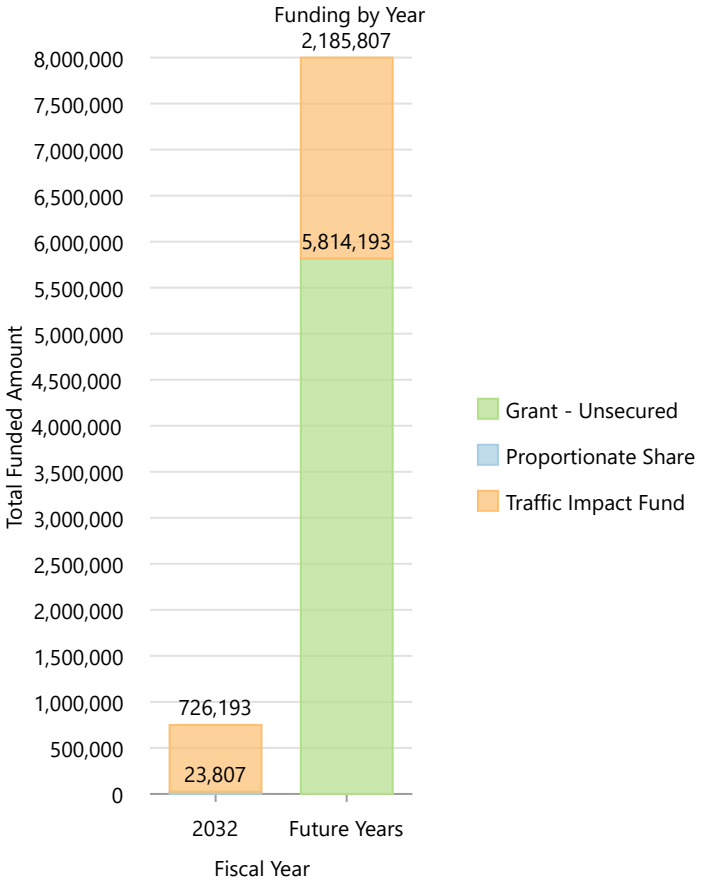
Assumption

The Access Revision Report (ARR) was completed and identified the preferred alternative, which has been developed into a series of projects for phased implementation. This project is the second one to be implemented, following the eastbound improvements.

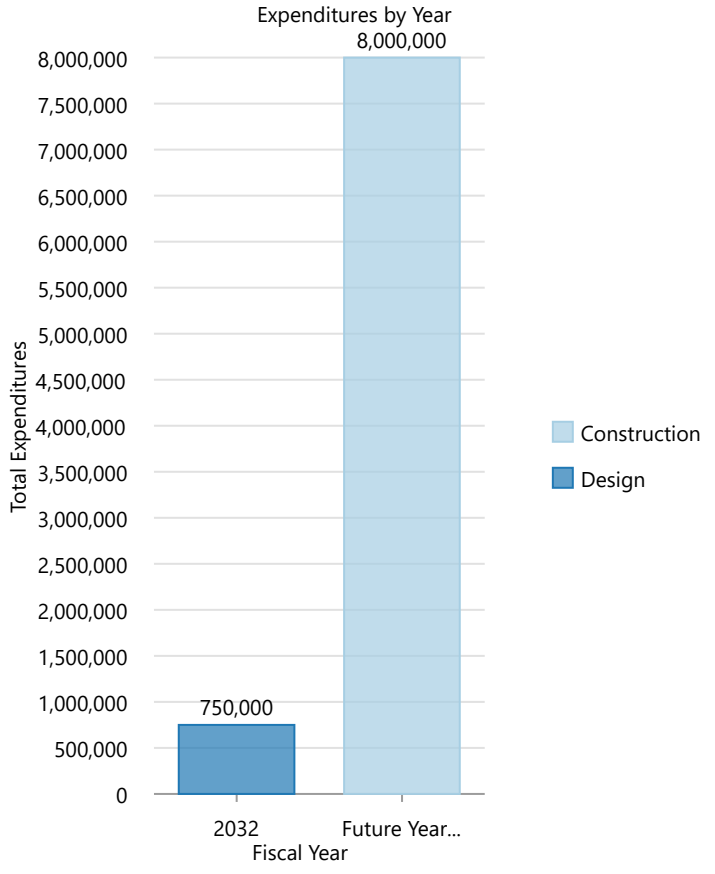
Description

This project will construct a new multi-lane roundabout at the I-182 westbound ramp terminal at Broadmoor Blvd on the north side of I-182. The new roundabout will enhance the flow of traffic exiting the highway and improve overall traffic management at the interchange.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

I-182/Broadmoor Blvd I/C Multiuse Pathway/Bridge

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

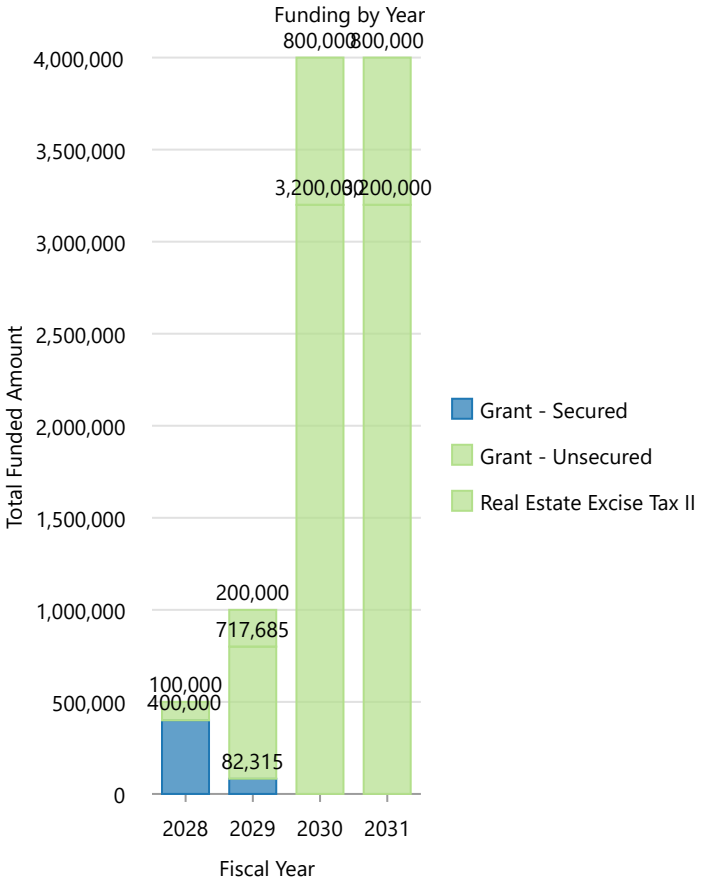
Assumption

The project assumes a cost estimate based on a 16-foot-wide deck bridge.

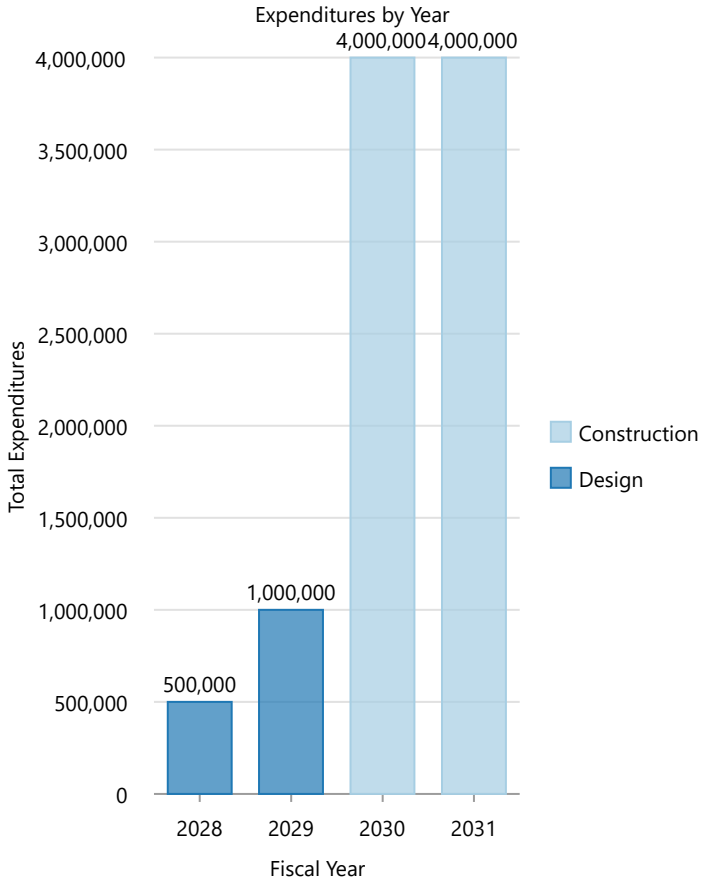
Description

Addressing a critical gap in the City's active transportation network, this project will construct a new pedestrian and bicycle bridge across I-182, west of the Broadmoor Boulevard overpass. This initiative, a collaboration with WSDOT and FHWA, will provide a safe, convenient route for non-vehicular traffic, enhancing active transportation and improving overall corridor safety.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



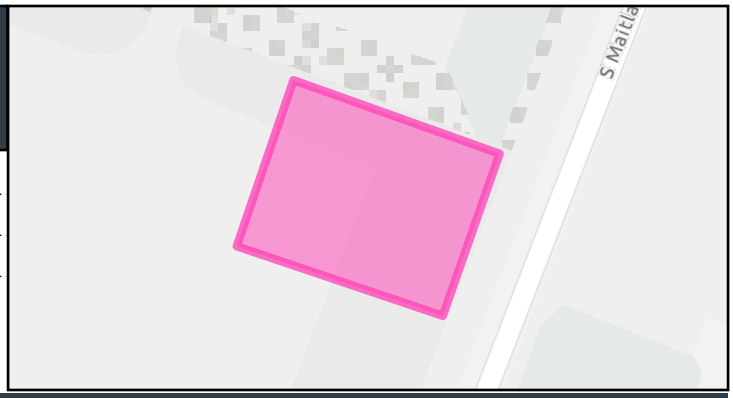
2027-2032 Capital Improvement Plan

Infiltration Improvements Program

Department	Public Works
Type	Stormwater Utility
Project Number	23 468

Map Legend

Stormwater Utility



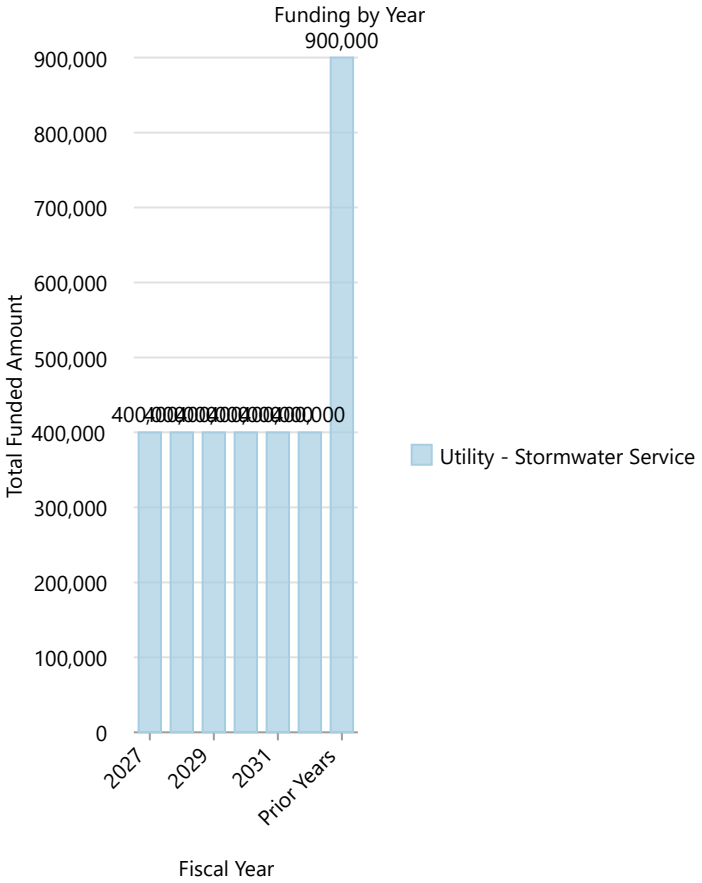
Assumption

Improvements will include the construction of new infiltration trenches and/or the installation of new catch basins to reduce ponding during rain events. This initiative will address locations City Operations observed problem areas.

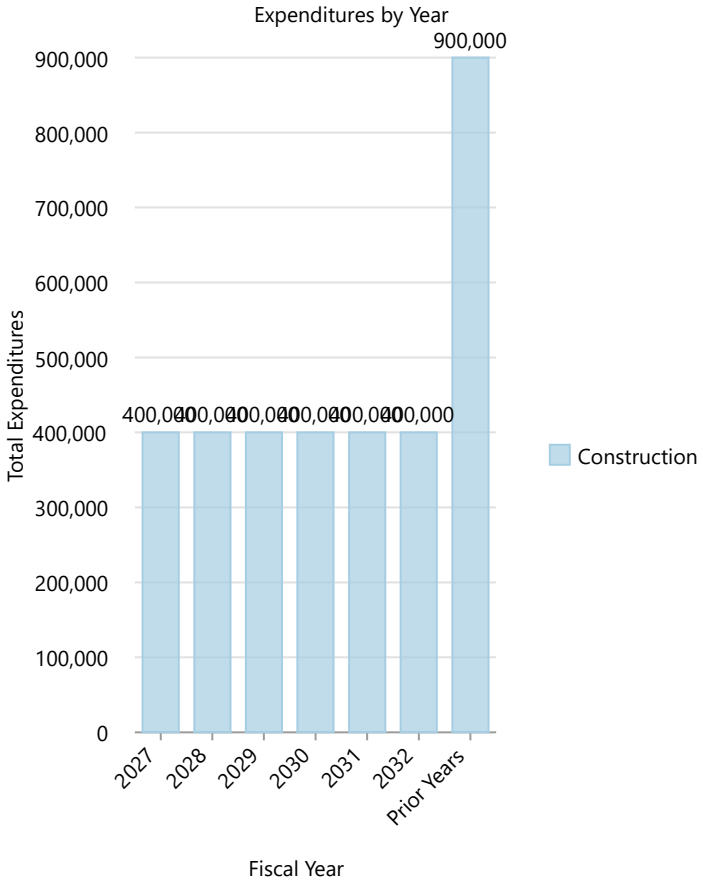
Description

The Infiltration Improvements Program addresses infiltration capacity issues throughout the city, as flooding is identified and/or reported and prioritized. The program aims to reduce flooding of streets and prevent early damage to pavement, thereby increasing accessibility for all road users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



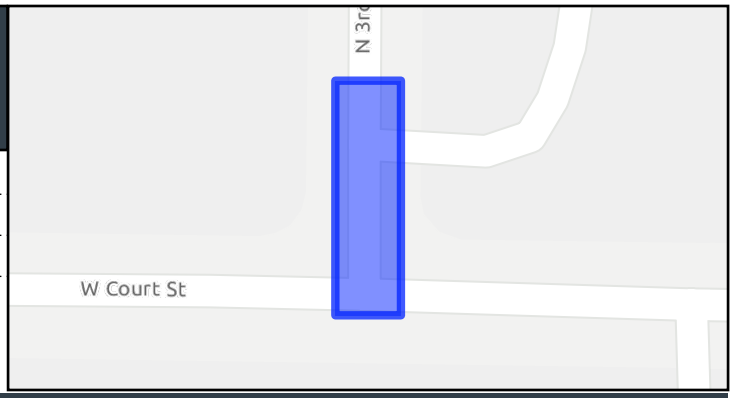
2027-2032 Capital Improvement Plan

IP-003 - W Court St and N 3rd Ave Connection

Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility



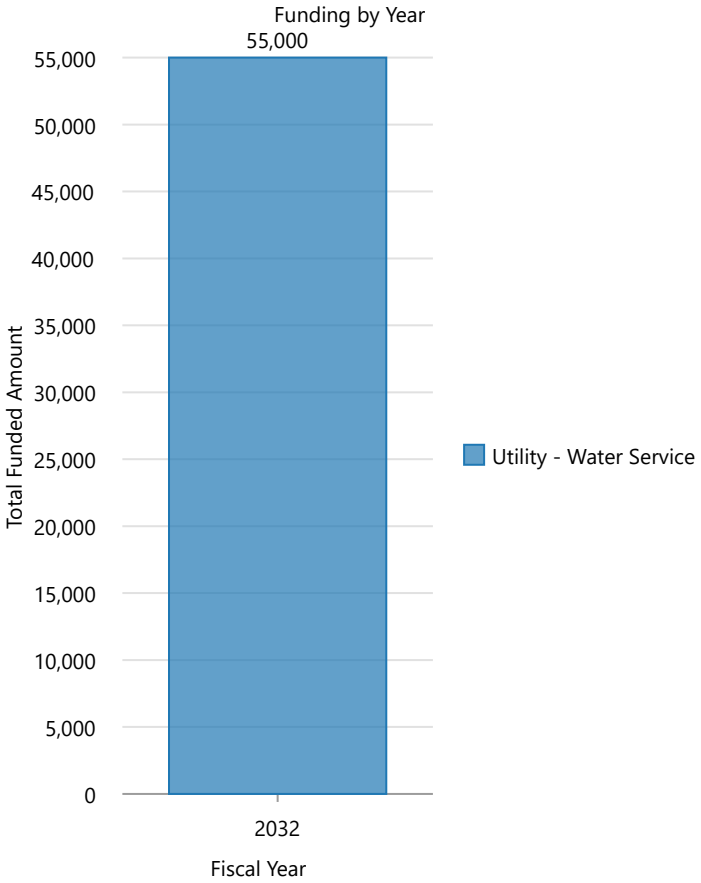
Assumption

This project assumes that funding will be available and won't commence until funding is in place. This project was identified in the Comprehensive Water System Plan.

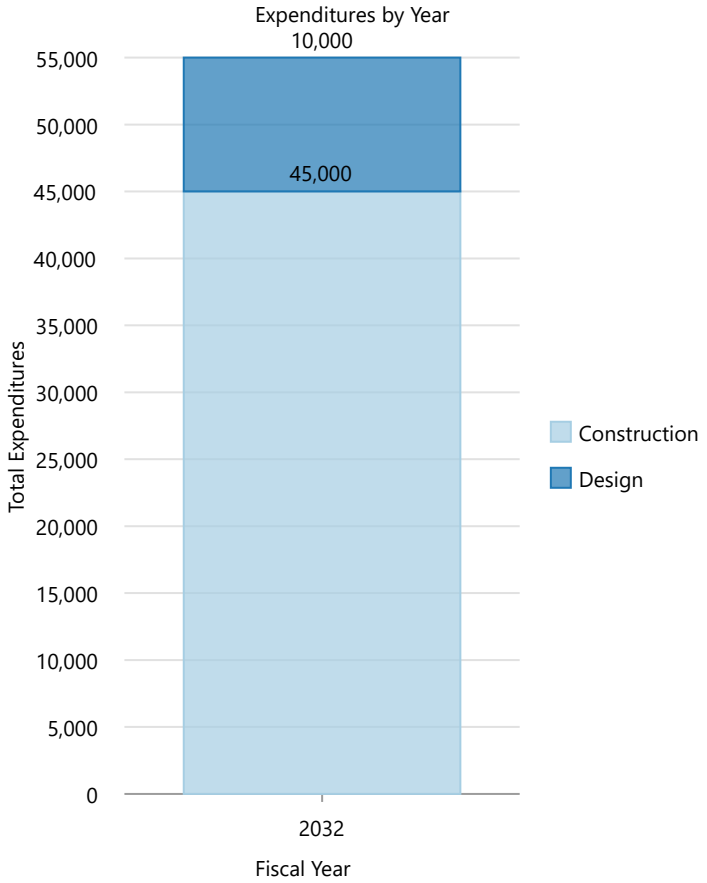
Description

This project will provide a looped connection to the existing water mains in W Court St and N 3rd Ave. The project will install approximately 60 linear feet of new 8" ductile iron water main with associated valves and appurtenances.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



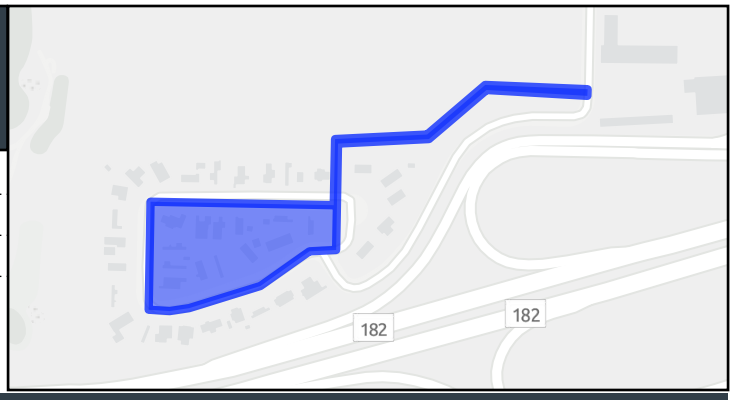
2027-2032 Capital Improvement Plan

IP-004 - Empire Drive Water Main Upsizing

Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility



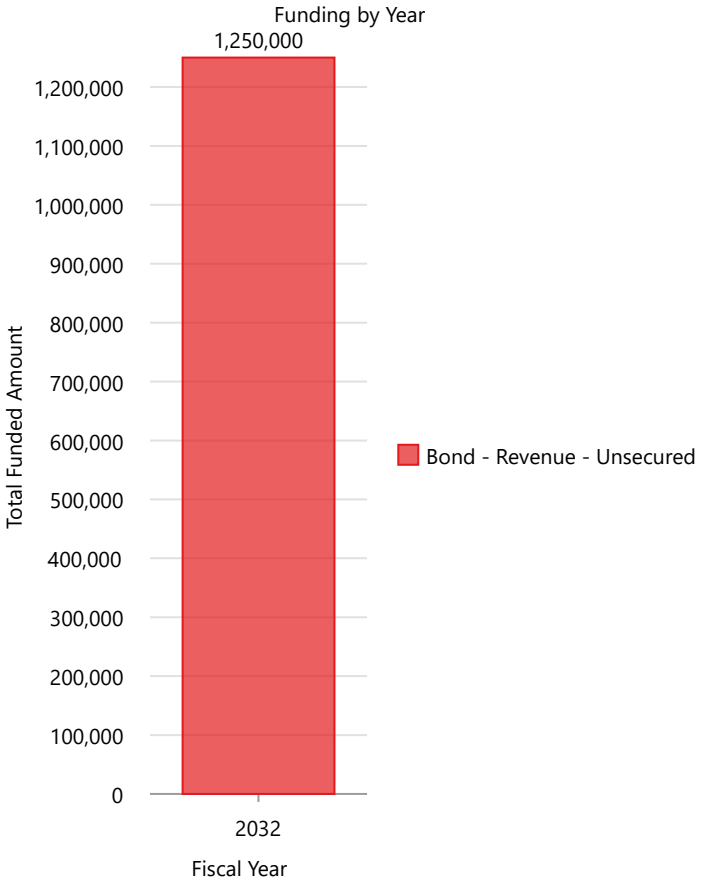
Assumption

The implementation of this project is contingent upon the availability of funding. The project was identified as a deficiency in the Comprehensive Water System Plan and improvements align with the city goals of regular utility improvements.

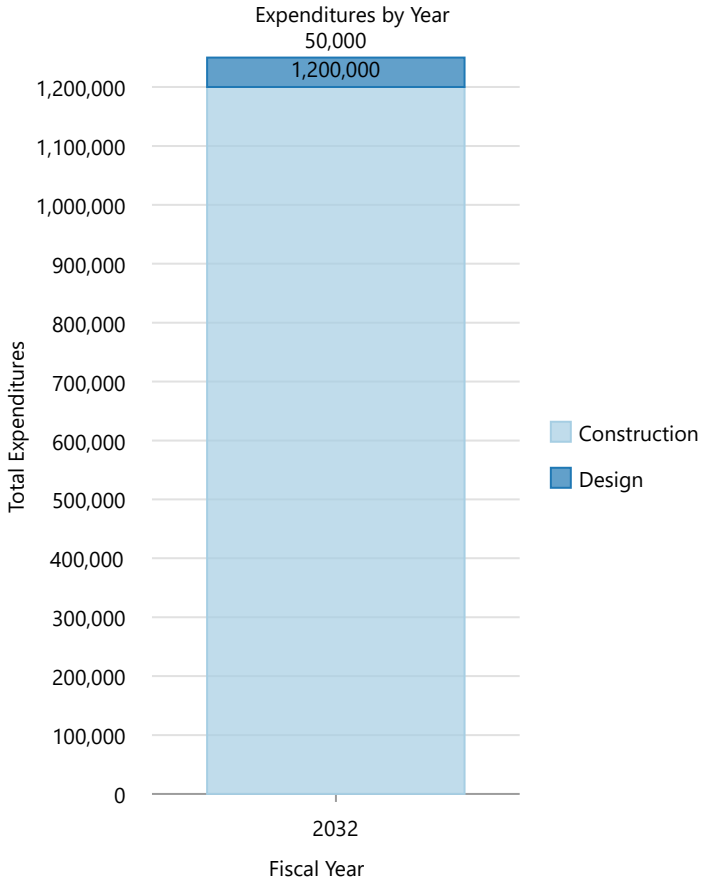
Description

This project will upsize approximately 2,500 linear feet of 6" ductile iron water main, replacing it with 8" ductile iron mains along Empire Dr west of N 5th Ave. Upsizing this main will aid in available supply and fire flows in the existing Empire Dr neighborhood.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



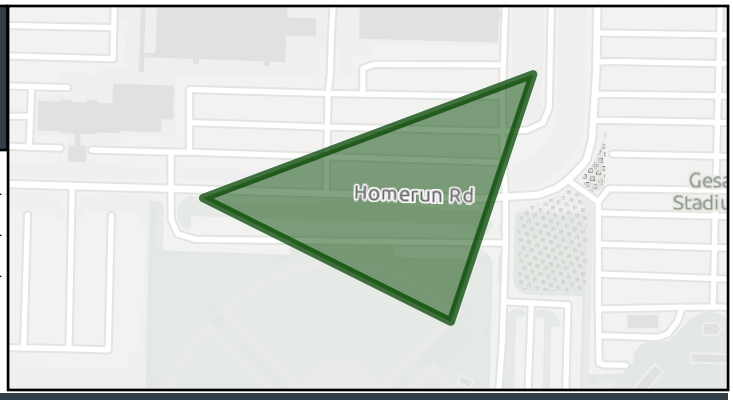
2027-2032 Capital Improvement Plan

Irrigation Clock Conversion Replacement - City Wide

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23-472

Map Legend

Parks & Recreation



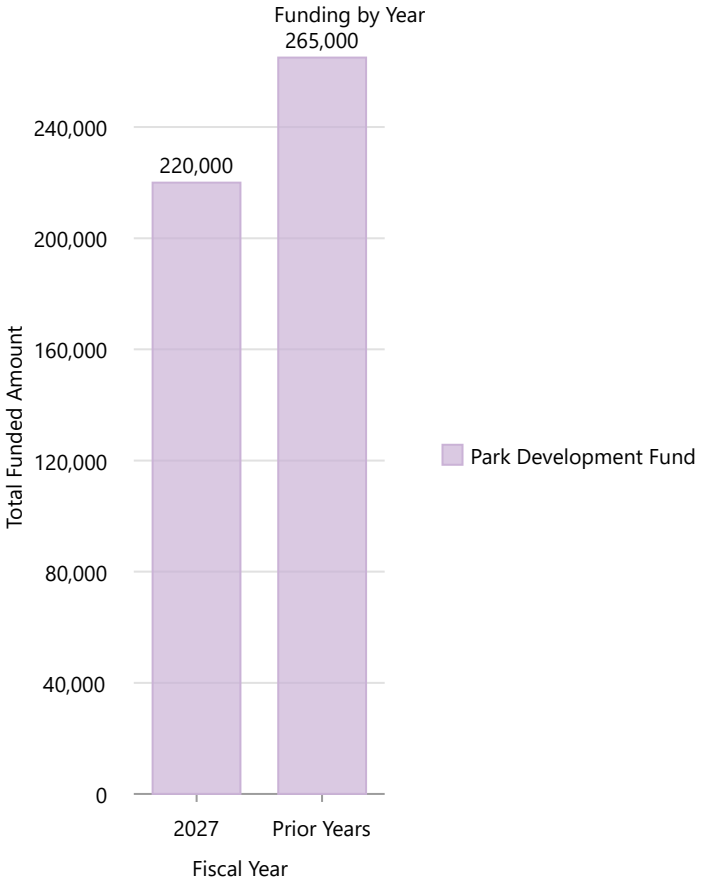
Assumption

This project assumes that the implementation will proceed based on the quotes received. The success of the project depends on accurate quotes and the availability of resources as specified in the proposals.

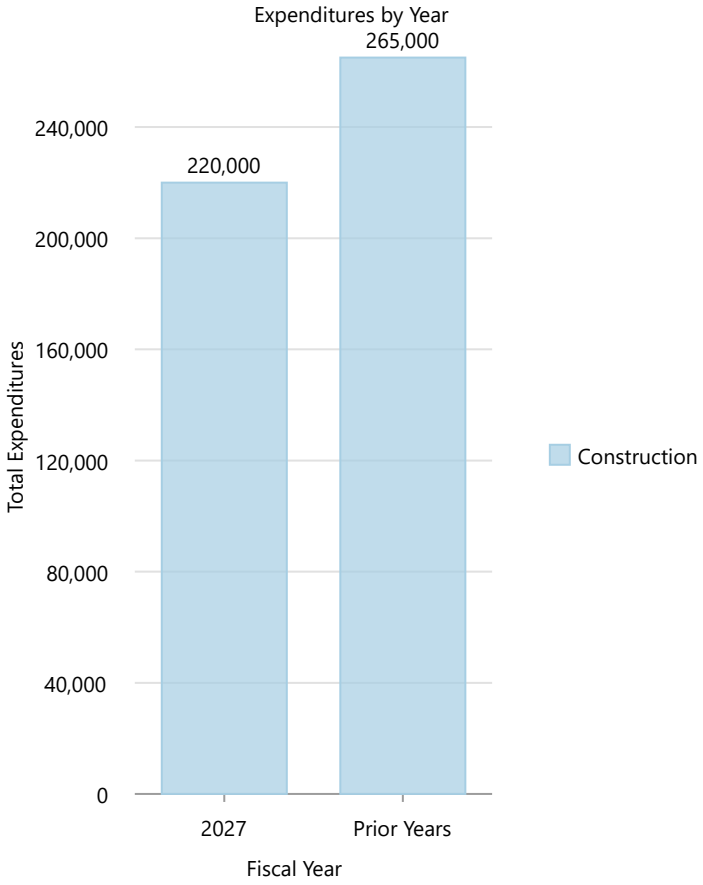
Description

This project would upgrade irrigation clocks to a new smart, water conservation system. This advanced system allows for centralized control, reducing staff time and travel. It can also adapt to weather changes, adjusting water schedules to maximize resource conservation. By implementing this innovative system, we aim to promote environmental sustainability and improve the efficiency of our city's irrigation practices. This project supports our strategic goal of fostering thoughtful and resource-efficient community infrastructure.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



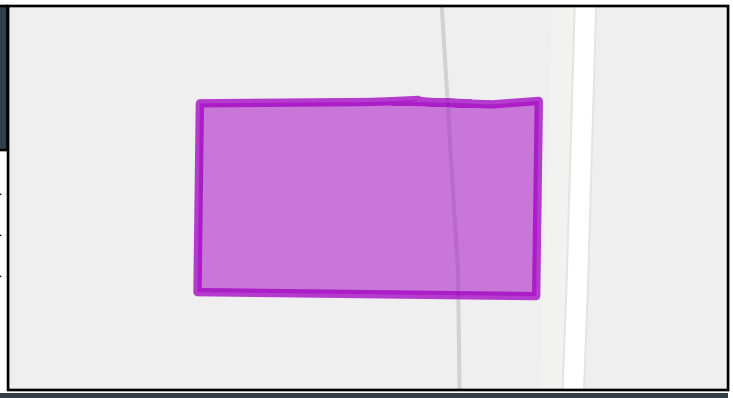
2027-2032 Capital Improvement Plan

Irrigation System Expansion

Department	Public Works
Type	Irrigation Utility
Project Number	22 342

Map Legend

Irrigation Utility



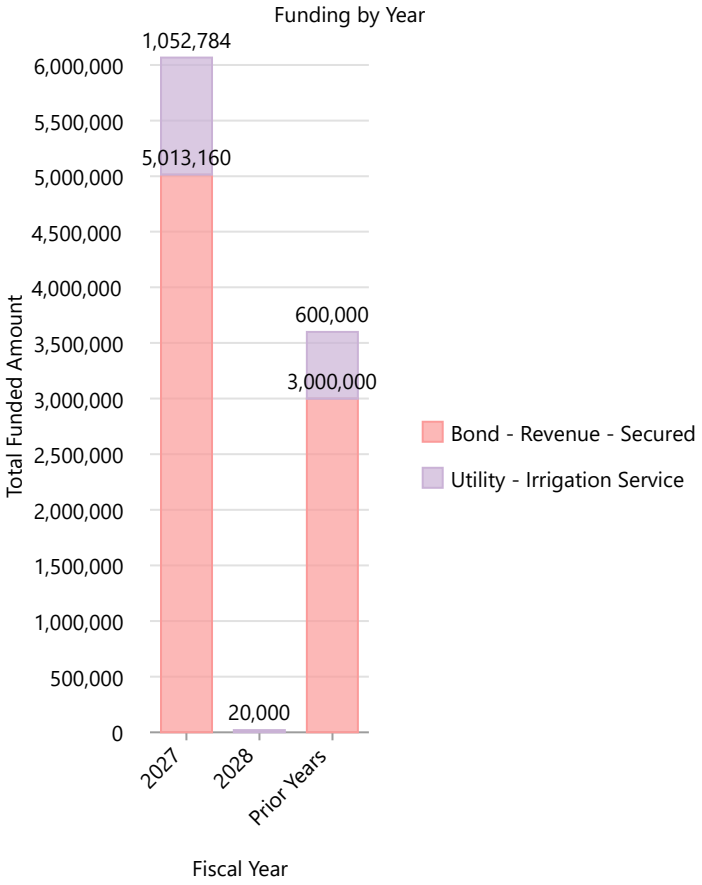
Assumption

The project addresses the need for additional irrigation water supply to expand the current service area limits, as identified in the Irrigation System Capacity Analysis (2018). It is consistent with the Northwest Irrigation System Study (2021). An M&I contract with SCBID is necessary for implementation, and ongoing coordination with SCBID is crucial. The estimate excludes land acquisition costs, with the system anticipated to be operational in Spring 2026.

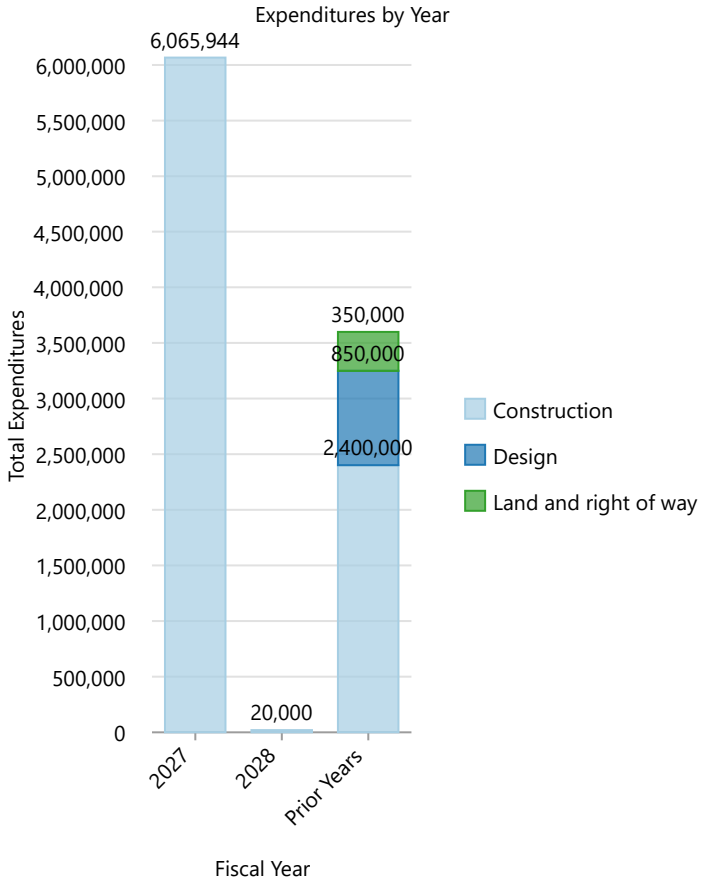
Description

The Irrigation System Expansion project aims to enhance irrigation service throughout the service area primarily through the City's irrigation system. Due to the current system's limited capacity as of spring 2021, an additional source of supply will be secured from the SCBID system to ensure sustainability of the City's irrigation system. This includes installing a delivery and booster pump station on the SCBID Wasteway to meet the area's growing irrigation needs.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



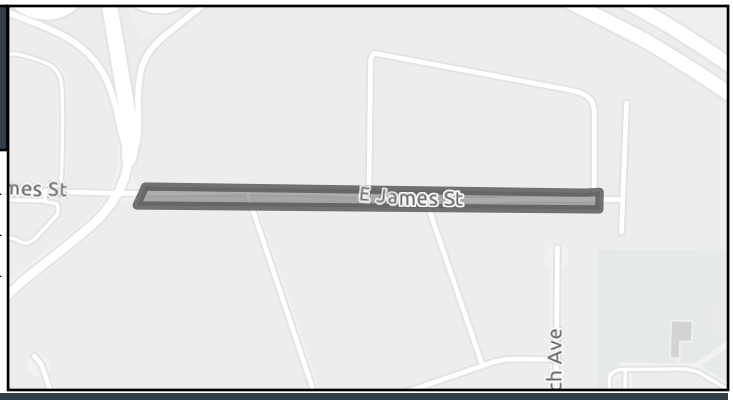
2027-2032 Capital Improvement Plan

James St Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

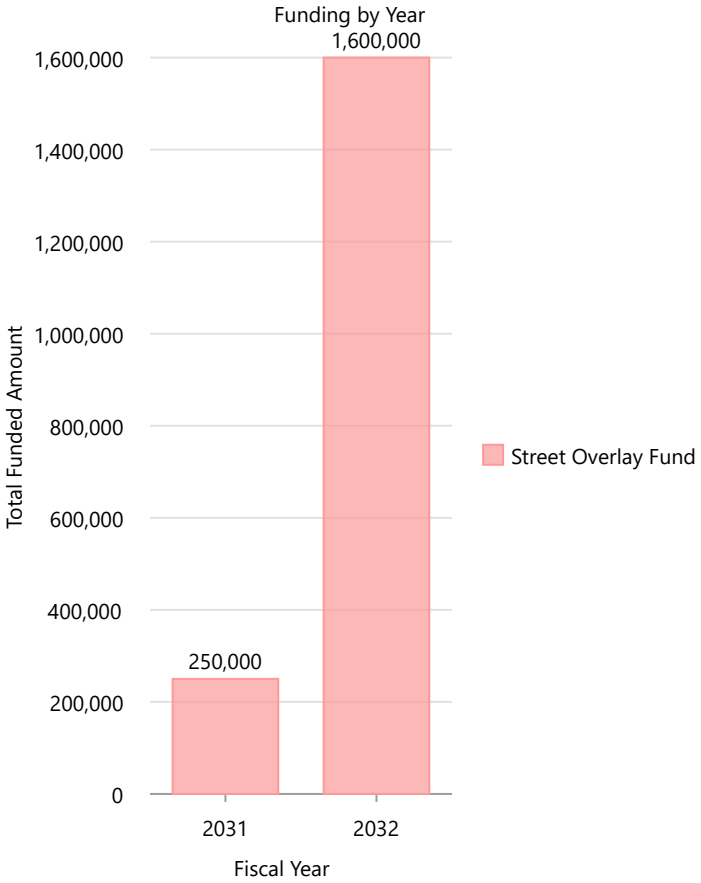


Assumption

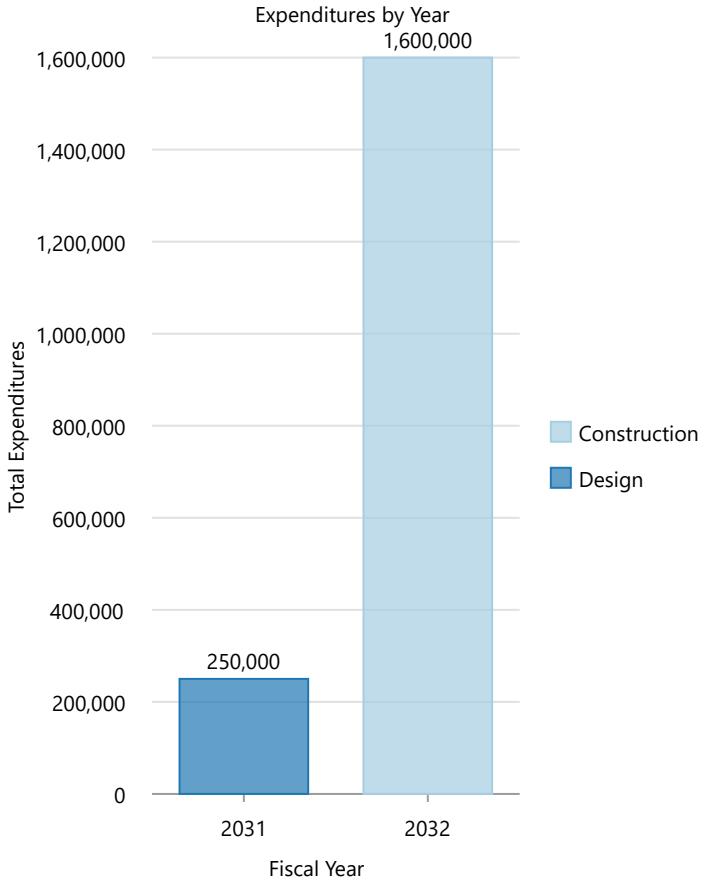
Description

Reconstruction of two lanes of traffic along James Street will be undertaken. Additionally, pedestrian facilities may be provided on one side of the roadway to enhance pedestrian access and safety.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



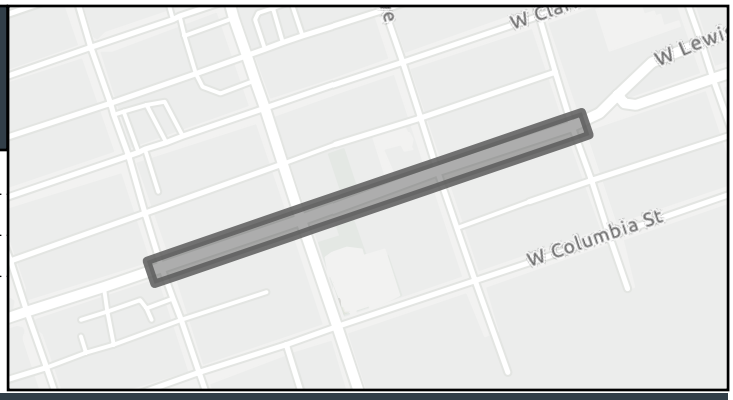
2027-2032 Capital Improvement Plan

Lewis St Corridor Improvements - 2nd Ave to 5th Ave (Phase 1)

Department	Public Works
Type	Transportation
Project Number	20 007

Map Legend

Transportation



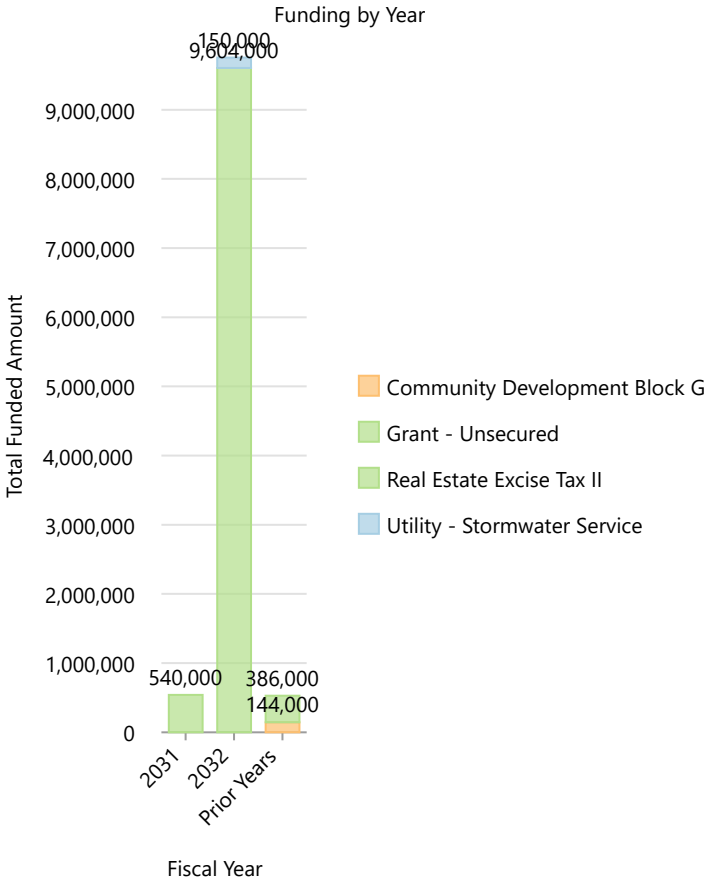
Assumption

Partial funding for the project will be provided by the State Capital Budget Appropriation and CDBG grants. The project was placed on hold in 2023. Project estimated costs have been adjusted to align with conceptual cost estimates developed during public outreach and selection of alternatives.

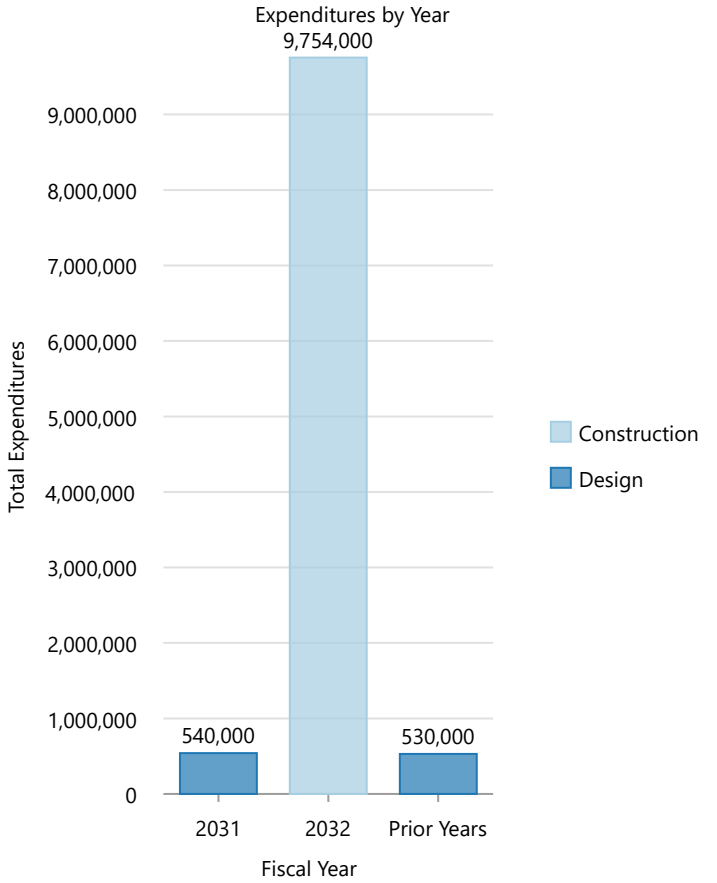
Description

The Lewis Street Corridor Improvements project will integrate enhancements made by the overpass project with those from the Peanuts Park improvement project. The scope includes ADA improvements, crosswalks, widened sidewalks, streetlights, re-striping, and streetscape upgrades. To minimize disruptions, a revised scope is under consideration to lessen impacts on businesses during construction.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Lewis St Corridor Improvements - 5th Ave to 10th Ave (Phase 2)

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

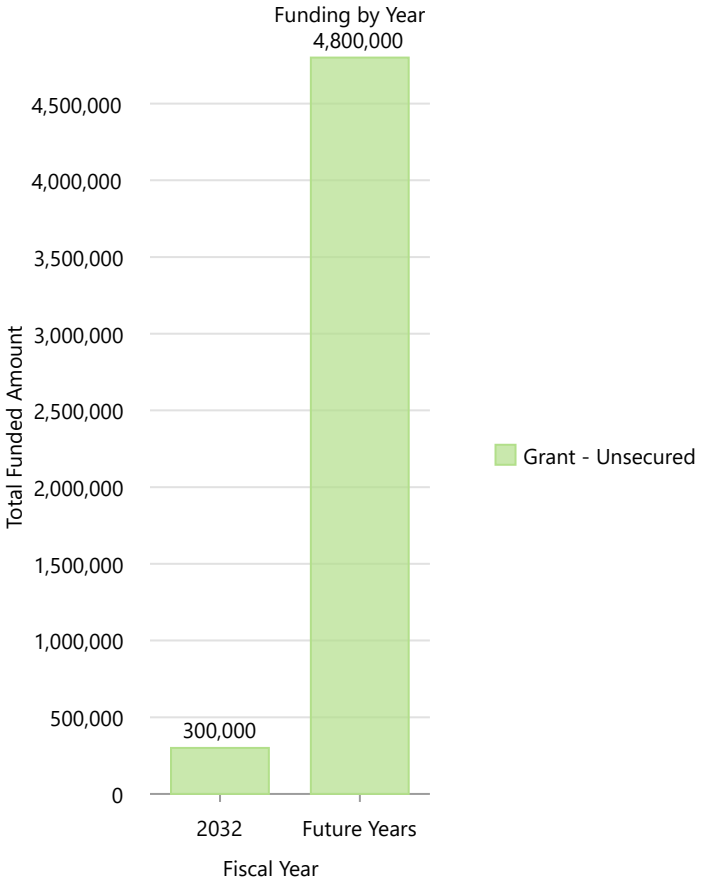
Assumption

Project costs have been adjusted based on conceptual estimates from Phase 1. The schedule for Phase 2 has been revised due to delays in the implementation of Phase 1.

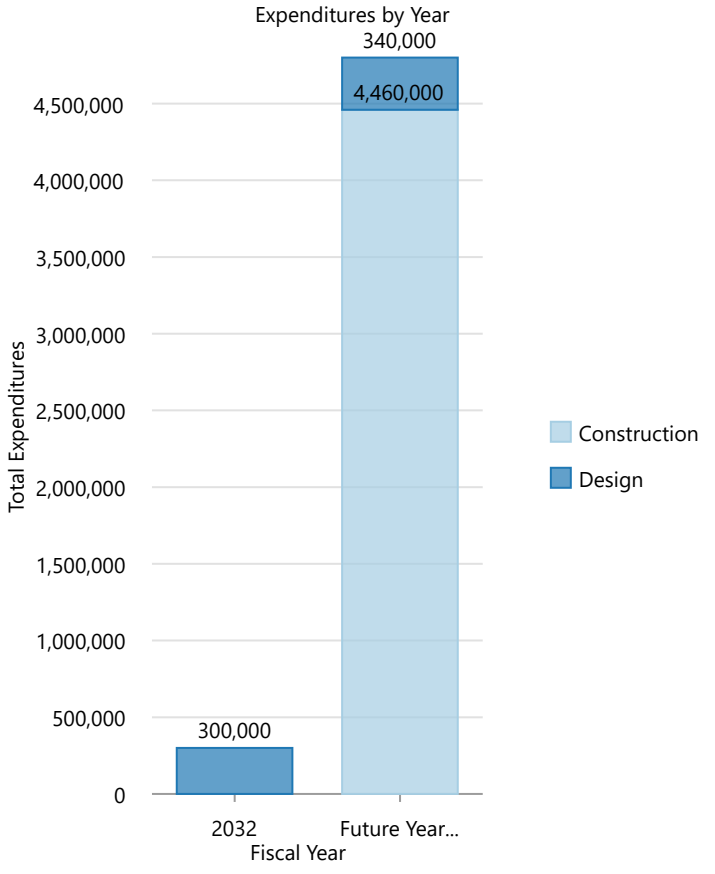
Description

The second phase of the Lewis Street Corridor Improvements will incorporate ADA improvements, crosswalks, widened sidewalks, streetlights, re-striping, and streetscape enhancements between 5th Avenue and 10th Avenue. To minimize disruptions to businesses during construction, a revised scope is under consideration.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Lewis Street Pavement Preservation

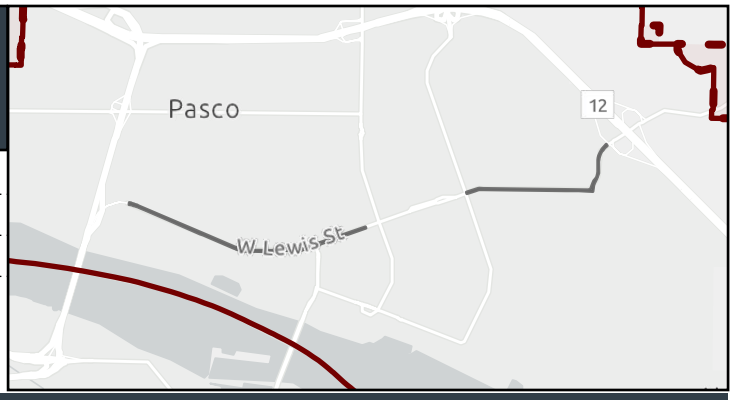
Department	Public Works
Type	Transportation
Project Number	24 596

Map Legend

Transportation

CityLimits

Urban Growth Areas



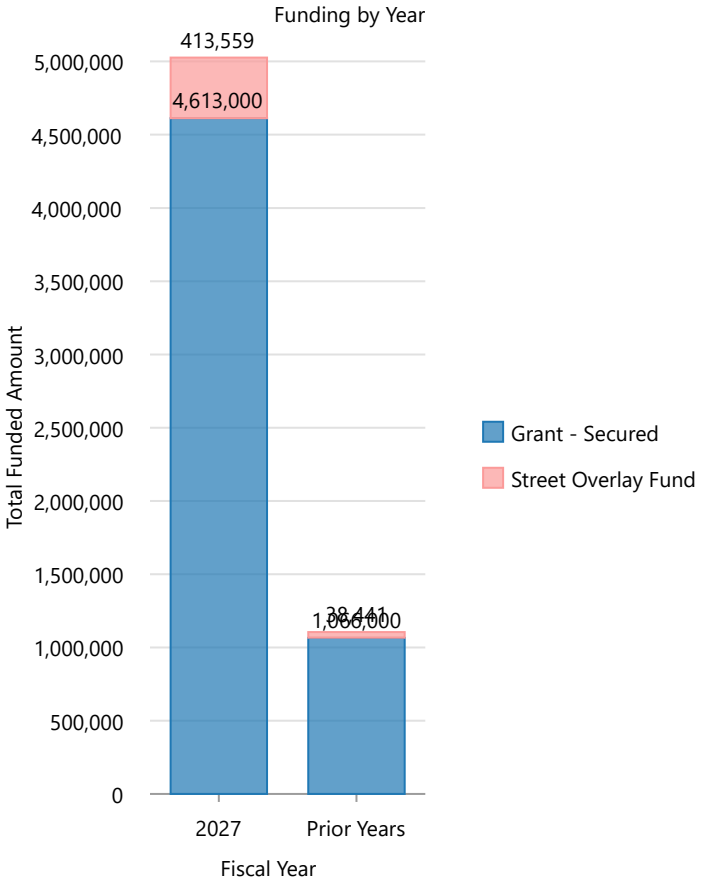
Assumption

Federal funding is provided through the NHSP program. The project amounts reflect grant allocations. Currently, in design phase and ROW phase, construction is anticipated in 2027.

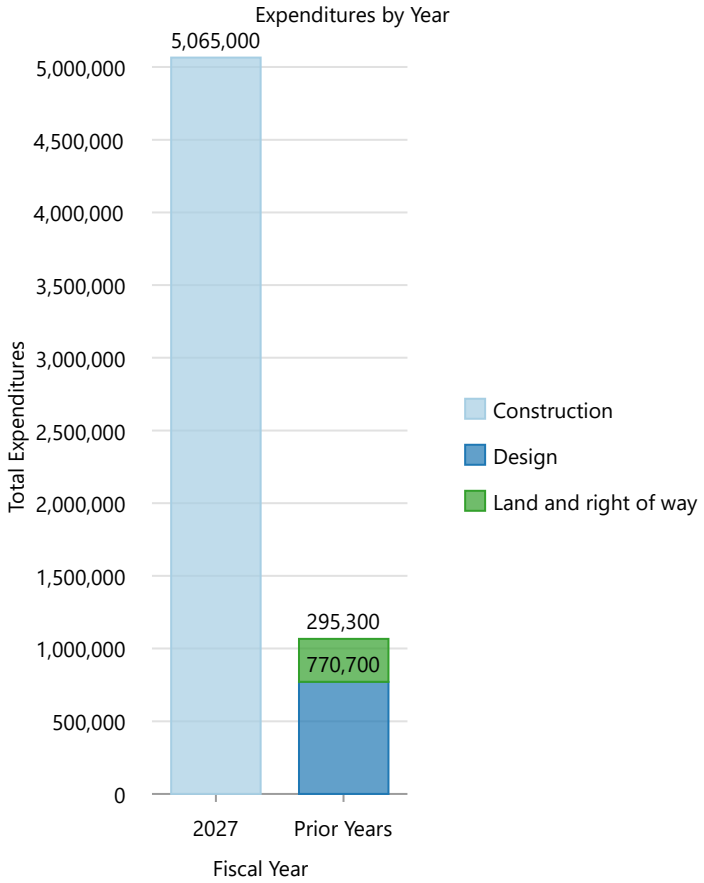
Description

Mill and overlay the entire existing pavement area. The work includes cutting and patching failed areas (alligator cracking and spalling), taper milling at curved edges, and then overlaying with Hot Mix Asphalt (HMA). This process ensures unchanged elevations at existing curbs and adds a structural section for the majority of the roadway. ADA upgrades will be included as needed.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Lewis Street Underpass Demolition

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

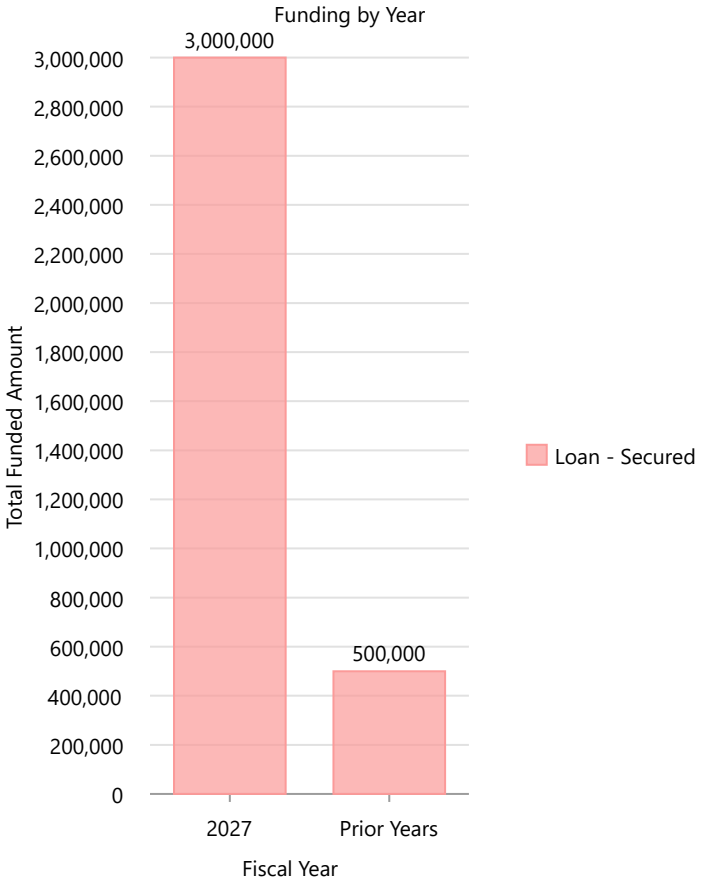
Assumption

This project was initially planned to be executed in conjunction with the Lewis Street Overpass project. Funding is actively being pursued to facilitate this demolition.

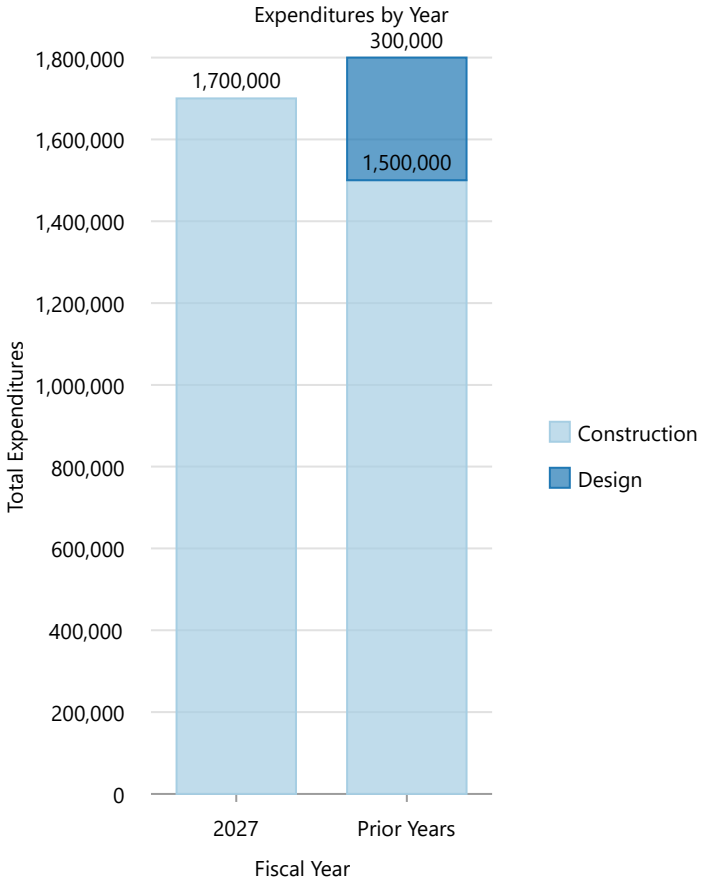
Description

The Lewis Street underpass cap will be demolished to a depth of 6 feet. Post-demolition backfill will adhere to BNSF requirements to ensure compliance and stability.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



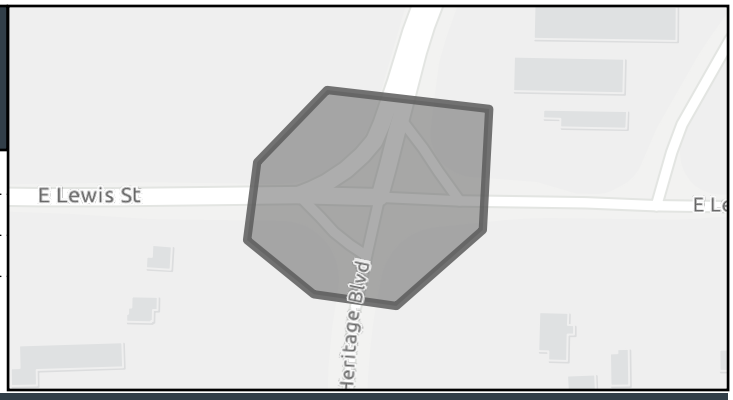
2027-2032 Capital Improvement Plan

Lewis Street/Heritage Blvd Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



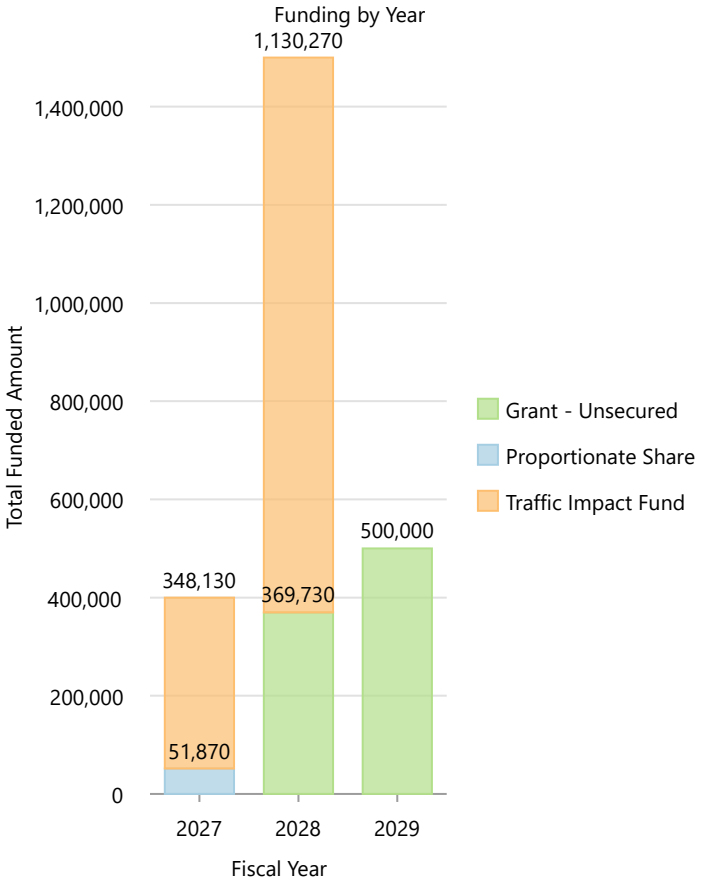
Assumption

The cost estimation for this project has been updated to include ADA improvements and is based on recent cost estimates and actual expenses from similar projects. Opportunities for funding are being explored through the Washington State Freight Mobility Strategic Investment Board (FMSIB).

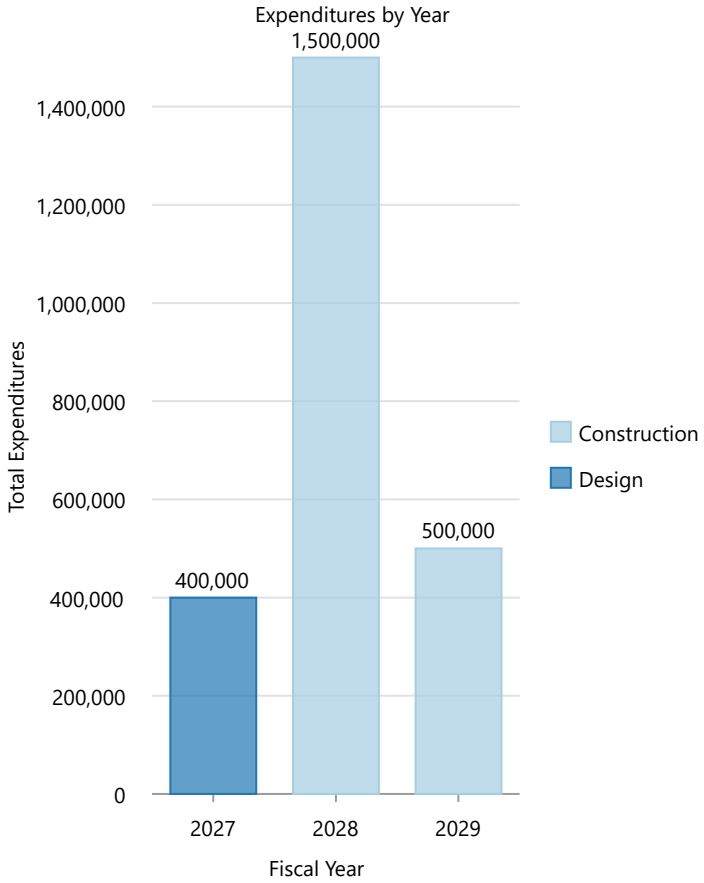
Description

A traffic signal will be installed at the intersection of Lewis Street and Heritage Boulevard, along with necessary ADA improvements to ensure accessibility.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



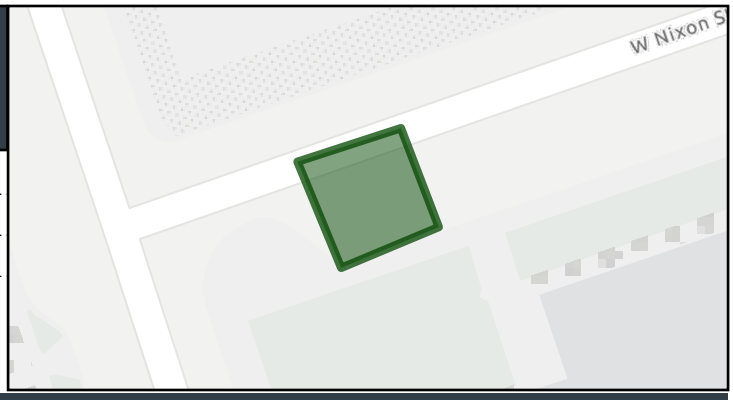
2027-2032 Capital Improvement Plan

Lighted Pickleball Complex - Broadmoor Area

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



Assumption

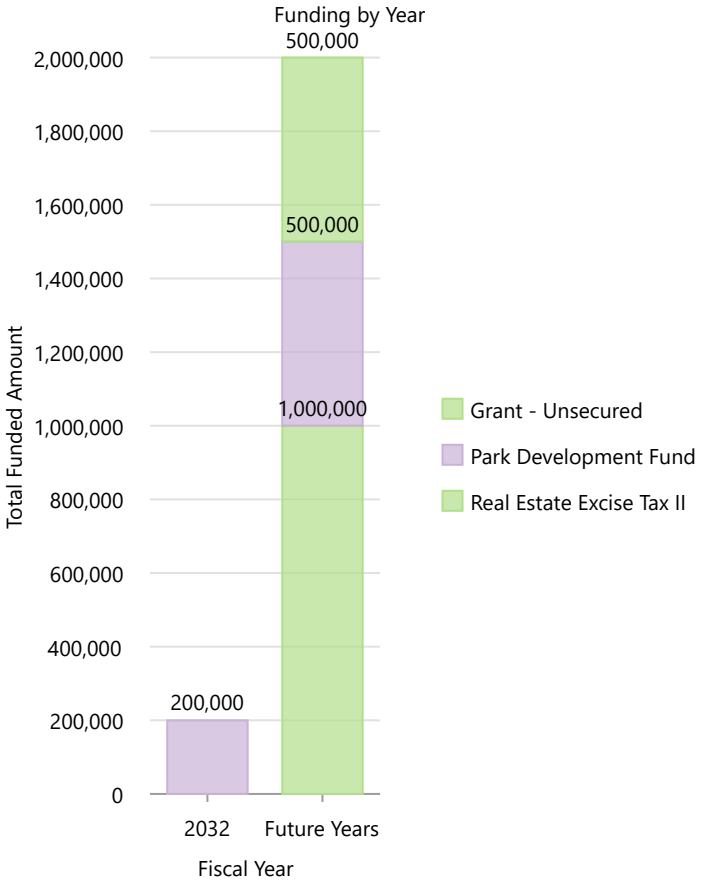
The project assumes funding will be secured through a combination of City funding, grants, private partnerships, and philanthropic contributions, including a committed $1,000,000 private donation. Successful implementation is dependent on securing the remaining project funding, completing site selection and design, and obtaining any necessary approvals to move the project into construction.

Description

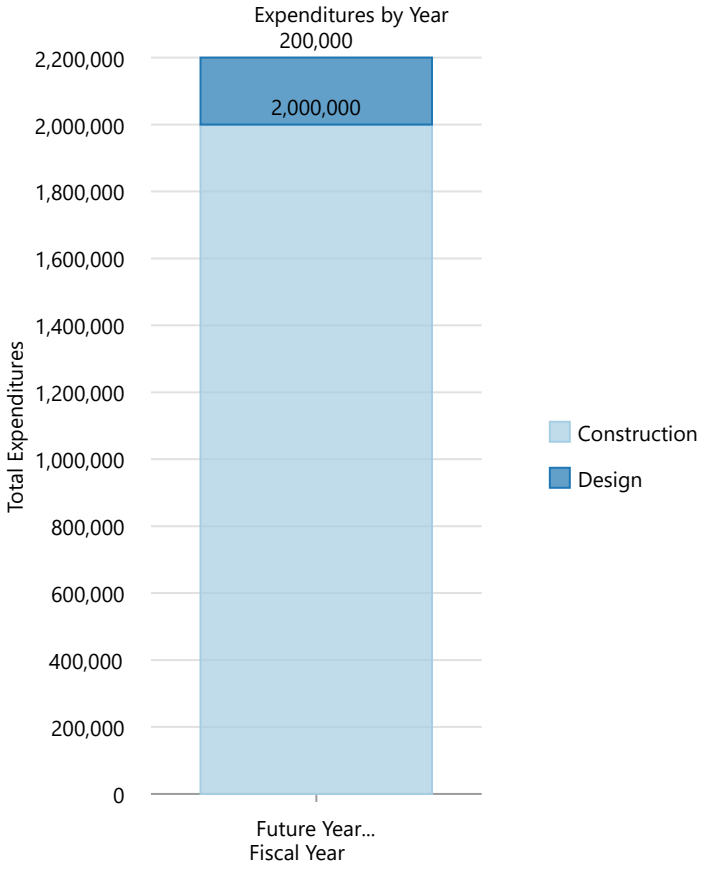
This project will plan and develop a dedicated pickleball complex to meet the rapidly growing demand for the sport within Pasco and the surrounding region. The project includes evaluating potential sites, completing feasibility and design, and constructing a facility that may include 8 to 20 lighted courts, fencing, shade structures, seating, parking, and other supporting amenities.

As pickleball participation continues to grow across all age groups, this complex will provide a premier destination for recreational play, leagues, tournaments, and community events. The project will expand recreational opportunities for residents, improve access to dedicated pickleball facilities, and strengthen Pasco's ability to host regional competitions

Project Funding (In Dollars)



Project Expenditures (In Dollars)



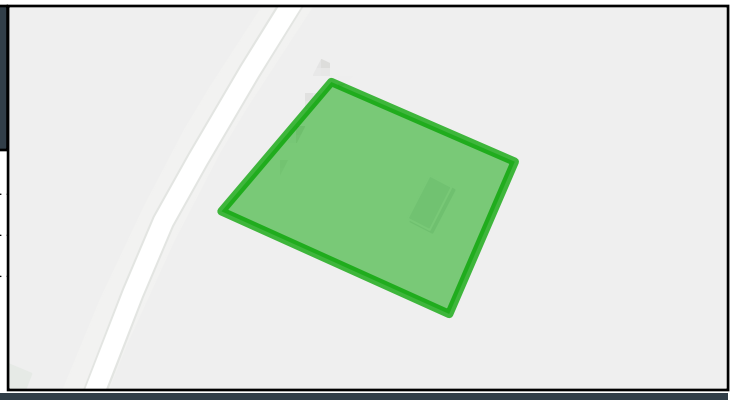
2027-2032 Capital Improvement Plan

Maitland Lift Station Improvements

Department	Public Works
Type	Sewer Utility
Project Number	25 671

Map Legend

Sewer Utility



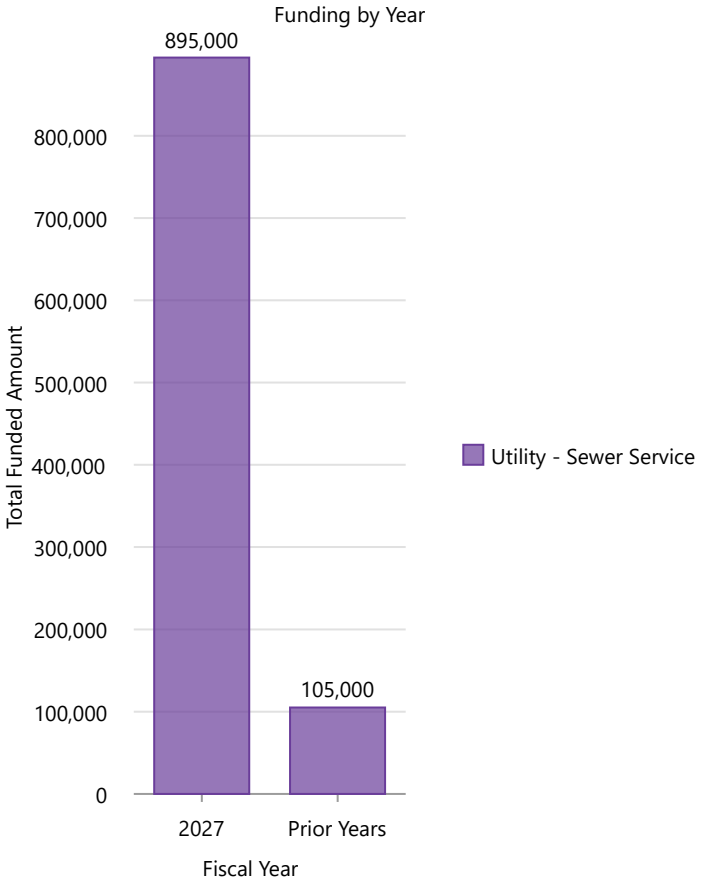
Assumption

A new pump is a long-lead item and may take 10-18 months to procure, depending on ordering and supply availability.

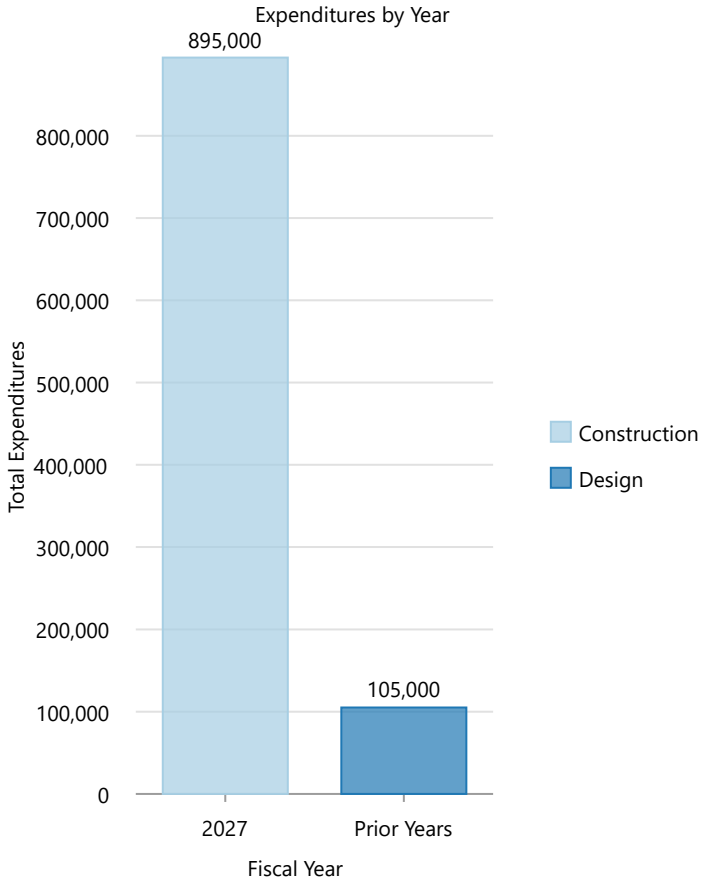
Description

The Maitland Lift Station Improvements project involves replacing valves and preparing a bypass plan for use during operation and construction. Additionally, this project includes purchasing a new 75HP pump, along with all necessary electrical equipment, programming, piping upsizing, and appurtenances required to operate the new pump efficiently.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



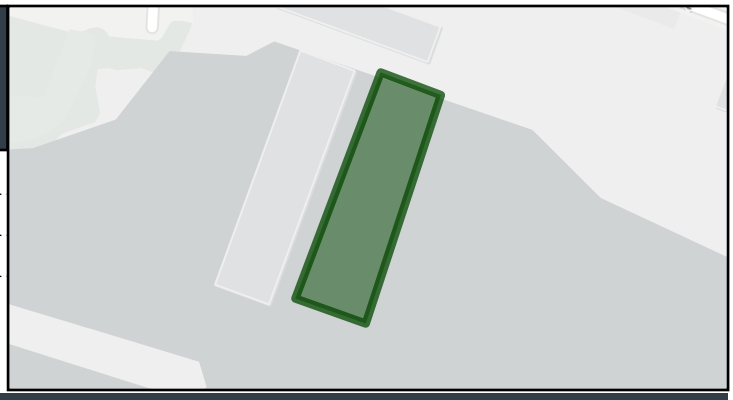
2027-2032 Capital Improvement Plan

Marina Dock B Replacement

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 542

Map Legend

Parks & Recreation



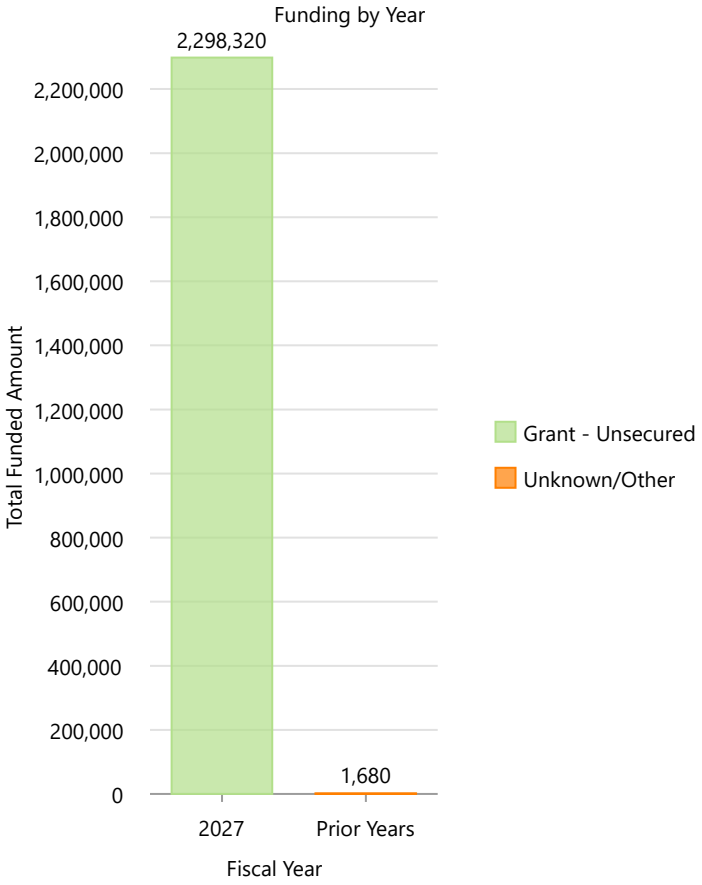
Assumption

The project assumes that funding will be secured through FEMA grant monies, along with the necessary matching funds. It also assumes that all required permissions and permits from the Army Corps of Engineers and other relevant authorities will be obtained smoothly, allowing for timely project progression.

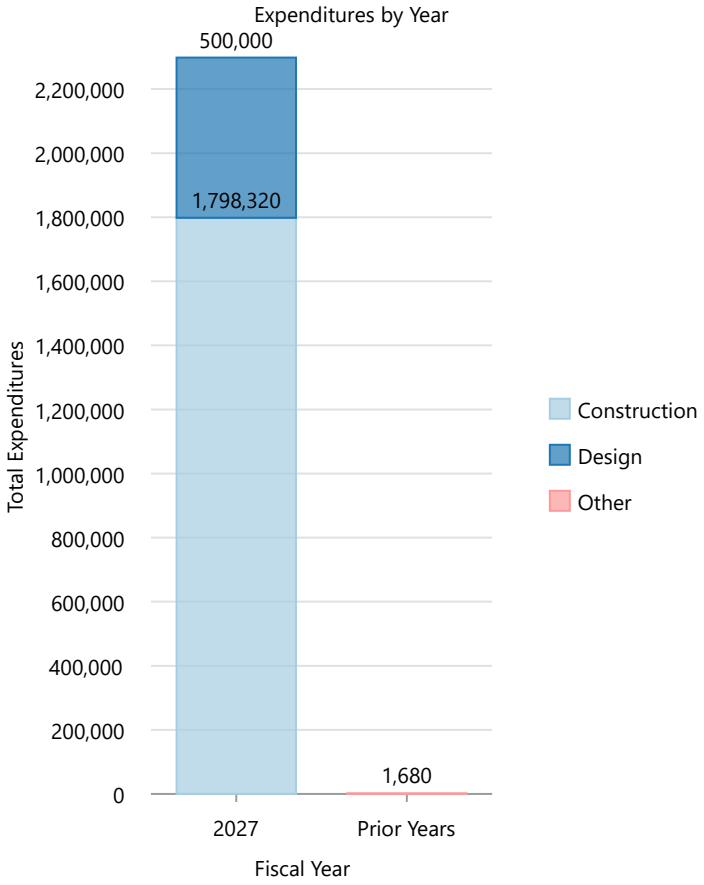
Description

Design and construct a replacement for Dock B at the Pasco Marina. The original dock was lost due to storm damage. This project will restore the dock to ensure the marina continues to serve the community's recreational needs effectively.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



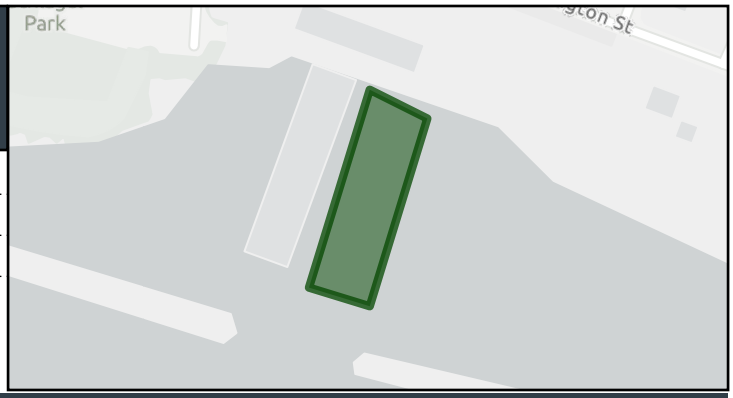
2027-2032 Capital Improvement Plan

Marina Dock C Replacement

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



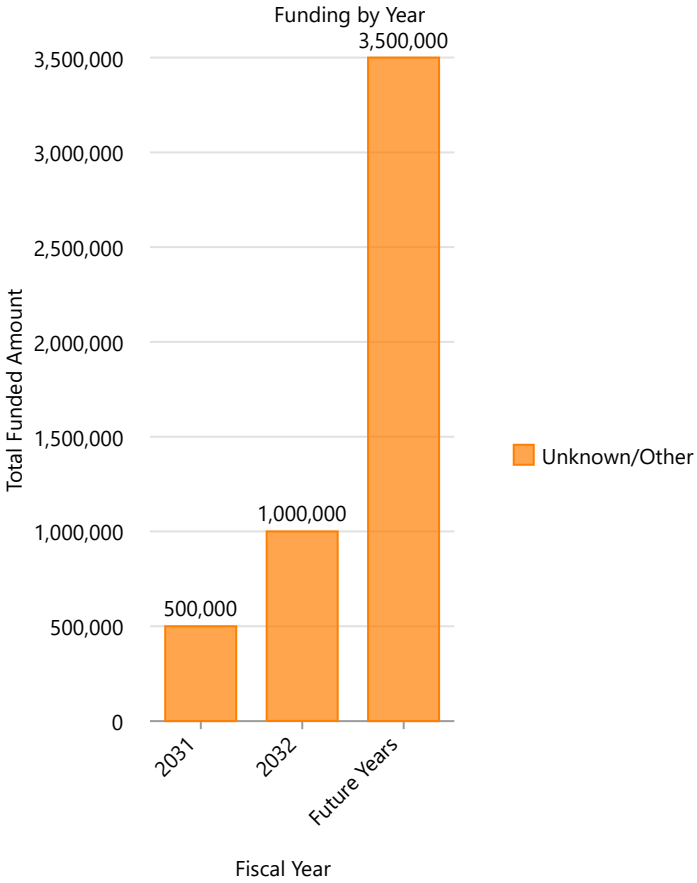
Assumption

Estimated expenses can vary based on revised regulations from Army Corps of Engineers and market factors. Current estimates are based on the current regulatory and economic environment.

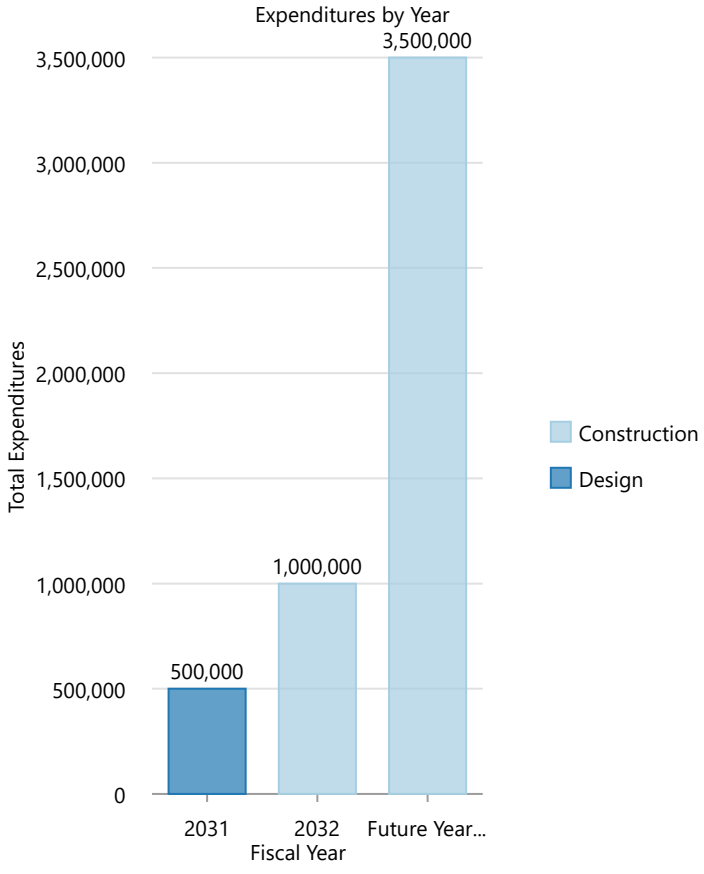
Description

This project replaces a degrading dock that is currently not used. City can either replace the aging dock or remove the dock entirely. Removal of the dock will require additional costs in form of permits and environmental mitigations.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



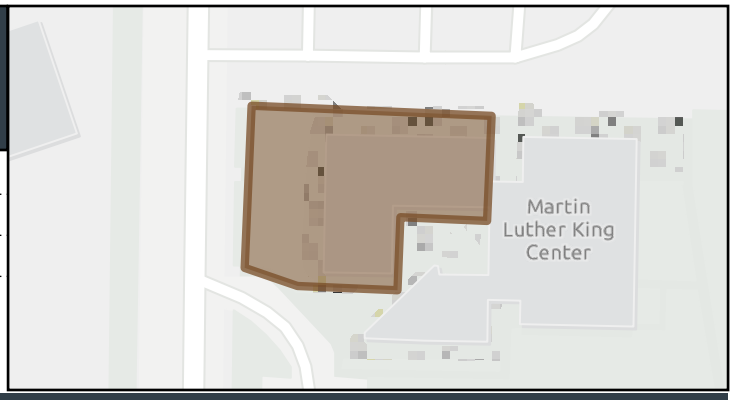
2027-2032 Capital Improvement Plan

Martin Luther King Center Renovation/Expansion - Phase 1

Department	Public Works
Type	Buildings & Facilities
Project Number	21 314

Map Legend

Buildings & Facilities



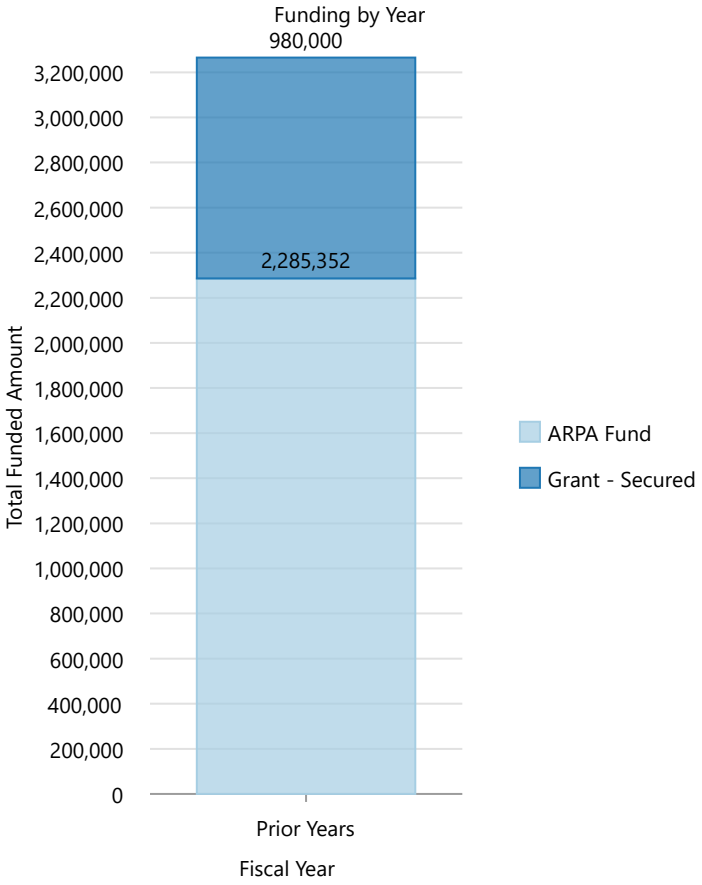
Assumption

The project assumes that funding will be provided by State and Federal Governments. The availability and approval of these funds are essential for the project's progress and completion.

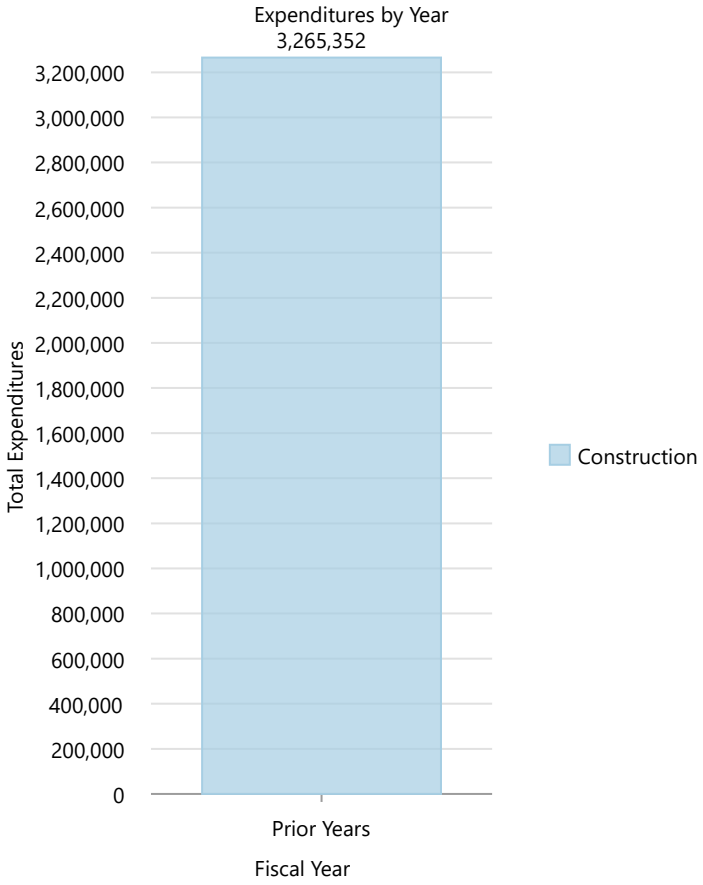
Description

The northwest section of the Martin Luther King Community Center would be updated and expanded to better serve the needs of the Head Start preschool and the community. The expansion may include new offices, classrooms, kitchen entry and fenced play area, creating a more comprehensive facility. This development would provide enhanced resources and spaces for community activities and services, supporting our goal of fostering a vibrant, engaged, and well-supported community.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



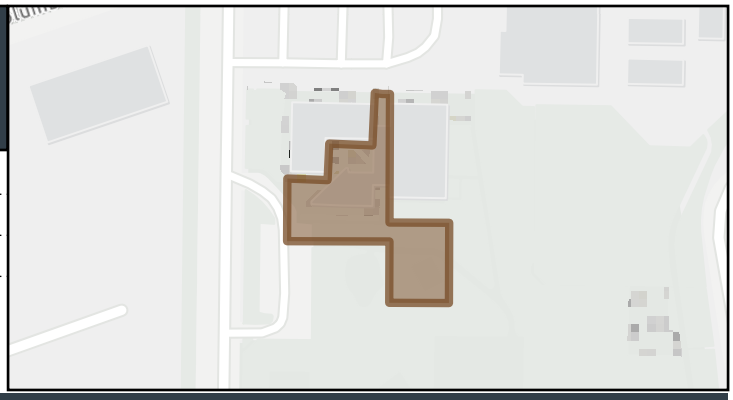
2027-2032 Capital Improvement Plan

Martin Luther King Center Renovation/Expansion - Phase 2

Department	Public Works
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



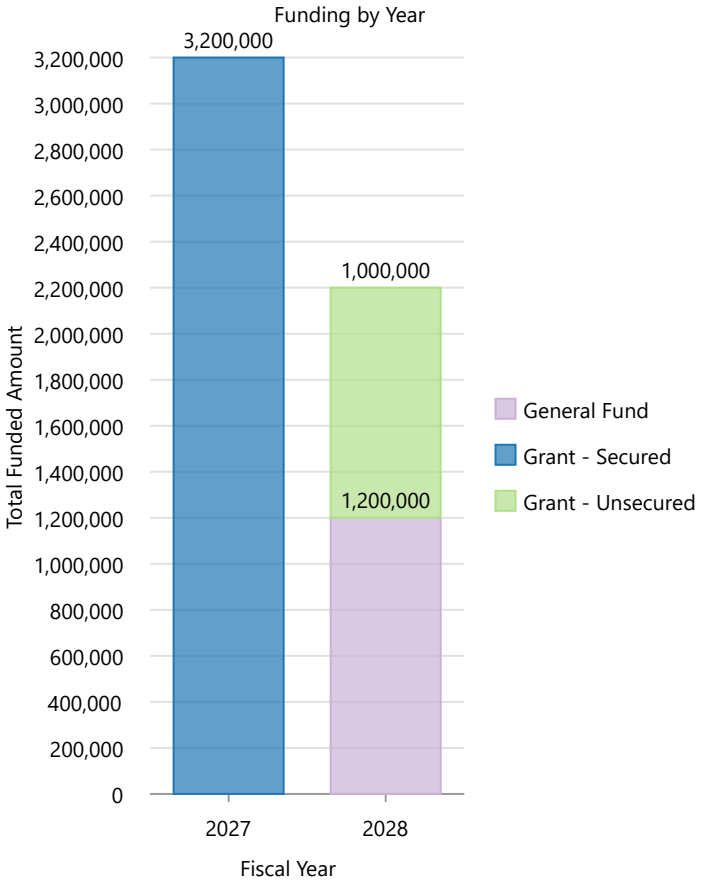
Assumption

The project assumes that funding will be provided by State and Federal Governments. The availability and approval of these funds are essential for the project's progress and completion.

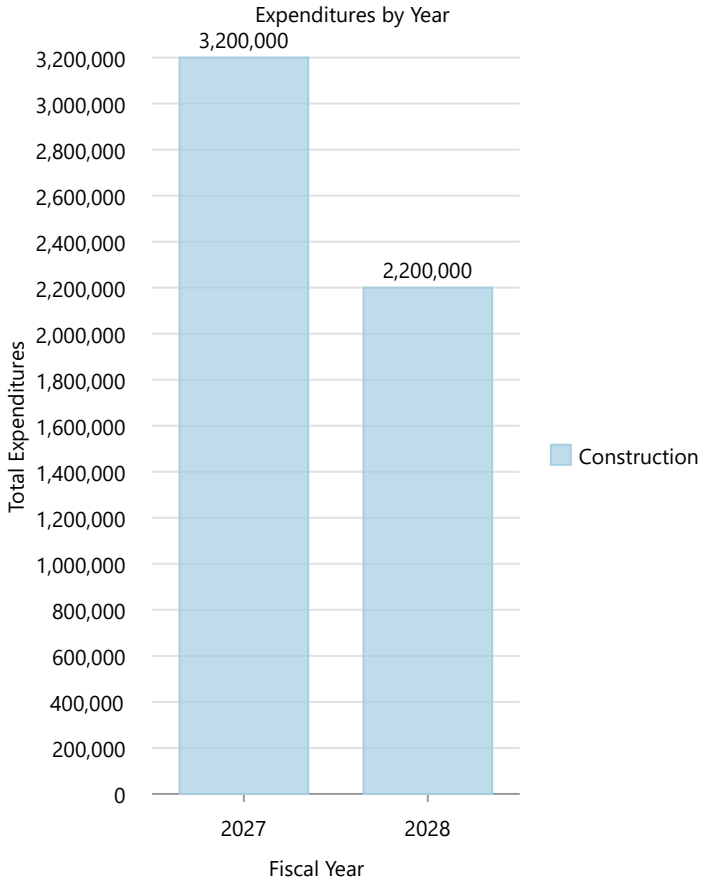
Description

The Martin Luther King Community Center would be updated and expanded to better serve the community. The expansion may include new offices, community rooms, and a library, creating a more comprehensive facility. This development would provide enhanced resources and spaces for community activities and services, supporting our goal of fostering a vibrant, engaged, and well-supported community.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



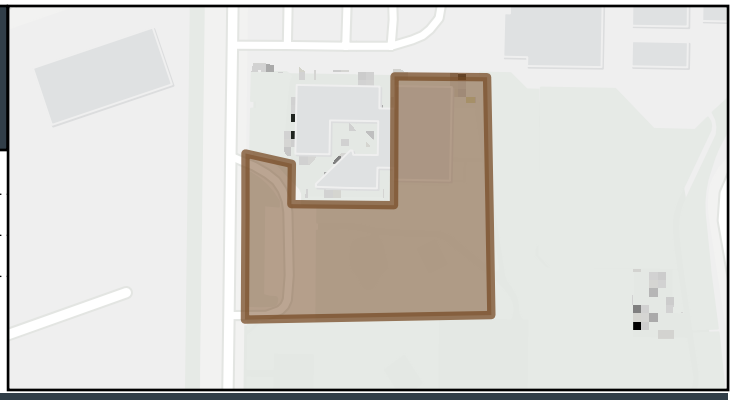
2027-2032 Capital Improvement Plan

Martin Luther King Center Renovation/Expansion - Phase 3

Department	Public Works
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



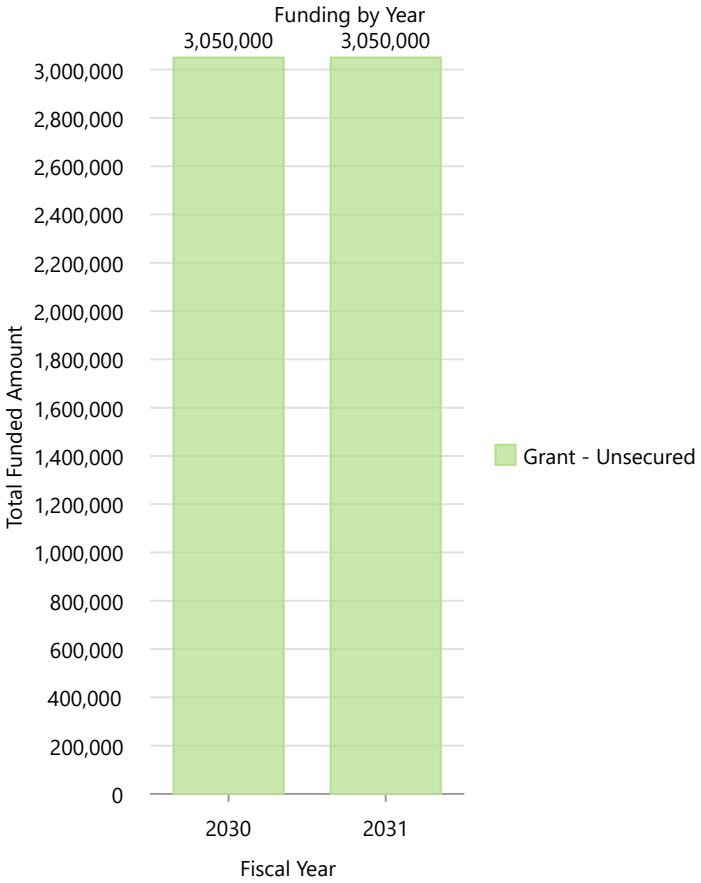
Assumption

The project assumes that funding will be provided by State and Federal Governments. The availability and approval of these funds are essential for the project's progress and completion.

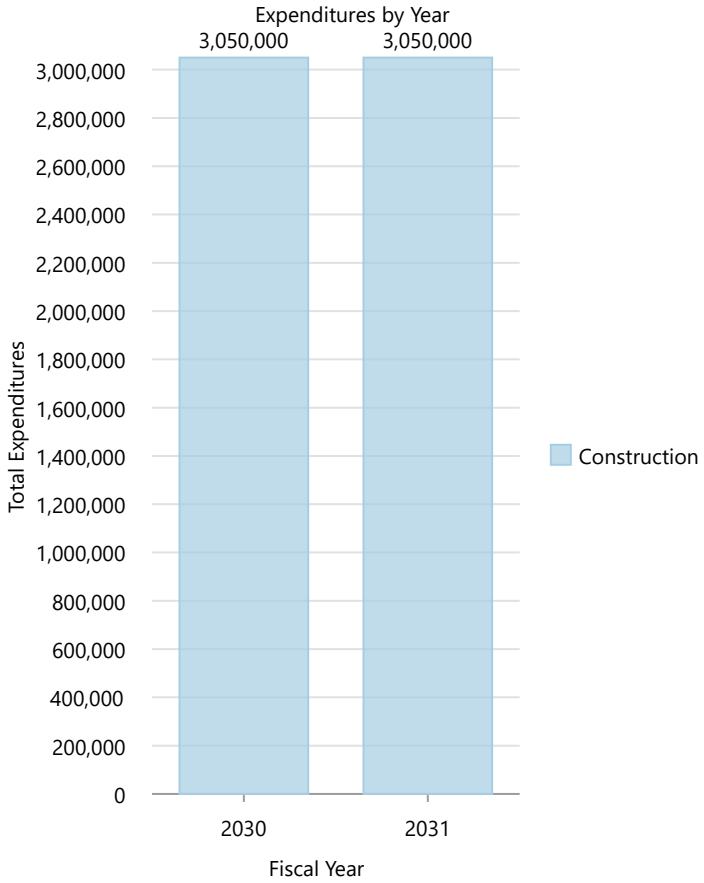
Description

The Martin Luther King Community Center would be updated and expanded to better serve the community. The expansion may include new offices, community rooms, gym renovation, teen space, performance area, parking lot expansion, etc., creating a more comprehensive facility. This development would provide enhanced resources and spaces for community activities and services, supporting our goal of fostering a vibrant, engaged, and well-supported community.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



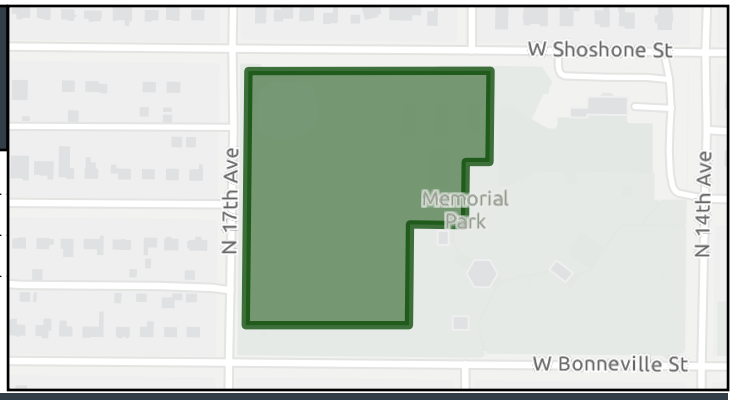
2027-2032 Capital Improvement Plan

Memorial Park Conversion of Play Fields Refurbishment

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 543

Map Legend

Parks & Recreation



Assumption

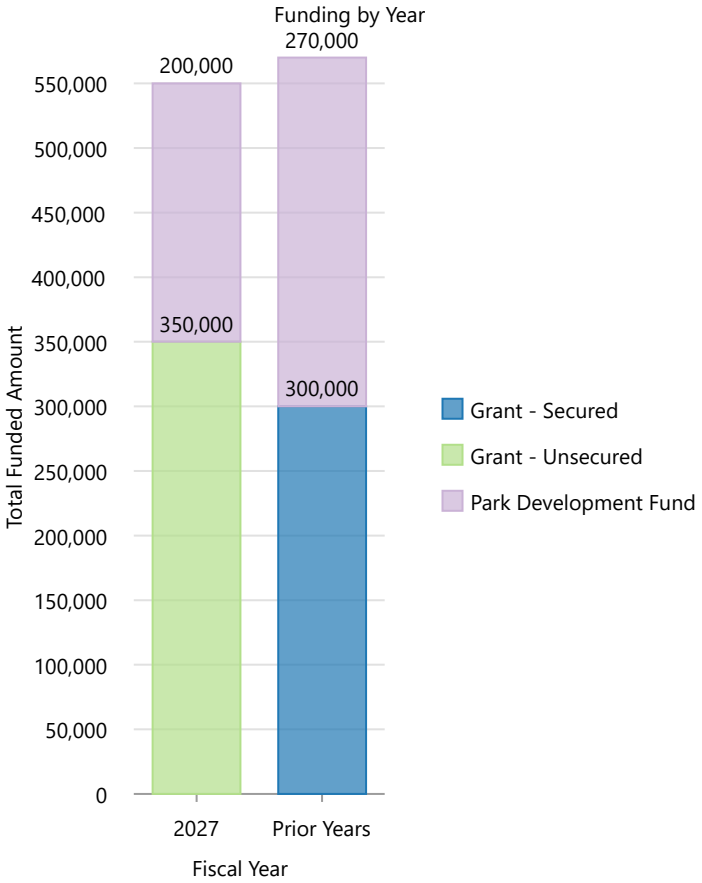
The project assumes funding will be secured through a combination of state grants, City funding, and partnerships. Successful implementation is dependent on continued collaboration with the Pasco School District or the identification of alternative funding sources if needed. The project also assumes the timely availability of funding, partner commitments, and any required approvals necessary to complete design and construction.

Description

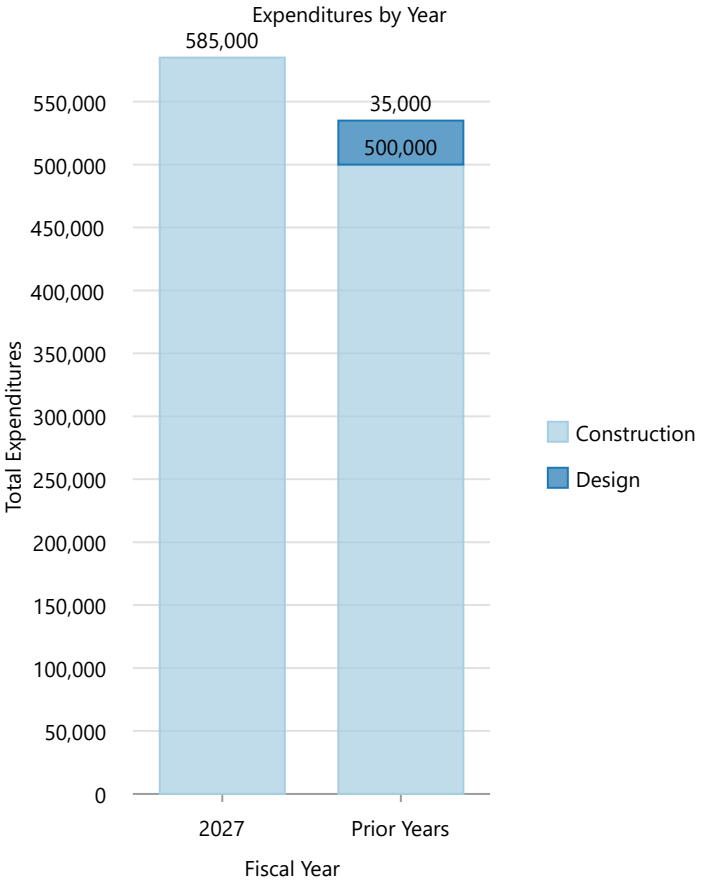
This project modernizes the athletic facilities at Memorial Park by redeveloping the existing softball fields into lighted, multi-use athletic fields that better meet current community and school district needs. Improvements include replacing outdated field lighting with energy-efficient systems, installing lighting for the adjacent volleyball courts, constructing ADA-accessible pathways, and making other site improvements to enhance safety, accessibility, and functionality.

The project is in partnership with the Pasco School District to create a shared practice and competition venue within walking distance of Pasco High School. By increasing the flexibility and year-round usability of the facility, these improvements will support youth sports, school athletics, community programming, and tournament play while

Project Funding (In Dollars)



Project Expenditures (In Dollars)



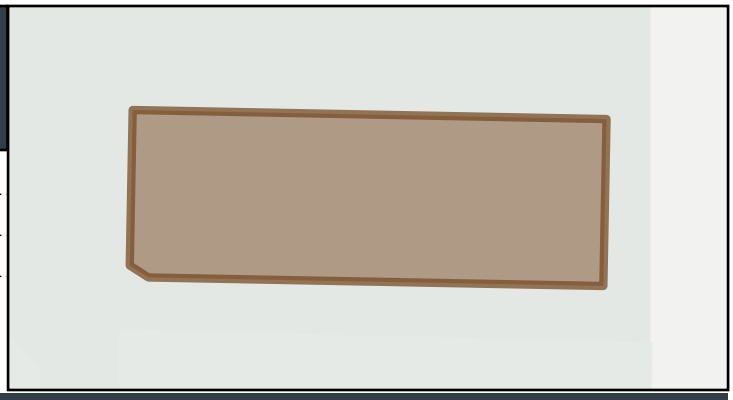
2027-2032 Capital Improvement Plan

Memorial Pool Liner Replacement

Department	Parks & Recreation
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



Assumption

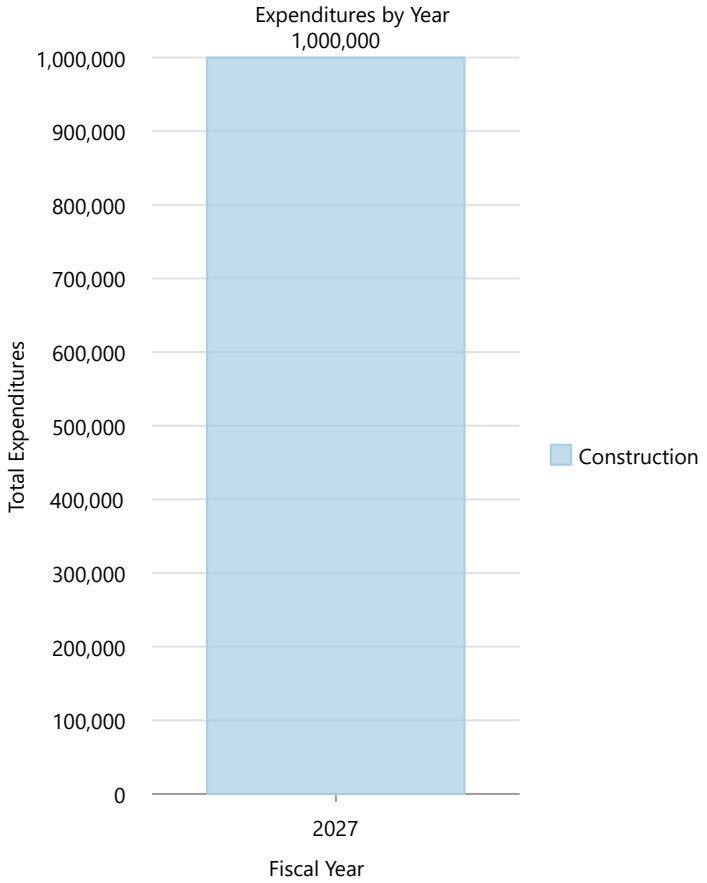
Current cost assumes that the pool structure does not have significant structural deficiencies, but accounts for other known structural issues.

Description

Replacement of pool liner for Memorial Pool.

Project Funding (In Dollars)

Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

N 4th Ave Pavement Preservation (I-182 to County Line)

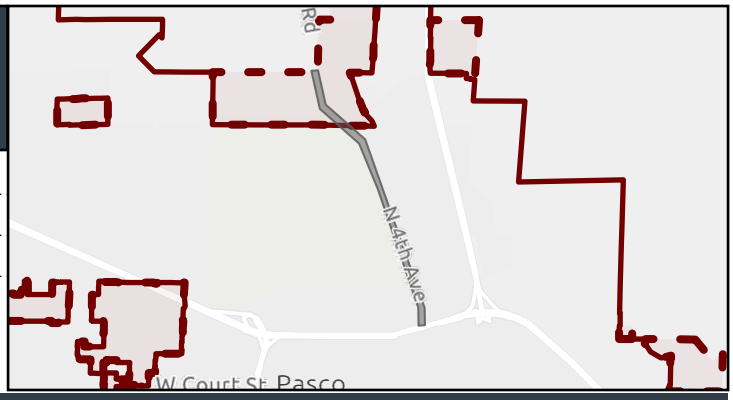
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



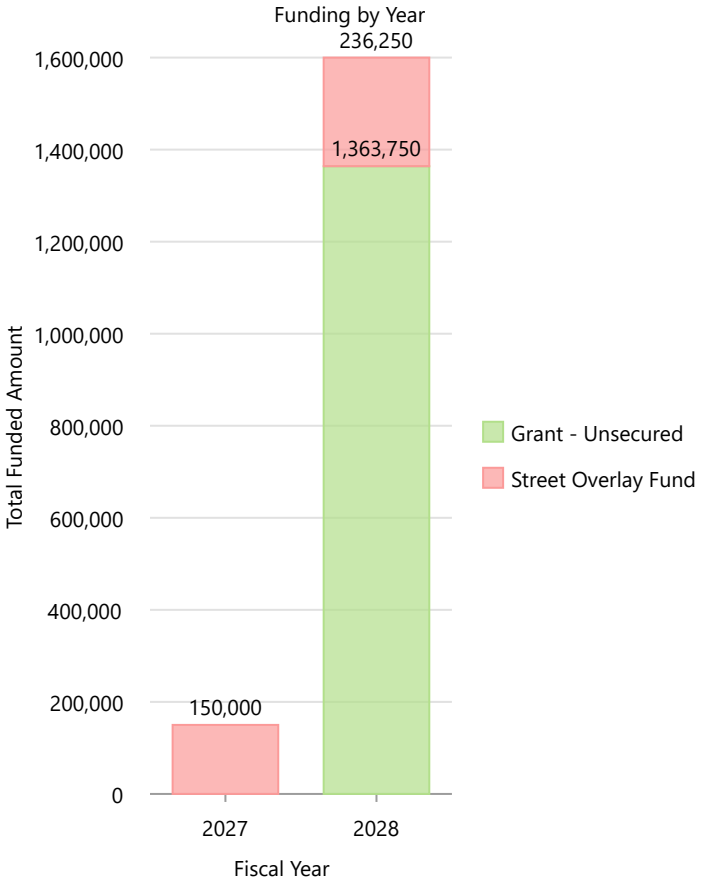
Assumption

Assumes availability of federal funding through BFCOG, with appropriate match from local funds to secure funding.

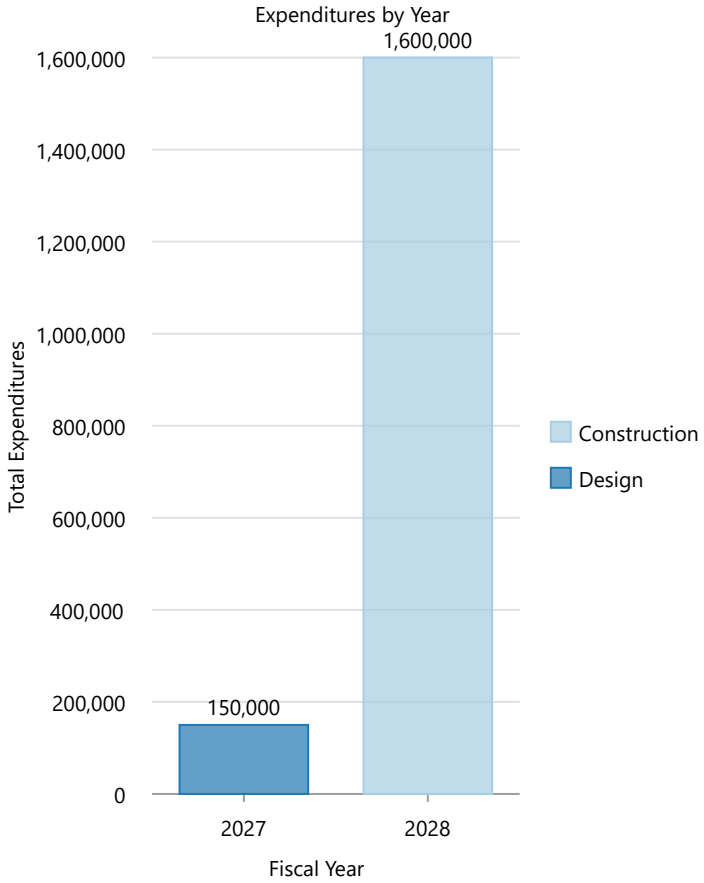
Description

This project involves the asphalt overlay and restriping North 4th Ave from westbound on/ off I- 182 ramp to County Line (Glade Road).

Project Funding (In Dollars)



Project Expenditures (In Dollars)



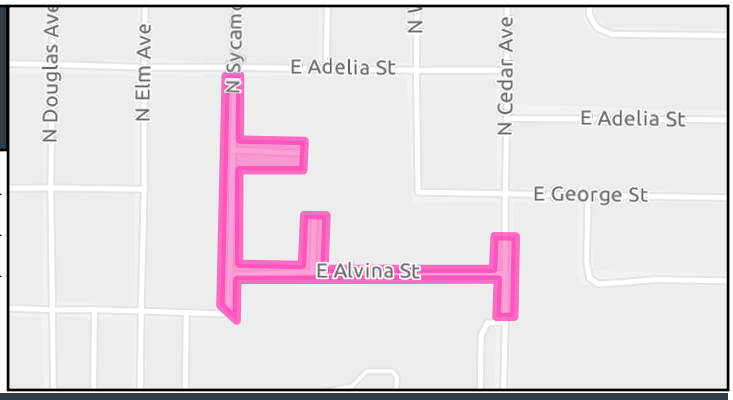
2027-2032 Capital Improvement Plan

N Sycamore Ave Infiltration Facility Improvements

Department	Public Works
Type	Stormwater Utility
Project Number	

Map Legend

Stormwater Utility



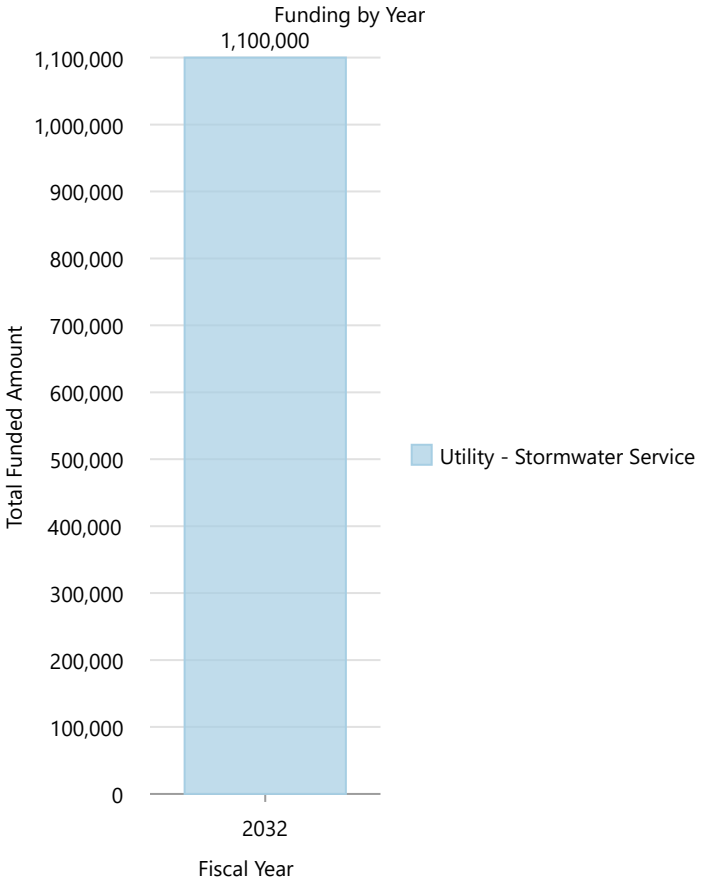
Assumption

Improvements will include the construction of new infiltration trenches and/or the installation of new catch basins to prevent ponding during rain events. This project is aligned with the improvements proposed in the Comprehensive Stormwater Management Plan.

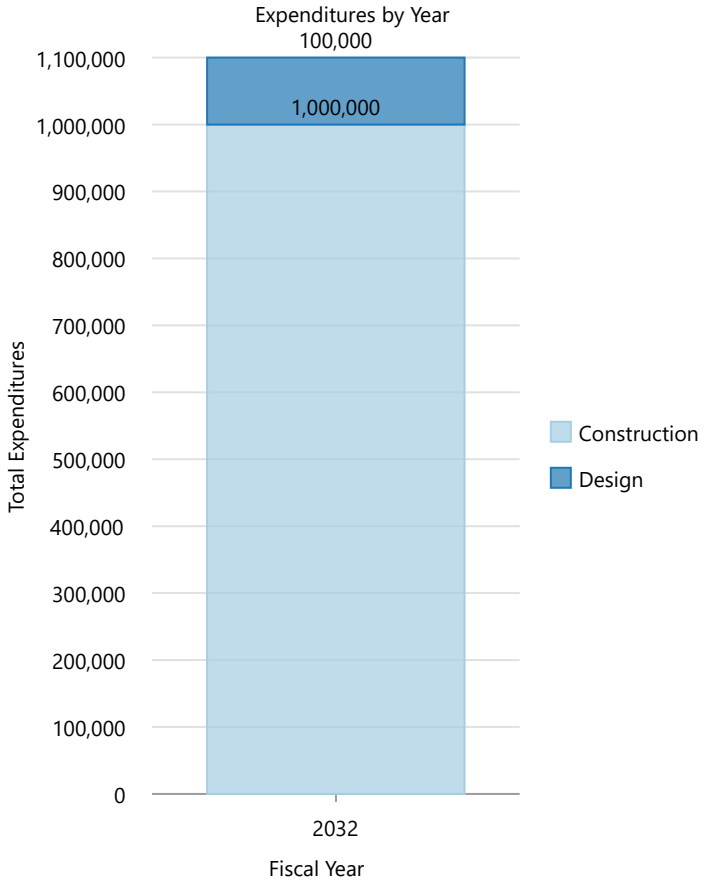
Description

Installation of additional catch basins and infiltration facilities to mitigate flooding issues. The project aims to reduce flooding of streets and prevent early damage to pavement, thereby increasing accessibility for all road users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



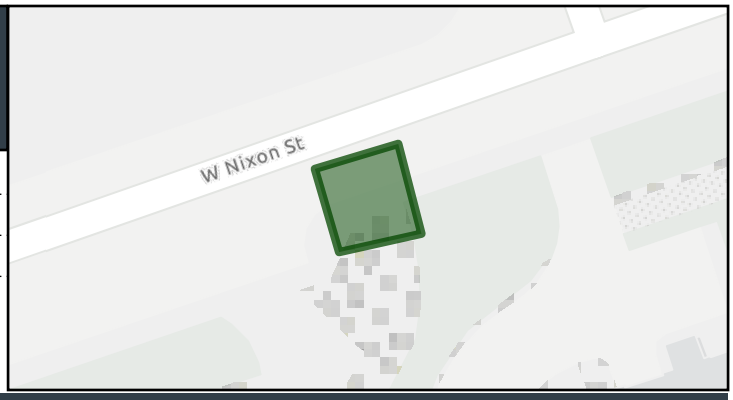
2027-2032 Capital Improvement Plan

Neighborhood Skate Spots

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



Assumption

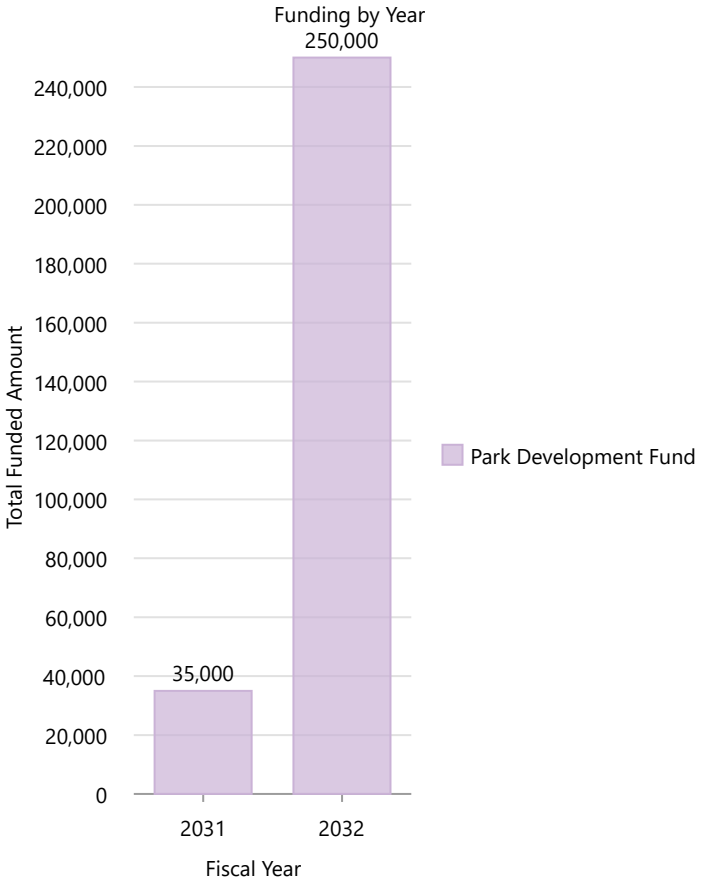
Implementation of this project is dependent on prioritization and the availability of funding through City resources, grants, partnerships, and other external sources. The timing and scope of development will be balanced against other community park and recreation priorities, ensuring investments are aligned with the Parks, Recreation, and Open Space (PROS) Plan, available resources, community demand, and the City's long-term capital objectives.

Description

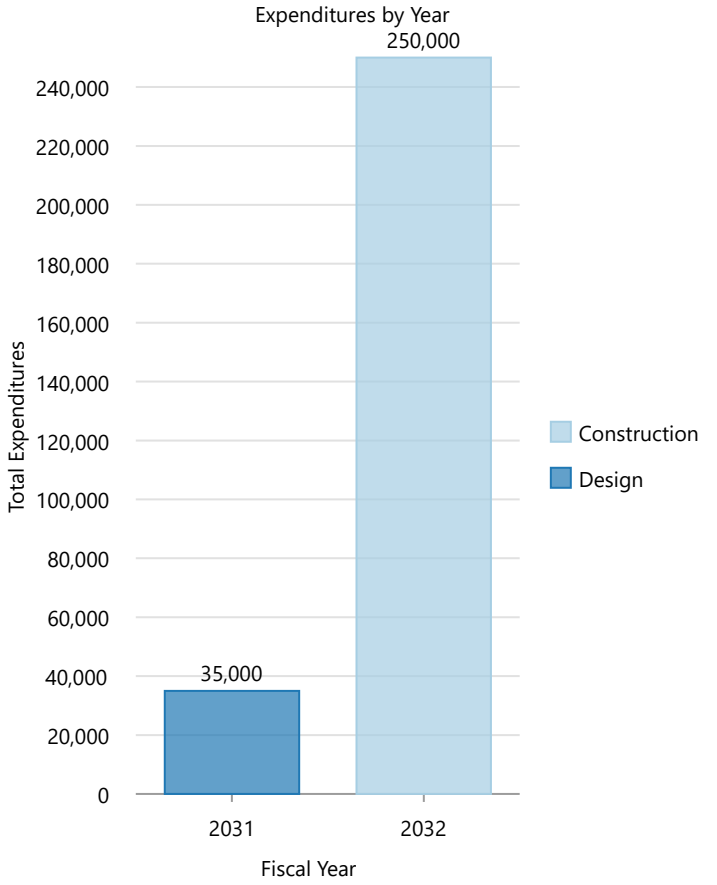
The Pasco Parks, Recreation, and Open Space (PROS) Plan identified skateboarding facilities as a community priority. This project will evaluate potential locations and develop a phased approach to expanding skateboarding opportunities, including the feasibility of constructing one or more neighborhood skate spots in lieu of a single large regional skate park.

By expanding opportunities for wheeled sports and youth recreation, this investment will activate park spaces, encourage active lifestyles, and provide an inclusive recreational amenity for residents of all skill levels.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



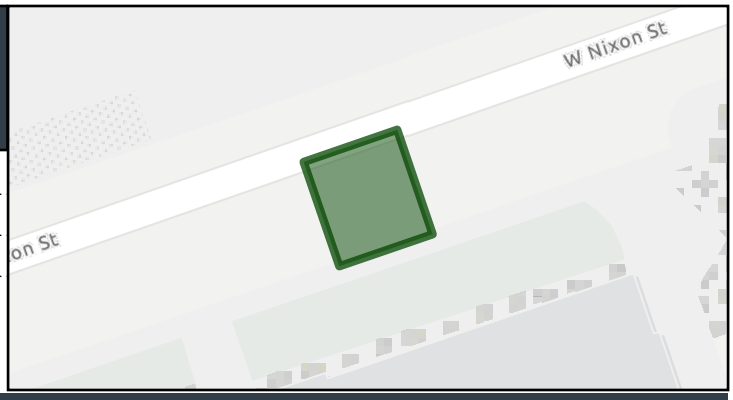
2027-2032 Capital Improvement Plan

Park Security/Pathway Lighting Pilot - Various Parks

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	25 667

Map Legend

Parks & Recreation



Assumption

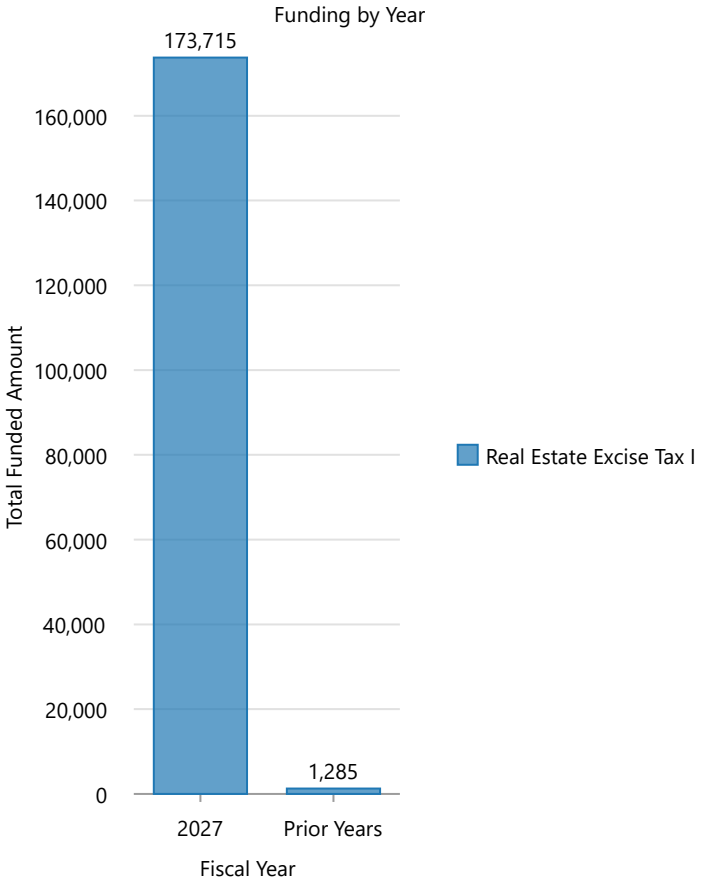
The success of this project assumes the availability of funding. The project's continuation and expansion will depend on the performance.

Description

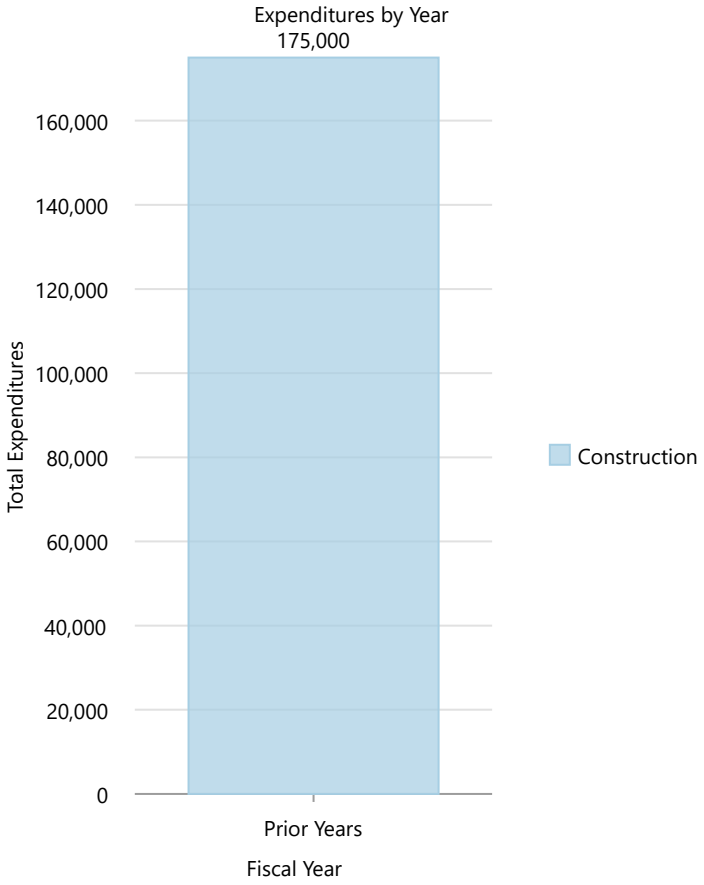
This project will install park lighting at selected parks and recreational facilities throughout the city where little or no lighting currently exists. Improvements may include pedestrian pathway lighting, parking lot lighting, gathering area lighting, and other site-specific enhancements designed to improve visibility, safety, and usability during evening hours.

By expanding lighting in priority locations, the project will increase public safety, extend the usable hours of park facilities, support evening recreation and community events, and create more welcoming public spaces. Site selection and implementation will be guided by community needs, safety considerations, usage patterns, and available funding to maximize the benefit of these improvements across the park system.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



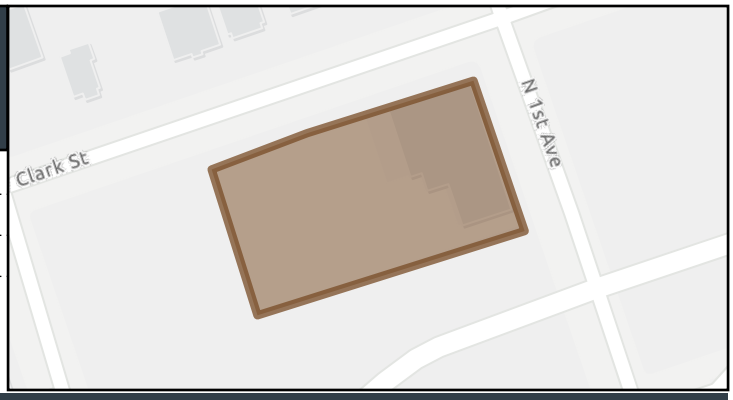
2027-2032 Capital Improvement Plan

Pasco Regional Police Academy Improvements

Department	Police
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



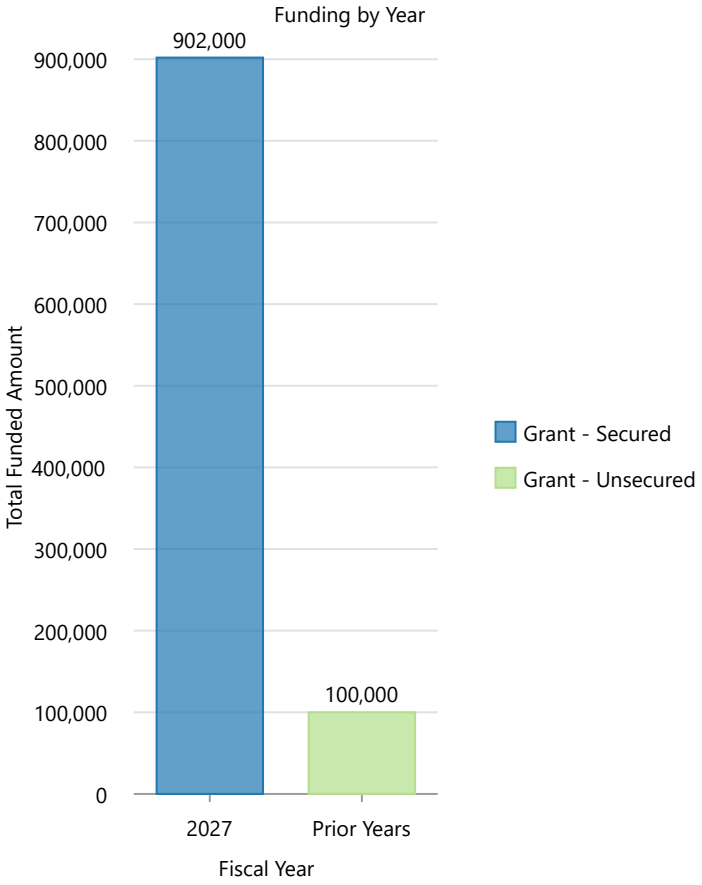
Assumption

The project assumes that funding will be provided by State and Federal Governments. The availability and approval of these funds are essential for the project's progress and completion.

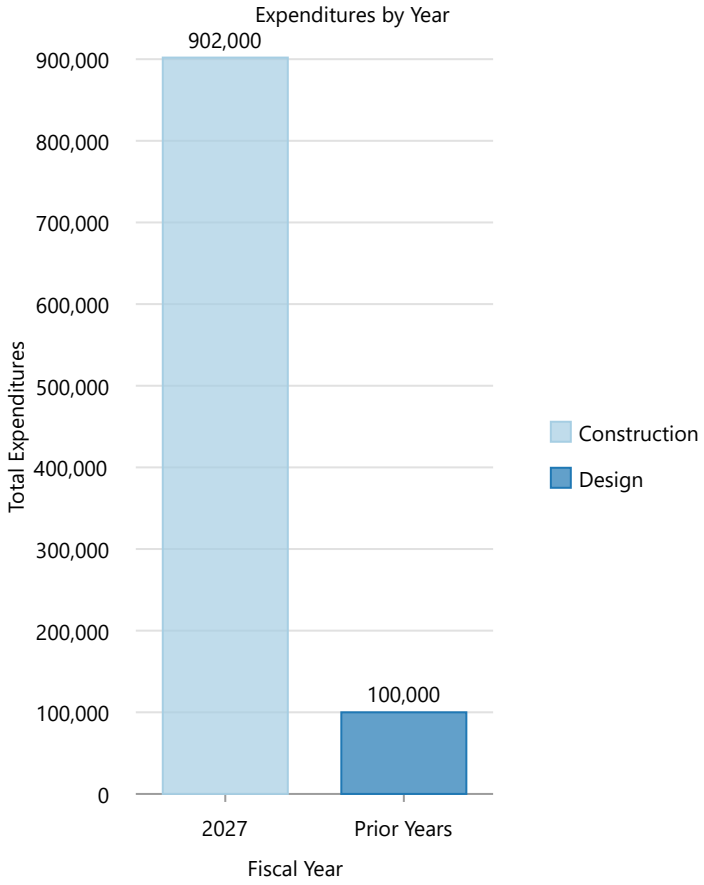
Description

This project upgrades and expands the Pasco Regional Police Training Academy to improve safety, increase training capacity, and modernize facilities. Improvements may include security fencing, expanded training space, restroom upgrades, and new offices, storage, and classroom space.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



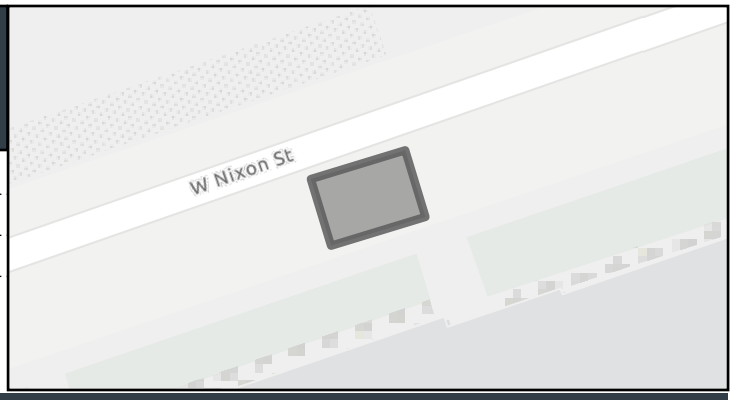
2027-2032 Capital Improvement Plan

Pavement Preservation (TBD Fund)

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



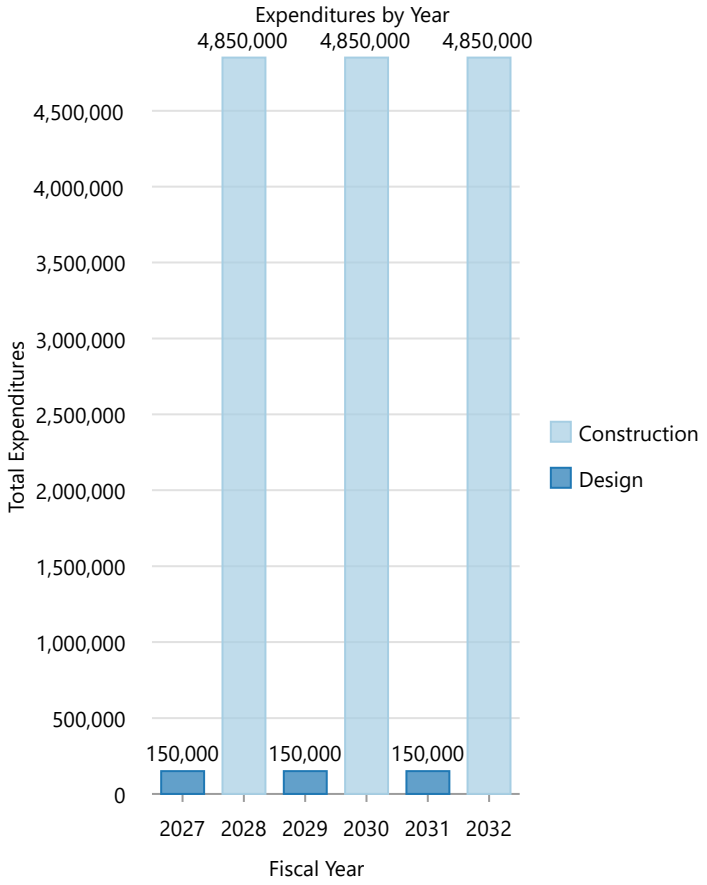
Assumption

Description

Pavement Preservation using new TBD fund at location TBD

Project Funding (In Dollars)

Project Expenditures (In Dollars)



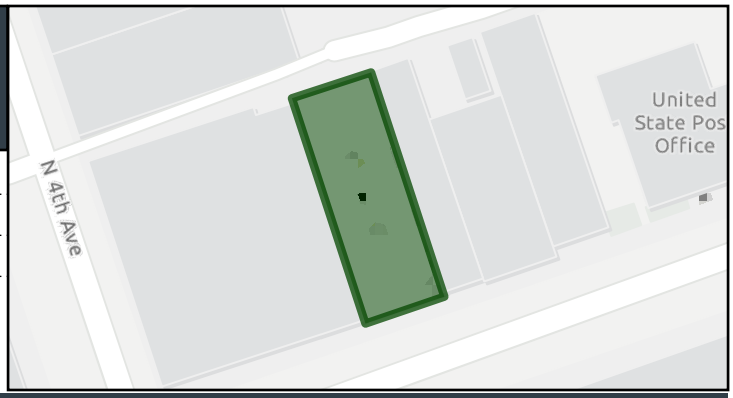
2027-2032 Capital Improvement Plan

Peanuts Park North Refurbishment

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 473

Map Legend

Parks & Recreation



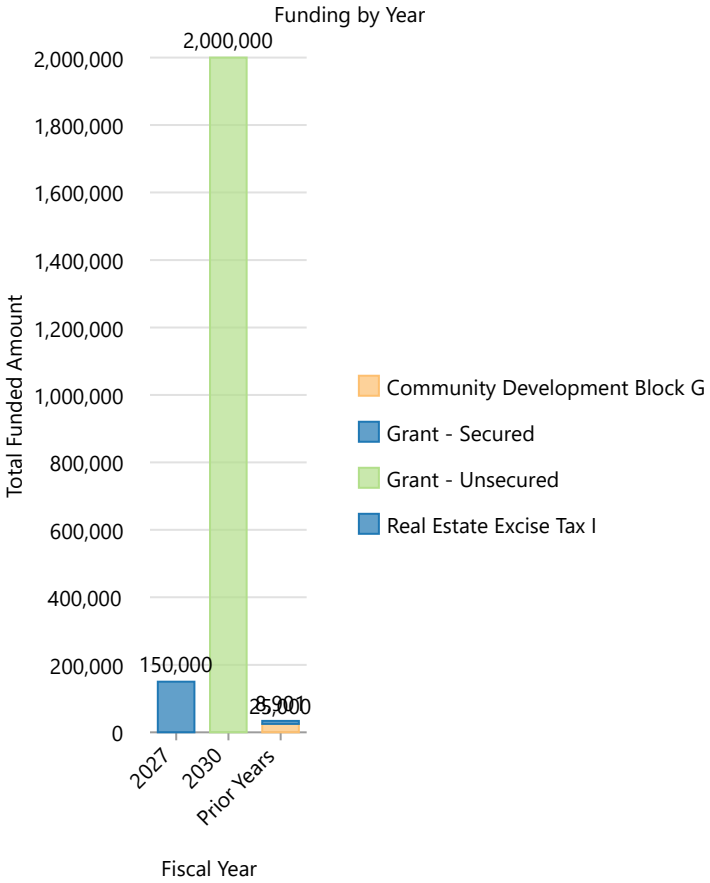
Assumption

Assume that appropriate funding and approvals are secured. Resource availability and timely execution are essential for the project's success.

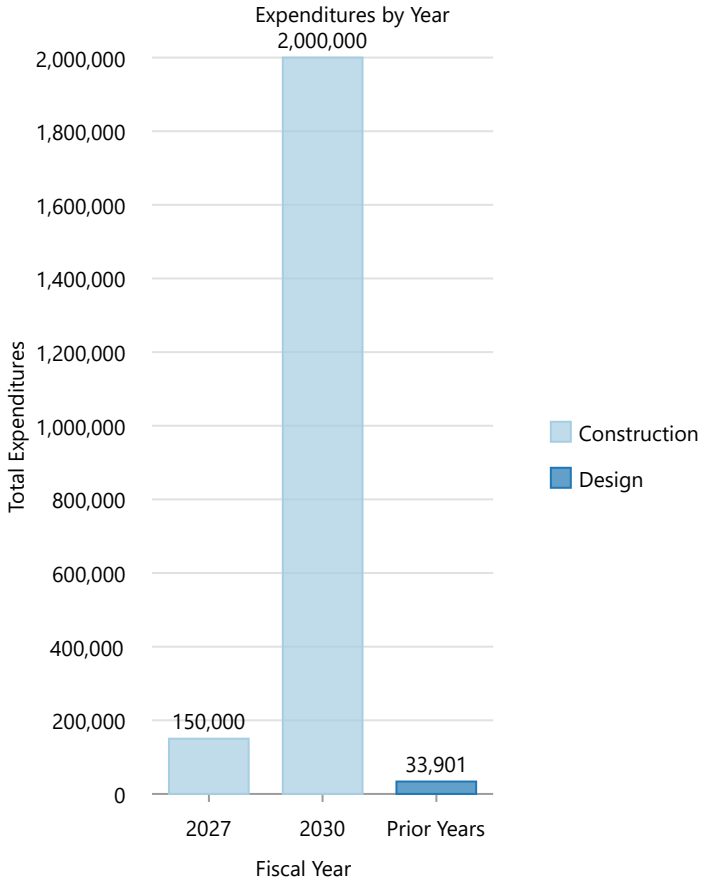
Description

Peanuts Park North would be transformed to mirror the vibrant and welcoming atmosphere of Peanuts Park South and Farmer's Market. This project would introduce new hardscape elements and features to create an open, user-friendly space. The focus would be on enhancing safety and security and ensuring the park is enjoyable for patrons of all ages. Revitalizing Peanuts Park North will foster a heartfelt and inclusive community space, aligning with our strategic goal of promoting high-quality, accessible public amenities.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



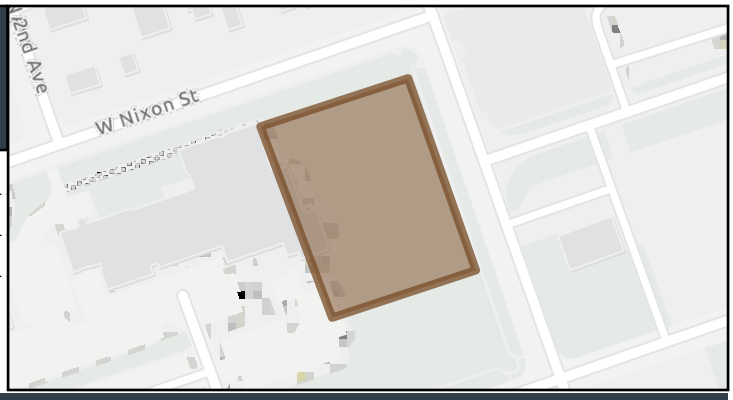
2027-2032 Capital Improvement Plan

Police Department Headquarters Expansion

Department	Police
Type	Buildings & Facilities
Project Number	

Map Legend

Buildings & Facilities



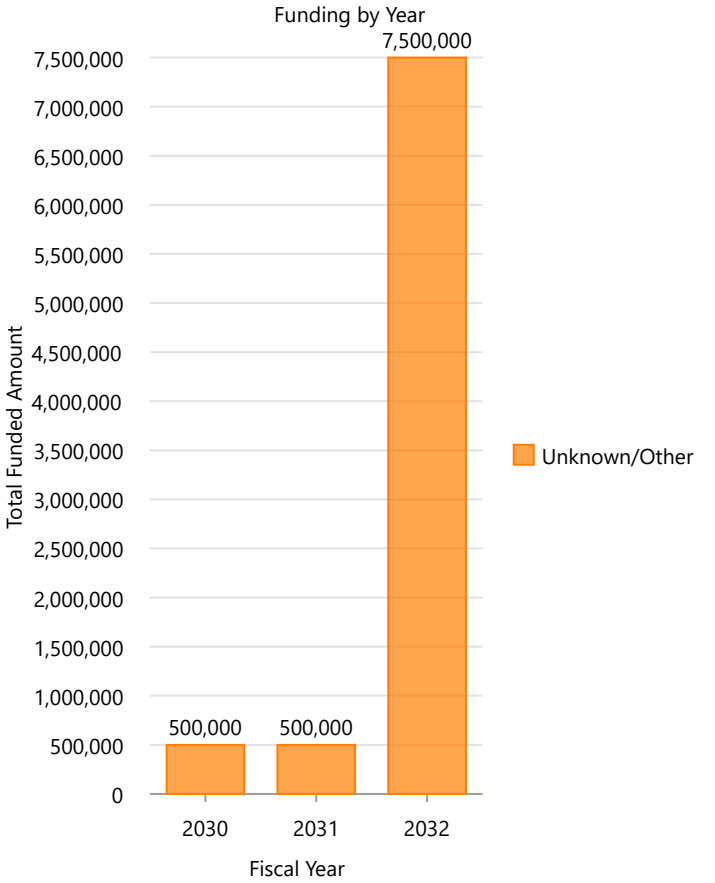
Assumption

The primary assumption is that funding is available. This estimate is in 2023 dollars and does include typical "soft costs" such as sales tax, City administrative costs, architectural/engineering fees, permit fees etc. The numbers are based off of a Pre-Design Master Facility Study currently being completed by Rolluda Architects. Budgeted dollars are preliminary assumptions and subject to change.

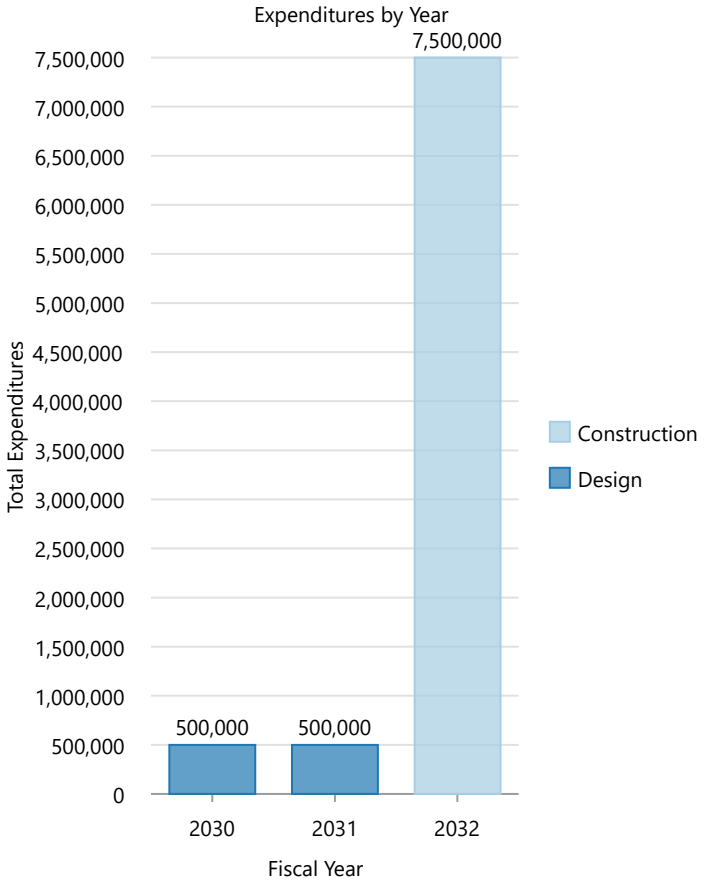
Description

The City of Pasco is experiencing rapid population growth, which in turn has required staff expansion throughout all City departments. It is recognized that additional physical space is needed to accommodate such growth within the Police Department. The police headquarters expansion project will provide the internal operations space needed to address this growth and sustain continued growth for years to come. Daily functions within this facility include, internal and external customer service, office space accommodating three separate divisions, evidence acquisition and storage, quartermaster, and staff briefings.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



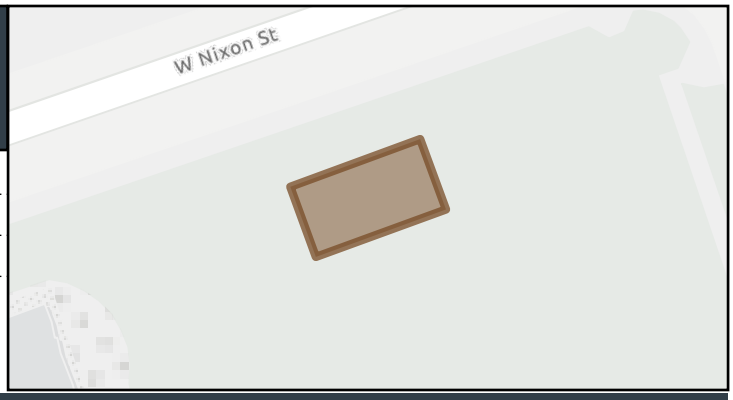
2027-2032 Capital Improvement Plan

Police HQ Generator

Department	Parks & Recreation
Type	Buildings & Facilities
Project Number	22 409

Map Legend

Buildings & Facilities



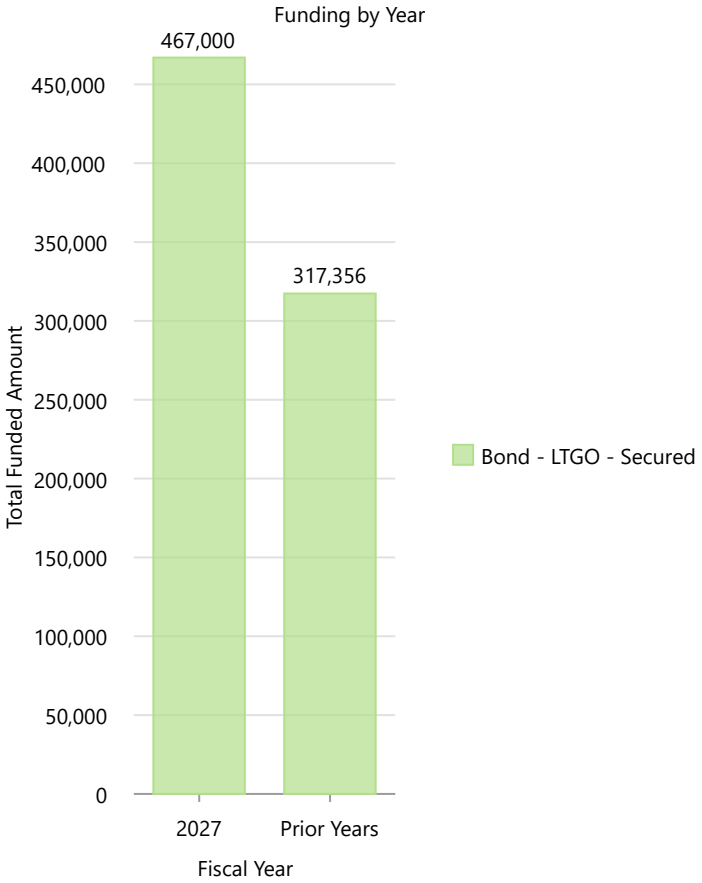
Assumption

Assume funding can be secured and resources are available.

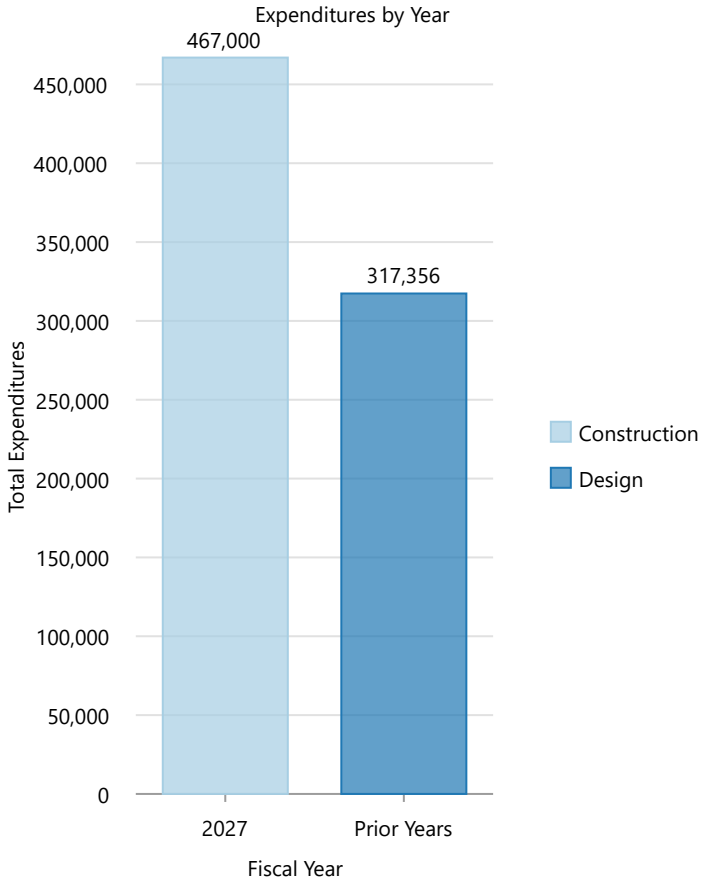
Description

This project involves installing purchased emergency generator for Police Headquarters. The generator will ensure continuous operations during power outages, enhancing the city's resilience and preparedness by providing reliable power for essential services and facilities. This initiative supports our commitment to community safety and operational efficiency, ensuring that vital city functions remain uninterrupted in emergencies.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



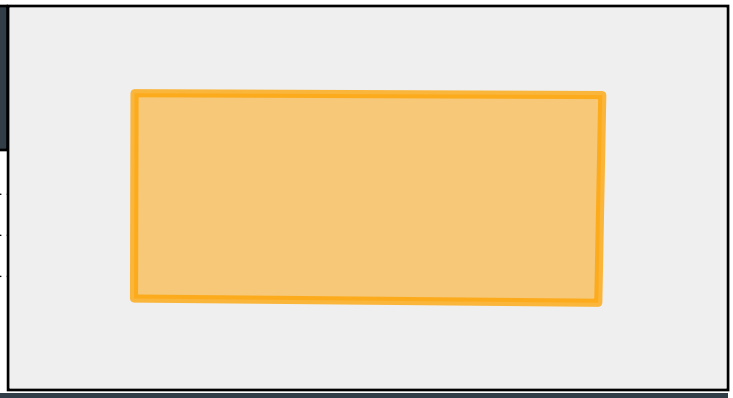
2027-2032 Capital Improvement Plan

PWRF Farm Well 8 Replacement

Department	Public Works
Type	PWRF
Project Number	

Map Legend

PWRF



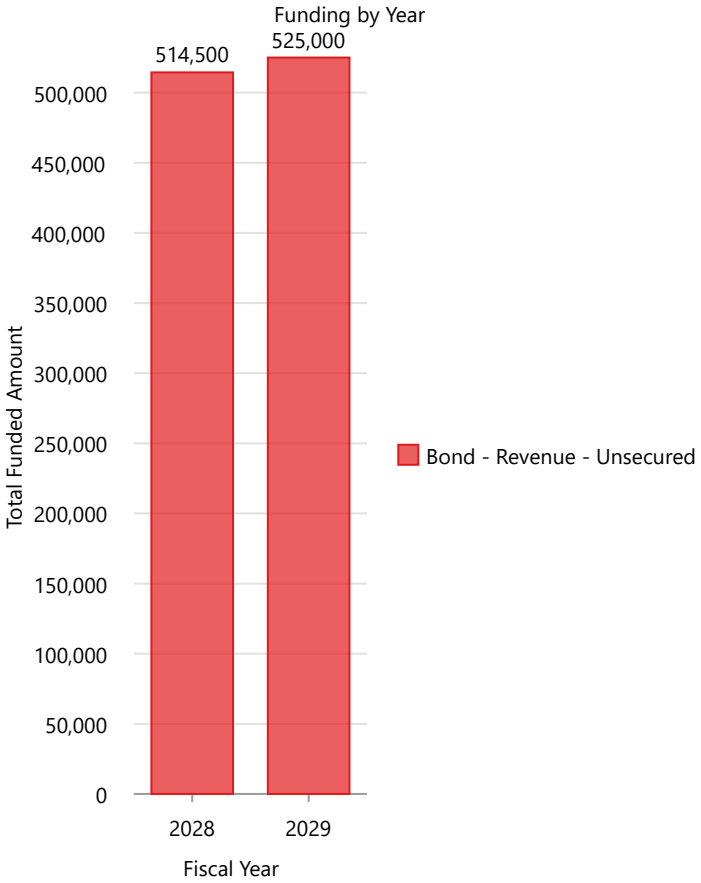
Assumption

Water rights are potentially at risk with the under usage of the current well. However, improvements in the quality of pretreated wastewater may reduce the load on this well and could allow the project to be delayed for a few years if necessary. The timeline for the project will depend on these factors.

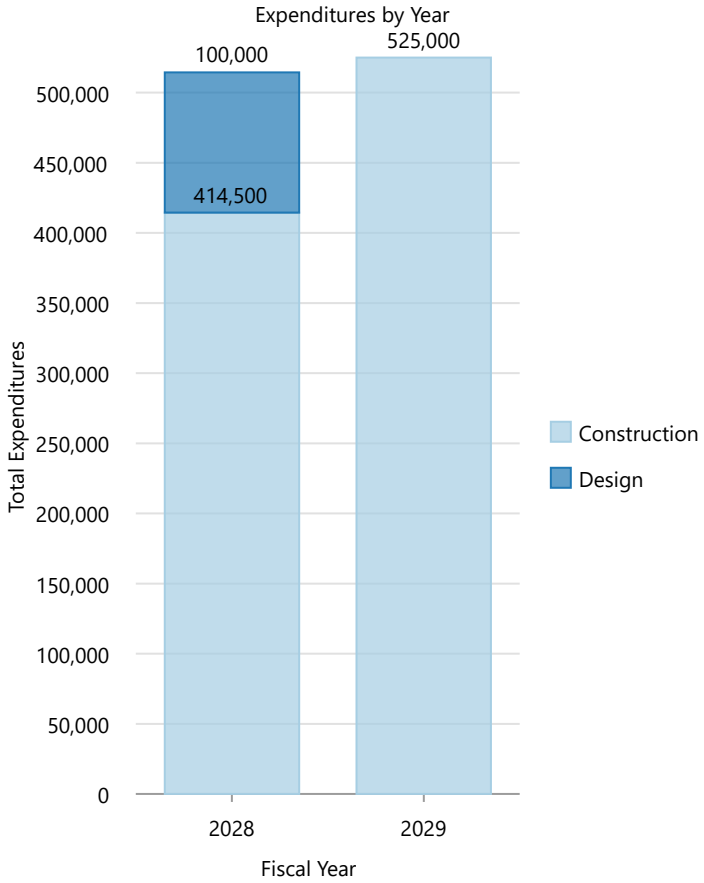
Description

The PWRF Farm Well 8 Replacement project involves drilling a new irrigation well to replace the existing farm well, which has reached the end of its useful life. This upgrade is essential to maintain the reliability and efficiency of the irrigation system used for land application of product water from the PWRF.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



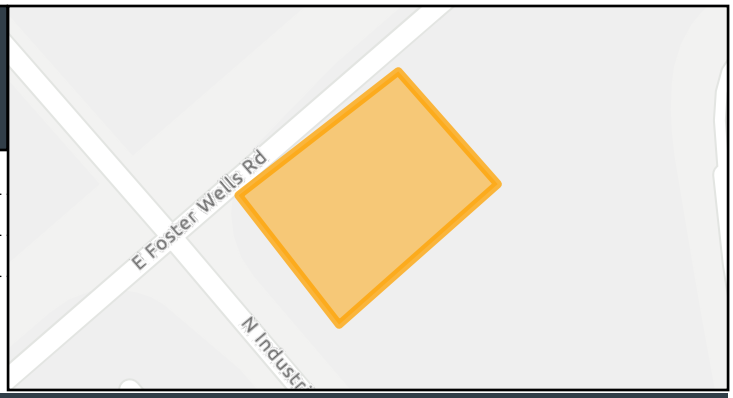
2027-2032 Capital Improvement Plan

PWRF Foster Wells Lift Station Improvements

Department	Public Works
Type	PWRF
Project Number	25 682

Map Legend

PWRF



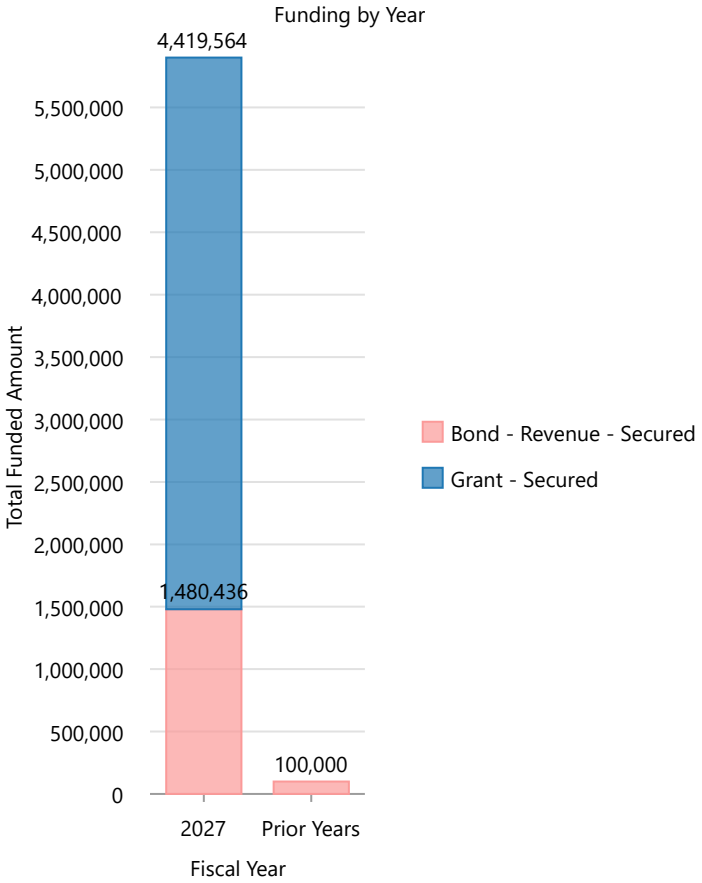
Assumption

The project schedule is subject to funding availability, which includes bond revenue and an Ecology Water Quality Program loan currently under negotiation.

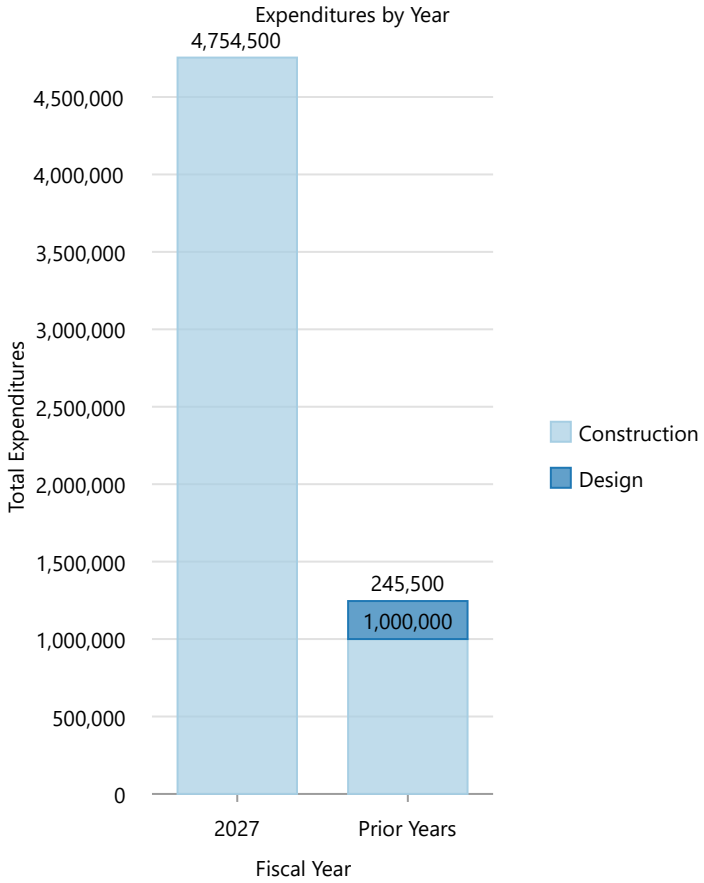
Description

The PWRF Foster Wells Lift Station Improvements project aims to address corrosion issues caused by process water from contributing processors. This involves replacing the existing header at the Foster Wells Lift Station and adding a second header for system redundancy. Additionally, the existing pumps and piping will be reconfigured and/or replaced to support the new header manifold system, ensuring reliable and efficient operation.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

PWRF Irrigation System - Farm Upgrades (Phase 4)

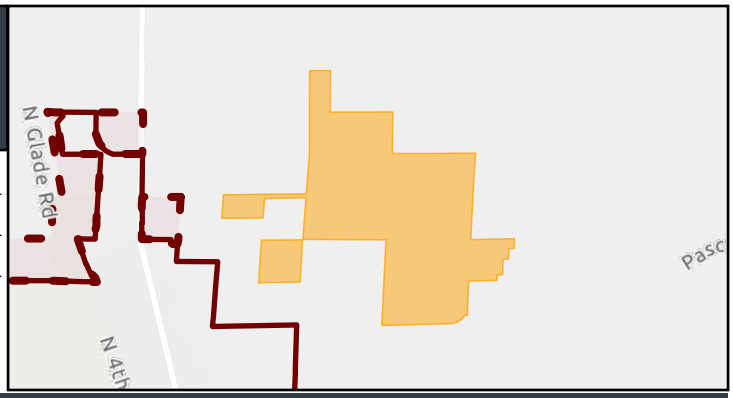
Department	Public Works
Type	PWRF
Project Number	23 465

Map Legend

PWRF

CityLimits

Urban Growth Areas



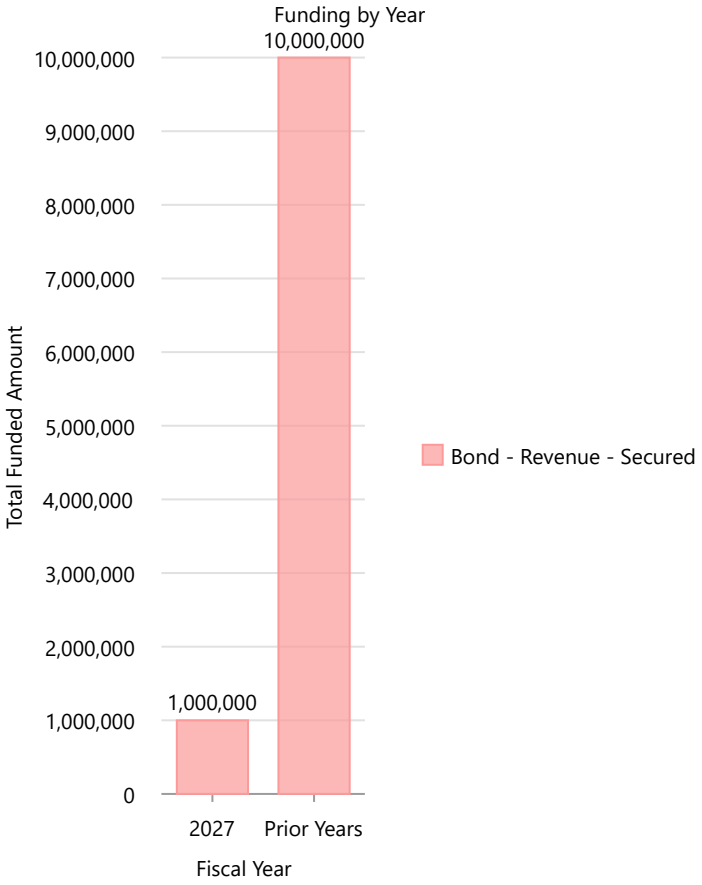
Assumption

This project is consistent with the Ecology-approved PWRF Facility Plan. The scope and cost have been reassessed to meet updated demands for the final treatment and disposal of pretreated process water in cultivated farm fields. While the previous scope included only partial upgrades to the existing land application system, the proposed scope addresses issues more holistically to ensure reliable operations as the land application system expands.

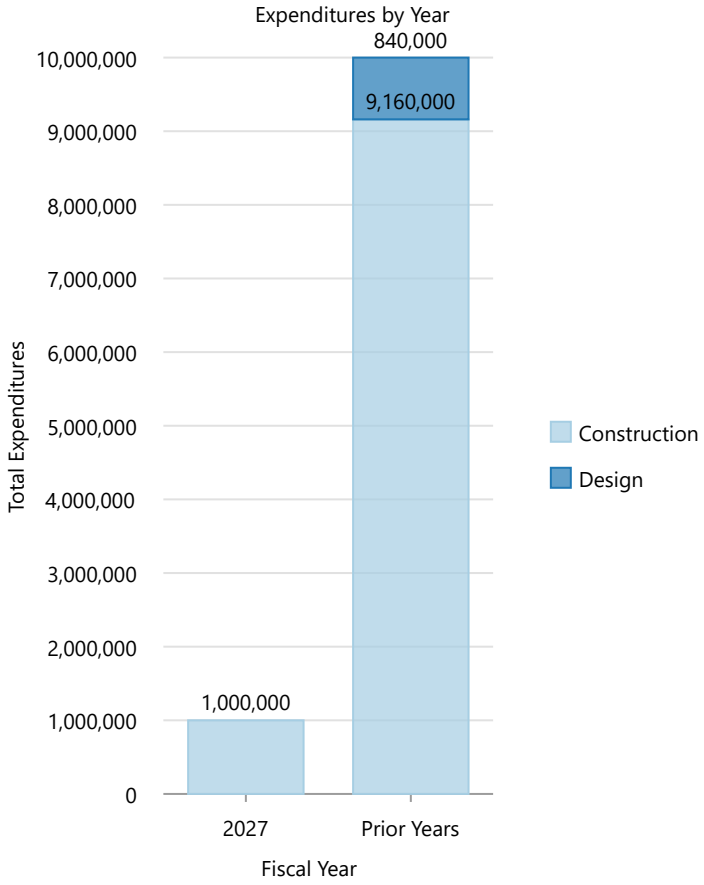
Description

The PWRF Irrigation System - Farm Upgrades project will expand the City-owned farm circle land treatment system (LTS). This includes increasing the capacity of the irrigation process water system and extending/enlarging the irrigation distribution system to serve the entire LTS. These enhancements are designed to support the PWRF farm operations and ensure efficient water distribution.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



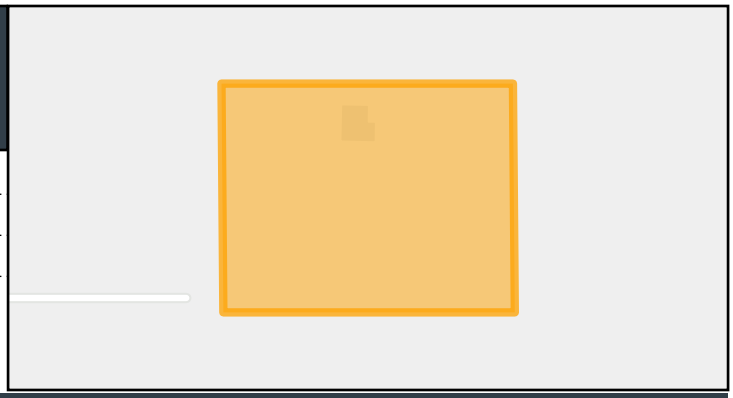
2027-2032 Capital Improvement Plan

PWRF Lab and Office

Department	Public Works
Type	PWRF
Project Number	23 466

Map Legend

PWRF



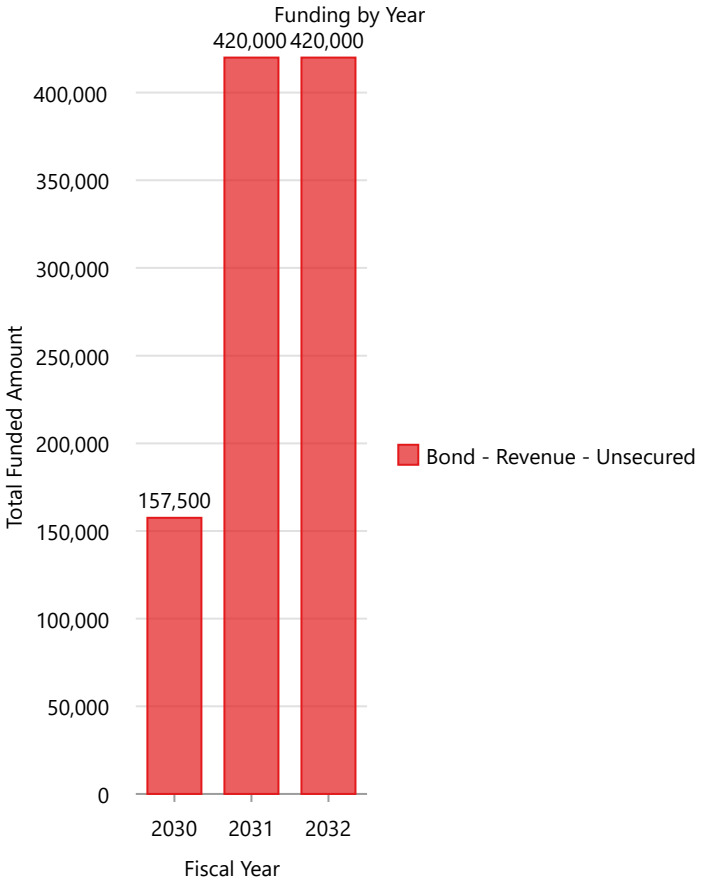
Assumption

This project is currently a placeholder and may be incorporated into other facility projects.

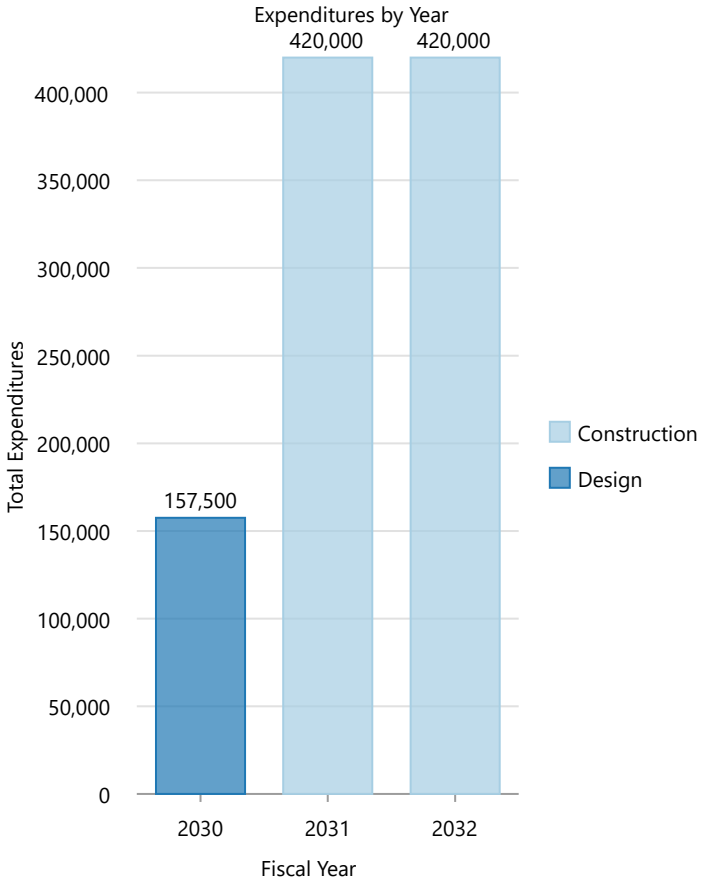
Description

The PWRF Lab and Office project will construct a new office building to provide adequate workspaces and restrooms for staff. This building will also include a laboratory equipped with the necessary equipment and appurtenances to facilitate on-site testing. These enhancements are designed to support the efficient operation of the PWRF.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



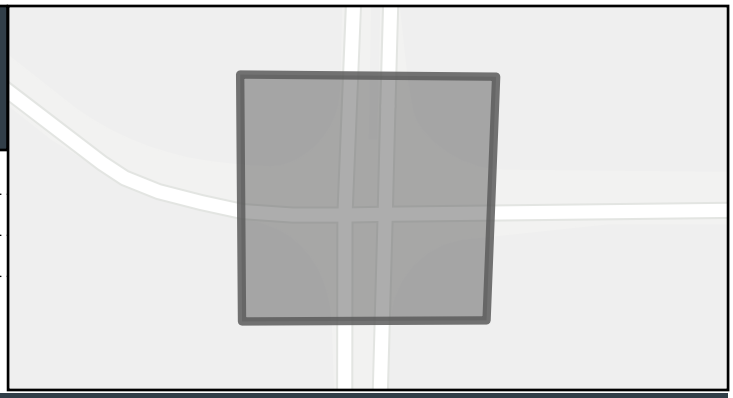
2027-2032 Capital Improvement Plan

Rainier Ave/Kartchner St Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



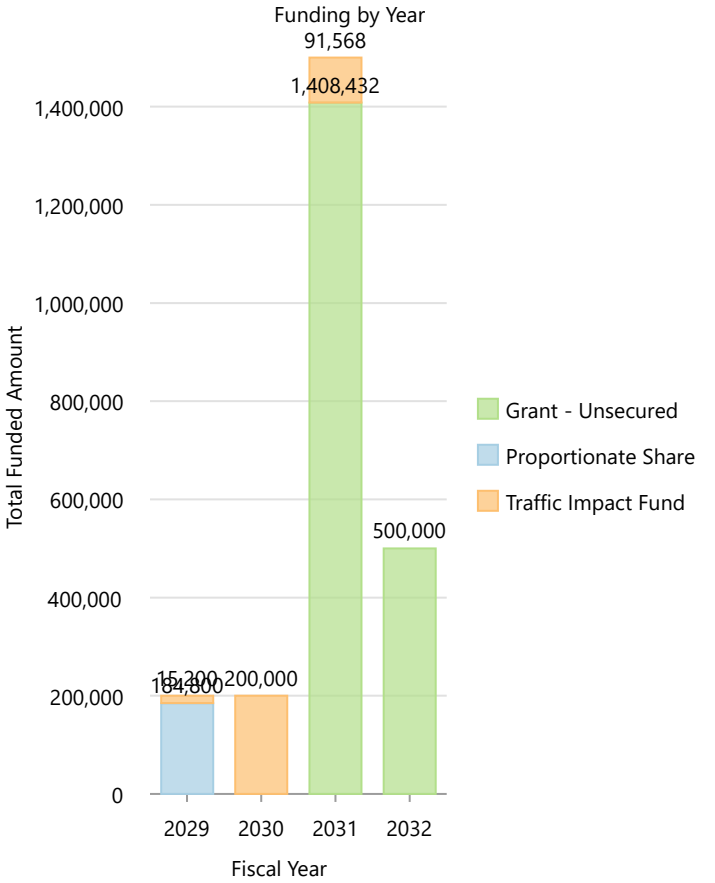
Assumption

The cost estimation for the project has been adjusted to include ADA improvements and is based on updated cost estimates and actual costs realized for similar recent projects. The implementation of this project is expected to be triggered by private development activities, highlighting the importance of coordination with ongoing and future developments in the area.

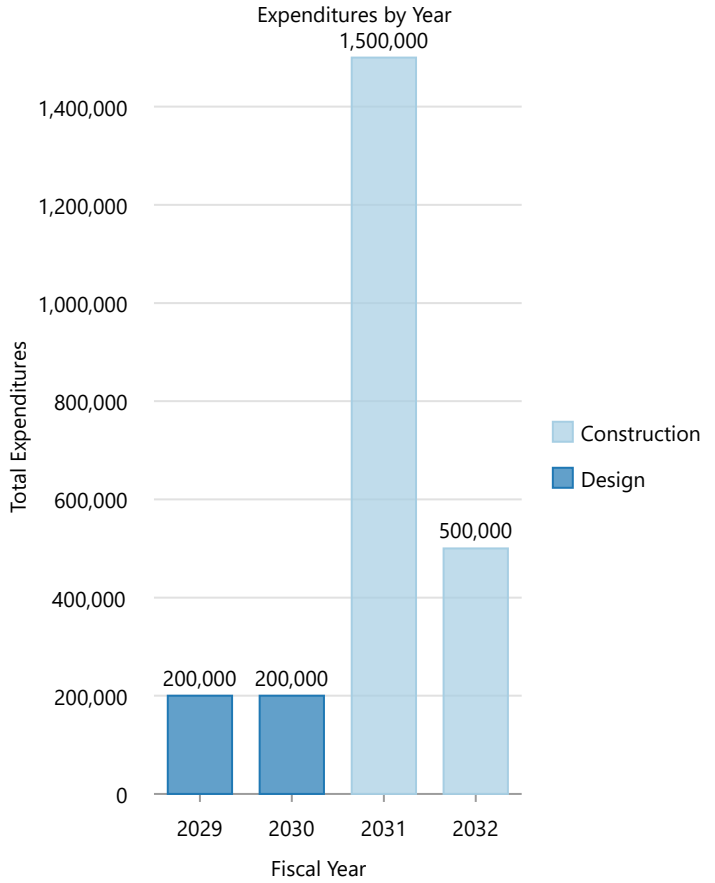
Description

A new traffic signal will be installed at the intersection of Rainier Avenue and Kartchner Street, at the location of the US 395 SB On/Off Ramps. The project will include necessary ADA improvements to ensure accessibility for all users.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



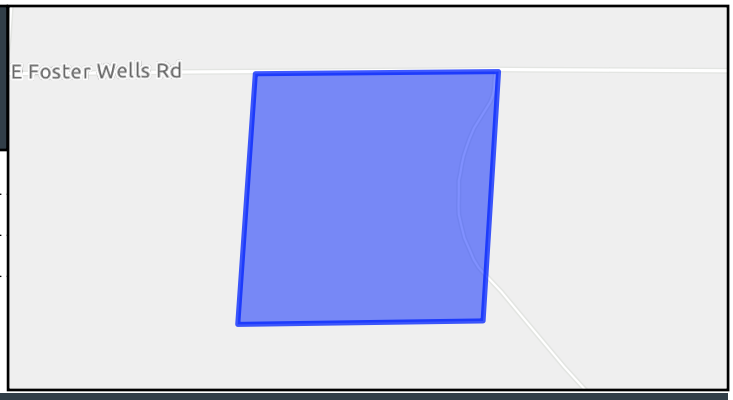
2027-2032 Capital Improvement Plan

Reservoir Storage Tank - Zone 2

Department	Public Works
Type	Water Utility
Project Number	23 453

Map Legend

Water Utility



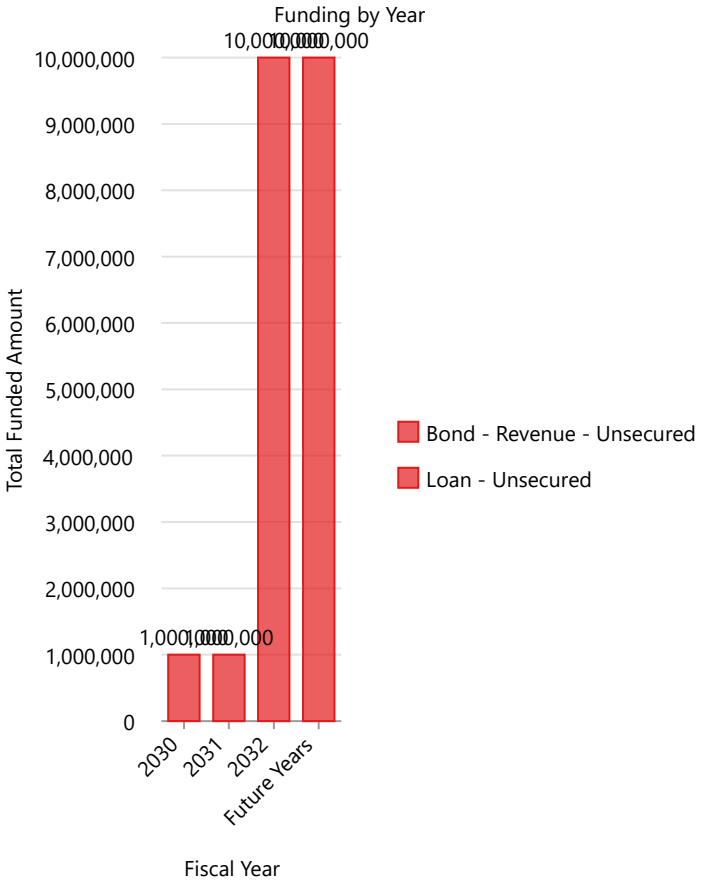
Assumption

A potable water system storage evaluation performed in 2021 determined that, based on projected demands, a 5.75 MG tank reservoir would be sufficient to meet current demands. However, depending on future development beyond the current projections, the size of the tank may need to be reevaluated. This project is included in the 2021 rate study, and bond issuance will be in accordance with rate study assumptions.

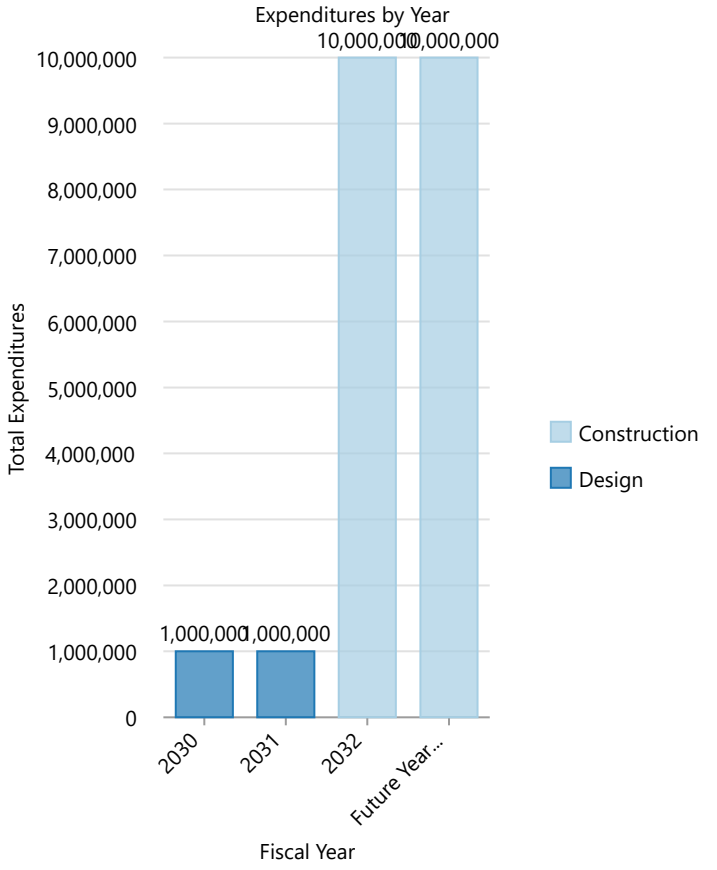
Description

This project will design and construct a new 5 to 6 million gallon (MG) water storage tank in Pressure Zone 2. The new tank aims to enhance the water storage capacity of the area, ensuring sufficient water supply to meet the demands of fire flow and the community.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



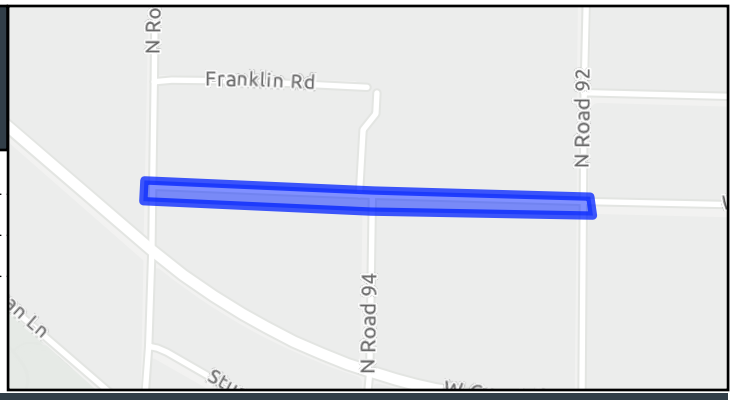
2027-2032 Capital Improvement Plan

Richardson Rd Water Main Replacement - Rd 92 to Rd 96

Department	Public Works
Type	Water Utility
Project Number	21 244

Map Legend

Water Utility



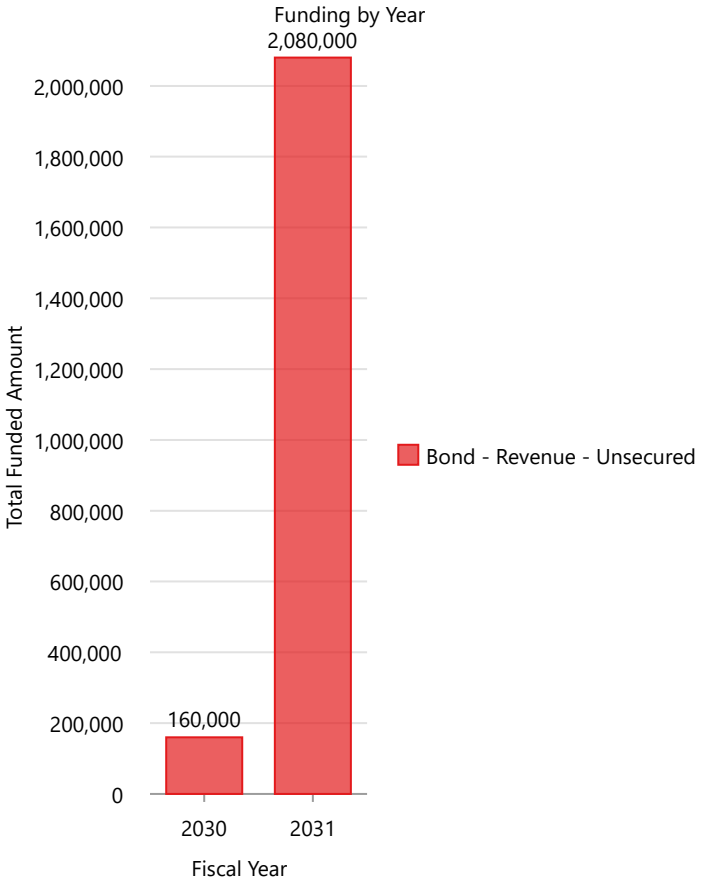
Assumption

This project was identified in the Comprehensive Water System Plan and is subject to funding availability. The project is included in the 2021 rate study.

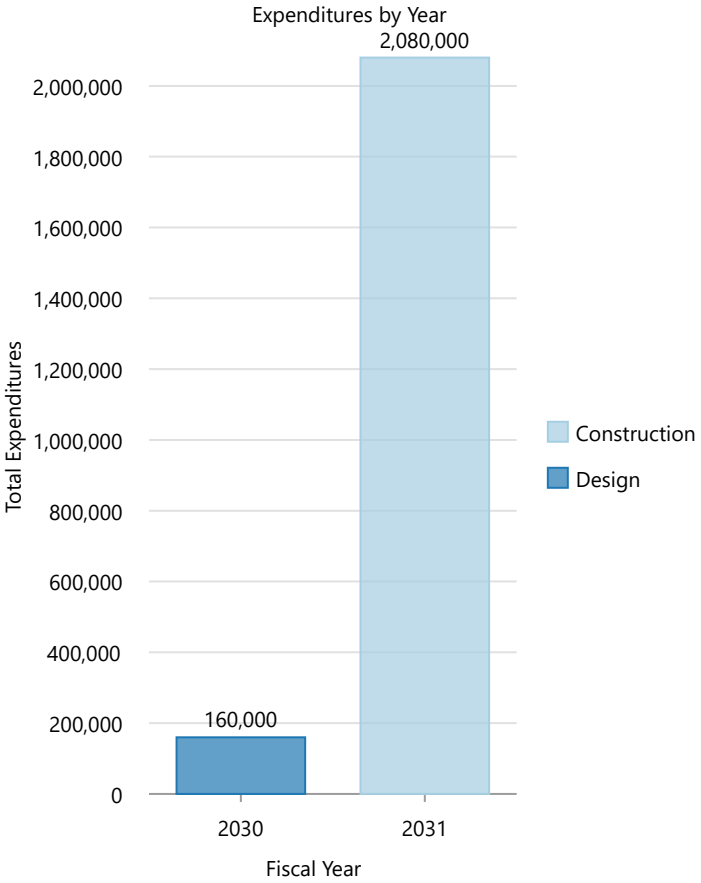
Description

The water main in Richardson Road between Road 92 and Road 96 is currently not connected and is made up of undersized thin wall PVC pipe. This project will involve the installation of approximately 1,800 feet of 8" water main, eliminating three dead-end lines, and potentially extending to Road 88 with approximately 1,350 feet of additional 8" water main, eliminating another dead-end line. If feasible, a connection and replacement of the remaining line on Road 94 between W Richardson Rd and W Court St will be completed. By eliminating these dead-end lines, the project will improve the flow characteristics and water quality for ratepayers, requiring less annual flushing maintenance. Additionally, the installation of an 8" main will allow for the placement of new fire hydrants, addressing the current situation where only one fire hydrant on a 6" line covers about 4-6 blocks of houses.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



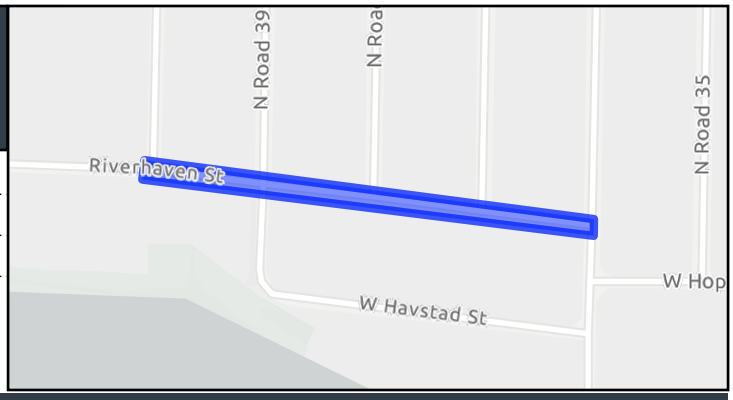
2027-2032 Capital Improvement Plan

Riverhaven Street Water Main Extension - Rd 36 to Rd 40

Department	Public Works
Type	Water Utility
Project Number	23 454

Map Legend

Water Utility



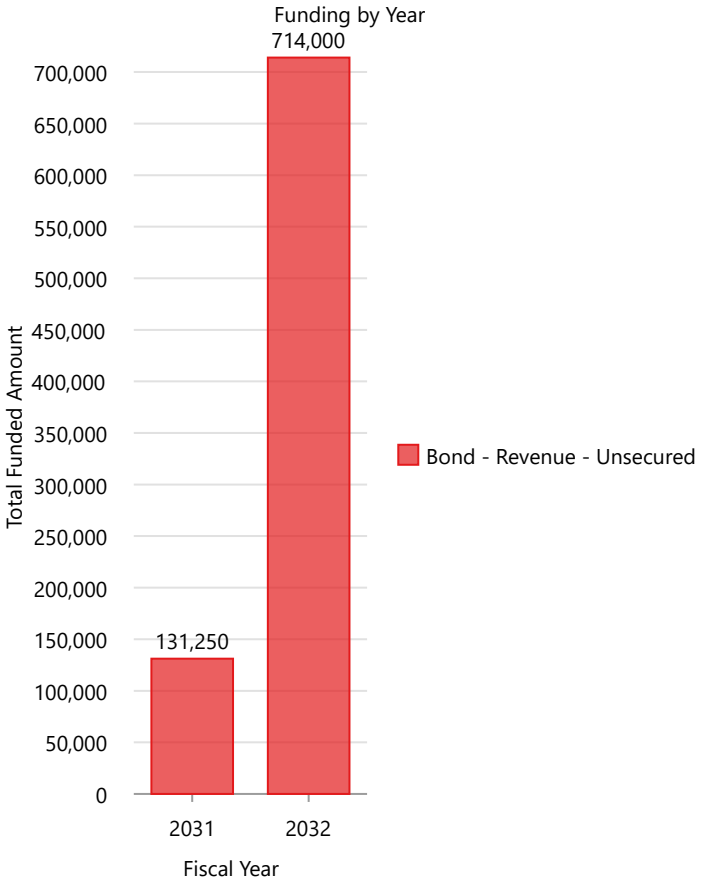
Assumption

The implementation of this project is contingent upon the availability of funding. It is included in the 2021 rate study, with bonds to be issued in accordance with the rate study assumptions.

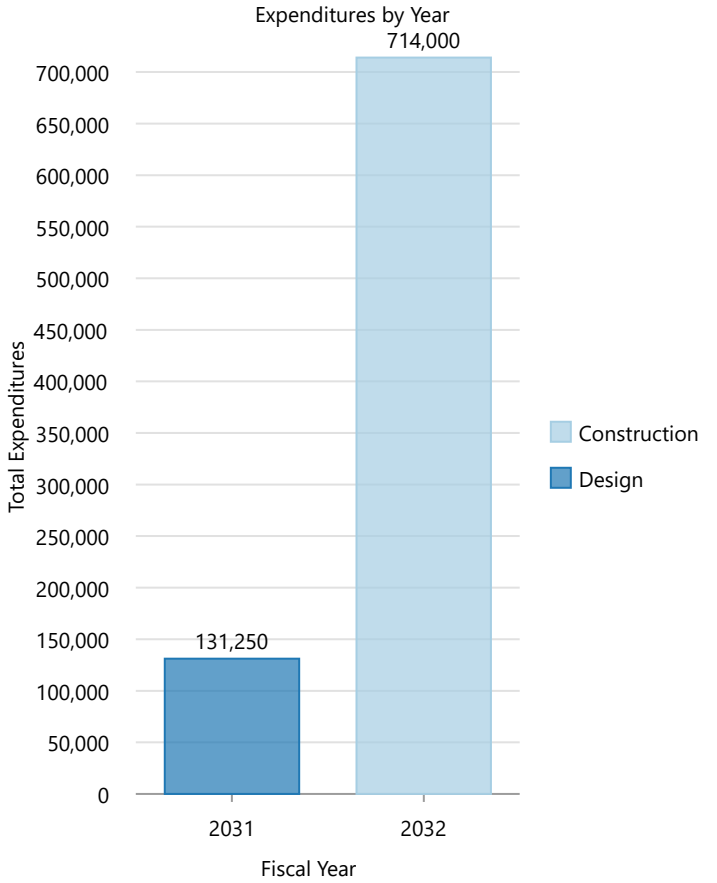
Description

This project will construct approximately 1,400 linear feet of 8" ductile iron water main along Riverhaven St from Rd 36 to Rd 40. The dead-end water mains at the southern end of these streets will be connected to the new water main, creating a continuous loop that enhances the system's reliability and performance.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

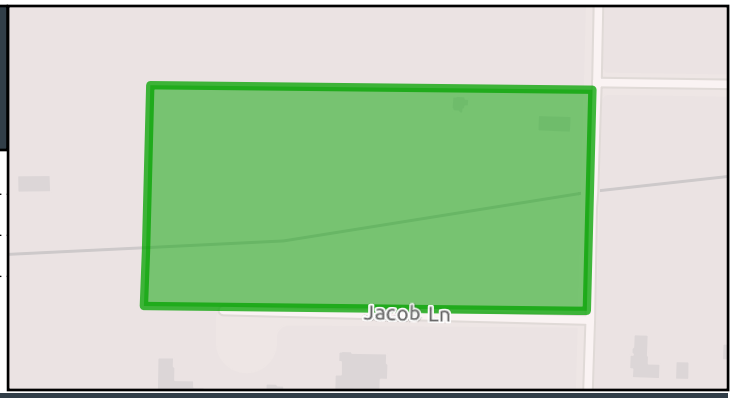
Riverview West Sewer Lift Station

Department	Public Works
Type	Sewer Utility
Project Number	21 309

Map Legend

Sewer Utility

Urban Growth Areas



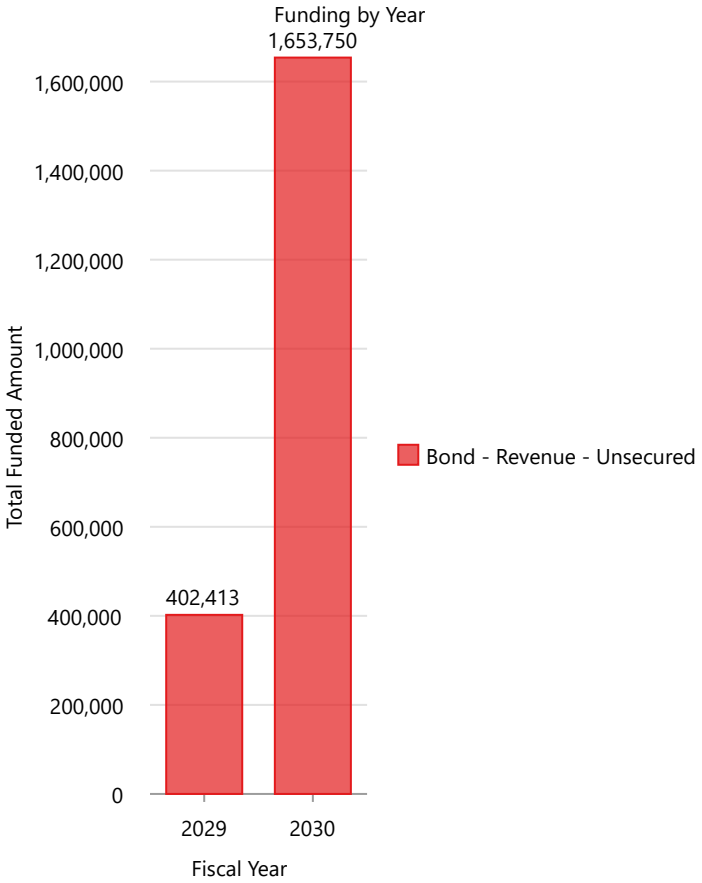
Assumption

A parcel was acquired for the construction of the Lift Station at the intersection of Wernet Road and Road 76. The project schedule is dependent on development interest and participation, with bond issuance scheduled based on project advancement. Project costs are updated to reflect market conditions, utilizing information from similar projects designed and constructed recently. This project is included in the 2021 rate study.

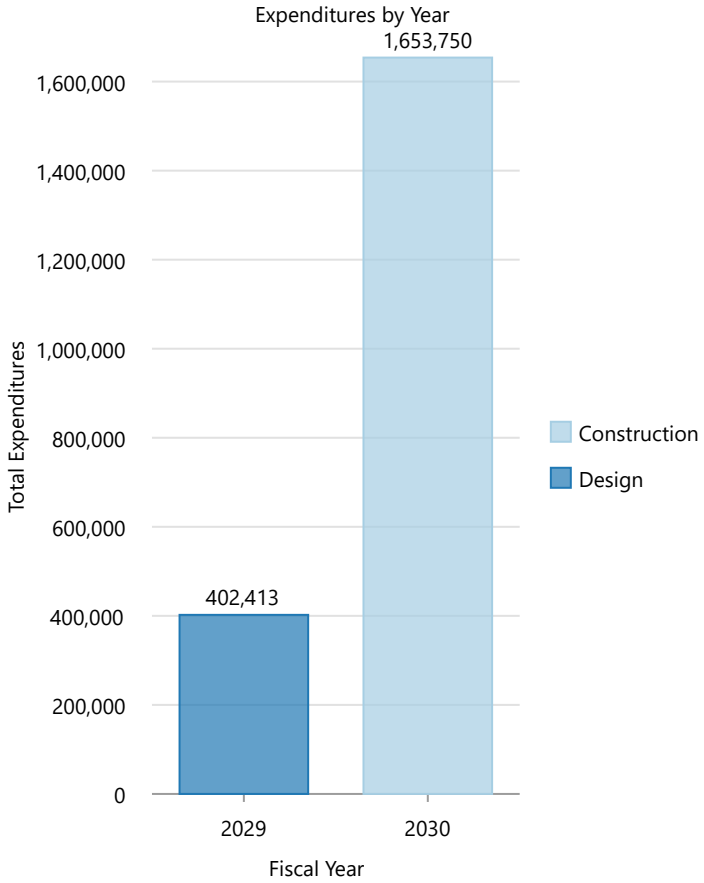
Description

To support development within the West Riverview area at an appropriate density, the construction of a sanitary sewer lift station is needed. This project will facilitate the development within this sub-basin area, enabling properties to be served by the city sanitary sewer system as outlined in the Sewer Comprehensive Plan.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Road 100 Widening

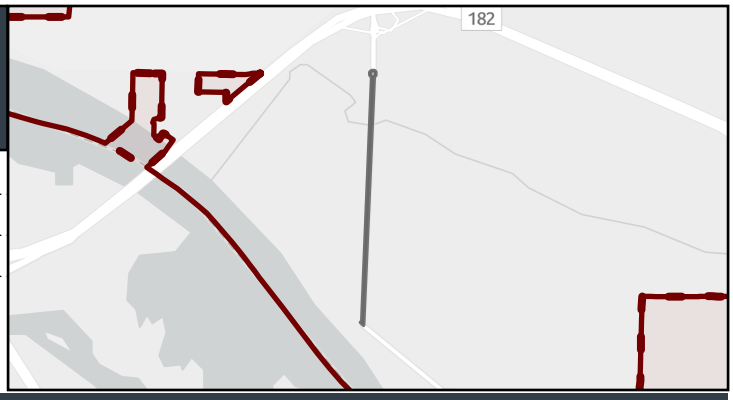
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



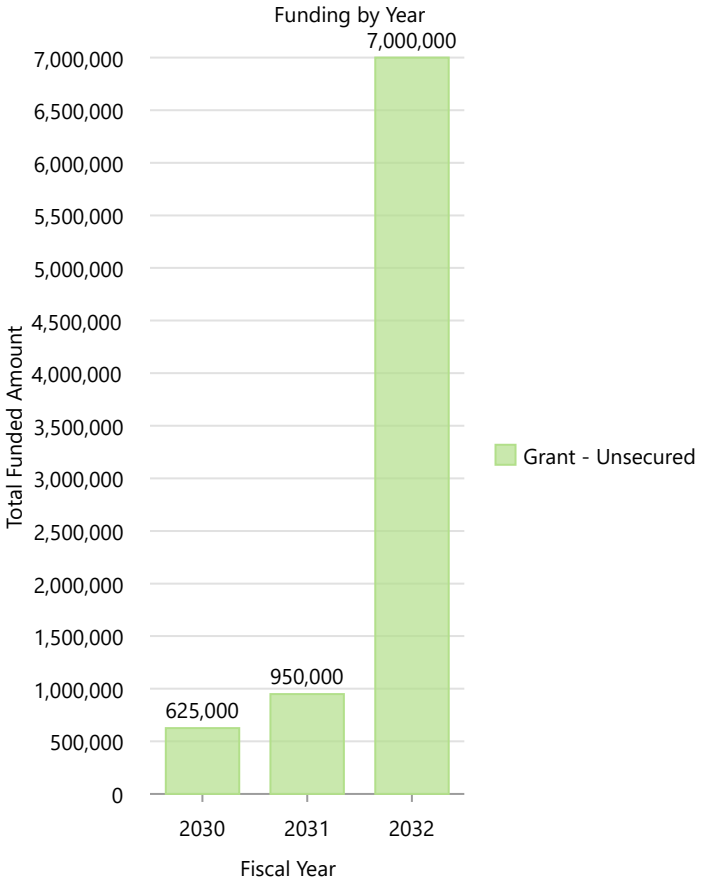
Assumption

The total cost of the project is consistent with the Transportation System Management Plan (TSMP). Pedestrian and bicycle facilities are included as part of the project to ensure comprehensive improvements that address the needs of all road users.

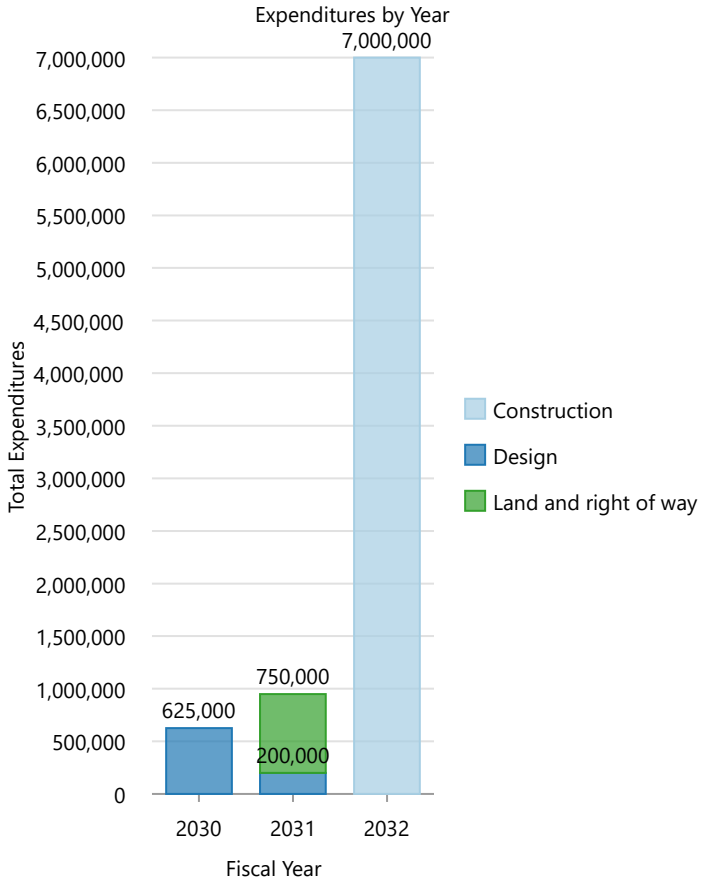
Description

This project aims to expand the Road 100 corridor to a 3-lane section, extending from W Court St to Chapel Hill Blvd. The widening process will include intersection improvements, such as the addition of turn lanes, to enhance traffic flow and safety. The project will also integrate pedestrian and bicycle facilities to promote a multi-modal transportation network.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



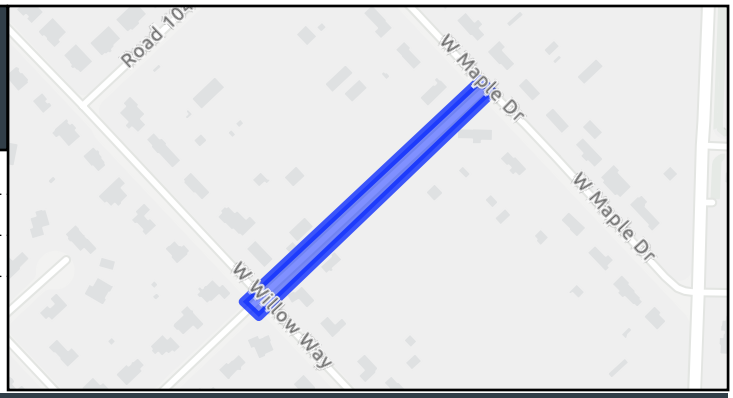
2027-2032 Capital Improvement Plan

Road 103 Water Main Extension - Maple Dr to Willow Way

Department	Public Works
Type	Water Utility
Project Number	21 247

Map Legend

Water Utility



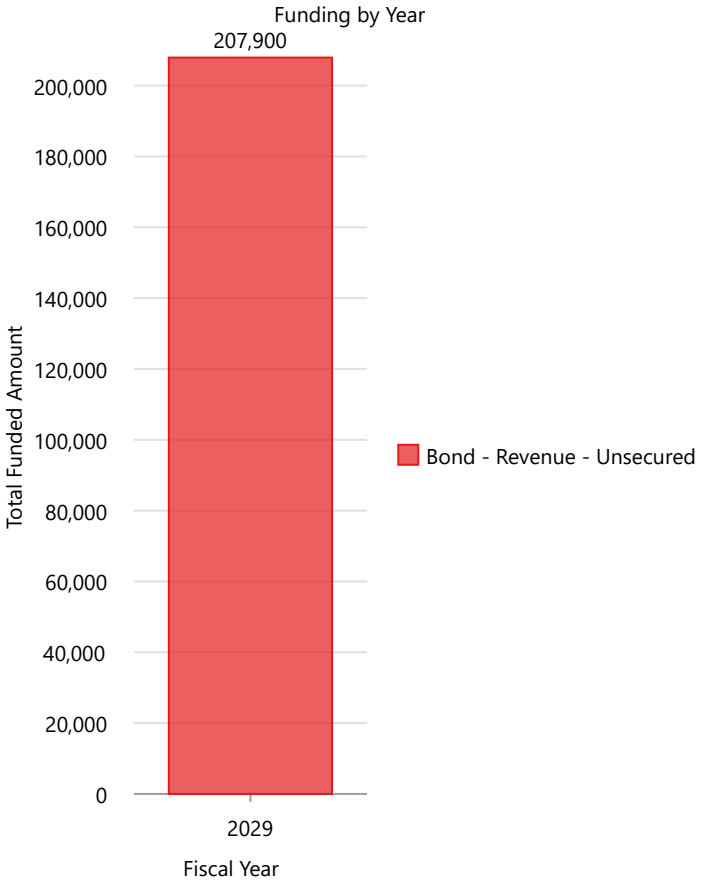
Assumption

This project is subject to funding availability and is included in the 2021 rate study. The construction of the water main extension is contingent on securing the necessary financial resources to proceed.

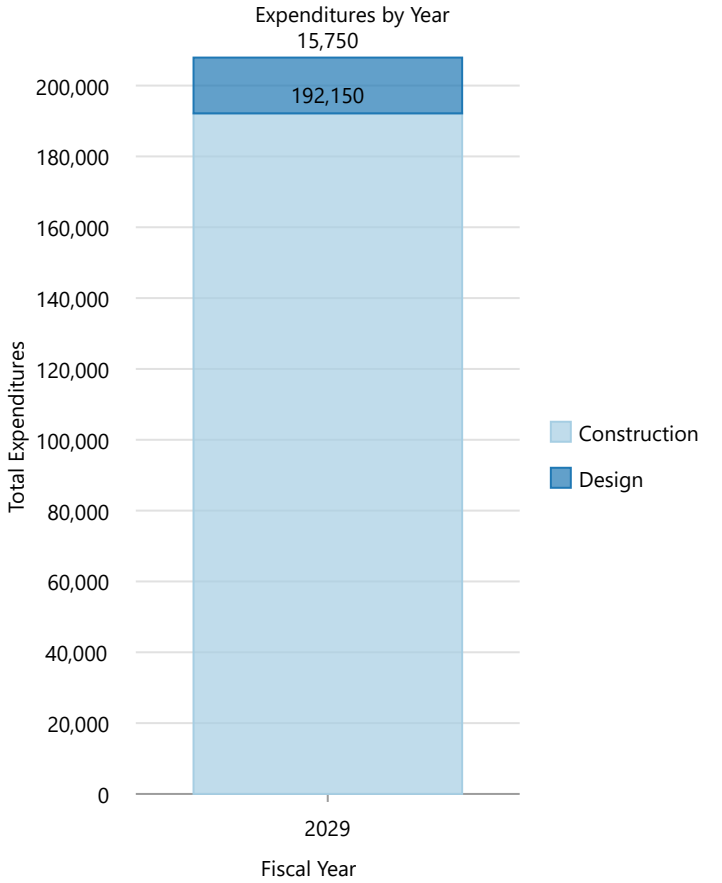
Description

This project will construct approximately 825 linear feet of 8" ductile iron water main along Rd 103, connecting the water mains on Maple Dr and Willow Way. The construction aims to improve the overall water distribution system by creating a loop, which enhances the flow characteristics and reliability of the water service in the area.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



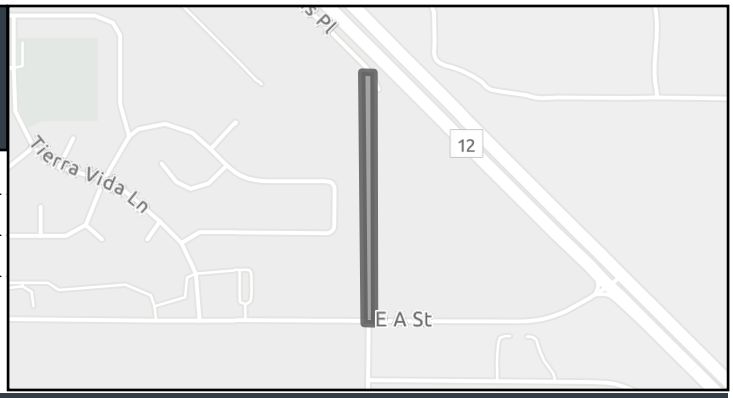
2027-2032 Capital Improvement Plan

Road 40 E Extension

Department	Public Works
Type	Transportation
Project Number	22 417

Map Legend

Transportation



Assumption

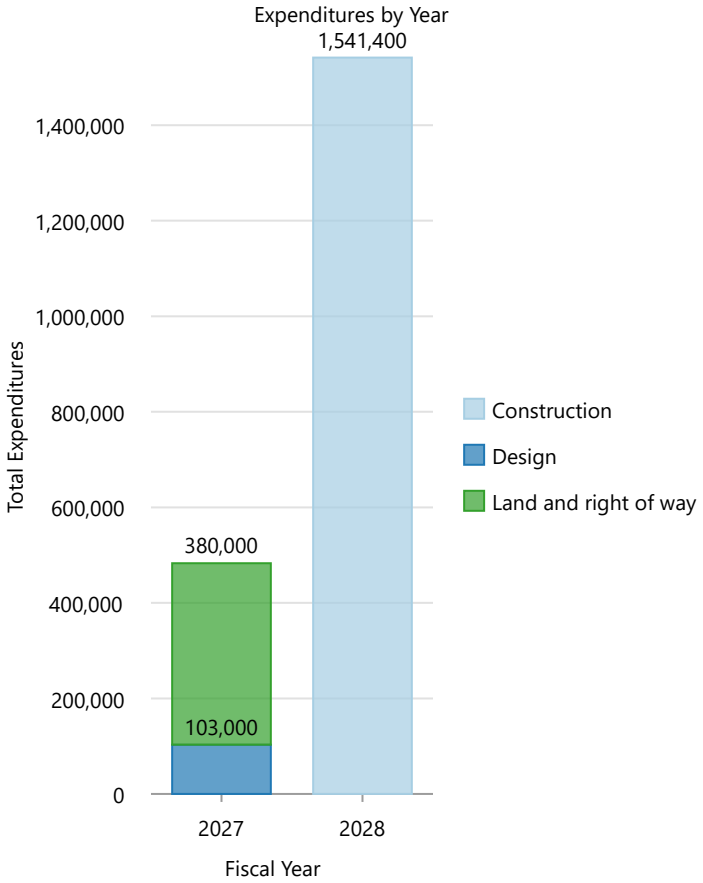
The city plans to design and build a two-lane core road with frontage improvements, which will be completed by private development. The cost estimation for this project is based on a planning level estimate prepared by a consultant in May 2022. The City is exploring opportunities with the Washington State Freight Mobility Strategic Investment Board (FMSIB) to support this project.

Description

This project involves extending Road 40 E as a one-lane northbound roadway north of A Street to connect to E Lewis Place. This extension will eliminate a dead-end road at East Lewis Place. The project scope includes signal adjustments, striping, and signage to ensure smooth traffic flow and proper navigation.

Project Funding (In Dollars)

Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Road 40 East Pathway

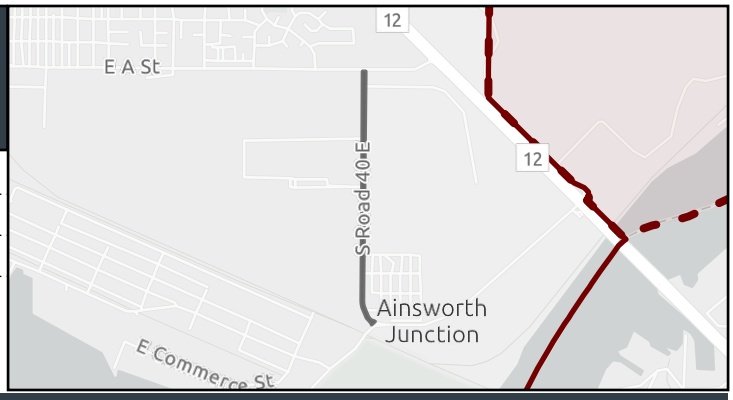
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas

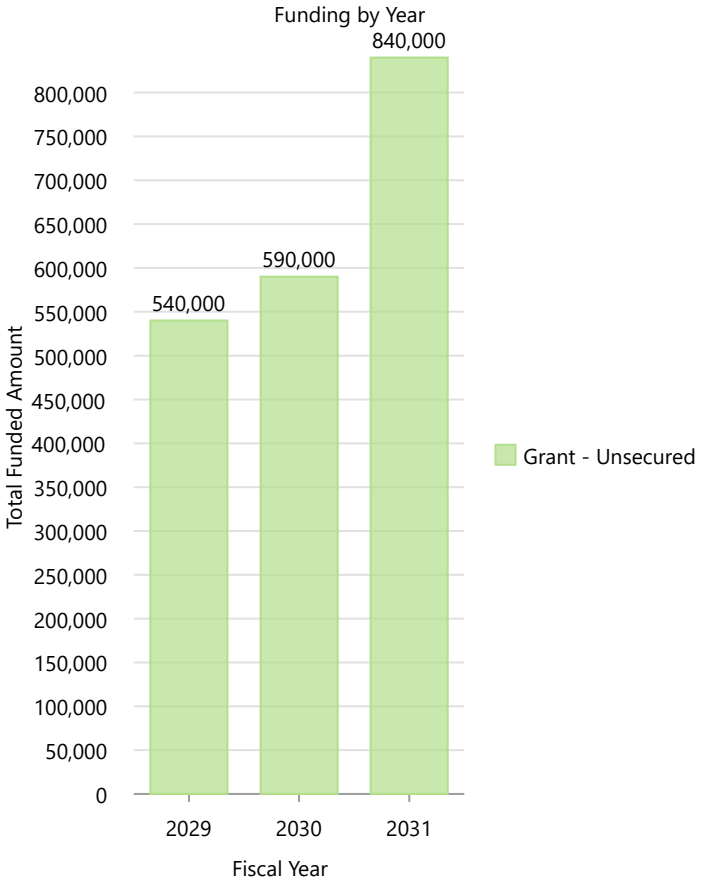


Assumption

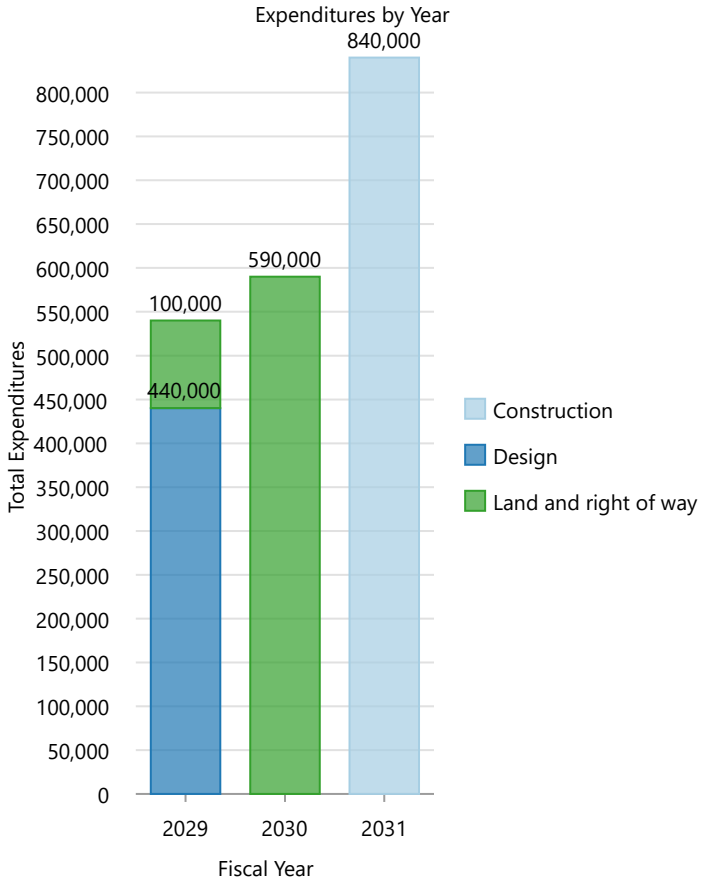
Description

This project involves constructing a multi-use pathway along Road 40 E from "A" Street to Sacajawea Park E. The pathway will be located on the east side of E Road 40, providing a safe and accessible route for pedestrians and cyclists.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



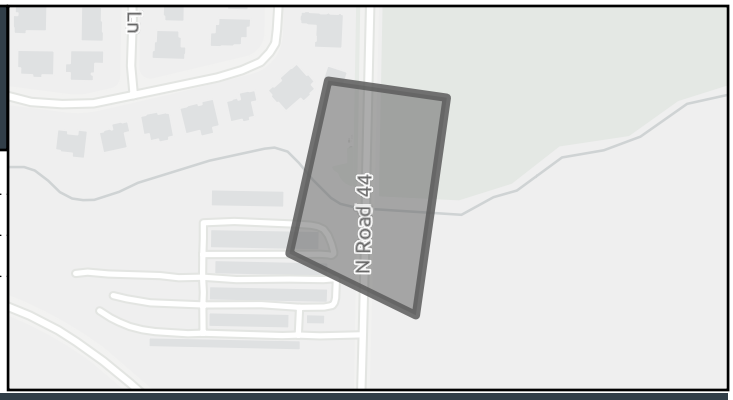
2027-2032 Capital Improvement Plan

Road 44 FCID Canal Crossing

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



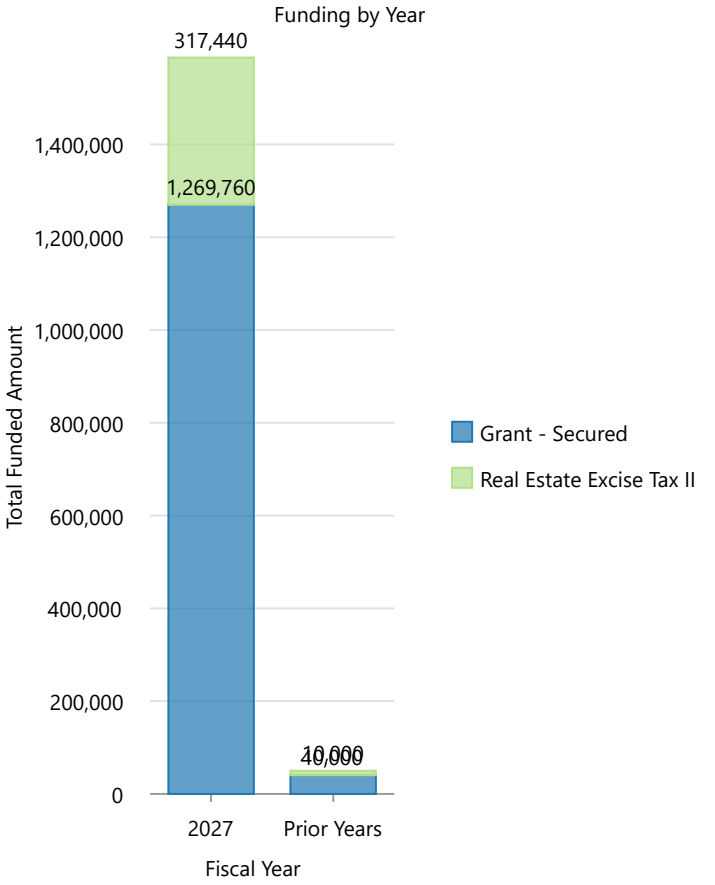
Assumption

The goal of this project is to provide a complete and safe pedestrian connection along the west side of Road 44.

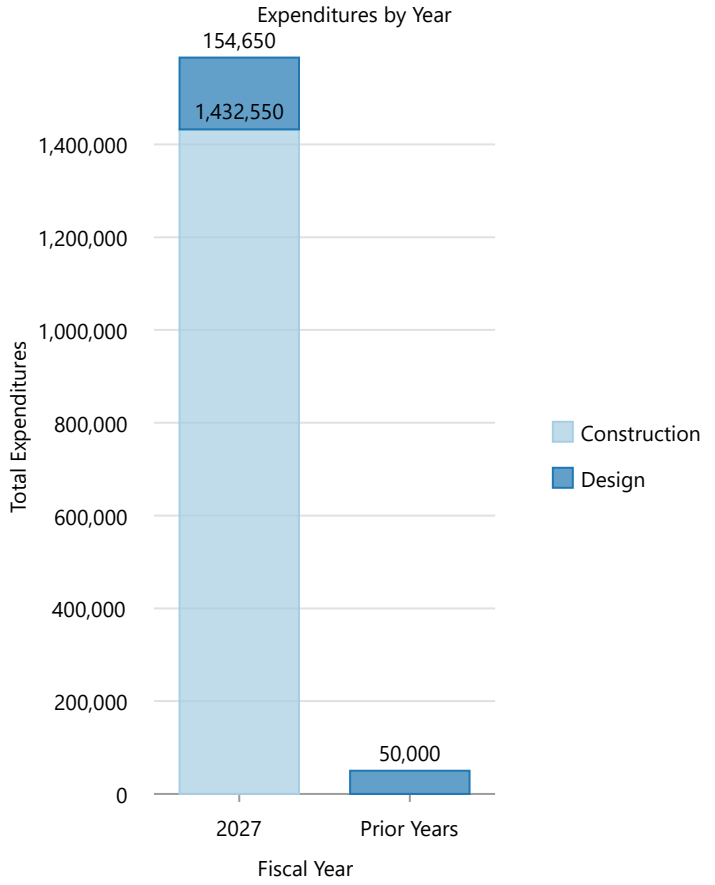
Description

Project along the west side of Road 44 to provide sidewalk connectivity to address existing gap across Franklin County irrigation Canal structure.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



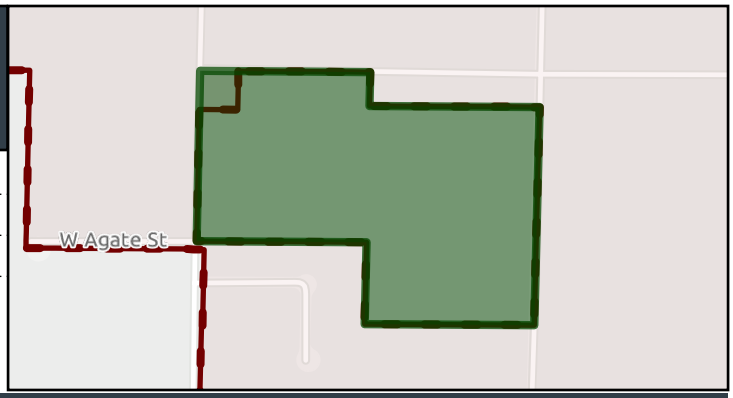
2027-2032 Capital Improvement Plan

Road 48 - Central Pasco Neighborhood Park

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	21 212

Map Legend

Parks & Recreation
Urban Growth Areas
CityLimits



Assumption

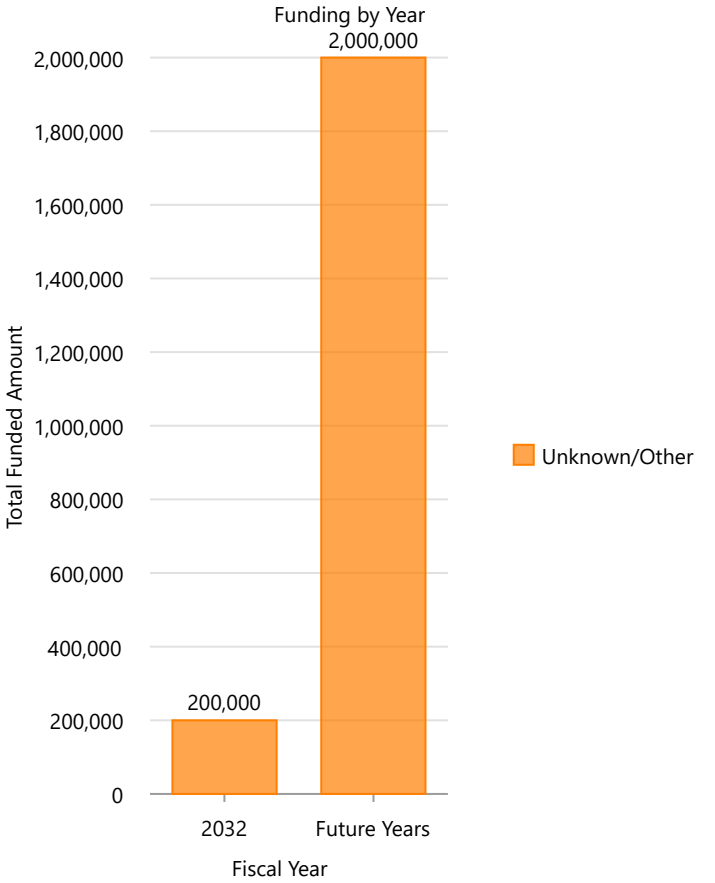
The project assumes that Council supports investing parks funding to create a parking lot.

Description

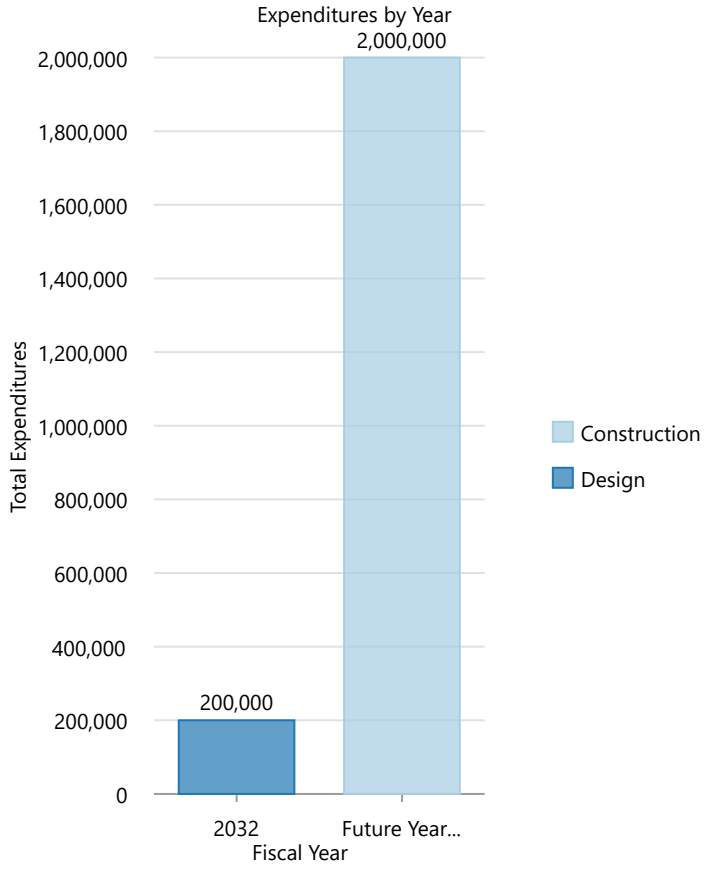
The City acquired approximately 20 acres on Road 48 with park funds in 2018, to include the now named Road 48 Soccer fields, with the intent of future development of a park. The original concept included courts, playfields, walking paths, playgrounds, pavilions, a spray park, and restrooms.

Given the property's location adjacent to unincorporated County areas and the need to prioritize park investments that provide the greatest benefit to City residents, full development of the site is not currently a priority. However, the Road 48 Soccer Complex is heavily used by community leagues and lacks adequate supporting parking.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



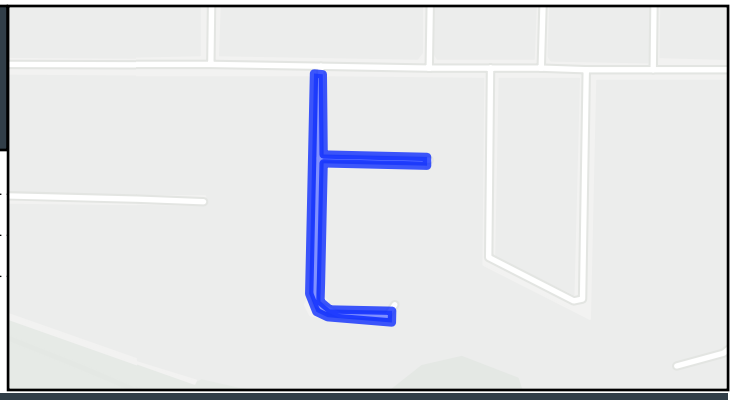
2027-2032 Capital Improvement Plan

Road 49 & W Irving St. Watermain Replacement - 2 inch to 6 inch

Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility



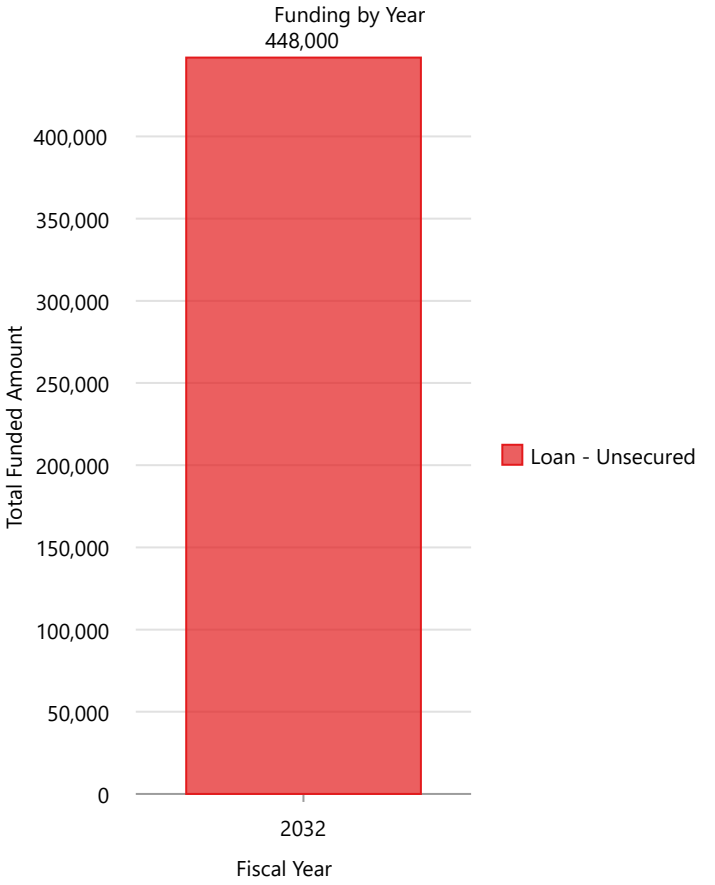
Assumption

The existing water main is considered a candidate for replacement due to its age and the condition of the infrastructure. This assumption is based on the assessment of the current system's performance and reliability.

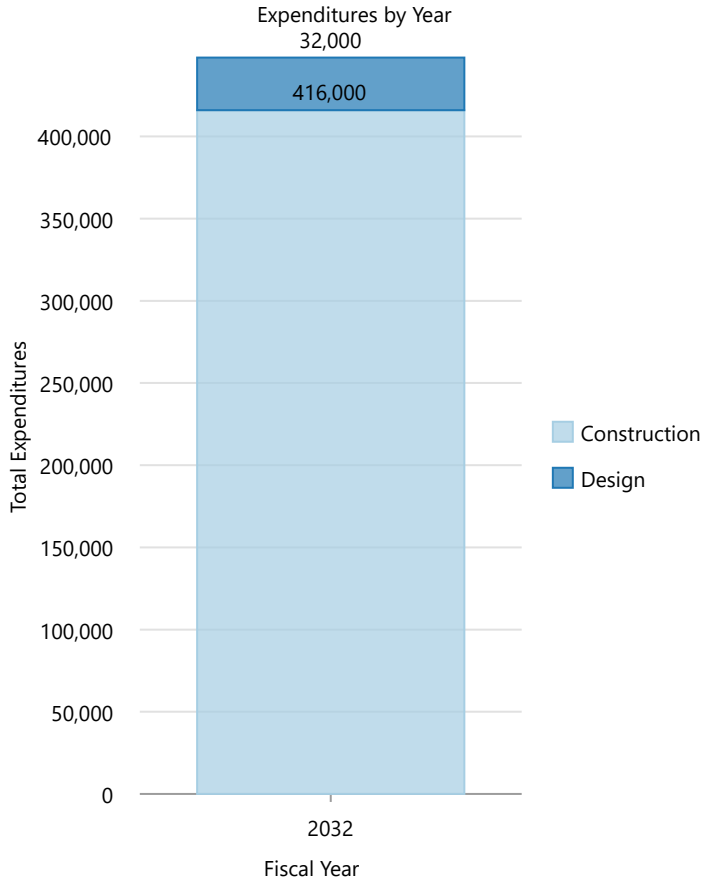
Description

This project will replace the aging water main that runs along Road 49, south of W. Irving St, as well as the watermain that runs east of Road 49 along W Irving St. The current 2-inch diameter main will be upgraded to an 6-inch diameter main to enhance the water supply infrastructure.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



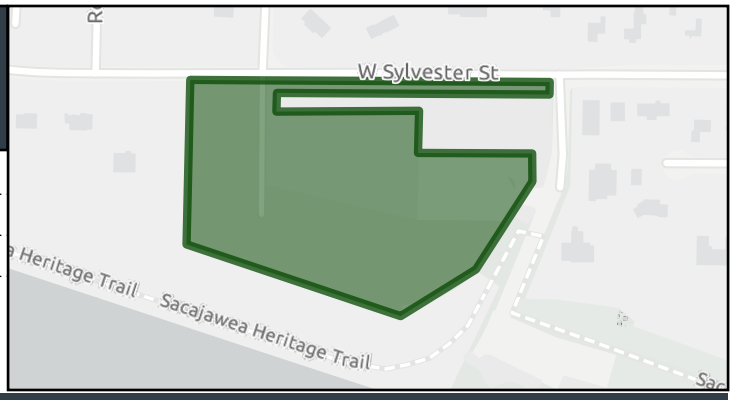
2027-2032 Capital Improvement Plan

Road 54 Erwin Neighborhood Park

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	21 260

Map Legend

Parks & Recreation



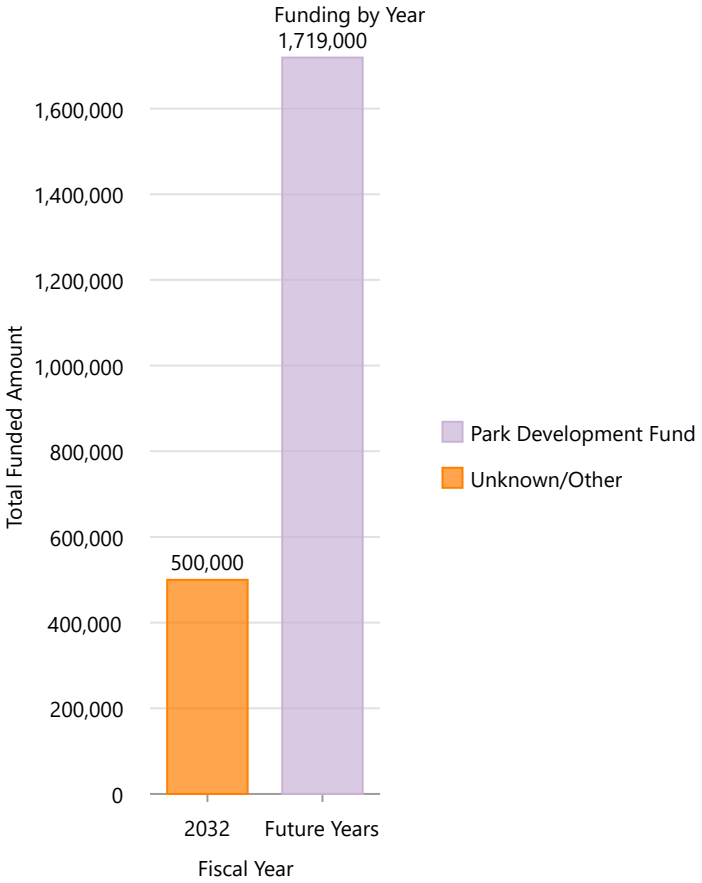
Assumption

The project assumes the future lowering of the levee to provide a better river view and the widening of the riverfront trail at this location to improve park access. These changes are crucial for enhancing the park's connectivity and overall user experience.

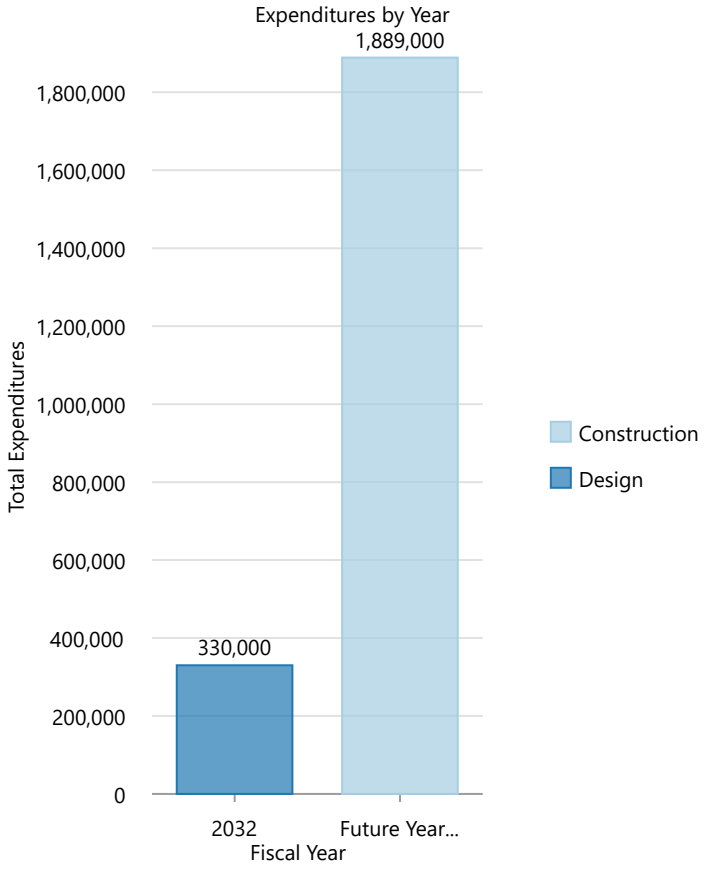
Description

The city-owned property at Road 56 and Sylvester Street is designated for a future Neighborhood park, with planned amenities focusing on exercise and recreation. This development would transform the area into a dynamic hub, providing a vital connection to the riverfront Sacagawea Heritage Trail. Development of this park would offer residents improved recreational opportunities and seamless access to one of our community's cherished trails. This initiative supports the goal of promoting active lifestyles and enhancing community infrastructure.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Road 60 Water Main Replacement - Court St to W Pearl St

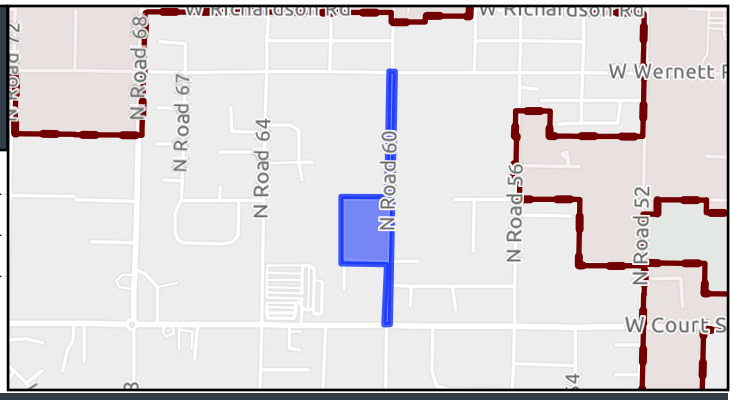
Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility

CityLimits

Urban Growth Areas



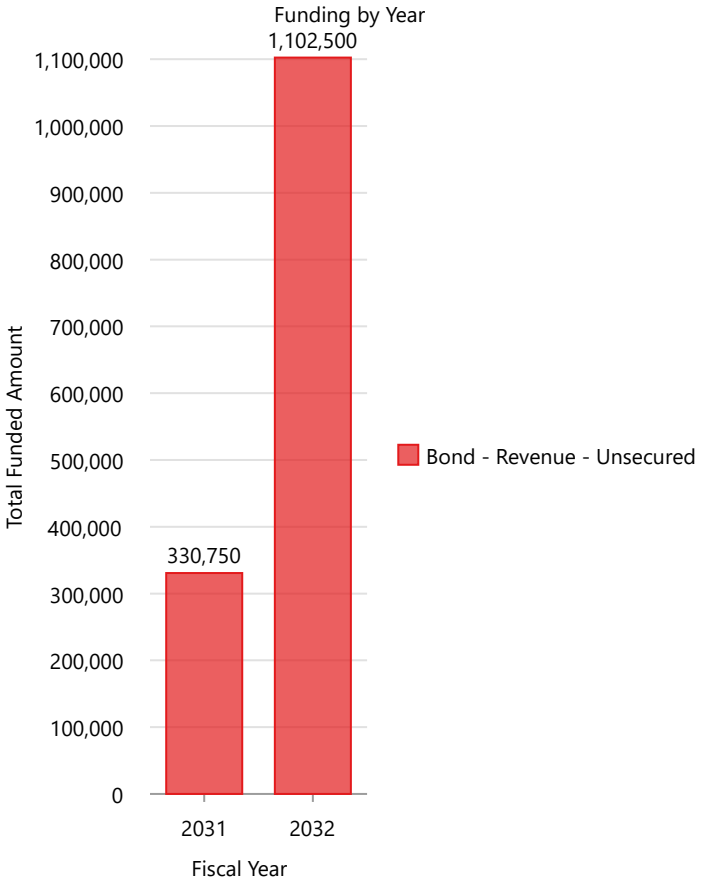
Assumption

The successful implementation of this project depends on the availability of funding. It is included in the 2021 rate study, with bonds issued in accordance with rate study assumptions.

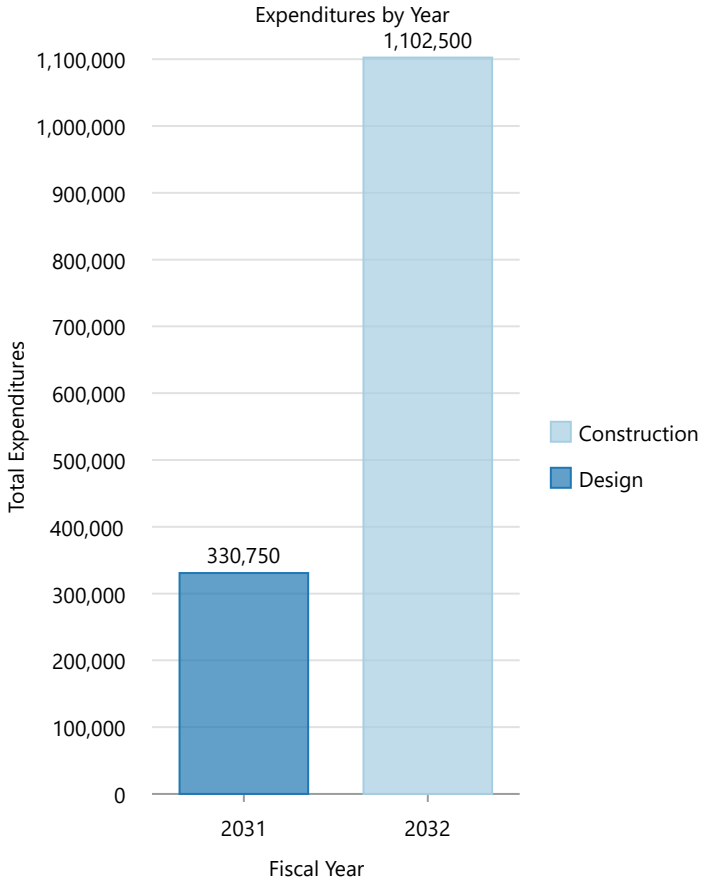
Description

This project will replace approximately 3,000 linear feet of deteriorating 6" thin wall PVC water line with a more robust system consisting of approximately 1,400 linear feet of 12" ductile iron pipe along Road 60 and 1,600 linear feet of 12" ductile iron pipe along W Pearl St, W Agate St, and 62nd Pl. The installation will also include three new fire hydrants to enhance fire safety in the area.The project aims to ensure the safety and reliability of the city's infrastructure, promoting a high quality of life and community safety.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



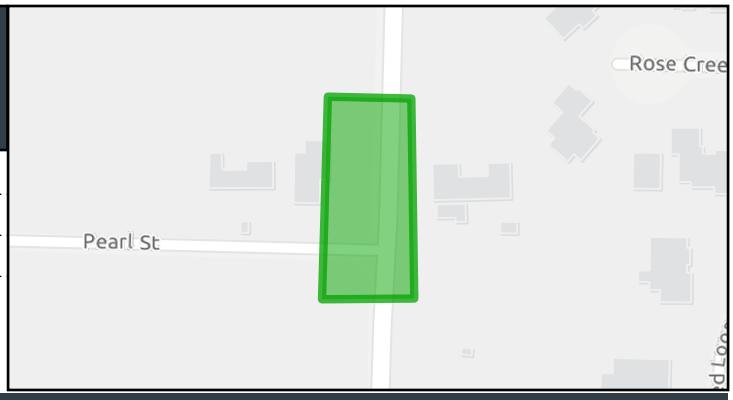
2027-2032 Capital Improvement Plan

Road 68 Lift Station

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility



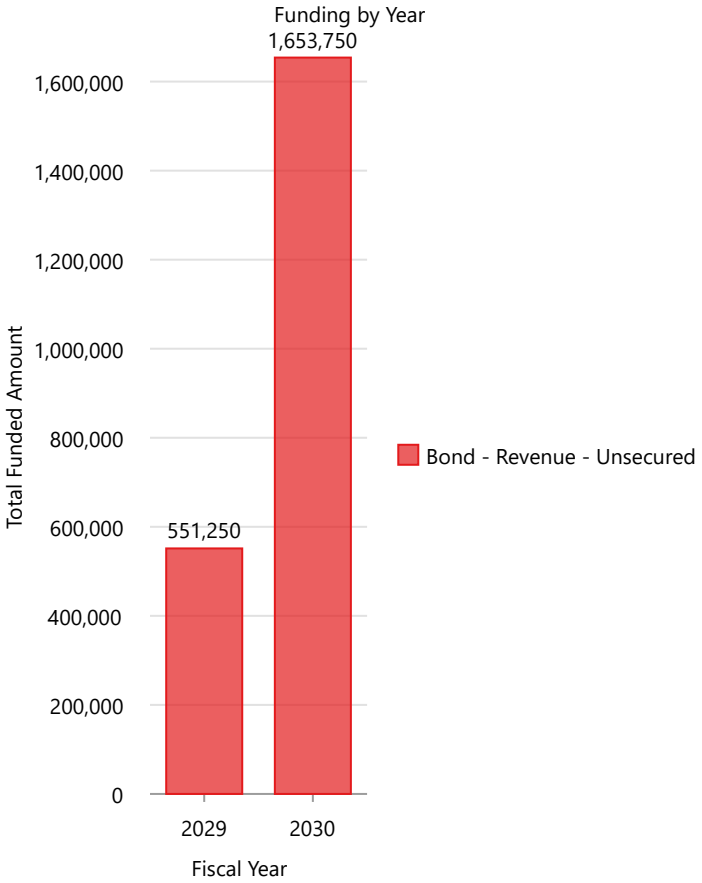
Assumption

The project schedule is dependent on development interest and participation, as well as the completion of other necessary sewer infrastructure improvements identified to serve the unsewered Riverview East areas. Project costs are based on planning-level estimates, which assume that development will progress as anticipated and that infrastructure improvements will be implemented in a coordinated manner.

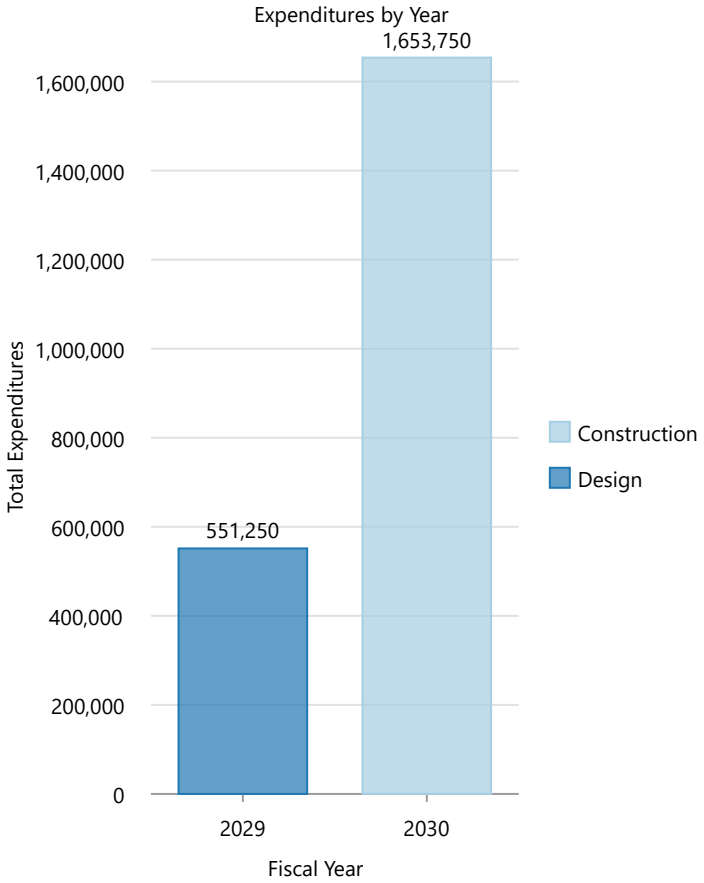
Description

Based on additional planning analysis to support a future Comprehensive Sewer Plan amendment, the construction of a sanitary sewer lift station is needed to serve the unsewered Riverview East areas. The construction of this lift station and force main along Rd 68 between Wernett Rd and Court St was identified as essential to support development within this area at an appropriate density.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



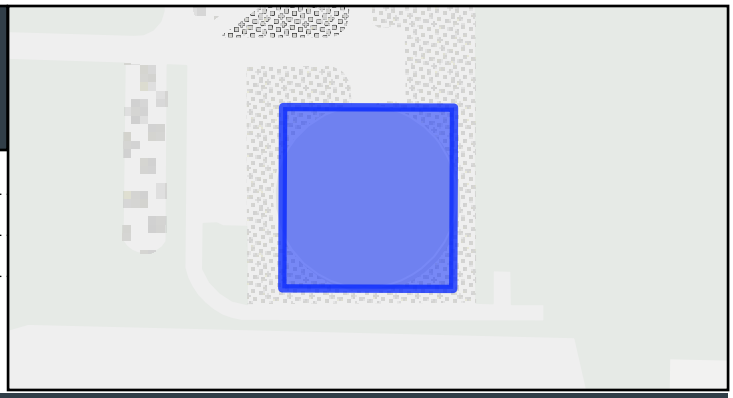
2027-2032 Capital Improvement Plan

Road 68 Tank Actuated Valve

Department	
Type	Water Utility
Project Number	

Map Legend

Water Utility



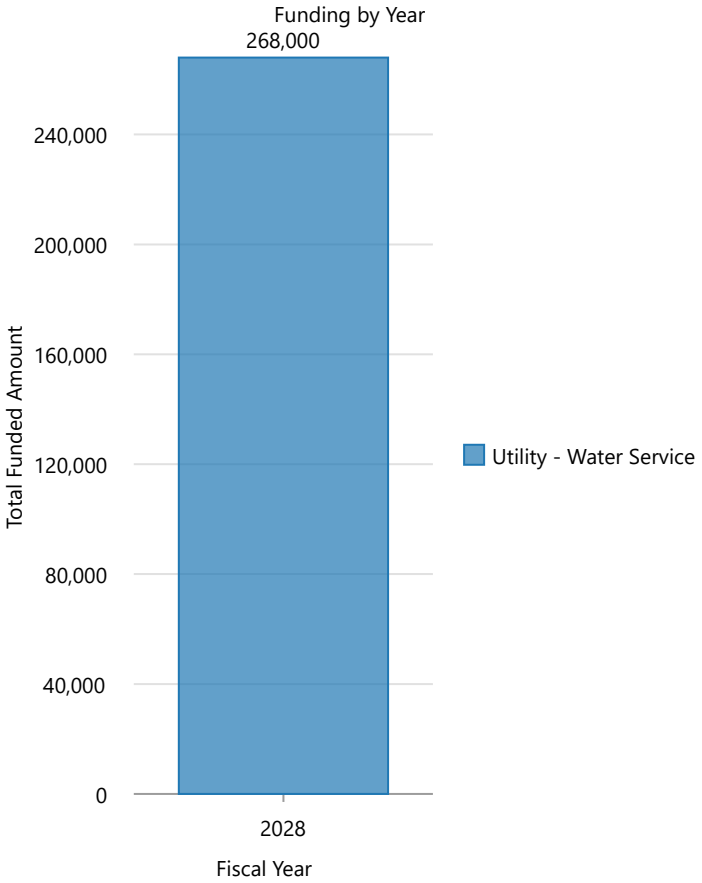
Assumption

This assumes that the recirculation replumbing currently underway will not entirely address the issue. If the replumbing efforts prove exceptionally fruitful, this project will be unnecessary.

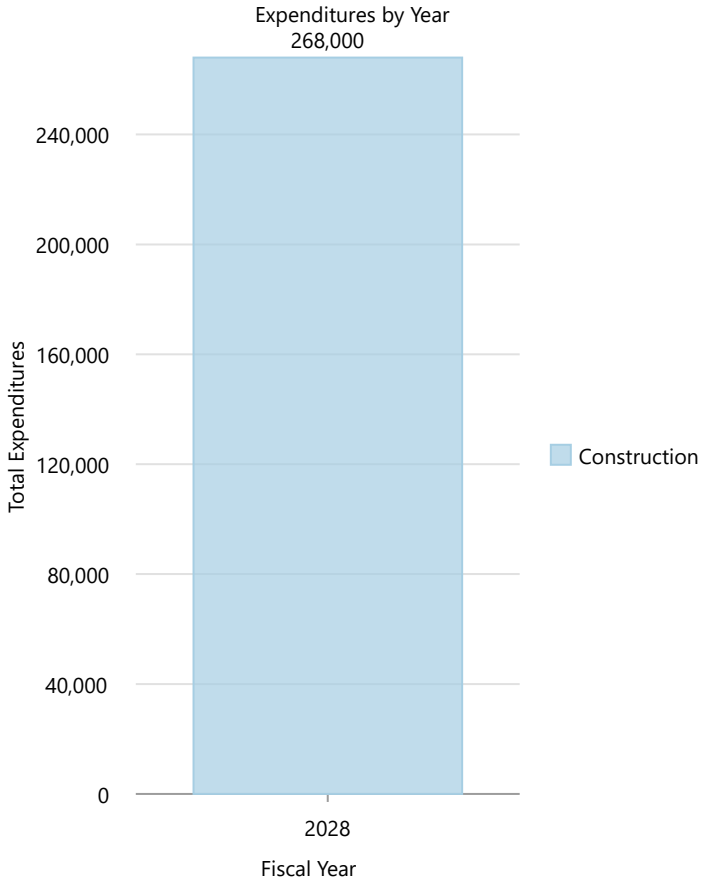
Description

There is currently a problem with a lack of demand in the zone, leaving water sitting in the Road 68 Reservoir too long. This affects residual disinfectant levels and water quality leaving the facility. This problem will resolve itself in the next 10-20 years as development occurs within the zone, however efforts are currently underway to improve water quality through a recirculation replumbing project. If this does not solve the problem, a simple actuating valve which can be opened to force water out of the reservoir and into the system may be the warranted.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Road 68 Widening - Chapel Hill Blvd to Argent Rd

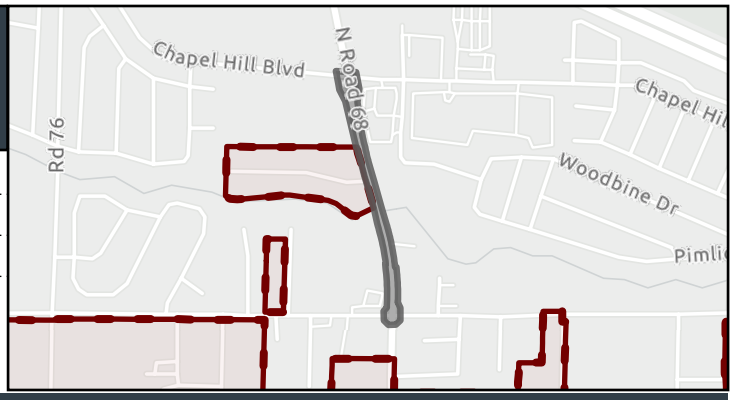
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

Urban Growth Areas

CityLimits



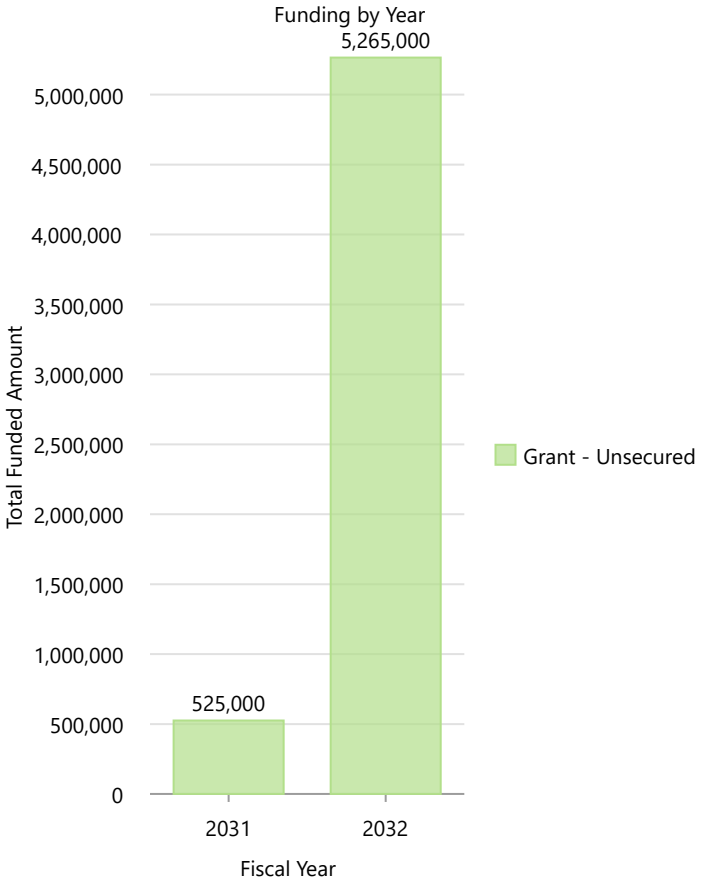
Assumption

Project completed by private development.

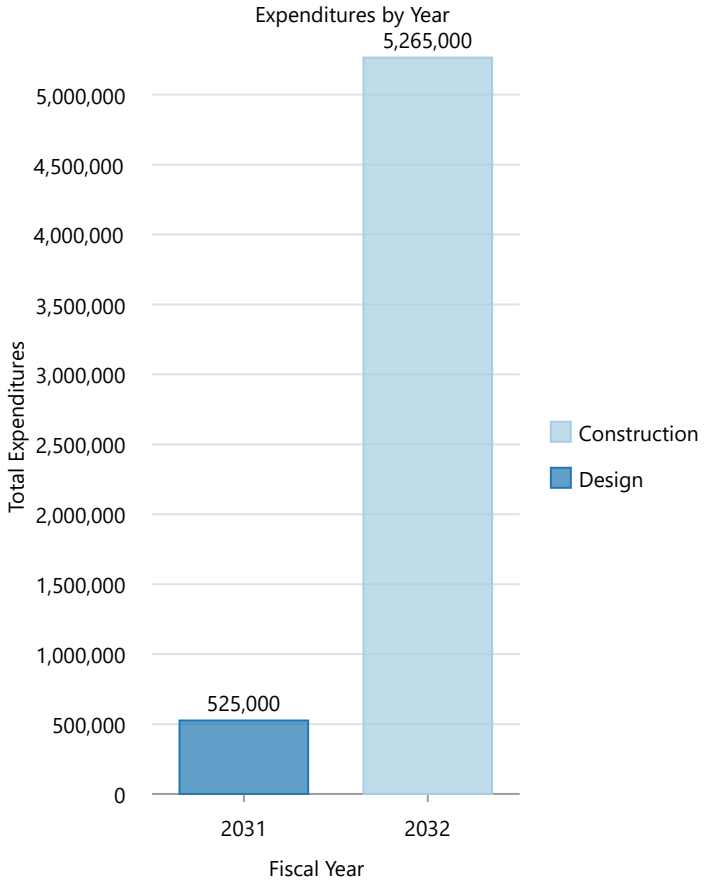
Description

This project will widen Rd 68 to 5 lanes from Chapel Hill Blvd to Argent Rd. The scope of the project includes adding additional lanes to accommodate increased traffic flow and improve overall roadway capacity.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



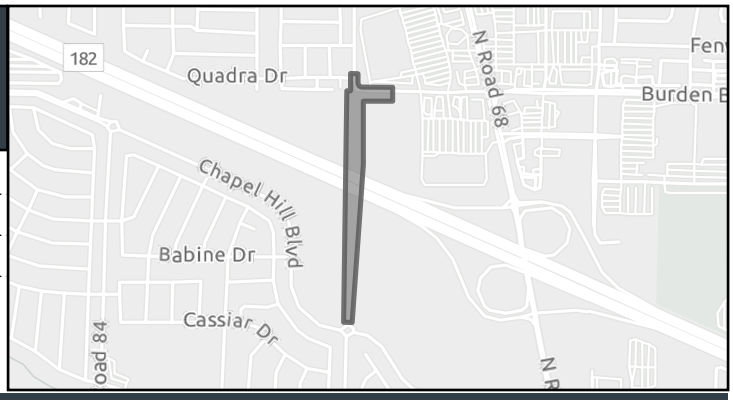
2027-2032 Capital Improvement Plan

Road 76 Overpass

Department	Public Works
Type	Transportation
Project Number	23 548

Map Legend

Transportation



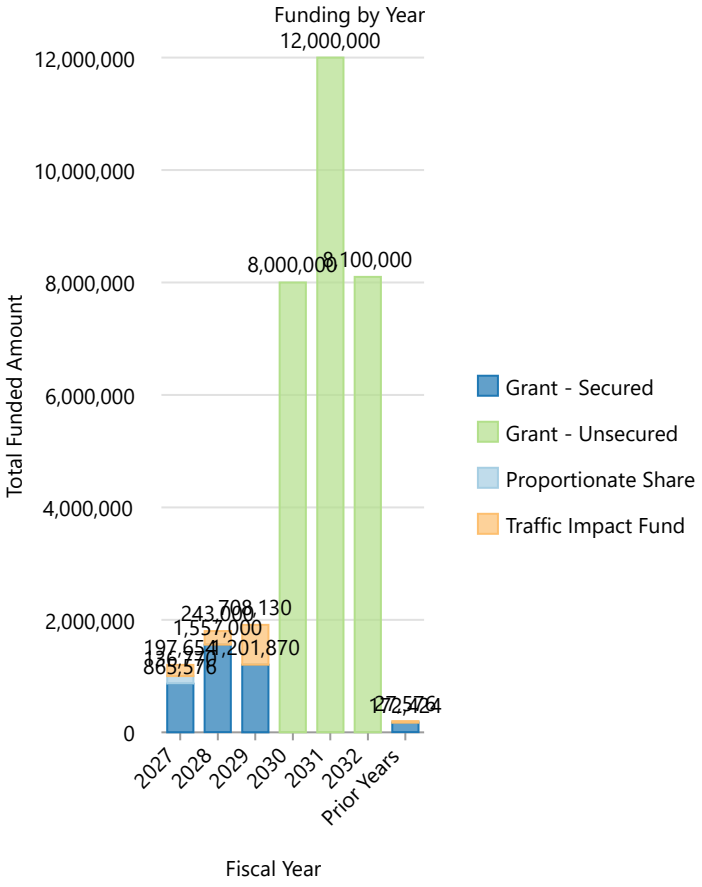
Assumption

The project schedule is contingent on securing funding, including but not limited to Ped/Bike Safety Improvements, RAISE grants, and Congressional Direct Spending allocations. PE and ROW phases have secured federal funding through the Surface Transportation Block Grant Program (STBG). Assumptions include the construction of a two-lane bridge over I-182 with columns located in the freeway median, and a two-lane road segment tying into Road 76 at Chapel Hill Boulevard and Burden Boulevard. Additional features include a 12-foot buffered mixed-use path on the west side and a 6-foot buffered sidewalk on the east side of the new Road 76 segment. The project will realign Burden

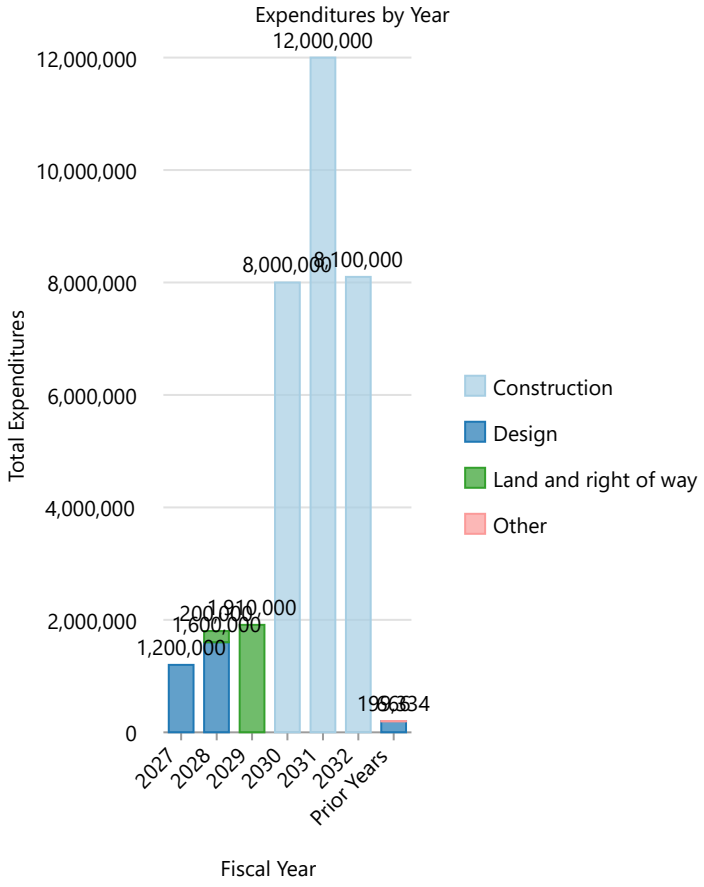
Description

This project, also identified in Pasco's Comprehensive Safety Action Plan (CSAP), aims to extend Road 76 north from Chapel Hill Blvd to Burden Blvd by constructing an overpass across I-182, thereby connecting communities situated on the north and south sides of the existing interstate. Integral to this initiative are the planned bicycle and pedestrian facilities that will ensure seamless multimodal connectivity.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Road 76 Water Main Replacement - Jacob Ln. South to W Court St.

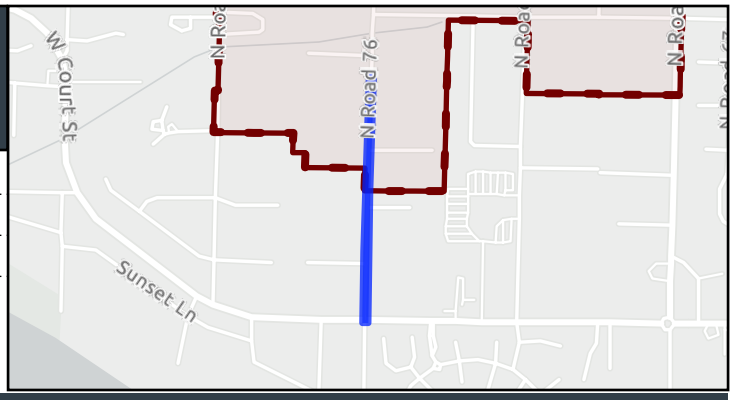
Department	Public Works
Type	Water Utility
Project Number	23 452

Map Legend

Water Utility

CityLimits

Urban Growth Areas



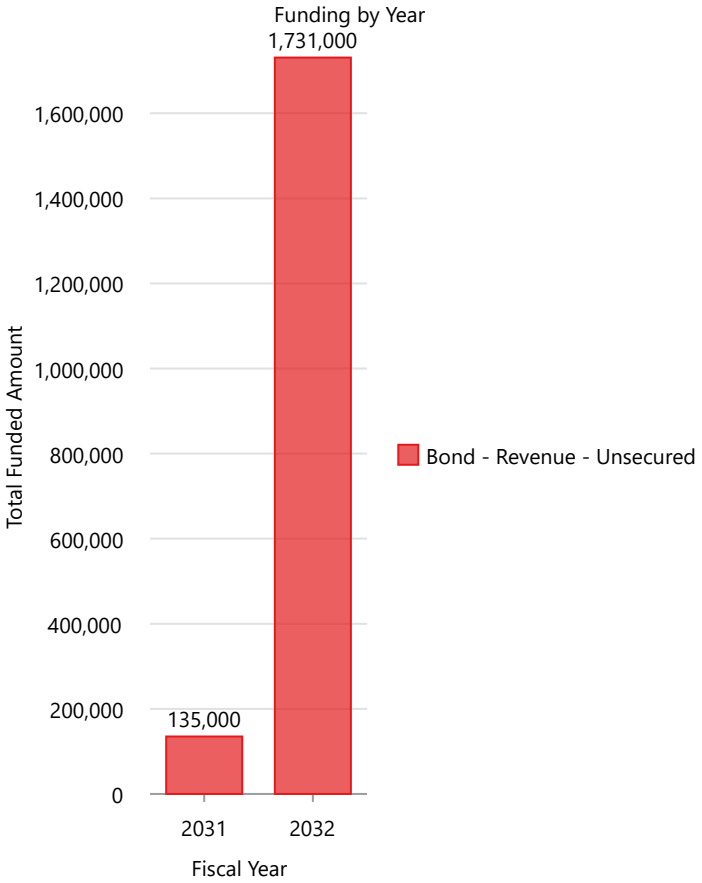
Assumption

The project's schedule is dependent on the availability of funding. It is included in the 2021 rate study, and bonds will be issued in accordance with rate study assumptions to cover the costs. The need for reliable infrastructure to support growing areas and emergency services is critical to the project's timely completion.

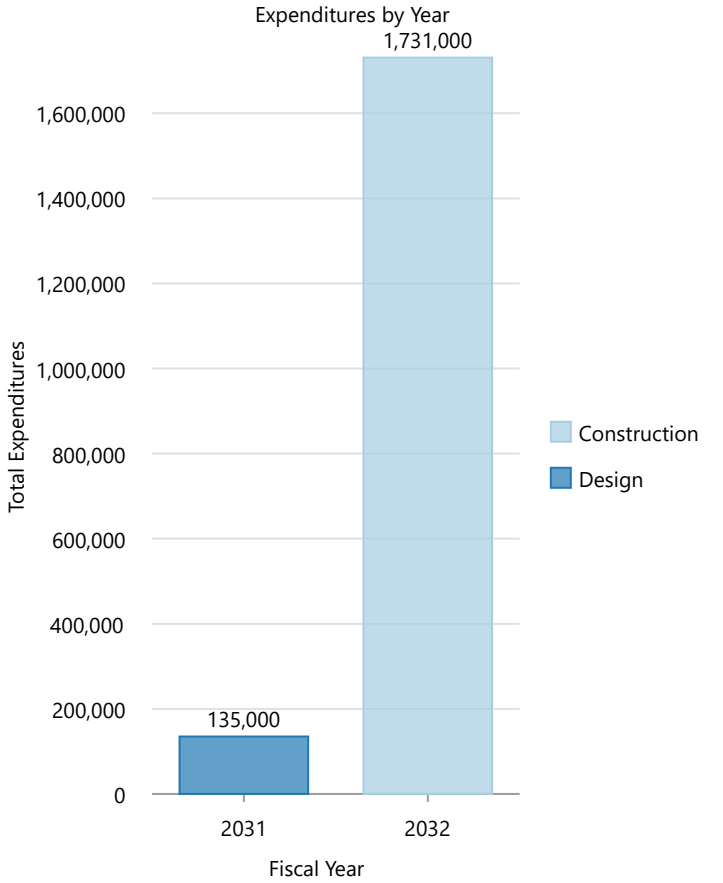
Description

This project aims to replace approximately 1,700 linear feet of outdated 4" and 6" thin wall irrigation class PVC water lines with more durable 8" and 12" ductile iron pipes. Additionally, new fire hydrants will be installed to enhance fire safety. The existing infrastructure is insufficient to support the growing residential areas along Road 76, which are experiencing significant development.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



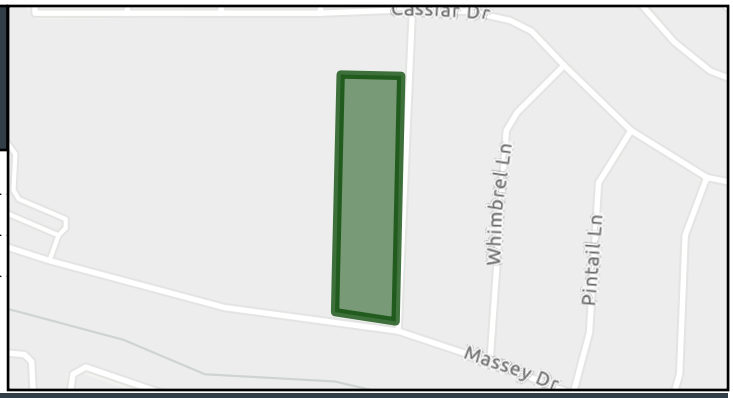
2027-2032 Capital Improvement Plan

Road 80 Park (fka Road 84 Park)

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	21 219

Map Legend

Parks & Recreation



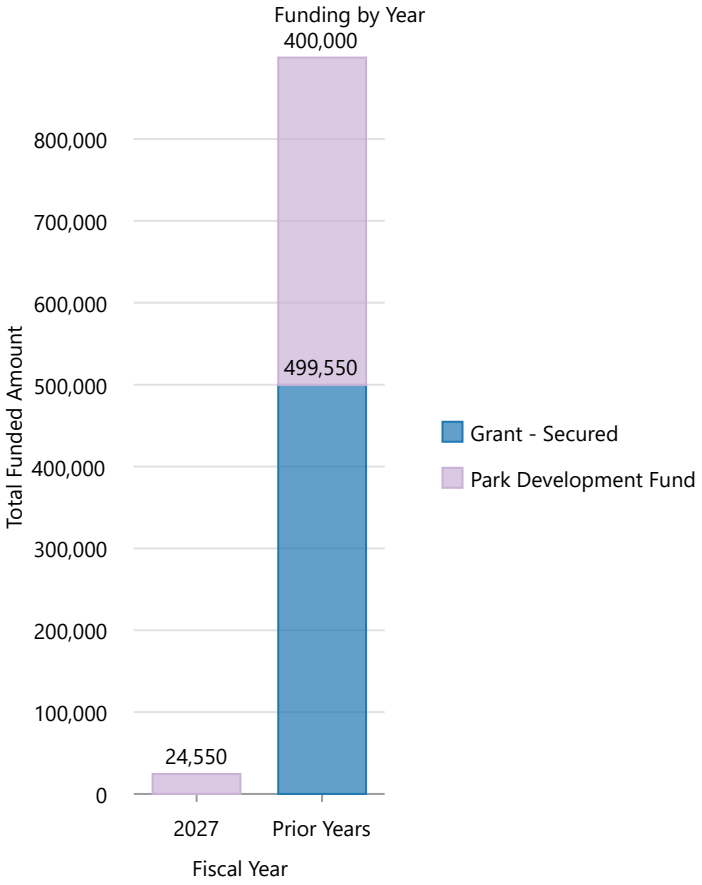
Assumption

All State Funding can be obtained.

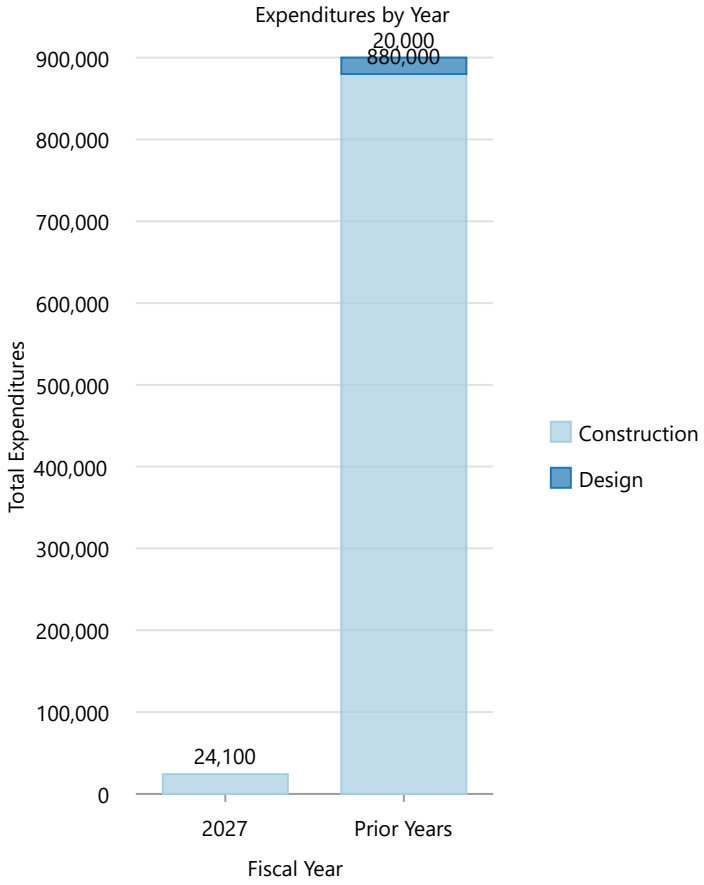
Description

The project will provide a neighborhood park at the corner of Rd 80 and Massey Dr. in Pasco.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Sacajawea Heritage Trail Levee Lowering

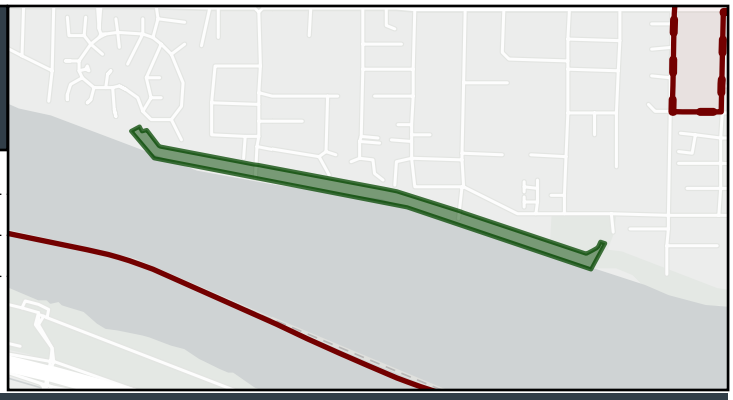
Department	Parks & Recreation
Type	Parks & Recreation
Project Number	16 001

Map Legend

Parks & Recreation

Urban Growth Areas

CityLimits



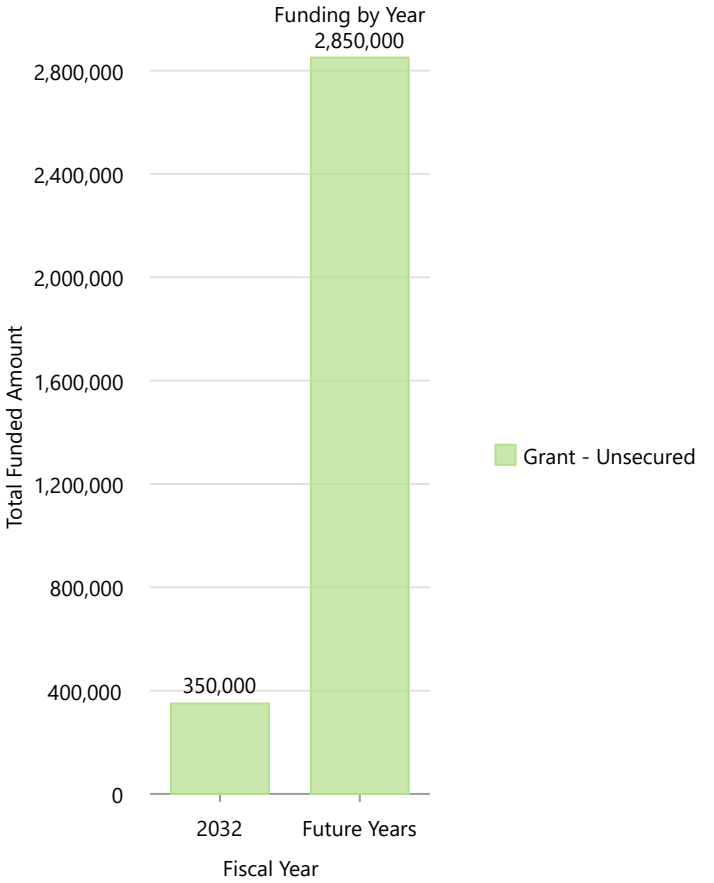
Assumption

The project is contingent upon several key factors, including the ongoing design and permitting process, which is currently at 30% completion with a corresponding cost estimate. Coordination with the Corps of Engineers is a critical component, as their support is necessary for the project's success. The project also includes retrofitting access points and detailed design elements such as grades and transitions.

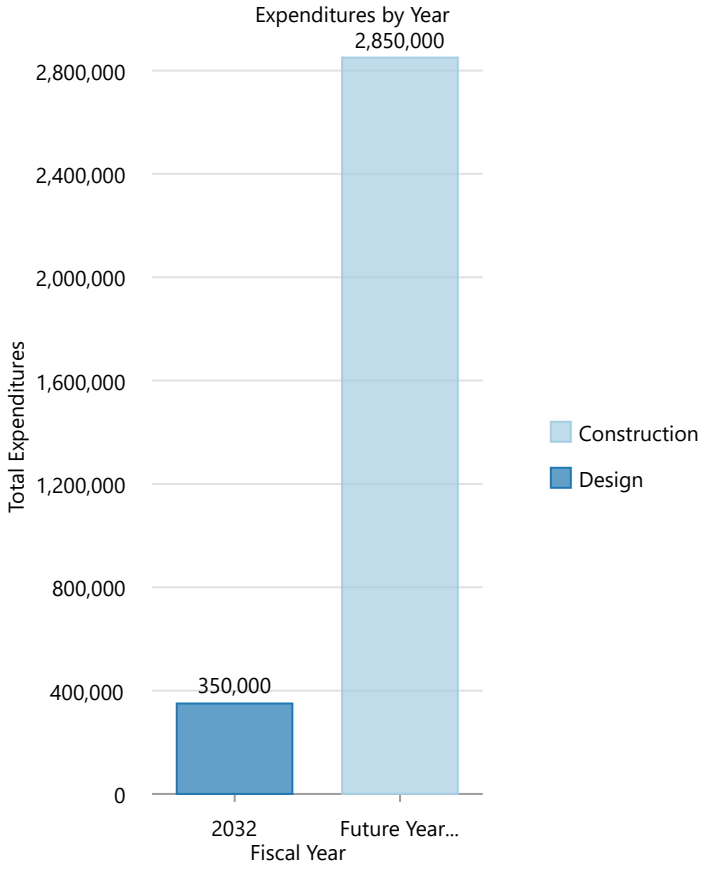
Description

This project involves lowering the levee and re-installing a wider pathway for pedestrians and bicyclists along the Sacajawea Heritage Trail, extending from Road 54 to Road 72.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



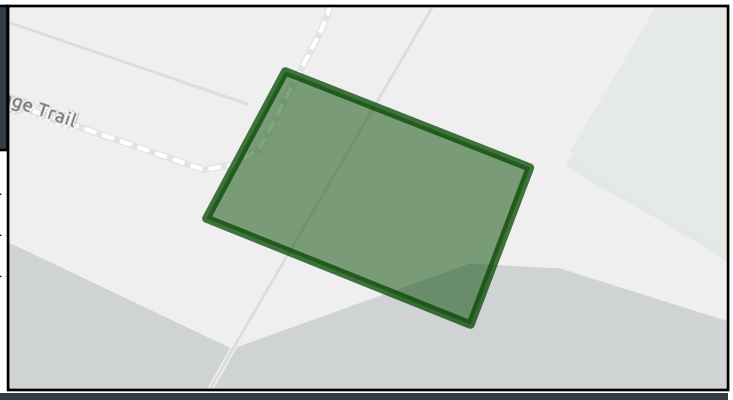
2027-2032 Capital Improvement Plan

Sacajawea Trail BNSF Crossing

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	21 261

Map Legend

Parks & Recreation



Assumption

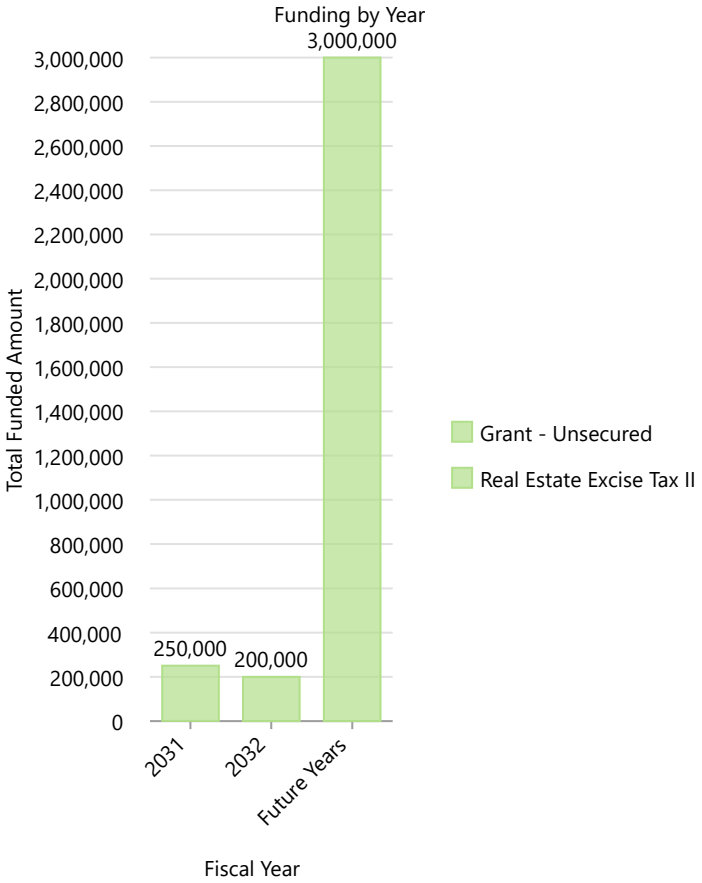
This project assumes that the City can secure the necessary property rights, easements, and approvals from BNSF and other regulatory agencies, as well as obtain funding through grants or partner contributions. Project implementation is dependent on successful coordination with BNSF, completion of required environmental and engineering reviews, and the availability of sufficient funding for design and construction.

Description

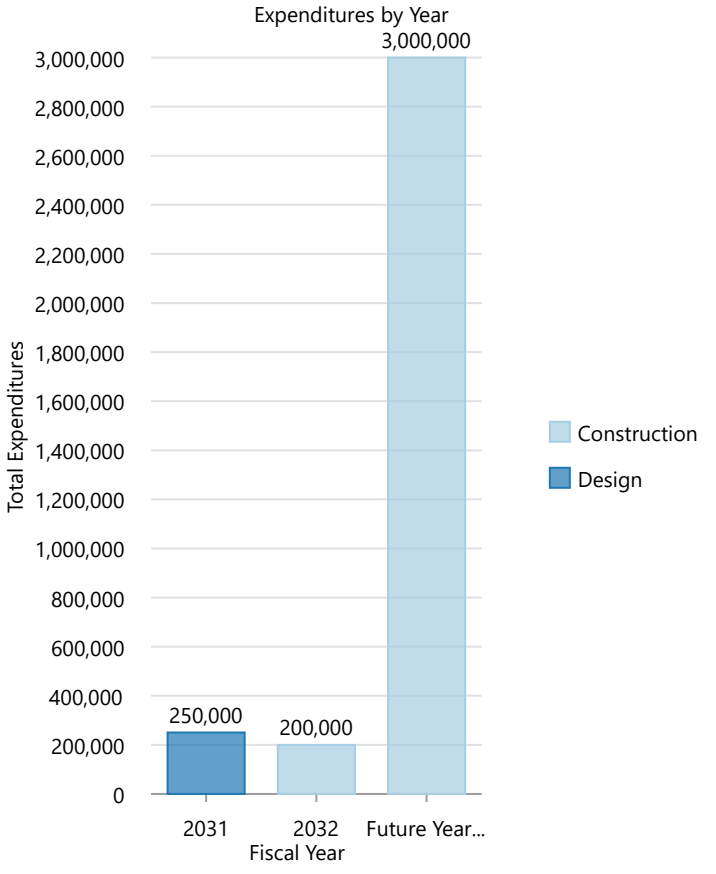
This project provides for the design and construction of a multi-use trail connection between the existing trail west of the BNSF railroad tracks and Schlagel Park. The project includes construction of a grade-separated crossing beneath the railroad tracks, extending the trail through Schlagel Park and along the south side of E. Washington Street to connect with the existing trail east of the marina.

Upon completion, this project would close a critical gap in the City's trail network by improving connectivity between neighborhoods, parks, and the waterfront. The enhanced corridor would support walking, bicycling, and other non-motorized transportation while expanding recreational opportunities and improving safe access throughout the

Project Funding (In Dollars)



Project Expenditures (In Dollars)



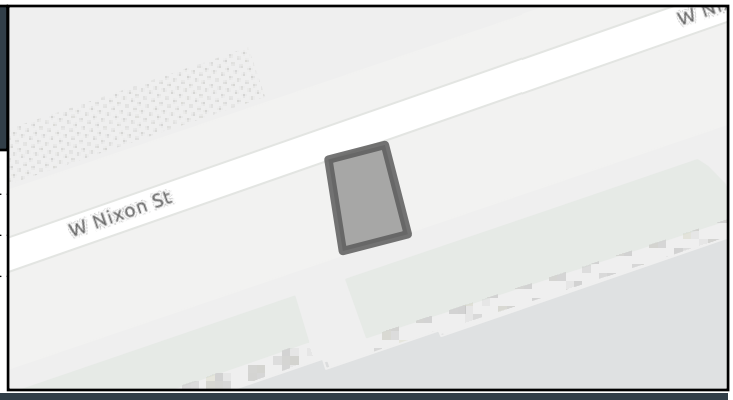
2027-2032 Capital Improvement Plan

Safe Routes to School Project

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

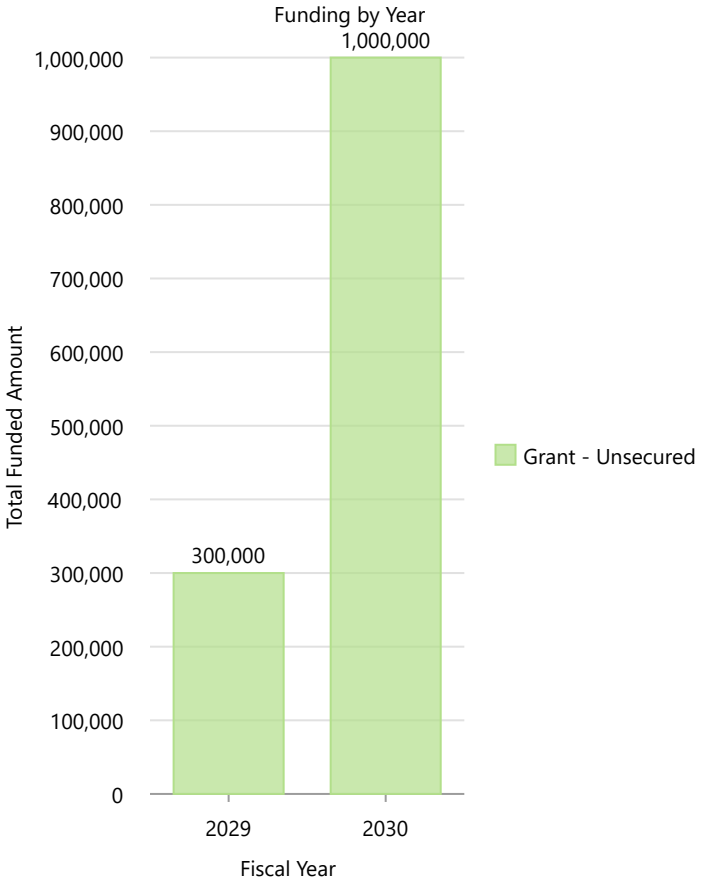


Assumption

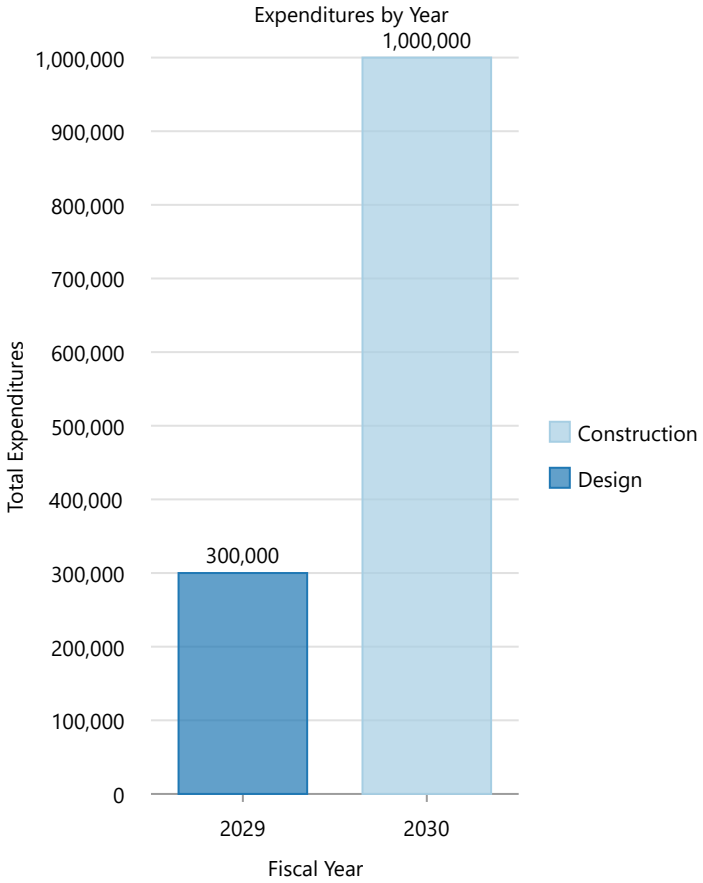
Description

City will continue to work closely with Pasco School District and parents/ residents to identify and prioritize projects that qualify for the state's biannual Safe Routes to School Program, which could include several locations. This project typically involves providing sidewalks, enhancing intersection crossings, providing ADA curb ramps, providing school zone beacons or rectangular rapid flashing beacons (RRFBs), and other safety related improvements within designated school walking routes.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Sandifur Parkway/ Road 90 and Argent Road/ Road 88 Pedestrian Crossings

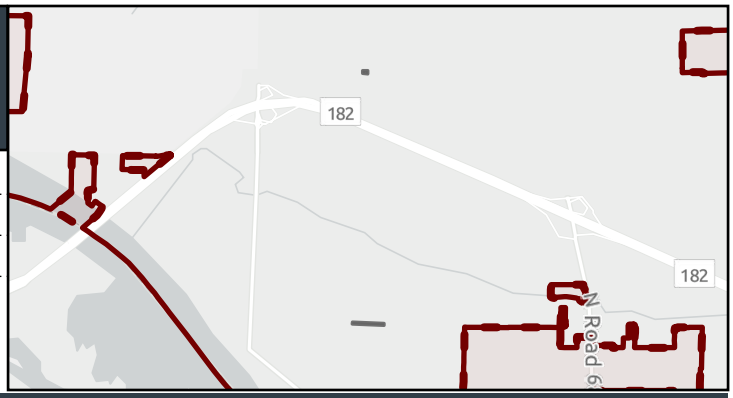
Department	Public Works
Type	Transportation
Project Number	23 551

Map Legend

Transportation

CityLimits

Urban Growth Areas



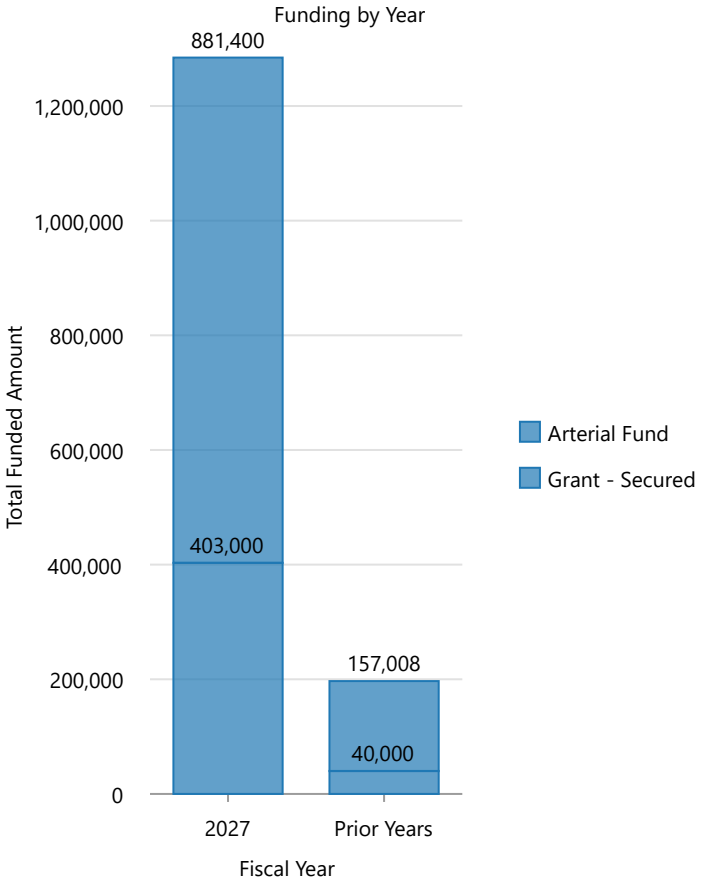
Assumption

Design work is set to begin in 2024, with construction expected in 2026. The project will utilize grant funds from the Safe Routes to School program, ensuring that it meets high standards of safety and accessibility for our community.

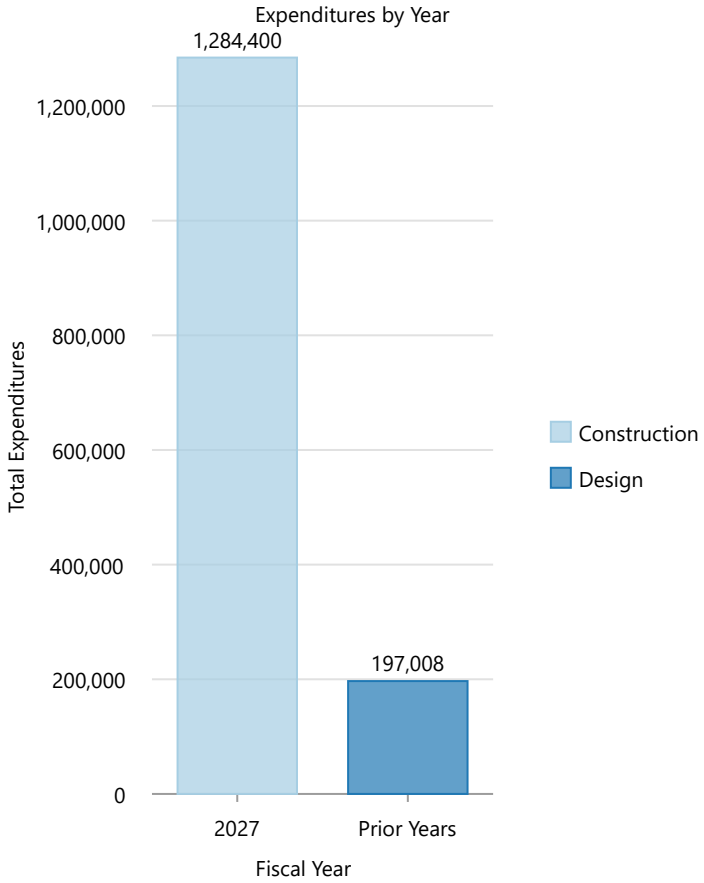
Description

Implement curb extensions, bulb-outs, advance stop bars, and a median refuge island to enhance pedestrian safety. This project includes reduced curb radii, new stop signs, marked crosswalks with rectangular rapid flashing beacons (RRFB), lane width reduction, and 5-foot-wide sidewalks with curbs. Additionally, pedestrian-scale crossing illumination and ADA-compliant curb ramps will be installed, creating a vibrant and accessible community space.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



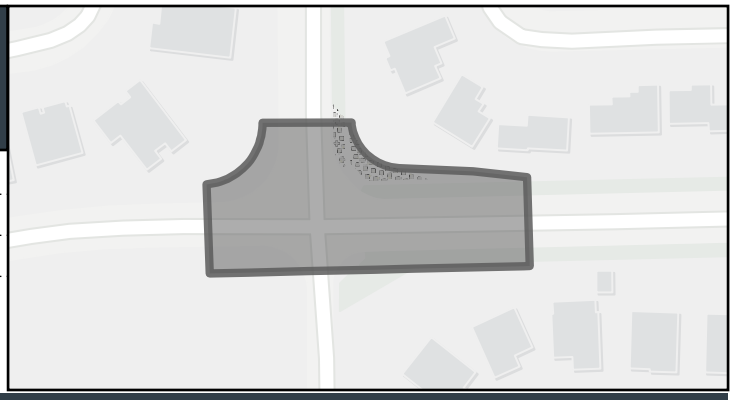
2027-2032 Capital Improvement Plan

Sandifur Pkwy/Convention Dr Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



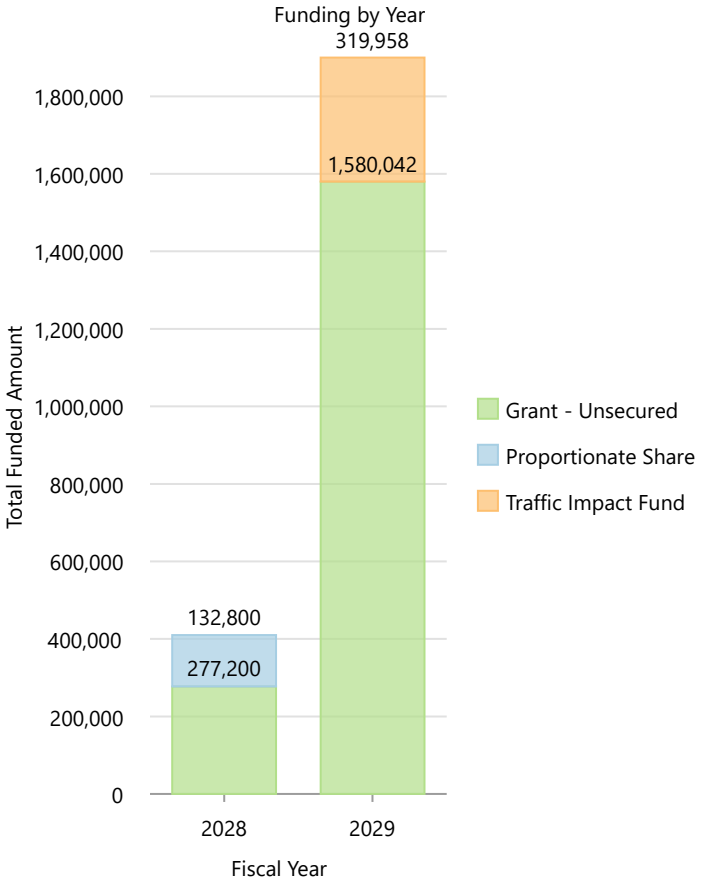
Assumption

The project's cost estimation has been updated to include ADA improvements, based on recent cost data from similar projects.This project would be triggered by private development.

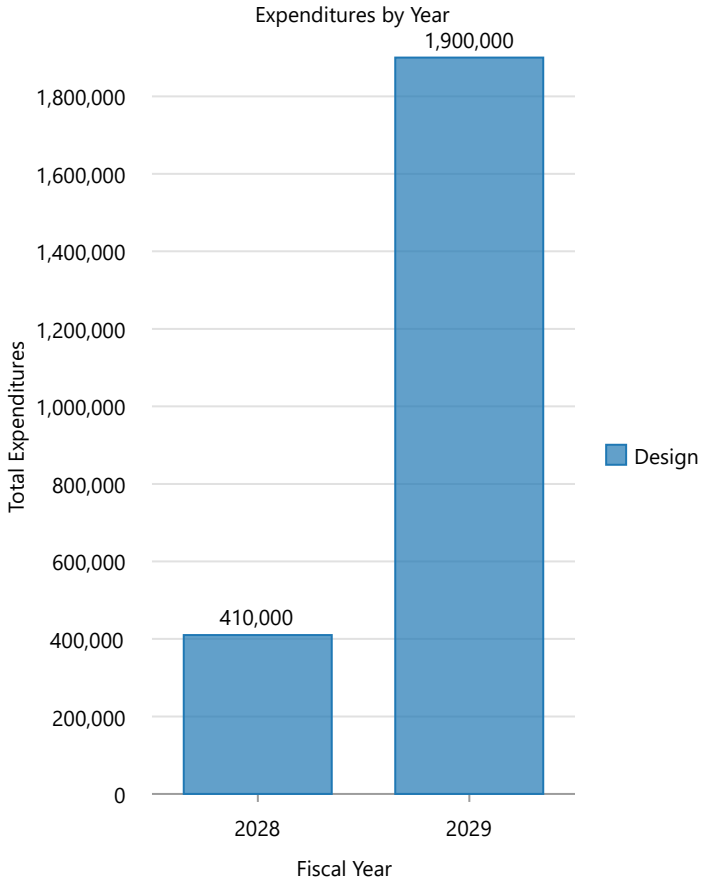
Description

The Sandifur Parkway and Convention Drive Intersection Improvements project aims to install a new traffic signal to manage the increasing traffic flow effectively. This project will include essential ADA improvements, ensuring the intersection is accessible to all community members. By updating the traffic management system and enhancing pedestrian access, the intersection will be safer and more efficient for everyone. Additionally, these upgrades will support the anticipated growth in the area, improving overall traffic conditions.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Sandifur Pkwy/Rd 76 Intersection and Pedestrian Safety Enhancements

Department	Public Works
Type	Transportation
Project Number	25 681

Map Legend

Transportation

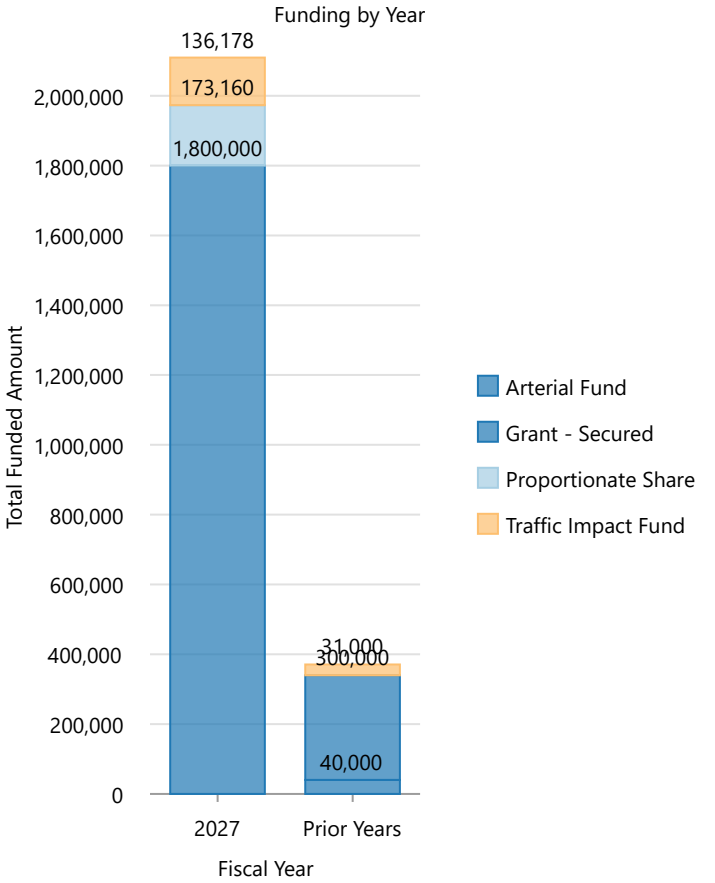
Assumption

Federal funding is provided through the HSIP program. The project amounts reflect grant allocations. Project design is scheduled for 2026, with construction anticipated in 2027.

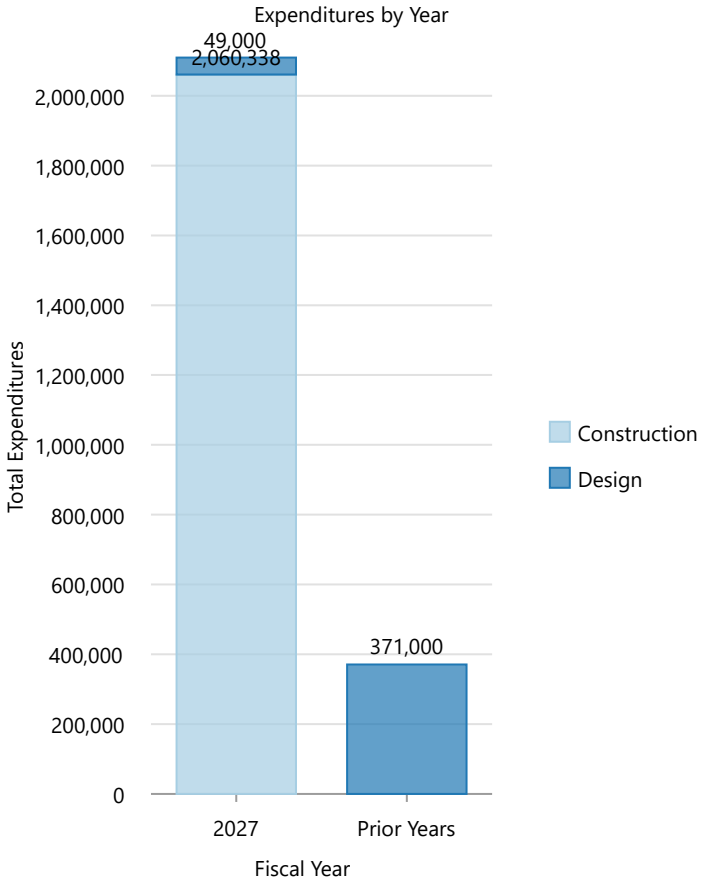
Description

The project will convert the existing two-way stop-controlled intersection at Sandifur Parkway and Road 76 into a signalized intersection, which will feature ADA-compliant ramps, marked crosswalks, push button assemblies, Flashing Yellow Arrows (FYA) for left-turn movements, emergency vehicle detection, signal interconnect infrastructure, intersection lighting, and concrete island removal and paveback. Additionally, the scope includes gathering traffic counts, performing a signal timing evaluation, and developing coordinated signal timing plans for the entire Road 68 corridor, alongside installing new sidewalks and a new marked pedestrian crossing with Rectangular Rapid Flashing Beacons (RRFBs), pavement markings, signing, and curb and gutter at Road 76 and Savary Drive.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



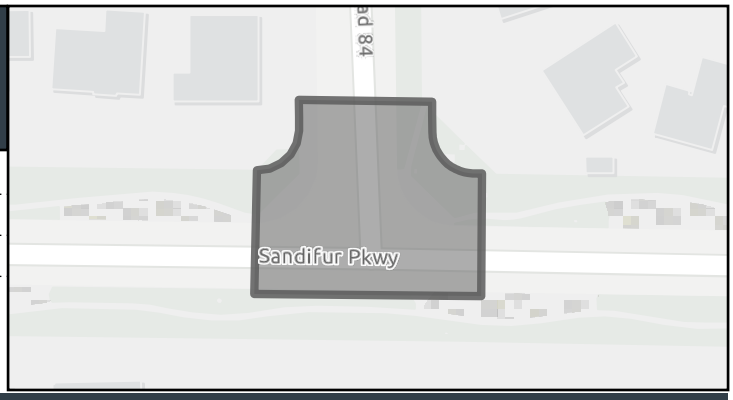
2027-2032 Capital Improvement Plan

Sandifur Pkwy/Rd 84 Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



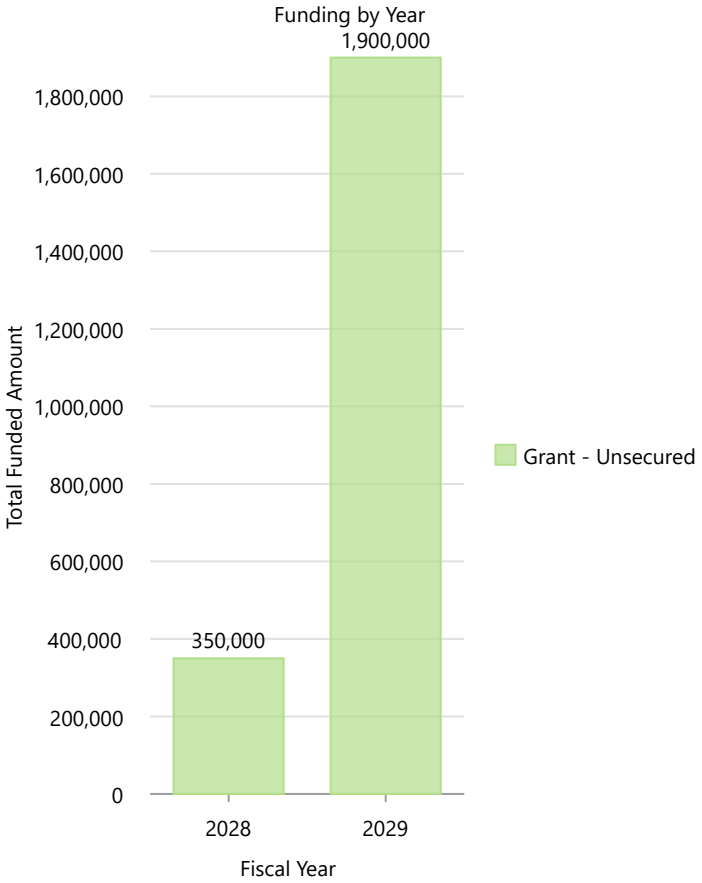
Assumption

The installation of the traffic signal will require right-of-way acquisition, which is anticipated as part of the construction improvements.

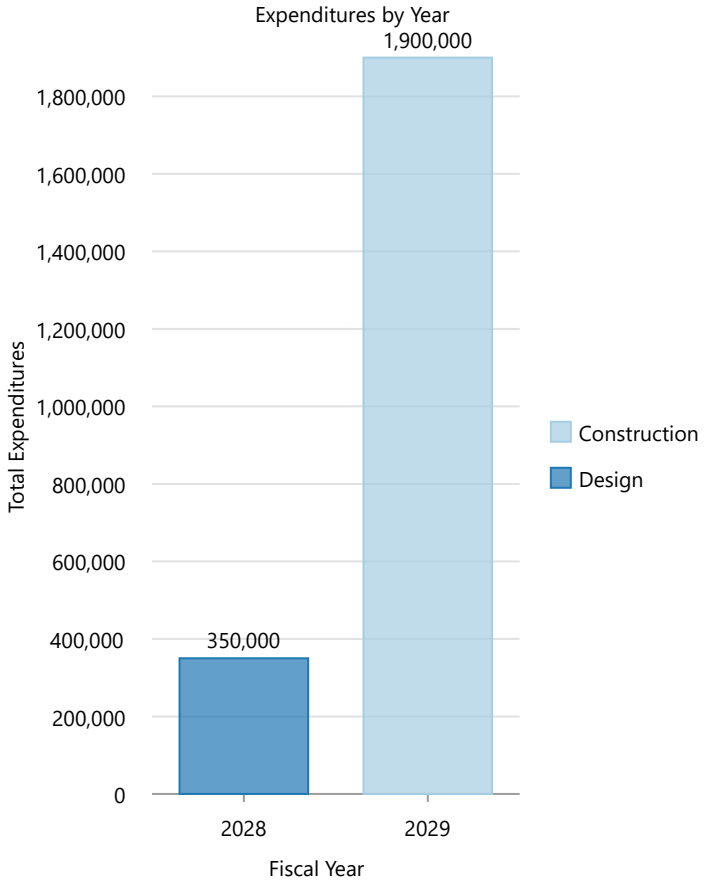
Description

The Sandifur Parkway and Road 84 Intersection Improvements project focuses on installing a new traffic signal to manage the growing traffic effectively. This upgrade includes essential ADA improvements to ensure the intersection is accessible to everyone. By modernizing the traffic control system and enhancing pedestrian access, the project aims to create a safer and more efficient intersection. This will support the anticipated development in the area and improve overall traffic conditions.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



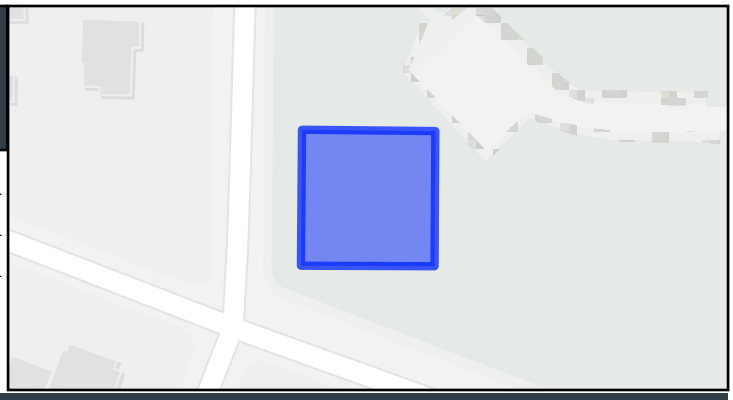
2027-2032 Capital Improvement Plan

Seismic Improvements - Various Facilities

Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility



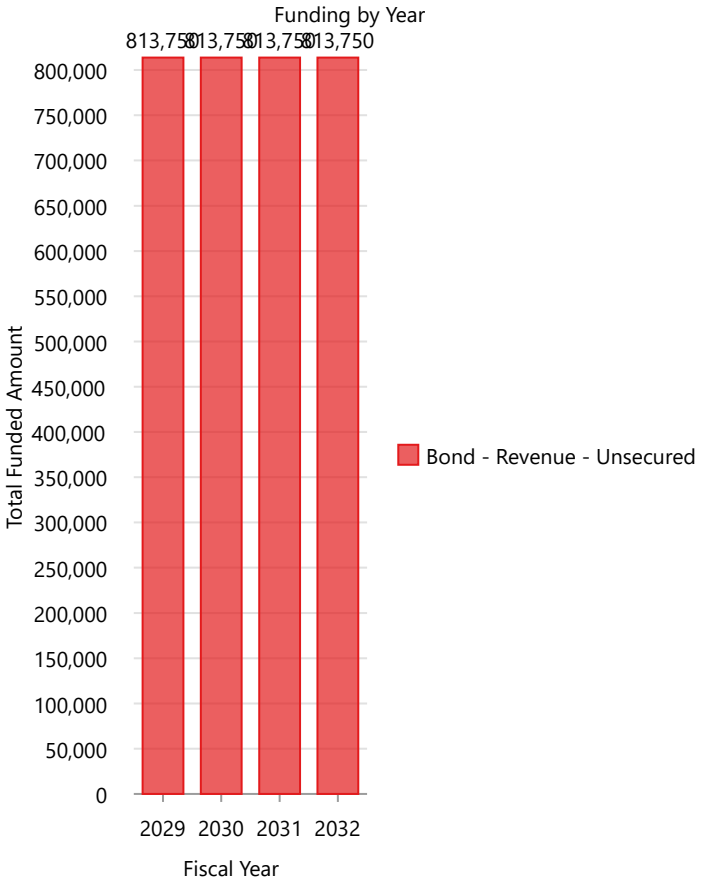
Assumption

This project was recommended as part of the Risk and Resiliency Assessment conducted in 2020, as required by Federal Regulations. A study will be conducted to specifically identify needed improvements. This project is included in the 2021 rate study.

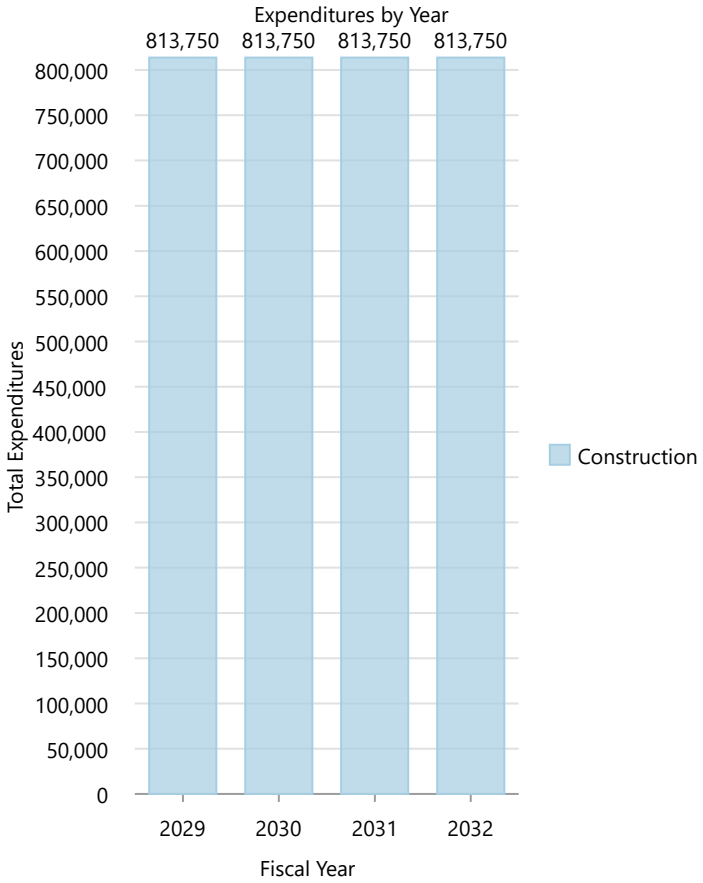
Description

This project will perform seismic assessment and necessary seismic retrofits of the water treatment facilities, pump stations, storage tanks, and other assets as recommended in the 2020 Risk and Resiliency Assessment. The goal is to enhance the structural integrity and resilience of these critical infrastructures against seismic events.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



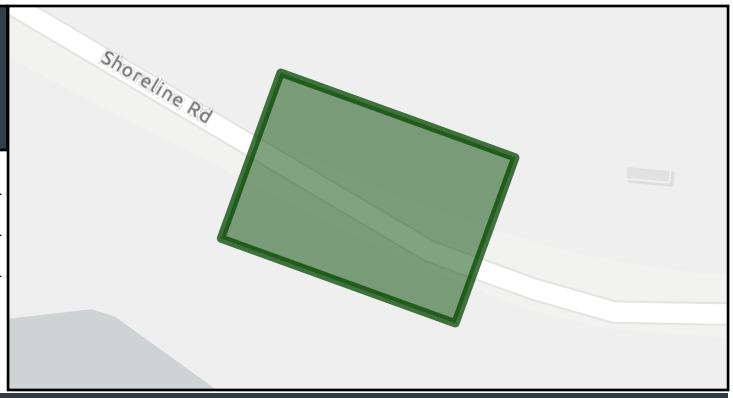
2027-2032 Capital Improvement Plan

Shoreline Drive Park

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



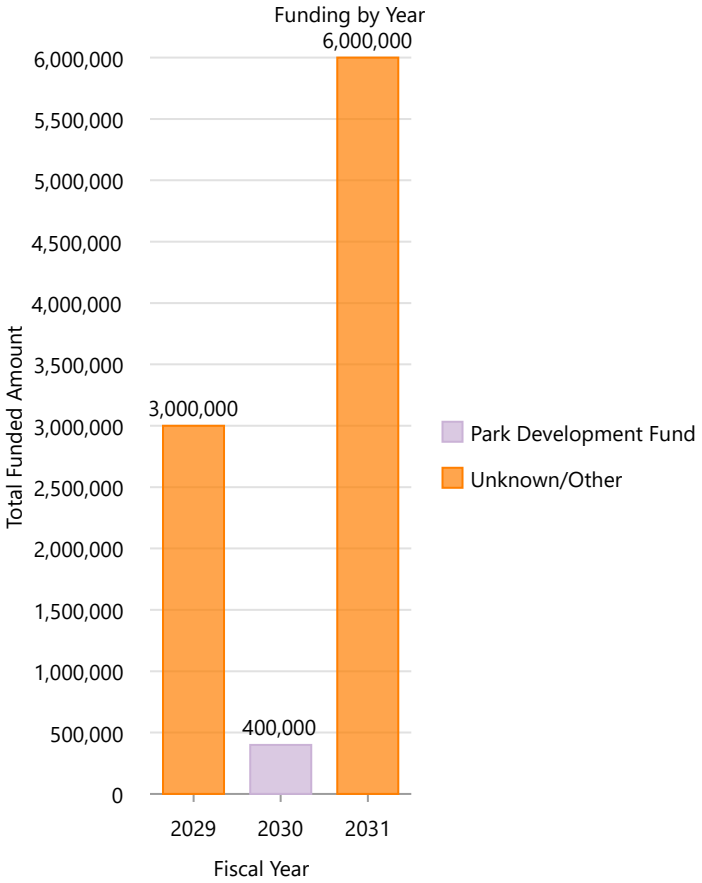
Assumption

The success of this project assumes that the necessary land can be purchased and is suitable for development. Securing appropriate land is crucial for the project's progress and for creating a viable park space.

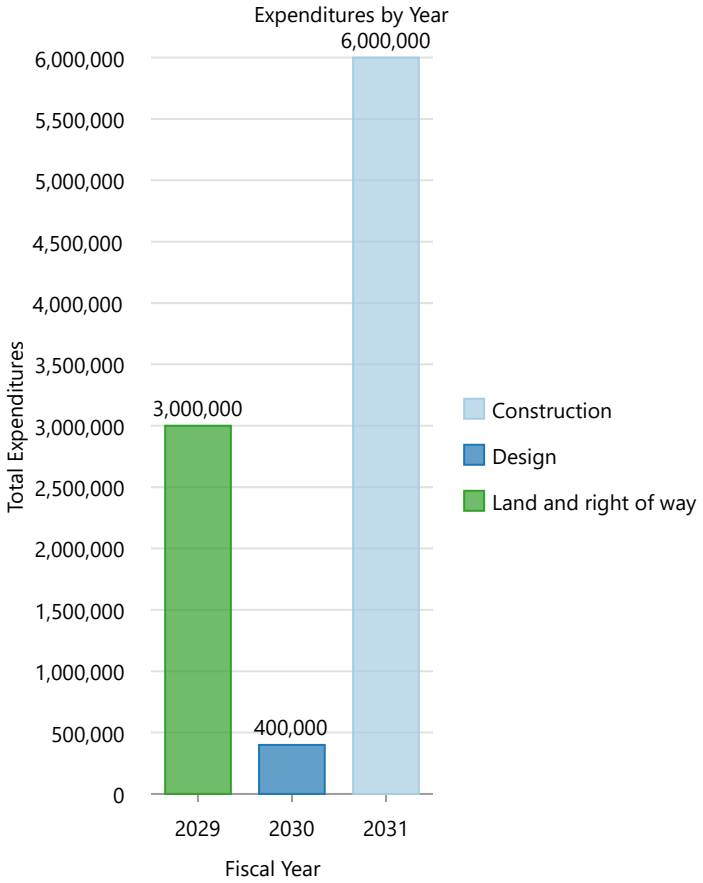
Description

This project will start with a study and the development of a concept plan for a new park in west Pasco, potentially along Shoreline Drive. In the subsequent years, the necessary land will be purchased, and the park will be developed on the far west end of the city. This new park will provide a recreational area for residents, enhancing the quality of life and expanding green spaces in our community. This initiative aligns with our strategic goals of promoting accessible, vibrant public spaces and fostering thoughtful community growth.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Shoreline Rd Realignment

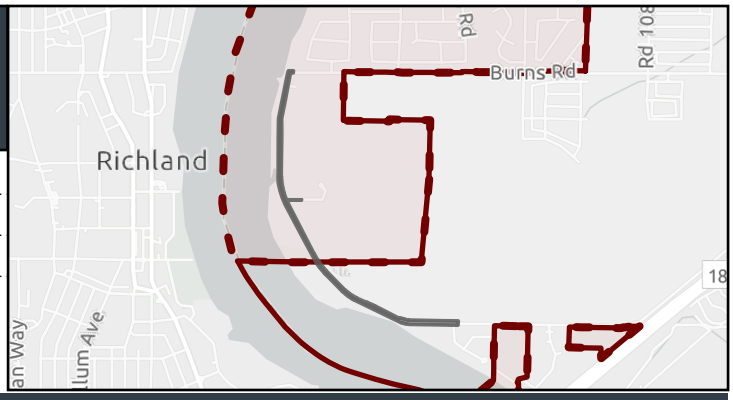
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

Urban Growth Areas

CityLimits



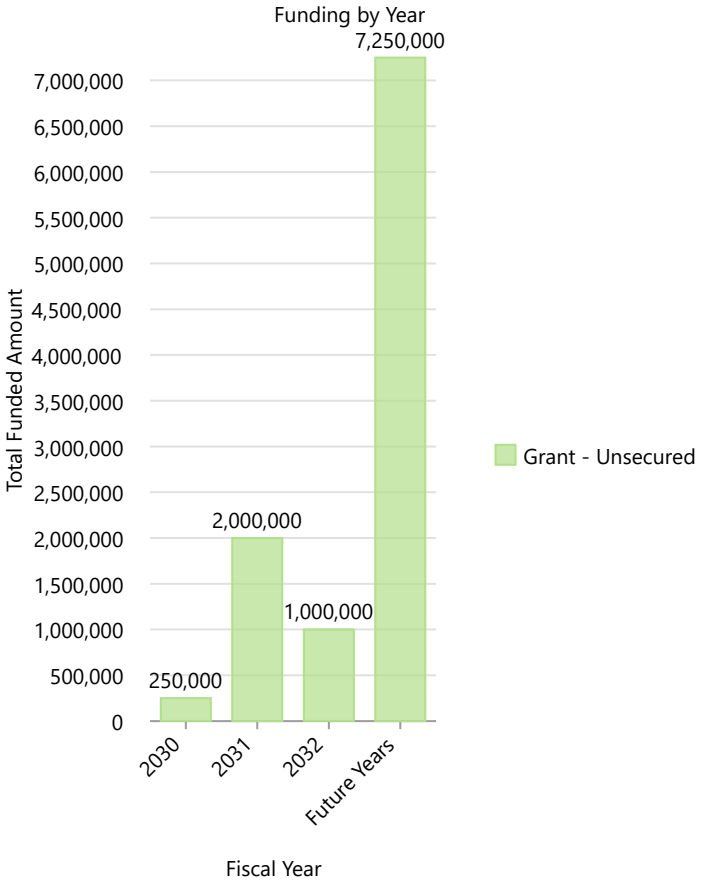
Assumption

The realignment is anticipated to be part of a larger private development and will be executed in coordination with the Broadmoor Masterplan.

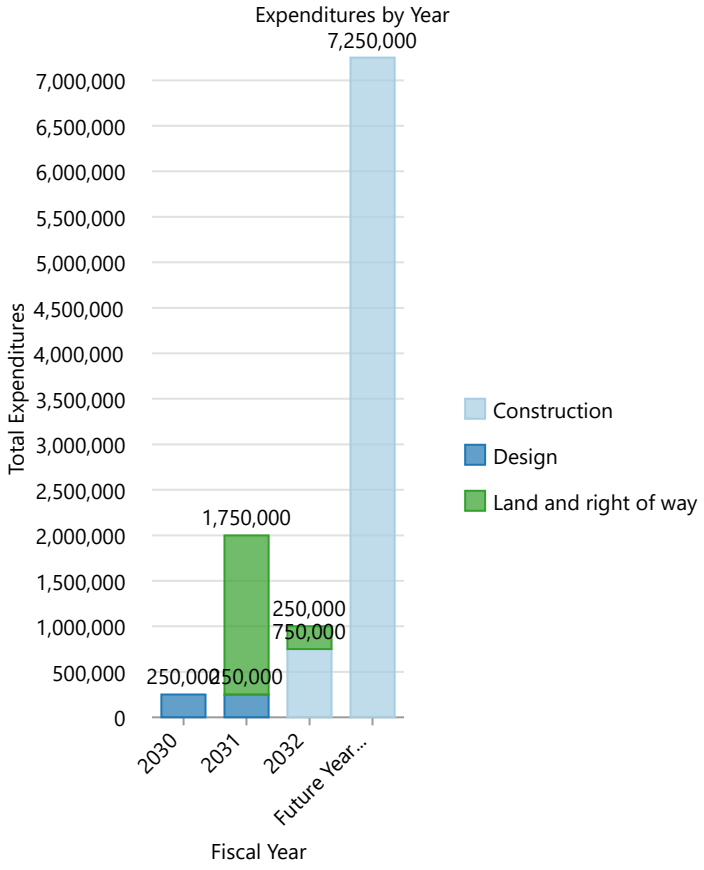
Description

The Shoreline Road Realignment project involves repositioning Shoreline Road from Shoreline Court to Burns Road. This realignment is planned to coincide with the construction of a new park to the west of the proposed roadway. By moving the road eastward, we aim to create more usable riverfront land for development, enhancing the area's overall functionality and appeal.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



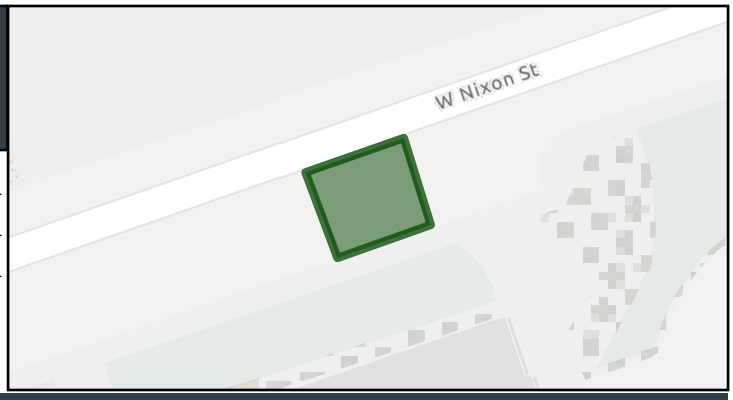
2027-2032 Capital Improvement Plan

Signature Community Park

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	21 258

Map Legend

Parks & Recreation



Assumption

This project assumes that a suitable site can be identified and acquired, and that funding is secured for property acquisition, planning, design, and construction. Successful delivery of the project is dependent on the availability of an appropriately sized and accessible parcel, as well as phased funding to support development of the Signature Community Park.

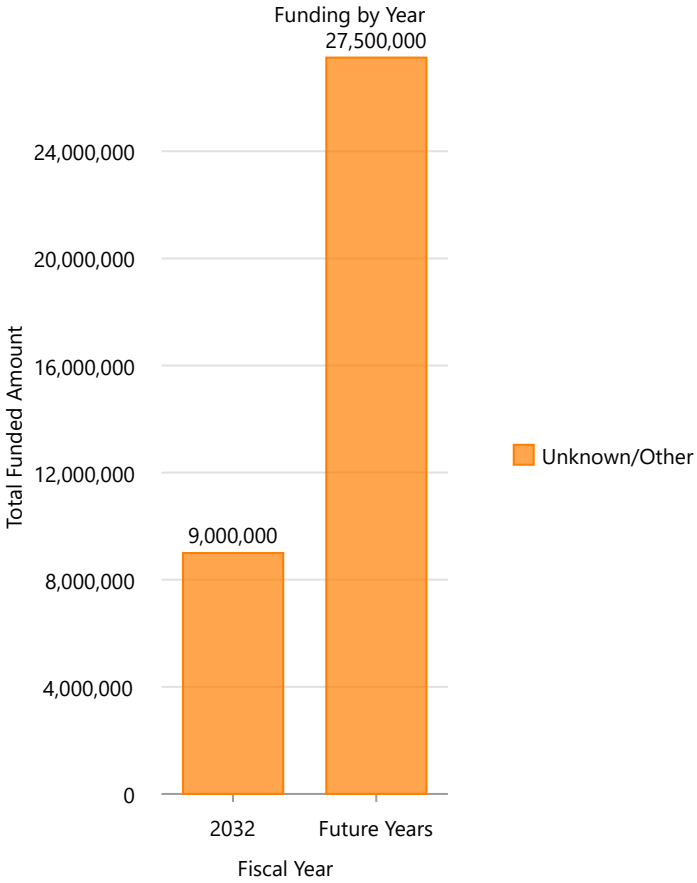
Description

This project provides for the acquisition, planning, design, and phased development of a Signature Community Park. The park is intended to serve as a regional recreational destination, expand opportunities for residents, and support sports tourism and associated economic activity.

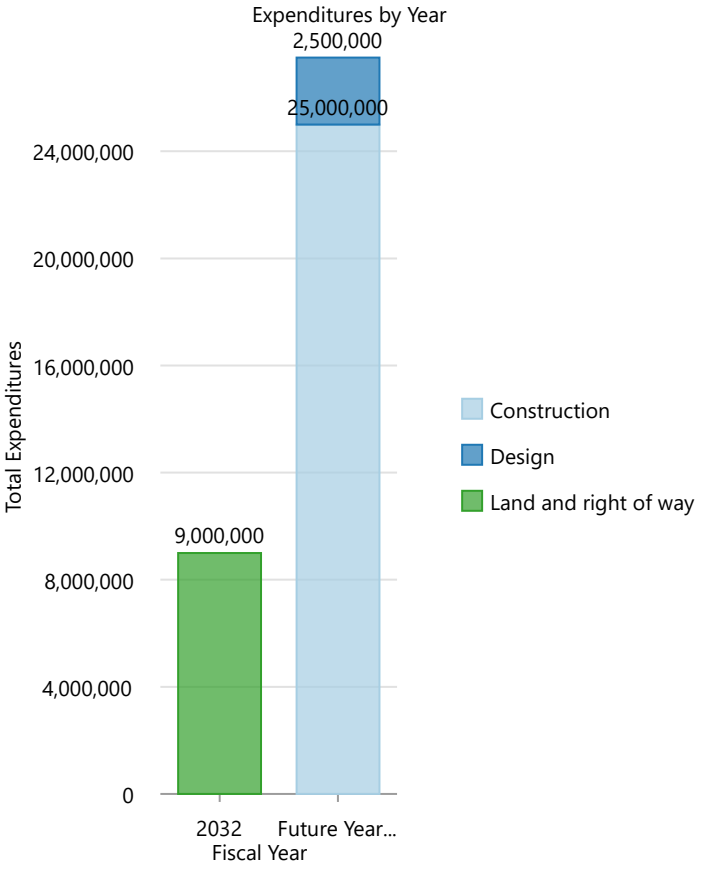
Following site acquisition, a master planning process will incorporate community engagement to establish the long-term vision, amenities, and development phases for the remainder of the park.

Future amenities may include playgrounds, restrooms, walking trails, picnic shelters, a spray pad, lighted pickleball and

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Softball Complex

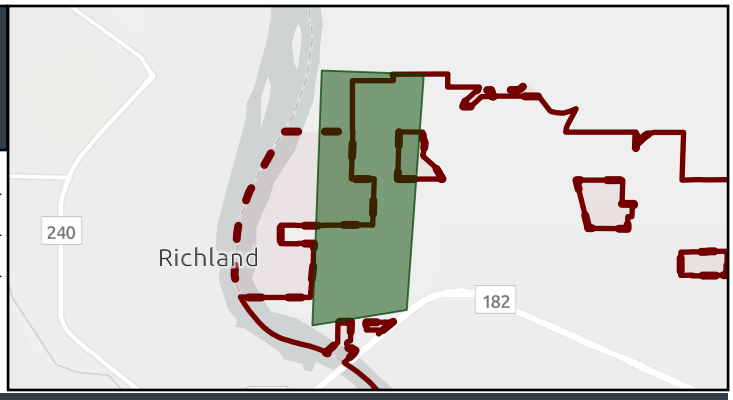
Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation

Urban Growth Areas

CityLimits



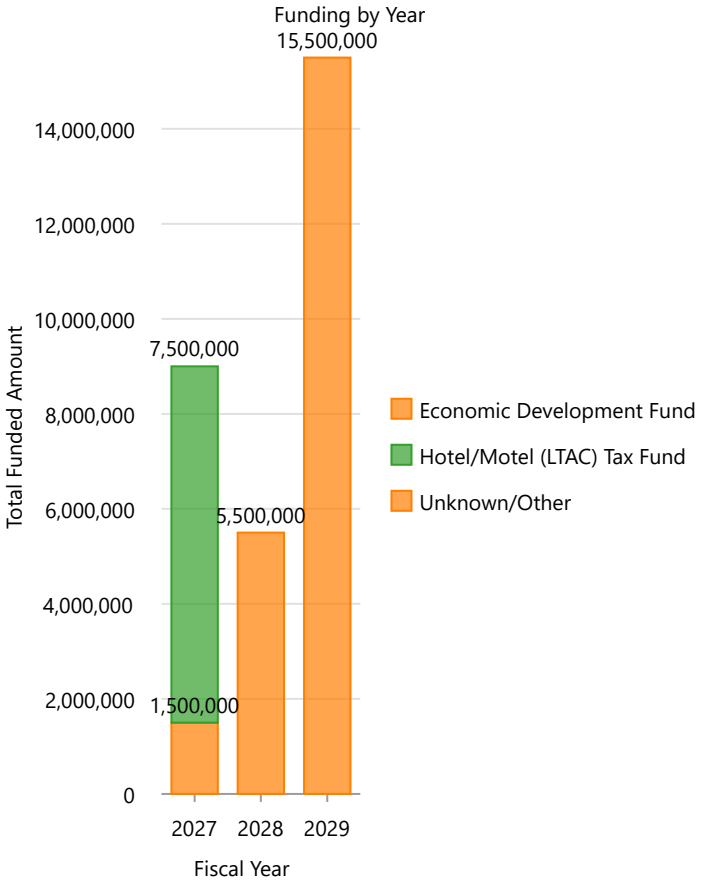
Assumption

This project assumes that a suitable site (40 acres) can be identified and acquired, and that funding is secured for property acquisition, planning, design, and construction of grass fields. Successful delivery of the project is dependent on the availability of an appropriately sized and accessible parcel.

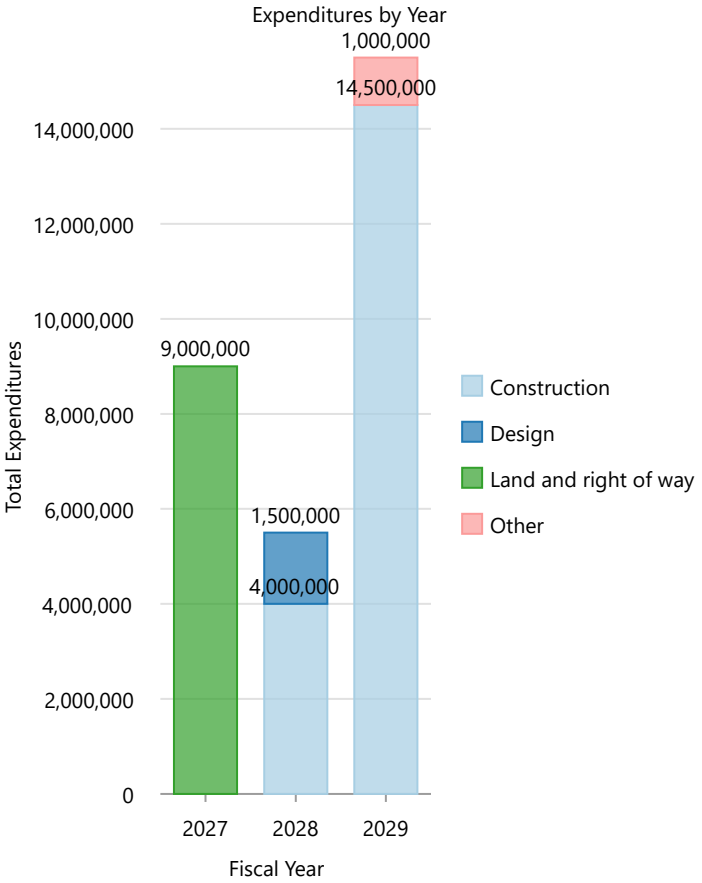
Description

This project provides for the acquisition, planning, design, and development of an eight-field softball complex. The complex is intended to serve as a regional recreational destination, expand opportunities for residents, and support sports tourism and associated economic activity.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



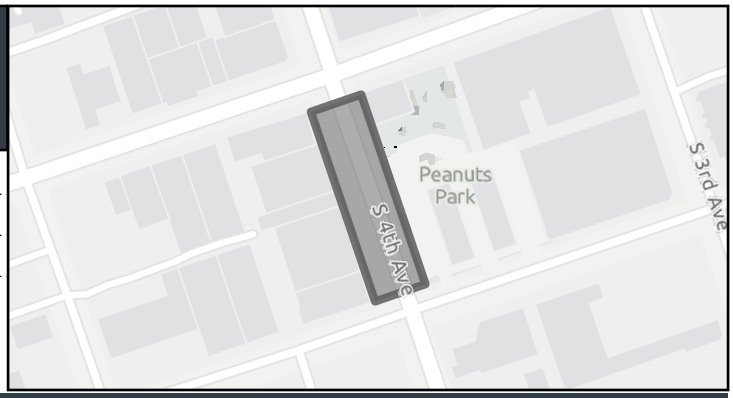
2027-2032 Capital Improvement Plan

South 4th Ave Festival Street Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



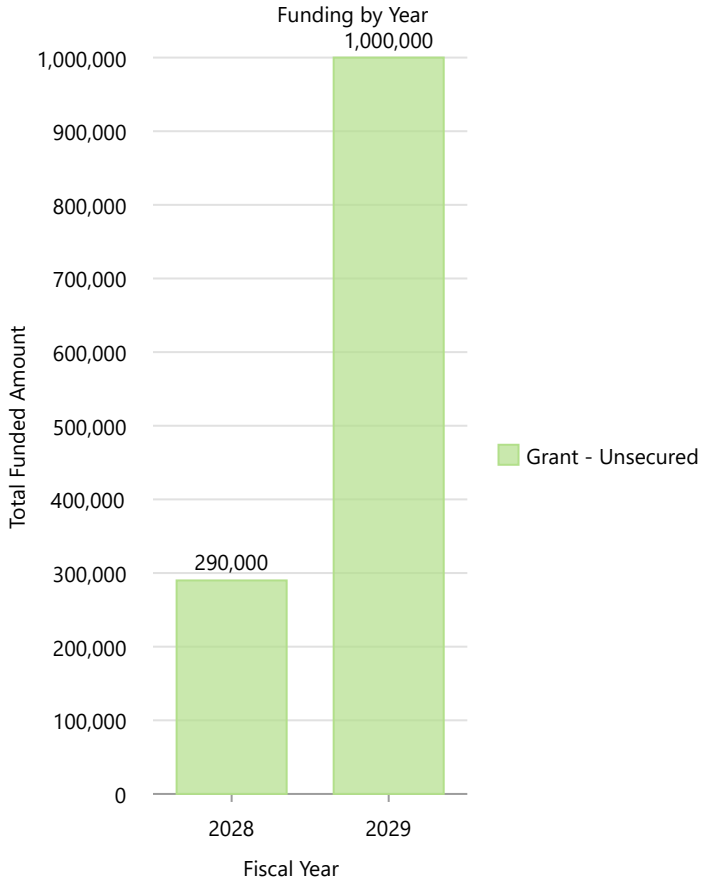
Assumption

This street is being studied as part of the Downtown Masterplan.

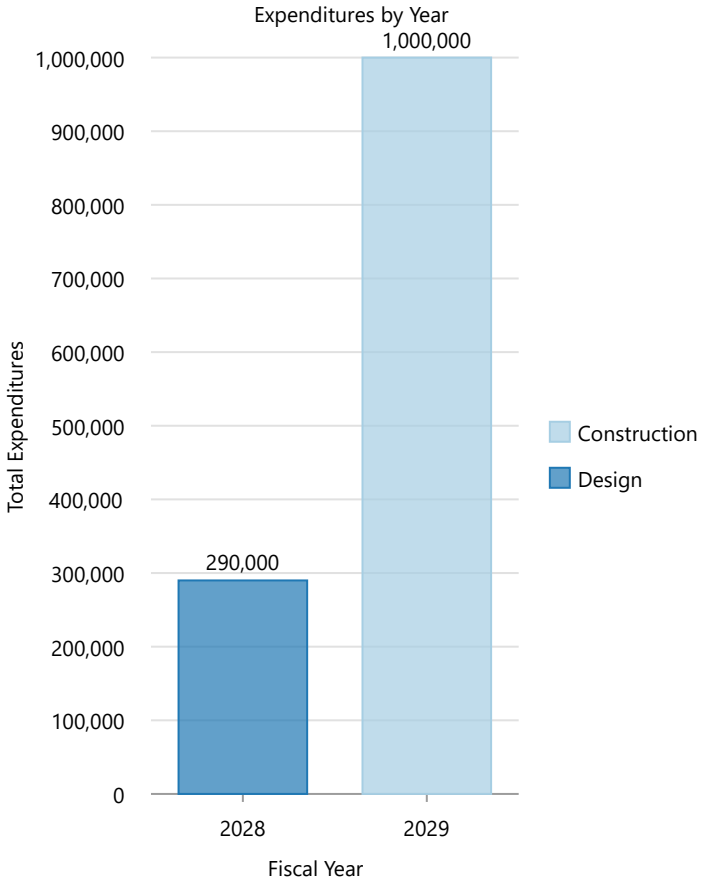
Description

The South 4th Avenue Festival Street Improvements project will transform South 4th Avenue, from Lewis Street to Columbia Street, into a vibrant Festival Street. This project involves revising the roadway configuration and installing sidewalk furnishings, lighting, street trees, and landscaping. The street will be designed to close to motor vehicles during special events, enhancing the usability and appeal of the completed Peanuts Park improvement project, and allowing for greater and more varied use of Peanuts Park Plaza. Conceptual improvements for this project are outlined in the adopted Downtown Masterplan.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

South Rd 68 Pavement Preservation

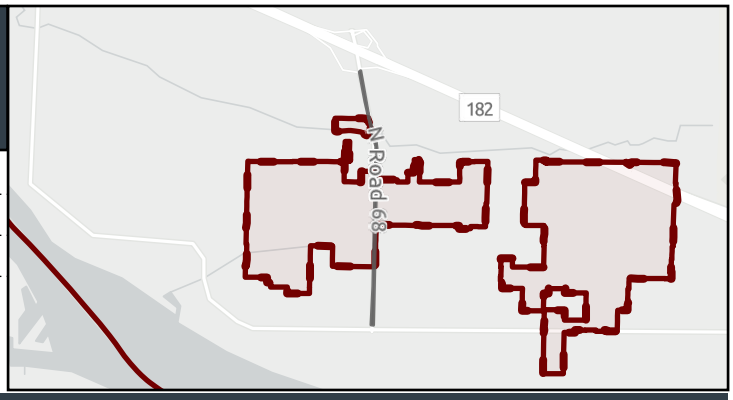
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



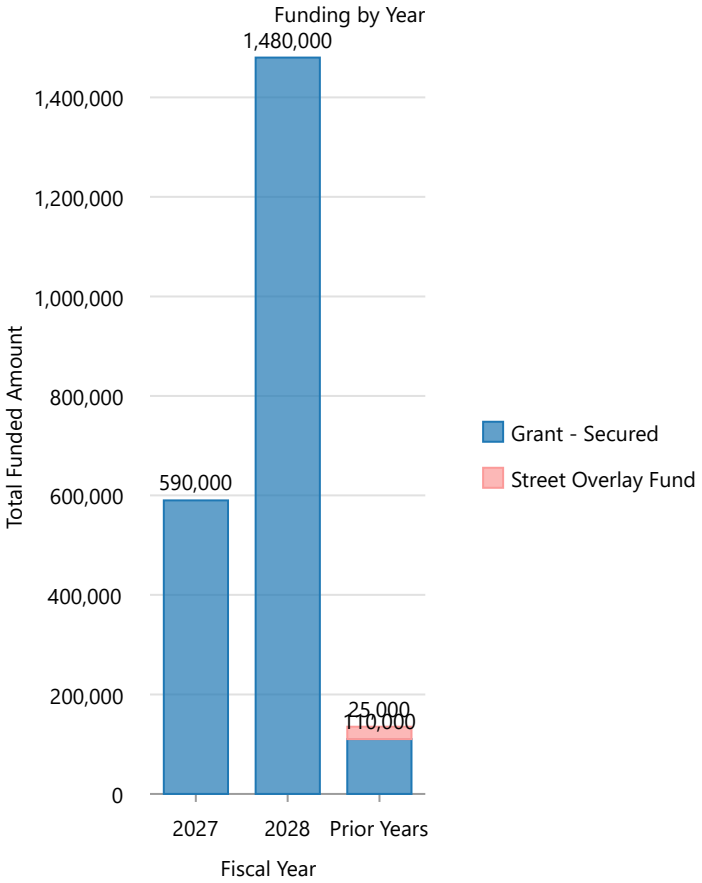
Assumption

Federal funding is provided through the National Highway System Asset Management Program. Project design is scheduled for 2026.

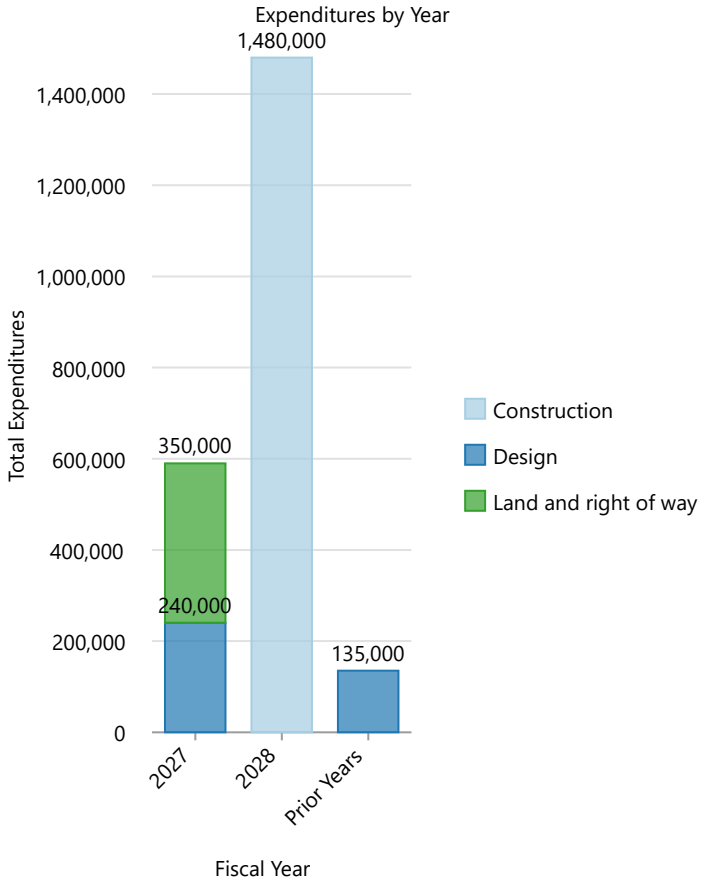
Description

This project involves the asphalt overlay and restriping of South Road 68 from Court Street to eastbound on/ off I- 182 ramp.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



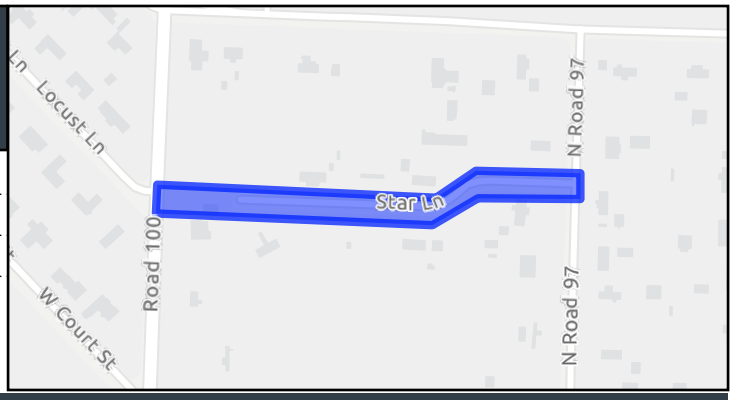
2027-2032 Capital Improvement Plan

Star Lane Water Main Replacement - Rd 100 to Rd 97

Department	Public Works
Type	Water Utility
Project Number	19 046

Map Legend

Water Utility



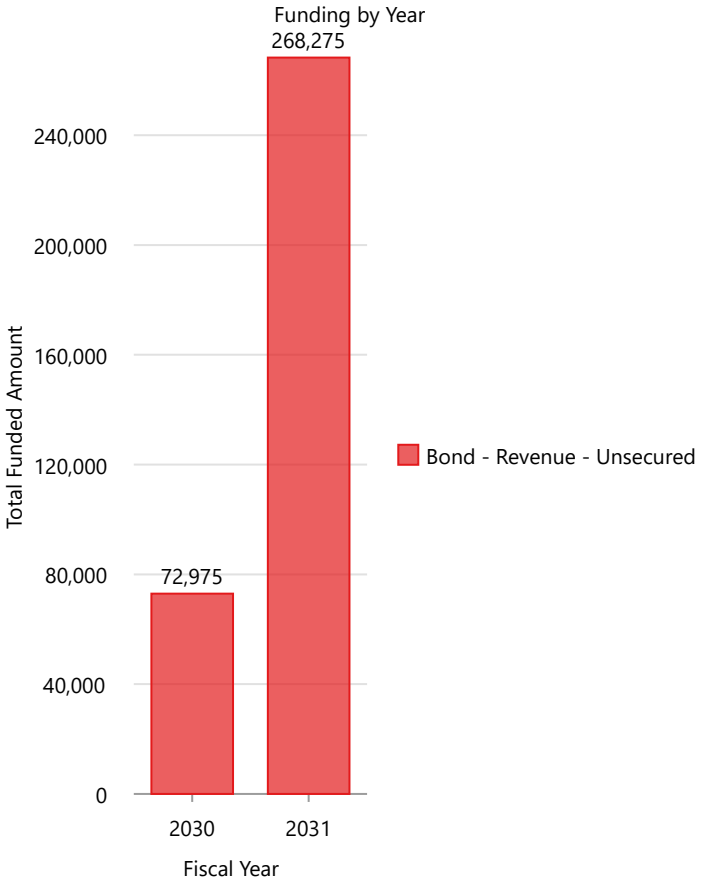
Assumption

The schedule is subject to funding availability. The project requires the acquisition of a permanent easement. This project is included in the 2021 rate study. Scope should be re-analyzed and adjusted or alternatives explored as needed prior to project design.

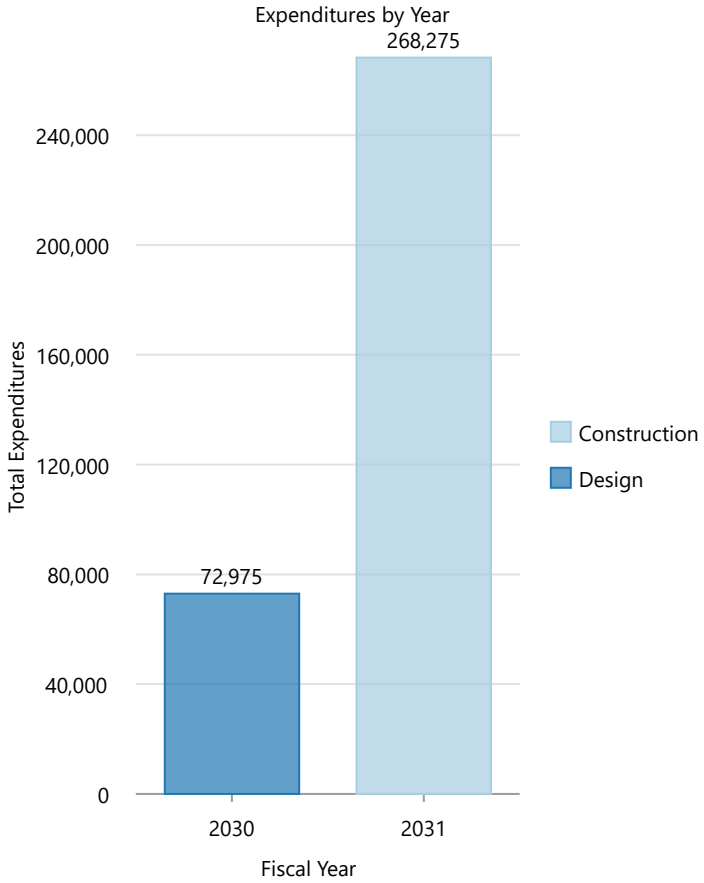
Description

This project will upsize an existing 2" water line with an 8" water main and install fire hydrant(s) to service this area. The replacement will cover the stretch of Star Lane between Road 100 and Road 97. The existing 2" water line has been identified as insufficient to meet the current and future water demand of the area, particularly for fire protection services. The new 8" water main will ensure adequate water flow and pressure, addressing both domestic water needs and emergency fire suppression requirements.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



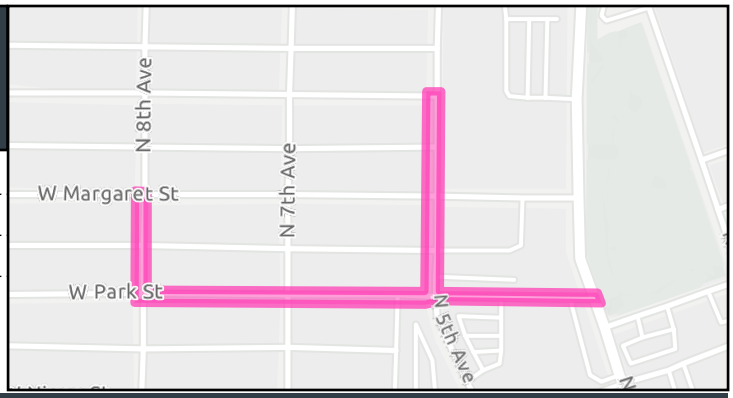
2027-2032 Capital Improvement Plan

Stormwater Pipe Relining (Phase 1)

Department	Public Works
Type	Stormwater Utility
Project Number	21 253

Map Legend

Stormwater Utility



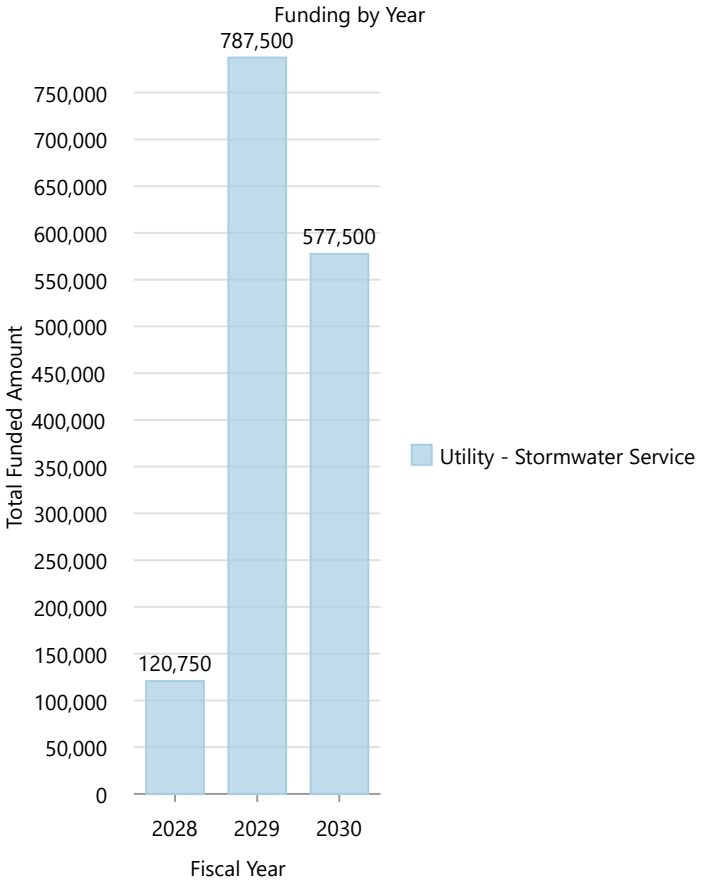
Assumption

This project was phased and reprioritized based on the findings of the recently completed 2022 Stormwater Comprehensive Plan. The planned relining and repair work reflect the critical need to maintain the integrity of the stormwater system and are assumed to be executed as prioritized.

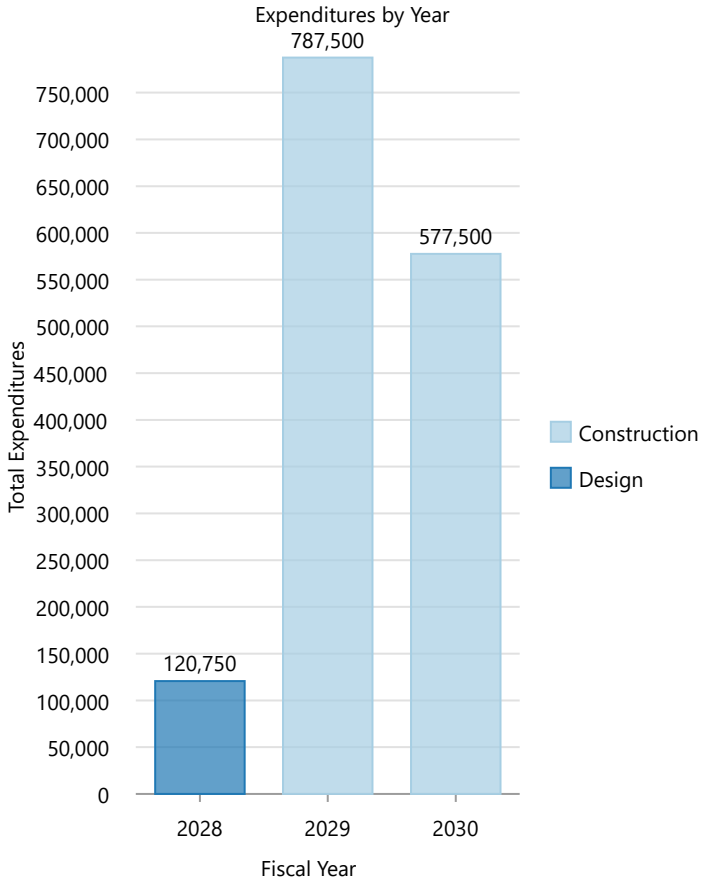
Description

This project includes the relining of existing aging stormwater pipelines at five critical locations. Specifically, it will address 302.5 linear feet of 15-inch pipe on 8th Ave from W Margaret to W Park, 958 linear feet of 15-inch pipe on W Park from 8th to 5th, 520 linear feet of 18-inch pipe on W Park from 5th to 4th, 318 linear feet of 21-inch pipe on 5th Ave from W Park to W Nixon, and 656 linear feet of 15-inch pipe on 5th Ave from W Park to W Henry. These necessary repairs will be performed by relining and replacing portions of the existing pipes to prevent groundwater inflow into the stormwater system.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



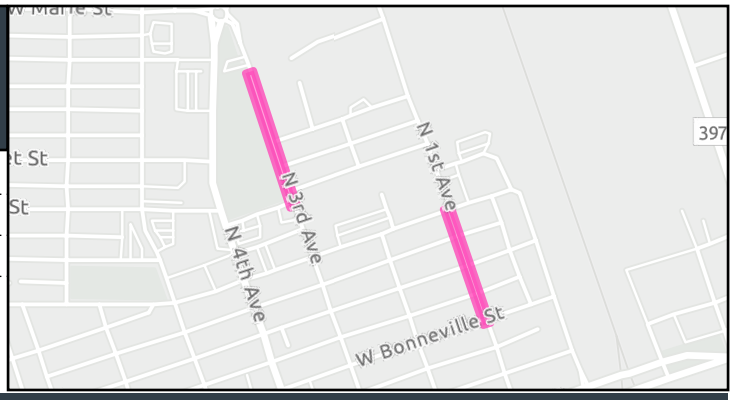
2027-2032 Capital Improvement Plan

Stormwater Pipe Relining (Phase 2)

Department	Public Works
Type	Stormwater Utility
Project Number	21 318

Map Legend

Stormwater Utility



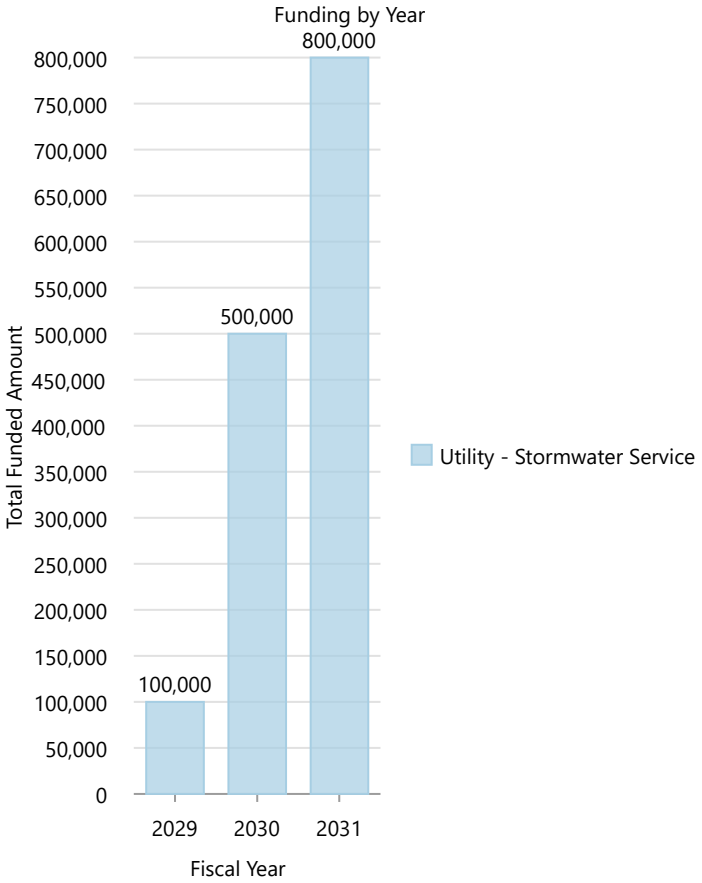
Assumption

This project was phased and reprioritized based on the findings of the recently completed 2022 Stormwater Comprehensive Plan. The repairs and relining work will be executed as planned and prioritized, reflecting the critical need to maintain the integrity of the stormwater system.

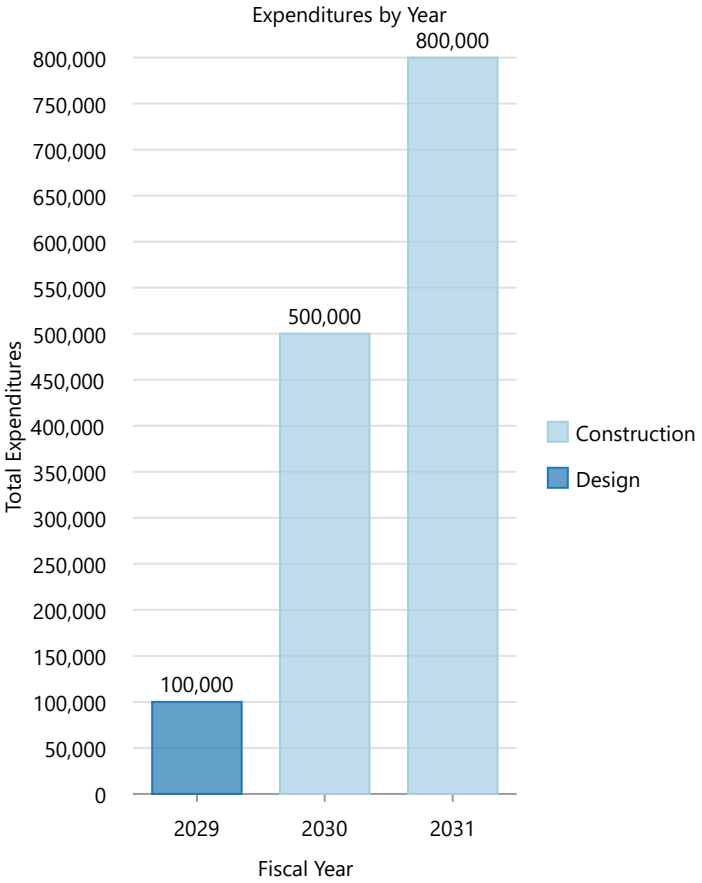
Description

This project will reline or repair the stormwater pipes at four critical locations. It includes relining 348 linear feet of 30-inch concrete pipe under 1st Avenue between W. Lewis and W. Columbia, relining 842 linear feet of 18-inch pipe tributary to Volunteer Park, repairing joint offsets with couplings between W. Sylvester and W. Bonneville Streets, and repairing three slightly offset joints located north of W. Bonneville. These repairs aim to address the deteriorating condition of the stormwater conveyance system.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



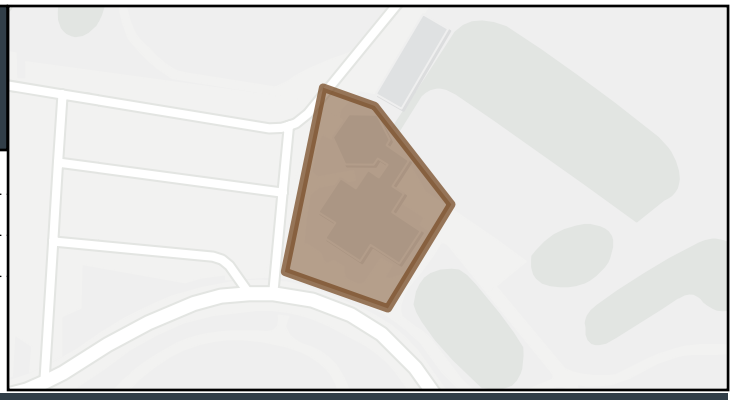
2027-2032 Capital Improvement Plan

Sun Willows Pro Shop and Restaurant Replacement

Department	Parks & Recreation
Type	Buildings & Facilities
Project Number	23 480

Map Legend

Buildings & Facilities



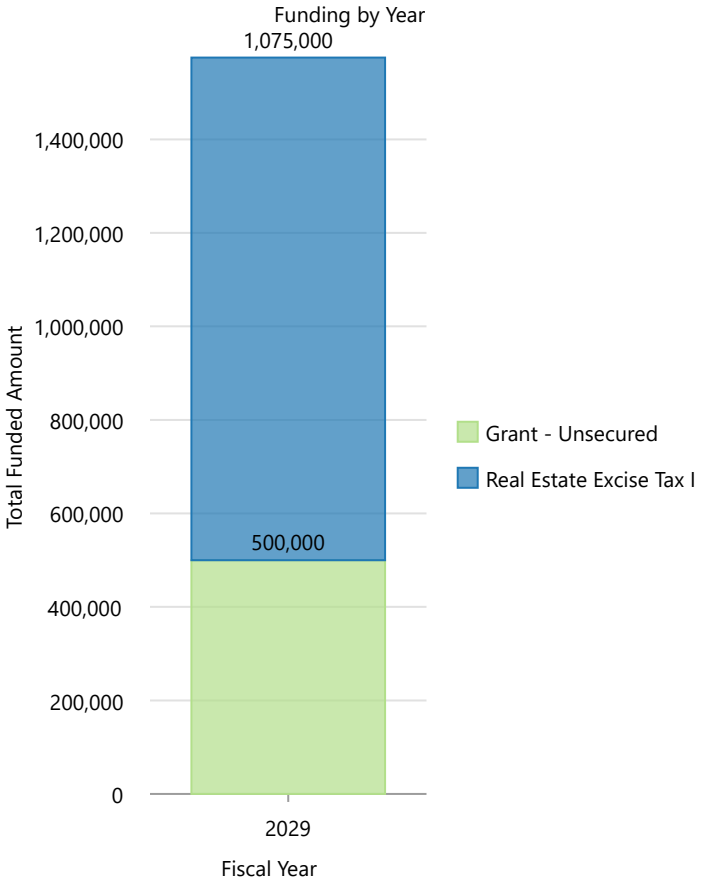
Assumption

The project assumes a matching investment from the contracted course management company, CourseCo. The success of the project depends on this financial partnership and the availability of resources to proceed with the upgrades.

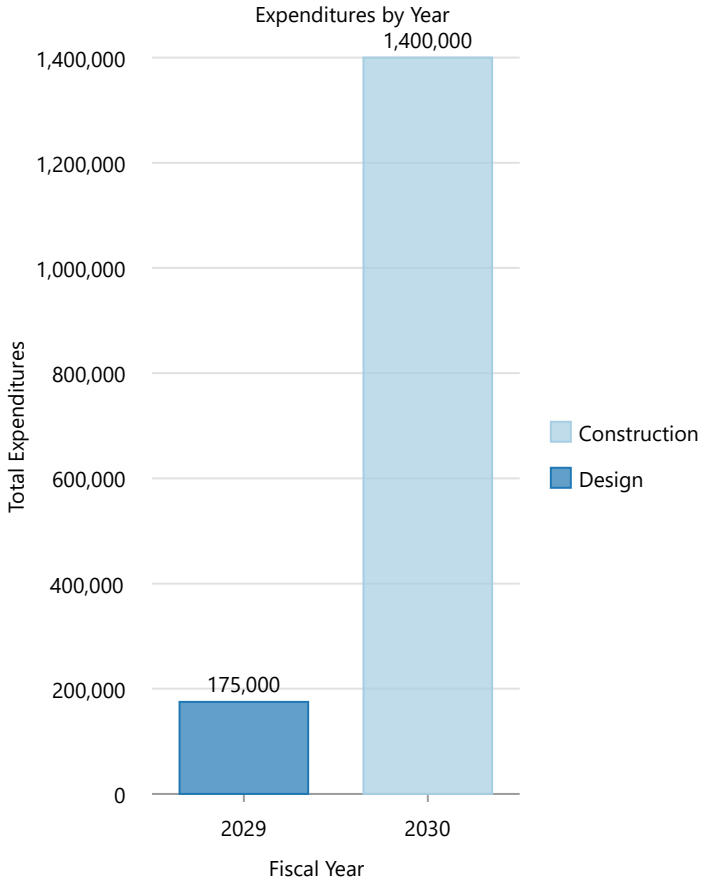
Description

This project proposes to update and replace the pro shop and restaurant at Sun Willows Golf Course. These improvements would provide modern facilities and better services, enhancing the overall experience for golfers and visitors. This initiative aligns with our commitment to maintaining high-quality recreational amenities and supporting the community's active lifestyle.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



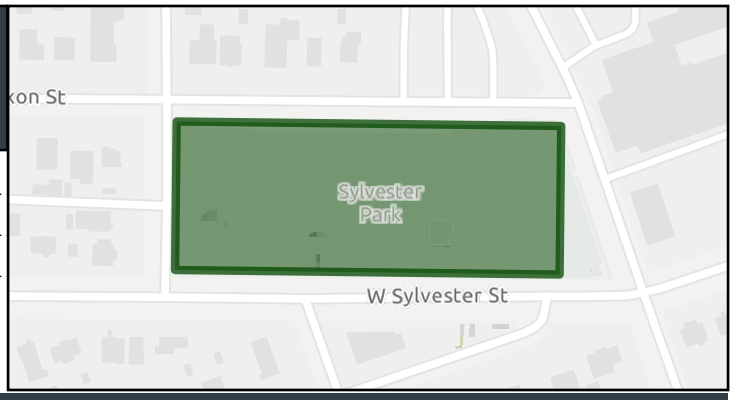
2027-2032 Capital Improvement Plan

Sylvester Park Enhancements

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	23 556

Map Legend

Parks & Recreation



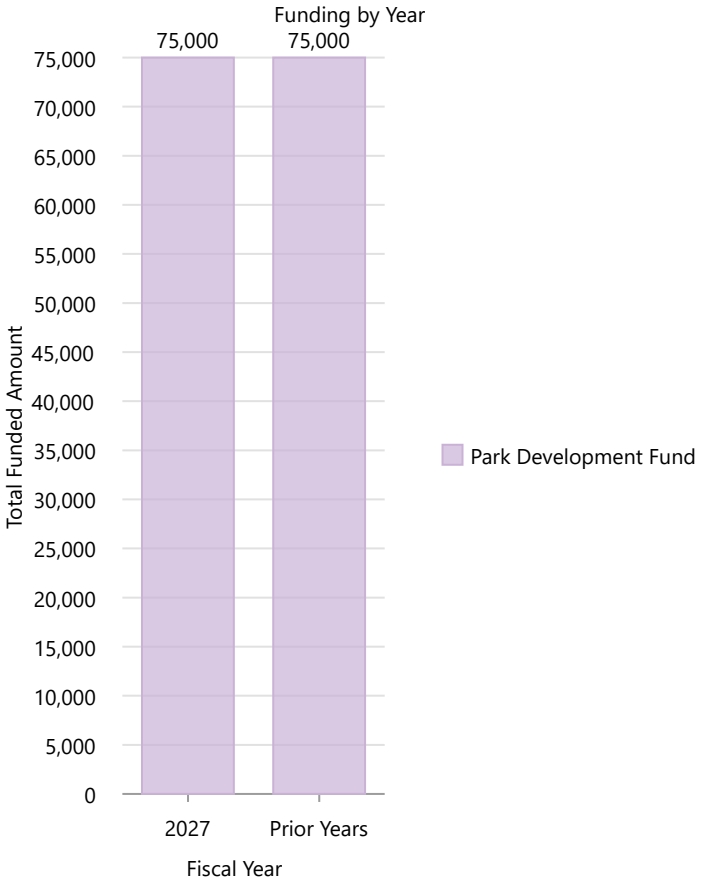
Assumption

Funding remains available and totality of project can be completed within budget.

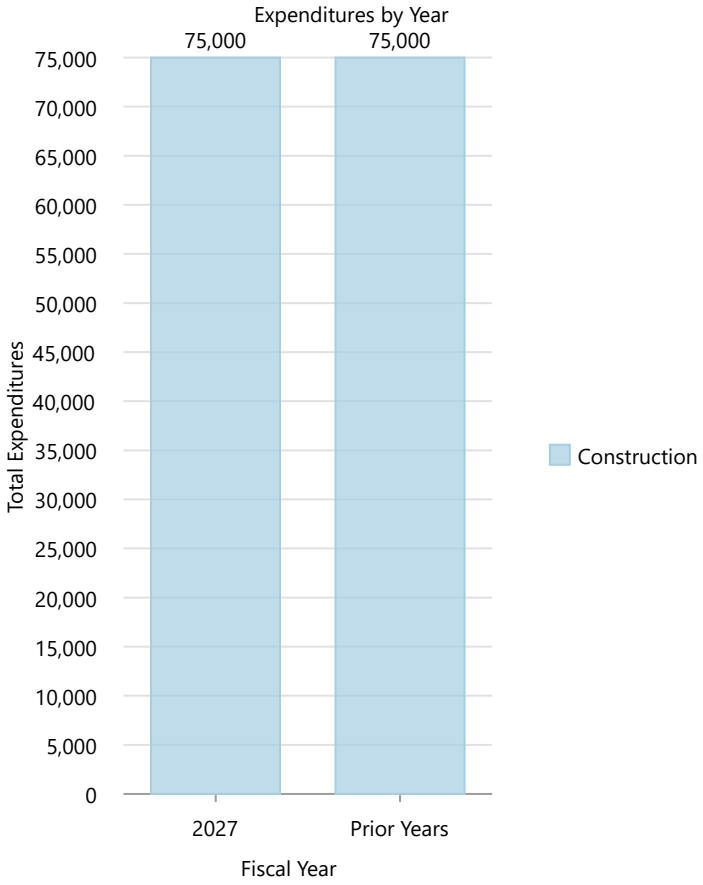
Description

Building on the recent addition of mini soccer courts, this project updates the restrooms (2026), add a picnic shelter, resurface the basketball courts (2027), replace the old perimeter fencing around the courts (2026), and install lighting for evening play (2027). These enhancements will create a more welcoming and functional space for community members to enjoy various recreational activities. This initiative supports our goal of providing vibrant, high-quality public amenities that foster community engagement and active lifestyles.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



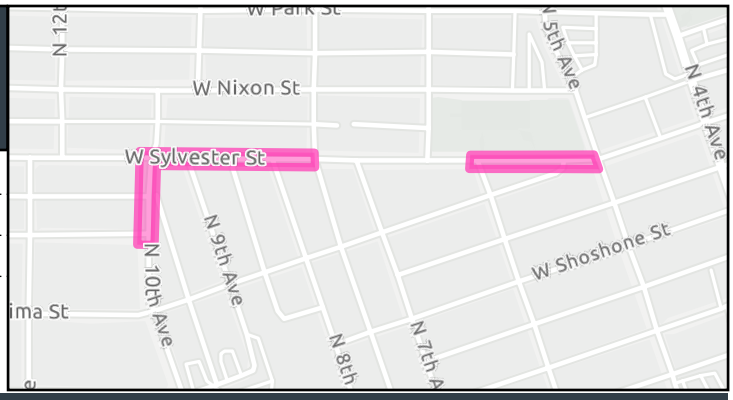
2027-2032 Capital Improvement Plan

Sylvester Pipe Repair - 5th Ave to 10th Ave

Department	Public Works
Type	Stormwater Utility
Project Number	22 396

Map Legend

Stormwater Utility



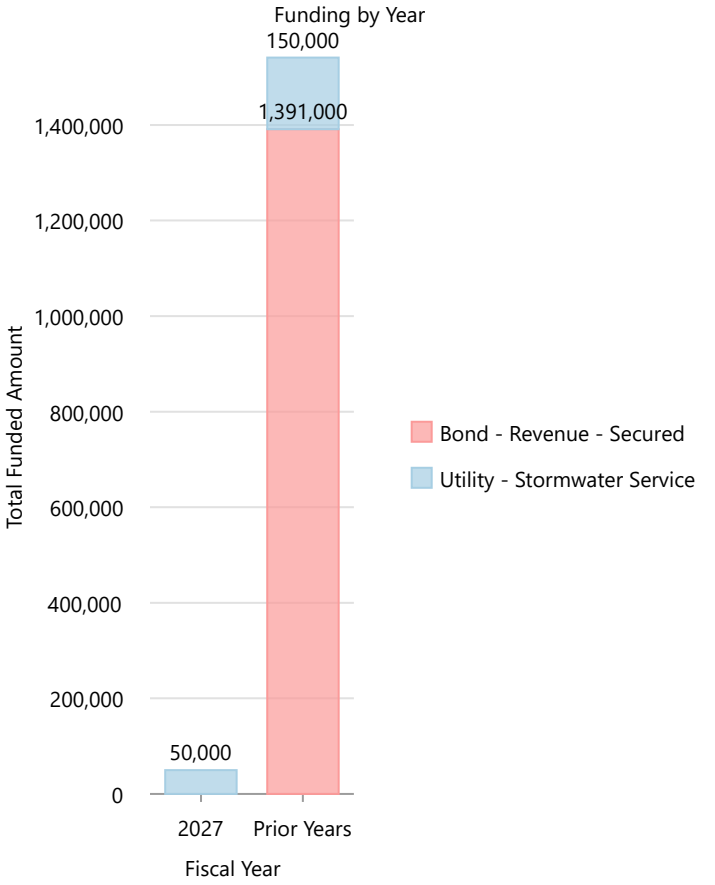
Assumption

This project is consistent with the 2022 Stormwater comprehensive plan. A cost analysis will be performed to compare relining costs versus replacement. The conceptual design assumes the replacement of five 48-inch manholes, 500 linear feet of 21-inch pipeline, and 1120 linear feet of 12-inch pipeline. The project has been prioritized due to the high volume of traffic on this road. The schedule is consistent with other corridor improvements along Sylvester Street.

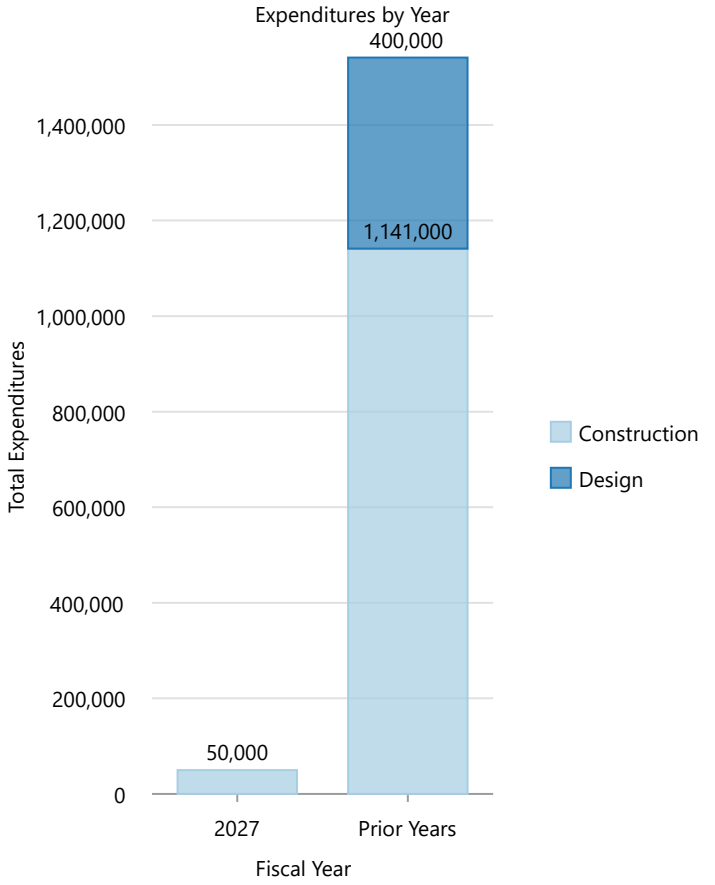
Description

The Sylvester Pipe Repair - 5th Ave to 10th Ave project involves repairing or replacing the damaged stormwater conveyance system along Sylvester Street between 5th Avenue and 10th Avenue. Pipeline inspection identified fractures in the existing pipeline, necessitating timely intervention to prevent further damage.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



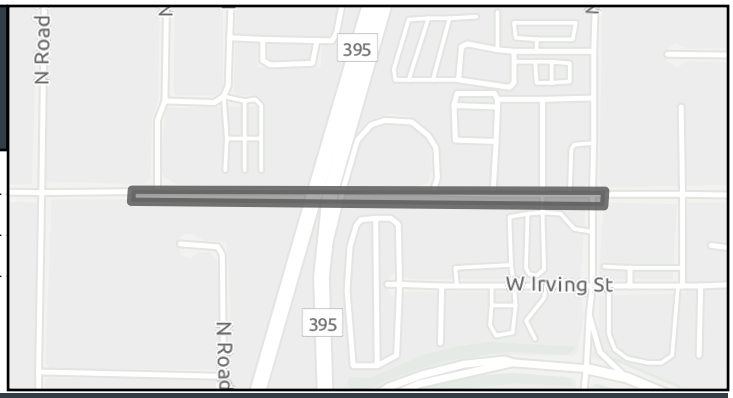
2027-2032 Capital Improvement Plan

Sylvester Street Overpass Pedestrian/Bicycle Access

Department	Public Works
Type	Transportation
Project Number	23 557

Map Legend

Transportation



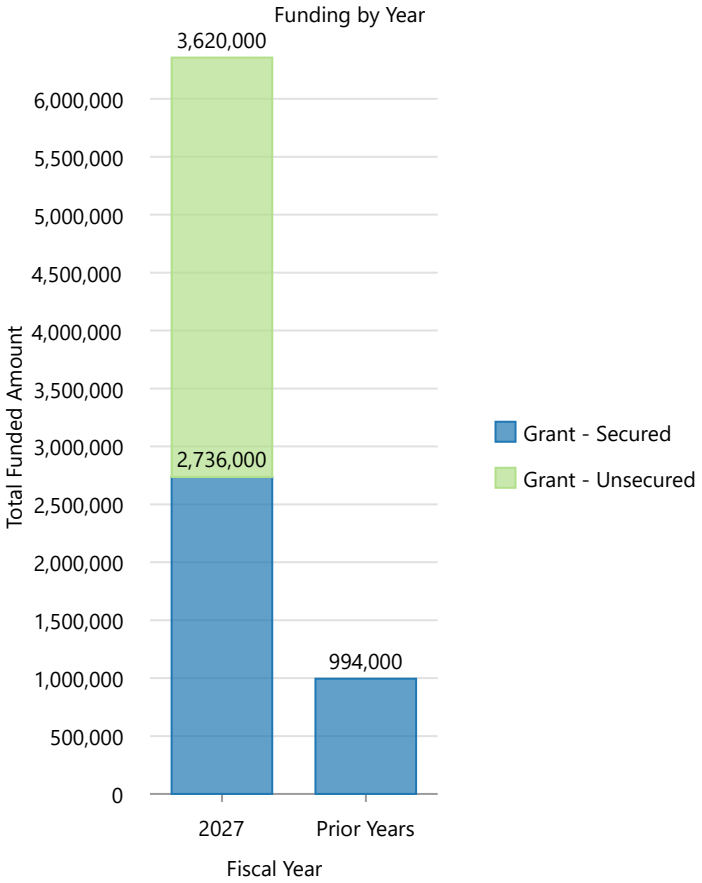
Assumption

The project is designed to begin in 2024-2025, with construction anticipated in 2027.

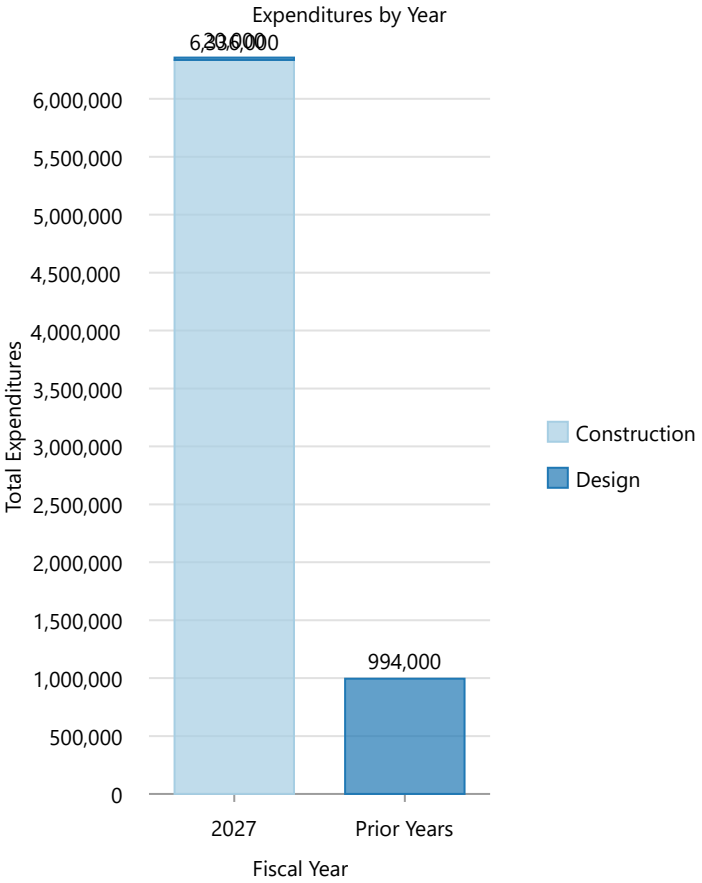
Description

The Sylvester Street Overpass Pedestrian/Bicycle Access project will create a dedicated overpass for pedestrians and cyclists, featuring a sidewalk with a curb, ADA curb ramps, and a shared-use path/trail. This project will facilitate the safe crossing of non-vehicular traffic across Highway 395 on Sylvester Street. The current bridge deck is too narrow to provide adequate clearance for pedestrians and cyclists, making this improvement essential for safety and accessibility.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Systemic Access Management Safety Improvements

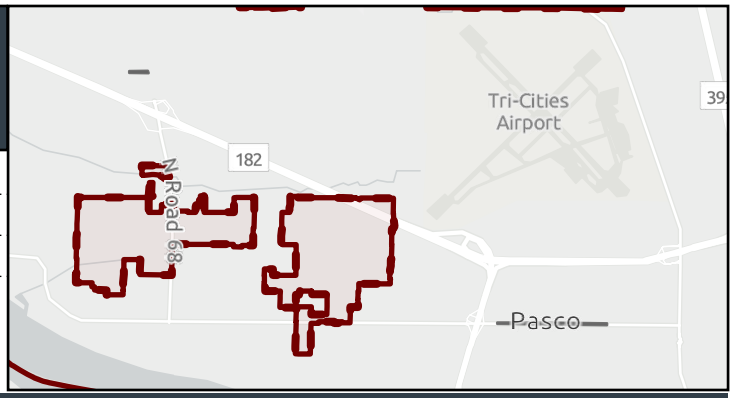
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



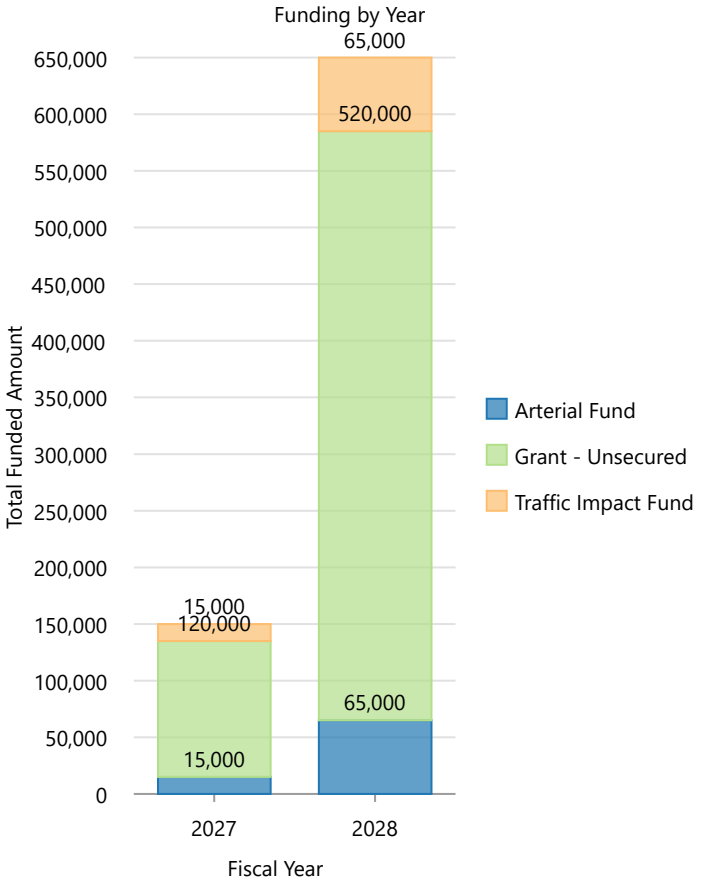
Assumption

The cost of this project is based on a planning level estimate. The project is currently seeking funding, with design scheduled to begin in 2027 and construction anticipated for 2029.

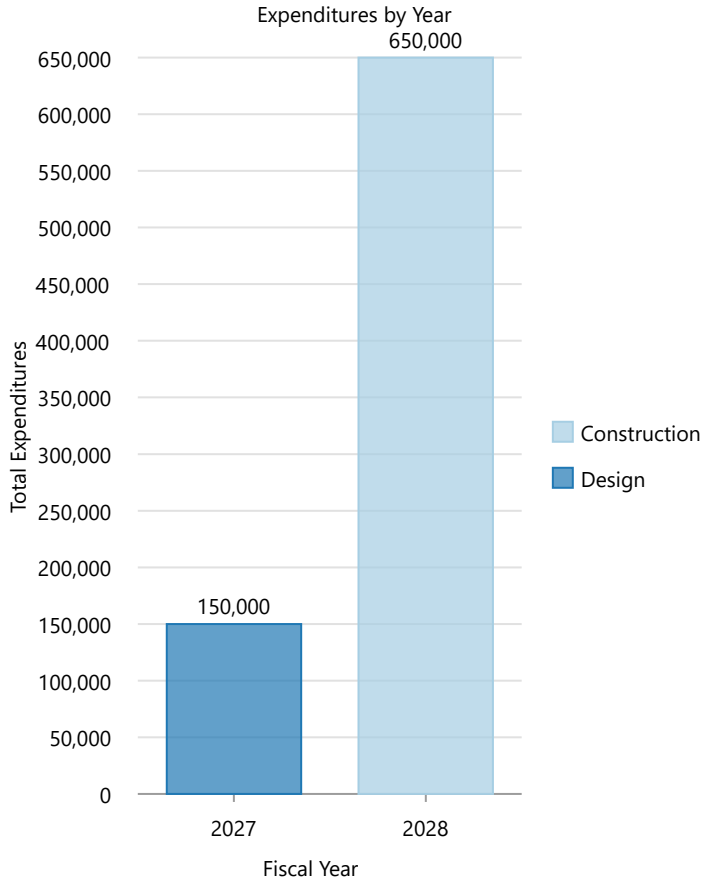
Description

This project is identified in Pasco's Comprehensive Safety Action Plan (CSAP) and aims to evaluate approximately two corridors to implement corridor channelization and access optimization strategies that improve safety and traffic flow. Potential treatments include raised medians or raised concrete curbing to physically separate travel lanes and regulate turning movements. The project will eliminate high-risk mid-block conflicts (like severe angle and side-swipe crashes) and harmonize travel speeds. These improvements maximize predictability for drivers, protect paratransit and disabled access, and preserve reliable mobility for freight, transit, and emergency response vehicles.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Systemic Low-Cost Safety Countermeasures at Stop-Controlled Intersections

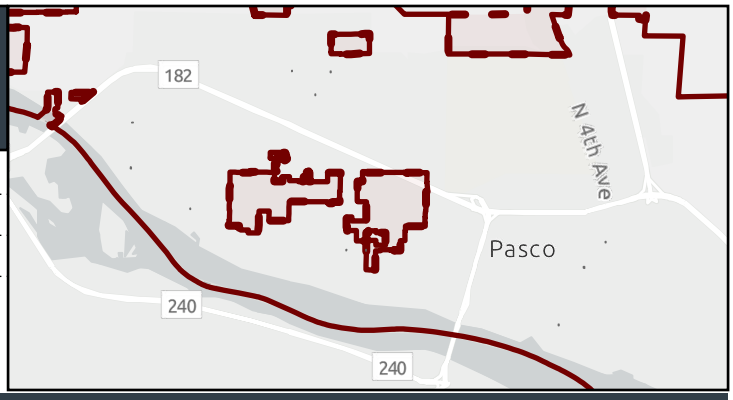
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



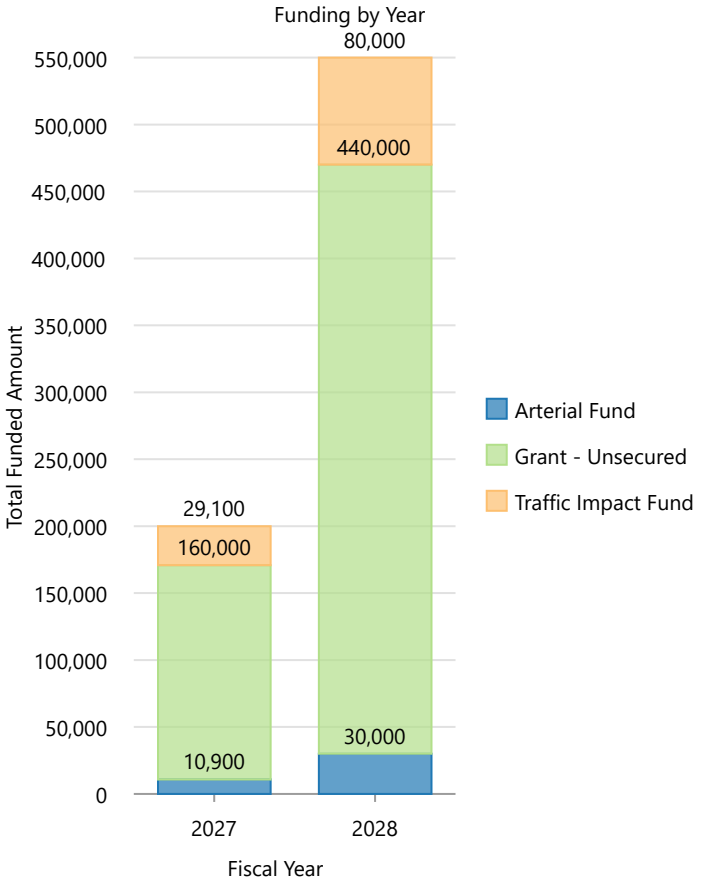
Assumption

The cost of this project is based on a planning level estimate. The project is currently seeking funding, with design scheduled to begin in 2027 and construction anticipated for 2029.

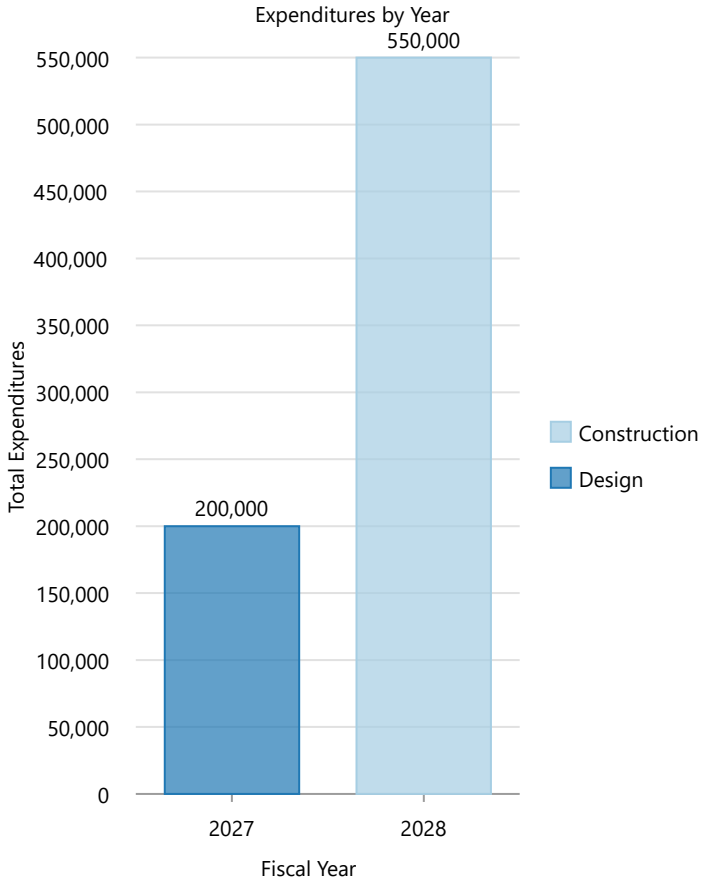
Description

This project, partly identified in Pasco's Comprehensive Safety Action Plan (CSAP), will improve safety and visibility along approximately 11 selected intersections. Proposed treatments include enhanced retroreflective signing, advanced warning signage, flashing beacons, pavement marking upgrades, intersection daylighting, and visibility enhancements.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Systemic Pedestrian Crossing Improvements

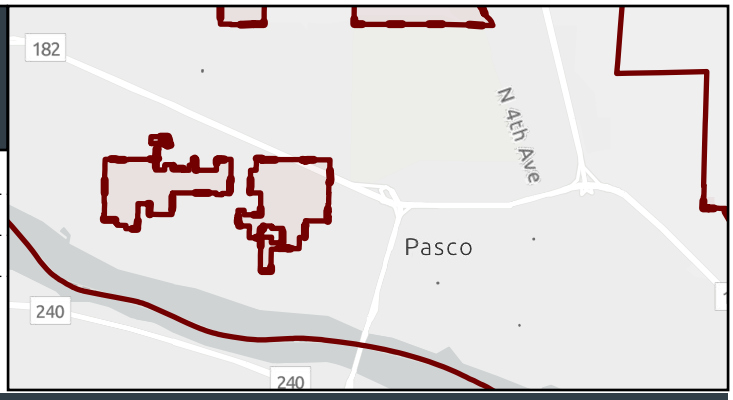
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



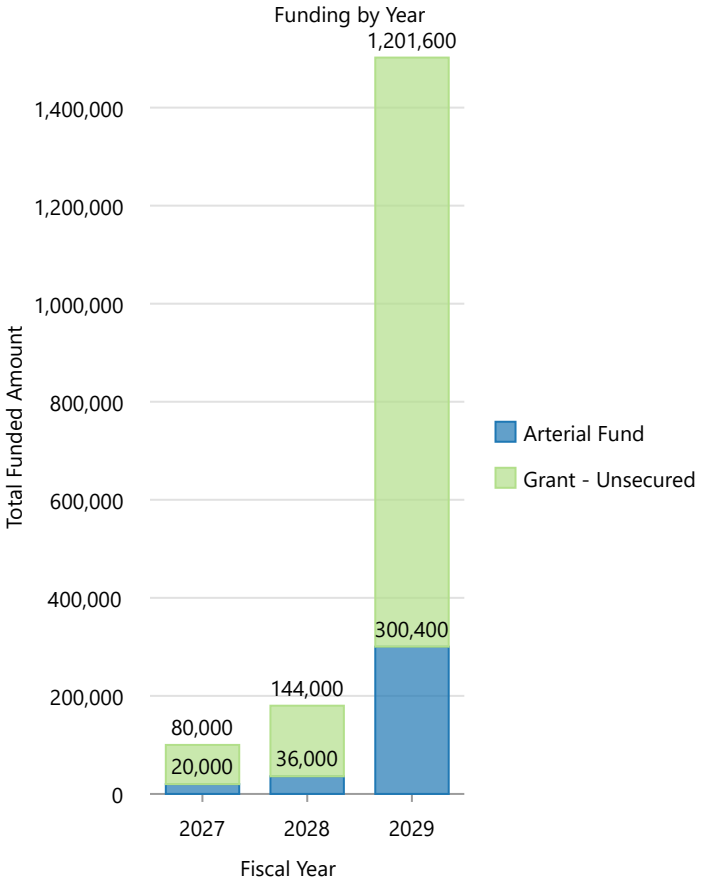
Assumption

The cost of this project is based on a planning level estimate. The project is currently seeking funding, with design scheduled to begin in 2027 and construction anticipated for 2029.

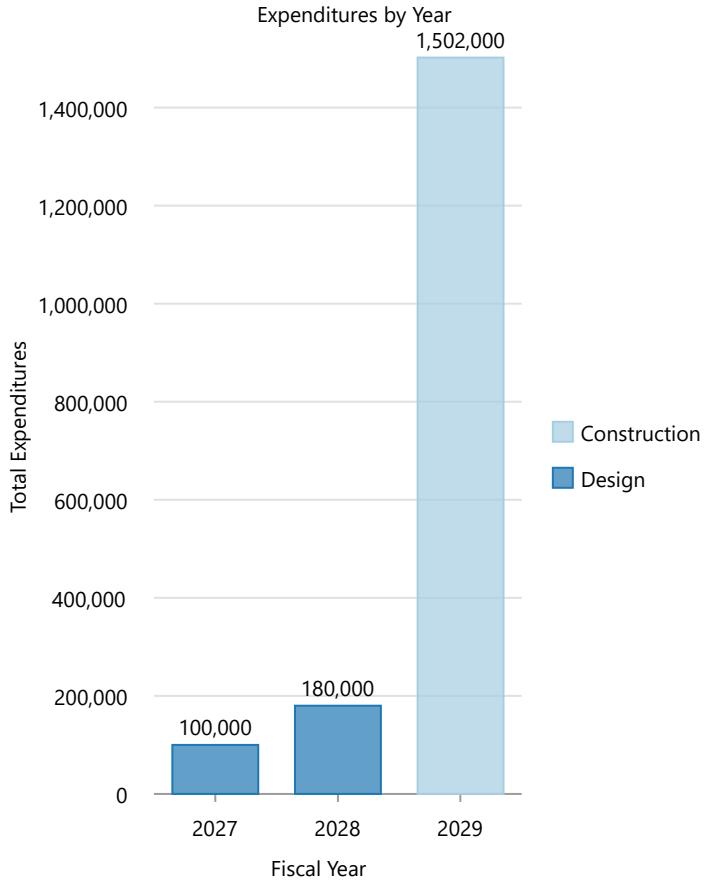
Description

This project will enhance pedestrian safety by installing three Rectangular Rapid Flashing Beacons (RRFBs) and one HAWK signal with documented crossing challenges identified by Pasco's Comprehensive Safety Action Plan (CSAP). Each location will be evaluated for appropriate RRFB placement, ADA facilities, signage, and supporting roadway markings to ensure consistent and effective implementation.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Systemic Roadway Lighting Upgrades

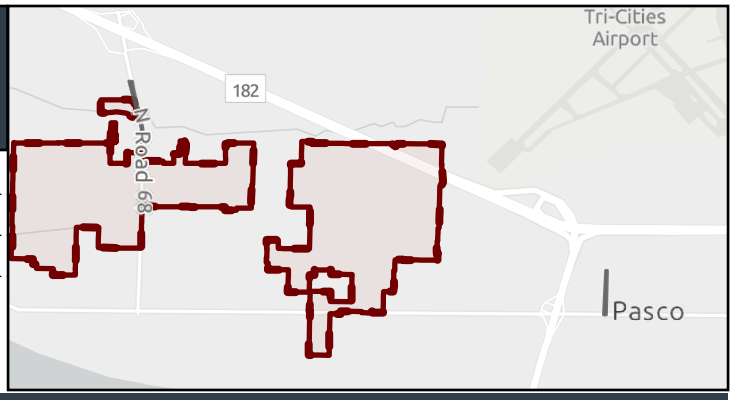
Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation

CityLimits

Urban Growth Areas



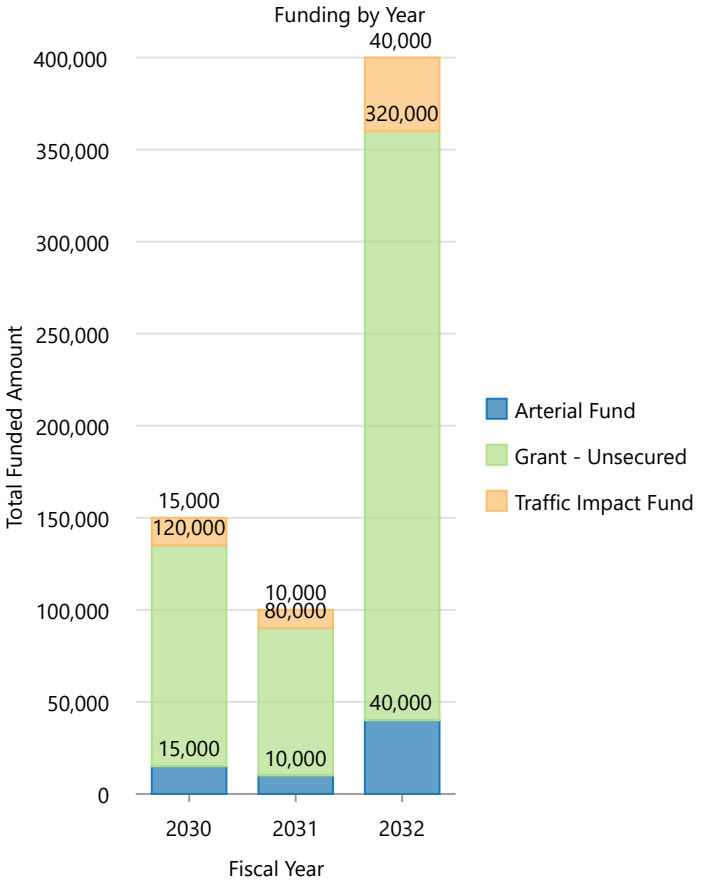
Assumption

The project is currently seeking funding, with design scheduled to begin in 2030 and construction anticipated for 2031.

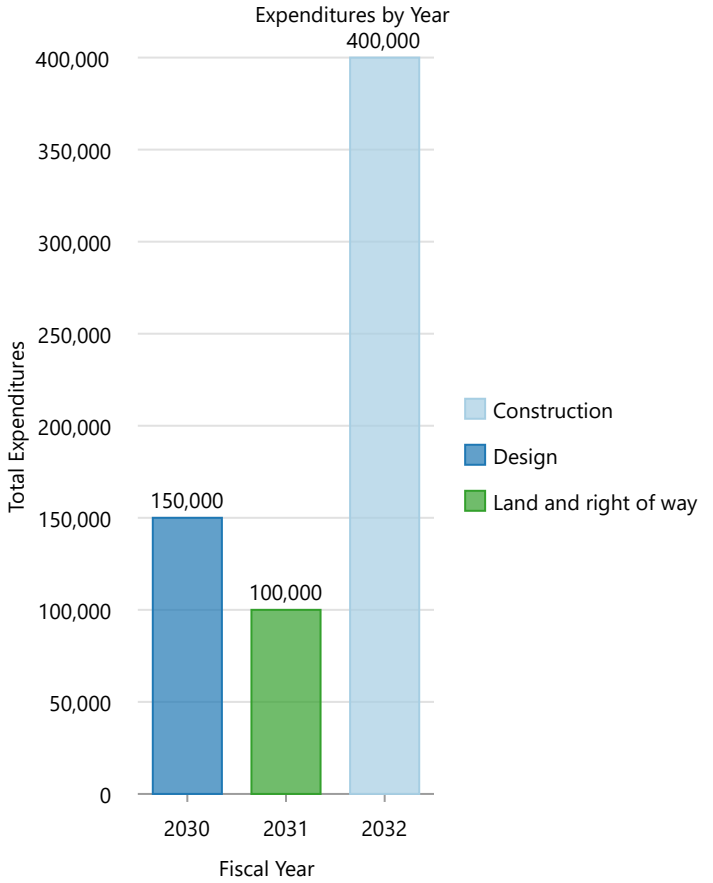
Description

This project, identified in Pasco's Comprehensive Safety Action Plan (CSAP), will enhance nighttime safety by installing new street lighting along two priority corridors. The added illumination will improve drivers' ability to detect pedestrians, bicyclists, and roadside hazards, reducing the likelihood of nighttime collisions.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



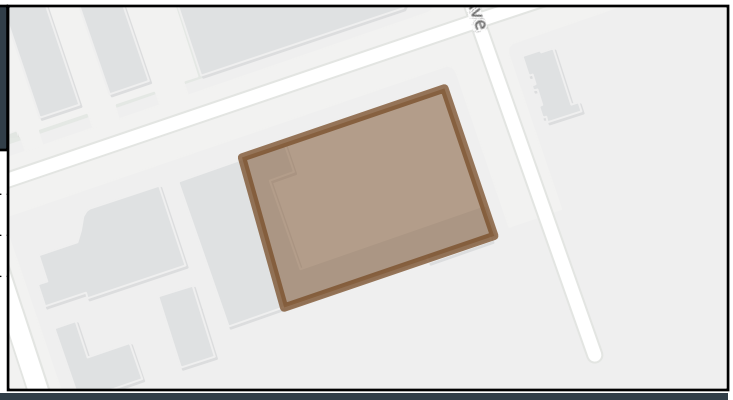
2027-2032 Capital Improvement Plan

Thunderbird/Farmer's Market Parking Lot

Department	Parks & Recreation
Type	Buildings & Facilities
Project Number	24 633

Map Legend

Buildings & Facilities



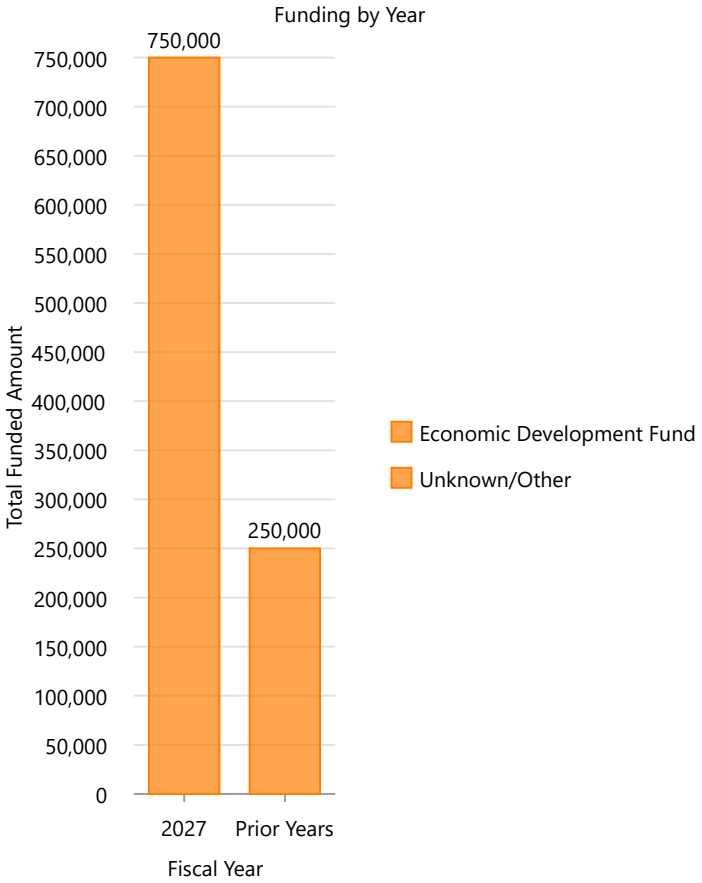
Assumption

It is assumed that project costs will fall within the allocated budget and that no unforeseen obstacles will arise.

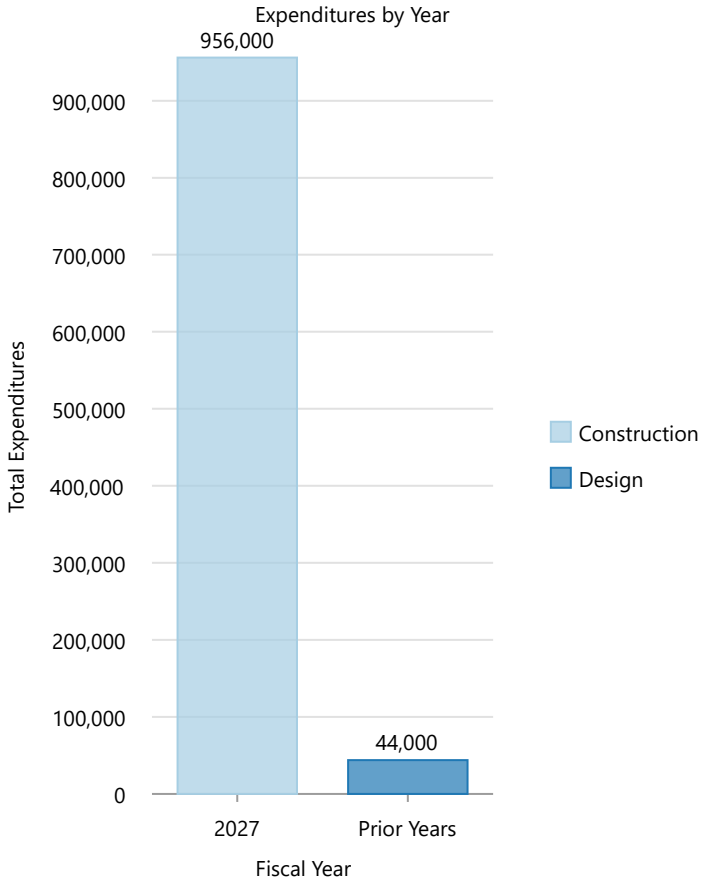
Description

This project will convert the old Thunderbird Hotel parcel into a parking lot area. The project includes installing fencing, lighting, landscaping, gates, and necessary drainage and paving. The new parking lot will provide additional parking next to Peanuts Park, supporting attendance at the Farmer's Market and downtown special events.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

USACE Easement Sewer Main Upsizing (CSPs #17, 20, 21)

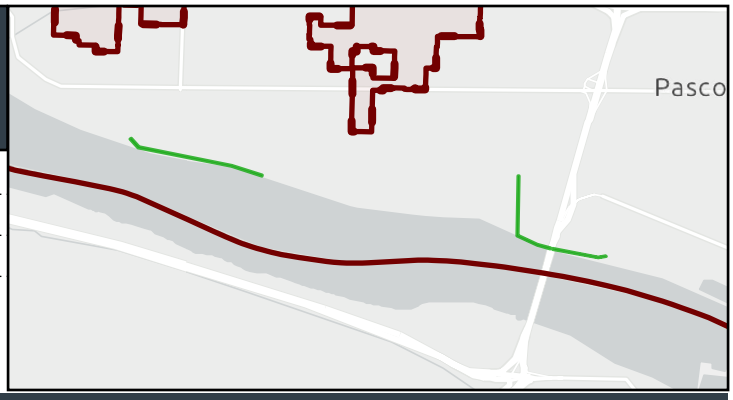
Department	Public Works
Type	Sewer Utility
Project Number	23 461

Map Legend

Sewer Utility

CityLimits

Urban Growth Areas



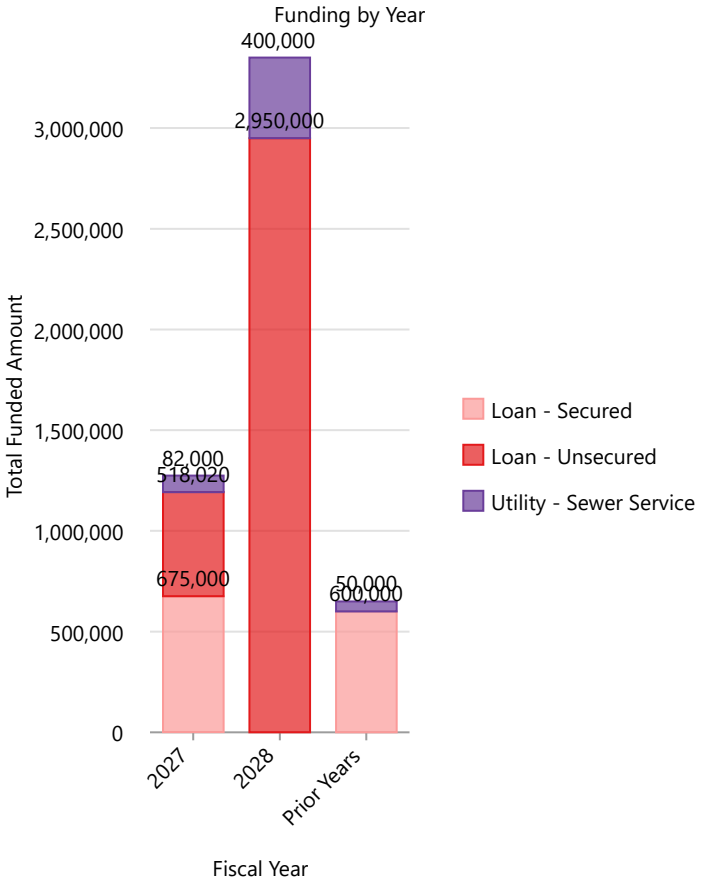
Assumption

The project is being designed as part of a group that includes three total projects (CSP 17, 20, and 21). This collective approach allows for coordinated planning and resource utilization to achieve the desired improvements. The proposed upsize accounts for the flow from the Riverview area and is included in the 2021 rate study. A bond will be issued as the project is launched to support its funding. The project is also based on recommendations from the pending Comprehensive Sewer Plan, ensuring alignment with future planning and resource allocation to support its successful implementation.

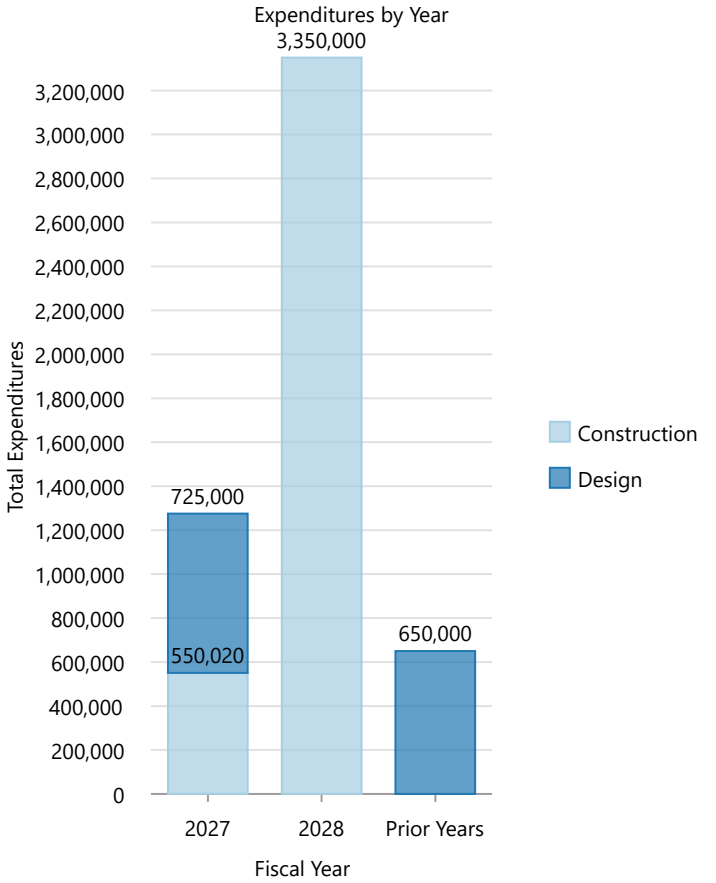
Description

USACE Easement Sewer Main Upsizing (CSPs #17, 20, 21) Project is the combination of three Sewer Comp Plan Projects throughout the USACE Easement. CSP#17 (USACE Easement Sewer Main Upsize - Rd 72 to Rd 60) involves replacing 4,400 linear feet of the existing 36-inch diameter gravity main with a new 54-inch gravity main. CSP#20 (USACE Easement Sewer Main Upsize -Rd 36 West of US 395) involves upsizing approximately 2,900 linear feet of the existing 36-inch diameter gravity main to a new 54-inch gravity main. CSP#21 (USACE Easement Sewer Main Upsize - Rd 28 to US 395) involves upsizing approximately 1,800 linear feet of the existing 30-inch diameter gravity main to a new 54-inch gravity main. These upgrades are in line with recommendations from the Comprehensive Sewer Plan to enhance the capacity and efficiency of the sewer system.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



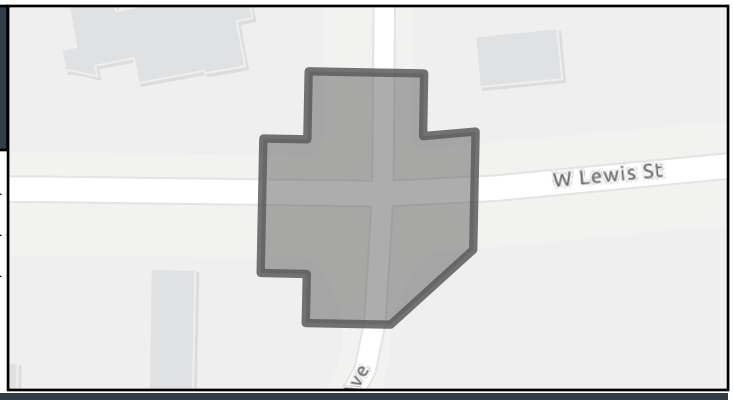
2027-2032 Capital Improvement Plan

W Lewis St/N 14th Ave Intersection Improvements

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



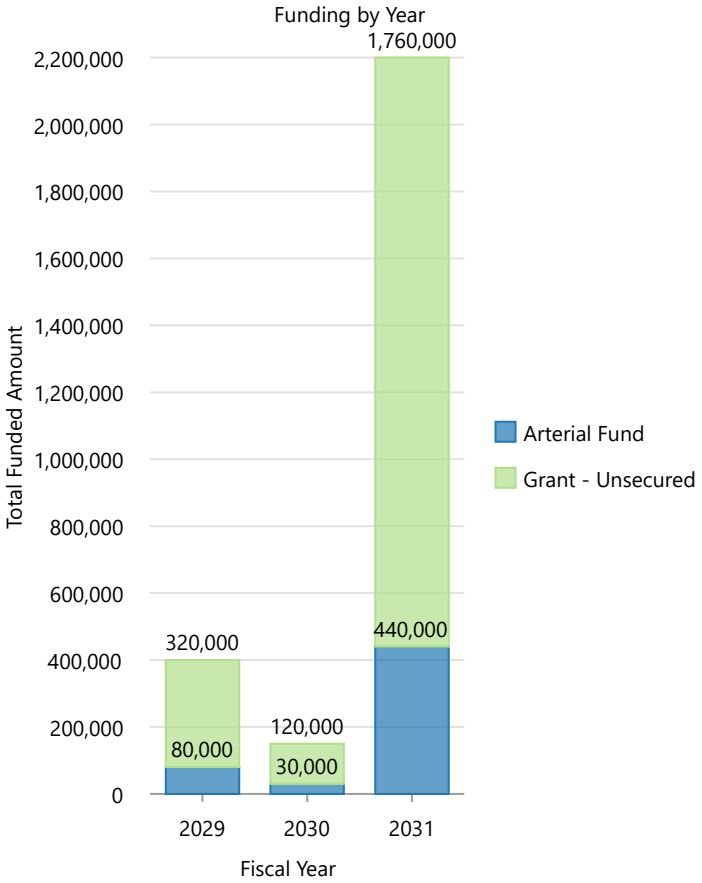
Assumption

It will include intersection signalization improvements at the intersection of W Lewis St and 14th Ave. The cost of this project is based on a planning level estimate. It is assumed that the surrounding property, which is currently undeveloped, will be improved largely through developer contributions.

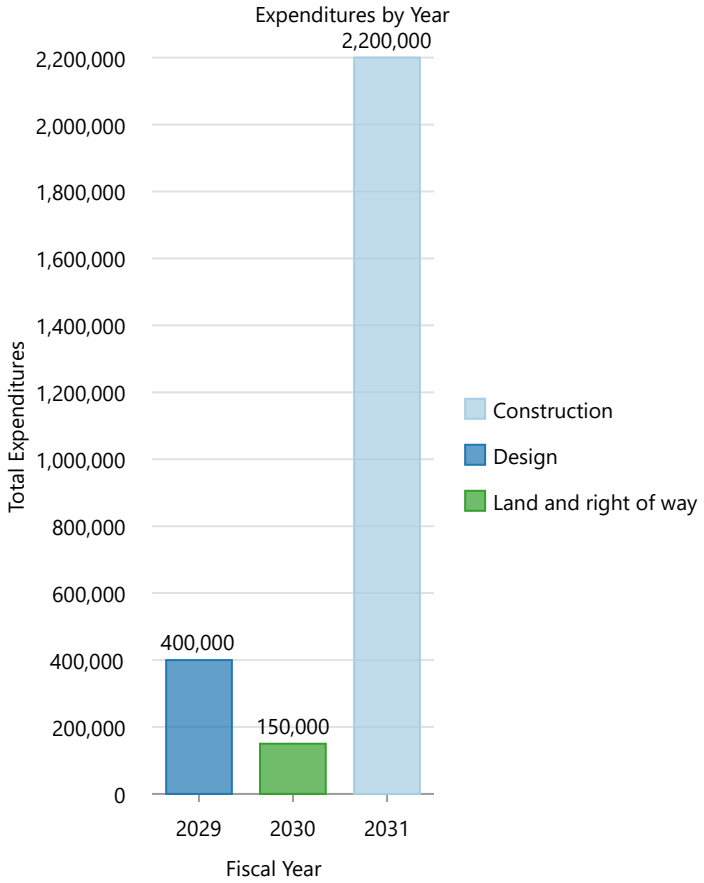
Description

This project, identified in Pasco's Comprehensive Safety Action Plan (CSAP), will improve traffic operations and safety by converting this stop-controlled intersection to a fully signalized intersection. Supporting improvements such as updated pavement markings, signal timing optimization, and pedestrian accommodations will also be incorporated to ensure a comprehensive upgrade.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



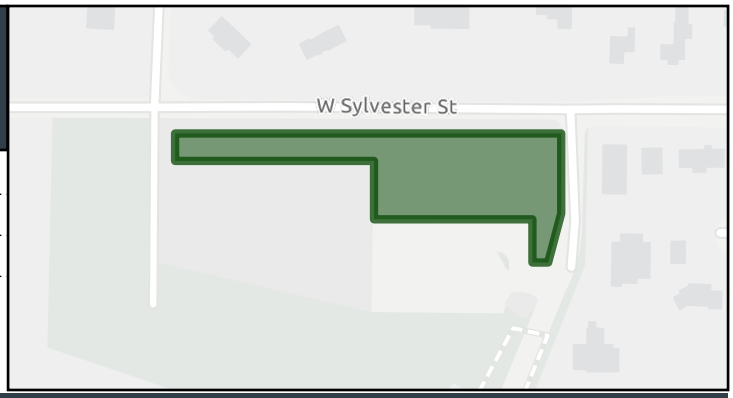
2027-2032 Capital Improvement Plan

Wade/Erwin Parking Lot Expansion

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	

Map Legend

Parks & Recreation



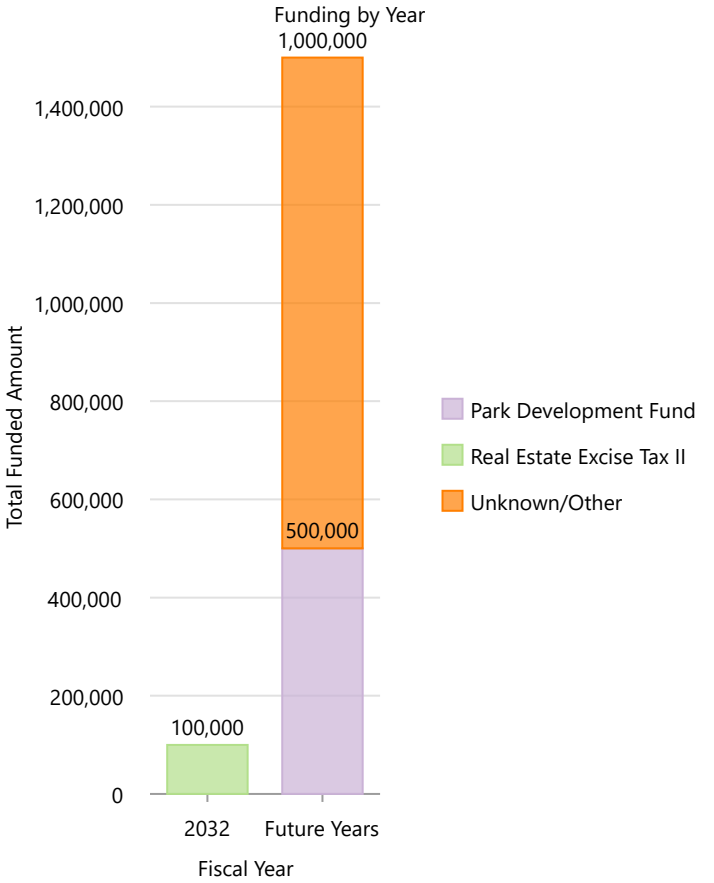
Assumption

Assume Grant funding can be obtained to support the project.

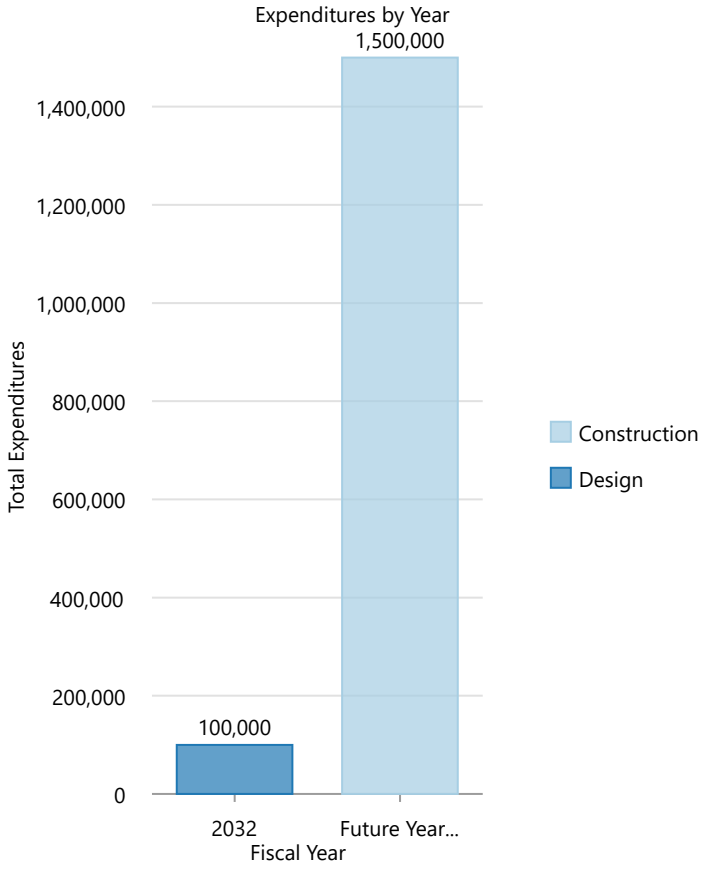
Description

This project will expand parking capacity at Erwin Neighborhood Park and the Wade Park Boat Launch to better accommodate growing recreational demand. Improvements include additional parking for passenger vehicles as well as dedicated truck and trailer spaces to support boat launch users. The project also includes construction of a second park entrance aligned with Road 56 to improve site access, traffic circulation, and overall safety for park visitors. These improvements will enhance the visitor experience while supporting increased use of the park and Columbia River recreational amenities.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



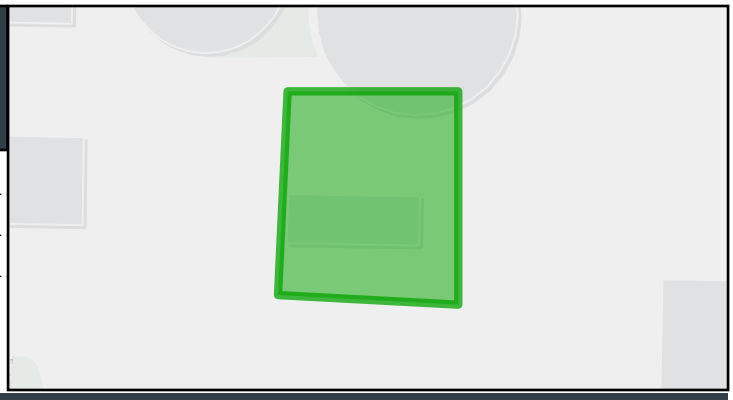
2027-2032 Capital Improvement Plan

Wastewater Treatment Plant (WWTP) Improvements Phase 3

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility



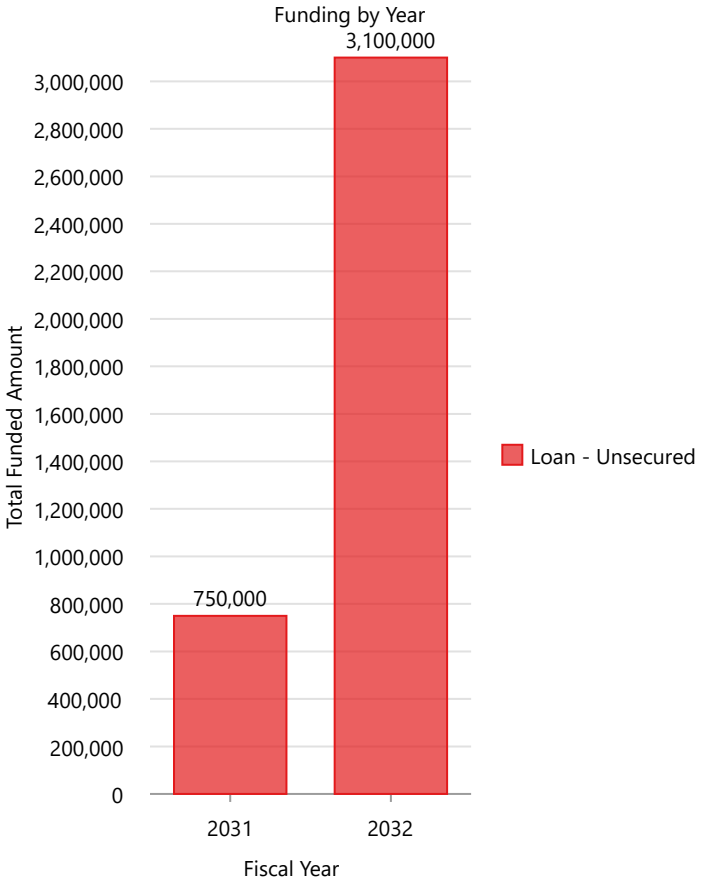
Assumption

The schedule for this project is subject to funding availability. The timeline and specific improvements will be guided by the Wastewater Facility Plan recommendations, which will determine the most effective upgrades for the plant.

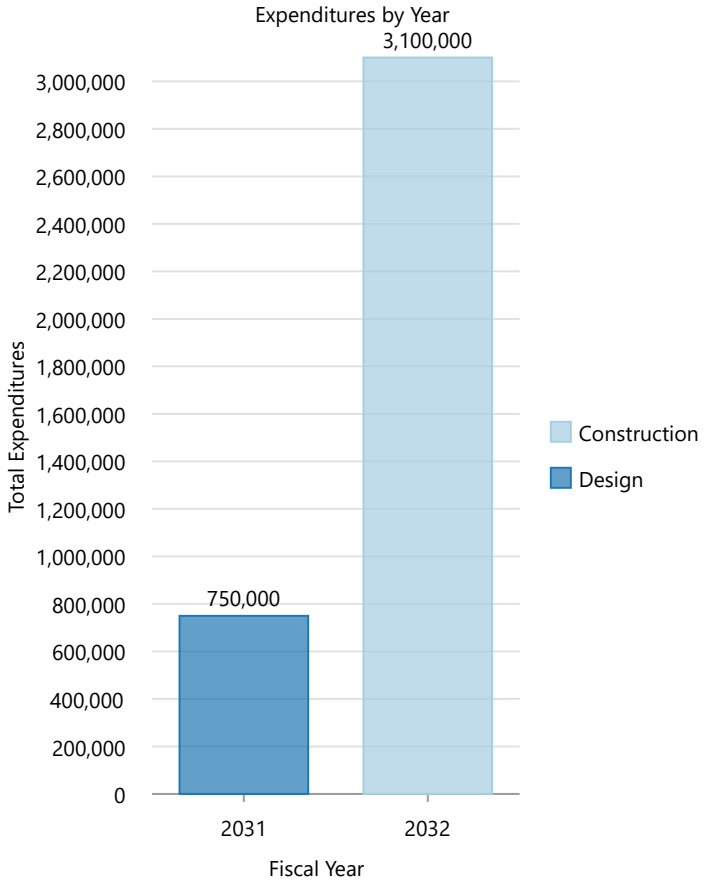
Description

The Wastewater Treatment Plant (WWTP) Improvements Phase 3 project is part of a multi-phase effort to enhance the facility's operations. This phase may include upgrades to secondary treatment, depending on the recommendations of the Wastewater Facility Plan. These improvements are essential for increasing the plant's efficiency and capacity to handle wastewater effectively.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



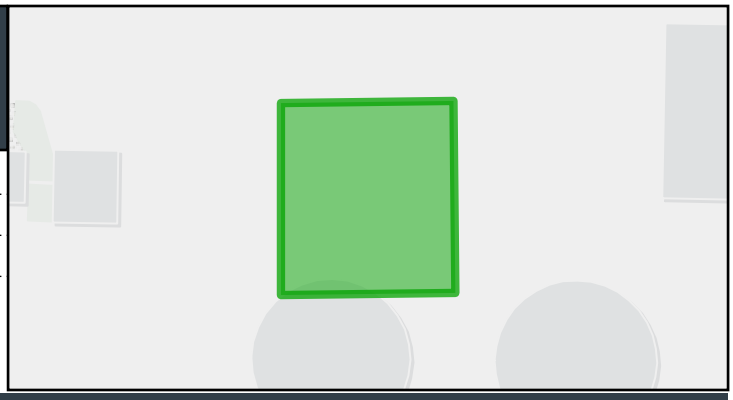
2027-2032 Capital Improvement Plan

Wastewater Treatment Plant (WWTP) Improvements Phase 4

Department	Public Works
Type	Sewer Utility
Project Number	

Map Legend

Sewer Utility



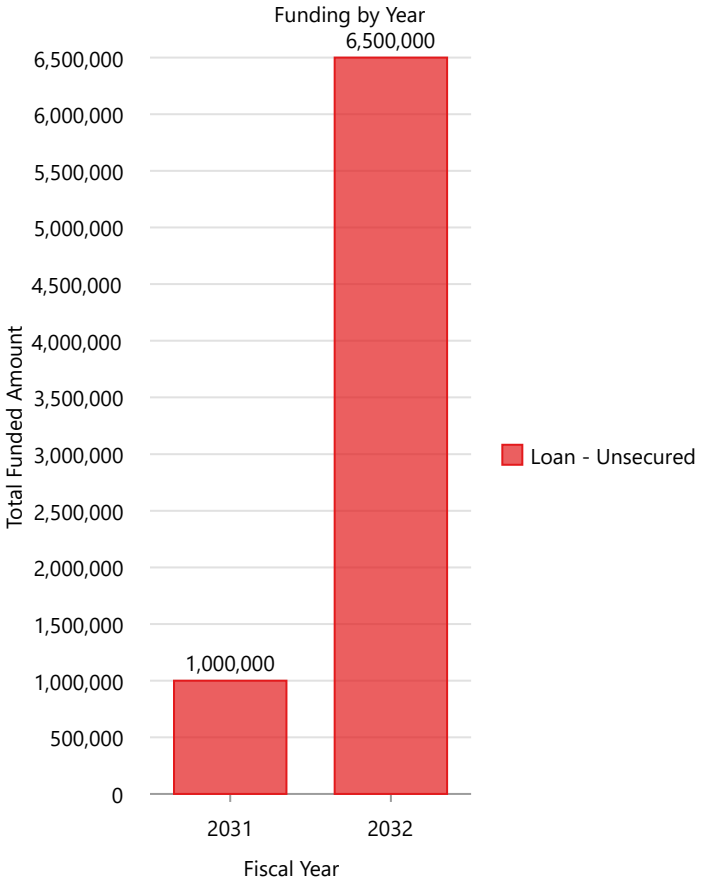
Assumption

The schedule for this project is subject to funding availability. The timeline and specific improvements will be guided by the Wastewater Facility Plan recommendations, which will determine the most effective upgrades for the plant.

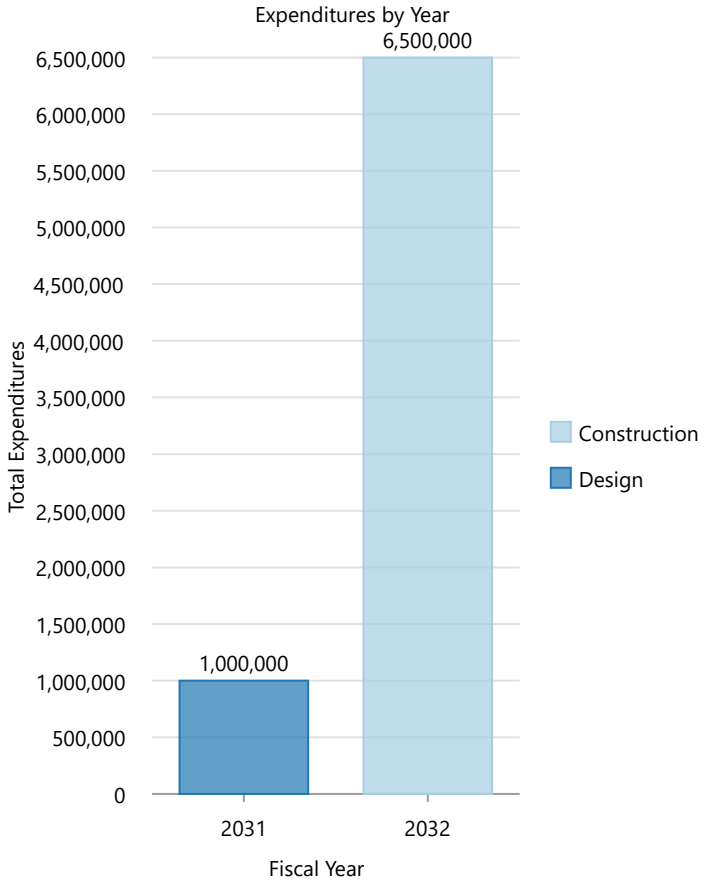
Description

The Wastewater Treatment Plant (WWTP) Improvements Phase 4 project is part of an ongoing effort to enhance the facility's operations. This phase may include upgrades to secondary treatment and the implementation of anaerobic digestion processes, depending on the recommendations of the Wastewater Facility Plan. These improvements are essential for increasing the plant's efficiency and capacity.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

West Pasco WTP Expansion (Phase 3 & 4) - Firm Capacity & 18MG

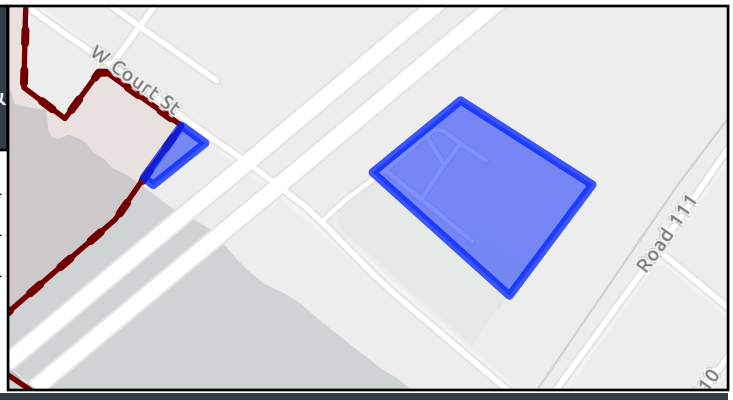
Department	Public Works
Type	Water Utility
Project Number	23 455

Map Legend

Water Utility

CityLimits

Urban Growth Areas



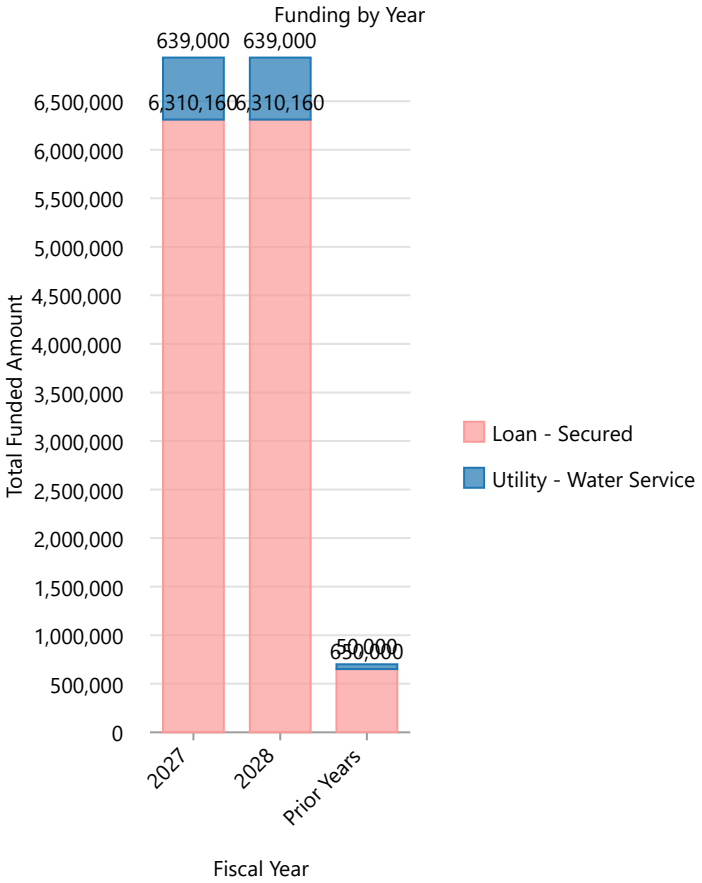
Assumption

The project scope and costs have been updated to reflect the most recent findings from Phases 1 and 2, accounting for increased costs in electrical and mechanical equipment. A Drinking Water State Revolving Fund Low-Interest Loan, administered by the WA Department of Health (DOH), will be pursued for this project. Although current market conditions are unfavorable, the cost estimates have not been adjusted in hopes that more favorable conditions will be present when the project enters the design phase. This project is included in the 2021 rate study.

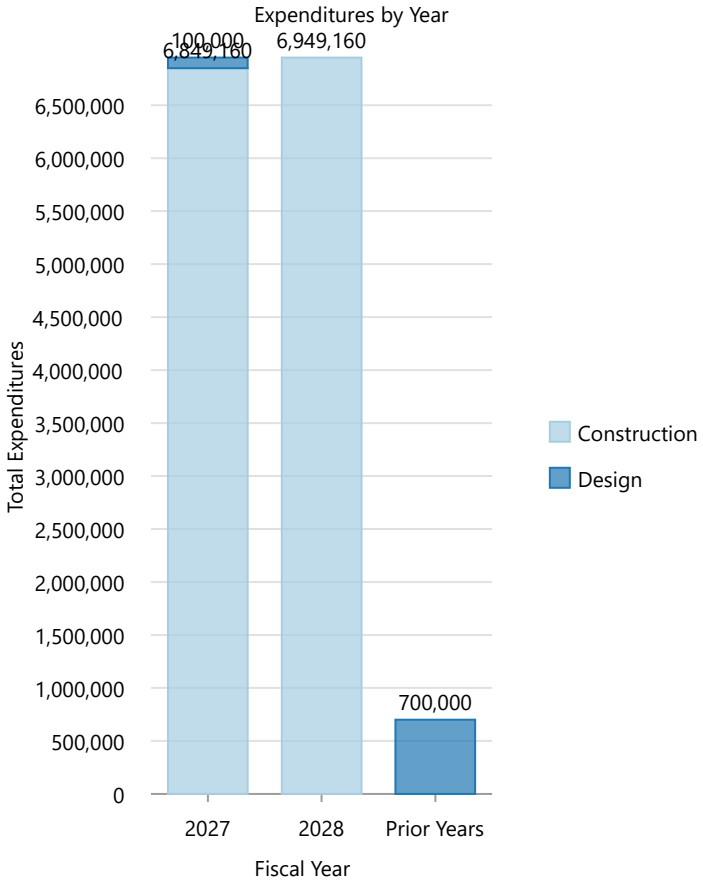
Description

The project aims to provide the necessary improvements to reliably achieve a firm capacity of 12MGD at the West Pasco Water Treatment Plant (WPWTP). To reach firm capacity there are three phases of projects are required. With a third and fourth phase enabling the final expansion to 18MGD. "Firm Capacity" refers to the system's ability to meet peak daily demands even when the largest pump or treatment unit is out of service - ensuring redundancy at all times. Phase 3 improvements will focus on enhancing redundancy; including the installation of an additional pump at both the intake facility and the treatment plant as well as backup power improvements to support current capacity and future expansions. This project will also involve increasing intake and distribution pumping, Installing additional membrane treatment racks and expanding residuals treatment.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



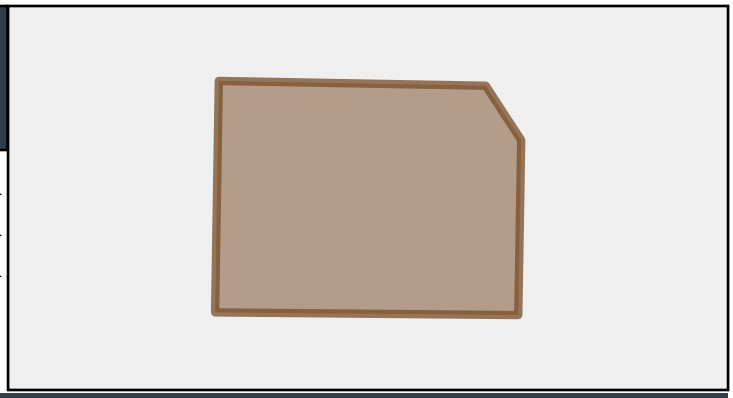
2027-2032 Capital Improvement Plan

West Side Community Center

Department	Parks & Recreation
Type	Buildings & Facilities
Project Number	21 257

Map Legend

Buildings & Facilities



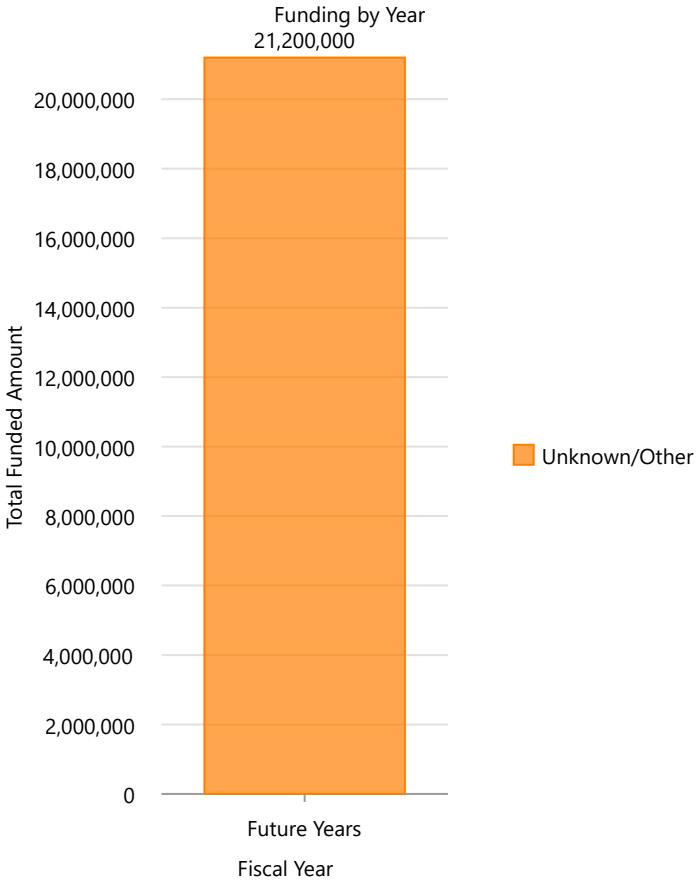
Assumption

The project assumes the successful purchase or acquisition of land in a desirable location. Securing a suitable site is essential for the development of the community center.

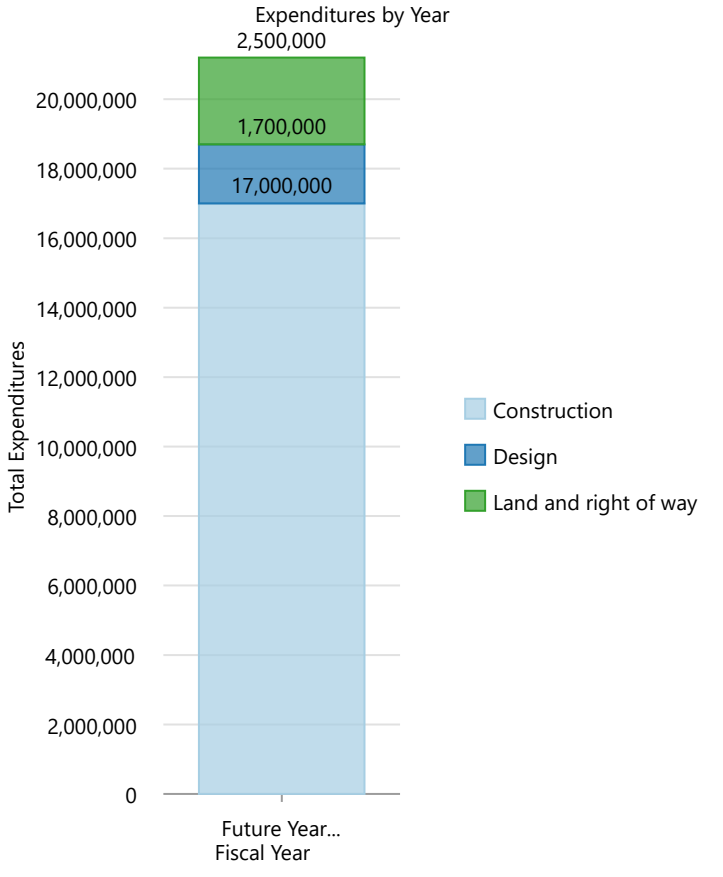
Description

A new community center could be constructed on the western half of Pasco, providing a versatile space for programming, rentals, meetings, events, and general community use. This facility would offer a hub for various activities and gatherings, fostering community engagement and supporting diverse needs. The project aligns with our goal of enhancing community infrastructure and creating vibrant, accessible public spaces.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



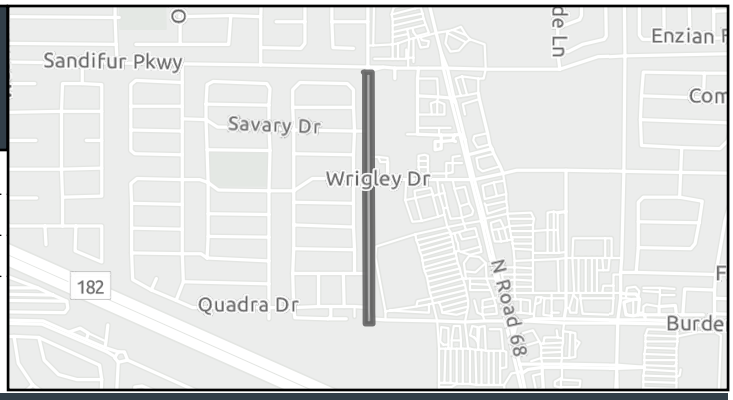
2027-2032 Capital Improvement Plan

Wrigley Dr/Road 76 Intersection Improvements (Rd 76 Improvements)

Department	Public Works
Type	Transportation
Project Number	

Map Legend

Transportation



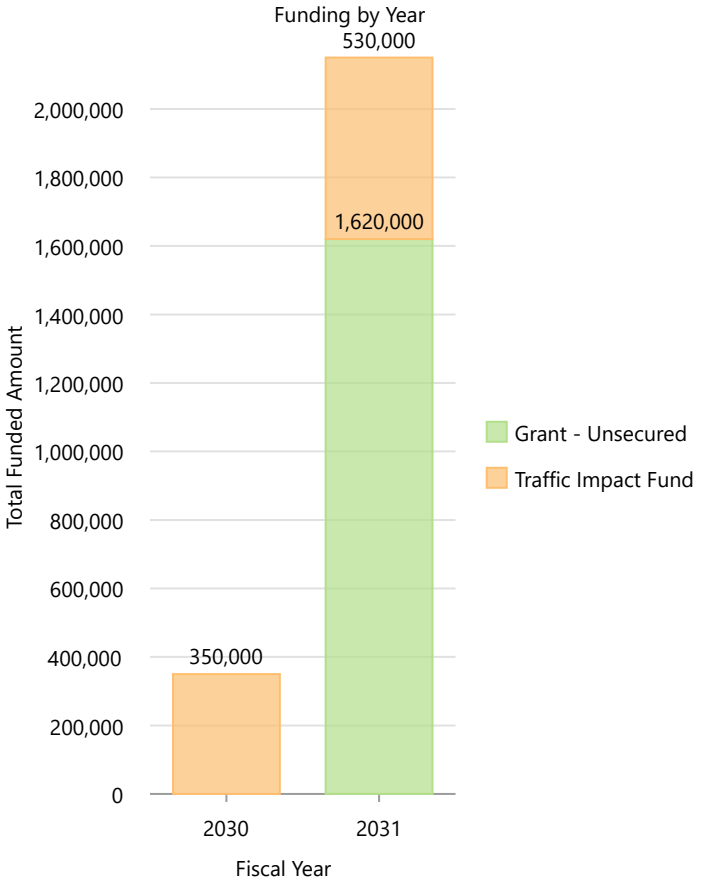
Assumption

The project is assumed to preempt the completion of the Road 76 Overpass project. Intersection improvements will be thoroughly evaluated and implemented to meet current and future traffic demands. Design considerations will ensure compliance with ADA requirements and accommodate multimodal use of the roadway.

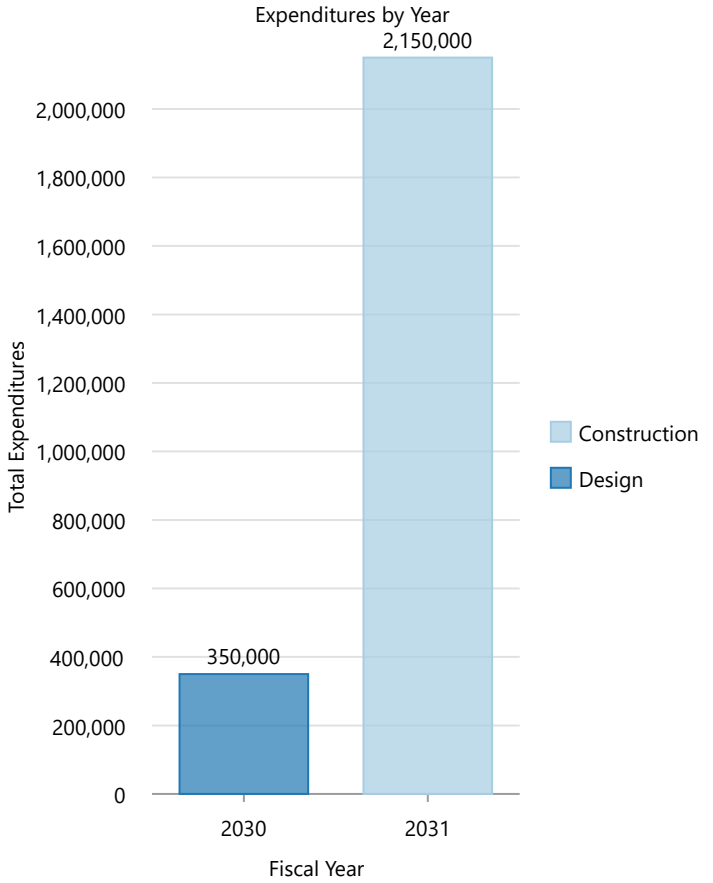
Description

This project will install a traffic signal at the intersection of Wrigley Drive and Road 76 and include any necessary ADA improvements. The scope includes evaluating and implementing intersection improvements at Rd76/Wrigley Drive and Rd76/Sandifur Parkway, with design considerations to accommodate multimodal use of the roadway.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



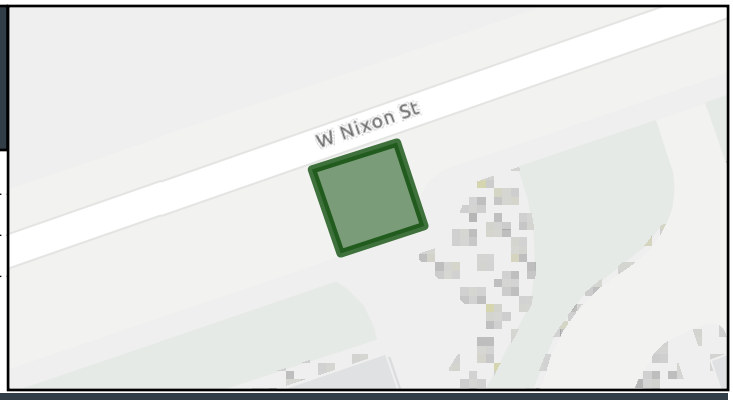
2027-2032 Capital Improvement Plan

Xeriscape Boulevards, Facilities & Parks

Department	Parks & Recreation
Type	Parks & Recreation
Project Number	25 699

Map Legend

Parks & Recreation



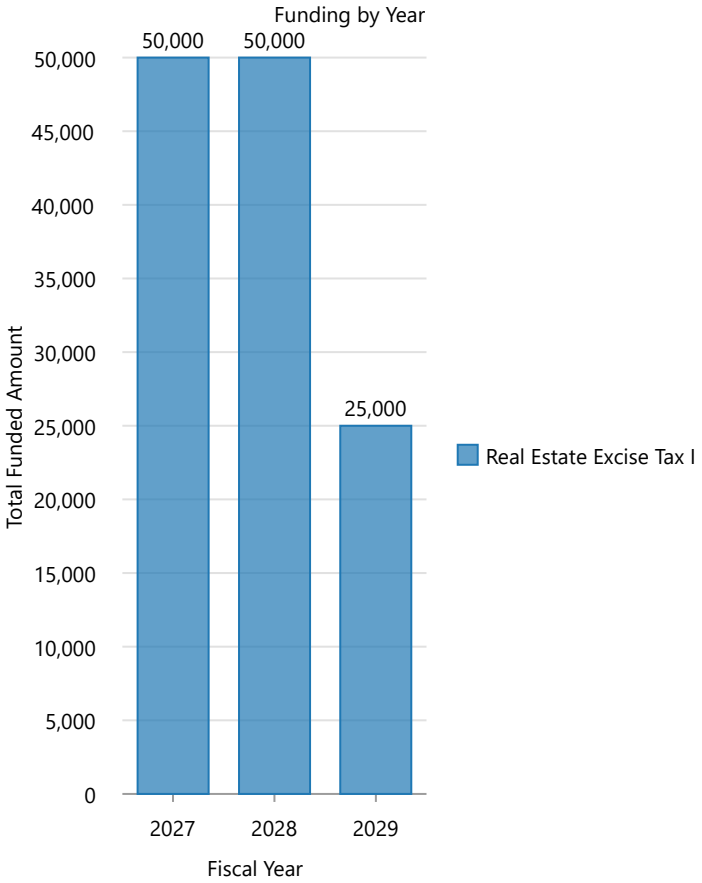
Assumption

The program assumes that suitable areas can be identified and approved for xeriscaping with the goal of reducing water usage and maintenance expenses. Successful implementation depends on selecting appropriate sites and gaining necessary approvals.

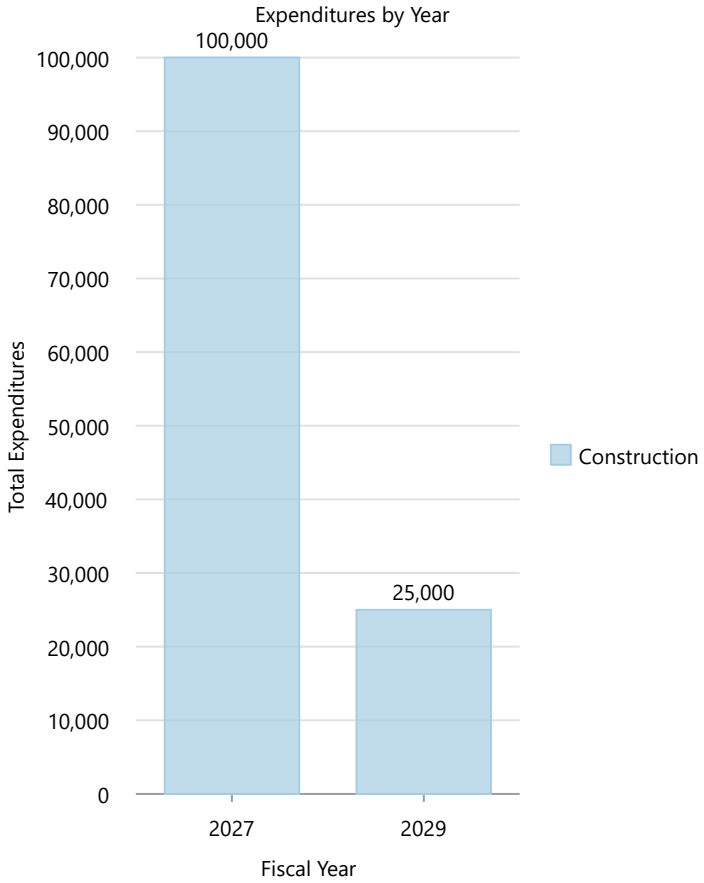
Description

This program would implement xeriscaping across city facilities, parks, and boulevards. Xeriscaping involves landscaping with native plants, rocks, and other materials that require minimal or no irrigation, reducing water usage and maintenance costs. By adopting this sustainable landscaping approach, we aim to conserve resources, lower maintenance efforts, and enhance the natural beauty of our public spaces. This initiative aligns with our commitment to environmental sustainability and efficient community infrastructure management.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



2027-2032 Capital Improvement Plan

Zone 2 PRVs (Hillsboro & Capital)

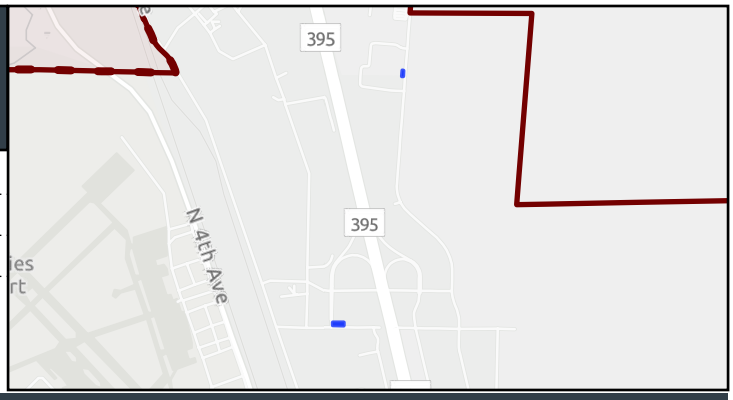
Department	Public Works
Type	Water Utility
Project Number	

Map Legend

Water Utility

Urban Growth Areas

CityLimits



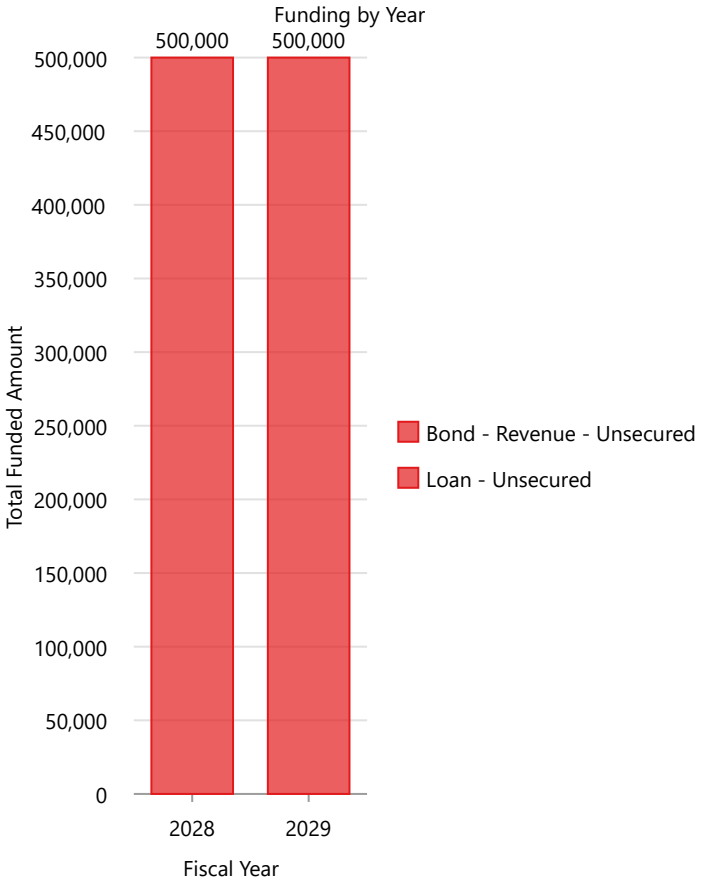
Assumption

The existing PRV installations are serviceable and are suitable candidates for reconfiguration and/or relocation. This assumption is based on the current condition and functionality of the PRVs, making them viable for the planned modifications.

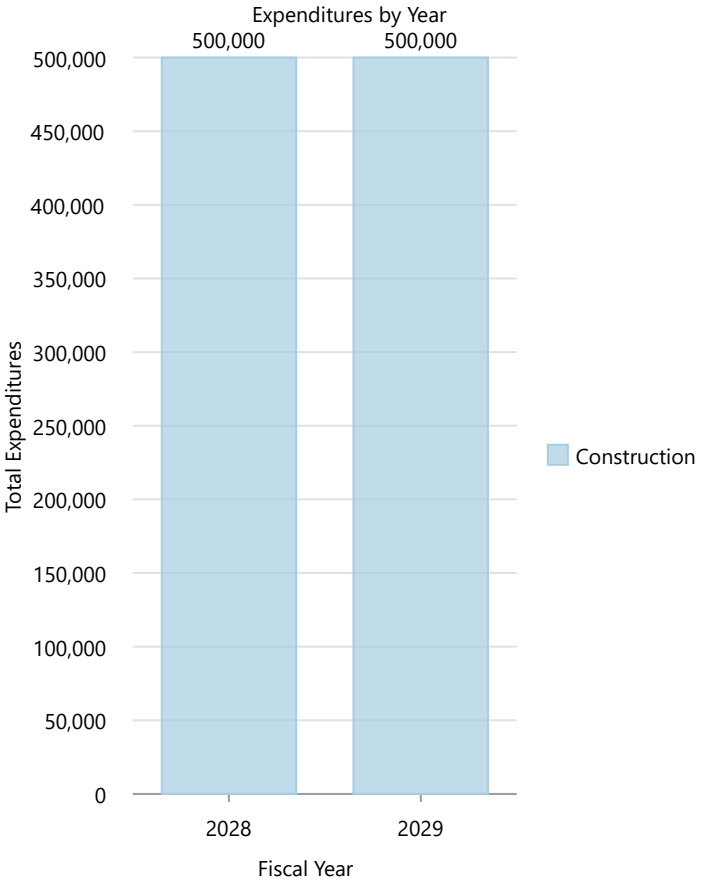
Description

This project involves modifying two existing pressure reducing valves (PRVs) to reconfigure the water supply feed from Zone 3 to Zone 2 in the east Pasco industrial area. The reconfiguration will include the modification of the Hillsboro PRV and the relocation of the Capital PRV.

Project Funding (In Dollars)



Project Expenditures (In Dollars)



City of Pasco
Washington

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2027–2032 Capital Improvement Plan

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AGENDA REPORT

FOR: City Council — September 18, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 10/5/26

FROM: Maria Serra, Director
Public Works

SUBJECT: Transportation Benefit District Program Implementation - Discussion

I. ATTACHMENT(S):

Presentation

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Discussion Only

III. FISCAL IMPACT:

It is anticipated that the annual revenues from Pasco's Transportation Benefit District will be approximately $2.5 million.

IV. HISTORY AND FACTS BRIEF:

Background

A Transportation Benefit District (TBD) is a state-authorized, special-purpose district established to fund transportation improvements within a defined area. Washington State law authorizes cities and counties to establish TBDs under RCW 36.73 as a mechanism to fund transportation needs not fully supported by traditional revenue sources.

At the June 1, 2026, Regular Council Meeting, Council adopted Ordinance No. 4843, establishing PMC 3.270.035 and imposing an additional one-tenth of one percent (0.1%) sales and use tax within the boundaries of the Pasco Transportation Benefit District. Revenue generated by the tax is dedicated to financing eligible transportation improvements within the District.

With the funding mechanism now established, and an anticipated annual revenue of $2.5M, staff is seeking direction regarding Council's preferred approach for utilization of Transportation Benefit District funds. The proposal

focuses on the implementation of a pavement preservation program going forward, but alternatives are provided should Council desire to create a set aside for Traffic calming, or other transportation related functions.

For the TBD Pavement Preservation Program staff evaluated four different strategies:
Option 1 - Annual Budget (1-year recurrence)
Option 2 - Biennial Budget (2-year recurrence)
Option 3 - Bonded Funds (5-year recurrence)
Option 4 - Bonded Funds (10-year recurrence)

The options above are in addition to the $800,000 annual City-crew work targeting critical streets maintenance work, which includes crack sealing efforts, separately from TBD funds. The work is prioritized using the same methodology and analysis tools.

Furthermore, the TBD program does not replace or eliminate Capital Improvement Transportation projects planned and funded via grants and local funds (other than TBD). TIP and CIP include, for example, overlays on Ainsworth Avenue, segments of Lewis Street and South Road 68 which are funded via federal grants, and separate from the proposed TBD pavement preservation program.

Impacts (Other than fiscal)
TBD revenues must be used for eligible transportation improvements identified in applicable local, regional, or state transportation plans. Eligible uses may include roadway preservation and maintenance, transportation safety projects, non-motorized improvements, and transit-supportive infrastructure.

Council's direction will help establish priorities for the use of TBD revenues and guide the timing of future transportation investments within the City.

V. DISCUSSION:

Recommendation
Staff recommends allocating TBD revenues according to data-driven priorities on a biennial basis (presented as Option 2). Option 2 allows sufficient budget to tackle larger projects, and gaining some economies of scale, without losing the flexibility to adjust the work to better align with changing priorities throughout the City. It also limits the number of areas impacted at once by construction in any given construction season.

Next Steps
Through 2027 staff will monitor revenue received and compare it with previous projections. Based on Council's direction, staff will continue planning and

refining the limits of the corridors to be addressed in the first project implementing TBD funded Pavement Preservation work.

Constraints

- TBD funds will help increase pavement preservation activities within the City, but will fall short of meeting the needs for preservation for the existing 380 miles (and growing) transportation system. The data collection and analysis to prioritize efforts is critical in to optimizing the use of resources available.
- Investing future anticipated funds through bonding carries some risk (in case revenues do not realize as planned) but expands the impact a single project can have in improving the condition of the system.
- Bonding may limit the City's flexibility to adjust its spending to match evolving City priorities and actual revenues.
- Additionally bonded options have administrative costs that make it more difficult to efficiently amortize over shorter periods.

Alternatives

While staff believes this analysis offers the best alternatives available, if Council wishes to explore another option, staff will conduct additional analysis as needed.

Pasco City Council

Regular Meeting

October 5th, 2026

City of Pasco Washington

Pasco City Council

Transportation Benefit District (TBD) Program Implementation

October 5th, 2026

City of Pasco Washington

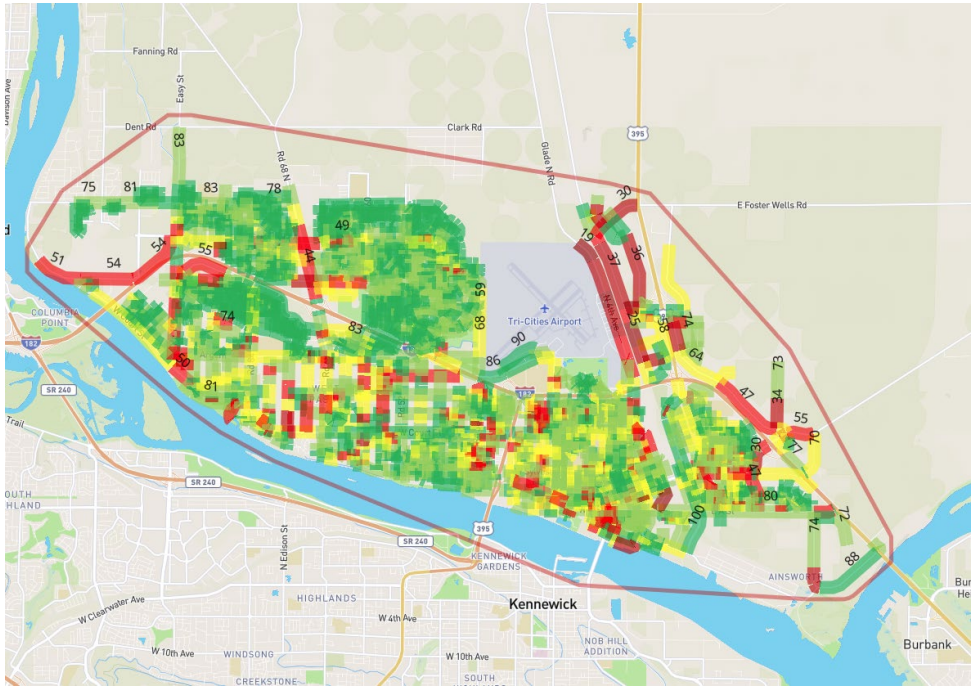
TBD Program Implementation – Timeline

1. **February 2025 – Transmap provided 2024 Pavement Management Report and scan data to the City.**

2. **February 17th, 2026 – Council adopted Ord. No. 4816 establishing the Transportation Benefit District (TBD).**

3. **April 13th, 2026 – Staff presented City pavement condition and implications to Council.**

4. **June 1st, 2026 – Council adopted Ord. No. 4843 to assess 0.1% sales tax within the TBD to fund transportation-related projects.**

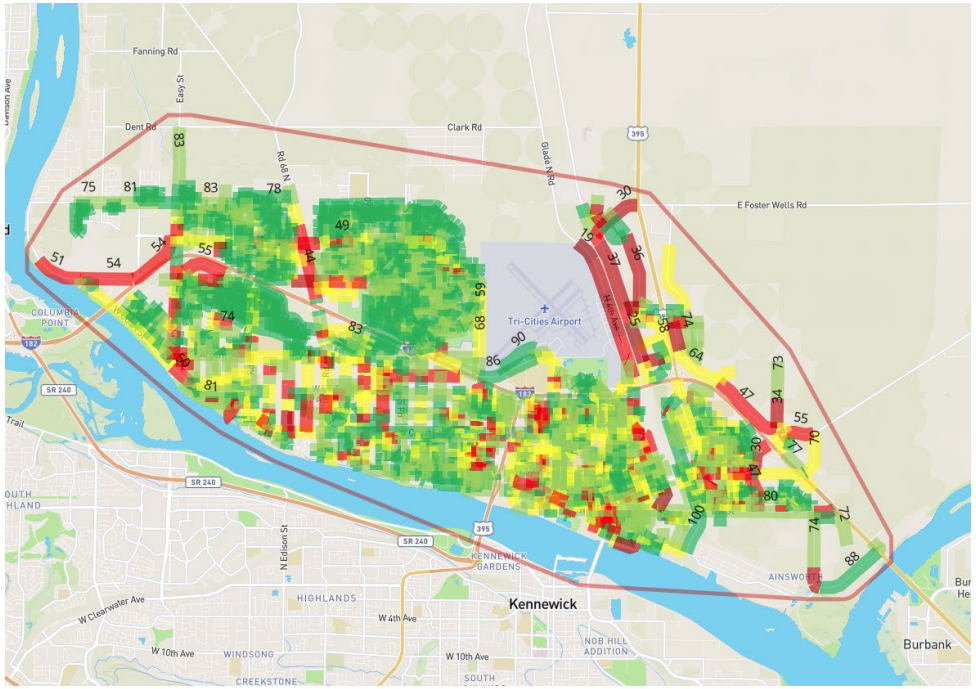


TBD Program Implementation – Timeline (cont.)

1. Summer 2026 – Public Works staff developed TBD implementation options and analyzed data to prioritize pavement preservation efforts in the 2027-2028 Biennium.

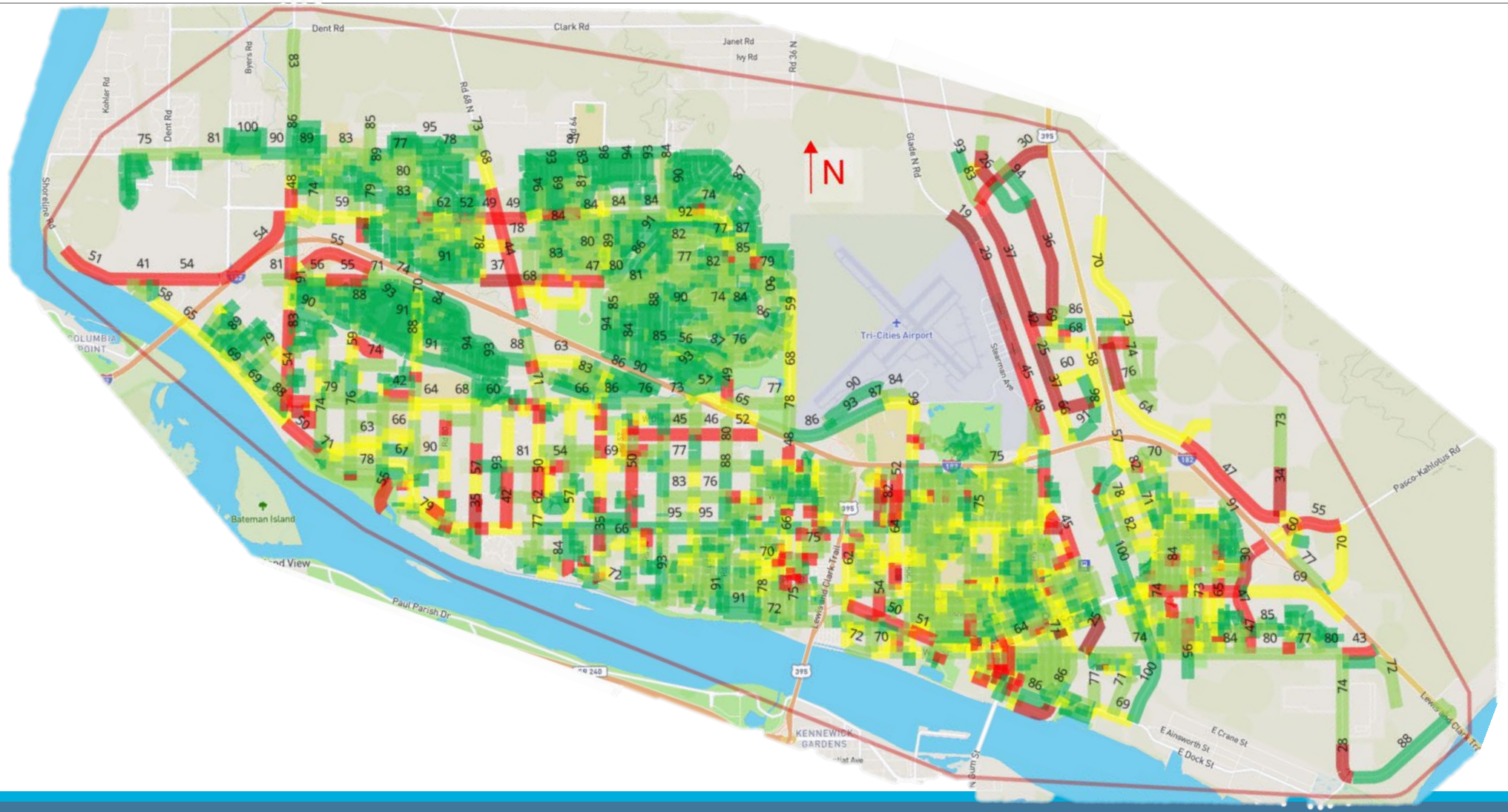
2. Fall 2026 – Staff presentation of TBD implementation alternatives.

3. Implementation of Council direction beginning in 2027.



NOTE: First expected revenue transfer is end of Q1 ~APRIL 2027

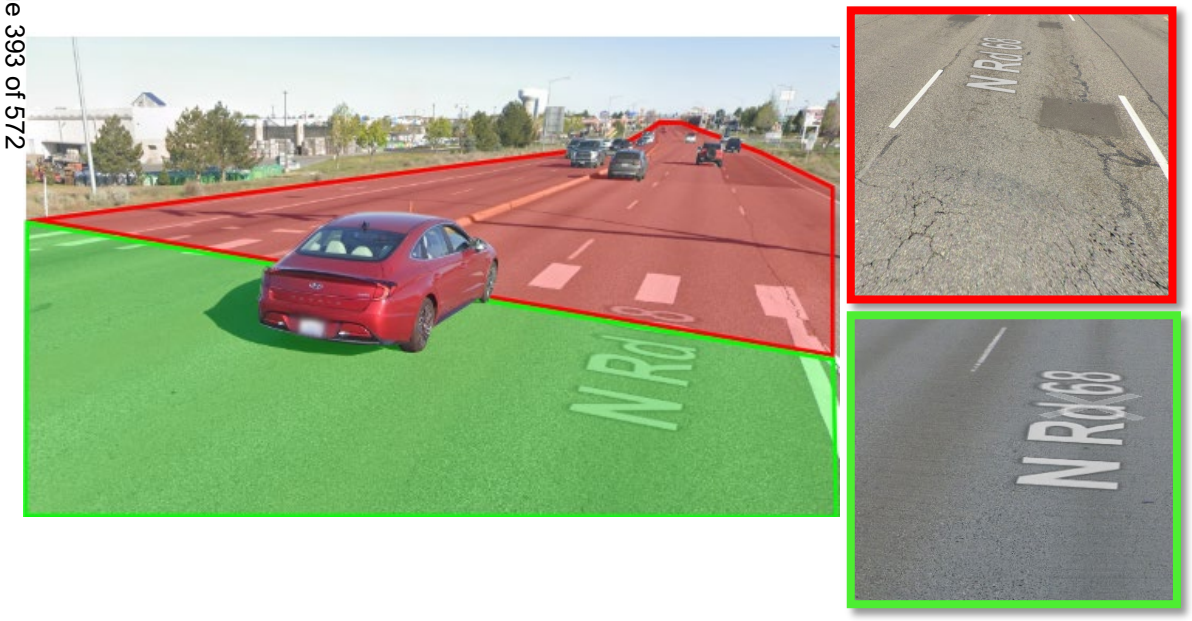
TBD Program Implementation – Pavement Condition Scan

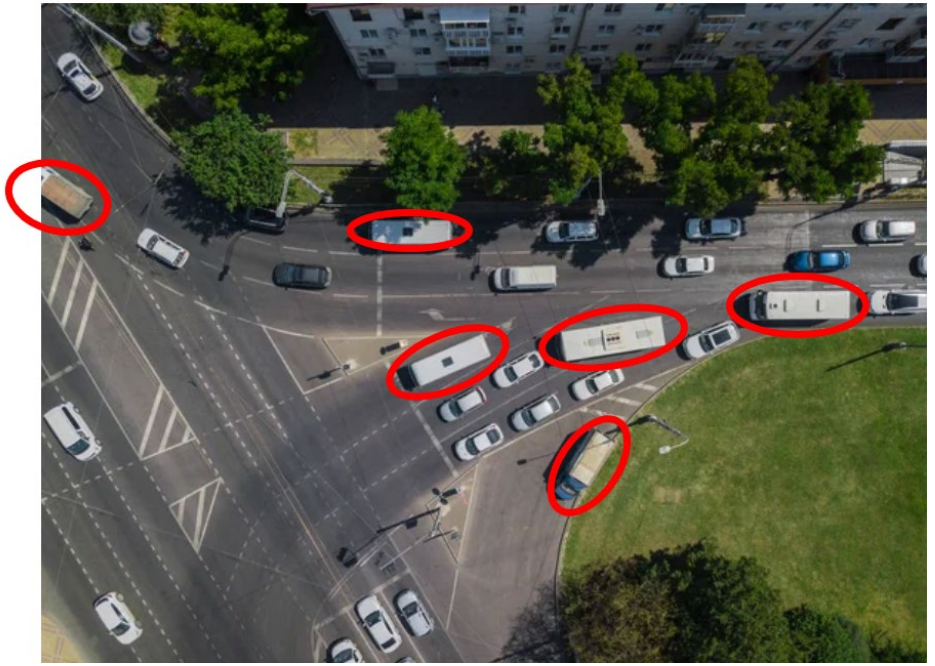


TBD Program Implementation – Evaluation and Analysis Factors

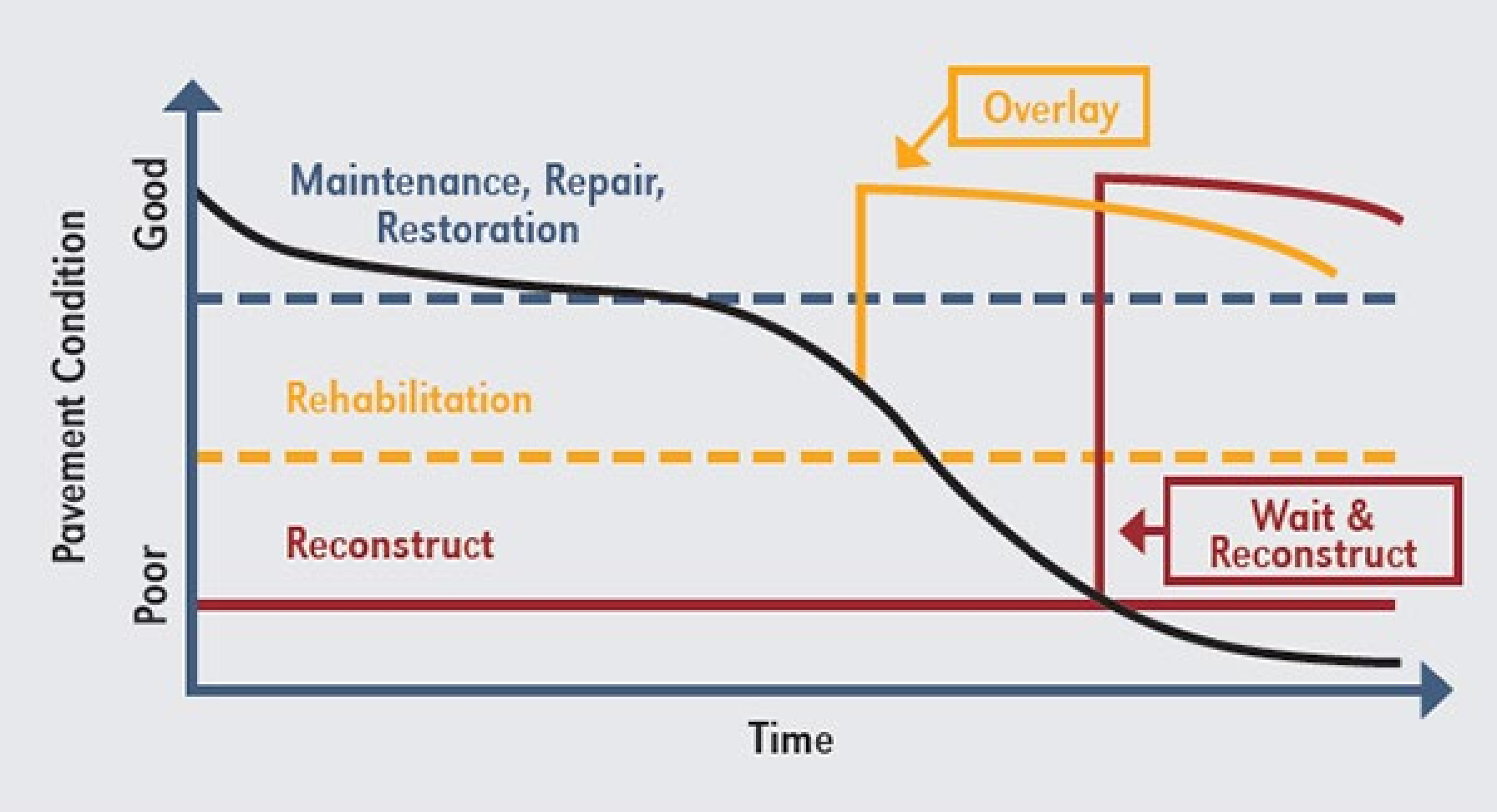
Factors Considered:

1. Total Paving Damage
2. Average Paving Damage
3. Overall Traffic Volume
4. Truck Traffic Volume





TBD Program Implementation – Impact of Timing Repairs Well



TBD Program Implementation – Types of Repairs

CRACK SEALING

~$1.50 / SY

CHIP SEALING

~$15 / SY

MICROSURFACING

~$19 / SY

OVERLAY

~$45 / SY

TBD Program Implementation – Top Contenders for CH-MS

Top Contenders - Chip Sealing/Microsurfacing

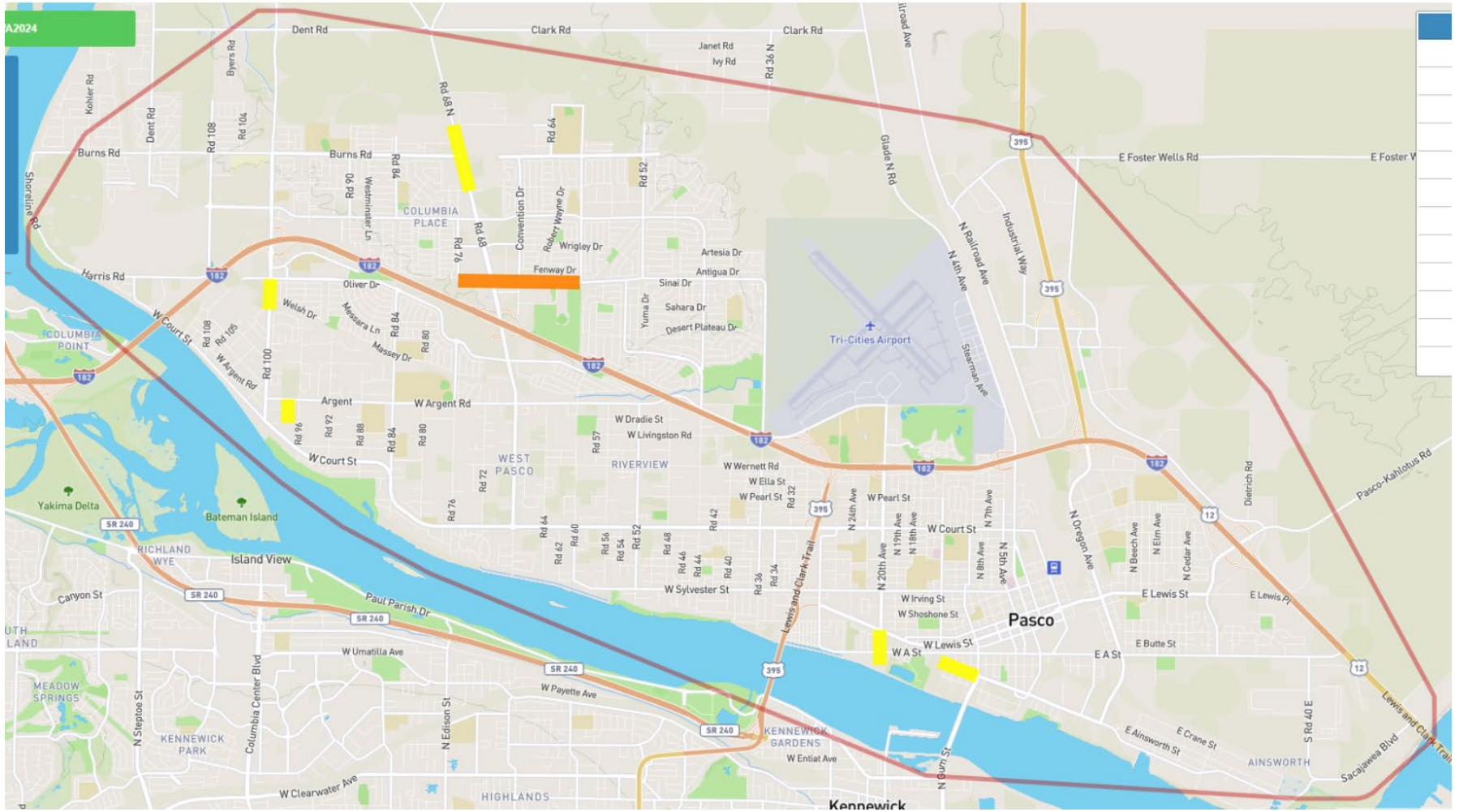
Rank	Road Name	AVG PCI	Repair Length (ft)	Truck Trips (EA)	Total Trips (EA)	Estimated Cost
1	SANDIFUR PKWY	67	9,100	1,100	45,800	$ 537,000
2	BROADMOOR BLVD	69	3,000	1,500	54,800	$ 242,000
3	W COURT ST E	68	3,700	800	41,200	$ 371,000
4	W SYLVESTER ST	72	17,500	800	33,300	$ 1,215,000
5	E A ST	76	8,800	1,000	31,600	$ 666,000
6	CHAPEL HILL BLVD	71	4,600	500	25,300	$ 424,000
7	W A ST	73	7,700	700	30,100	$ 538,000
8	ROAD 68 N	71	2,900	2,200	82,200	$ 146,000
9	W ARGENT RD	72	18,500	600	24,000	$ 819,000
10	N COMMERCIAL AVE	69	7,900	1,500	13,400	$ 332,000

TBD Program Implementation – Top Contenders for Overlay

Top Contenders - Mill and Overlay

Rank	Road Name	AVG PCI	Repair Length (ft)	Truck Trips (EA)	Total Trips (EA)	Estimated Cost
1	ROAD 68 N	47	5,300	2,200	82,200	$ 1,538,000
2	BURDEN BLVD	41	5,300	900	50,500	$ 1,245,000
3	BROADMOOR BLVD	48	2,300	1,500	54,800	$ 614,000
4	SANDIFUR PKWY	53	7,600	1,100	45,800	$ 1,506,000
5	W COURT ST E	51	2,800	800	41,200	$ 703,000
6	CHAPEL HILL BLVD	54	3,700	500	25,300	$ 910,000
7	N 4TH AVE	35	7,400	1,400	20,300	$ 885,000
8	N COMMERCIAL AVE	44	8,300	1,500	13,400	$ 995,000
9	INDUSTRIAL WAY	39	5,300	800	10,000	$ 630,000
10	E FOSTER WELLS RD	41	3,800	1,200	12,900	$ 461,000

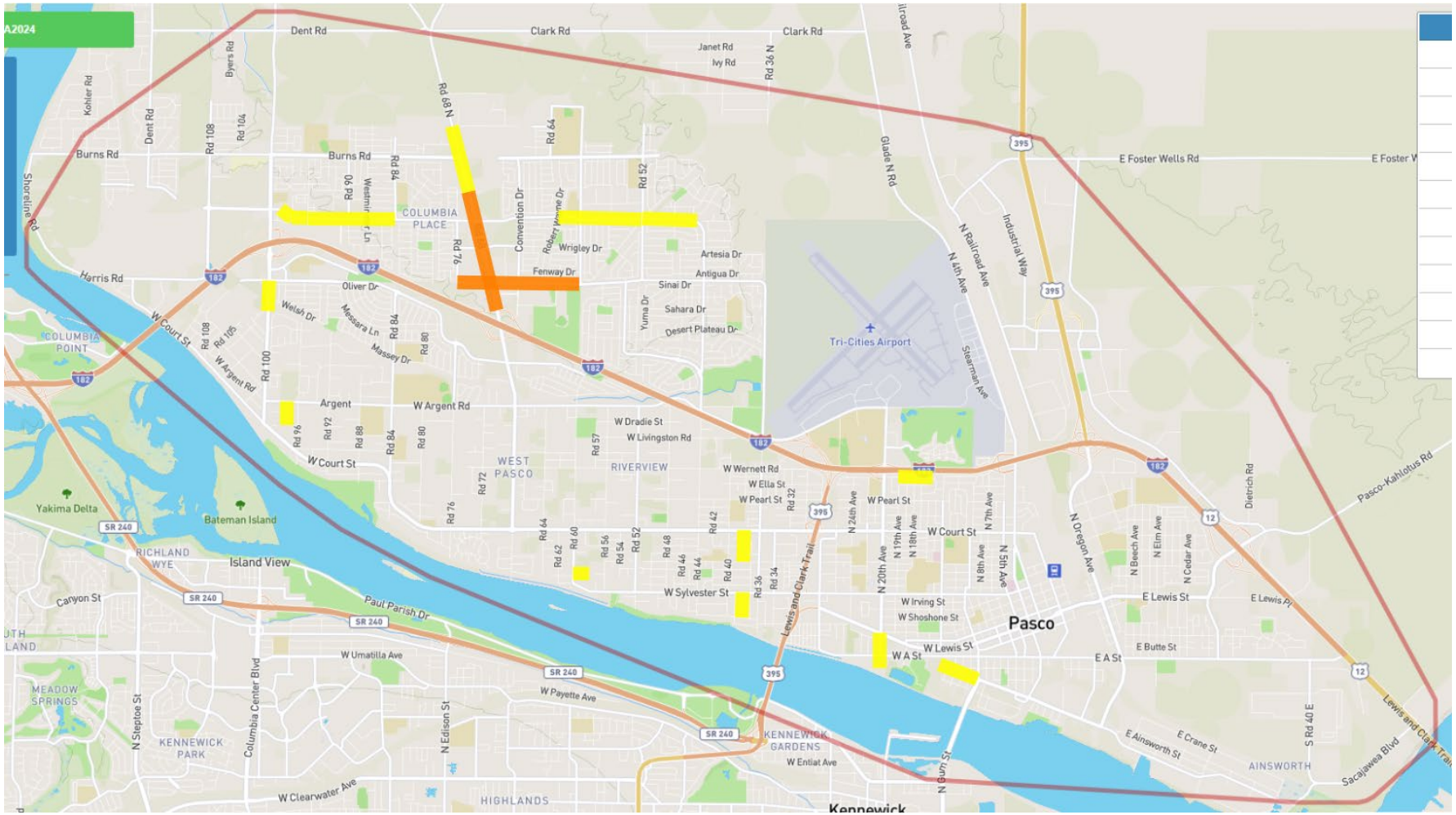
TBD Program Implementation – Budget Option 1: Annual Budget (1 yr)



Map shows general road locations only. Final sections will be determined prior to start of design.

2.8 MILES TOTAL = 1.4 MILES CH-MS + 1.4 MILES OVERLAY

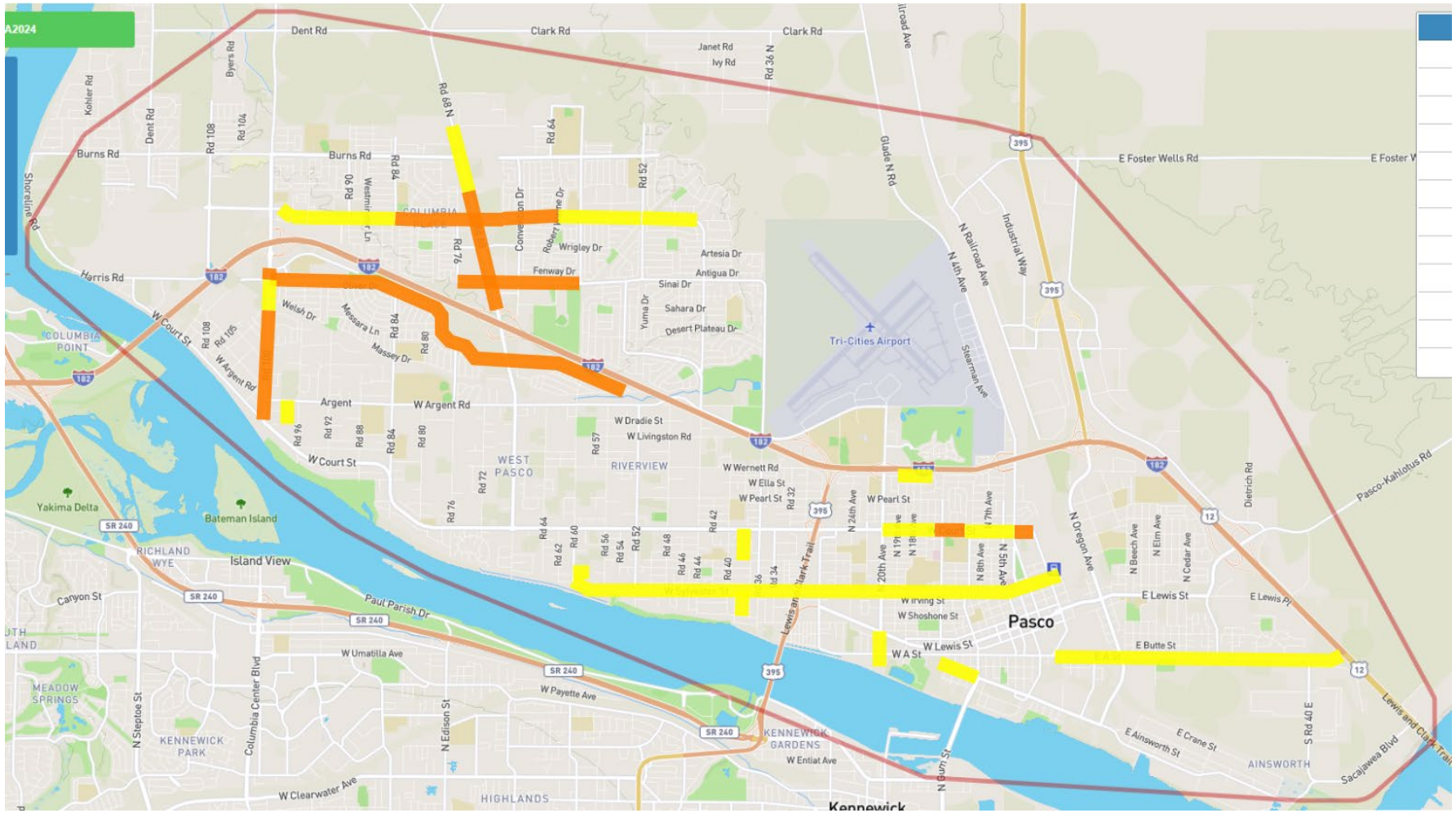
TBD Program Implementation – Budget Option 2: Biennium Budget (2 yr)



Map shows general road locations only. Final sections will be determined prior to start of design.

5.5 MILES TOTAL = 3.1 MILES CH-MS + 2.4 MILES OVERLAY

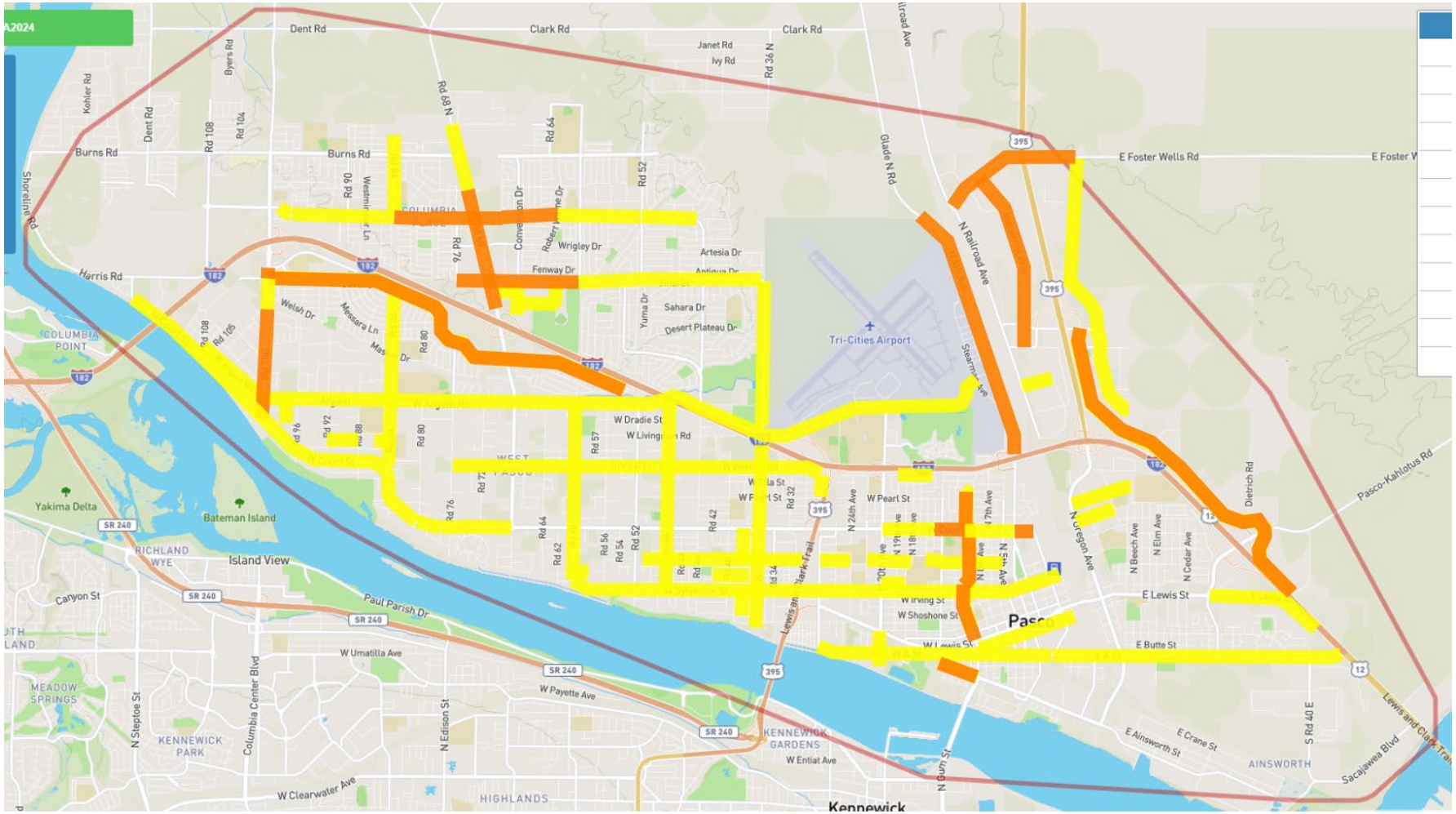
TBD Program Implementation – Budget Option 3: Bonded Funds (5 yr)



Map shows general road locations only. Final sections will be determined prior to start of design.

14 MILES TOTAL = 9 MILES CH-MS + 5 MILES OVERLAY

TBD Program Implementation – Budget Option 4: Bonded Funds (10 yr)



Map shows general road locations only. Final sections will be determined prior to start of design.

47 MILES TOTAL = 36 MILES CH-MS + 11 MILES OVERLAY

TBD Program Implementation – Budget Option Comparison

Summary of Options

Option	Frequency (years)	Miles Repaired	Funding Ratio
1	1	2.8	1 CH-MS : 3 OV
2	2	5.5	1 CH-MS : 3 OV
3	5	14	1 CH-MS : 2 OV
4	10	47	1 CH-MS : 1 OV

TBD Program Implementation Options – Policy Decisions

TBD funds can be used a variety of functions such as **roadway preservation** and maintenance, transportation safety projects, non-motorized improvements, and transit-supportive infrastructure.

Council direction will shape the program's focus:

The proposal focuses on Pavement Preservation (4 alternatives for this function in next slide)

- Is a set aside desired to fund **Traffic Calming Program**? 10% or less?
- Is Council interested in other transportation related set asides?

TBD Program Implementation Options – Pavement Preservation Focus

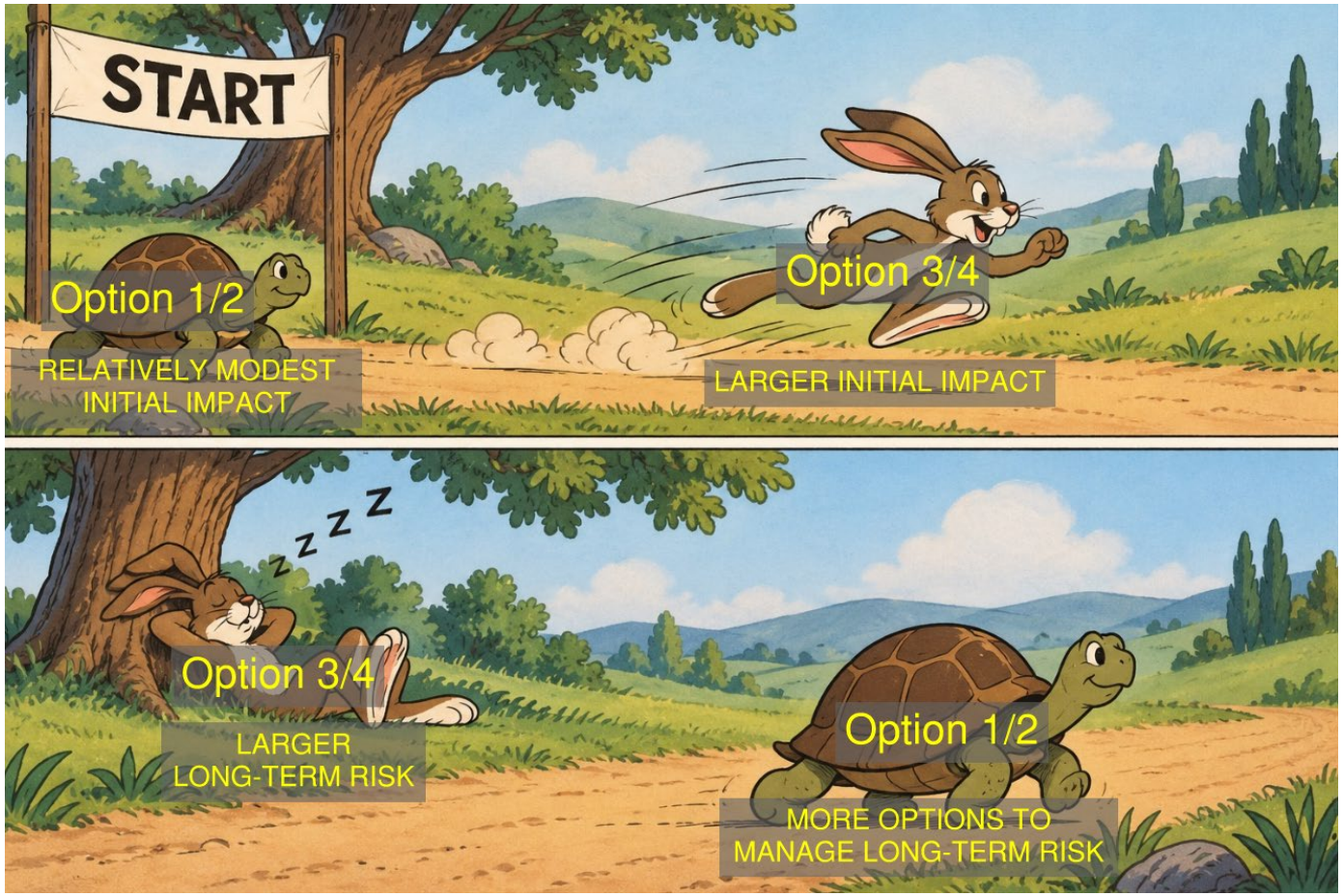
Size and frequency of projects

Option 1: 1-year annual budget

Option 2: 2-year combined budget

Option 3: Bond 5-years of anticipated revenue

Option 4: Bond 10-years of anticipated revenue



City of Pasco

Questions?

AGENDA REPORT

FOR: City Council — September 17, 2026

TO: Harold Stewart, City Manager — City Council Workshop Meeting: 10/5/26

FROM: Angela Pashon, Interim Director
Parks & Recreation

SUBJECT: Presentation of Responses for the Farmers Market & Pasco Specialty Kitchen Request for Proposals

I. ATTACHMENT(S):

Benton Franklin Fair Association & 3 Eyed Fish Farmers Market - Farmer's Market Proposal
Davis Consulting 509 Prime LLC - Farmers Market and PSK Proposal
Latin Business Association - Farmers Market and PSK Proposal
Pasco Chamber of Commerce - Farmers Market and PSK Proposal

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Discussion

III. FISCAL IMPACT:

Proposals

Program	Proposer	Proposed Annual Contract Amount	Additional Costs
Pasco Farmers Market	Benton Franklin Fair Association / 3 Eyed Fish	$90,000	none
Pasco Farmers Market/ Pasco Specialty Kitchen	Davis Consulting 509 Prime LLC	Farmers Market Only: $62,000-$72,000	If approved operating expenses exceed revenues, the City reimburses the difference under negotiated cost recovery
		PSK Only: $148,000-$172,000	
		Both: $175,000	

			provisions
Pasco Farmers Market/ Pasco Specialty Kitchen	Latin Business Association	$420,000	Year 1 transition allowance of up to $25,000. The City remains responsible for utilities, owner-level professional services, building maintenance, capital replacement and major equipment failures. Program and event revenue will be transparently credited against the total public investment.
Pasco Farmers Market/ Pasco Specialty Kitchen	Pasco Chamber of Commerce	$660,000	Reimbursement of documented unforeseen operating costs together with a 15% contingency allowance on approved extraordinary expenses.

Anticipated Budget

The table below includes estimated 2027 and 2028 costs for continued City operation of PSK. The projected budgets reflect the anticipated staffing and operating costs necessary to continue the program, including dedicated City labor in place of the temporary staffing and contracted services currently used.

PSK Estimated Budget	2027	2028
Labor	$222,608.40	$243,503.72
Supplies	$18,170.00	$18,170.00
Services	$39,840.00	$40,404.00
Utilities	$48,900.00	$48,900.00

Total	$329,518.40	$350,976.72

IV. HISTORY AND FACTS BRIEF:

Background

The City of Pasco operates the Pasco Farmers Market Program and the Pasco Specialty Kitchen (PSK). The Farmers Market is a seasonal outdoor market held at Peanuts Park that supports local growers, food producers, artisans, and other vendors. PSK has operated since 2003 as a certified commercial kitchen incubator supporting local food entrepreneurs. The RFP identifies opportunities for both programs to continue developing and expanding their services within the community.

In June 2026, the City issued a Request for Proposals (RFP) seeking qualified operators to assume management and day-to-day operation of the Farmers Market Program and PSK beginning in 2027. The RFP was intended to explore transitioning routine program management and operations from the City to outside operators, while maintaining City oversight of overall program goals and alignment.

The RFP allowed proposers to submit for the Farmers Market Program, PSK, or both programs and allowed the City to make a single award or separate awards for each program.

The City received four proposals: one for the Farmers Market Program only and three for both the Farmers Market Program and PSK. A selection committee reviewed the proposals in accordance with the evaluation criteria established in the RFP.

Impacts (other than fiscal)

Transitioning management of either program to an outside operator would reduce the City's direct involvement in day-to-day program operations and place primary responsibility for program administration, staffing, coordination, and service delivery with the selected operator.

Continued City operation would maintain the existing level of direct City involvement and control over program administration and operations. Discontinuation of either program would eliminate the services and opportunities currently provided to participating vendors, food entrepreneurs, and the community.

The Farmers Market and PSK serve different but complementary purposes,

and Council may consider a different operating approach for each program based on the needs and long-term direction of the individual program.

V. DISCUSSION:

Recommendation

A selection committee comprised of the City Manager, Deputy City Manager, Interim Parks & Recreation Director, Mayor, one City Councilmember, and one community member reviewed and evaluated the proposals received in accordance with the criteria established in the RFP.

Through the review process, the committee considered the proposed approaches, qualifications, and costs associated with contracted management of each program. If considering the programs separately, the proposals received for the Farmers Market Program were generally comparable to the cost for the City to continue operating the program. For PSK, two of the three proposals would result in higher costs compared with continued City operation with fully realized permanent staffing. The third proposal presents the potential for savings; however, the actual expenses are not yet definitive. Under this option, the City would have less control over operating costs, while remaining responsible for covering any gap between revenues and operating expenses, in addition to paying the management fee.

Given the operational and financial considerations identified through the RFP process, staff is presenting the results to Council and seeking direction on the future of each program. Council may consider contracted management, continued City operation, discontinuation of either program, or provide other direction to staff.

At this time, staff recommends deferring this process until Council completes its upcoming budget discussions on program funding priorities.

Constraints

Sufficient time will be needed to negotiate and finalize agreements and allow the selected operators to prepare for the transition of operations beginning in 2027.

Next Steps

Based on Council direction, staff will proceed with the appropriate next steps for each program. If Council directs staff to pursue contracted operations, staff will begin negotiations with the selected proposer(s) to finalize the scope of

services, compensation, program revenues and expenses, and other contract terms. Final agreements will be brought forward for Council consideration, as required.

If Council directs the City to continue operating either program, staff will proceed with planning, staffing, and budgeting necessary for continued City operation in 2027. If Council directs that either program be discontinued, staff will develop an appropriate transition and closeout plan.

Alternatives

Council may provide alternative direction for the future operation of the Pasco Farmers Market Program and Pasco Specialty Kitchen. Alternatives include:

1. Direct staff to negotiate agreements with the selected proposer for each program.
2. Continue City operations of one or both programs.
3. Discontinue one or both programs.
4. Provide other direction to staff regarding the future operation of either program.

CITY OF PASCO, WASHINGTON
PARKS & RECREATION DEPARTMENT

PROPOSAL FOR THE OPERATION OF THE PASCO FARMERS MARKET PROGRAM

Submitted to the City of Pasco, Washington — Parks & Recreation Department

RFP – Operation of PFMP & PSK

SUBMITTED FOR: PASCO FARMERS MARKET PROGRAM ONLY

Submitted by:
a partnership of Benton Franklin Fair Association
and the 3 Eyed Fish Farmers Market management team

August 5, 2026

Lamb Weston Proprietary

COVER LETTER

August 5, 2026

Samantha McCanse, Management Analyst I

City of Pasco, Parks & Recreation Department

525 N 3rd Avenue, Pasco, WA 99301

mccanses@pasco-wa.gov

RE: RFP – Operation of PFMP & PSK — Proposal Submission — PASCO FARMERS MARKET PROGRAM ONLY

Dear Ms. McCanse and Members of the Selection Committee:

The Pasco Farmers Market is the oldest farmers market in the Tri-Cities. For more than three decades it has been the front door to historic Downtown Pasco and the place where immigrant farmers, first-generation food entrepreneurs, and multi-generation Columbia Basin growers have found their first customers. It deserves an operator who treats it as regional infrastructure, not a line item.

We are submitting a proposal for the **Pasco Farmers Market Program only.**

Who we are. This proposal is submitted through a formal partnership between:

- **Benton Franklin Fair Association**, a Pasco-based 501(c)(3) nonprofit (812 W. Washington St., Pasco, WA 99301) that produces the Benton Franklin Fair & Rodeo — a five-day event drawing well over 120,000 attendees, coordinating hundreds of commercial and food vendors, and recognized as Nonprofit of the Year for fiscal stewardship, community impact, and volunteer engagement.
- **The 3 Eyed Fish Farmers Market management team**, which built a small Sunday community market at Queensgate Village into one of the best-attended and best-regarded premier markets in the Tri-Cities — with a deep, active roster of Columbia Basin growers, artisans, and value-added food producers.

One partner brings nonprofit governance, audited financial controls, insurance capacity, sponsorship relationships, volunteer infrastructure, and equipment. The other brings the hands-on craft of building a market that vendors want to be at and shoppers want to return to. Neither of us is learning this on Pasco's dime.

What we are proposing. A three-year plan to return the Pasco Farmers Market to full pavilions and growing attendance, while **reducing the City's cost**:

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Fixed annual management fee	**$90,000**	**$90,000**	**$90,000**
Reduction vs. 2026 expense budget of $111,943	19.6%	19.6%	19.6%

Over the full three-year term the City pays **$270,000** for a fully managed program that is currently budgeted at **$335,829** in expense authority — a **$65,829 reduction in budgeted expense**, or **$49,829 in savings measured net of the $16,000 revenue the City currently books**. We further propose to remit **10% of any annual net operating surplus above $10,000 back to the City** — an estimated **$5,440 over the three-year term** — bringing the total benefit to Pasco to approximately **$55,269,**. The City shares in the market's upside rather than only underwriting its downside.

Site walkthrough disclosure. In the interest of full transparency, our team did not attend the mandatory site walkthroughs held July 8 and July 28, 2026. We respectfully request the Committee's consideration on this point. Our partnership's principals have long-standing, direct operational familiarity with Peanuts Park, the pavilion structures, and downtown Pasco load-in conditions, and Benton Franklin Fair Association's administrative office is located in Pasco. We are available at the City's convenience — on any day, including before the evaluation period closes — to complete a site orientation with staff and to confirm in writing that we have inspected and accept the site conditions as-is.

We have reviewed the draft Personal Services Agreement in Appendix B and are prepared to execute it. Our requested clarifications are limited and non-substantive; they are itemized in Section 6 of this proposal.

Thank you for the opportunity. We would welcome the chance to present this plan in person.

Respectfully submitted,

Lori Lancaster, Executive Director, Benton Franklin Fair Association

Tracy Pennington, Owner/Operator, 3 Eyed Fish Farmers Market

509-528-4592

Lamb Weston Proprietary

1. UNDERSTANDING & APPROACH

(RFP Section 3.1.1 — 20 points)

1.1 What the Numbers Told Us

Appendix A tells a clear story, and we want the Committee to know that we read it carefully.

Farmers Market	Expense budget	Expense actual	Revenue actual
2023	$280,000	$93,221	$14,762
2024	—	$111,708	$40,945
2025	$111,468	$70,019	$15,778
2026 (partial)	$111,943	$36,056	$4,908

Three things stand out:

1. **Revenue is volatile and under-collected.** Vendor revenue swung from $40,945 in 2024 to $15,778 in 2025 — a 61% collapse in a single year. A market with covered pavilions in a city of Pasco's size should not be generating under $16,000 in vendor fees. That is a collection-and-occupancy problem, not a demand problem.
2. **Spending is well below budget authority, which means the program is being run defensively.** Under-spending against budget in a market program almost always shows up as thinner marketing, less programming, and fewer vendors the following season.
3. **2026 is tracking to roughly half of 2025.** Whatever the cause, the trend line needs to be reversed in 2027, not stabilized.

Our conclusion: the Pasco Farmers Market does not need to be reinvented. It needs an operator with an existing vendor roster to seed the stalls, a disciplined fee-collection system, real marketing spend, and programming that gives people a reason to come every Saturday instead of once a summer.

1.2 Our Operating Philosophy: Vendor-First

A farmers market is a two-sided marketplace, and vendors are the harder side to solve. Shoppers show up when the stalls are full. Vendors show up when they make money, are treated professionally, and can plan their season.

Everything in our operating model flows from that:

- **Vendors know the expectations and their cost before the season starts.** Seasonal prepay agreements issued in March with acceptance issued by late April, so a grower can plan planting and staffing around a guaranteed Saturday.
- **Vendors get paid customers, not foot traffic.** We market to buy-intent, not to impressions.
- **Vendors are never guessing.** One point of contact, reachable by text, with published rules applied consistently to everyone.

1.3 Day-to-Day Operations

Season and hours. Saturdays, May through October, at Peanuts Park, 426 W. Lewis Street — approximately 26 market days per season. We will operate the hours specified by the City and will bring the Committee a data-backed recommendation after Year 1 on whether the current window best serves shoppers and vendors.

Market day run-of-show.

Time	Activity
5:30 a.m.	Manager on site; site safety walk; barricades and ADA path of travel set; stall grid confirmed
6:00–7:30 a.m.	Vendor load-in by assigned zone; day-stall check-in and fee collection via mobile POS
7:30 a.m.	Vendor compliance sweep — permits, COIs, sampling and temperature controls, canopy weights
7:45 a.m.	Info booth live: EBT/SNAP tokens, Double Up Food Bucks, K.E.R.N.E.L. Kid Cash, lost-and-found

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Time	Activity
Market hours	Floor management, programming execution, customer counts, incident log
Close +90 min	Vendor load-out, waste and recycling haul, site restoration, pavilion condition report
Close +24 hrs	Attendance, sales-estimate, and vendor-count data entered; issues logged and assigned

Systems. We will operate on **MarketWurks** (or equivalent) as the system of record for vendor applications, jurying, stall assignment, insurance and permit document expiry tracking, invoicing, and communications — integrated with a mobile POS for day-stall fees and EBT/SNAP token reconciliation. Every dollar and every vendor document is auditable from day one. This directly addresses the revenue volatility visible in Appendix A: fees are invoiced automatically, aging is visible weekly, and no vendor sets up without a current permit and certificate of insurance on file.

Staffing model. A lean, permanent core supported by a seasonal surge — the same structure that lets the Benton Franklin Fair run a five-day, 100,000-plus-attendee event with a small year-round staff.

Role	Commitment	Core responsibilities
Project Manager / Principal-in-Charge	0.25 FTE, year-round	City liaison, contract compliance, sponsorship closing, annual reporting handled by the Fair Association
Market Manager	0.50 FTE, year-round	All operations, vendor relations, on-site command every market day, Application
Vendor Services, Programs Coordinator & Social Media	0.50 FTE, year-round	Jurying support, programming logistics, food-access programs
Community Engagement Lead	0.35 FTE, year-round	KPI tracking, marketing execution, partnerships
Bilingual outreach leads	Stipend	Spanish-language vendor recruitment, community outreach, on-site interpretation
Fair Association back office	In-kind	Accounting, payroll, insurance, IT, equipment, volunteer coordination

The Fair Association's shared back office is the single largest reason we can deliver this program below the City's current cost. Accounting, payroll, insurance administration, equipment inventory, and volunteer management are absorbed into existing nonprofit infrastructure rather than rebuilt as new overhead.

1.4 Program Growth & Innovation

Year 1 (2027) — Fill the pavilion and fix the fundamentals.

- Recruit to **an average of 30 paid stalls per market day**, drawing directly from our existing Columbia Basin vendor roster to seed opening day rather than starting cold.
- Launch a simple, transparent two-part fee structure — a **$50 annual application fee** and a **$30 weekly participation fee** — with a seasonal prepay option so vendors commit, and can pay, in advance.
- Restore marketing spend to a level that can actually move attendance.
- Add **two anchor events**: an Opening Day Festival and a Harvest Market.
- Establish the baseline: attendance counts, vendor counts, vendor sales estimates, SNAP/EBT redemption, and social reach, reported to the City every month of the season.

Year 2 (2028) — Extend the footprint.

- Grow to **an average of 40 paid stalls per market day.**
- Launch a **neighborhood pop-up series** (approximately 4 dates) in West Pasco and near Chiawana/Road 68, or Road 100 in partnership with schools and community organizations, to extend fresh-food access beyond downtown.

Year 3 (2029) — Regional destination.

- Continue weekly average and build toward 50 paid stalls per market day.
- Build on satellite popup markets and participation in community events.
- Position Pasco as the Tri-Cities' flagship Saturday market and pursue regional tourism co-promotion.

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Innovation embedded throughout. A live vendor map and "what's in season this week" digital board; a **Farmers Market ↔ Fair vendor pipeline** giving proven market vendors a preferred path into Benton Franklin Fair concessions and vice versa; producer storytelling that puts a name and a face on every farm; and an annual vendor survey whose results are published to the City.

1.5 Community Engagement, Marketing & Partnerships

Marketing plan. An annual marketing plan with KPIs will be submitted to the City for approval prior to each season, and an annual KPI report submitted after each season, per RFP Section 2.3.7.i–j. Our Year 1 spend of **$6,500** is allocated:

Channel	Allocation	Purpose
Paid social (Meta/Instagram, geo-targeted, bilingual)	$2,000	Weekly reach; vendor-of-the-week creative
Print, banners, market guide/handouts	$1,500	On-site and downtown visibility
Website, email, SMS	$1,500	Owned audience the City retains
Photography & content production	$500	Asset library, transferred to City
Grand opening & seasonal promotion	$1000	Launch moment

All outreach is produced **bilingually in English and Spanish** and to ADA accessibility standards, consistent with RFP Section 2.3.4.f and Pasco's demographics. All materials follow City branding guidelines and are submitted for City review.

Partnerships we will build or extend: downtown Pasco merchants and Viera's Bakery corridor businesses; Benton-Franklin Health District; WSU Extension and Master Gardeners; Pasco School District and Columbia Basin College; Second Harvest and regional food-access organizations; Ben Franklin Transit; the Tri-City Regional Chamber and Visit Tri-Cities; and the Benton Franklin Fair Association's existing corporate sponsor roster.

Programming. Every market day carries programming, not just the special ones: live music or performance, a cooking demonstration or "Meet Your Farmer" feature, and a youth activity anchored by the **K.E.R.N.E.L. Kid Cash program**, which we will maintain and grow in coordination with the City, including all funding and reporting compliance. Food access is core, not add-on: **SNAP/EBT tokens and Double Up Food Bucks** will be administered on site at the info booth every market day, with full tracking, reconciliation, and grant reporting.

1.6 Coordination with the Pasco Specialty Kitchen Operator

We are proposing on the Farmers Market only. Per RFP Section 2.5, here is exactly how we will coordinate with the PSK operator — and we will do it whether or not they reciprocate.

RFP 2.5 objective	Our commitment
1. Vendor pathway from PSK client to market vendor	A standing **reserved allocation of up to 4 stalls per season** for PSK clients at a discounted first-year rate, with a fast-track application that accepts PSK's onboarding documentation in lieu of duplicate paperwork. A PSK client should be able to go from kitchen to stall in under two weeks.
2. Cross-promotion	PSK featured on the market website, and in a monthly social feature; market vendors receive PSK information in their welcome packet and at a mid-season "scale up your product" session.
3. Coordinated programming	A minimum of **four PSK client cooking demonstrations** at the market per season, plus a "PSK Showcase" market day. We will actively refer market vendors who are ready to move into commercial production to PSK.
4. Shared resources	Joint bilingual outreach materials, shared vendor-education calendar, and a shared community-events calendar. We will offer the PSK operator space in our marketing at no cost.
5. Integrated metrics	We will co-develop a shared reporting template with the PSK operator and the City covering businesses served, PSK-to-market conversions, market-to-PSK referrals, and combined economic-development impact — and report on it annually even if the PSK operator does not participate.

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We will propose a **standing quarterly coordination meeting** with the PSK operator and City staff, and we will offer to host it.

2. EXPERIENCE & QUALIFICATIONS

(RFP Section 3.1.2 — 25 points)

2.1 Organizational Experience

Benton Franklin Fair Association — 501(c)(3) nonprofit, Pasco, WA. Produces the Benton Franklin Fair & Rodeo, a multi-day regional event with attendance exceeding 120,000 and a vendor operation spanning commercial exhibitors, food concessions, and agricultural producers. Relevant capabilities directly applicable to this scope:

- **Vendor operations at scale** — application intake, contracting, space assignment, fee collection, health-permit verification, certificate-of-insurance tracking, and on-site compliance enforcement across hundreds of vendors.
- **Food safety and permitting** — routine coordination with the Benton-Franklin Health District on temporary food establishment permits, sampling, and temperature-control compliance.
- **Financial stewardship** —established accounting and payroll systems, segregation of duties, board finance committee oversight, and recognition as Nonprofit of the Year for fiscal stewardship.
- **Sponsorship** — an active corporate sponsor roster and the staff capacity to sell, service, and report on sponsorships.
- **Site operations** — setup and breakdown logistics, waste and sanitation contracting, ADA access, crowd management, emergency planning, and law-enforcement/EMS coordination.
- **Volunteer infrastructure** — recruitment, training, scheduling, and supervision at scale.

3 Eyed Fish Farmers Market management team — Built the 3 Eyed Fish Farmers Market at Queensgate Village, Richland, from a small community market into one of the largest and best-received premier markets in the Tri-Cities region. Relevant capabilities:

- **Grower and producer relationships** — a live, active roster of Columbia Basin farms, ranches, orchards, artisans, and value-added food producers, cultivated over multiple seasons. These are the relationships that fill stalls on opening day.
- **Vendor jurying and product-mix curation** — the discipline of balancing produce, prepared food, artisan, and value-added categories so the market feels abundant without cannibalizing vendors.
- **Market-day operations** — layout design, load-in sequencing, weather contingency, and the customer-experience details that drive repeat visits.
- **Community-scale marketing** — organic social growth, vendor-led content, and a loyal shopper base built without a large ad budget.
- **Market growth from a standing start** — the single most relevant credential for what Pasco is asking for.

Why the combination matters. The RFP asks for an operator that can run day-to-day market operations *and* independently manage finances, compliance, insurance, reporting, and growth. Most farmers market operators are strong at the first and thin at the second. Most large event organizations are the reverse. This partnership is deliberately built to be strong at both, and it is built from organizations already rooted in Pasco and Benton and Franklin Counties.

2.2 Comparable Projects

per RFP 3.1.2.a.

Project 1 — Benton Franklin Fair & Rodeo, Annual Production

Scope: Five-day regional Fair; $4 million annual budget; management of 250+ vendors. Role: Producer/operator. Outcomes:123,000 annual attendance; 95 percent vendor retention rate; significant YOY sponsorship growth for two decades.

Agency point of contact:
Lori Lancaster
Executive Director
lori@bentonfranklinfair.com

Project 2 — 3 Eyed Fish Farmers Market, Founding & Growth

Seasonal weekly farmers market operating annually from June through October. Established in 2015, the market has experienced significant growth, expanding from 12 vendors at launch to an average of more than 60 vendors weekly. Weekly attendance has also increased from approximately 120 visitors to well over 2000 weekly visitors.

Agency Point of Contact:

Tracy Pennington, Owner/Operator

3effmarket@gmail.com

2.3 Key Personnel

Resumes for each are attached and, per RFP Section 1.10.2, are not counted toward the 15-page limit.

Role	Name	Allocation	Responsibility
Project Manager / Principal-in-Charge	Benton Franklin Fair Association executive Director	0.25 FTE	Single point of accountability to the City; contract compliance; sponsorship; annual budget, marketing plan, and reporting. Will lead the interview presentation.
Market Manager	Tracy Pennington	0.50 FTE	Day-to-day operations; on site every market day; vendor relations; permits and compliance; programming execution.
Vendor Services, Programs & Social Media Coordinator	TBD	0.50 FTE	Applications and jurying; MarketWurks administration; food-access programs; K.E.R.N.E.L. Kid Cash; programming logistics. Social and Web marketing
Finance & Compliance Lead	Benton Franklin Fair Association Staff	As needed	Budgeting, invoicing, reconciliation, grant compliance, audit support, financial reporting to the City.
Community Engagement Lead	TBD	0.35 FTE	Bilingual marketing plan execution, partnerships, KPI reporting.

Availability. All key personnel are committed for the full term. The Market Manager, Vendor Services, Programs & Social Media Coordinator and the Community Engagement Lead are contractually dedicated to the Pasco Farmers Market and will not be assigned competing Saturday duties. Note that the Benton Franklin Fair & Rodeo occurs in late August; our staffing plan accounts for this with a named, cross-trained backup Market Manager and pre-scheduled crew for the affected market days, so Pasco's Saturdays are never short-staffed.

2.4 Regulatory Understanding

We operate under, and will maintain current working knowledge of:

- **Benton-Franklin Health District** — temporary food establishment permits, mobile food unit permits, sampling requirements, handwashing and ware washing standards, temperature control and cold-chain logs, and on-site inspection readiness. We will verify every vendor's permit before setup and maintain a compliance log.
- **Washington State Department of Agriculture (WSDA)** — cottage food permits, egg handler and dairy licensing, nursery and plant sales, organic labeling, and scale/weights-and-measures certification for vendors selling by weight.
- **WA State food worker cards** — required for all vendor personnel handling open food; verified at check-in.
- **Business licensing** — Washington State business license (UBI), City of Pasco business license and endorsement for the operator and for all vendors.
- **SNAP/EBT** — USDA FNS retailer authorization, token controls, reconciliation, and Double Up Food Bucks incentive reporting.
- **Liquor & Cannabis Board** — special occasion / banquet permits should the City approve any beer-and-wine garden programming.

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- **City of Pasco** — special event permits, street closure approvals, amplified sound permits, and ADA accessibility across the market footprint.
- **Insurance** — commercial general liability at $2,000,000 per occurrence naming the City of Pasco as additional insured, auto liability, and Washington State workers' compensation (L&I), with vendor COI requirements enforced.

2.5 References

Provide three references for projects of similar size and scope completed within the last five years, per RFP 3.1.2.g.

#	Organization	Contact & Title	Phone / Email	Project description	Dates of service
1	Florentyna's, Inc.	Cindy Goulet, CEO	509-727-5458, cindyg@lulucraftkitchen.com	3 Eyed Fish Farmers Market	Annually, June - October
2	Washington Festivals & Events Association	Bruce Skinner	bruce@wfea.oeg	Event Collaboration	Ongoing
3	Oregon Beverage Services	Carroll Unruh	carroll@oregonbeverage.com	Vendor Relationship	August, Annually

3. OPERATIONS, FINANCIAL MANAGEMENT & CAPACITY

(RFP Section 3.1.3 — 20 points)

3.1 Financial Management Approach

Budgeting. An annual operating budget will be submitted to the City for review and approval prior to each market season, per RFP 2.3.7.a, on a schedule that aligns with the City's budget calendar (draft by October 1, final by December 1 for the following season).

Controls. All market finances run through the Benton Franklin Fair Association's existing accounting infrastructure, under nonprofit governance:

- Separate general ledger fund for the Pasco Farmers Market Program — no commingling with Fair operations or the 3 Eyed Fish Farmers Market.
- Segregation of duties between fee collection, deposit, and reconciliation.
- Dual authorization on disbursements above a set threshold.
- Cashless-first fee collection (invoiced ACH/card via MarketWurks; mobile POS for day stalls) to minimize cash handling; cash counted by two people and deposited same-day.
- Monthly bank and POS reconciliation; annual review within the Association's independent audit.
- Full records retention for three years, with the City and the Washington State Auditor granted access, per Appendix B Sections 4.2–4.5.

Reporting to the City. Exceeding the RFP's stated minimum of an annual summary:

Report	Frequency	Contents
Market-day snapshot	Weekly, in season	Vendor count, attendance estimate, SNAP/EBT redemption, incidents
Financial & program report	Quarterly	Revenue and expense to budget, vendor A/R aging, sponsorship pipeline, KPI progress
Annual marketing plan	Pre-season, for City approval	KPIs, strategies, tactics, budget
Annual program report	Post-season	Full financials, vendor and attendance data, food-access data, social/web/advertising KPIs, vendor survey results, next-season recommendations

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Food-access and grant compliance. SNAP/EBT and Double Up Food Bucks are tracked transaction-by-transaction with token controls, reconciled monthly, and reported per funder requirements. Any City-provided funding, grant, or subsidy is tracked in a restricted fund with documented allowable-cost coding.

3.2 Capacity to Operate Independently

The RFP is explicit in Section 2.7 that the Contractor must be self-sufficient. We are. On day one of the contract we bring, at no additional cost to the City:

Requirement	What we already have
Staffing	Existing employees, payroll system, HR policies, L&I coverage
Accounting	Established nonprofit accounting system, controls, and annual audit
Insurance	Existing commercial GL, auto, and workers' compensation policies with capacity for this scope
Equipment	Tents, tables, barricades, signage, radios, generators, and secure storage from Fair operations
Vendor pipeline	Active Columbia Basin grower and producer roster from the 3 Eyed Fish market
Sponsorship	Existing regional corporate sponsor relationships and a staffed sales function
Volunteers	Established volunteer recruitment, training, and scheduling infrastructure
Community standing	Two organizations with deep, long-standing Benton and Franklin County relationships

The City will not be asked to backfill operational, administrative, or day-to-day functions.

3.3 Cost-Saving Strategies

Our fee is below the City's current budget because our cost structure is genuinely lower — not because we have stripped the program.

1. **Shared back office (est. $22,000/yr in avoided cost).** Accounting, payroll, HR, IT, insurance administration, and audit are absorbed into the Fair Association's existing nonprofit infrastructure rather than staffed as new positions.
2. **Shared equipment (est. $9,000/yr in avoided cost).** Tents, tables, barricades, signage, radios, and storage come from existing Fair inventory instead of being purchased or rented.
3. **In-kind volunteer labor (est. $6,000/yr).** Setup, breakdown, and info-booth coverage supported by an established volunteer corps.
4. **Consolidated procurement.** Sanitation, insurance, and printing bid jointly across Fair and market operations for volume pricing.
5. **Sponsorship leverage.** Market sponsorships sold alongside Fair packages, reaching a larger sponsor pool at lower cost of sale.
6. **Cashless-first collection.** Reduces cash-handling labor, banking cost, and — critically, given the Appendix A revenue swings — leakage.
7. **Grant capture.** 501(c)(3) status makes the program eligible for foundation and federal food-access grants that a for-profit operator or a City department cannot access directly.

3.4 Additional Revenue Opportunities

Sponsorship tiers (presenting, pavilion, programming, and stall-adoption); special and holiday market booth focuses; food-truck and beverage placement fees; premium/corner stall pricing; neighborhood pop-ups; and grants including WSDA farmers market support, USDA food-access programs, and regional health and community foundations.

3.5 Proposed Vendor Fee Structure

We propose a deliberately **simple two-part fee structure**. Every vendor pays the same two things, and every vendor can calculate their season cost in ten seconds.

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Fee	Rate	Notes
Annual vendor application fee	**$50 per vendor, per season**	Non-refundable. Covers application processing, jurying, MarketWurks account setup, and verification of business license, health permit, food worker cards, and certificate of insurance. Charged once per season regardless of how many market days the vendor attends.
Weekly participation fee	**$30 per stall, per market day**	Flat rate for all vendor categories — agricultural, prepared food, artisan, and value-added. Includes the assigned stall space within the covered pavilion.
Seasonal prepay option (26 weeks)	$780, paid by March 1	Same $30/week rate, paid in advance in exchange for a locked stall assignment for the full season and priority placement.
Half-season prepay (13 weeks)	$390, paid by March 1	Same rate; locked assignment for the elected half.
Additional stall space	$30 per additional stall, per day	For vendors requiring a double or triple footprint.
Electricity surcharge	$10 per market day	Where powered stalls are available.
PSK client — first season	Application fee waived	Up to 4 stalls per season reserved for Pasco Specialty Kitchen clients.
Nonprofit / community information booth	No charge, rotating 2 per week	Subject to available space and City-approved purpose.

The $30 weekly rate holds flat across all three years — revenue growth comes from filling the pavilion, not from raising prices on the vendors who make the market work.

4. FEE STRUCTURE

(RFP Section 3.1.4 — 20 points)

4.1 Proposed Fee to the City

We propose a **fixed annual management fee**, invoiced monthly in equal installments, inclusive of all labor, materials, supplies, equipment, insurance, and incidentals required to perform the full scope of work in RFP Section 2.3. **There are no reimbursables, no pass-throughs, and no hourly billing.** The City's cost is known and capped for the entire three-year term.

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)	3-Year Total
Fixed annual management fee	**$90,000**	**$90,000**	**$90,000**	**$270,000**
City 2026 expense budget (baseline)	$111,943	$111,943	$111,943	$335,829
Savings vs. expense budget	**$21,943**	**$21,943**	**$21,943**	**$65,829**
Reduction	19.6%	19.6%	19.6%	19.6%

	Year 1	Year 2	Year 3	3-Year Total
City net cost today (budget less revenue)	$95,943	$95,943	$95,943	$287,829
Our fixed fee	$90,000	$90,000	$90,000	$270,000
Net savings to the City	**$5,943**	**$5,943**	**$5,943**	**$14,829**
Plus revenue share to City (below)	-	$1,180	$4,260	$5,440
Total City benefit	**$5,943**	**$7,123**	**$10,203**	**$23,269**

We present the baseline because we would rather the Committee see the honest, conservative number than a flattering one.

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Revenue share. We propose to remit to the City **10% of any annual net operating surplus above $10,000**, paid within 90 days of season close alongside the audited annual report. Pasco shares in the upside it is helping create.

Fee escalation. None. If the City exercises only the initial one-year term, the Year 1 fee stands.

PSA Section 3.4 election: Fixed Sum: $90,000 for the initial one-year term.

4.2 Three-Year Program Pro Forma

This is the full operating budget of the market program — what the City's fee buys and what we bring alongside it.

REVENUE

Source	Year 1	Year 2	Year 3
City management fee	$90,000	$90,000	$90,000
Weekly vendor participation fees ($30 × 26 weeks × avg. stalls)	$23,400	$31,200	$39,000
Annual vendor application fees ($50 × unique vendors)	$1,500	$2,000	$2,500
Sponsorships & partnerships	$5,000	$8,000	$12,000
Special, holiday & pop-up markets	$2,500	$3,500	$4,500
Grants & food-access program administration	$3,500	$3,500	$3,500
TOTAL REVENUE	**$125,900**	**$138,200**	**$151,500**
Average paid stalls per market day	*30*	*40*	*50*

EXPENSES

Line item	Year 1	Year 2	Year 3
Management	$90,000	$90,000	$90,000
Insurance (GL $2M, auto, workers' compensation, event)	$6,800	$6,800	$6,800
MarketWurks, POS/EBT terminals, website & email	$2,000	$2,000	$2,000
Marketing & advertising (bilingual — digital, print, radio)	$6,500	$4,500	$2,500
Programming, entertainment, K.E.R.N.E.L. Kid Cash, demos	$9,500	$9,500	$9,500
Equipment, signage, tents, barricades, supplies	$1,500	$1,500	$1,500
Permits & licenses	$1,000	$1,000	$1,000
Accounting, audit, bank/card fees, administrative overhead	$1,500	$1,500	$1,500
Contingency	$3,500	$3,500	$3,500
TOTAL EXPENSES	**122,300**	**$120,300**	**$118,300**
NET OPERATING SURPLUS	**$3,600**	**$17,900**	**$33,200**
Operating margin	2.9%	13.0%	21.9%
Revenue share remitted to City (20% over $10,000)	-	$790	$2,320
Retained in Pasco Market Reserve	**$3,600**	**$17,110**	**$30,880**

Use of retained surplus. All retained surplus stays in the Pasco Farmers Market Program. It is held in a dedicated **Pasco Market Reserve** and used for market equipment, working capital between seasons, weather and emergency contingency, and expansion pilots — not distributed to the partners. We will report the reserve balance to the City annually.

4.3 The Structural Case

The most important number in this proposal is not the fee. It is this:

Pasco gets a bigger market for less money. That is the whole proposal.

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5. PRESENTATION, ORGANIZATION & CLARITY

(RFP Section 3.1.5 — 5 points)

This proposal is submitted for the **Pasco Farmers Market Program only**, as stated in the submission email subject line and body per RFP Section 1.4. It conforms to RFP Section 1.10: maximum 15 pages excluding front cover, back cover, tab pages, resumes, and the two-page cover letter; 8½" × 11"; Arial 10-point; minimum 0.75-inch margins. Sections are numbered to correspond directly to the evaluation criteria in RFP Section 3.1.

RFP compliance matrix

RFP requirement	Where addressed
3.1.1.a Overall management approach & coordination with other operator	1.2, 1.3, 1.6
3.1.1.b Growth and innovation	1.4
3.1.1.c Community engagement, marketing, partnerships	1.5
3.1.2.a–b Organizational experience & comparable projects	2.1, 2.2
3.1.2.c–e Key personnel, resumes, availability	2.3 + attached resumes
3.1.2.f Regulatory understanding	2.4
3.1.2.g Three professional references	2.5
3.1.3.a Financial management approach	3.1
3.1.3.b–c Independent operating capacity	3.2
3.1.3.d Revenue opportunities & cost savings	3.3, 3.4
3.1.3.e Vendor fee structure	3.5
3.1.4.a Detailed fee proposal	4.1, 4.2
3.2.1–6 Minimum contractor qualifications	2.1, 2.3, 2.4, 3.1, 3.2
1.12 PSA review and requested modifications	6

6. PERSONAL SERVICES AGREEMENT — REQUESTED CLARIFICATIONS

Per RFP Section 1.12, we have reviewed the draft Personal Services Agreement in Appendix B. **We accept the PSA as drafted and are prepared to execute it.** We request only the following non-substantive clarifications, none of which alter the City's rights, remedies, or risk allocation:

1. **Section 2 (Term).** Confirm the term as January 1 – December 31, 2027, with two optional one-year renewals, consistent with RFP Section 2.6.
2. **Section 3.4 (Compensation).** Election of the **Fixed Sum** box at **$90,000** for the initial term, invoiced in twelve equal monthly installments.
3. **Section 5 (Ownership of Documents).** Confirm that the City's ownership of work product extends to market branding, vendor lists, social media accounts, and photography created under this Agreement — we intend for these to transfer to the City at termination — while the partners' pre-existing intellectual property (including the 3 Eyed Fish name and marks, and Benton Franklin Fair Association marks and proprietary systems) remains the partners' property under license to the City for use in connection with this program, as the section already contemplates.
4. **Contracting party.** Identification of **B**enton Franklin Fair Association and 3 Eyed Fish Farmers Market Management as the constituent partners and Partnership as the responsible fiscal and insuring party.

We are prepared to execute the Agreement without further negotiation should the City decline any of the above.

7. CLOSING

The City of Pasco has already done the hard, expensive part. Peanuts Park is restored. The pavilions are built. The market has 38 years of history and a name people know. What has been missing is an operator with the vendor relationships to fill the stalls, the back-office capacity to run it cleanly, and the incentive to grow it rather than maintain it.

That is what this partnership is. We are not asking the City to fund a startup. We are asking it to hand a proven, well-loved market to two organizations that are already rooted in the Tri City community, already running successful markets and events, and prepared to take it on for **less than the City has budgeted -** with a share of every dollar of surplus returned to the City along the way.

We would be honored to steward it.

TRACY PENNINGTON

1017 W 37th Place, Kennewick
tracy.pennington03@yahoo.com
509-528-4592

PROFESSIONAL SUMMARY

Known for building strong relationships across diverse groups, including vendors, community partners, and internal teams, while maintaining structure and consistency. Adept at conflict resolution, problem-solving and adapting quickly to changing conditions to keep operations running smoothly.

CORE SKILLS

Employee and Community Relations • HR Administration • Conflict Resolution • Customer Service • Policy Development • Business Operations • Team Collaboration • Communication • Organization

PROFESSIONAL EXPERIENCE

3 Eyed Fish Farmers Market, Founder/Owner & Operator | 2015 - Present
Founded and manage a community focused farmers market, overseeing all aspects of market operations, vendor coordination, marketing, event planning and community partnerships.
Lead day-to-day market operations, including vendor recruitment, selection, onboarding, placement and ongoing communication.

- Build and maintain relationships with local farmers, artisans, food vendors, small businesses, sponsors and community partners.
- Coordinate market logistics, including site planning, vendor layouts, scheduling, signage, setup and event day operations.
- Develop and execute marketing strategies across social media and community channels to increase market awareness, attendance, and vendor visibility.
- Plan promotional giveaways, seasonal activities, and other initiatives designed to enhance customer experience and drive engagement.
- Develop partnerships and sponsorship opportunities that support market growth
- and strengthen community involvement.
- Oversee administrative responsibilities, budgeting, expenses, vendor documentation, and operational planning.
- Identify opportunities to improve processes.

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Lamb Weston, Inc, HR Generalist | 2021 - Present
Hands on support of full cycle people operations, including onboarding, offboarding, employee/vendor relations, policy enforcement and compliance documentation. Ability to manage HR functions in fast paced environment while balancing organizational needs with stakeholder satisfaction.

- Maintain accurate records, documentation and compliance-related files in alignment with organizational policies.
- Recruit, screen, interview and onboard candidates ensuring a smooth and consistent experience
- Enforce policies and procedures fairly and consistently.
- Handle employee relations and address concerns.
- Resolve conflicts professionally and efficiently while maintaining a collaborative environment.
- Contribute to process improvement initiatives.
- Communicate effectively across cross-functional teams, vendors and stakeholders.

Personal references available upon request

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PROPOSAL TO OPERATE

The Pasco Local Food Enterprise System

Pasco Farmers Market + Pasco Specialty Kitchen

A Public-Private Partnership for Economic Development, Entrepreneurship & Community Prosperity

Submitted by:	Davis Consulting | 509 Prime LLC
Primary Contact:	Damien Davis, Independent Consultant
Address:	1701 Alder Avenue, Richland, WA 99354
Phone:	971-563-9463
Email:	davisconsulting@509prime.com
Submission Date:	August 5, 2026 · by 2:00 PM Pacific
Submitted to:	Samantha McCanse — mccanses@pasco-wa.gov
Email Subject:	RFP – Operation of PFMP & PSK – Proposal Submission
Scope:	Both Programs — Farmers Market & Specialty Kitchen
Contract Start:	January 2027
Term:	1 Year + Up to 2 Annual Renewals
Site Walkthrough:	Attending July 8, 2026 at 11:00 AM (confirmed)

Cover Letter

August 5, 2026

Samantha McCanse, Management Analyst I
City of Pasco Parks & Recreation Department
525 N 3rd Avenue | Pasco, WA 99301

Dear Ms. McCanse and Members of the Selection Committee,

Davis Consulting | 509 Prime LLC is pleased to submit this proposal to operate the Pasco Farmers Market Program and the Pasco Specialty Kitchen as a unified public-private partnership. We are proposing to manage both programs under a single contract, beginning January 2027, under the name: The Pasco Local Food Enterprise System.

Our central thesis is simple: the Farmers Market and the Specialty Kitchen are not two programs — they are two stages of one economic pipeline. Food entrepreneurs incubate at the Kitchen. They launch, test, and grow at the Market. They become employers, taxpayers, and community anchors. Managing both under one roof allows us to accelerate that pipeline in ways that no single-program operator can match.

This is not a theoretical framework. Damien Davis previously managed both the Pasco Farmers Market and the Pasco Specialty Kitchen, including the last period during which both programs were simultaneously profitable. He secured the grants that funded the pass-through window, led the kitchen through its most recent USDA and WSDA certification, and grew the vendor roster and client portfolio during his tenure. He knows these programs, these facilities, and this community — not as an outside operator learning on the job, but as the person who built much of what exists today.

We offer the City of Pasco the following commitments:

- Full, independent operational management of both programs — no routine City staff burden
- A $175,000 annual management fee with a guaranteed cost recovery model so program revenues fund operating expenses first
- Transparent quarterly financial reporting with a performance dashboard covering financial, utilization, vendor, and community impact metrics
- A structured business incubator pathway from Kitchen client to Market vendor to independent business
- Bilingual (English/Spanish) marketing, vendor applications, and community outreach
- A second Farmers Market location in West Pasco piloted in Year 2, subject to City approval
- Revenue sharing: 70% Davis / 30% City on any net operating surplus above the management fee

We have reviewed the City's Personal Services Agreement in full and are prepared to execute it. We have included a limited set of clarifying redline requests in the Appendix of this proposal, submitted in good faith to protect both parties and ensure operational clarity.

We are committed to making Pasco's food economy a regional model. We look forward to the opportunity to serve this community.

Respectfully submitted,

_____

Damien Davis, Independent Consultant
Davis Consulting | 509 Prime LLC
971-563-9463 | davisconsulting@509prime.com
1701 Alder Avenue, Richland, WA 99354

1. Understanding & Approach

RFP Criteria: Day-to-day operations · Program growth & innovation · Community engagement, marketing & partnerships — 20 Points

1.1 The Integrated Vision: An Engine, Not Two Facilities

The City of Pasco has built two assets that, operated separately, are programs. Operated together, they are an engine. The Pasco Farmers Market is the community gathering place, the vendor incubator, the agricultural support platform, and the downtown activation tool. The Pasco Specialty Kitchen is the business accelerator, the commercial production facility, the education center, and the product development hub. This proposal treats them as what they are: two stages of one regional entrepreneurial pipeline.

Our operating philosophy: the operator succeeds only when the programs succeed. Every decision we make will be measured against four questions — Does it improve service? Does it strengthen financial sustainability? Does it support entrepreneurs? Does it create measurable value for the City?

1.2 Day-to-Day Operations

We will assign a dedicated Program Director to lead both programs as the City's single point of contact. A part-time PSK Facility Coordinator will manage kitchen scheduling, client compliance, and onboarding. A Seasonal Market Manager will lead Saturday market operations. All routine operational decisions — vendor scheduling, client onboarding, marketing execution, compliance coordination — will be handled independently, without reliance on City staff.

Farmers Market Operations	Specialty Kitchen Operations	Shared / Integrated
Weekly Saturday market (May–Oct, 8am–12pm)	Year-round kitchen scheduling (24 hours/7 days*)	Program Director oversight of both
Vendor recruitment, jurying, stall assignment	Client recruitment, onboarding, training and customer support	MarketWurks + Food Corridor scheduling software
SNAP/EBT Compliance and execution	WSDA/USDA & Health District compliance	Bilingual marketing & social media
K.E.R.N.E.L. Kid Cash program continuity	Pass-through window vendor program and program innovation	Quarterly financial reporting to City
Site setup/breakdown, ADA compliance	Equipment preventive maintenance schedule and upkeep	Annual budget submission & KPI reporting

1.3 Program Growth & Innovation

Farmers Market: We will establish a structured 'Market Ready' pathway moving PSK graduates directly into market vendor slots. In Year 1 we will conduct a market expansion feasibility study for a second location in West Pasco; in Year 2 we will pilot that location, pending City approval. We will grow vendors and SNAP/EBT participation by a targeted 25% within two seasons through active outreach, bilingual materials, and vendor enrollment.

Pasco Specialty Kitchen: Our primary growth lever is utilization and innovation. The City's data shows PSK generated $100,000–$114,000 in annual revenue against $344,000–$404,000 in expenses. We see a clear path to $140,000–$160,000 in revenue within three years through occupancy maximization, pass-through window expansion, cohort-based incubator programming, and operator-generated revenue streams including culinary education, food photography and packaging services, corporate cooking events, and USDA processing partnerships. We also see a very clear opportunity to correct operating expenses significantly.

Additional innovation programs we will develop and present to the City:

- Night markets and holiday markets leveraging the downtown Peanuts Park setting
- Youth entrepreneurship camps and school-district partnerships
- Restaurant and food truck incubator cohorts at PSK
- Regional vendor expos connecting PSK graduates with wholesale buyers
- Shared cold storage and value-added agriculture services

1.4 Community Engagement & Marketing

Pasco is a majority-Hispanic community. Our marketing strategy starts from that fact, not as an afterthought. Every vendor application, client document, social media post, and community outreach piece will be produced in English and Spanish. We will hire bilingual staff and market ambassadors, partner with Spanish-language radio and digital media, and conduct outreach at community anchors including churches, schools, and cultural organizations.

Our marketing channels and partnerships:

- Social media (bilingual): Instagram, Facebook, Nextdoor — weekly content, event promotion, vendor spotlights
- Email newsletter for market customers, PSK clients, and community partners
- Active partnerships with: Benton-Franklin Health District · WSU Extension Tri-Cities · Columbia Basin College · Port of Pasco · Downtown Pasco Partnership · local chambers of commerce · immigrant entrepreneur organizations
- Sponsorship development — we will actively recruit market and program sponsors to increase non-fee revenue

2. Experience & Qualifications

RFP Criteria: Comparable experience · Key personnel · Regulatory knowledge · 3 professional references — 25 Points

2.1 Organizational Background

Davis Consulting | 509 Prime LLC is a Washington State-registered consulting firm with nearly a decade of direct experience managing farmers markets, certified commercial kitchens, food business incubation, and community economic development programming. Principal Damien Davis has operated both the Pasco Farmers Market and the Pasco Specialty Kitchen — the exact programs under this RFP — and is the operator most familiar with their facilities, regulatory history, vendor and client relationships, and growth potential.

We have directly relevant experience in each of the four qualifying areas defined by the RFP:

- Farmers market management and community-based market operations
- Certified commercial kitchen management and shared-use kitchen operations
- Food business incubation, small business support, and entrepreneurship programming
- Event management, community programming, grant administration, and related operational services

2.2 Comparable Project Experience

Project 1
2016–2019 & 2022–Present
DIRECT EXPERIENCE

Pasco Farmers Market & Pasco Specialty Kitchen — City of Pasco, WA

Role: Operator & Manager | Client: City of Pasco Parks & Recreation

Damien Davis directly managed both the Pasco Farmers Market and the Pasco Specialty Kitchen — the programs under this RFP — across two separate engagements totaling more than six years. This is the only period during which both programs were simultaneously profitable.

Key accomplishments:

- Secured a $175,000 grant to design, permit, and install the Specialty Kitchen pass-through window — a capital improvement that created a new revenue stream and expanded the PSK's community footprint
- Secured a $375,000 rolling three-year grant from the Seattle Foundation (now Inatai Foundation) for program operations and expansion
- Led the PSK through its most recent USDA and WSDA commercial kitchen certification, maintaining full regulatory compliance throughout
- Navigated a full HUD-driven revamp of the PSK's pricing structure, lease agreements, and rental agreements
- Transitioned the Farmers Market to MarketWurks management software, modernizing vendor management, communications, and data tracking
- Maintained the market's Washington State Farmers Market Association (WSFMA) accreditation throughout tenure
- Expanded the PSK client portfolio and grew the Farmers Market vendor roster year-over-year
- Contributed to the downtown facade improvement initiative as part of the broader revitalization effort

Project 2
2025–Present
ACTIVE

Danville Food Commons — City of Danville, Virginia

Role: Lead Consultant & Project Developer | Client: City of Danville / River District Authority

Davis Consulting is currently serving as lead consultant on the ground-up development of the Danville Food Commons — a proposed integrated food enterprise ecosystem in downtown Danville, Virginia combining a USDA-certified commercial kitchen, year-round farmers market, manufacturing and maker space, and cooperative grocery store. The project is being built from the foundation up with no existing template.

Scope of work:

- Full project prospectus and capital stack development, including identification of public, private, and philanthropic funding sources
- Operations programming and staffing guide development for a multi-tenant, multi-use facility
- Economic impact study and long-term financial sustainability analysis
- Adaptive reuse planning for a historic building conversion into a mixed-use food enterprise facility
- Stakeholder engagement with the City, River District Authority, regional food cooperatives, extension services, and state funding partners
- Coordination with Virginia Tobacco Commission, Virginia Farm Bureau, GO Virginia, and the Robert Wood Johnson Foundation on funding strategy

Project 3
2022–Present
ACTIVE

Tri-Cities Food Co-op — Richland, Washington

Role: Founding Consultant | Client: Alan Schreiber, Owner

Davis Consulting served as the founding consultant for the Tri-Cities Food Co-op in Richland, Washington, guiding the project from concept through operational launch. When budget constraints threatened the original plan, Davis restructured the entire business model into a phased approach that preserved the project's viability.

Scope of work:

- Ground-up business structure creation and subsequent full restructuring into a phased development model to address budget limitations
- Complete budget development and financial modeling for phased launch
- Licensing and permit acquisition across all required regulatory bodies
- Non-profit designation — application, structuring, and filing
- Vendor recruitment and partnership development
- Operational framework design including staffing model, programming, and member services structure

2.3 Key Personnel

Davis Consulting brings a committed, experienced team ready to begin operations upon contract award. No positions are contingent on recruiting — our team is assembled and prepared to deploy.

Damien Davis — Program Director, Both Programs | 100% Dedicated

Damien Davis is the founding principal of Davis Consulting | 509 Prime LLC and the proposed Program Director for both programs. He previously managed both the Pasco Farmers Market and the Pasco Specialty Kitchen during the last period in which they were simultaneously profitable and is the operator with the deepest firsthand knowledge of the City's facilities, regulatory history, and community relationships.

Relevant experience includes:

- Former direct operator of the Pasco Farmers Market and Pasco Specialty Kitchen (2016–2019; 2022–present)
- Led PSK through USDA and WSDA commercial kitchen certification

- Secured $175,000 pass-through window grant and $375,000 Inatai Foundation grant
- Navigated HUD-driven pricing, lease, and rental agreement restructuring at PSK
- Transitioned Farmers Market to MarketWurks; maintained WSFMA accreditation
- Lead consultant, Danville Food Commons (ground-up food systems hub development, City of Danville, VA)
- Founding consultant, Tri-Cities Food Co-op (business structure, licensing, non-profit designation, vendor recruitment)
- Extensive experience in municipal consulting, grant administration, stakeholder engagement, and economic development

PSK Facility Coordinator — Specialty Kitchen Operations | 75% Dedicated

Our designated PSK Facility Coordinator is a committed team member with direct experience in commercial kitchen operations, client services, and food safety compliance. This individual will serve as the on-site operational lead for the Specialty Kitchen, managing day-to-day scheduling, client onboarding, equipment oversight, and regulatory compliance. Full resume available upon request.

Position qualifications:

- Direct experience in shared-use or commercial kitchen facility management
- Knowledge of WSDA and Benton-Franklin Health District requirements
- Client-facing service background with food entrepreneurs or small business operators
- Bilingual (English/Spanish) preferred
- Food handler certification (current)

Seasonal Market Manager — Farmers Market Operations | Market Days + Prep

Our designated Seasonal Market Manager will lead all Saturday market-day operations under Damien Davis's direction. This team member brings direct experience in vendor-facing market operations and community event management, with strong roots in the Pasco/Tri-Cities community. Full resume provided upon request

Position qualifications:

- Experience in farmers market, community market, or outdoor event operations
- Strong vendor relationship and conflict resolution skills
- Bilingual (English/Spanish) strongly preferred given Pasco's community demographics
- Familiarity with SNAP/EBT, Double Up Food Bucks, and K.E.R.N.E.L. Kid Cash programs
- Available Saturdays May–October plus weekly prep time

Financial & Administrative Support — Both Programs | 20 hrs/week

Our Financial and Administrative Support team member will manage bookkeeping, vendor/client billing, grant reporting, and administrative coordination across both programs. This role supports the Program Director in producing the City's required quarterly financial reports and monthly performance dashboards. Full resume provided upon request.

Position qualifications:

- Bookkeeping or accounting background; QuickBooks proficiency preferred
- Experience with grant reporting and compliance documentation
- Strong organizational and administrative skills
- Experience in nonprofit, municipal, or small business financial administration

2.4 Regulatory Knowledge

Our team is fully familiar with all applicable regulatory frameworks, including:

- Washington State Department of Agriculture (WSDA) commercial kitchen certification requirements — Davis has personally led PSK through its most recent certification
- Benton-Franklin Health District food vendor permit and food safety standards
- Washington State food handler card requirements (RCW 69.06)
- ADA accessibility standards — physical facilities and WCAG 2.1 Level AA for digital content
- SNAP/EBT retailer authorization and Double Up Food Bucks program administration
- HUD pricing and lease compliance frameworks (applied directly at PSK)
- WSFMA accreditation standards — Davis maintained accreditation throughout his tenure
- City of Pasco business licensing and general municipal contracting requirements

2.5 Professional References

Three professional references for projects of similar size and scope, as required by RFP Section 3.2:

Contact	Organization & Role	Project & Relationship
Colleen Donovan 206-706-5198 colleen@wafarmersmarkets.org	Washington State Farmers Market Association Executive Director	**Pasco Farmers Market (2016–2019; 2022–present)** Can speak to Davis's management of the Pasco Farmers Market, WSFMA accreditation maintenance, vendor program quality, and market operations during his tenure.
Alan Schreiber 509-539-4537 aschreib@centurytel.net	AG Development Group / Tri-Cities Food Co-op Owner	**Tri-Cities Food Co-op, Richland WA (2022–present)** Can speak to Davis's role in founding the Co-op from the ground up, including business structuring, licensing, non-profit designation, budget development, vendor recruitment, and phased operational framework.
Saul Martinez 509-494-4065 maulsartinez07@gmail.com	Cafe Con Arte Owner, Downtown Pasco	**Downtown Pasco Business Community** Downtown business owner and longtime collaborator. Can speak to Davis's role in supporting downtown Pasco's business community through the Farmers Market, collaborative events, and direct professional consulting and business navigation support.

Note: Additional reference available upon request — Amina Mohammad, Owner, Tri-Cities Afghan Foods (PSK client and pass-through window vendor): 509-405-2294 | tricitiesafghanfood@gmail.com.

3. Operations, Financial Management & Capacity

RFP Criteria: Budgeting · Fee collection · Financial reporting · Staffing capacity · Revenue opportunities · Sustainability — 20 Points

3.1 Financial Management Framework

Davis Consulting will operate both programs as fully independent financial entities with separate ledgers, dedicated accounts, and transparent City reporting. Our financial management deliverables to the City:

- Annual operating budgets (each program, separate) submitted by November 1 of the prior year for City review and approval
- Quarterly financial reports: revenues, expenses, variance from budget, client/vendor metrics
- Annual program report: full financial summary, KPI performance, strategic recommendations
- Full open-book access to financial records for the City, Washington State Auditor, or their designee at any time
- Itemized monthly performance dashboard (see Section 3.3)

3.2 Guaranteed Cost Recovery & Revenue-Sharing Model

Step	How It Works
1. Revenue First	All program revenues (vendor fees, kitchen rental, onboarding fees, sponsorships, grants) flow into a dedicated program account
2. Operating Expenses	Approved operating costs (utilities, insurance, maintenance, cleaning, software, marketing, supplies, admin) are funded from revenue first
3. Management Fee	Davis Consulting's $175,000 annual management fee is paid from program revenue after operating expenses
4. Cost Recovery	If approved operating expenses exceed revenues, the City reimburses the difference under negotiated cost recovery provisions
5. Revenue Sharing	Net surplus above expenses and management fee: 70% Davis Consulting / 30% City of Pasco — City share directed to capital reserves, equipment, or program expansion

Why this model benefits the City: Davis Consulting's financial incentive is to grow program revenue. The more the programs earn, the less the City subsidizes — and both parties share the upside.

3.3 Performance Dashboard — Monthly Reporting

Financial Metrics	Program Metrics	Community Impact Metrics
Revenue vs. budget (both programs)	Kitchen utilization rate by zone, equipment master matrix (repair/replace)	New businesses launched from PSK
Expense variance	Market vendor count & retention	Jobs created / retained
Mgmt. fee draw vs. schedule	PSK member growth & churn	Farm income generated (vendor sales)
Grant funds secured	Market attendance (est. weekly)	SNAP/EBT transaction volume
Capital expenditure vs. plan	PSK-to-Market vendor conversions	Minority-owned business participation
Asset condition index	Marketing reach (impressions, clicks)	Community partnerships active

3.4 Asset Management Program

Every City-owned asset at both facilities will be cataloged with: purchase date, original cost, current replacement value, expected service life, maintenance history, repair expenditure history, remaining useful life, and condition rating. We will track repairs as a percentage of replacement cost and submit a 5-year capital improvement forecast annually to the City.

3.5 Independent Operational Capacity

Davis Consulting has the staffing, systems, and professional network to manage both programs without reliance on City staff for any routine function. We will carry all required insurance: Commercial General Liability ($2M per occurrence / $2M aggregate), Professional Liability ($2M per claim / $2M aggregate), Commercial Auto ($1M CSL), and Workers' Compensation per Washington State requirements, naming the City as additional insured.

3.6 Revenue Growth Targets

Revenue Category	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Farmers Market — vendor/stall fees	$18,000–$22,000	$24,000–$30,000	$30,000–$38,000
PSK — kitchen rental & onboarding	$110,000–$125,000	$128,000–$145,000	$142,000–$160,000
Sponsorships & grants (both programs)	$12,000–$20,000	$18,000–$28,000	$25,000–$40,000
Operator-generated programs (PSK)	$5,000–$15,000	$15,000–$30,000	$25,000–$50,000
TOTAL PROJECTED REVENUE	**$145,000–$182,000**	**$185,000–$233,000**	**$222,000–$288,000**

4. Fee Structure

RFP Criteria: Detailed fee proposal · Separate pricing per program · Combined cost savings — 20 Points

4.1 Annual Management Fee

Davis Consulting proposes an annual management fee of $175,000 for integrated operation of both programs. This is an all-in fee covering all executive leadership, operations management, financial oversight, compliance, marketing, vendor relations, business development, strategic planning, partnership development, program innovation, and reporting.

$175,000/year — Both Programs Combined Compare to City's own 2025 budgeted expense of $573,185 for both programs Estimated Year 1 City savings: $398,000+ vs. recent operating history

4.2 Separate Program Pricing (Per RFP Section 3.1(4)(a)(i))

Program Option	Annual Mgmt. Fee	City Retains Revenue?	Net City Benefit
Farmers Market Program only	$62,000 – $72,000	No — Davis retains vendor fees	Reduces City cost vs. $70–112K/yr history
Specialty Kitchen only	$148,000 – $172,000	No — Davis retains kitchen fees	Reduces City cost vs. $344–404K/yr history
BOTH Programs — Integrated (Recommended)	**$175,000**	**No — Davis retains all fees**	**~20% discount vs. sum of individual bids**

4.3 Cost Breakdown — How the Management Fee Is Deployed

Cost Category	Farmers Market	Specialty Kitchen	Combined
Program Director (proration)	$22,000	$52,000	$65,000
PSK Facility Coordinator (part-time)	—	$40,000	$40,000
Seasonal Market Manager	$18,000	—	$18,000
Financial/Admin Support	$3,000	$8,000	$10,000
Operations (supplies, site, equipment)	$5,000	$16,000	$20,000
Marketing & bilingual outreach	$6,000	$8,000	$12,000
Technology & systems	$2,000	$3,500	$4,500
Insurance & licensing	$2,500	$4,000	$6,000
Overhead & administration	$4,500	$10,000	$13,000
Management & profit	$6,000	$13,000	$19,000
SUBTOTALS	**$69,000**	**$154,500**	**$207,500**

Note: The combined bid subtotal reflects our investment in the integrated model. We accept a tighter margin on the combined contract in exchange for the operational efficiencies and growth upside it provides.

4.4 Vendor & Client Fee Structures

Farmers Market: We retain market stall and vendor fees as our revenue stream. All existing City fee structures honored in Year 1. SNAP/EBT and Double Up Food Bucks tokens accepted at par — no vendor surcharge.

Pasco Specialty Kitchen: We retain all client kitchen rental fees and the onboarding fee ($175 currently). All existing rates honored in Year 1. We will grow kitchen utilization — higher occupancy directly increases revenue and reduces the City's implicit subsidy.

4.5 Payment Schedule & Fee Escalation

Davis Consulting is prepared to begin full operations on Day 1 of the contract — January 1, 2027, or earlier if requested by the City. No transition period is necessary. Our principal managed both programs directly and has firsthand knowledge of the facilities, vendors, clients, staff, systems, and regulatory requirements. There is no learning curve.

5. Integrated Operations — The Enterprise System Advantage

5.1 The Local Food Enterprise Pipeline

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Recruit & onboard at PSK	Develop product, earn licenses	Pilot to Market vendor slot	Graduate to pass-through window	Scale to wholesale / retail

PSK graduates entering the Farmers Market receive: priority stall consideration, reduced first-season fees, a Market Ready mentorship package, and joint marketing across both programs.

5.2 Cross-Program Events & Programming

- 'Meet the Kitchen' days — PSK clients cook and sell live at the Farmers Market
- 'Farm to Kitchen' events — market agricultural vendors supply PSK clients for collaborative production
- Downtown food festivals and night markets leveraging both facilities and their combined client/vendor base
- Youth entrepreneurship camps at PSK connected to youth market programming at the Farmers Market
- Create an internal store for PSK clients and downtown businesses using products produced from market vendors

5.3 West Pasco Expansion

In Year 1, or sooner, we will conduct a full feasibility study for a second Farmers Market location in West Pasco. In Year 2, or sooner, subject to City approval, we will pilot a neighborhood market to increase food access and expand vendor opportunities. This expansion is funded through operator revenue — no additional cost to the City.

5.4 Combined Economic Impact Metrics — Annual Report to City

- PSK clients who became active Farmers Market vendors (pipeline conversion rate)
- Revenue generated by PSK graduates at the Farmers Market
- New businesses launched, estimated jobs created, farm income growth, highlight businesses that land in the City of Pasco with the goal of creating a launch to ownership model in Pasco ket identified areas
- Combined market attendance year-over-year growth
- SNAP/EBT and food access program transaction volume
- Grant funding secured through both programs
- Minority-owned and immigrant-owned business participation rates
- Agreed on KPI reporting
- Key capital replacement strategy for city owned equipment and facility needs
- Clear deliverable check-up reports and a willingness to present said reports in open or closed meetings at the cities discretion (with notice).

6. Health, Safety & Regulatory Compliance

Compliance Area	Farmers Market	Specialty Kitchen
Regulatory Authority	Benton-Franklin Health District	WSDA/USDA + Benton-Franklin Health District
Inspections	All vendors permitted before first market day	Facility maintains WSDA/USDA certification at all times
Food Handler Requirements	All food vendor employees — cards on file	All clients and employees — verified at onboarding and renewal
ADA Compliance	Site layout, signage, digital materials (WCAG 2.1 AA)	Facility access + all digital content (WCAG 2.1 AA)
Emergency Response	Written plan, reviewed annually, on-site each market day	Written plan, reviewed annually, posted in facility
Incident Reporting	City notified same day of any incident	City notified same day; regulatory bodies per requirements
Insurance	$2M GL / $2M Prof. Liability / $1M Auto / WC	$2M GL / $2M Prof. Liability / $1M Auto / WC

7. Personal Services Agreement — Requested Clarifications

Davis Consulting has reviewed the City's Personal Services Agreement in full and is prepared to execute it. We respectfully request the following clarifying modifications — operational protections for both parties, not objections to the agreement's substance.

§	Current Language (Summary)	Requested Modification	Rationale
14.1	Termination for convenience: 10 business days notice	Extend to 45 business days	Protects vendors, clients, and staff; allows orderly program wind-down
5	All work product becomes City property	Carve out Davis's pre-existing tools, templates, SOPs, and IP; grant City a license during contract term only	Protects proprietary systems; City retains full access during contract
9	Broad indemnification	Limit to losses caused by Davis's proportional negligence; mutual indemnification per RCW 4.24.115	RCW 4.24.115 cited in §9.2; standard proportional liability
3	No escalation provision	Add 3% annual cap or CPI-W (whichever lower) for renewal years	Protects both parties over the 3-year contract term
2.3(g)/2.4(8a)	City approval required; no timeline stated	15-business-day City response window; deemed approved if no response	Prevents operational delays in time-sensitive seasonal programs (Offset by Budgeting process)
PSK Equip.	Contractor maintains all equipment	Capital repairs/replacements >$2,500 funded by City; Davis funds routine and minor repairs	Standard shared-facility practice; allocates major capital cost appropriately
13	Prior City consent for all subcontracts	Pre-approve routine vendors in Exhibit A; case-by-case for significant new subcontracts only	Reduces administrative burden while maintaining full City visibility

8. Required Attachments

#	Attachment	Contents
A	Washington State Business License	Current WA State business registration for Davis Consulting | 509 Prime LLC
B	Comparable Project Descriptions	Expanded project descriptions for Pasco Farmers Market & PSK, Danville Food Commons, and Tri-Cities Food Co-op
C	Key Personnel Resumes	All key personnel, 2 pages each max.
D	Professional References	Colleen Donovan (WSFMA), Alan Schreiber (Tri-Cities Food Co-op), Saul Martinez (Cafe Con Arte)
E	Sample Annual Budget Template	Separate budget templates for Farmers Market and PSK; quarterly projection format
F	Sample Quarterly Financial Report	Format for City financial reporting: revenue, expenses, variance, narrative
G	Monthly Performance Dashboard	Template for monthly KPI reporting across financial, program, and community impact categories
H	Vendor / Client Application Samples	Sample Farmers Market vendor application (English/Spanish) and PSK client onboarding checklist
I	Emergency Response Plan Framework	Written emergency plan template for both programs
J	Certificate of Insurance (Sample/Binder)	Evidence of GL, Prof. Liability, Auto, and WC coverage at required limits; City named as additional insured

Davis Consulting | 509 Prime LLC certifies that all information in this proposal is accurate and complete. We are prepared to attend an interview at the Selection Committee's request and to provide any additional documentation that would assist the evaluation.

Respectfully submitted,

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Damien Davis, Independent Consultant
Davis Consulting | 509 Prime LLC
971-563-9463 | davisconsulting@509prime.com
August 5, 2026

PROPOSAL ATTACHMENTS

The Pasco Local Food Enterprise System

City of Pasco RFP — Operation of the Pasco Farmers Market & Pasco Specialty Kitchen

Submitted by: Davis Consulting 509 Prime LLC
Principal: Damien Davis
UBI Number: 604 855 702
Formation Date: December 28, 2021 — Washington State LLC
Submission Date: August 5, 2026

Att.	Title	Contents
A	Washington State Business License	Certificate of Formation — Davis Consulting 509 Prime LLC, UBI 604 855 702
B	Comparable Project Descriptions	Pasco Farmers Market & PSK; Danville Food Commons; Tri-Cities Food Co-op
C	Key Personnel Resumes	Damien Davis (full resume); supporting staff resumes available upon request
D	Professional References	Colleen Donovan (WSFMA); Alan Schreiber (Tri-Cities Food Co-op); Saul Martinez (Cafe Con Arte)
E	Sample Annual Budget — Farmers Market	Annual operating budget with quarterly projections (see Excel workbook)
F	Sample Quarterly Financial Report	Revenue, expense, variance, and narrative format (see Excel workbook)
G	Monthly Performance Dashboard	KPI reporting template — financial, program, and community impact (see Excel workbook)
H	Vendor & Client Application Samples	FM Vendor Application (English & Spanish); PSK Client Onboarding Checklist
I	Emergency Response Plan Framework	Written emergency plan for both programs
J	Certificate of Insurance	Available upon contract award and prior to commencement of operations

Attachment A — Washington State Business License

A Certificate of Formation — Davis Consulting 509 Prime LLC

The original Washington State Secretary of State Certificate of Formation is included as a scanned attachment to the proposal submission email. Key details are reproduced below for reference.

Field	Information
Entity Name	DAVIS CONSULTING 509 PRIME LLC
Entity Type	Washington State Limited Liability Company (LLC)
UBI Number	604 855 702
Effective Date	December 28, 2021
Issued By	Steve R. Hobbs, Secretary of State, State of Washington
Principal	Damien Davis
Business Address	1701 Alder Avenue, Richland, WA 99354
Phone	971-563-9463
Email	davisconsulting@509prime.com
City of Pasco Business Endorsement	To be obtained prior to contract execution

The original Certificate of Formation, bearing the Washington State Secretary of State seal and signature, is attached as a PDF to the proposal submission email.

Attachment B — Comparable Project Descriptions

B Three Projects — Direct & Relevant Experience

The following project descriptions provide expanded detail on the three most relevant engagements completed or currently active by Davis Consulting 509 Prime LLC. Each represents a direct analog to the scope of services required under this RFP.

Project 1
2016–2019 & 2022– Present
DIRECT EXPERIENCE

Pasco Farmers Market & Pasco Specialty Kitchen — City of Pasco, Washington

Operator, Manager & Director | Downtown Pasco Development Authority / City of Pasco Parks & Recreation

Damien Davis served as Farmers Market Manager and Specialty Kitchen Director for the Downtown Pasco Development Authority and the City of Pasco across two separate engagements totaling more than six years — the longest and most successful operational tenure in either program's recent history. This is the only period during which both programs were simultaneously profitable. Davis brings to this proposal not just familiarity with these programs but direct, hands-on management of the exact facilities, regulatory relationships, vendor and client networks, and operational systems under this RFP.

Key scope & accomplishments:

- Achieved 200% vendor growth and a 65% increase in customer traffic at the Pasco Farmers Market through data-informed program redesign, targeted vendor recruitment, and enhanced community marketing
- Transformed a 10-year revenue-loss program to net positive — the only operator to achieve simultaneous profitability across both the Farmers Market and the Specialty Kitchen
- Launched 22 businesses through PSK incubation programming and supported 36 low-to-moderate income (LMI) entrepreneurs in building sustainable food businesses
- Secured a $175,000 grant to design, permit, and install the Specialty Kitchen pass-through window — a capital improvement that created a new revenue stream and expanded PSK's community reach
- Secured a $375,000 rolling three-year grant from the Seattle Foundation (now Inatai Foundation) for program operations and expansion — a grant subsequently lost by the succeeding operator due to misuse and non-reporting
- Led the PSK through its most recent USDA and WSDA commercial kitchen certification, navigating all inspection, documentation, and compliance requirements
- Navigated a full HUD-driven revamp of the PSK's pricing structure, lease agreements, and rental agreements — ensuring continued program eligibility and compliance
- Transitioned the Pasco Farmers Market to MarketWurks management software, modernizing vendor scheduling, communications, applications, and financial tracking
- Maintained the market's Washington State Farmers Market Association (WSFMA) accreditation throughout tenure
- Contributed to the downtown facade improvement initiative as part of the broader River District revitalization effort, coordinating with city partners and property owners
- Managed full financial tracking, program reporting, vendor relations, event logistics, equipment oversight, and staff coordination for both programs simultaneously

Project 2
2023– Present
ACTIVE

Danville Food Commons — City of Danville, Virginia

Lead Consultant & Project Architect | City of Danville / River District Authority (RDA)

Davis Consulting is currently engaged as lead consultant on the ground-up development of the Danville Food Commons — a proposed integrated food enterprise ecosystem in downtown Danville, Virginia. The project is being developed inside a historically significant building and will combine a USDA-certified shared-use commercial kitchen, a year-round farmers and makers market, a manufacturing and co-working space, and a cooperative grocery store. There is no existing comparable facility in the region; Davis Consulting is building the entire framework from the foundation up, coordinating with city government, state agencies, regional food systems partners, and philanthropic funders simultaneously.

Key scope & accomplishments:

- Full project prospectus development, including market analysis, facility programming, operational model design, and stakeholder narrative
- Capital stack architecture — identifying and sequencing public, private, and philanthropic funding sources including Virginia Tobacco Commission, Virginia Farm Bureau, GO Virginia, Lieutenant Governor's office, Secretary of Administration, and Robert Wood Johnson Foundation (via Albert Walker at Richmond Memorial Health Foundation)
- Economic impact study and long-term financial sustainability analysis benchmarked against comparable facilities nationally
- Adaptive reuse planning for historic building conversion, including coordination with preservation requirements and community design input
- Operations programming and staffing guide development for a multi-tenant, multi-use facility serving farmers, food entrepreneurs, makers, and cooperative grocery members
- Stakeholder engagement with the City of Danville, River District Authority, Dan River Foundation, Piedmont Progressive Farmers Cooperative (PPFC), the SEED Project food hub at Piedmont Community College, 4P Foods, Cooperative Extension, and Weaver Street Market
- Grant writing strategy and coordination with state and philanthropic funding partners across multiple funding cycles
- Site assessment and feasibility analysis for proposed Farmers Market location in the River District

Project 3
2022– Present
ACTIVE

Tri-Cities Food Co-op — Richland, Washington

Founding Consultant | Alan Schreiber / AG Development Group

Davis Consulting served as the founding consultant for the Tri-Cities Food Co-op in Richland, Washington, guiding the project from initial concept through operational structure. The project faced significant budget constraints that threatened its viability under the original model. Davis restructured the entire business from the ground up into a phased development approach that preserved the project's mission, reduced capital requirements, and created a sustainable path to launch. This engagement demonstrates Davis Consulting's ability to build food enterprise organizations from scratch — creating all structural, legal, operational, and financial frameworks where none previously existed.

Key scope & accomplishments:

- Ground-up business structure creation — entity formation, governance framework, membership model, and organizational design
- Full business model restructuring when initial capital projections proved unfeasible — value-engineered the concept into a phased approach that reduced startup costs while preserving long-term growth potential
- Complete budget development and multi-year financial modeling for phased launch, including revenue projections, staffing costs, and capital expenditure scheduling

- Licensing and permit acquisition across all required regulatory bodies — business license, food establishment permit, health district compliance
- Non-profit designation — application preparation, organizational structuring, and filing for tax-exempt status
- Vendor recruitment and partnership development — identifying and onboarding local producers, food businesses, and community partners
- Operational framework design — staffing model, member services structure, purchasing and inventory systems, and programming plan
- Co-Founder designation — Davis serves on the founding leadership of the Tri-Cities Food Co-op in an ongoing advisory capacity

Attachment C — Key Personnel Resumes

C **Damien Davis — Program Director**

DAMIEN DAVIS

Program Director — Davis Consulting 509 Prime LLC
971-563-9463 | davisconsulting@509prime.com | 1701 Alder Avenue, Richland, WA 99354

Mission-driven executive and consultant with 15+ years of direct experience in farmers market management, commercial kitchen operations, food business incubation, nonprofit leadership, and community economic development across Eastern Washington and Oregon. Former direct operator of both the Pasco Farmers Market and the Pasco Specialty Kitchen — the only period of simultaneous profitability for both programs. Deep personal commitment to racial equity and community development rooted in the Tri-Cities region.

Relevant Experience

Farmers Market Manager & Specialty Kitchen Director — **2016 – Present**
Downtown Pasco Development Authority / City of Pasco — Pasco, WA

- Managed full operations of the Pasco Farmers Market and the Pasco Specialty Kitchen — the exact programs under this RFP — across two engagements totaling 6+ years
- Achieved 200% vendor growth and 65% increase in customer traffic through data-informed program redesign
- Transformed a 10-year revenue-loss program to net positive; launched 22 businesses and supported 36 LMI entrepreneurs through PSK incubation
- Secured $175,000 pass-through window grant and $375,000 Inatai Foundation rolling grant
- Led PSK through USDA and WSDA commercial kitchen certification; navigated HUD pricing and lease restructuring
- Transitioned Farmers Market to MarketWurks; maintained WSFMA accreditation throughout tenure

Founder & Executive Director — **2022 – Present**
Eastern Washington Institute for Black History & Culture (EWIBHC) — Pasco, WA

- Built a cultural preservation institution from the ground up — collections infrastructure, exhibit planning, and community programming
- Implemented Neon CRM for constituent management, donor tracking, event registration, and board-facing fundraising reports
- Managing full grants lifecycle: Washington State Historical Society tracking, 990-EZ compliance, and grant deliverable reporting

Executive Director — **2020 – 2022**
Franklin County Historical Society — Pasco, WA

- Deployed DonorView CRM — configured donor records, membership workflows, communications, and reporting dashboards
- Transitioned financials to QuickBooks achieving 45% payroll efficiency improvement; produced audit and tax reports
- Drove 250% income growth and 60% membership growth through targeted program and donor development
- Trained staff and 15 volunteers on new systems; managed hiring, onboarding, and HR compliance

Founder & Principal Consultant
2016 – Present

Davis Consulting — Oregon & Washington State

- Multi-sector consulting practice serving nonprofit, food systems, and community development clients across OR and WA
- Lead consultant — Danville Food Commons, City of Danville VA: stakeholder engagement, capital stack, operations programming, economic impact study
- Founding consultant — Tri-Cities Food Co-op: ground-up business structure, licensing, non-profit designation, phased model design
- Co-founded CD Wine Ventures / CD Little Wine Shop — POS systems, CRM, inventory management, and revenue strategy

Manager — Contract Management, Internal Granting & Employee Programs
2013 – 2017

Intel Corporation — Hillsboro, OR

- Administered internal staff-based granting programs — application review, award tracking, compliance documentation, and outcome reporting
- Managed enterprise contract management systems for vendor agreements, program budgets, and procurement compliance
- Led employee satisfaction initiatives — survey design, data analysis, and executive dashboards

Education

Master's Degree: Adult Education in Ethnic/Multicultural Studies — Western Oregon University, Monmouth, OR

B.S.: Social Science in Race, Ethnicity, and Gender Studies — Western Oregon University, Monmouth, OR

Skills

Operations Management · Farmers Market Management · Commercial Kitchen Operations · Food Business Incubation · Grant Writing & Administration · Budget & Financial Reporting · QuickBooks · MarketWurks · Neon CRM · DonorView · Nonprofit Leadership · Stakeholder Engagement · Program Development · Community Economic Development · Racial Equity & Community Development · Public Speaking · Team Building & HR Management

Community Leadership & Affiliations

- Board Member — Washington Trust for Historic Preservation
- Co-Founder — Tri-Cities Food Co-op
- Board Member — AACCES Foundation
- Congressional Advocacy — Washington, DC Preservation Advocacy Week
- Active practitioner in Main Street America frameworks, historic tax credits, and community development finance

Additional resumes for PSK Facility Coordinator, Seasonal Market Manager, and Financial/Admin Support staff are available upon request following contract award negotiations.

Attachment D — Professional References

D Three Professional References — Comparable Projects, Last Five Years

The following references can speak directly to Davis Consulting's work on projects comparable in scope and nature to the Pasco Farmers Market and Pasco Specialty Kitchen programs.

Ref. 1	Colleen Donovan — Washington State Farmers Market Association
Contact	Title: Executive Director, Washington State Farmers Market Association (WSFMA) Phone: 206-706-5198 Email: colleen@wafarmersmarkets.org
Project	**Pasco Farmers Market — 2016 to 2019 and 2022 to present** Colleen can speak to Davis's management of the Pasco Farmers Market, including WSFMA accreditation maintenance, vendor program quality, market operations, and his standing as a market operator within the Washington State farmers market community.

Ref. 2	Alan Schreiber — AG Development Group / Tri-Cities Food Co-op
Contact	Title: Owner, AG Development Group; Co-Founder, Tri-Cities Food Co-op Phone: 509-539-4537 Email: aschreib@centurytel.net
Project	**Tri-Cities Food Co-op, Richland WA — 2022 to present** Alan can speak to Davis's role as founding consultant on the Tri-Cities Food Co-op, including ground-up business structuring, the full model restructuring into a phased approach, licensing and non-profit designation, budget development, vendor recruitment, and operational framework design.

Ref. 3	Saul Martinez — Cafe Con Arte, Downtown Pasco
Contact	Title: Owner, Cafe Con Arte — Downtown Pasco Phone: 509-494-4065 Email: maulsartinez07@gmail.com
Project	**Downtown Pasco Business Community & Pasco Farmers Market — 2016 to present** Saul is a downtown Pasco business owner and longtime professional collaborator. He can speak to Davis's role in supporting the downtown Pasco business community through Farmers Market programming, collaborative events, and direct professional consulting and business navigation support provided to him and other downtown businesses.

Additional reference: Amina Mohammad, Owner — Tri-Cities Afghan Foods (PSK client and pass-through window vendor): 509-405-2294 | tricitiesafghanfood@gmail.com. Available upon request.

Attachments E, F & G — Budget, Financial Report & Dashboard Templates

E / F / G Excel Workbook — Four-Tab Financial Template Package

Attachments E, F, and G are delivered as a single Excel workbook: Attachment_EFG_Budget_Reports_Dashboard.xlsx Submitted alongside this document as part of the proposal package.

Tab	Attachment	Contents
Tab 1	E — FM Annual Budget	Full Farmers Market line-item budget with quarterly projections, revenue, operating expenses by category, management fee proration, and net surplus/deficit calculation. Blue cells are inputs; gray cells auto-calculate. Prior Year Actual column included for comparison. Submit to City by November 1.
Tab 2	E — PSK Annual Budget	Full Pasco Specialty Kitchen line-item budget with same structure — PSK-specific line items including utilities, WSDA compliance, cold storage, culinary education, client services, and kitchen rental revenue categories.
Tab 3	F — Quarterly Financial Report	Revenue and expense actuals vs. budget for both programs with variance columns ($ and %). Includes six narrative text blocks: highlights, variance explanations, FM update, PSK update, issues/risks, and next quarter priorities. Submitted quarterly to City.
Tab 4	G — Monthly Dashboard	50+ KPIs across five categories: Financial Metrics, Farmers Market Program Metrics, PSK Program Metrics, Community Impact Metrics, and Asset & Facility Condition. Each row includes target, actual, status, and notes. Submitted monthly by the 15th of the following month.

Attachment H — Vendor & Client Application Samples

H Three Documents — FM Vendor Application (EN/ES) + PSK Onboarding Checklist

Attachment H is delivered as three separate Word documents submitted alongside this package. H1: FM Vendor Application (English) | H2: FM Vendor Application (Spanish) | H3: PSK Client Onboarding Checklist

Document	File	Contents
H1	Attachment_H1_FM_Vendor_Application_EN.docx	7-section English vendor application covering business info, product categories with checkboxes, production & licensing details, stall requirements, SNAP/EBT participation, fee schedule, and certification/signature block
H2	Attachment_H2_FM_Vendor_Application_ES.docx	Full Spanish translation of H1 — identical structure, all text in Spanish. Ready for distribution to Spanish-speaking vendor applicants from Day 1.
H3	Attachment_H3_PSK_Client_Onboarding_Checklist.docx	5-phase onboarding checklist: Initial Inquiry & Application → Licensing & Regulatory Compliance → Facility Orientation → Lease Agreement & Documentation → Business Development & Support. Includes dual sign-off block.

Attachment I — Emergency Response Plan Framework

I Emergency Response Plan — Both Programs

Attachment I is delivered as a separate Word document:
Attachment_I_Emergency_Response_Plan.docx Submitted alongside this package.

The Emergency Response Plan covers both the Pasco Farmers Market (Peanuts Park) and the Pasco Specialty Kitchen (110 S. 4th Ave.) and includes:

Section	Coverage
1. Emergency Contact Directory	All key contacts with phone numbers: 911, Program Director, Facility Coordinator, Market Manager, City of Pasco, Benton-Franklin Health District, Poison Control, Kadlec Regional Medical
2. General Emergency Procedures	First steps for all emergencies; incident reporting thresholds and City notification requirements
3. Evacuation Procedures	Separate procedures for Peanuts Park (FM) and 110 S. 4th Ave. (PSK) with assembly points and gas shutoff locations
4. Medical Emergency	First aid kit locations, AED, 911 protocol, witness documentation
5. Fire Emergency	Farmers Market and PSK-specific fire procedures; extinguisher types and locations; hood suppression system
6. Food Safety Emergency	Product isolation, Health District notification, documentation, and public communications protocol
7. Severe Weather (FM)	Weather monitoring, lightning protocol, wind/canopy procedures, market closure authority
8. Incident Report Form	Complete fillable form for documenting any incident within 24 hours
9. Annual Review Record	Five-year review log — plan must be reviewed and updated each November

Attachment J — Certificate of Insurance

J Certificate of Insurance — Available Upon Contract Award

Insurance documentation will be provided upon contract award and prior to commencement of operations. Davis Consulting will obtain all required coverages immediately upon selection and will provide a Certificate of Insurance naming the City of Pasco as Additional Insured before Day 1 of operations. A sample binder document is included as Attachment_J_Certificate_of_Insurance_Binder.docx.

The following coverages will be obtained and maintained for the full term of the Personal Services Agreement and any renewal years:

Coverage Type	Required Limit	Status
Commercial General Liability (Per Occurrence / Aggregate)	$2,000,000 / $2,000,000	Obtained upon award
Professional Liability / Errors & Omissions (Per Claim / Aggregate)	$2,000,000 / $2,000,000	Obtained upon award
Commercial Automobile Liability (Combined Single Limit)	$1,000,000	Obtained upon award
Workers' Compensation	Washington State Statutory Limits	Obtained upon award
Employers' Liability	$1,000,000	Obtained upon award

- All policies will name the City of Pasco, its officers, officials, employees, and volunteers as Additional Insured
- Policies will be primary and non-contributory with respect to any City insurance or self-insurance
- City will receive 30 days' written notice of any cancellation or material change
- Updated certificates will be provided at each annual policy renewal
- Davis Consulting will notify the City within 5 business days of any material coverage change

Davis Consulting is fully committed to meeting all insurance requirements of the Personal Services Agreement. The brief period between selection and Day 1 operations provides adequate time to obtain, bind, and deliver all required coverages. This in no way represents a gap in our capacity to perform — it is standard practice for professional service contractors operating under municipal agreements.

Pasco Farmers Market Program — Annual Operating Budget

Davis Consulting | 509 Prime LLC · Program Year: [YEAR] · Submitted: [DATE]

Line Item	Q1 Budget	Q2 Budget	Q3 Budget	Q4 Budget	Annual Budget	Prior Year Actua
REVENUE						
Vendor/Stall Fees — Saturday Market	$1,800	$4,200	$4,200	$1,800	$12,000	
Seasonal Vendor Applications & Jury Fees	$300	$0	$0	$0	$300	
SNAP/EBT Token Redemption (pass-through	$200	$800	$800	$200	$2,000	
Sponsorships & Partnerships	$500	$1,500	$1,500	$500	$4,000	
Special Event Fees	$0	$500	$500	$0	$1,000	
Grant Revenue	$3,000	$3,000	$3,000	$3,000	$12,000	
Other Revenue	$0	$0	$0	$0	$0	
TOTAL REVENUE	**$5,800**	**$10,000**	**$10,000**	**$5,500**	**$31,300**	**$0**
OPERATING EXPENSES						
PERSONNEL						
Program Director (proration — FM)	$5,500	$5,500	$5,500	$5,500	$22,000	
Seasonal Market Manager	$0	$4,500	$4,500	$0	$9,000	
Financial/Admin Support (proration)	$750	$750	$750	$750	$3,000	
Payroll Taxes & Benefits (est. 15%)	$0	$0	$0	$0	$0	
SITE & OPERATIONS						
Site Setup & Teardown Supplies	$500	$200	$200	$100	$1,000	
Signage, Banners & Décor	$800	$200	$200	$0	$1,200	
Equipment Rental	$0	$300	$300	$0	$600	
Utilities (power, water — market site)	$0	$400	$400	$0	$800	
Cleaning & Waste Removal	$0	$300	$300	$0	$600	
MARKETING & OUTREACH						
Social Media & Digital Advertising	$500	$1,000	$1,000	$300	$2,800	
Print Materials (bilingual)	$600	$300	$300	$0	$1,200	
Community Outreach Events	$0	$500	$500	$0	$1,000	
Photography & Content Creation	$0	$400	$400	$0	$800	
TECHNOLOGY & SYSTEMS						
MarketWurks Subscription	$500	$500	$500	$500	$2,000	
Website Hosting & Maintenance	$125	$125	$125	$125	$500	
Merchant Processing (SNAP/EBT)	$100	$200	$200	$100	$600	
COMPLIANCE & LICENSING						
WSFMA Membership & Accreditation	$400	$0	$0	$0	$400	
Permits & Licenses	$200	$0	$0	$0	$200	
Insurance (GL, Auto — FM proration)	$625	$625	$625	$625	$2,500	
ADMINISTRATION						
Office Supplies & Communications	$100	$100	$100	$100	$400	
Professional Services (accounting, legal)	$500	$0	$0	$500	$1,000	
Mileage & Travel	$150	$150	$150	$150	$600	
Contingency (3%)	$0	$0	$0	$0	$0	
TOTAL OPERATING EXPENSES	**$11,350**	**$16,050**	**$16,050**	**$8,750**	**$52,200**	**$0**
MANAGEMENT FEE						
Annual Management Fee — Davis Consultin	$17,500	$17,500	$17,500	$17,500	$70,000	$175,000
NET OPERATING SUMMARY						
Total Revenue	$5,800	$10,000	$10,000	$5,500	$31,300	
Total Operating Expenses	-$11,350	-$16,050	-$16,050	-$8,750	-$52,200	
Management Fee	-$17,500	-$17,500	-$17,500	-$17,500	-$70,000	
NET SURPLUS / (DEFICIT)	**-$23,050**	**-$23,550**	**-$23,550**	**-$20,750**	**-$90,900**	

INSTRUCTIONS: Blue cells are inputs — enter your projected values. Gray cells contain formulas and will calculate automatically. Prior Year Actual column (G) is for comparison only — enter actuals after close of prior year. Submit this budget to the City of Pasco by November 1 of the preceding program year.

Pasco Specialty Kitchen — Annual Operating Budget

Davis Consulting | 509 Prime LLC · Program Year: [YEAR] · Submitted: [DATE]

Line Item	Q1 Budget	Q2 Budget	Q3 Budget	Q4 Budget	Annual Budget	Prior Year Actua
REVENUE						
Kitchen Rental — Hourly Clients	$14,000	$14,000	$14,000	$14,000	$56,000	
Kitchen Rental — Block/Monthly Clients	$8,000	$8,000	$8,000	$8,000	$32,000	
Client Onboarding Fees ($175/client)	$875	$875	$875	$875	$3,500	
Pass-Through Window Vendor Fees	$2,000	$2,000	$2,000	$2,000	$8,000	
Culinary Education & Classes	$0	$1,500	$1,500	$0	$3,000	
Corporate Events & Private Bookings	$0	$1,000	$1,000	$0	$2,000	
Cold Storage Rental	$500	$500	$500	$500	$2,000	
Sponsorships & Partnerships	$1,000	$1,000	$1,000	$1,000	$4,000	
Grant Revenue	$5,000	$5,000	$5,000	$5,000	$20,000	
Other Revenue	$0	$0	$0	$0	$0	
TOTAL REVENUE	**$31,375**	**$33,875**	**$33,875**	**$31,375**	**$130,500**	**$0**
OPERATING EXPENSES						
PERSONNEL						
Program Director (proration — PSK)	$13,000	$13,000	$13,000	$13,000	$52,000	
PSK Facility Coordinator (part-time)	$10,000	$10,000	$10,000	$10,000	$40,000	
Financial/Admin Support (proration)	$750	$750	$750	$750	$3,000	
Payroll Taxes & Benefits (est. 15%)	$0	$0	$0	$0	$0	
FACILITY & EQUIPMENT						
Utilities (electric, gas, water)	$8,000	$8,000	$8,000	$8,000	$32,000	
Routine Maintenance & Repairs (<$2,500)	$1,500	$1,500	$1,500	$1,500	$6,000	
Cleaning Supplies & Janitorial	$1,200	$1,200	$1,200	$1,200	$4,800	
Small Equipment & Kitchen Supplies	$1,000	$500	$500	$500	$2,500	
Equipment Calibration & Safety Checks	$500	$0	$500	$0	$1,000	
COMPLIANCE & LICENSING						
WSDA Certification & Inspections	$500	$0	$500	$0	$1,000	
Health District Permits & Inspections	$300	$0	$0	$0	$300	
Food Handler Card Tracking & Admin	$100	$100	$100	$100	$400	
Insurance (GL, Auto, Prof. Liability — proration)	$1,125	$1,125	$1,125	$1,125	$4,500	
CLIENT SERVICES						
Client Onboarding Materials & Packets	$200	$200	$200	$200	$800	
Business Consulting Resources & Referrals	$250	$250	$250	$250	$1,000	
Client Events & Networking Programming	$0	$750	$750	$0	$1,500	
MARKETING & OUTREACH						
Social Media & Digital Advertising	$500	$750	$750	$250	$2,250	
Print Materials & Signage (bilingual)	$400	$200	$200	$0	$800	
Photography & Content Creation	$0	$300	$300	$0	$600	
TECHNOLOGY & SYSTEMS						
Scheduling Software Subscription	$500	$500	$500	$500	$2,000	
Website & Online Booking	$125	$125	$125	$125	$500	
Merchant Processing Fees	$200	$200	$200	$200	$800	
ADMINISTRATION						
Office Supplies & Communications	$200	$200	$200	$200	$800	
Professional Services (accounting, legal)	$750	$0	$0	$750	$1,500	
Mileage & Travel	$200	$200	$200	$200	$800	
Contingency (3%)	$0	$0	$0	$0	$0	
TOTAL OPERATING EXPENSES	**$41,300**	**$39,850**	**$40,850**	**$38,850**	**$160,850**	**$0**
MANAGEMENT FEE						
Annual Management Fee — Davis Consulting (F	$35,000	$35,000	$35,000	$35,000	$140,000	$140,000
NET OPERATING SUMMARY						

Total Revenue	$31,375	$33,875	$33,875	$31,375	$130,500
Total Operating Expenses	-$41,300	-$39,850	-$40,850	-$38,850	-$160,850
Management Fee	-$35,000	-$35,000	-$35,000	-$35,000	-$140,000
NET SURPLUS / (DEFICIT)	**-$44,925**	**-$40,975**	**-$41,975**	**-$42,475**	**-$170,350**

INSTRUCTIONS: Blue cells are inputs. Gray cells calculate automatically. Submit to City of Pasco by November 1. Note: Utilities and major equipment repairs >$2,500 are City responsibility — do not budget them here; flag via capital planning process.

Quarterly Financial Report — Pasco Farmers Market & Specialty Kitchen

Davis Consulting | 509 Prime LLC · Reporting Period: Q[#] [YEAR] · Submitted: [DATE]

Reporting Period:	Q[1/2/3/4] — [Month] through [Month] [Year]
Submission Date:	[Date]
Prepared by:	Damien Davis, Program Director — Davis Consulting | 509 Prime LLC
Submitted to:	Samantha McCanse, City of Pasco Parks & Recreation

Line Item	Q Budget	Q Actual	Variance ($)	Variance (%)	Notes / Explanation
REVENUE — FARMERS MARKET					
Vendor/Stall Fees			$0	0.0%	
SNAP/EBT Redemptions			$0	0.0%	
Sponsorships			$0	0.0%	
Special Events			$0	0.0%	
Grant Revenue			$0	0.0%	
Other Revenue			$0	0.0%	
TOTAL REVENUE — FARMERS MARKET	**$0**	**$0**	**$0**	**0.0%**	
REVENUE — SPECIALTY KITCHEN					
Kitchen Rental (Hourly)			$0	0.0%	
Kitchen Rental (Block/Monthly)			$0	0.0%	
Onboarding Fees			$0	0.0%	
Pass-Through Window Fees			$0	0.0%	
Culinary Education			$0	0.0%	
Corporate/Private Events			$0	0.0%	
Grant Revenue			$0	0.0%	
Other Revenue			$0	0.0%	
TOTAL REVENUE — SPECIALTY KITCHEN	**$0**	**$0**	**$0**	**0.0%**	
OPERATING EXPENSES — FARMERS MARKET					
Personnel			$0	0.0%	
Site & Operations			$0	0.0%	
Marketing & Outreach			$0	0.0%	
Technology			$0	0.0%	
Compliance & Insurance			$0	0.0%	
Administration			$0	0.0%	
TOTAL OPERATING EXPENSES — FARMER	**$0**	**$0**	**$0**	**0.0%**	
OPERATING EXPENSES — SPECIALTY KITCHEN					
Personnel			$0	0.0%	
Facility & Utilities			$0	0.0%	
Equipment & Supplies			$0	0.0%	
Compliance & Insurance			$0	0.0%	
Client Services			$0	0.0%	
Marketing & Outreach			$0	0.0%	
Technology			$0	0.0%	
Administration			$0	0.0%	
TOTAL OPERATING EXPENSES — SPECIAL	**$0**	**$0**	**$0**	**0.0%**	

NARRATIVE SUMMARY (required)	
Program Highlights	*Summarize key achievements, milestones, and notable outcomes this quarter for both programs.*

Budget Variances	*Explain any line items with variances greater than ±10% or greater than $500. Include cause and corrective action if applicable.*

Vendor & Client Update (FM)	*Market vendor count, attendance estimate, new vendors, departures, SNAP/EBT volume.*

Vendor & Client Update (PSK)	*Kitchen utilization rate, active clients, new onboardings, graduations, pipeline clients.*

Issues & Risks	*Identify any operational, financial, or compliance issues; describe mitigation steps.*

Next Quarter Priorities	*Key operational focus areas, planned events, and anticipated budget items for the coming quarter.*

PROPOSAL TO OPERATE

THE PASCO FARMERS MARKET PROGRAM

&

THE PASCO SPECIALTY KITCHEN

ONE INTEGRATED PLATFORM

Food entrepreneurship, market access, cultural events, downtown rentals, community activation and transparent financial performance.

OUR COMMITMENT

Stewardship. Opportunity. Accountability.

LBA will operate both programs as public-purpose economic infrastructure: professionally managed, culturally connected, financially transparent and focused on measurable outcomes.

Submitted by	Latin Business Association of Pasco (LBA)
Project Executive	Mike Gonzalez, Executive Director
Proposal option	Both programs - integrated operation
Submitted to	City of Pasco Parks & Recreation Department
Date	August 2026

COVER LETTER

A candid, financially responsible proposal for integrated operations

August 2026

Samantha McCanse, Management Analyst I
City of Pasco Parks & Recreation Department
525 N. Third Avenue | Pasco, WA 99301

RE: RFP - Operation of the Pasco Farmers Market Program and Pasco Specialty Kitchen

Dear Ms. McCanse and Selection Committee:

The Latin Business Association of Pasco respectfully submits this revised proposal to manage and operate the Pasco Farmers Market Program and Pasco Specialty Kitchen beginning in 2027. LBA sees these assets as one economic-development platform: the Specialty Kitchen helps entrepreneurs become compliant and market-ready; the Farmers Market gives them a place to sell; rentals and cultural events create additional earned revenue; and LBA connects the entire system to businesses, sponsors, neighborhoods and institutions.

LBA is the only vendor in this RFP pool offering bilingual outreach, trusted downtown relationships, professional marketing, event development and executive leadership grounded in municipal operations. Mike Gonzalez will serve as Project Executive and personally lead transition, governance, financial controls, City coordination, sponsorship strategy, marketing direction and quarterly public reporting.

This proposal is intentionally candid about financial reality. City-provided history shows that program expenses have exceeded program revenues in every year presented. LBA will not promise self-sufficiency that the numbers do not support. We propose an explicit public-private operating model: a fixed annual LBA management fee, City responsibility for utilities and City-owned asset costs, and contract authority to generate revenue from kitchen use, market fees, rentals, sponsorships, classes and approved events.

FINANCIAL PROPOSAL

LBA proposes a $420,000 annual integrated management fee, plus a separately authorized Year 1 transition allowance of up to $25,000. The City remains responsible for utilities, owner-level professional services, building maintenance, capital replacement and major equipment failures. Program and event revenue will be transparently credited against the total public investment.

The proposal assumes LBA will have meaningful operational control over Farmers Market pavilion and Peanuts Park rentals connected to the program, as well as the ability to develop Cinco de Mayo, the Tamale Festival, Día de los Muertos, the Fiery Foods Festival and other approved revenue-producing activities. Without defined revenue authority and a clear division of owner and operator costs, proposals cannot be priced or compared fairly.

Thank you for your consideration. LBA is prepared to help Pasco build the region’s most accessible food-business incubator, public market and cultural food-event ecosystem, with transparent reporting and a realistic understanding of the City investment required.

Respectfully submitted,

Mike Gonzalez
Executive Director | Latin Business Association of Pasco
civicinfluence@gmail.com | 509-850-4748

1 EXECUTIVE SUMMARY

A public-purpose operating model built for Pasco

LBA proposes to operate the Pasco Farmers Market Program and Pasco Specialty Kitchen under one integrated contract. The model links entrepreneur recruitment, commercial-kitchen production, market testing, rentals, sponsorships, cultural events and downtown business connections into one measurable pathway from idea to enterprise.

$420,000	$150,000	$329,000	$241,000
Annual LBA fee	City owner-cost allowance	Year 1 net earned revenue	Illustrative net City support

The LBA Value Proposition

- One operator, one pipeline: shared recruitment, scheduling, marketing, data and business-development support.
- Real City partnership: LBA manages day-to-day operations; the City retains owner responsibilities, policy oversight and capital authority.
- Community-centered access: bilingual, culturally responsive and ADA-aware outreach that lowers barriers without lowering standards.
- Fiscal discipline: monthly closes, auditable records, budget-to-actual dashboards, transparent subsidy reporting and quarterly Council presentations.
- Market-building: professional media, sponsorships, rentals, culinary programming, regional promotion and a recognizable Made in Pasco food-enterprise identity.
- Revenue authority matched to responsibility: LBA must be able to schedule, price and collect approved rental, event, sponsorship and program revenue.

Year 1 Outcomes

- Complete a 90-day transition, asset review, compliance review, fee validation and verified financial baseline.
- Increase kitchen utilization, collections, vendor participation and qualified entrepreneur onboarding.
- Establish a rental calendar for the market pavilion and Peanuts Park and launch an integrated sponsor package.
- Deliver four major cultural food-event concepts, subject to City approval and event-specific budgets.
- Provide monthly financial-solvency dashboards, quarterly Council presentations and an annual public results report.

CANDID FINANCIAL PREMISE

These facilities are public-purpose infrastructure, not conventional profit centers. Success requires an explicit City investment, disciplined cost allocation and measurable economic and community outcomes. The goal is to reduce avoidable subsidy and increase earned revenue - not to hide the subsidy or transfer unpredictable City-asset risk to the operator.

2 UNDERSTANDING THE ASSIGNMENT & GOVERNANCE

Clear responsibilities, equal information and no surprises

Two Facilities, One Economic-Development Mission

The assignment includes administration, staffing, client and vendor management, fee collection, marketing, programming, food safety, regulatory compliance, maintenance coordination, rentals, reporting and long-term growth. The public purpose is broader than direct fee revenue: fresh-food access, low-barrier entrepreneurship, downtown foot traffic, cultural visibility, business formation, jobs and future private investment.

Historical Financial Reality

Program / Year	Expenses	Revenue	Expense Gap
Farmers Market 2023	$93,220.78	$14,762.00	$78,458.78
Farmers Market 2024	$111,708.22	$40,945.30	$70,762.92
Farmers Market 2025	$70,019.17	$15,778.00	$54,241.17
Specialty Kitchen 2023	$404,018.94	$55,317.49	$348,701.45
Specialty Kitchen 2024	$343,608.42	$100,147.09	$243,461.33
Specialty Kitchen 2025	$356,199.86	$114,090.47	$242,109.39

Source: City RFP Appendix A. The figures demonstrate that a public subsidy is not optional; it is already embedded in the historical operating model.

Division of Responsibility

Responsible Party	Scope
LBA - day-to-day operator	Staffing; scheduling; applications; billing and collections; client/vendor communication; cleaning procedures; market days; rentals; sponsorships; approved events; marketing; records; dashboards and incident response.
City - asset owner and policy partner	Contract oversight; policy and branding approval; utilities; structural and major systems; building maintenance; owner-level professional services; major equipment repair/replacement; capital plan; access to historical data and appropriations.
Joint decisions	Annual budgets and fees; revenue custody; rental policies; event approvals; capital priorities; grants; sponsorship standards; major partnerships and final KPIs.

NO-SURPRISES STANDARD

Any compliance failure, material budget variance, equipment breakdown, safety incident, cash-control concern or service interruption will be reported promptly with a recommended action, responsible owner and cost estimate.

3 TRANSITION & IMPLEMENTATION

A disciplined launch from award through the first 120 days

LBA will treat transition as a formal project. The Project Executive will maintain the master action plan, chair City coordination meetings and verify that staffing, controls, policies, revenue authority, facility readiness and communications are established before expansion.

Phase 1 - Mobilize and Verify (Days 0-30)

- Confirm project administrators, decision rights, reporting calendar, insurance, public-records expectations, subcontract approvals and invoicing.
- Validate opening balances, fee schedules, receivables, deposits, revenue custody, purchasing limits and monthly-close templates.
- Inventory equipment and furnishings; document condition, warranties, inspection history, deferred maintenance and pre-existing defects.
- Meet current staff, kitchen clients, market vendors, sponsors, downtown businesses, regulators and community partners.
- Secure client/vendor files, schedules, social accounts, web assets, event history, rental records, contracts and branding materials.

Phase 2 - Build the Operating System (Days 31-60)

- Hire or designate the PSK Coordinator, Farmers Market Manager, finance support, seasonal staff and specialist consultants.
- Publish operating manuals, applications, fee and collection rules, rental policies, client/vendor agreements, incident procedures and appeals.
- Configure scheduling, electronic payments, accounting, document tracking, dashboards, rental calendars and sponsor inventory.
- Launch bilingual continuity, recruitment and community-awareness campaigns.

Phase 3 - Operate, Measure and Correct (Days 61-120)

- Assume routine operations using opening/closing checklists, supervisor review and daily cash reconciliation when applicable.
- Validate vendor counts, billable kitchen hours, rentals, revenue, attendance, digital reach, expenses and compliance status.
- Present a 12-month operating plan with final KPIs, staffing adjustments, event calendar, sponsorship plan and prioritized capital needs.
- Deliver the first monthly solvency dashboard and quarterly public presentation.

Year 1 Milestone Calendar

Q1	Q2	Q3	Q4
Transition, staffing, controls, inventory, fee and rental validation	Market launch, PSK recruitment, sponsor sales, rental calendar	Peak-season programming, events, midyear corrective plan	Harvest/holiday pilots, annual evaluation, Year 2 budget

TRANSITION GATE

LBA will not expand locations, days, rentals or major programming until core controls are functioning, staff are trained, compliance is current and the City has received a verified baseline and responsibility matrix.

4 FARMERS MARKET OPERATIONS & RENTALS

Reliable market days and year-round productive use of public space

Core Market Operations

- Publish an annual market calendar covering applications, recruitment, selection, orientation, stall assignment, permits, sponsorships and site-readiness milestones.
- Maintain a balanced vendor portfolio of growers, prepared foods, value-added producers, artisans and PSK graduates using transparent criteria.
- Use a digital platform for applications, records, scheduling, payments, communication and reports.
- Implement a market-day playbook covering traffic, ADA routes, permits, cash controls, sanitation, incident response, setup and restoration.
- Maintain SNAP/EBT and incentive programs, subject to program requirements, with documented reconciliation and fraud controls.

Farmers Market Pavilion and Peanuts Park Rentals

The City addendum reports 30 non-Farmers Market events at Peanuts Park in 2025. LBA's financial model assumes contractual authority to market, schedule and collect approved rental revenue for the market pavilion and related program spaces, subject to City policies, public-safety requirements and protected City use dates.

- Create a published rental rate schedule for private, nonprofit, cultural, corporate and community uses.
- Use written agreements covering deposits, insurance, permits, alcohol rules, security, sanitation, damage, cancellation and restoration.
- Maintain a shared public calendar that protects market days and City priorities while filling unused dates.
- Cross-promote rentals with downtown businesses, hotels, caterers, PSK clients and regional organizations.
- Track inquiries, booked dates, waived fees, deposits, direct costs and net rental revenue monthly.

30	$1,500	$45,000	Monthly
Annual rentals assumed	Average gross rental	Year 1 rental revenue	Revenue reporting

Market and Rental Standards

Standard	Target
Scheduled market days open on time	100%
Vendor files complete before sale	100%
Fees and rentals reconciled	Monthly
Complaints acknowledged	Within 2 business days
Site restored after use	Same day / contract standard

REVENUE AUTHORITY IS ESSENTIAL

The operator cannot be held accountable for financial sustainability without clear authority over the program's available rental inventory, pricing, scheduling, collection and sponsorship opportunities.

5 MARKET GROWTH & PROGRAMMING

Grow attendance and access without weakening the core market

Growth will be sequenced and data-informed. LBA will first deliver dependable Saturday markets, then add pilots only when vendor supply, staffing, customer demand, safety and financial capacity support them.

Seasonal Programming Framework

Program Area	Examples
Food and farm education	Meet Your Farmer features, cooking demonstrations, produce education, food preservation and PSK product showcases.
Family and youth	Kid Cash continuity, youth entrepreneurship, school and library partnerships, family activities and performances.
Culture and community	Bilingual emceeing, local musicians, heritage demonstrations, nonprofit spotlights and culturally representative programming.
Seasonal moments	Opening Day, summer evening pilots, harvest programming, holiday markets and major downtown-event cross-promotion.
Buyer connections	Meetups linking growers and PSK producers with restaurants, grocers, institutions and food-service buyers.

Expansion Decision Framework

1. **Demand:** Does attendance, feedback and neighborhood data support another location, day or time?
2. **Vendor capacity:** Can a strong vendor mix participate without weakening the Saturday core?
3. **Economics:** What staffing, permits, marketing and site costs are required, and what revenue or sponsorship is available?
4. **Access:** Does the pilot reach residents facing transportation, schedule, language or affordability barriers?
5. **Readiness:** Can LBA deliver the activity safely and consistently with available staff and systems?
6. **City approval:** Has LBA submitted a concise business case, budget and safety plan?

Initial Growth Concepts

- A limited downtown evening-market and music series paired with food demonstrations and downtown promotions.
- Neighborhood pop-up markets in areas with limited fresh-food access.
- A winter or holiday market featuring value-added foods, artisans and PSK clients.
- Ticketed chef demonstrations, tasting programs and culinary classes that create earned revenue.

GROWTH RULE

Every pilot will have a defined customer, budget, staffing plan, revenue model, safety plan, marketing plan and after-action evaluation. Activities that do not produce measurable public or financial value will be changed or discontinued.

6 SPECIALTY KITCHEN OPERATIONS

Safe, scheduled, sanitary, compliant and fully documented

PSK is a regulated production facility that must be managed with technical discipline. Executive leadership will establish accountability; the Facility & Incubator Coordinator will manage daily operations; and qualified specialists will support food safety, commercial equipment and regulatory matters.

Facility Management System

- Scheduling: centralized reservations for the Main, Center and Scullery kitchens, storage assignments, setup and cleanup time, cancellation rules and verified billable hours.
- Access: authorized-user lists, orientation completion, keys/access control, visitor rules, after-hours procedures and immediate suspension authority for safety threats.
- Sanitation: master cleaning schedule, client closeout checklist, supervisor verification, chemical and allergen controls, pest reporting and corrective documentation.
- Equipment: inventory, condition ratings, preventive-maintenance calendar, service logs, warranties, operating instructions and outage protocols.
- Storage: labeled and dated cooler, freezer and dry storage; cage assignments; temperature logs; contamination prevention and abandoned-property rules.
- Public-facing areas: managed pass-through windows, lounge/meeting space, parklets, signs, queues, waste and sidewalk activation.

Repair and Capital Responsibility

Party / Issue	Responsibility
LBA	Daily inspections, cleaning, operational checks, user accountability, preventive-maintenance coordination and immediate reporting.
City	Utilities, structural work, HVAC/plumbing/electrical systems, major commercial-equipment repair, replacement, latent defects and pre-existing deferred maintenance.
Emergency protocol	LBA may take immediate action necessary to protect life, food integrity or further property damage, with prompt City notice and documented costs.
Damage by negligence	LBA or a client is responsible when documented negligence or intentional misuse directly causes damage.

Regulatory Performance

Current	100% complete	100%	2 business days
Facility certifications	Client files	Operating-day logs	Inspection correction plan

STOP-WORK AUTHORITY

The Facility Coordinator and Project Executive may suspend a client, equipment item, kitchen zone or public-facing activity when safety, sanitation, licensing, insurance or facility integrity is in question. Operations resume only after documented correction.

7 FOOD BUSINESS INCUBATOR

A structured pathway from idea to stable enterprise

PSK should be more than rentable equipment. It should help entrepreneurs navigate regulation, understand costs, test products, build customers and advance to larger markets. LBA will lower unnecessary barriers while maintaining the professional standards food businesses need to survive.

The Pasco Entrepreneur Pathway

Stage	LBA Support
1. Discover	Bilingual outreach, information sessions and readiness screening.
2. Prepare	Business license, City endorsement, food cards, health/WSDA navigation and insurance.
3. Produce	Orientation, scheduling, sanitation, costing, packaging and repeatable production.
4. Test	Pass-through windows, Farmers Market, rentals, demonstrations, events and customer feedback.
5. Grow	Pricing, bookkeeping, branding, wholesale/retail readiness, food truck or catering channels.
6. Advance	Expanded production, storefronts, distribution, jobs and alumni mentoring.

Onboarding and Technical Assistance

- Preserve the approximately 30-45 day regulatory onboarding reality while reducing avoidable delay through checklists and document tracking.
- Offer monthly workshops, office hours, one-on-one coaching, peer learning and concise bilingual tools.
- Cover food safety, permits, business planning, cost of goods, bookkeeping, taxes, insurance, labeling, packaging, marketing and sales channels.
- Coordinate qualified partners for legal, tax, lending, accounting, design, retail and food-safety expertise.
- Track milestones at intake and quarterly: compliance, production, revenue range, jobs, new sales channels, market participation and graduation readiness.

Equitable Access with Consistent Standards

LBA will publish transparent rates, selection criteria, waitlist rules, scheduling priorities, conduct standards and appeal steps. Application assistance will be available to people facing language, technology or regulatory-navigation barriers, but every client will meet the same health, safety, insurance, payment and conduct requirements.

INCUBATOR OUTCOME

The goal is not permanent dependence on subsidized kitchen time. The goal is a pipeline of compliant businesses with stronger margins, repeat customers, new sales channels, jobs and a realistic path to graduate.

8 INTEGRATED OPERATIONS & CULTURAL EVENTS

Turn two programs into one visible downtown platform

PSK-to-Market-to-Main-Street Pipeline

1. Recruit together: every market vendor and LBA member is a potential PSK referral; every PSK lead is introduced to market, rental and event opportunities.
2. Prepare together: workshops serve kitchen clients, market vendors and downtown entrepreneurs, creating scale and peer connection.
3. Sell together: PSK clients test products through pass-through windows, market placements, rentals, demonstrations and approved events.
4. Promote together: one editorial calendar features farms, makers, kitchen clients, downtown businesses, seasonal food and success stories.
5. Measure together: integrated metrics track movement from inquiry to onboarding, production, sales channels, jobs and business growth.
6. Advance together: graduates receive connections to food trucks, storefronts, retailers, wholesale buyers, lenders and downtown locations.

Illustrative Event Revenue Plan

Event	Attendance	Gross Revenue	Direct Expense	Projected Net
Cinco de Mayo Festival	12,000	$65,000	$50,000	$15,000
Tamale Festival	6,000	$45,000	$32,000	$13,000
Día de los Muertos	4,000	$30,000	$25,000	$5,000
Fiery Foods Festival	7,500	$55,000	$39,000	$16,000
TOTAL	**29,500**	**$195,000**	**$146,000**	**$49,000**

Revenue sources may include presenting sponsors, stage sponsors, vendor and artisan fees, tasting packages, contest registrations, premium experiences, concessions, advertising, merchandise, grants and in-kind partnerships. Public admission may remain free while optional premium experiences generate earned revenue.

EVENT ASSUMPTION

Event projections are planning estimates, not guarantees. Each event requires a City-approved business plan, site and safety plan, sponsor package, direct-expense budget and after-action financial report. LBA must have authority to produce the events and retain or credit approved net revenue to the integrated program.

9 COMMUNITY ENGAGEMENT & MARKETING

Culturally competent outreach that converts attention into participation

LBA's advantage is not simply translating a flyer. Cultural competency means understanding how trust is built, how information moves through families and business networks and how to communicate standards without making people feel unwelcome. LBA will pair that community understanding with professional, measurable marketing.

Social-Equity Operating Practices

- Plain-language English and Spanish materials, orientations, application help, signage, digital content and referrals.
- Online applications plus scheduled in-person help for applicants facing technology, literacy, disability or documentation barriers.
- Published criteria, fees, deadlines, conduct standards, waitlist rules and appeal pathways.
- Targeted engagement with underrepresented entrepreneurs, growers, women-owned and family businesses, immigrant and refugee networks and youth.
- Accessible routes, materials, web content, forms and reasonable accommodations.

$100,000 Annual Marketing Budget

Marketing Use	Budget
Paid digital, social, search and streaming advertising	$30,000
Local TV, radio, print and bilingual media	$18,000
Video, photography, design and entrepreneur storytelling	$18,000
Event and seasonal campaign promotion	$15,000
Website, email, SMS, directory and digital tools	$8,000
Community outreach, ambassadors and printed materials	$6,000
Sponsorship materials and partner activation	$5,000
TOTAL	**$100,000**

Marketing Performance

Reports will distinguish vanity metrics from outcomes. Impressions matter less than completed applications, vendors retained, qualified clients onboarded, market and event attendance, rentals booked, sponsor revenue, kitchen tours, benefit use and repeat participation.

LBA NETWORK EFFECT

LBA's downtown and regional relationships provide an immediate distribution network. Members will be recruited as promoters, sponsors, buyers, vendors, mentors, hosts and referral partners - extending reach beyond the programs' own media channels.

10 TEAM, STAFFING & CAPACITY

Executive leadership supported by dedicated operators and specialists

Mike Gonzalez will not be a ceremonial name on the proposal. As LBA Executive Director and Project Executive, he will establish the operating model, supervise key staff, direct financial and marketing strategy, lead City and Council communication, develop partnerships and remain accountable for performance.

Proposed Organization

Role	Primary Responsibility
City of Pasco	Contract oversight, policy, asset ownership, approvals and capital responsibility.
Executive Director / Project Executive	Executive accountability, City and Council communication, financial oversight, integration, sponsorships and performance.
PSK Facility & Incubator Coordinator	Daily facility operations, scheduling, client files, sanitation, training and utilization.
Farmers Market Manager	Vendor management, market days, rentals, programming, site operations and benefit programs.
Finance / Administrative Support	Bookkeeping, billing, collections, reconciliation, records and dashboards.
Seasonal / Event Staff	Setup, customer service, attendance support, event operations and cleanup.
Specialist Consultants	Food safety, equipment, legal, accounting, technical repair and training expertise.
Marketing / Business Partners	Content, design, media, workshops, mentorship, sponsor sales and referrals.

Recruitment, Supervision and Continuity

- Use written job descriptions, competitive recruitment, references and required licenses/certifications.
- Document decision rights, escalation standards, schedules, backup coverage and performance goals.
- Train staff on food safety, cash handling, public records, ADA, nondiscrimination, customer service, emergency response and City branding.
- Engage consultants for defined technical scopes, not as a substitute for internal accountability.
- Use cross-training, shared procedures, calendars and file systems to reduce dependence on any one person.

Executive Compensation

$130,000	$20,000	$25,000	Full-time
Executive salary	Benefits value	Payroll burden	Leadership status

TECHNICAL HUMILITY

LBA's strength is executive stewardship, community reach, marketing and operational discipline. Where work requires specialized commercial-kitchen, food-safety, accounting, legal or equipment expertise, LBA will retain it, document it and hold it accountable.

11 FINANCIAL MANAGEMENT & REVENUE STRATEGY

Auditable records, monthly solvency and realistic growth

Financial Control Environment

- Separate program budgets and a combined operating view with clear assumptions for staffing, City owner costs, marketing, events and earned revenue.
- Segregate billing, collection, deposit, reconciliation, approval and reporting duties to the extent practical.
- Use electronic-first collections, numbered receipts for cash and prompt reconciliation to client, vendor, rental and sponsor records.
- Complete a monthly close with receivables aging, budget-to-actual review, restricted-fund tracking and executive certification.
- Retain contracts, invoices, W-9s, insurance, permits, fee waivers, refunds, sponsorships and grants for City and audit review.

Illustrative Year 1 Earned Revenue

Revenue Source	Year 1	Key Assumption
PSK kitchen, storage, onboarding and pass-through fees	$135,000	Requires verified billable hours, updated fee schedule and stronger collections
Farmers Market vendor and stall fees	$25,000	Seasonal vendor fees and approved premium placements
Farmers Market pavilion / Peanuts Park rentals	$45,000	Assumes approximately 30 annual non-market rentals averaging $1,500
Sponsorship, advertising and partner packages	$50,000	Integrated market, kitchen, events and downtown activation inventory
Classes, workshops and culinary programming	$25,000	Ticketed classes, demonstrations, business workshops and partner programming
Net revenue from four cultural events	$49,000	Gross $195,000 less $146,000 direct event costs
TOTAL YEAR 1 NET EARNED REVENUE	**$329,000**	**Planning target; not guaranteed**

Three-Year Revenue and Subsidy Projection

Measure	Year 1	Year 2	Year 3
Net earned revenue	$329,000	$358,000	$389,000
Recurring public operating cost	$570,000	$570,000	$570,000
Illustrative net City support	$241,000	$212,000	$181,000

FINANCIAL GOAL

The goal is not to make the subsidy disappear on paper. The goal is to know what the City invests, what outcomes it receives, what revenue is generated, where leakage exists and what decisions improve the next year.

12 FEE PROPOSAL, CITY COSTS & ASSUMPTIONS

A transparent fixed fee with a clear division of financial risk

Annual LBA Fixed Fee

Budget Category	Amount	Purpose	%
Executive Director / Project Executive salary	$130,000	Executive accountability, City and Council communication, financial oversight, partnerships and performance management	31.0%
Executive benefits	$20,000	Medical, dental, vision, retirement, life and disability benefits	4.8%
Employer payroll taxes and workers compensation	$25,000	Required employer burden for LBA personnel	6.0%
PSK Facility & Incubator Coordinator	$60,000	Daily kitchen operations, scheduling, sanitation, client files and incubation support	14.3%
Farmers Market Manager and seasonal staffing	$45,000	Vendor management, market days, rentals, setup, customer service and cleanup	10.7%
Finance and administrative support	$25,000	Billing, collections, reconciliation, records, dashboards and reporting	6.0%
Marketing and bilingual outreach	$100,000	Paid media, bilingual campaigns, content, sponsorship sales, event promotion and regional visibility	23.8%
Insurance, licensing, training and compliance	$8,000	Insurance, certifications, food-safety and staff training	1.9%
Technology and ordinary operating supplies	$7,000	Scheduling, accounting, communications, forms and routine supplies	1.7%
TOTAL ANNUAL LBA FIXED FEE	**$420,000**	**Integrated operation of both programs**	**100%**

City-Paid Owner Costs Outside the LBA Fee

Category	Planning Allowance	Scope
Utilities and waste services	$55,000	Electricity, natural gas, water, sewer, garbage and related facility charges
Building maintenance and janitorial	$45,000	Janitorial contracts, HVAC, plumbing, electrical, pest control and owner-level repairs
Owner-level professional services	$50,000	Legal, engineering, architectural, audit, equipment, environmental and other technical services
TOTAL OWNER-COST ALLOWANCE	**$150,000**	**Capital replacement and major failures remain actual-cost City obligations**

Fee Assumptions and Conditions

- The $420,000 fee assumes both programs are awarded as one integrated contract and LBA receives authority over approved program fees, rentals, sponsorships and events.
- Program revenue will be deposited and credited under a City-approved accounting procedure; no net-revenue guarantee is offered.
- Utilities, structural repairs, building systems, owner-level professional services, major equipment repair/replacement, latent defects and pre-existing deferred maintenance remain City responsibilities.
- An optional Year 1 transition allowance of up to $25,000 will be invoiced only for documented, City-approved one-time mobilization costs.
- Years 2 and 3 are subject to City option, appropriation, performance and mutually negotiated adjustments based on scope and documented cost changes.

YEAR 1 AUTHORIZATION

Annual LBA fee: $420,000. Optional transition allowance: $25,000. City owner-cost allowance: $150,000. Major capital and equipment replacement are separately authorized actual-cost obligations.

PERFORMANCE, QUALIFICATIONS & COMMITMENT

Measure what matters, correct problems early and remain publicly accountable

Proposed Year 1 Scorecard

Measure	Year 1 Target
Financial close	Dashboard by the 15th; no unexplained variance over 30 days
Vendor compliance	100% complete files before operation
Market vendor growth	Target +10% over verified baseline
Market attendance	Baseline established; target +10% by season end
PSK client compliance	100% current licenses, permits, insurance and cards
PSK utilization	Target +15% billable hours over verified baseline
Rentals	At least 30 booked non-market dates, subject to demand and City calendar
Entrepreneur advancement	At least four clients enter a new sales channel
Collections	95% of undisputed charges collected within 30 days
Customer service	Complaints acknowledged within two business days

Why LBA and Mike Gonzalez

LBA is a community-rooted business association with strong relationships in Pasco's downtown core and across the Tri-Cities. Its network, cultural credibility and understanding of small-business barriers align directly with the Farmers Market, Specialty Kitchen, rentals and cultural-event strategy.

Mike Gonzalez brings municipal executive leadership, economic development, public finance, downtown outreach, marketing, media and Latino community engagement. He currently serves as City Manager of Echo, Oregon, and LBA Executive Director. His prior roles include Sunnyside City Manager, Franklin County Administrator and City of Pasco Economic Development Manager. He has managed large public budgets, personnel, contracts, grants, Council communication and organizational change.

Contract and Regulatory Commitment

LBA will obtain required licenses and insurance and comply with food-safety laws, Benton-Franklin Health District and WSDA requirements, ADA accessibility, nondiscrimination, public records, audit access and approved subcontracting. Final exhibits must clarify asset condition, repair responsibility, revenue custody, rental authority, event authority, data transfer and transition obligations.

THE LBA COMMITMENT

LBA respectfully requests selection for integrated operation of both programs and the opportunity to negotiate a final contract that is financially realistic, transparent and sustainable. Fair accountability requires clear City obligations, clear operator obligations and control of the revenue tools necessary to improve performance.

RFP – Operation of PFMP & PSK – Proposal Submission

Operation of the Farmer's Market Program & the Pasco Specialty Kitchen

Submitted by: Pasco Chamber of Commerce

Date: August 26th, 2026

Executive Summary

Pasco Chamber of Commerce is pleased to submit this proposal to operate the Pasco Farmer's Market Program and the Pasco Specialty Kitchen. Our organization is committed to strengthening local agriculture, supporting small businesses, improving food access, and creating economic opportunities for entrepreneurs throughout Pasco.

Our approach emphasizes long-term sustainability rather than short-term operations. Successfully operating both programs requires experienced staff, regulatory compliance, marketing, vendor development, facility management, business incubation, and community engagement. These services cannot be delivered effectively without adequate operational funding.

Accordingly, we propose a partnership model in which the City provides operational support sufficient to ensure high-quality program delivery while protecting the long-term viability of both community assets.

Organizational Qualifications

Pasco Chamber of Commerce has extensive experience in:

- Business and entrepreneur development
- Community partnerships
- Event management
- Economic development
- Financial management
- Marketing and outreach
- Grant administration
- Public-private partnerships

Our team understands that the Farmer's Market and Specialty Kitchen are economic development tools that support local farmers, food entrepreneurs, and small businesses while creating vibrant community spaces.

Scope of Services

Our organization will provide comprehensive management including:

Farmer's Market

- Annual operational planning
- Vendor recruitment and retention
- Vendor compliance
- Market scheduling
- Community events
- Marketing and advertising
- Sponsorship development
- Volunteer coordination
- Financial reporting
- Data collection and performance measurement

Pasco Specialty Kitchen

- Facility scheduling
- User onboarding
- Licensing coordination
- Food safety compliance
- Equipment oversight
- Maintenance coordination
- Business incubation services
- Kitchen membership management
- Financial administration
- Marketing and outreach
- Events and promotions

Staffing Plan

Successful operation requires dedicated professional staff rather than part-time coordination.

Our proposed staffing includes:

- Executive Director – Program oversight and City coordination
- Market & Kitchen Manager – Daily operations
- Business Development & Vendor Coordinator – Entrepreneur support and vendor recruitment
- Marketing & Community Engagement Coordinator – Communications, events, sponsorships, and outreach

This staffing model represents approximately **4.0 Full-Time Equivalent (FTE)** positions.

Providing competitive wages and comprehensive medical benefits is essential for recruiting and retaining qualified professionals capable of operating these programs successfully over the long term.

Financial Partnership

Our proposal is based upon the understanding that these community programs require municipal investment similar to other public economic development initiatives.

We respectfully request that the City provide annual operational funding sufficient to support:

- Personnel expenses for 4.0 FTE positions
- Employee medical and related benefits
- Liability insurance
- Property and operational insurance
- Marketing and communications
- Technology and software
- Office administration
- Vendor recruitment
- Community programming
- Facility operations
- Professional services
- Required training and certifications

Because certain operational expenses cannot be accurately projected at the time of proposal submission, we further request that the contract include reimbursement of documented unforeseen operating costs together with a **15% contingency allowance** on approved extraordinary expenses. This contingency is intended to address inflation, emergency repairs, equipment failures, regulatory changes, and other costs outside the operator's reasonable control.

This funding structure ensures uninterrupted public service while allowing the City to maintain transparency through documentation and regular financial reporting.

Performance Measures

Our organization will provide measurable outcomes including:

- Increased vendor participation
- Increased market attendance
- Increased kitchen utilization
- Growth in small business participation
- New food business startups
- Community partnerships
- Sponsorship revenue
- Educational programming
- Financial reporting

- Annual strategic planning

Quarterly reports will be submitted to the City documenting operational performance and community impact.

Risk Management

We will maintain all required insurance coverages, implement comprehensive safety procedures, conduct regular facility inspections, ensure food safety compliance, and maintain financial controls consistent with accepted nonprofit and governmental standards.

Community Engagement

We will actively collaborate with:

- Local farmers
- Food entrepreneurs
- Restaurants
- Community organizations
- Educational institutions
- Tourism partners
- Economic development organizations
- Nearby existing businesses
- Sponsors and donors
- Community writ large

These partnerships will expand participation while increasing the visibility and economic impact of both programs.

Budget Narrative

The requested City investment represents the minimum funding necessary to provide professional management while ensuring program stability and long-term sustainability.

Without adequate operational funding, the organization would be limited to understaffing, programming, marketing, compliance oversight, and entrepreneur support, ultimately diminishing the value of these public assets.

Our proposed funding model creates a transparent partnership in which the City receives professional management, measurable performance outcomes, regular reporting, and accountability while ensuring the continued growth of the Farmer's Market Program and the Pasco Specialty Kitchen.

The City’s financial responsibility would be diminished over the next subsequent years as revenue and profitability for the Pasco Specialty Kitchen and Farmer’s Market increase under this contract and expected extensions.

Conclusion

Pasco Chamber of Commerce appreciates the opportunity to partner with the City of Pasco to operate these important community resources.

We believe that investing in professional management will generate significant returns through economic development, support for local agriculture, small business growth, tourism, and community engagement.

We look forward to discussing our proposal and demonstrating how this partnership will create lasting value for the residents, businesses, and visitors of Pasco.

Benchmarking and Best Practices

Benchmarking Comparable Community Kitchen Incubators

In preparing this proposal, the Pasco Chamber of Commerce evaluated operational models used by community commercial kitchens and food business incubators serving municipalities with populations generally like our region. This benchmarking identified several common characteristics among successful facilities that consistently achieve high utilization rates, strong entrepreneur outcomes, and long-term financial sustainability.

The research found that high-performing kitchen incubators function as comprehensive small business development centers rather than simply rentable commercial kitchens. Successful operators integrate facility management with technical assistance, business coaching, marketing support, networking opportunities, and coordinated access to retail sales channels.

The Pasco Specialty Kitchen is uniquely positioned to implement this model because it operates alongside the Pasco Farmers Market. Rather than managing these assets independently, the Chamber will intentionally integrate both programs into a unified entrepreneurial ecosystem that supports food businesses from concept through commercialization.

Our operating model includes:

- Business coaching and technical assistance for emerging food entrepreneurs.
- Structured pathways from kitchen tenant to Farmers Market vendor.
- Cross-marketing between the Pasco Specialty Kitchen and Farmers Market.
- Educational workshops covering licensing, food safety, branding, pricing, marketing, and financial management.
- Collaboration with regional economic development organizations, lenders, educational institutions, and workforce partners.
- Programming that supports businesses at varying stages of growth, from startup enterprises to established food manufacturers seeking expanded production capacity.
- Performance metrics that measure business creation, business retention, kitchen utilization, vendor participation, job creation, and economic impact.
- Community events to promote and integrate business and consumers

Benchmarking also demonstrated that successful incubator kitchens actively diversify revenue through grants, sponsorships, partnerships, educational programming, event rentals, and value-added services while maintaining affordable access for entrepreneurs. The Chamber will pursue these complementary revenue opportunities to strengthen the long-term sustainability of both programs while minimizing reliance on participant fees alone.

Finally, leading incubator programs consistently dedicate professional staff to business development, community engagement, marketing, and facility operations. The Chamber's proposed four-person staffing structure reflects these best practices by providing dedicated leadership for operations, entrepreneur development, vendor recruitment, marketing, partnership development, and program administration. This staffing model will allow the Pasco Specialty Kitchen and Farmers Market to expand participation, improve customer experience, increase facility utilization, and create measurable economic development outcomes for the City of Pasco.

Innovation, Community Activation & Entrepreneur Development

The Pasco Chamber of Commerce envisions the Pasco Farmers Market and Pasco Specialty Kitchen as more than operating facilities—they will serve as a year-round economic development hub, entrepreneurial incubator, and community gathering place that strengthens local agriculture, supports small businesses, and creates memorable experiences for residents and visitors alike.

Our management approach is built around continuous activation of both facilities, ensuring that community engagement extends beyond the traditional Saturday market season. Through coordinated programming, educational opportunities, partnerships, and entrepreneurial support, both facilities will become destinations that encourage repeat visitation and long-term business growth.

Year-Round Programming

The Chamber will develop an annual calendar of activities that expands public engagement throughout the year, including:

- Seasonal festivals celebrating local agriculture and regional food traditions.
- Evening and pop-up markets to serve additional neighborhoods and working families.
- Holiday and specialty markets featuring local food producers, artisans, and specialty products.
- Chef demonstrations highlighting locally sourced ingredients.
- Interactive cooking classes for adults and families.
- Youth culinary education and "P.S.Kids in the Kitchen" programming that teaches nutrition, food preparation, and entrepreneurship.
- Small business workshops covering licensing, bookkeeping, branding, pricing, marketing, food safety, and business planning.
- Vendor networking events and peer learning opportunities.
- Live music, cultural performances, community entertainment, and educational presentations integrated into market operations.

- Wellness, gardening, nutrition, and sustainable agriculture workshops delivered in partnership with community organizations.
- Farm-to-table experiences and seasonal tasting events showcasing local producers.
- Public art, cultural heritage, and multicultural celebrations that reflect the diversity of the Pasco community.

Entrepreneur Development

The Pasco Specialty Kitchen will function as a comprehensive business incubator supporting entrepreneurs from concept through commercialization.

Services will include:

- One-on-one business coaching.
- Business startup navigation and regulatory assistance.
- Product development and recipe testing support.
- Packaging and labeling guidance.
- Pricing and profitability analysis.
- Marketing and social media coaching.
- Food photography and product branding assistance.
- Connections to financing, technical assistance, and economic development resources.
- Mentorship opportunities with experienced entrepreneurs and culinary professionals.
- Graduation pathways that transition successful kitchen clients into Farmers Market vendors, wholesale markets, retail distribution, food trucks, catering businesses, and permanent brick-and-mortar establishments, and scaling up to food manufacturing.

Market Experience

The Chamber will create a vibrant and welcoming destination that encourages visitors to remain on-site longer while supporting local businesses.

Strategies include:

- Rotating specialty vendors and seasonal product showcases.
- Featured producer spotlights and "Meet the Maker" experiences.
- Interactive demonstrations by growers, chefs, and artisans.
- Coordinated food experiences utilizing Specialty Kitchen entrepreneurs.
- Family activity areas and educational exhibits.
- Volunteer ambassador program providing visitor assistance, vendor support, and event coordination.
- Community partnership events with schools, nonprofit organizations, tourism partners, and cultural groups.
- Non-agriculture events like swap meets and vendor showcases.
- Private Event rentals to enhance and maximize the space to its peak utilization.

Regional Economic Development

Operating both the Farmers Market and Specialty Kitchen under a single management structure creates opportunities that extend beyond routine operations.

The Chamber will establish a regional food entrepreneurship network connecting producers, processors, restaurants, retailers, institutions, educators, lenders, workforce organizations, and tourism partners to strengthen the local food economy.

This integrated approach will increase kitchen utilization, expand vendor participation, improve customer experiences, support business retention, attract new entrepreneurs, and position Pasco as a regional destination for local food, culinary innovation, and small business development.

Measuring Success

Program performance will be evaluated through measurable outcomes including:

- Growth in Farmers Market attendance.
- Increased kitchen utilization.
- Growth in vendor and kitchen client retention.
- Number of new businesses launched.
- Business expansion milestones achieved by incubator clients.
- Jobs created or retained.
- Sponsorship and grant funding secured.
- Community event attendance.
- Volunteer participation.
- Educational program enrollment.
- Customer satisfaction.
- Total economic activity generated through both programs.

By combining professional facility management with business incubation, educational programming, community events, and destination-oriented experiences, the Pasco Farmers Market and Pasco Specialty Kitchen will become signature community assets that support economic vitality while advancing the City of Pasco's goals for entrepreneurship, tourism, food access, and community engagement.

Proposed Annual Fee Structure – 2027

Item	Annual Cost
Executive Director Allocation	$55,000
Market & Kitchen Manager	$90,000
Business Development & Vendor Coordinator	$75,000
Marketing & Community Engagement Coordinator	$65,000
Personnel Subtotal	**$285,000**
Payroll Taxes & Employee Medical Benefits	$100,000
Commercial General Liability, Professional Liability, D&O and Required Insurance	$28,000
Accounting, Payroll, Human Resources & Administrative Services	$20,000
Office Operations, Technology & Communications	$22,000
Annual Marketing & Advertising Campaign	$45,000
Website Design, Development & Launch (Year 1)	$18,000
Brand Development, Graphic Design & Brand Standards	$15,000
Website Hosting, Maintenance, CRM & Digital Platforms	$8,000
Photography, Video Production & Digital Content Creation	$12,000
Community Outreach, Printed Materials & Public Relations	$10,000
Vendor Recruitment & Entrepreneur Programming	$35,000
Business Education Workshops & Training	$10,000
Professional Services (Legal, CPA, Audit, Consulting)	$25,000
Travel, Conferences & Professional Development	$12,000
Administrative Reserve	$15,000
Operating Subtotal	**$660,000**
Management Risk Reserve & Extraordinary Expense Contingency	$99,000

Item	Annual Cost
TOTAL ANNUAL CONTRACT REQUEST	**$759,000**

Branding & Digital Communications

To establish both programs as premier regional economic development assets, the Chamber will develop and maintain a comprehensive brand identity and digital communications platform that serves vendors, entrepreneurs, residents, visitors, sponsors, and community partners.

Initial implementation during the first contract year includes:

- Development of a unified visual identity for both programs.
- Brand standards and messaging guide.
- Dedicated website with online vendor and kitchen applications.
- Event calendar and reservation functionality.
- Vendor and client directory.
- Sponsorship portal.
- Business resource library.
- Search engine optimization (SEO).
- Bilingual and ADA-compliant website content.
- Photography, videography, and digital storytelling.
- Email marketing platform integration.
- Analytics dashboard and performance reporting.

Following launch, the annual operating budget includes ongoing website hosting, maintenance, software licensing, cybersecurity updates, content management, and continuous digital marketing to ensure both programs remain visible, accessible, and responsive to community needs.

The proposed annual management fee reflects the City's expanded scope of work, including independent staffing, facility management, entrepreneur development, regulatory compliance, marketing, branding, technology, reporting, and community engagement. The investment will allow the Pasco Farmers Market and Pasco Specialty Kitchen to operate as integrated economic development assets while creating measurable outcomes in business growth, community participation, and regional economic vitality.

Thank you for the opportunity to submit this proposal. We are open to continue the conversation and negation to reach acceptable terms for both entities.

Colin Hastings

Current Occupations

Executive Director, Greater Pasco Area Chamber of Commerce

Meier Architecture and Engineering, Board of Directors

Experience

2011–present **Pasco Chamber of Commerce**

Executive Director

- Leader for a 113-year-old non-profit 501(c)(6) organization
- Expanded budget revenue nearly 10-fold with increased membership
- Launched many new projects and events
- Built multi-level relationships with multiple industries and the community

2009–2011 **Tri-City Regional Chamber of Commerce**

Vice President

- Managed the Public Policy Department
- Directed the Procurement & Technical Assistance Center
- Created and supervised the Small Business Resource Center

2007–2009 **Backbone Wine Bar** **Kennewick, WA**

President

- Launched and managed a unique wine bar
- Steady growth every quarter
- Amassed knowledge of wine industry
- Cultivated relationships with other businesses and wineries

2004–2012 **Cherry Orchardist** **Pasco, WA**

Owner Operator

2005–2008 **Drive-Thru Coffee** **Pasco & Richland, WA**

Owner

Transformed existing company to a profitable business

- Created new sandwich line leading to restaurant formation
- Formed additional coffee stand drive-through business
- Gained experience running a business and managing employees

Boards and Committees

- Board Member of Meier Architecture and Engineering
- Past-President of Tri-Cities Water Follies Association
- Secretary for Hanford Area Economic Investment Fund
- Visit Tri-Cities Board of Directors

Education

1994–1998 Seattle University Seattle, WA

- B.A., Business Administration, emphasis in economics

KELLY MCGRATH

Kennewick, WA | 509.460.1279 | kmcgrath71@gmail.com

PROFESSIONAL SUMMARY

Accomplished Sales and Event Management Professional with over a decade of success driving revenue growth, managing strategic client relationships, and executing large-scale corporate and community events. Recognized for blending analytical sales strategies with exceptional leadership and organizational skills to deliver impactful business and event outcomes. Adept at overseeing multi-departmental coordination, client engagement, and team development to exceed goals in fast-paced environments.

CORE COMPETENCIES

Sales & Business Development • Event Planning & Execution • Client Relationship Management
Contract Negotiation • Marketing Strategy • Cross-Functional Leadership
Budgeting & Forecasting • Sponsorship Development • Team Management

PROFESSIONAL EXPERIENCE

Event Director | Pasco Chamber of Commerce | Pasco, WA | September 2022 – Present
• Coordinate multiple large-scale community and corporate events annually, including luncheons and business gatherings.
• Oversee full event lifecycle from planning and vendor management to execution and post-event evaluation.
• Partner with local companies to design, coordinate, and execute private and sponsored events.
• Recruit, schedule, and supervise volunteers and vendors to ensure seamless operations and attendee satisfaction.
• Enhance organizational visibility and community engagement through high-quality, well-branded events.

Catering Sales Manager | Red Lion Hotel | Pasco, WA | February 2021 – September 2022
• Managed over 10,000 sq. ft. of meeting and event space, executing multiple simultaneous events from conception to completion.
• Oversaw cross-departmental coordination with banquet, sales, and operations teams to ensure flawless execution.
• Increased event bookings by 50% through innovative sales strategies and client relationship development.
• Created and monitored budgets, established monthly sales goals, and maintained profitability across event operations.
• Supervised and trained office coordinator and banquet staff to enhance productivity and service quality.

Sales Account Executive | Cherry Creek Media | Pasco, WA | October 2017 – February 2020
• Built and maintained professional relationships by identifying client needs, driving increased sales and advertising opportunities.
• Delivered impactful sales presentations highlighting product value and market advantages.
• Designed marketing campaigns and negotiated contracts, successfully closing new business opportunities.

Megan Martin

SKILLS

Positive and engaging attitude

Adaptable at working on various projects and with various personalities

Critical thinker

Organizes and prioritizes workload

Punctual and dependable

Effective problem solver

Maintains neat and clean work area

Presents information in a clear and concise way

Strong attention to detail

Communicates effectively via phone, email, Zoom call, and in-person

Working knowledge of Microsoft Office, including: Explorer, Word, Powerpoint, Publisher, Outlook, Teams, OneDrive, and Excel

Strong knowledge of Weebly website editing and creating

Strong knowledge of Canva graphic design tool

Strong knowledge of Constant Contact digital and email marketing platform

Strong knowledge of Zoom, including creating and running meetings, and navigating the settings and functions of the platform

EXPERIENCE

Pasco Chamber of Commerce — *Office Coordinator*

APRIL 2023 - CURRENT

- Wrote and scheduled social media posts on four different platforms.
- Took calls in a professional and friendly manner while providing accurate information.
- Worked printer/copy machine to make copies, print documents and postcards, and create mailing labels.
- Addressed and sent mail.
- Organized and kept information in Shared OneDrive.
- Represented the Pasco Chamber at meetings, monthly luncheons, and community events.
- Edited and updated official Pasco Chamber website.
- Created and sent out Outlook calendar events.

AGENDA REPORT

FOR: City Council — September 17, 2026

TO: Harold Stewart, City Manager — City Council Workshop Meeting: 10/5/26

FROM: Richa Sigdel, Deputy City Manager
City Manager

SUBJECT: Presentation - Operation & Management of City Community Events

I. ATTACHMENT(S):

DRAFT RFP - Operation & Management of City Community Events
List of City Events

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Discussion

III. FISCAL IMPACT:

Not Known

IV. HISTORY AND FACTS BRIEF:

Background

The City of Pasco has historically planned, coordinated, and supported a variety of community events that provide opportunities for residents and visitors to gather, celebrate, and engage with the community. As part of a broader review of City events, staff considered community survey results, operational needs, costs, and opportunities for alternative methods of event delivery.

Based on this review and Council feedback, events have been organized into three general approaches: City-led events, events proposed for competitive solicitation through a Request for Proposals (RFP), and events that may be better suited for collaboration with community partners. Exhibit A provides a non-exhaustive list of City events and the proposed approach for each. Special Events Special Events

As part of this broader event strategy, staff has developed an RFP to explore

transitioning primary responsibility for the planning, management, and operation of select events to qualified outside organizations, businesses, or event producers. The proposed model is intended to maintain the community purpose and character of these events while allowing outside operators flexibility to bring additional expertise, partnerships, resources, and creativity to their continued operation.

Under the proposed RFP, interested organizations may submit proposals for one, multiple, or all of the identified events. Selected Event Operator(s) would assume primary responsibility for event planning and operations and would be responsible for developing a financially sustainable operating model without direct monetary compensation from the City. The City may continue to provide agreed-upon coordination and in-kind support.

Impact (other than Fiscal)

The proposed approach would establish a framework for how the City plans, supports, and delivers community events moving forward. Events would generally fall within one of three approaches: continued City-led operation, competitive solicitation through an RFP, or collaboration with community partners.

Issuance of the RFP would begin the process of potentially transitioning the planning and operation of the Fiery Foods Festival, Winterfest, and Grand Ol' Fourth of July Fireworks from the City to outside Event Operator(s). This would change the City's role for these events from primarily planning and operating the events to providing coordination and agreed-upon support.

For events identified for community partnership, staff would explore opportunities to work with community organizations that may be better positioned to take a leading role in their coordination and delivery, with the City providing an appropriate level of support. Events identified as City-led would continue to be planned and operated by the City.

V. DISCUSSION:

Recommendation

Staff is seeking Council feedback on the proposed approach to the planning and operation of City community events, including events that would remain City-led, events proposed for collaboration with community partners, and events proposed for competitive solicitation through an RFP.

As part of this discussion, staff is also seeking feedback on the proposed Operation and Management of City Community Events RFP, which would

explore transitioning the Fiery Foods Festival, Winterfest, and Grand Ol' Fourth of July Fireworks to outside Event Operator(s). Council may also provide direction on whether additional City events should be included, any of the proposed events should be removed, or any other changes should be made to the RFP or proposed operating approach.

Constraints

If the City intends to transition operation of any of the identified events to an outside Event Operator beginning in 2027, sufficient lead time will be necessary to complete the RFP process, evaluate proposals, negotiate and execute agreement(s), and allow the selected Event Operator(s) adequate time to plan, secure sponsorships and vendors, coordinate programming, and obtain necessary permits and approvals.

Similarly, events proposed for collaboration with community partners will require sufficient time to identify and coordinate with appropriate organizations, establish roles and responsibilities, and plan for future event delivery.

Delays in moving forward with either approach may reduce the planning time available for 2027 events and could affect the feasibility of transitioning individual events from their current City-led model.

Next Steps

If Council provides direction to proceed, staff will incorporate Council feedback and finalize the proposed approach for City community events.

For events identified for competitive solicitation, staff will finalize and issue the RFP, evaluate proposals, and negotiate the applicable Scope of Operations and other event-specific terms with the selected Proposer(s). An Event Management and Operating Agreement will then be executed for the awarded event(s), with an anticipated initial term of two years and the option for up to two additional one-year extensions.

For events identified for collaboration with community partners, staff will begin outreach to appropriate organizations to explore partnership opportunities and establish roles and responsibilities. Events identified as City-led will continue to be planned and coordinated by the City.

Alternatives

Council may direct staff to:

1. Proceed with the proposed event approach and RFP as presented.
2. Add or remove events from the proposed RFP or modify how individual events are categorized.
3. Revise the proposed RFP, operating model, or approach to City support before moving forward.
4. Continue City planning and operation of one or more events proposed for an alternative operating model.
5. Pursue a different partnership or operating approach for one or more City events.
6. Discontinue one or more City events.

City Special Events

Event	Survey	Category	Cost*	Sponsorships	Revenue	City's Responsibility
Category A — City-led (retain in-house)						
Grand Ol' Fourth of July parade	31%	City-led	$ 36,000.00	$ 2,500.00	$ 2,500.00	$ 31,000.00
Cinco de Mayo	25%	City-led	$ 84,500.00	$ 44,000.00	$ 7,000.00	$ 33,500.00
Lampson Cable Bridge Run	17%	City-led	$ 79,500.00	$ 3,000.00	$ 87,000.00	$ -
Arbor Day	5%	City-led	$ 400.00	$ 100.00	$ -	$ 300.00
Music and movies in the park	23%	City-led	$ 7,100.00	$ 1,500.00	$ 1,500.00	$ 4,100.00
Free family swim (only occurs if there is a sponsor)	13%	City-led	$ 900.00	$ 1,000.00		$ -
Category B — Request for proposals (competitive solicitation to outside producers)						
Fiery Foods	19%	RFP / solicitation	$ 26,500.00	$ 1,500.00	$ 1,500.00	$ 23,500.00
Grand Ol' Fourth of July fireworks	42%	RFP / solicitation	$ 57,500.00	$ 1,000.00		$ 56,500.00
Winterfest	13%	RFP / solicitation	$ 20,000.00	$ 12,000.00	$ -	$ 8,000.00
Category C — Direct collaboration with community partners or include in Category B						
Veterans Day Ceremony	26%	Community partner	$ 2,250.00	$ 500.00	$ -	$ 1,750.00
Memorial Day Ceremony	18%	Community partner	$ 1,000.00	$ -	$ -	$ 1,000.00
Spooky Hall	6%	Community partner	$ 8,000.00	$ 4,000.00	$ -	$ 4,000.00
Wreaths Across America	11%	Community partner	$ 1,000.00	$ -	$ -	$ 1,000.00
Fur Babies and the Fuzz	8%	Community partner	$ 1,079.00	$ -	$ 1,050.00	$ 29.00
Felines & Firefighters	7%	Community partner	$ 572.24	$ -	$ 700.00	$ -

***Wage Cost does not include indirect wages**

City Manager's Office
525 N Third Avenue
Pasco, WA 99301
Phone 509.544.3060

DRAFT

REQUEST FOR PROPOSALS
Operation & Management of City Community Events

RESPONSE DUE: XXX XX, 2026 at 2:00PM

October 2026

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DRAFT

1 INFORMATION AND INSTRUCTIONS

1.1 INVITATION TO PROPOSE

The City of Pasco, Washington, (City) City Manager's office is soliciting Proposals from qualified organizations, businesses, and/or event producers interested in planning, managing, and operating one or more stablished City community everts: the Fiery Foods Festival, Winterfest, and Grand Ol' Fourth of July Fireworks.

Proposers may submit a Proposal for one, multiple, or all three events. The City may select a single Event Operator for multiple events or separate Event Operators for individual events, based on the Proposals received and the best interests of the City.

The City does not anticipate providing direct monetary compensation to the selected Event Operator(s). Selected Event Operators will be responsible for developing and implementing a financially sustainable approach to the event(s) awarded and may generate revenue through approved sources such as sponsorships, vendor fees, concessions, merchandise, grants, donations, and other event-related activities, subject to the terms of the resulting agreement.

The complete RFP and full scope of work may be obtained via the City website – http://www.pasco-wa.gov/Bids.aspx. It is the sole responsibility of the Proposer to obtain any RFP updates or addenda from the City's website.

Responses shall be submitted electronically. One electronic copy, including attachments, shall be transmitted to Samantha McCanse at mccanses@pasco-wa.gov. Email Subject shall be: 'RFP – OPERATION AND MANAGEMENT OF CITY COMMUNITY EVENTS – PROPOSAL SUBMISSION.' with a maximum size of 20mb. **The due date is Day of week, Month x, 2026 no later than 2:00pm.**

Technical questions regarding the scope of this project should be put in writing and directed to Samantha McCanse at mccanses@pasco-wa.gov, no less than three (3) working days prior to the time that submittals are due.

The City of Pasco, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

City of Pasco, Washington

_____

Samantha McCanse, Management Analyst I

_____

Richa Sigdel, Deputy City Manager

DRAFT

1.2 INTENT OF THE CITY

The objective of this RFP is to provide sufficient information to enable qualified Proposers to submit written Proposals demonstrating their ability to successfully plan, manage, and operate one or more of the City's established community events.

The City seeks to transition primary responsibility for the operation of the Fiery Foods Festival, Winterfest, and Grand Ol' Fourth of July Fireworks to qualified Event Operator(s) capable of maintaining the community purpose and character of each event while developing a sustainable approach to its continued operation. The City encourages Proposers to identify opportunities to enhance or evolve the events through programming, partnerships, sponsorships, vendor participation, marketing, and other appropriate means.

The City intends to provide the selected Event Operator(s) reasonable flexibility in the planning and operation of each event, subject to the requirements of this RFP, applicable laws and regulations, and the terms of the resulting agreement.

This RFP is not a contractual offer, nor is it a commitment to purchase services. Contents of this RFP and the Proposer's submittal will be used as the basis to determine final contractual obligations. It is understood that this RFP and the Selected Proposer's submittal may be attached to or incorporated by reference, in part or in whole, into any resulting agreement between the City and the Selected Proposer.

1.3 QUESTIONS

Any explanation desired by a Proposer regarding the meaning or interpretation of the RFP, or any part thereof, must be submitted in writing (via email) and directed to Samantha McCanse at mccanses@pasco-wa.gov, no less than three (3) working days prior to the time that submittals are due.

Any interpretation made will be in the form of an addendum to the RFP, issued by the City and will be posted to the City Website – http://www.pasco-wa.gov/Bids.aspx. It is the sole responsibility of the Proposer to obtain any RFP updates or addenda. Please include "**RFP – Operation and Management of City Community Events**" in the subject line for all emails and correspondence related to this project.

1.4 SUBMISSION PROCEDURES

For consideration, Proposers are required to submit an electronic copy of their Proposal. Failure to provide the submittal in the appropriate manner will result in disqualification. Hard-copy or fax submittals are not permitted and will not be accepted. One electronic copy, including attachments, shall be transmitted to Samantha McCanse at mccanses@pasco-wa.gov. Receipt time of submittal will be considered the time-stamp of the incoming email created automatically by the City's email server. Proposers are encouraged to submit the Proposals with adequate time for the email to be processed by the City's email server.

Email Subject shall be:

- **RFP – Operation & Management of City Community Events – Proposal Submission**

Due Date:

- **Day of Week, Month x, 2026 at 2:00PM**

1.5 LATE SUBMITTALS AND MODIFICATIONS

Submittals and modifications thereof received after the stated time of closing will not be considered. The City is not responsible for late deliveries. In accordance with the Due Date from Section 1.4 of this RFP, the time of closing will be determined per the Pacific Time Clock at http://www.time.gov/.

1.6 WITHDRAWAL OF SUBMITTALS

DRAFT

Submittals may be withdrawn by written request up to one (1) hour after the stated time of closing, as mentioned above. Determination of the one-hour grace period shall be calculated based on the same reference as identified in Section 1.5.

1.7 CONDITIONS AFFECTING THE WORK

Before submitting a Proposal, each submitting Proposer is advised to:

1. Examine this RFP documents thoroughly. Review and be familiar with this request.

2. Become familiar with all applicable federal, state, and local laws, ordinances, rules, regulations, permits, licenses, and other requirements that may affect the planning, management, or operation of the event(s).

3. Study and carefully correlate said Proposer's observations with the RFP response.

4. Familiarize themselves with the nature and requirements of the event(s) for which they are proposing, including anticipated operational needs, staffing, equipment, vendors, entertainment, marketing, site logistics, and other conditions that may affect successful event delivery.

5. Evaluate the anticipated costs, available or potential revenue sources, and other financial considerations associated with operating the event(s).

6. Add anything that would be necessary for them to know.

Failure to do so will not relieve any Proposer from any contractual obligations of the work described herein.

1.8 EXPLANATIONS FOR PROPOSERS

There are fifteen (15) pages in this RFP, including the cover sheet, table of contents and body, excluding appendices. Each is sequentially numbered in the bottom right corner of the page (Pages 1–13). Appendix A retained its independent numbering system (A1. It is the responsibility of the Proposer to ensure that all pages are included. If any pages are missing, the Proposer should immediately request a copy of the missing page(s) by emailing the City. Please write "**RFP – Operation & Management of City Community Events**" in the subject line. It is the responsibility of the Proposer to procure missing pages; submittals based on incomplete information will not be granted exception for any faults deriving thereof.

Any explanation desired by a submitting Proposer regarding the meaning or interpretation of the RFP, or any part thereof, must be requested in writing (via email) and directed to all City Representatives listed in Section 1.9, no less than 72 hours prior to the time that submittals are due. Any interpretation made will be in the form of an addendum to the RFP, issued by the City and will be posted to the City Website – http://www.pasco-wa.gov/Bids.aspx . It is the sole responsibility of the Proposer to obtain any RFP updates or addenda.

1.9 CITY REPRESENTATIVE

Samantha McCanse, Management Analyst I
City of Pasco
525 N 3rd Avenue
Pasco, WA 99301
mccanses@pasco-wa.gov

1.10 FORMAT OF SUBMITTALS

1. Proposals shall be clear, concise, and organized in the order identified below. Proposers may submit a Proposal for one, multiple, or all of the events included in this RFP.

DRAFT

Proposal Length. Proposals shall not exceed fifteen (15) pages for a Proposal addressing one event. Proposers may include up to five (5) additional pages for each additional event included in the Proposal. Accordingly, the maximum Proposal length shall be:

- One event: 15 pages
- Two events: 20 pages
- Three events: 25 pages

The page limitation includes the cover letter and all information required under this Section. The page limitation does not include the cover page, table of contents, or required forms and attachments, if any. Pages exceeding the applicable page limitation may not be considered in the evaluation.

Proposals shall be submitted electronically in PDF format using a minimum 11-point font and standard 8.5-inch by 11-inch pages. Proposers are encouraged to provide concise responses and avoid unnecessary promotional or marketing materials.

2. Proposals should include the following:

- **Cover Letter and Event Selection**
  Provide a cover letter introducing the Proposer and identifying the event(s) for which the Proposal is being submitted:
  - Fiery Foods Festival
  - Winterfest
  - Grand Ol' Fourth of July Fireworks

  The cover letter should include the name and contact information of the individual authorized to represent the Proposer and should be signed by an authorized representative of the organization.

- **Organization and Qualifications**
  Provide an overview of the Proposer, including:
  - Organization or business name and type.
  - Relevant experience planning, managing, or producing community events or comparable activities.
  - Description of the Proposer's organizational capacity and resources available to support the proposed event(s).
  - Identification of key personnel who would be responsible for planning and operating the event(s), including their roles and relevant experience.
  - Examples of comparable events, programs, or activities successfully managed by the Proposer.

- **Event Approach**
  For each event for which the Proposer is submitting, provide a proposed approach that includes:
  - The Proposer's understanding of the event and its community purpose.
  - Overall vision and concept for the event.
  - Proposed programming, activities, entertainment, vendors, and other event elements.
  - Proposed approach to event planning, staffing, volunteers, vendors, setup, operation, and teardown.
  - Any proposed changes, enhancements, or new elements to the event.
  - A preliminary schedule or timeline for planning and implementation.

- **Financial Sustainability**
  For each event for which the Proposer is submitting, describe the proposed financial model, including:
  - Anticipated sources of revenue, such as sponsorships, vendor fees, concessions, merchandise, grants, donations, or other proposed sources.
  - Major anticipated event expenses.
  - Approach to securing and managing sponsorships and other financial resources.
  - Any significant financial assumptions upon which the Proposal is based.

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- Any financial contribution, in-kind services, equipment, facility use, staffing, or other support requested from the City.

- **Community Engagement and Marketing**
  For each proposed event, describe the Proposer's approach to:
  - Marketing and promoting the event.
  - Attracting attendees, vendors, sponsors, and other participants.
  - Engaging local businesses, nonprofit organizations, community groups, and other potential partners.
  - Encouraging broad community participation.

- **References**
  Provide a minimum of three (3) references for comparable events, programs, projects, or other relevant work performed by the Proposer. References should include the organization name, contact person, telephone number, email address, and a brief description of the work performed.

1.11 BASIS FOR SELECTION

1. GENERAL

The selection process will be based on the Proposer's demonstrated experience, qualifications, organizational capacity, proposed approach, and ability to successfully and sustainably operate the event(s) for which it submits a Proposal. The City will consider the Proposer's understanding of the event(s), proposed programming and operations, financial sustainability, ability to generate and manage event-related revenues, marketing and community engagement, and ability to effectively coordinate with the City and other event partners.

2. SELECTION COMMITTEE

The Selection Committee will be made up of City selected individuals and may include the City Representatives listed in Section 1.9 of this RFP.

3. EVALUATION PROCESS

The Selection Committee will review the Proposal submittal and evaluate all responses received based on the criteria provided herein. The City intends to select the Proposer who represents the most qualified team to the City and begin the negotiation and award process based on the evaluated scores. Submittals will be scored based on Evaluation Criteria from Section 3.1 of this RFP. The City reserves the right to make a selection based solely on the information contained in the written submittal.

The City further reserves the right to either interview Selected Proposer's or request additional information to help in determining the most qualified Proposer. Should the City elect to conduct an interview for shortlisted candidates, interviews will be evaluated per criteria from Section 3.3 of this RFP. The City may make a selection based on any combination of written or interview evaluations.

Selection of the committee shall be final. The Selected Proposer shall be notified in writing by the City, and no other method shall be considered to be an official notification of selection by the City.

The City reserves the right to reject any or all of the submittals. If the City elects to select one of the submitting Proposers, the City will have the right to negotiate with said submitting Proposer over the final terms and conditions of the contract in the best interest of the City. The primary objective of the negotiations is to maximize the City's ability to obtain the best value, based on the requirements and evaluations relating to this RFP. If an agreement cannot be reached, the negotiations will be terminated and similar negotiations will occur with another qualified Proposer.

1.12 EVENT MANAGEMENT AND OPERATING AGREEMENT

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The successful Proposer will be required to sign the City's Event Management and Operating Agreement, a draft of which is enclosed to this RFP in Appendix A. All Proposers are directed to carefully review the Agreement before preparing their submittal **and include any modifications they intend to request to the language of the Agreement along with their Proposal**. The City will **not** permit significant modification of the language within of the City's Agreement. The selected Proposer's refusal to sign the City's Agreement will render their submission nonresponsive, all dialogues will be immediately terminated, and negotiations will begin with another qualified Proposer.

2 SCOPE OF WORK

2.1 BACKGROUND

The City of Pasco has historically planned and coordinated a variety of community events intended to provide opportunities for residents and visitors to gather, celebrate, and engage with the community. Among these events are the Fiery Foods Festival, Winterfest, and Grand Ol' Fourth of July Fireworks, each of which offers distinct seasonal programming and activities.

The City is seeking to transition the primary planning, management, and operation of these events to qualified organizations, businesses, or event producers. Through this transition, the City seeks to support the continued success of these established community events while creating opportunities for outside operators to bring additional expertise, partnerships, resources, and creativity to their operation.

The City recognizes that each event has its own identity, audience, programming, and operational needs. The intent is not necessarily to require that each event continue in exactly the same manner as it has historically been operated. Rather, the City seeks to preserve the overall purpose and community character of each event while allowing the selected Event Operator(s) reasonable flexibility to enhance, expand, or otherwise evolve the events in a manner that supports their long-term sustainability.

2.2 EVENT DESCRIPTIONS

The City is seeking Proposals for the operation and management of the three community events described below. Proposers may submit a Proposal for one, multiple, or all three events. The information provided in this section is intended to provide general background regarding each event and its historical operation and should not be interpreted as requiring the selected Event Operator(s) to replicate all aspects of prior events unless specifically identified as a requirement elsewhere in this RFP.

1. Fiery Foods Festival

The Fiery Foods Festival is an annual community event held in Downtown Pasco at Peanuts Park, 426 W Lewis Street. The festival celebrates spicy foods, culinary experiences, entertainment, and family-friendly activities and attracts hundreds of attendees each year. The event footprint has historically extended onto adjacent streets to accommodate entertainment, vendors, and other activities.

The festival features a variety of food trucks and vendors, live entertainment, cultural performances, children's activities, contests, and other community programming. A signature component of the event is its emphasis on spicy foods and food-related competitions. Past programming has included pepper-eating competitions involving community members and local VIPs, hot-wing challenges, speed-eating competitions, cultural dance groups, and live musical performances.

Typical event elements have included:

- Food trucks and food vendors;
- Live music and cultural performances;

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- Spicy food and eating competitions;
- Children's activities and a Kid's Zone;
- Community and sponsor participation; and
- Vendor, entertainment, and activity areas throughout the event footprint.

The information above reflects the historical character and programming of the Fiery Foods Festival and is provided to assist Proposers in understanding the event. The selected Event Operator will be expected to maintain the event's overall identity as a community celebration centered on spicy foods, culinary experiences, and entertainment, while having reasonable flexibility to propose modifications, enhancements, or new programming consistent with the event's purpose.

2. Winterfest

The Winterfest is an annual community holiday celebration featuring a series of seasonal activities culminating in the Winterfest Celebration and Holiday Tree Lighting at Peanuts Park, 426 W Lewis Street. The event is intended to bring the community together to celebrate the holiday season through family-friendly activities, entertainment, and community traditions.

Winterfest programming has historically included a community-wide Candy Cane Scavenger Hunt, a free holiday movie at a local theater, and the Winterfest Celebration and Holiday Tree Lighting. The scavenger hunt takes place over multiple days at locations throughout Pasco and uses daily clues and prize drawings to encourage community participation leading up to the main celebration.

The Winterfest Celebration at Peanuts Park has historically featured holiday music and entertainment, children's games and crafts, visits with Santa and Mrs. Claus, food and beverage vendors, indoor and outdoor vendor spaces, and other seasonal activities. The celebration culminates in the lighting of the City's holiday tree, which serves as a signature component of Winterfest.

Typical Winterfest elements have included:

- Winterfest Celebration and Holiday Tree Lighting;
- Community-wide Candy Cane Scavenger Hunt;
- Free community holiday movie;
- Holiday music and entertainment;
- Children's games, crafts, and a Kid's Zone;
- Santa and Mrs. Claus;
- Food trucks, food vendors, and other vendors;
- Heated or covered activity and vendor areas; and
- Community partnerships and sponsorships.

The information above reflects the historical character and programming of Winterfest and is provided to assist Proposers in understanding the event. The selected Event Operator will be expected to maintain Winterfest's overall identity as a community holiday celebration, including the Holiday Tree Lighting as a central event tradition, while having reasonable flexibility to propose modifications, enhancements, or new programming consistent with the event's purpose.

3. The Grand Ol' Fourth of July Fireworks

The Grand Ol' Fourth of July Fireworks is an annual community celebration held in recognition of Independence Day. The event provides residents and visitors an opportunity to gather for a community fireworks display and serves as a signature component of Pasco's Fourth of July celebrations.

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The event centers on a professionally produced fireworks display and requires coordination of the event site, fireworks contractor, public safety, traffic and crowd management, permitting, and other logistical needs associated with hosting a large public event.

Typical Grand Ol' Fourth of July Fireworks elements have included:

- Professional fireworks display;
- Community viewing areas;
- Event-site coordination and setup;
- Coordination with public safety and emergency services;
- Traffic and crowd management; and
- Community promotion and sponsorship opportunities.

The information above reflects the general character of the Grand Ol' Fourth of July Fireworks and is provided to assist Proposers in understanding the event. The selected Event Operator will be expected to maintain the event's overall identity as a community Independence Day celebration centered on a public fireworks display, while having reasonable flexibility to propose modifications, enhancements, or additional programming consistent with the event's purpose.

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2.3 EVENT OPERATOR RESPONISBILITIES

The selected Event Operator(s) shall be responsible for the overall planning, coordination, management, and execution of each event awarded under this RFP. The Event Operator shall provide the personnel, resources, equipment, and services necessary to successfully operate the event, except for those responsibilities specifically identified as being provided by the City.

Responsibilities shall include, but are not limited to:

1. **Event Planning and Coordination**
   - Develop and implement an overall event plan, schedule, and site layout.
   - Coordinate all activities necessary for the successful operation of the event.
   - Coordinate with City staff and other applicable agencies regarding event logistics and requirements.
   - Attend planning and coordination meetings with the City as reasonably necessary.

2. **Programming and Entertainment**
   - Develop and coordinate programming appropriate to the character and purpose of the event.
   - Secure and manage entertainers, performers, activities, attractions, and other programming , as applicable.
   - Coordinate contracts and payments associated with programming provided by the Event Operator.

3. **Vendor and Concessions**
   - Recruit, coordinate, and manage food, merchandise, informational, and other event vendors, as applicable.
   - Establish and administer vendor application, selection, and participation processes.
   - Collect and manage vendor fees and other associated revenues.
   - Ensure vendors comply with applicable licensing, permitting, insurance, health, safety, and other requirements.

4. **Sponsorships and Partnerships**
   - Identify, solicit, and manage event sponsorships and partnerships.

- Coordinate sponsor recognition and benefits in a manner consistent with the event and any requirements established by the City.
- Develop community and organizational partnerships that support the event.

5. Marketing and Promotion

- Develop and implement a marketing and promotional strategy for the event.
- Prepare and distribute promotional materials and event information through appropriate communication channels.
- Coordinate with the City regarding use of City-owned event names, logos, branding, and City communication channels.

6. Event Operations

- Provide sufficient staff and/or volunteers to plan and operate the event.
- Coordinate event setup, operation, and teardown.
- Provide or arrange for necessary event equipment, supplies, services, and infrastructure, except as otherwise specifically provided by the City.
- Maintain the event area in a safe, clean, and orderly condition throughout the event.

7. Permits and Regulatory Compliance

- Obtain and maintain all licenses, permits, approvals, and registrations necessary for operation of the event, unless otherwise specifically identified as a City responsibility.
- Ensure compliance with all applicable federal, state, and local laws, regulations, codes, and requirements.
- Coordinate with applicable regulatory agencies as necessary.

8. Financial Management

- Develop and manage a financially sustainable operating model for the event.
- Be responsible for costs and financial obligations associated with the operation of the event except for those expressly assumed by the City.
- Manage event-generated revenues and expenses in accordance with the resulting agreement.
- Maintain appropriate financial and operational records related to the event.

2.4 FINANCIAL AND REVENUE MODEL

The City intends for each event awarded under this RFP to operate under a financially sustainable model that does not rely on direct monetary compensation from the City. The selected Event Operator(s) shall be responsible for developing and managing the financial model necessary to plan, operate, and deliver the awarded event(s).

The Event Operator may generate revenue in connection with the event through sources such as sponsorships, vendor fees, concessions, merchandise sales, grants, donations, activity fees, and other appropriate event-related revenue sources, subject to the terms of the resulting agreement. Unless otherwise provided in the resulting agreement, event-generated revenues may be retained and used by the Event Operator to offset event expenses and support the continued operation of the event.

The Event Operator shall be responsible for costs associated with planning and operating the event except for those costs or resources specifically identified as the responsibility of the City. The Event Operator assumes the financial risk associated with its proposed operating model and shall not be entitled to additional City funding due to insufficient event revenues, sponsorships, vendor participation, attendance, or other financial circumstances.

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As part of its Proposal, each Proposer shall provide a proposed financial approach for each event for which it is proposing, including anticipated revenue sources, major anticipated expenses, and any assumptions upon which its financial model is based. The Proposer shall also clearly identify any financial contribution, in-kind service, equipment, facility use, staffing, or other support requested from the City.

2.5 CITY RESPONSIBILITIES

The City intends for the selected Event Operator(s) to be primarily responsible for the planning, management, and operation of the awarded event(s). The City will serve in a supporting and coordinating role and may provide certain resources or in-kind support as identified in this RFP or the resulting agreement.

The City's responsibilities may include:

1. **City Liaison.** Designate a City representative to serve as the primary point of contact and coordinate with applicable City departments as necessary.

2. **Historical Information.** Provide available historical event information, documents, records, vendor information, site plans, and other materials that may assist the Event Operator in planning and operating the event.

3. **Use of City Property.** Coordinate the use of City-owned property or facilities historically associated with the event, subject to availability, applicable requirements, and the terms of the resulting agreement.

4. **City Coordination.** Assist with coordination between the Event Operator and applicable City departments regarding matters such as facility use, traffic control, public safety, permitting, and other City-related requirements. Such coordination shall not relieve the Event Operator of responsibilities assigned to it under this RFP or the resulting agreement.

5. **Marketing and Communications.** Provide reasonable assistance with promotion of the event through available City communication channels and coordinate the Event Operator's use of applicable City-owned event names, logos, branding, and promotional materials.

6. **In-Kind Support.** Provide such City equipment, staffing, services, or other in-kind support as specifically identified and agreed upon for the applicable event. Any City support not expressly identified in the resulting agreement shall not be assumed to be provided by the City.

Proposers shall identify in their Proposal any City resources or support they believe are necessary for their proposed operating model. Requested City support will be considered as part of the City's evaluation and shall not be considered approved unless expressly included in the resulting agreement.

2.6 CONTRACT DURATION

The City anticipates entering into an agreement with the selected Event Operator(s) for an initial term of two (2) years, with the option to extend the agreement for up to two (2) additional one-year terms, subject to mutual agreement of the parties and satisfactory performance by the Event Operator.

The City may enter into separate agreements for each event or a single agreement covering multiple events, depending on the selections made through this RFP process.

Any extension shall be subject to the terms and conditions mutually agreed upon by the City and the Event Operator and shall not be construed as an automatic renewal or guarantee of continued operation of the event.

3 SELECTION CRITERIA

3.1 SUBMITTAL REQUIREMENTS

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Proposals will be evaluated based on the criteria identified below. Proposals for each event will be evaluated independently. Proposers submitting for more than one event should provide sufficient information for the City to evaluate the proposed approach and financial model for each event individually.

1. **Understanding & Approach (30 Possible Points)**
   Evaluation of the Proposer's understanding of the event and its community purpose, and the quality, feasibility, and creativity of the proposed approach to planning and operating the event. Consideration may include:

   - Overall vision and operating approach for the event.
   - Proposed programming, activities, entertainment, vendors, and other event elements.
   - Approach to event logistics, staffing, volunteers, vendors, and day-of-event operations.
   - Ability to maintain the established character and community purpose of the event while identifying appropriate opportunities for enhancement or growth.
   - Overall feasibility of successfully implementing the proposed event.

2. **Experience & Organizational Capacity (20 Possible Points)**
   Evaluation of the Proposer's qualifications and demonstrated ability to successfully plan and operate the proposed event, including:

   - Experience planning, managing, or producing community events or other comparable activities.
   - Experience of the organization and key personnel assigned to the event.
   - Demonstrated ability to manage event logistics, vendors, partnerships, and other operational responsibilities.
   - Organizational structure, staffing, and resources available to successfully deliver the event.
   - References and demonstrated performance on comparable projects or events

3. **Financial Sustainability (25 Possible Points)**
   Evaluation of the feasibility and sustainability of the Proposer's proposed financial model, including:

   - Anticipated event revenues and expenses.
   - Approach to sponsorships, vendor fees, concessions, grants, donations, and other proposed revenue sources.
   - Demonstrated ability to secure and manage financial resources necessary to operate the event.
   - Reasonableness of financial assumptions and overall viability of the proposed operating model.
   - Amount and type of City resources or support requested to successfully operate the event.

4. **Community Engagement & Marketing (20 Possible Points)**
   Evaluation of the Proposer's approach to promoting the event and engaging the community, including:

   - Marketing and promotional strategy.
   - Approach to attracting attendees, vendors, sponsors, and community partners.
   - Opportunities for partnerships with local businesses, nonprofit organizations, community groups, and other stakeholders.
   - Approach to providing an inclusive and welcoming community event.
   - Ability to strengthen community awareness, participation, and support for the event.

5. **Presentation & Clarity (5 Possible Points)**
   Evaluation of the organization, completeness, clarity, and professionalism of the Proposal, including compliance with the submittal requirements of this RFP.

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3.2 PROPOSER QUALIFICATIONS

Proposers should demonstrate the experience, organizational capacity, and resources necessary to successfully plan, manage, and operate the event(s) for which they are submitting a Proposal.

At a minimum, Proposers shall:

1. Be legally authorized to conduct business in the State of Washington and obtain all applicable licenses and registrations required to perform the responsibilities contemplated under this RFP prior to commencement of the resulting agreement.

2. Demonstrate relevant experience in event planning, event management, community programming, hospitality, entertainment, nonprofit or community-based programming, or other comparable activities relevant to the event(s) proposed.

3. Demonstrate sufficient organizational capacity, staffing, and resources to successfully plan and operate the proposed event(s).

4. Demonstrate the ability to coordinate with vendors, sponsors, community partners, governmental agencies, and other parties necessary for successful event delivery.

5. Demonstrate the ability to manage event-related revenues, expenses, contracts, and other financial responsibilities associated with the proposed operating model.

6. Demonstrate an understanding of, and ability to comply with, applicable federal, state, and local laws, regulations, permits, licenses, insurance requirements, and other requirements associated with operation of the event(s).

3.3 INTERVIEW PROCESS

At the City's discretion, Proposers may be invited to participate in an interview with the Selection Committee. The City may conduct interviews for one or more of the events included in this RFP and may interview different Proposers for each event.

If interviews are conducted, the City will notify selected Proposers of the interview date, time, location, format, and any additional requirements. Proposers should be prepared to discuss and respond to questions regarding their Proposal and proposed approach to the event(s).

The interview may include discussion of the following:

1. **Event Vision and Approach** – Overall vision for the event and how the Proposer intends to maintain its community purpose and character while identifying opportunities for enhancement or growth.

2. **Event Operations** – Approach to planning, staffing, volunteers, vendors, entertainment, logistics, setup, operation, and teardown.

3. **Financial Sustainability** – Proposed financial model, anticipated revenue sources and expenses, sponsorship strategy, and ability to successfully operate the event without direct monetary compensation from the City.

4. **Community Engagement and Marketing** – Approach to marketing the event, attracting attendees and participants, and developing relationships with sponsors, businesses, community organizations, and other partners.

5. **Organizational Capacity** – Roles and responsibilities of key personnel and the Proposer's ability to successfully manage and deliver the event.

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6. **City Support** – Any City resources, services, facilities, equipment, staffing, or other support requested or assumed as part of the Proposal.

The Selection Committee will have an opportunity to ask questions and request clarification regarding any aspect of the Proposal. Proposers may also be asked to clarify or further develop elements of their proposed event approach.

Following a review of the submitted Proposals, the City may establish specific requirements and content for the interview to further aid in the determination of the Proposer's qualifications. The selection team may prepare a list of standard questions for the interview. Additional questions may be developed based on the Proposer's Proposal to clarify information submitted.

Following section of a Proposer, the City will then negotiate a specific scope of services, fees, and schedule with the Selected Proposer. If an agreement cannot be reached with the first Selected Proposer, the City will terminate negotiations with said Proposer and open negotiations with another qualified Proposer.

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APPENDIX A: EVENT MANAGEMENT AND OPERATING AGREEMENT

DRAFT AGREEMENT UNDER DEVELOPMENT

The City's Event Management and Operating Agreement is currently under development and undergoing internal review. The agreement will be finalized and included with the RFP prior to issuance.

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AGENDA REPORT

FOR: City Council — September 26, 2026

TO: Harold Stewart, City Manager — City Council Workshop Meeting: 10/5/26

FROM: Kevin Hebdon, Finance Director
Finance

SUBJECT: Presentation - 2027 Ad Valorem Tax and 27-28 General Fund Preliminary Revenues

I. ATTACHMENT(S):

Presentation
Draft Ordinance Option A - 0% Tax Increase - Ordinance - 2027 Property Tax Levy
Draft Ordinance Option B - 1% Increase - Ordinance - 2027 Property Tax Levy

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Presentation and Discussion
On October 19, 2026 staff will ask City Council to hold a Public Hearing and Take Action setting the Ad Valorem (Property) Tax revenues for 2027.

III. FISCAL IMPACT:

The City's share of Ad Valorem (Property Tax) rate for 2027 collections is set by Council authorization. Based on State law, the City has the option to increase its property tax budget by the lesser of the Implicit Price Deflator (IDP) or one percent (1%). The Implicit Price Deflator for 2027 rate setting is 3.876%. IPD is well above the 1%, meaning the full 1% levy increase can be assessed. In the past, there have been years where the City did not collect the full amount allowed. Those uncollected taxes are banked and can be accessed in future years. City does not have any banked capacity at this time.

There are two options for property tax collection for the 2027 budget.

1. If no increase is approved, only new properties identified by Franklin County Assessor's Office will provide additional property tax revenue in 2027.
2. If the allowance for a one percent (1%) increase is approved, additional tax revenue of $152,503 is added to the City's revenue budget as well as the taxes associated with the new properties identified by the Franklin County Assessor's Office.

In addition to the Ad Valorem discussion, staff is presenting the preliminary revenues for the 2027-2028 Biennium.

IV. HISTORY AND FACTS BRIEF:

Background

The General Fund is the primary administrative and operational fund of the City. As compared to the City-wide budget, activity recorded in the General Fund represents approximately a third of City revenues. Therefore, reviewing the results of current activity is valuable for making budgetary projections and ad valorem (property) tax decisions. While prudent to undertake this analysis, RCW 84.55.120 also requires a public hearing be conducted on General Fund revenue sources for the coming year's budget, including possible increases in the City's property tax levy.

Following the revenue hearing on October 19, 2026, Council may pass an ordinance that authorizes an increase in the property tax levy for the coming year, 2027. The statutory increase in the levy is limited to the lessor of inflation, as measured by the Implicit Price Deflator or one percent increase. Any increase approved is applied to the highest lawful levy to date. IPD as an economic measurement differs from the Consumer Price Index, or CPI. Unlike the CPI, the IPD rate is not based on a fixed basket of goods and services in a specified region. Instead, the goods and services included in the IPD basket considers national inputs. The rate is also influenced by consumption and investment patterns. The IPD for year 2027 is 3.876%. Additionally, the State statutory limit on City levy rate is $3.60 per $1,000 of assessed valuation. The City of Pasco levy rate for 2026 is $1.1401 per $1,000 of assessed valuation, significantly below the statutory limit.

While property tax is a significant portion of General Fund revenue, projected to be 18% of preliminary General Fund revenue the 2027-2028 Biennium, other General Fund revenues include sales tax, utility tax, fees and charges for services, fines and penalties, and licenses and permits. Ultimately, where one revenue source is lower, another must be increased to make up revenue requirements to support General Fund service provision.

Other General Fund revenue sources exist that are variable and dependent upon uncertain or infrequent events. Some examples are property sale, refunds, interest earnings, donations, and transfers in from other funds for unique projects.

Those services typically viewed as governmental in nature are the same services supported by property tax assessments and resulting revenues. Specifically, services commonly viewed as essential government services, like

public safety services of police and fire are funded by property taxes. Property tax revenue is a stable and reliable source to support ongoing functions like public safety. Parks and recreation functions and City sponsored community events also benefit from the collection of property taxes. Finally, the functions of City administration, finance, technological support and tools, and a myriad of other “internal services" are funded partially from the dollars provided by property tax revenues. As outlined in the Capital Improvement Plan, other governmental type funds, and their capital projects, benefit from support of General Fund revenues and the funding provided by property taxes.

Franklin County Assessor’s Office has provided preliminary values of new construction, state assessed utility, tax increment area and assessed value figures that make up the levy calculation.

V. DISCUSSION:

Historically, Council has evaluated property tax levy decisions based on current and planned needs. For example, in 2018 and 2023, Council determined to capture the City’s banked levy capacity from prior years to fund capital improvements and government services. Currently there is no banked capacity from prior years.

For Tax Increment Financing (TIF) areas for the City and Port of Pasco, while the City levy will include property value for TIF, City's TIF portion will be remitted to the City and Port's TIF portion will be remitted to the Port. In accordance with RCW 84.55.120, a public hearing on General Fund revenue sources for the coming years budget, must be held prior to the ad valorem (property tax) tax certification deadline of November 30th.

Staff has also presented a preliminary revenue budget for the biennium. In general revenues are not keeping up with expenses. Sales tax is anticipated to not meet the mark in 2025-2026 and we are forecasting a flat to slightly lower sales tax revenue stream for the biennium. Property taxes appear to be trending upward and we continue to work with our partners at the Franklin County Assessor's Office to finalize estimated property taxes.

Recommendation

On October 19, 2026, staff will be recommending Option B: 1% Statutory Increase.

Option B: 1% Statutory Increase

This estimate includes the addition of the one percent statutory limit, or $152,503. The total levy amount increase with this option is estimated at

$1,138,766. The levy rate resulting from this calculation is $1.2104 per $1,000 assessed value. Based on this calculation, the 2027 levy rate will cost a $500k valued home an additional $35 a year more as compared to the current 2026 levy.

Alternative

Option A: No Increase

This option declines the statutorily allowed one percent increase in the City property tax levy. This estimate reflects an increase of $986,263 over the 2026 levy amount for unrestricted General Fund use. This change is the product of the estimated increase in assessed valuation primarily due to the addition of newly constructed properties in 2026. Based upon the calculation of estimated new construction and the increased assessed valuation, the levy rate for Option A is $1.1993 per $1,000 assessed value. This new levy rate would cost a home worth $500,000 in assessed value an additional $30 a year compared to the current 2026 tax rate.

Time Constraints

In order for the Assessor to levy property taxes, the City is required to certify property tax levies with the County no later than November 30th of each year.

Staff will be back in front of City Council on October 19, 2026 to hold a public hearing and take action on the Ad Valorem Property Tax amount for 2027. Further discussion about the 2027-2028 General Fund Revenues will continue until the budget is passed prior to the end of the year.

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, PROVIDING FOR AN INCREASE IN THE REGULAR PROPERTY TAXES OF THE CITY FOR LEVY IN 2026 AND COLLECTION IN THE 2027 TAX YEAR; PRESERVING LEVY CAPACITY FOR FUTURE YEARS; AND PROVIDING FOR RELATED MATTERS, PROVIDING FOR SEVERABLITY AND ESTABLISHING AN EFFECTIVE DATE.

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

Section 1. Findings and Determinations. The City Council of the City of Pasco, Washington (City), makes the following findings and determinations:

(a) RCW 84.55.120(1) provides that the City Council must hold a public hearing on revenue sources for the following year's current expense budget and that the hearing must include consideration of possible increases in property tax revenues and must be held prior to the time the City levies the taxes.

(b) RCW 84.55.120(3) provides that the City may not authorize an increase in property tax revenue from the previous year except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage.

(c) Pursuant to proper notice, the City Council held a public hearing (Hearing) on October 19, 2026, to consider the City's 2024 revenue sources, along with consideration of possible increases in property tax revenues.

(d) The City's actual levy amount from the previous year was $14,547,477.

(e) The City has a population that is greater than 10,000.

(f) The City Council, after the Hearing and after duly considering all relevant evidence and testimony presented, determined that the City requires 0% in allowable increase in property tax revenue from the previous year, in addition to revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, solar, biomass and geothermal facilities, if the facilities are not state assessed, any increase in the value of state-assessed property, any annexations that have occurred and any refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest, and increment value associated with established Tax Increment Financing Area.

Section 2. Property Tax Increase Authorized. An increase in the regular property tax levy of the City is authorized for the levy to be collected in the 2027 tax year. The dollar

amount of the increase over the actual levy amount from the previous year is $0 (zero dollars), which is a percentage increase of 0% (zero percent) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in assessed value due to construction of wind turbine, solar, biomass and geothermal facilities, if the facilities are not state assessed, any increase in the value of state assessed property, any annexations that have occurred, any refunds made, and increment value associated with established Tax Increment Financing Area.

Section 3. Transmittal. The City Clerk is authorized and directed to transmit a certified copy of this ordinance to the Franklin County Assessor on or before November 30, 2026.

Section 4. General Authorization and Ratification. The City Manager, the Finance Director of the City, the City Clerk and other appropriate officers of the City, and each of them acting alone, are authorized and directed to take any action and to execute any document as in their judgment may be necessary or desirable to effectuate the provisions of this ordinance. All prior actions in furtherance of and consistent with the terms of this ordinance are ratified and confirmed.

Section 5. 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 6. 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 7. Effective Date. This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and 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 19 day of October, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Gabriela Sanchez
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorneys

Published: _____

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF PASCO, WASHINGTON, PROVIDING FOR A ONE PERCENT INCREASE IN THE REGULAR PROPERTY TAXES OF THE CITY FOR LEVY IN 2026 AND COLLECTION IN THE 2027 TAX YEAR; AND PROVIDING FOR RELATED MATTERS, PROVIDING FOR SEVERABLITY AND ESTABLISHING AN EFFECTIVE DATE.

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

Section 1. Findings and Determinations. The City Council of the City of Pasco, Washington (City), makes the following findings and determinations:

(a) RCW 84.55.120(1) provides that the City Council must hold a public hearing on revenue sources for the following year's current expense budget and that the hearing must include consideration of possible increases in property tax revenues and must be held prior to the time the City levies the taxes.

(b) RCW 84.55.120(3) provides that the City may not authorize an increase in property tax revenue from the previous year except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage.

(c) Pursuant to proper notice, the City Council held a public hearing (Hearing) on October 19, 2026, to consider the City's 2027 revenue sources, along with consideration of possible increases in property tax revenues.

(d) The City's actual levy amount from the previous year was $14,547,477.

(e) The City has a population that is greater than 10,000.

(f) The City Council, after the Hearing and after duly considering all relevant evidence and testimony presented, determined that the City requires increase in property tax revenue from the previous year, in addition to revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, solar, biomass and geothermal facilities, if the facilities are not state assessed, any increase in the value of state-assessed property, any annexations that have occurred and any refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest, and increment value associated with established Tax Increment Financing Area.

Section 2. Property Tax Increase Authorized. An increase in the regular property tax levy of the City is authorized for the levy to be collected in the 2027 tax year. The dollar

amount of the increase over the actual levy amount from the previous year is $152,503 (one hundred fifty-two thousand five hundred three dollars), which is a percentage increase of 1% (one percent) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in assessed value due to construction of wind turbine, solar, biomass and geothermal facilities, if the facilities are not state assessed, any increase in the value of state assessed property, any annexations that have occurred, any refunds made, and increment value associated with established Tax Increment Financing Area.

Section 3. Transmittal. The City Clerk is authorized and directed to transmit a certified copy of this ordinance to the Franklin County Assessor on or before November 30, 2026.

Section 4. General Authorization and Ratification. The City Manager, the Finance Director of the City, the City Clerk and other appropriate officers of the City, and each of them acting alone, are authorized and directed to take any action and to execute any document as in their judgment may be necessary or desirable to effectuate the provisions of this ordinance. All prior actions in furtherance of and consistent with the terms of this ordinance are ratified and confirmed.

Section 5. 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 6. 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 7. Effective Date. This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and 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 19 day of October, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Gabriela Sanchez
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorneys

Published: _____

Pasco City Council

Workshop

October 05, 2026

City of Pasco Washington

Pasco City Council

2027 Ad Valorem Tax

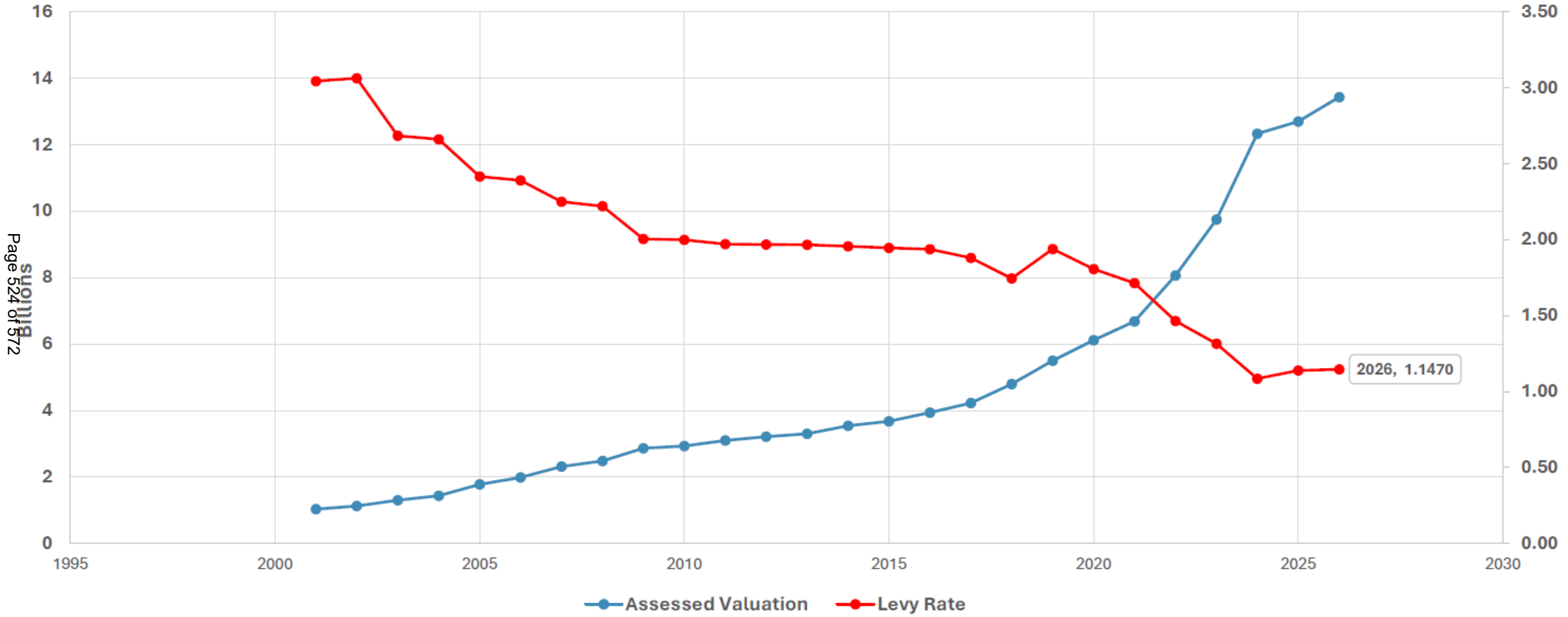
October 05, 2026

City of Pasco Washington

Ad Valorem Tax

- Under state law, no local government may increase its property tax levy more than 1% in a given year
- Local governments with a population of 10,000 or more are limited to the lesser of 1% or the rate of inflation(Implicit Price Deflator)
- Implicit Price Deflator (IPD) for 2026 is 2.44%.
- IPD for 2027 is not yet available but estimates indicate a rate of 3.85%
- IPD is an economic metric that accounts for inflation by converting output measured at current prices into constant-dollar GDP.
- This specific deflator shows how much a change in the base year's GDP relies upon changes in the price level.
- The City of Pasco needs to adopt a resolution establishing its intent to increase property taxes by the 1% allowed by statue or some other alternative.
- Given the financial circumstances before us, it is staff's recommendation to maximize the statutorily allowed 1% increase.

Assessed Valuation & Property Tax Trend



AV Amount for 2026 was $13.44 billion and the Levy Rate was $1.14 per $1,000Av

AV Estimates for 2027 are $13.74 billion (2.23% increase) and the estimated Levy Rate for 2027 is $1.09 per $1,000 AV (4.39% decrease)

2027 General Fund Levy Options

	2026	2027 A	2027 B
Highest Lawful levy		15,250,294	15,250,294
1% Statutory Allowance		-	152,503
New Construction		284,329	284,329
TIF Increment		916,152	916,152
Estimated State Utility		20,000	20,000
Estimated Collection		**16,470,775**	**16,623,278**
New Construction TIF		20,883	20,883
TIF Increment		916,152	916,152
Total Tax Allocation		**937,035**	**937,035**
New Highest Lawful Levy for Next Year		15,554,623	15,707,126
Levy Amount	**14,547,477**	**15,533,740**	**15,686,243**
Levy Rate (Per $1,000 AV)	$ 1.1400	$ 1.1993	$ 1.2104
Rate Change from Current		$ 0.059	$ 0.070
Annual Cost Per $1,000 AV on a $500k Home	$ 570.00	$ 599.63	$ 605.18
Difference		$ 29.63	$ 35.18

Pasco City Council

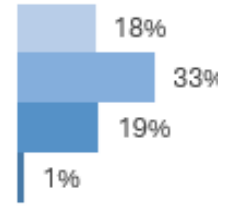
27-28 General Fund Preliminary Revenues

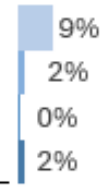
October 05, 2026

City of Pasco Washington

Summary - Operational General Fund Revenue Sources by Category

	2019-2020 Actual	2021 - 2022 Actual	2023-2024 Actual	2025-2026 Amended Budget	2027-2028 Preliminary Budget
General Property Tax	21,767,256	23,353,266	25,777,332	29,303,575	32,201,318
Retail Sales Tax	35,200,331	49,089,472	53,581,129	51,806,176	50,281,337
Utility Tax	23,041,598	23,978,961	26,198,679	30,906,041	35,209,185
Other Tax	1,940,959	2,740,275	2,726,215	2,368,247	2,790,000
Sub-Total Taxes	**81,950,145**	**99,161,975**	**108,283,355**	**114,384,039**	**120,481,840**
Fees & Charges					
General Government	10,370,737	12,170,326	12,942,159	14,979,274	11,101,695
Public Safety	2,865,609	3,196,432	3,746,899	3,361,774	6,648,773
Culture & Recreation	264,803	479,851	505,984	617,400	212,000
Economic Environment	1,299,802	3,557,944	3,024,624	3,172,039	1,697,000
Sub-Total Fees & Charges	**14,800,951**	**19,404,552**	**20,219,665**	**22,130,487**	**19,659,468**
Intergovernmental					
PUD Priviledge Tax	1,490,794	1,468,640	1,469,328	1,493,103	1,601,856
Liquor Board & Excise Tax	2,113,710	2,324,268	2,351,521	2,403,959	2,274,000
Grants	3,793,485	4,439,116	4,362,736	3,061,041	869,222
Intergovernmental	508,239	1,110,807	532,905	590,979	435,241
Other	-	-	-	-	-
Sub-Total Intergovernmental	**7,906,227**	**9,342,831**	**8,716,489**	**7,549,082**	**5,180,319**

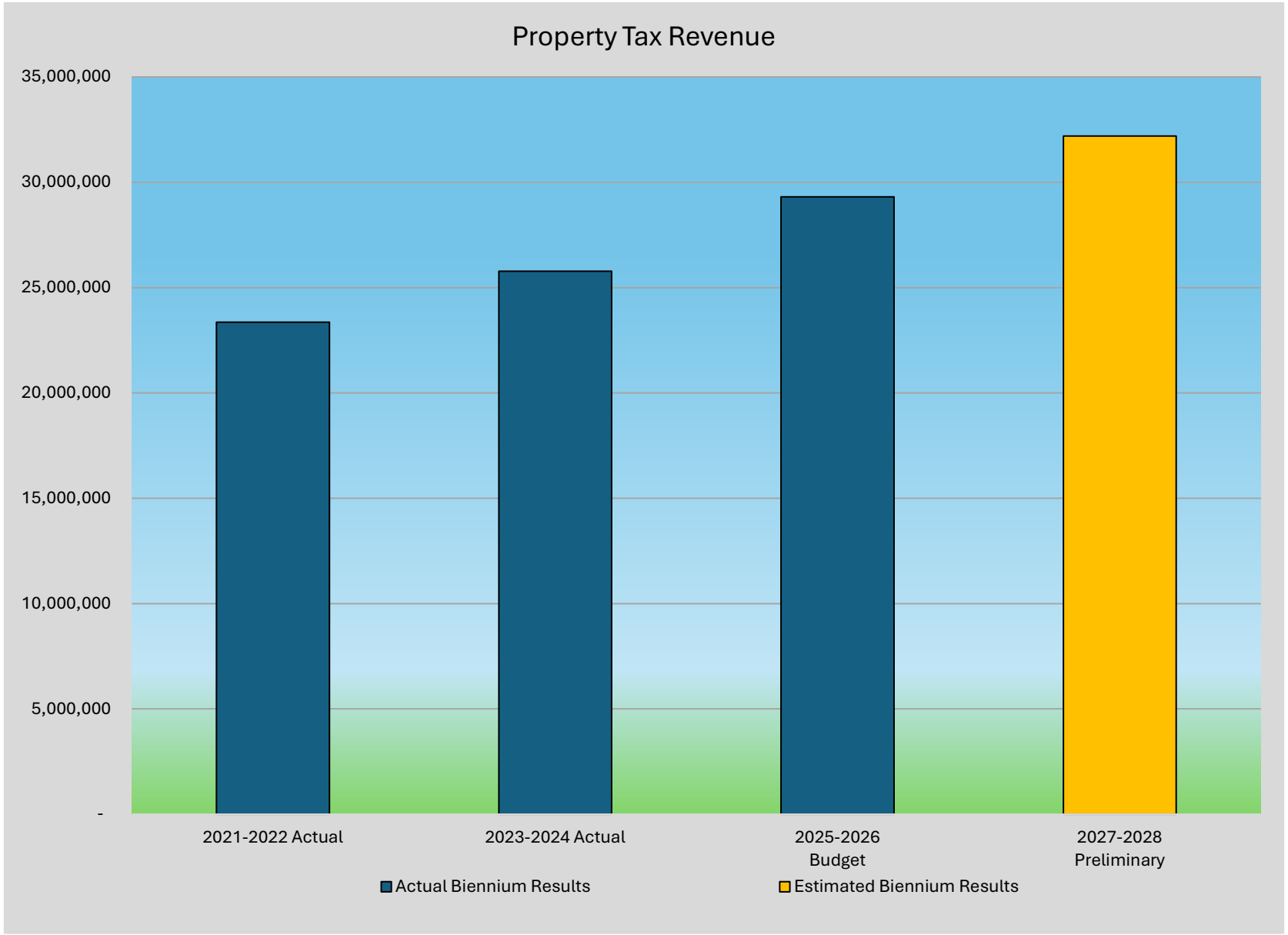




Summary - Operational General Fund Revenue Sources by Category

	2019-2020 Actual	2021 - 2022 Actual	2023-2024 Actual	2025-2026 Amended Budget	2027-2028 Preliminary Budget	
Licenses & Permits						
Building Permit	3,487,024	4,630,534	4,461,037	3,122,746	5,760,000	2%
Business License Fees	1,490,163	1,700,988	1,847,836	1,784,516	1,698,591	1%
Animal License Fees	313,013	172,393	106,285	120,628	84,764	0%
Other - License & Permits	63,051	74,251	56,174	19,050	11,000	0%
Sub-Total Licenses & Permits	**5,353,252**	**6,578,166**	**6,471,332**	**5,046,940**	**7,554,355**	
Fines & Forfeitures						
Traffic	1,076,486	647,540	623,600	573,000	626,000	0%
Non Traffic	884,933	1,204,489	1,051,911	975,000	764,232	1%
Court	83,545	165,032	140,206	60,300	150,000	0%
Utilities	-	-	473,542	832,000	872,000	1%
Sub-Total Fines & Forfeitures	**2,044,964**	**2,017,061**	**2,289,259**	**2,440,300**	**2,412,232**	
Other Sources						
Rent	562,029	507,219	469,635	418,841	326,008	0%
Transfer in	452,987	1,094,965	1,735,329	927,460	400,000	1%
Interest	686,091	705,943	2,324,871	2,128,804	2,302,005	1%
Other Misc	1,992,246	3,392,887	5,156,830	4,077,021	3,327,741	3%
Sub-Total Other Sources	**3,693,353**	**5,701,014**	**9,686,664**	**7,552,126**	**6,355,754**	
Total General Fund Revenue	**115,748,891**	**142,205,599**	**155,666,765**	**159,102,974**	**161,643,968**	

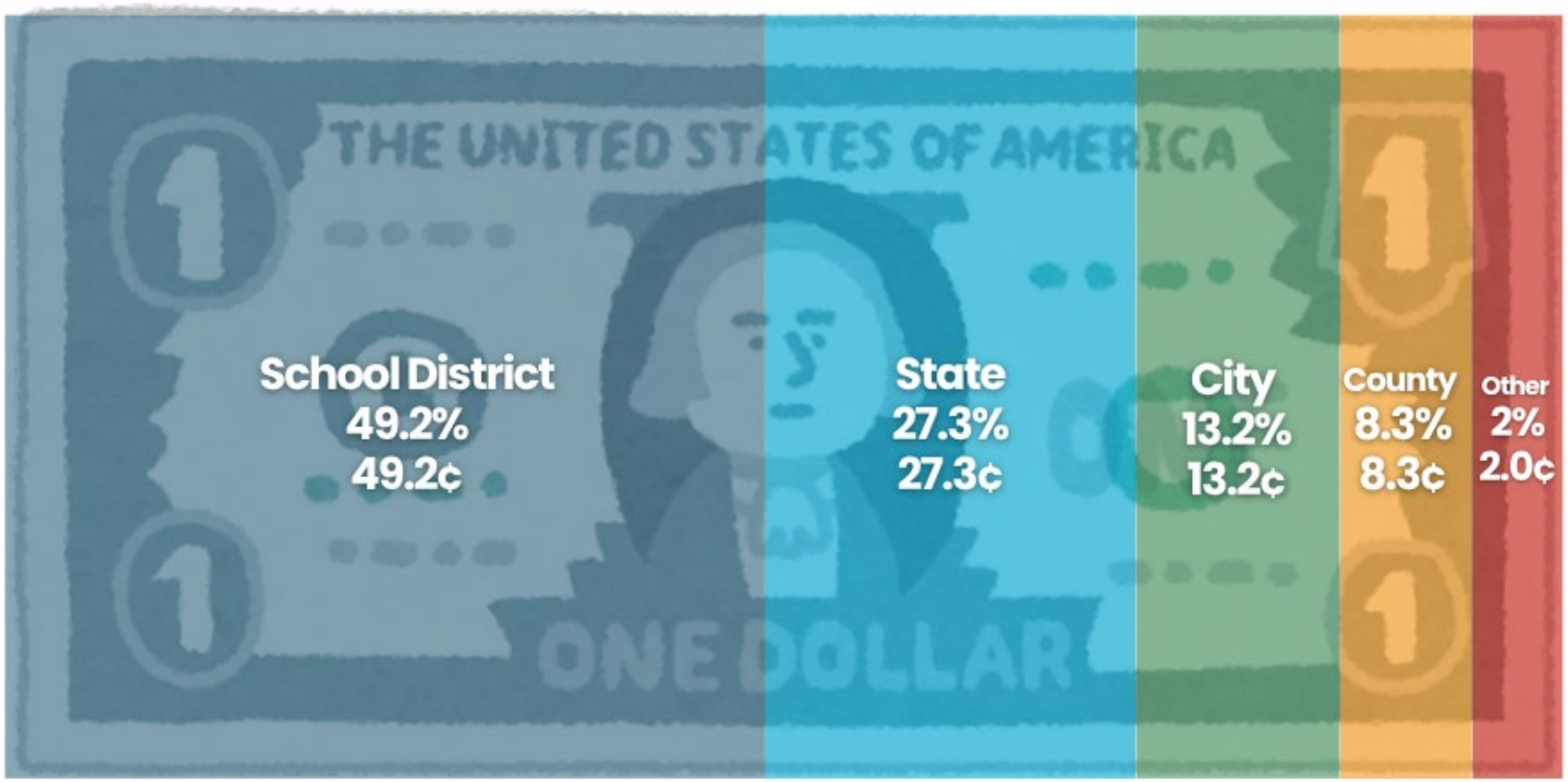
TAXES



Property tax is an ad valorem tax based on the assessed value of real property as determined by the Franklin County Assessors Office. This revenue is used to support general governmental purposes like Police, Fire, and Parks and Recreation services. Rates are expressed in "dollars per $1,000 of assessed value (AV). The Washington State Constitution limits the annual rate of property taxes that may be imposed on an individual parcel to no greater than 1% of its true and fair value. Hence, property tax revenue (levy) can be increased by the said 1%, plus any new construction and annexation.

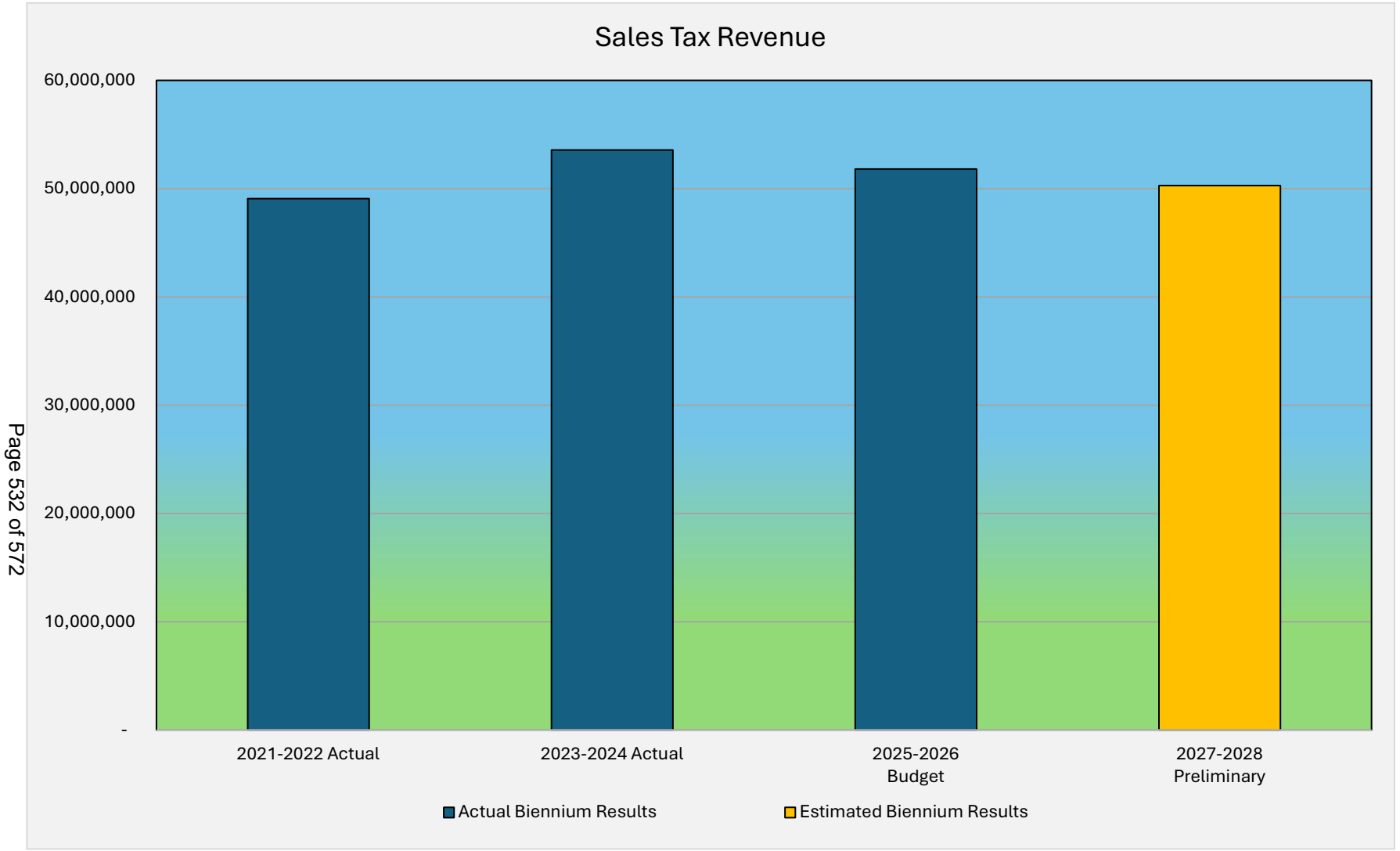
Current Property Tax Breakdown

Where does Pasco's Property Tax Go?
For every **$1 of property tax**, the approximate breakdown is:



For a $500,000 house, how much Property Tax Goes to each City?

- Richland — $863/year (not including library tax)
- Kennewick — $642/year
- **Pasco — $570/year**
- West Richland — $545/year

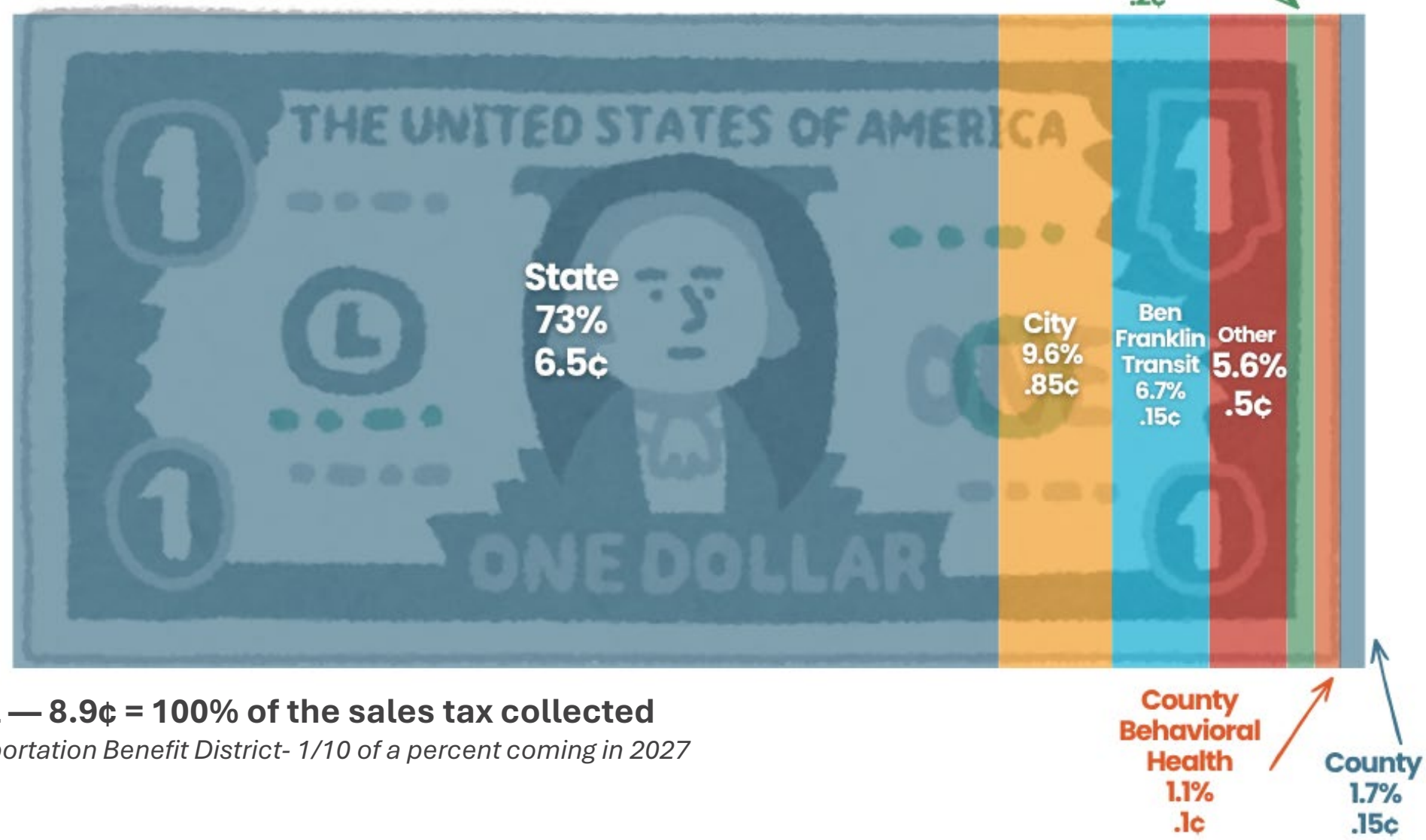


Revenue from sales tax is used to support general City services, as well as for criminal justice and public safety purposes. Sales tax is the largest revenue for City's General fund.
Most funds generated by the sales tax rate go to the state, with a lesser percentage going to the City of Pasco and Franklin County. Beginning January 2023, City of Pasco sales tax rate increased to 8.9% in light of passage of the Pasco Public Facilities' successful election. City of Pasco receives approximately 1% of collections.

Current Sales Tax Breakdown

Where Does Pasco's Sales Tax Go?

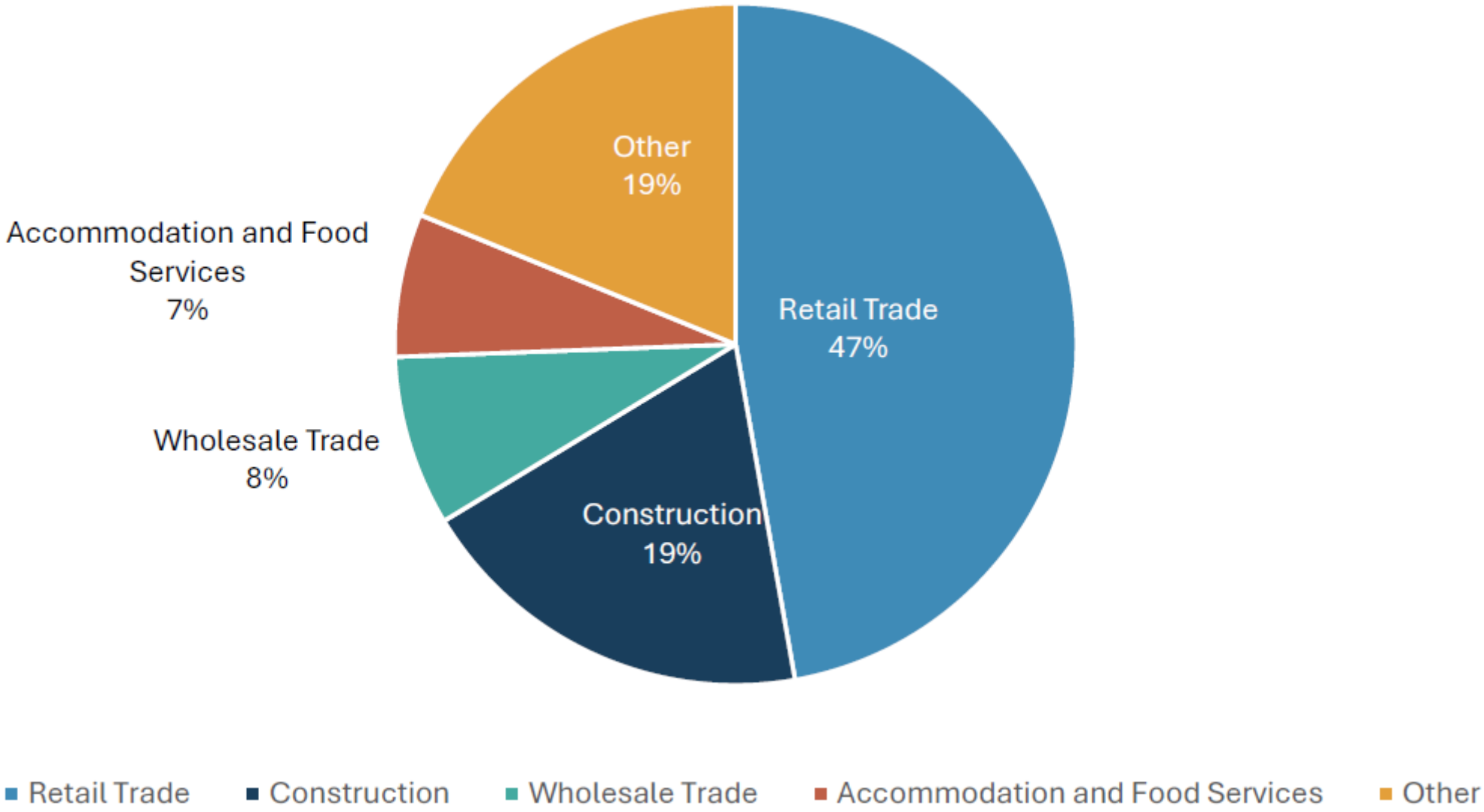
Of the 8.9¢ collected in sales tax on every $1 taxable purchase:

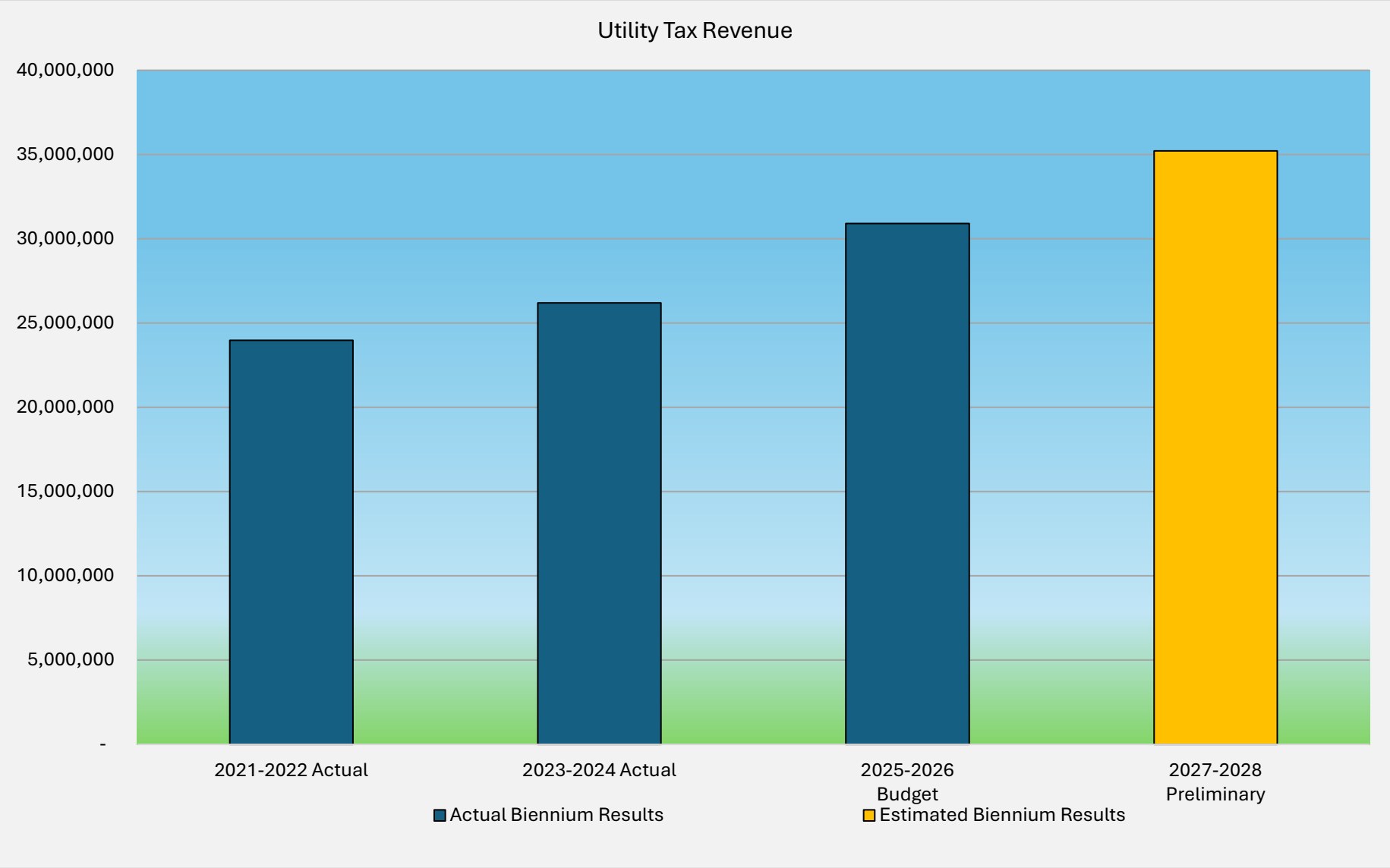


Total — 8.9¢ = 100% of the sales tax collected

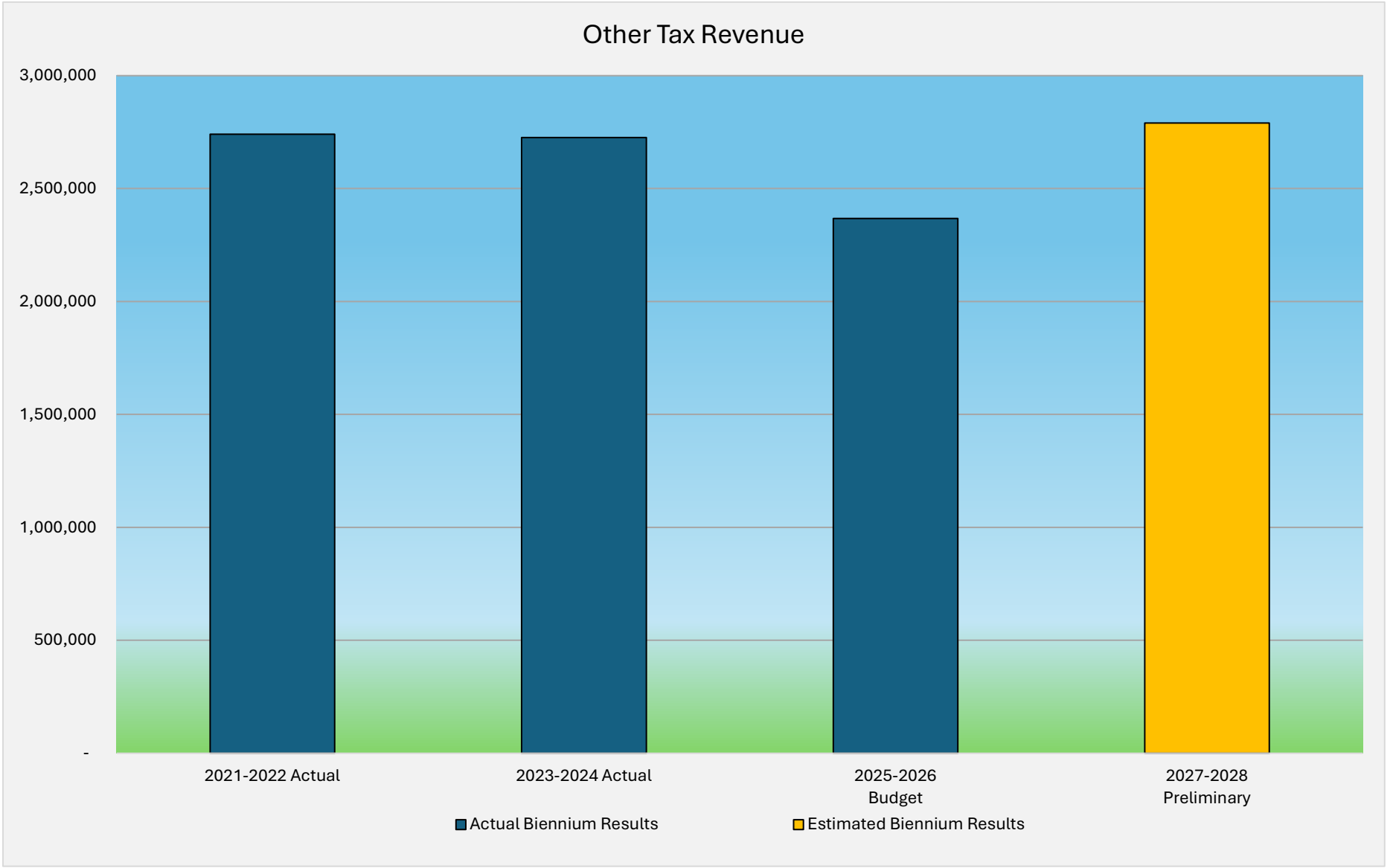
Transportation Benefit District- 1/10 of a percent coming in 2027

Where do your sales tax $ come from?



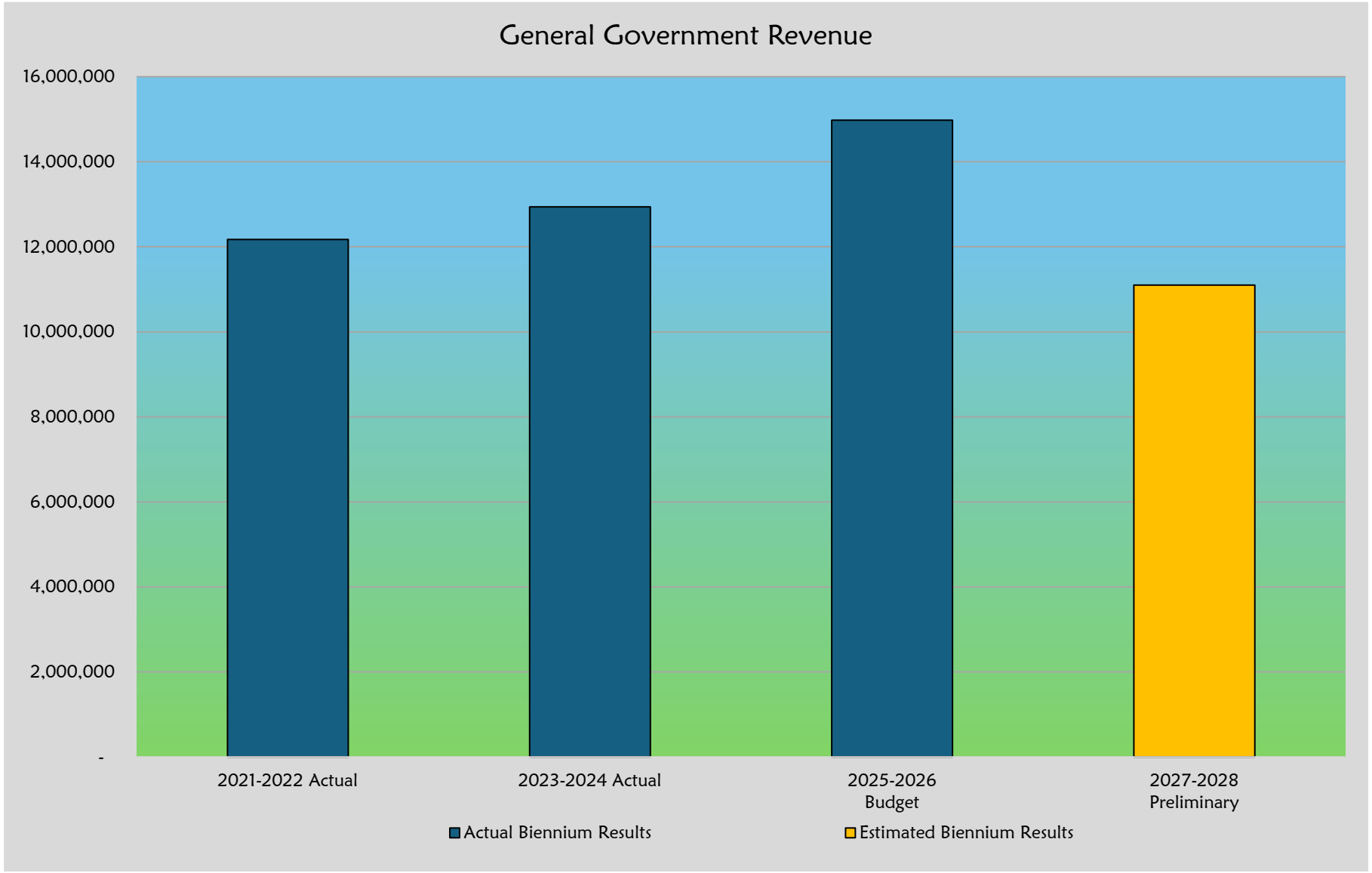


The City has the authority to impose a tax of 8.5% on utility revenue including water, sewer, garbage, irrigation, solid waste, stormwater, electricity, telephone, and cable television. The City's General Fund uses 7.5% of this tax, with remainder being disbursed to the Overlay and Street Funds.

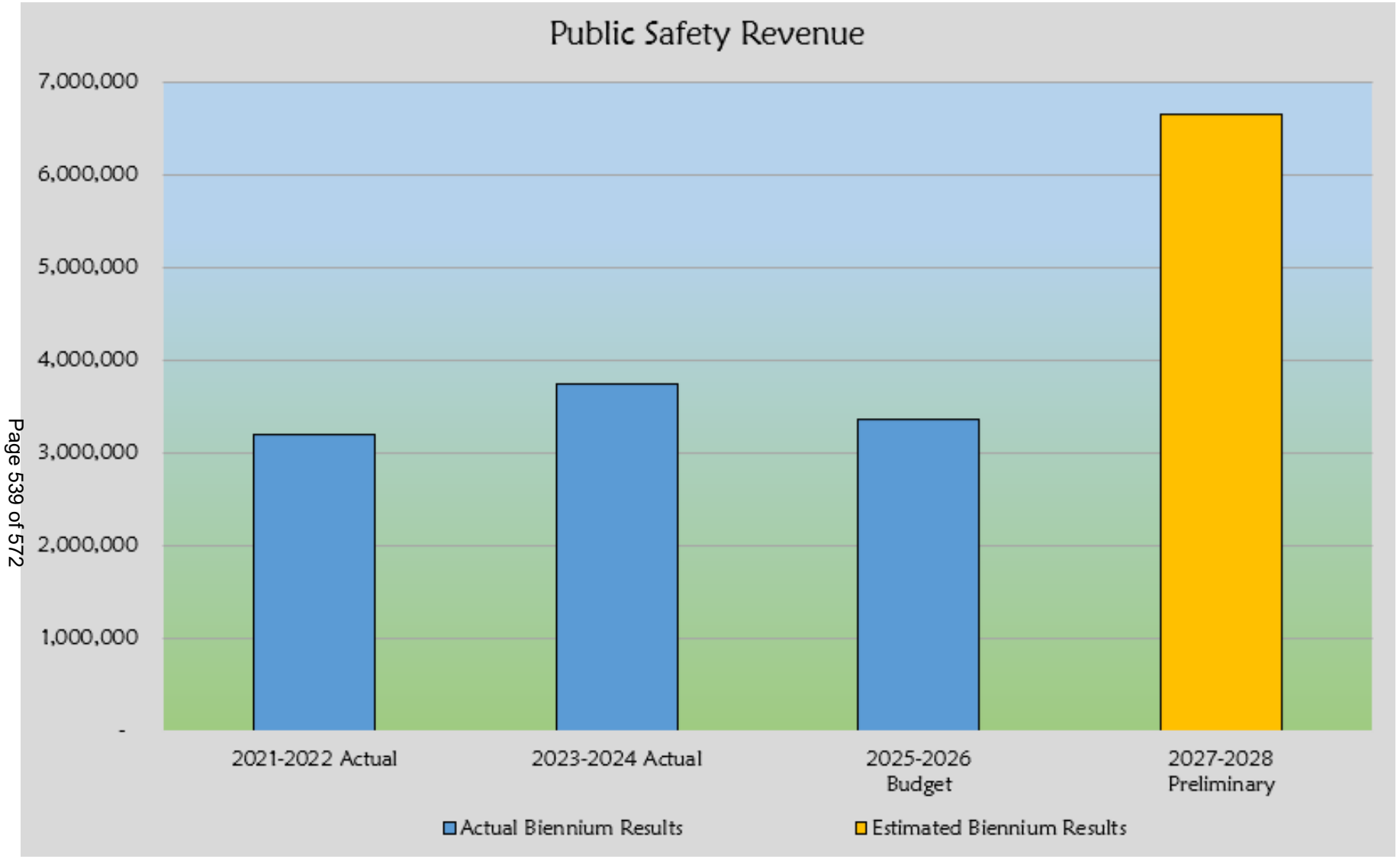


This category includes leasehold, gambling, and admissions tax. Gambling tax applies to all card games, punch board games, pull tabs, bingo games, raffles, and amusement games played within the City limits. An Admissions tax of 2.5% is levied upon every person who pays an admission charge to any place within the City limits.

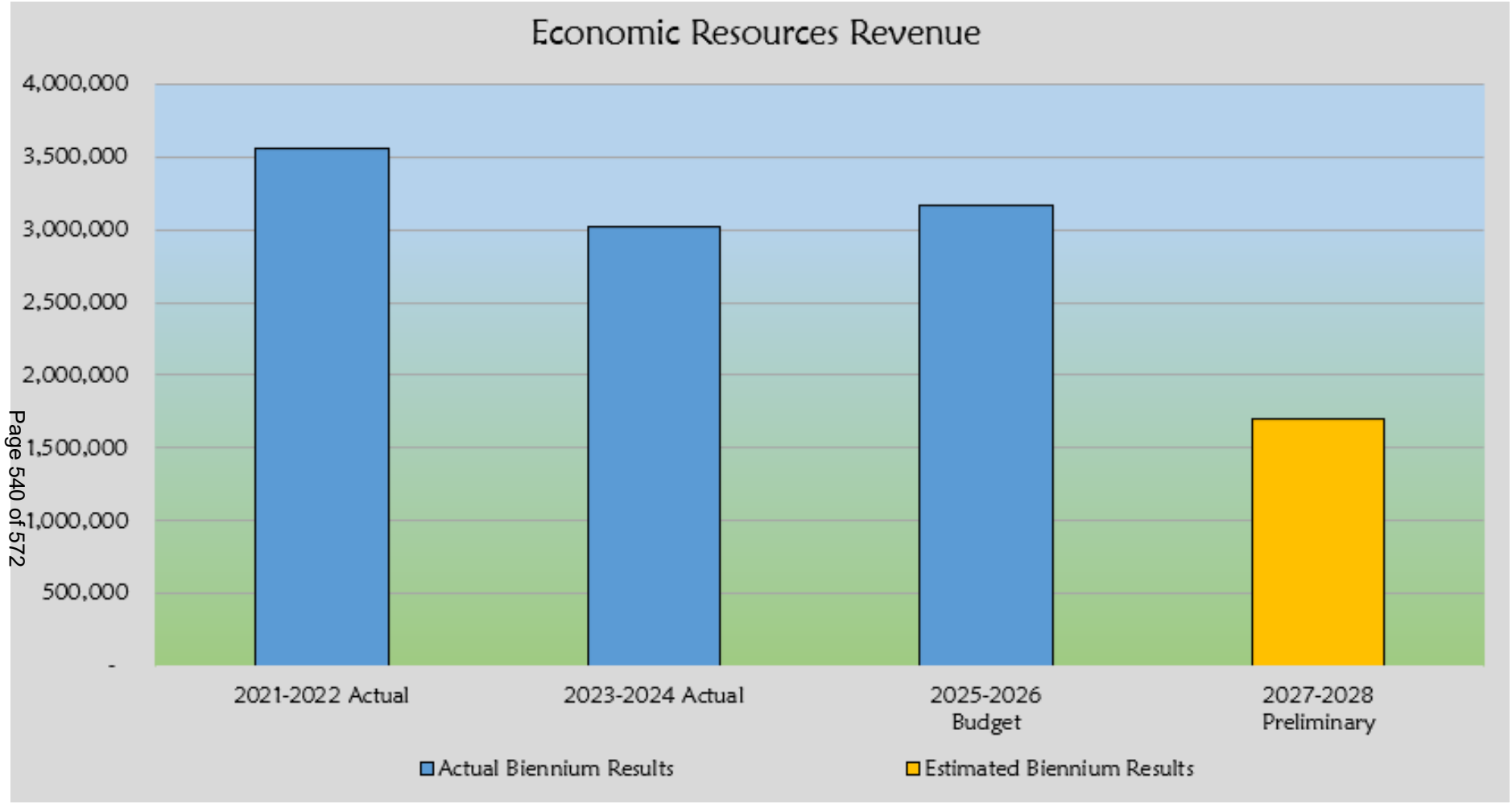
FEES & CHARGES



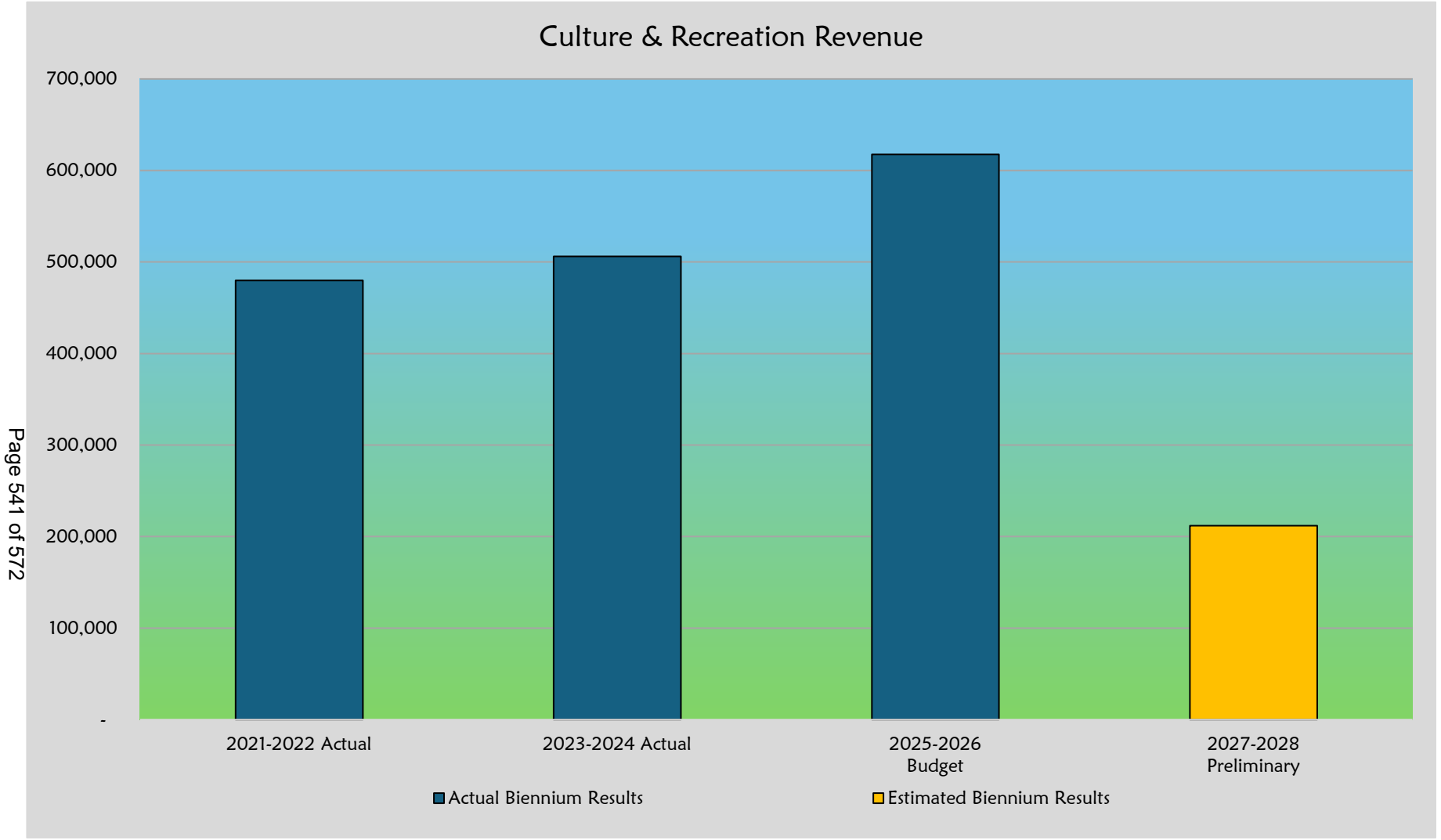
The City uses these resources within the General Fund to provide finance, human resources, safety and risk mitigation, and administration services to all other funds within the City. The City uses a cost allocation plan, updated on a regular basis, to adequately distribute administrative services costs to other funds.



The City uses these General Fund resources to provide services to external agencies. Most of these revenues are attributable to Airport Rescue and Firefighting (ARF) and School Resource Officer (SRO) programs.

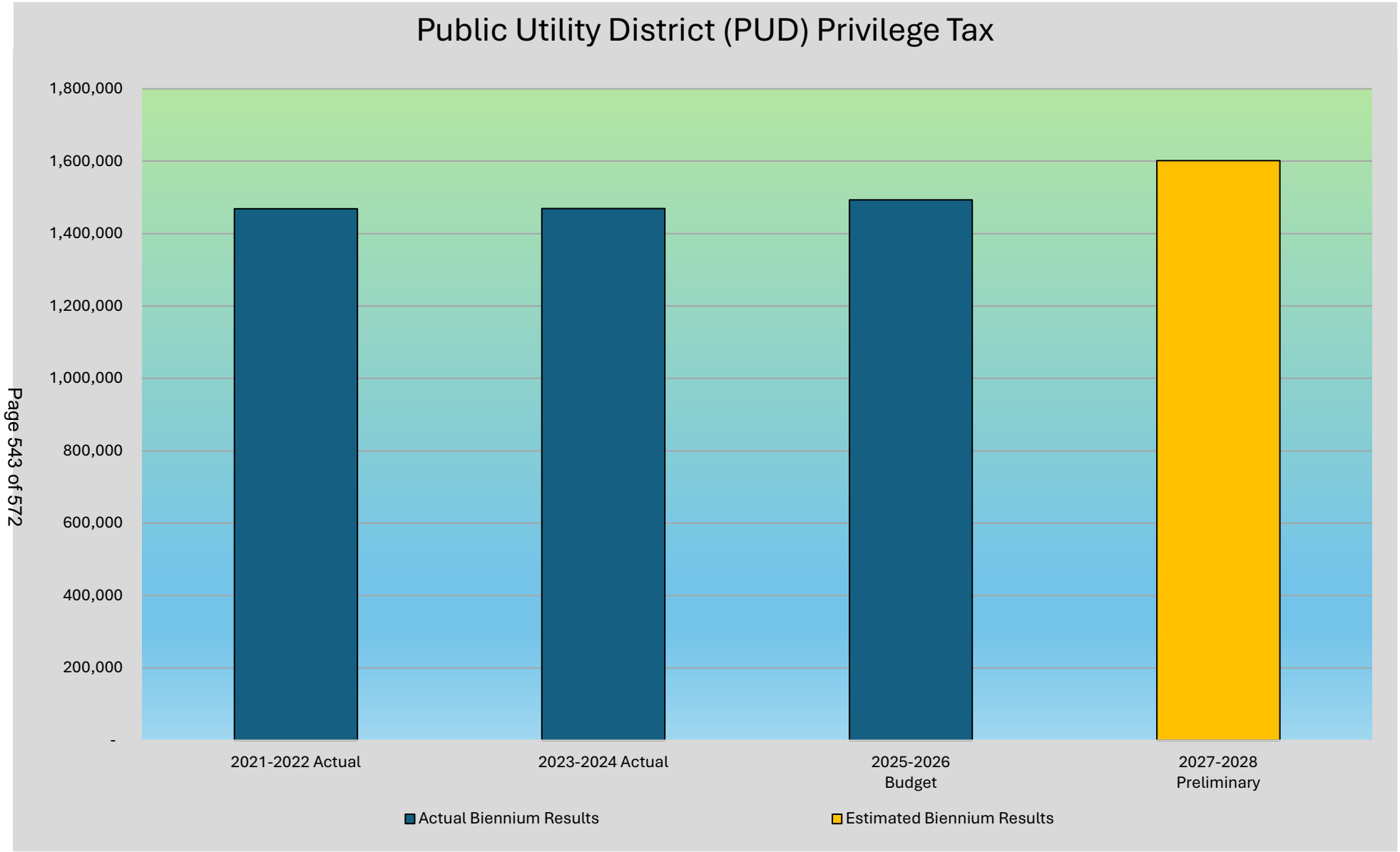


The City's Engineering Department provides services to in support of projects undertaken by the City. The revenue received from providing these services flows into the General Fund. This category of revenue also includes plan check, zoning, inspection, and State Environmental Protection Act (SEPA) fees.

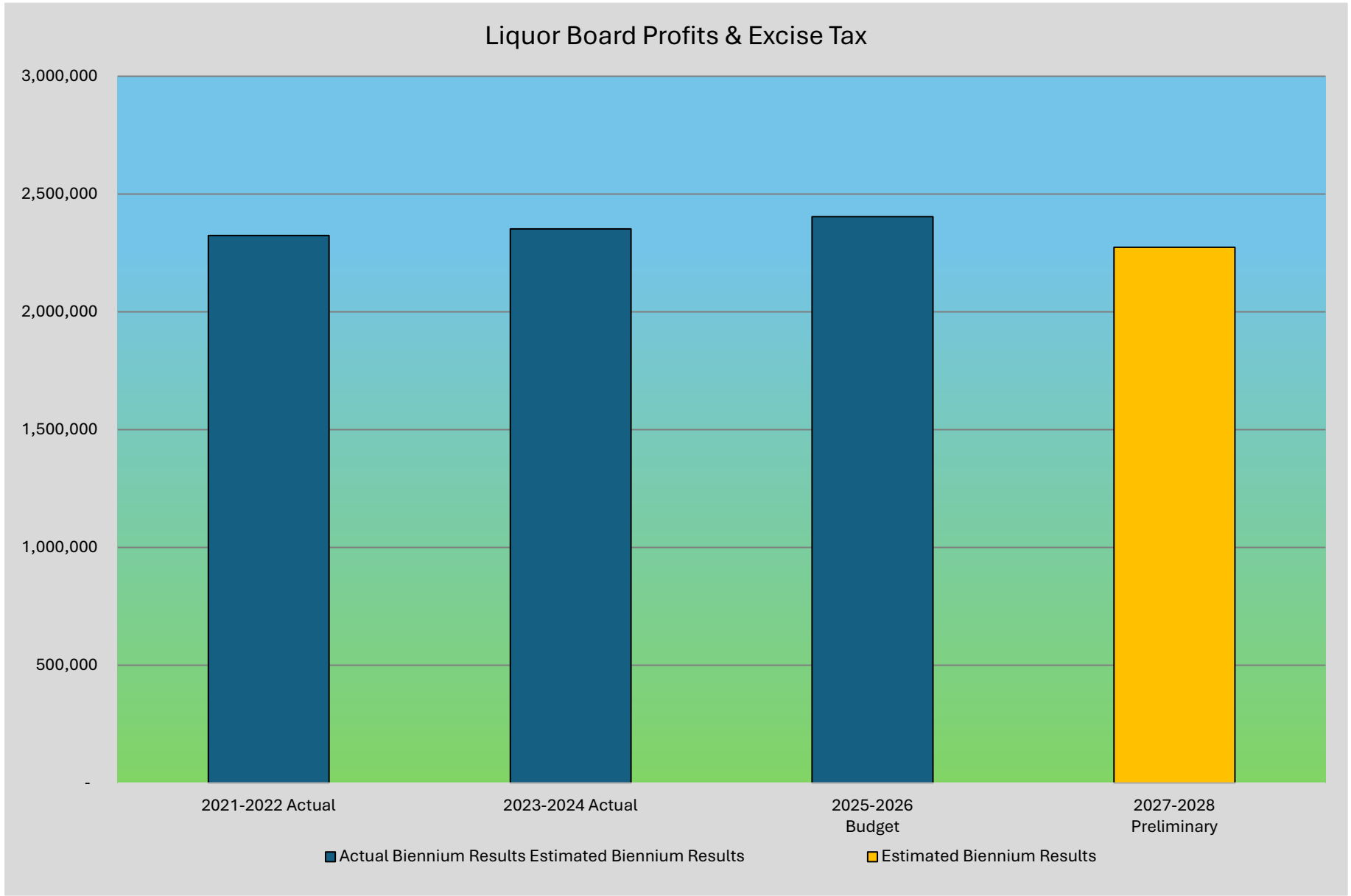


The City's Parks & Recreation Department provides the public with variety of recreational services. Fees recorded reflect swimming lessons and access to a recreational pool facility as well as exercise classes. Facility rentals and event participation are also part of this revenue stream.

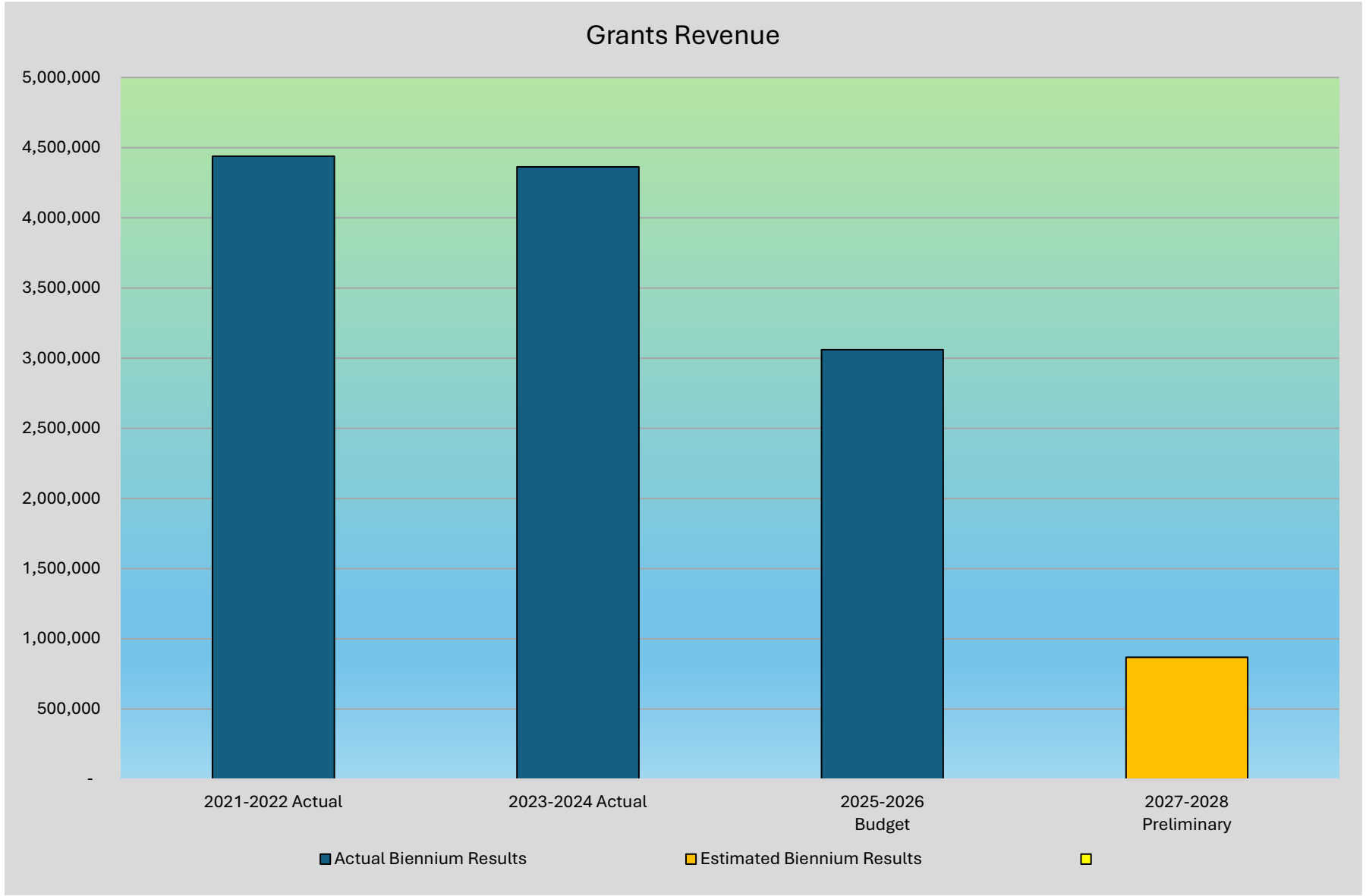
INTERGOVERNMENTAL REVENUES



Includes State and County levied fees paid by public utility districts for the privilege of operating electrical generation, distribution, or transmission facilities. Incorporated towns and cities receive a dedicated percentage of gross revenues generated with their boundaries.

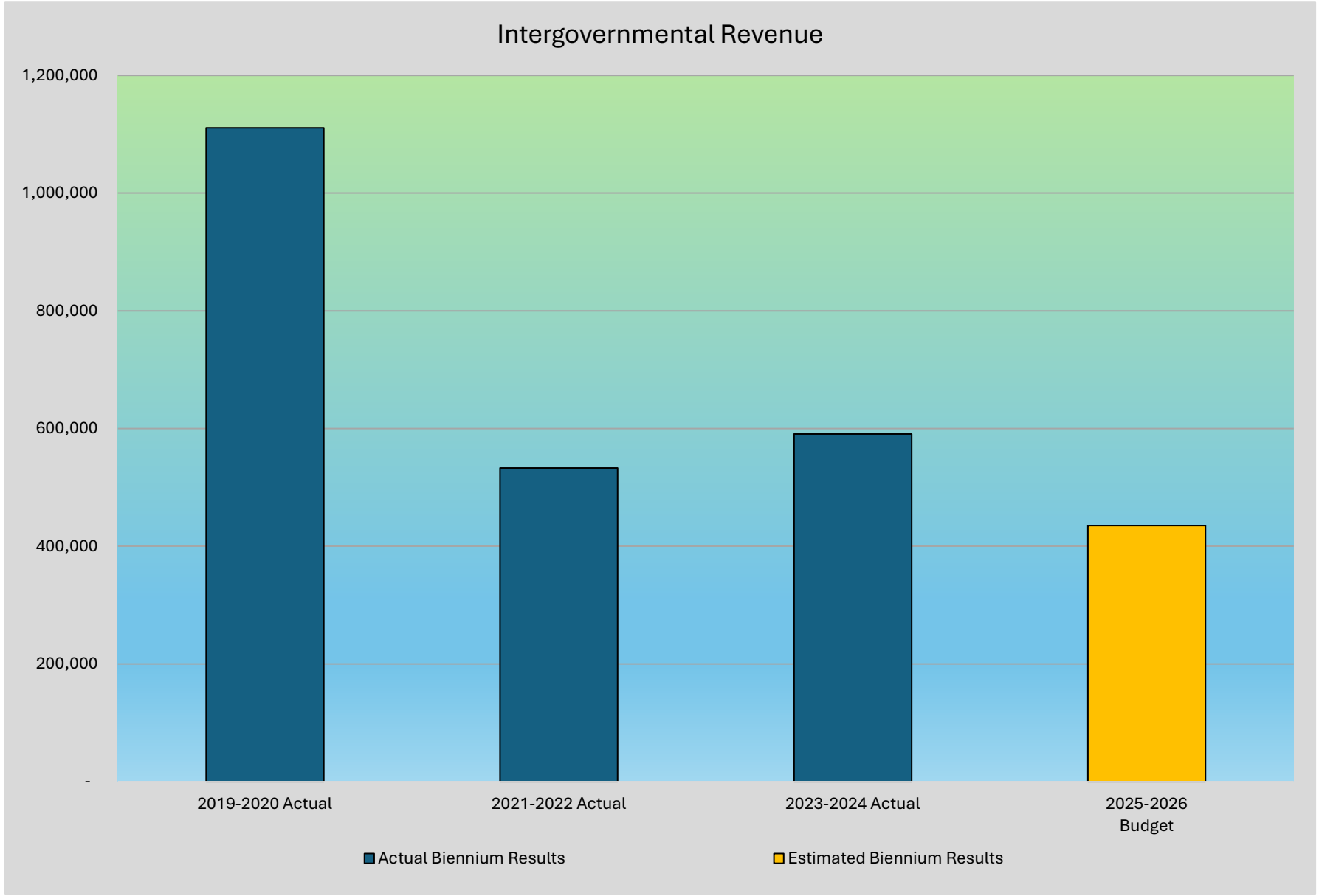


State-collected revenues that are shared with all cities are derived from liquor receipts (profits and excise taxes). Cities get 40% share of the liquor board profits and 28% of the liquor excise tax receipts.



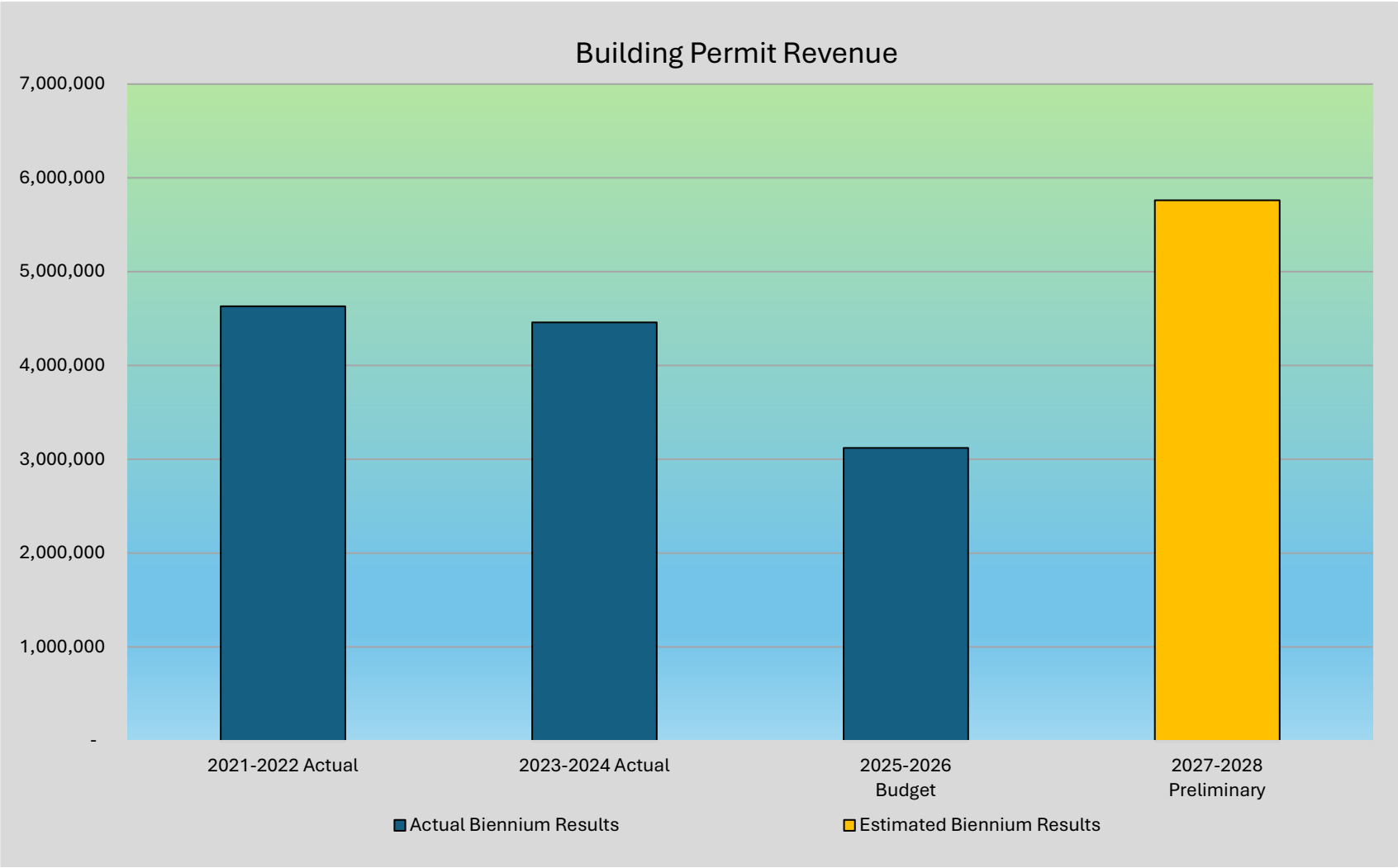
The City actively seeks grant funding from local, state, and federal agencies for a variety of programs that benefit the City. The grants included as revenue for general fund are generally related to police and fire services. Also, included in this category are State Shared revenues not separately reported in prior graphs. These revenues are distributed most often based on population or specific criteria.

Grants at this time are only showing those that have been secured and will likely increase.

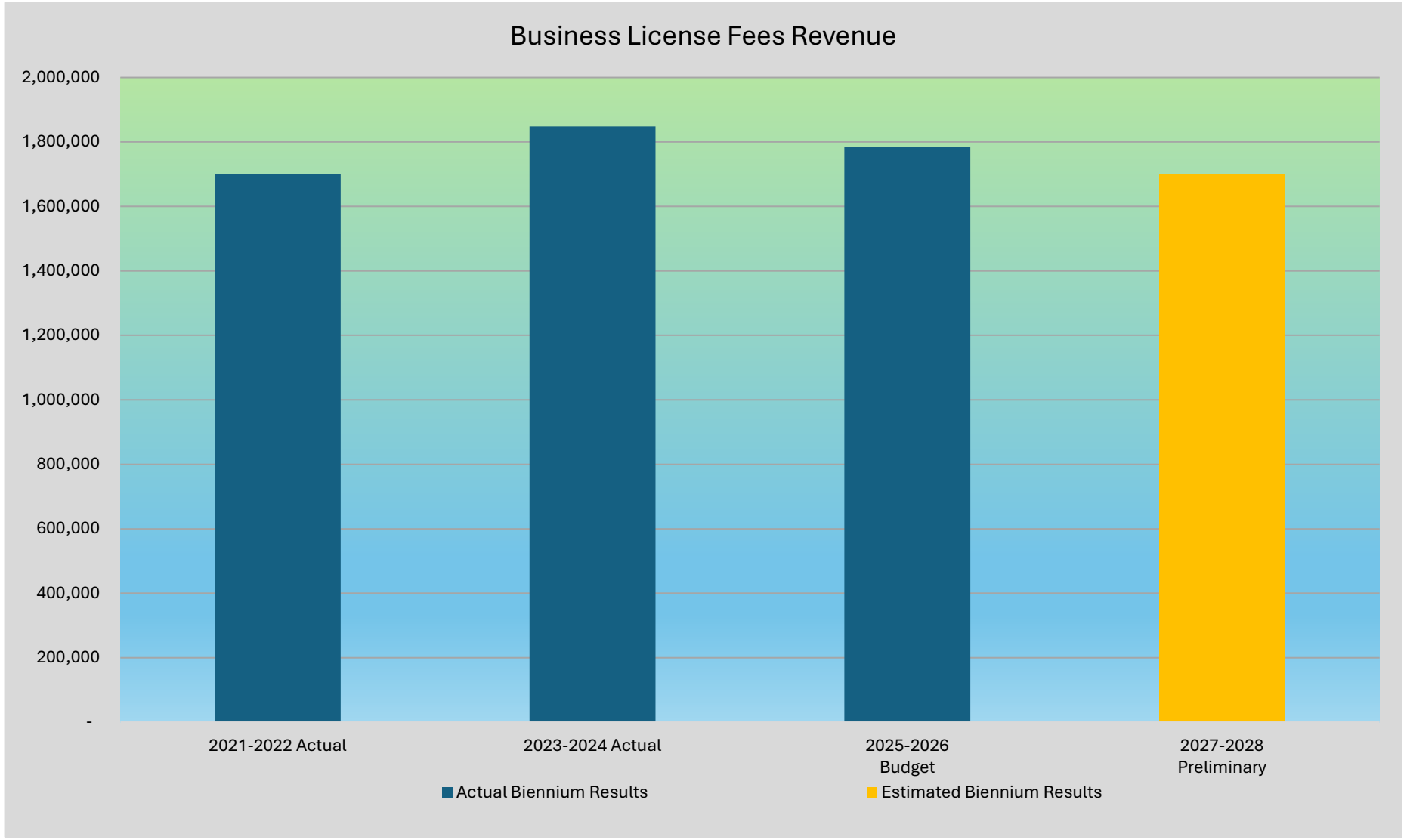


Included in this category are State Shared revenues not separately reported in prior graphs. These revenues are distributed most often based on population or specific criteria.

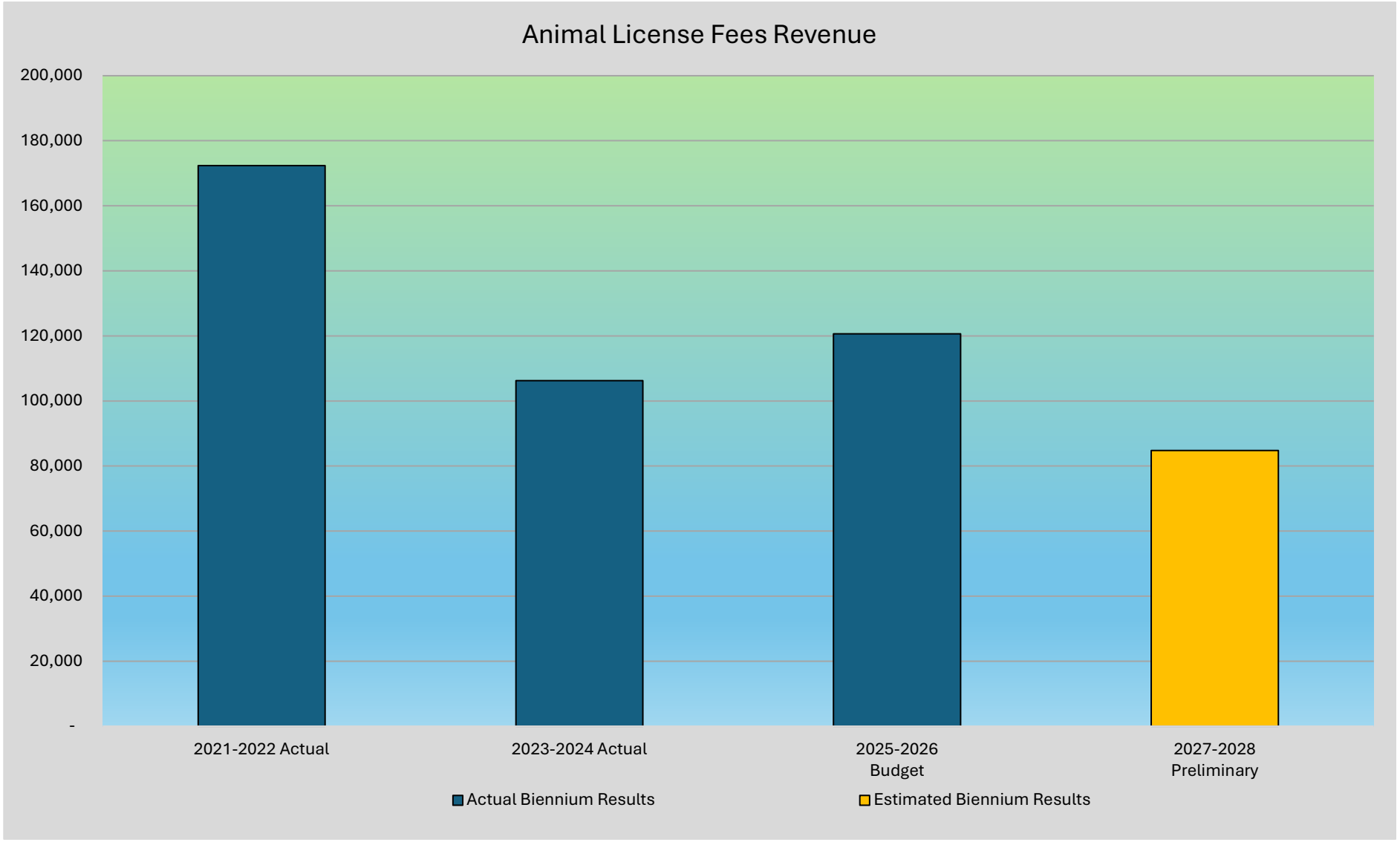
LICENSES & PERMITS



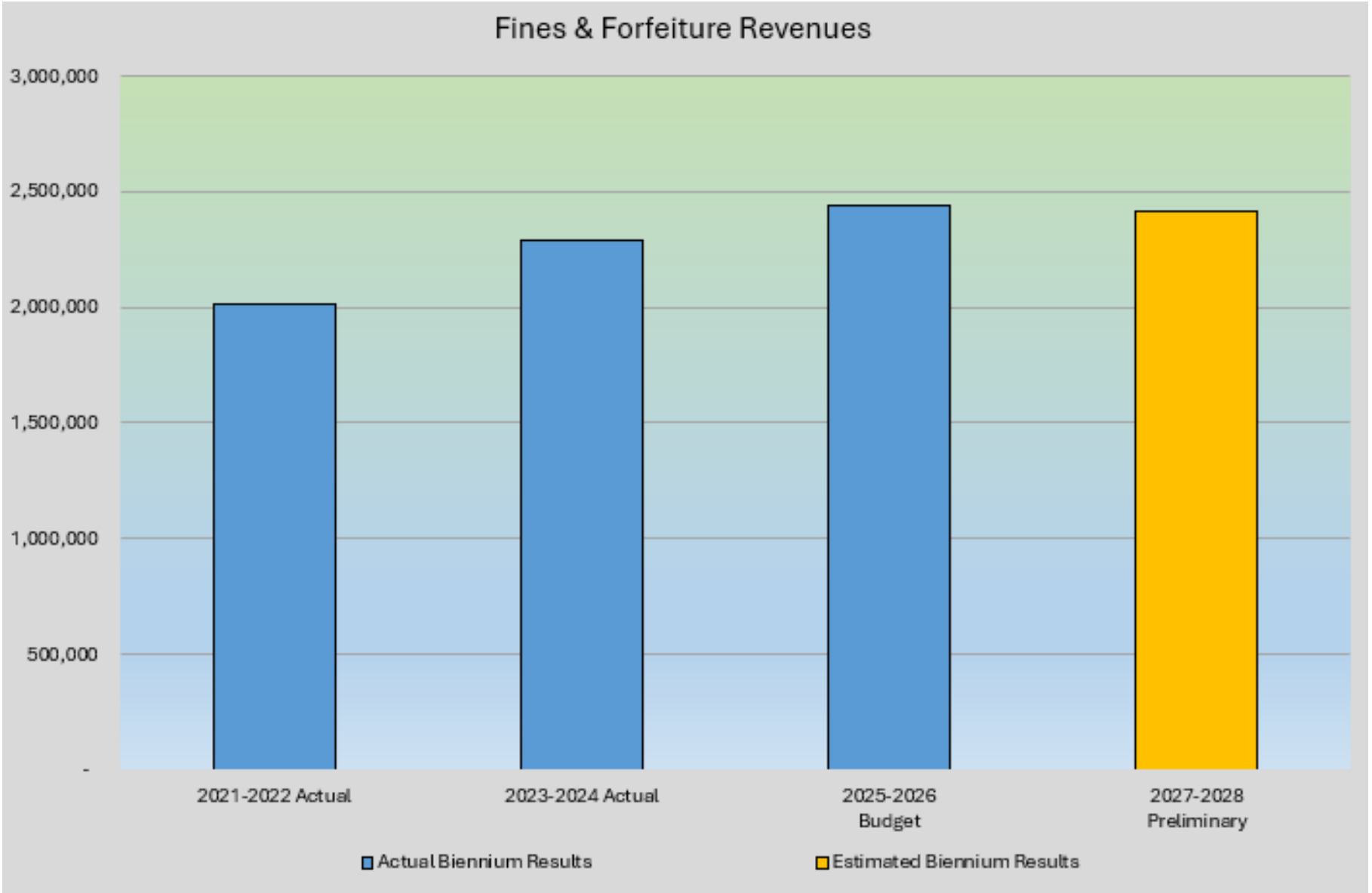
Building permit fees include basic building, mechanical, and electrical permit fees. Permit fee is based on improvement value of the project. All building permits revenues are restricted to be utilized for development services only.



Businesses located within the City, or that operate temporarily within the City, must obtain a business license.



Animal licensing is required in the City for all dogs. Licenses are issued on a one or three-year basis.



Includes traffic and non-traffic fines and penalties. Traffic infraction fines are set by Washington State Supreme Court. Non-traffic infractions rates are City assigned.

City of Pasco

TO: Mayor, Charles Grimm
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: September 21, 2026

City Manager:
Union contract negotiations have begun and are significant investment of time for staff currently.

Several meetings were also had with developers and the property owners for the Broadmoor development. Progress continues positively.

Working through the FY27 and FY28 continues to be the top priority for staff. As mentioned at the Council retreat staff is working to address a $12.5 million projected gap in 2027 and a $16.5 million gap in 2028. Staff will begin presenting its recommendations for budget in October. Council will then have late October and November to make adjustments to the staff recommended budget and have all necessary and desired meetings prior to final approval at the first Regular Council Meeting in December.

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. First agreement with Visconsi was approved at the July 20th Council meeting. A development agreement with Elevated is still being prepared by staff and the consultants and is near completion. The intention is to have the agreement ready for Council action in November.
2. **HAPO Center/Softball Complex**- Leases expired after December 2025. County and City discussing future, roles and partnership going forward. Lease extension has been provided to the County. At the September 8th Council meeting Council directed staff to prepare alternatives for constructing softball fields off of County property.
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. Discussions were had by all three Councils. The city managers will discuss and coordinate next steps and conversations with the Councils. The next ACA meeting is on Thursday Oct. 8th.
4. **Hiring of IT Director** – The first recruitment was not successful and the position is being recruited again.

5. **Parks and Recreation Director –** A national recruitment will begin to permanently fill this position. Interviews of finalists are planned for October.
6. **FY 27/28 Budget -** Staff is preparing a budget recommendation.
7. **Public Dollars for Public Benefit**- This item was tabled by Council until January 2027.
8. **Employee Survey –** Staff is reviewing the results and will be discussing possible changes to address employee concerns.
9. **Essential Public Facilities and LRAs**- Staff recommends that this code update effort should be integrated with the on-going UDC Code update project. Each code update project is on a similar parallel path for public and City Council review and adoption.
10. **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 are in the process of preparing CIP, with presentation to Council now planned for month of September and adoption in October.
11. **Crash Prevention Zone -** Discussion and direction took place at the July 6th Council meeting. The approved letter, signed by the mayor has been provided to DOT and a meeting has been scheduled for the last week of July to coordinate next steps. Staff coordinated with the Washington State Department of Transportation (WSDOT) South Central Region and confirmed that WSDOT will provide the necessary traffic and crash data. However, a consultant retained by the City of Pasco will be required to perform a **Highway Safety Manual (HSM) analysis** to determine whether the crash frequency at this location exceeds the expected rate established by the HSM. Completion of this analysis is a prerequisite to establishing a **Crash Prevention Zone**.
12. **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 – Complete June 23, 2026
    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 is reaching out to each of these entities to identify availability and potential dates for future meetings following the budget season.

13. **Increase in number of Cannabis Licenses** – Staff is working on appropriate steps to increase the number of social equity license for cannabis from 1 to 2 and future increases based on population. Public Hearing is set for September 8th and Council action on September 21st.

14. **Data Center Moratorium** – A 6-month moratorium was passed on July 20th via Ordinance no. 4850. Staff is working on preparing the necessary information for public conversation on data centers and their potential impacts on communities, including site visits to communities with existing data centers. A site visit to Quincy has been rescheduled for Oct. 30th.

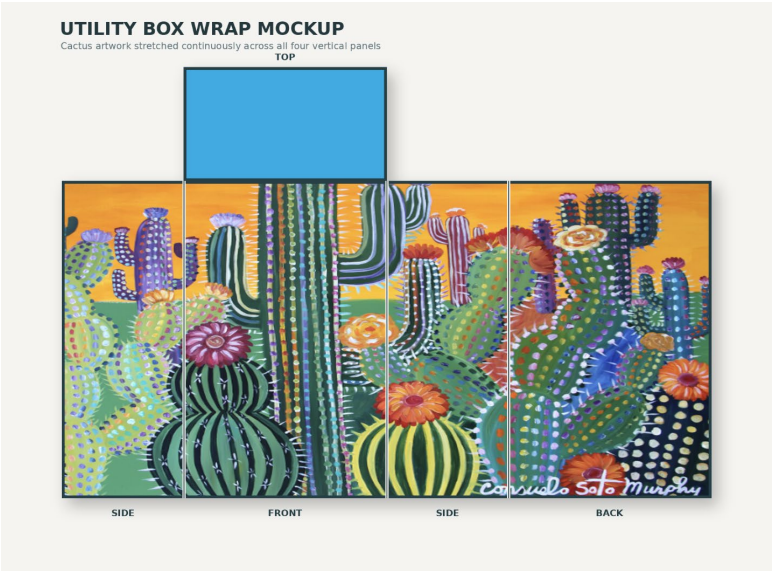
15. **Utility Box Wraps** – The Pasco Arts & Culture Commission selected 3 artists for the 2026 cycle of utility box wraps. Installation will occur over the next few months.

    Artist Name: AnnaMarie Forza
    Title of piece: The Valley
    Location to be placed: N 28th Avenue & W Sylvester Street

    Artist Name: AnnaMarie Forza
    Title of piece: Morning Shift
    Location to be placed: Sandifur Parkway & Road 103

Artist Name: Ben Sanchez
Title of piece: What Makes This Home
Location to be placed: Road 68 & Sandifur Parkway

Artist Name: Consuelo Soto Murphy
Title of piece: Rd 36 & W Court St
Location to be placed: N 4th Ave & W Lewis



Meetings attended since the last report: Communication meetings with the Mayor, Mayor Pro Tem, and several Council members; Broadmoor development related meetings; introductory meeting with the Tri-Cities Diversity & Inclusion Council; meeting with auditor; and many other internal communication and project meetings.

Legal Matters:
Below is a summary of the litigation matters currently pending against the City of Pasco.

1. **Arthur West vs. Downtown Pasco Development Authority et al**

Counsel: Ogden, Murphey & Wallace LLC

Current Status: Notice of dismissal for want of Prosecution received

- June 2024: The City was notified of a lawsuit filed but the Plaintiff against the Downtown Development Authority, Downtown Development Authority Board members and the City of Pasco alleging violation of the law by deliberating as a quorum and taking action or final action outside context of a lawful public meeting on multiple dates.
- July 2026: Ogden, Murphey & Walace PLLC received notice of dismissal for want of prosecution. The Plaintiff has 30 days to respond.
- August 2026: Clerk's order of Dismissal filed.

2. Dave Swisher & Farm 2005 LLC v. City of Pasco

Counsel: Adam Rosenberg & Bob Sterbank

Lawsuit & Appeal: Land Use Petition Act Challenge

Current Status: Appeal filed with Division III of the Court of Appeals

- April 2025: The City of Pasco became aware of a lawsuit filed by the Plaintiffs challenging the Hearing Examiner's approval of the Madison Park North Preliminary Plat. The matter was filed as a Land Use Petition Act (LUPA) appeal contesting several conditions of approval imposed by the Hearing Examiner, including:
    - Condition 3 – LID 'No Protest' Condition: The Hearing Examiner required the Plat to include a statement waiving future protests to the formation of a road or utility LID
    - Condition 17 – No Impact Fee Credit Condition: Required collection of parks, transportation and school impact fees at the then-applicable rates. It also specified that a credit against TIFs was not required, based on related Findings of Facts and Conclusions of Law determining that the required improvements to Road 52, Burns Road and Deseret Drive was no "system improvements" as that term is defined in state statute, and therefore no credit against impact fees was required.
    - Condition 19 – Street Improvement Condition: Required the plaintiff t to "ensure that all road alignments are designed and constructed in accordance with PMC 21.15.030(1) and (2), and the City's codes and standards in relationship to adjoining plats and their streets.
    - Condition 21 – School Zone Warning Signs Condition - Required the plaintiff to install school zone advance warning beacons, and Rectangular Rapid Flashing Beacons at the crosswalk leading to the Rosalind Franklin STEM Elementary School.
- December 2025: The Court conducted the hearing on the LUPA petition.
- January 2026: The Court issued an order largely affirming the Hearing Examiner's decision and dismissing the LUPA petition on all but one issue. The Court ruled in favor of the Plaintiff regarding Condition No. 17, finding that the Burns Road and Road 52 improvements constituted part of larger City "system improvements." As a result, the Plaintiff was determined to be entitled to credit against Transportation Impact Fees for the costs associated with those roadway improvements.

- March 2026: The Plaintiff appealed the Superior Court's decision to Division III of the Washington State Court of Appeals.

Lawsuit: Complaint Damages

Current Status: Pending, awaiting resolution of the LUPA matter

- April 2025: Plaintiff filed a lawsuit against the City of Pasco alleging damages resulting from what they characterize as arbitrary, capricious, and unlawful agency actions related to permitting decisions and processing delays associated with the Madison Park North preliminary plat application.
- May 2025: The lawsuit was removed to the United States District Court for the Eastern District of Washington.

3. Corey Bitton, Tamara Bitton, Great Basin Land Co. LLC & Spritz, Inc v. City of Pasco and multiple City Employees

Counsel: Quinn Plant

Current Status: Pending

- December 2025: The City became aware of a lawsuit filed by the Plaintiffs alleging arbitrary enforcement of the Pasco Municipal Code, failure to recognize vested permits, and the absence of constitutionally adequate appeal procedures.
- February 2026: The City filed a Motion for Judgment on the Pleadings. The Plaintiffs subsequently filed motions seeking leave to exceed the applicable page limits and to expedite the hearing schedule. The City opposed both motions.
- March 2026: The Court granted the Plaintiffs' motions for excess pages and for an expedited hearing.
- April 2026: The Court issued a scheduling order governing the progression of the case.

4. Dave Swisher & Farm 2005 LLC v. City of Pasco

Counsel: Adam Rosenberg & Bob Sterbank

Lawsuit: Land Use Petition Act Challenge

Current Status: Lawsuit filed

- May 2026: The City was made aware of a lawsuit filed by the plaintiffs stemming from the City Council's decision to deny and dismiss an appeal for the Madison Park North Phase 1 final plat. The issues the plaintiff has are:
    - Issue 1: Burns Road Right-of-Way Dedication
    - Issue 2: Burns Road Three-Lane Build-Out Exceeds Phase 1 Impacts.
    - Issue 3: LID/ULID Waiver of Protest Statement on the Recorded Plat.
    - Issue 4: City Staff Accelerated School Improvements into Phase 1.

5. Dave Swisher & Farm 2005 LLC v. City of Pasco

Counsel: Adam Rosenberg & Bob Sterbank

Current Status: Notice of Filing of Petition/Notice of Removal to U.S. District Court

- May 2026: The City was made aware of a lawsuit filed by the plaintiffs seeking damages stemming from City's Hearing Examiner's conditions of approval for the Preliminary Plat and the denial of and dismissal of the appeal for the Madison Park North.
- June 2026: Notice of Filing of Petition/Notice of Removal to U.S. District Court

6. Lewis Place, LLC v. City of Pasco

Counsel: Ogden, Murphey & Wallace PLLC

Current Status: The City filed a certified administrative record.

- June 2026: The City of Pasco was made aware of a lawsuit filed by the plaintiffs stemming from the City's hearing examiner's land use decision granting a special use permit for the construction of an RV park at 434 E Lewis Place. This lawsuit involves a Land Use Petition Act (LUPA) challenge to the Hearing Examiner's conditions of approval. The conditions that the plaintiff was arguing against were:
    - Condition 1 – Site Plan Compliance Condition: Required the applicant to submit a revised site plan prior to construction permit issuance demonstrating full compliance with PMC 25.160, including RV spacing requirements, open space, landscaping and buffering standards, dimensional requirements for RV spaces, and all supporting measurements and calculations. Failure to demonstrate compliance could result in permit denial.
    - Condition 2 – Internal Circulation Plan Condition: Required the applicant to submit a revised internal circulation plan prior to construction permit issuance demonstrating safe and functional vehicle movement throughout the site, including compliant traffic circulation, elimination or mitigation of backing movements in one-way drive aisles, and clear identification of travel directions, turning movements, and access points. Additional Special Use Permit review could be required if circulation standards could not be met.
    - Condition 5 – RV Spacing Verification Condition: Required the applicant to demonstrate compliance with PMC 25.160.070(2) and minimum RV separation standards, including 15 feet side-to-side and 12 feet end-to-end spacing between recreational vehicle units, prior to civil plan approval.
    - Condition 7 – RV Site Density Reduction Condition: Required the applicant to modify the site layout and reduce the total number of RV spaces as necessary to achieve compliance with PMC 25.160 standards related to spacing, open space, and internal circulation.
    - Condition 8 – Vehicle Turning Movement Condition: Required the applicant to provide turning movement diagrams demonstrating adequate circulation for recreational vehicles and emergency vehicles, subject to review and approval by the City Engineer and Fire Department.
    - Condition 9 – Sight Distance Compliance Condition: Required the applicant to ensure that sight distance at the site entrance complied with PMC 25.160.070(3) by adjusting signage, fencing, landscaping, or other site features as necessary to maintain unobstructed visibility.
    - Condition 16 – Fire Hydrant Installation Condition: Required installation of a minimum of three internal fire hydrants along internal roadways at locations

approved by the Fire Department, unless the Fire Marshal determined in writing that fewer hydrants were sufficient and permitted under the Pasco Municipal Code.
    - Condition 24 – Internal Roadway Design Condition: Required the applicant to revise the internal roadway system to comply with PMC 25.160.070(5), limiting one-way roads to areas with drive-through RV spaces and requiring compliant two-way circulation or alternative access where drive-through spaces were not provided.
- July 2026: The designated clerk for the City's hearing examiner submitted a copy of the administrative record for the appeal proceeds.

7. Matthew P. Jensen vs City of Pasco

Counsel: Mix Sanders Thompson, PLLC

Current Status: Lawsuit filed, the City filed notice of appearance

- June 2026: The City was notified of a lawsuit filed by the Plaintiff alleging damages arising from the actions of a City employee during the course of their official duties.
- July 2026: The City filed Notice of Appearance

8. W.S. vs City of Pasco and City of Pasco employees

Counsel: Baker Sterchi Cowden & Rice

Current Status: Lawsuit filed, the City submitted answer and affirmative defenses to Plaintiffs complaint for damages.

- July 2026 : The City was notified of a lawsuit filed by the Plaintiff alleging negligent hiring, training, supervision, and retention of a City employee, as well as vicarious liability under the doctrine of respondeat superior and discrimination based on sex/gender. The lawsuit also alleges that the same City employee committed assault and battery, intentional infliction of emotional distress (outrage), and discrimination based on sex/gender.
- July 2026: The City was notified of a small claims action filed by the Plaintiff alleging that damages resulted from actions taken by City staff during the course of official City operations.

9. Dwayne C Woodard, rep of Estate of Billiene Eva Cameron vs. Sara Madrigal and John Doe Madrigal, Benton County, Benton County Animal Control Authority, City of Kennewick, Tri-Cities Animal Shelter & Control Services and Animal Control Authority and John & Jane Does 1-10

Counsel: Brian Augenthaler

Current Status: Lawsuit filed

- July 2026: The City was notified of a lawsuit filed by Plaintiff alleging a breach of duty by failing to take reasonable measures to abate a known danger to the public.

10. Josephina Garcia as guardian minor L.G.G vs. City of Pasco and Knockerball Tricities LLC

Counsel: Colton Arias & Elizabeth Troutman

Current Status: Summon received.

- August 2026: The City was notified of a lawsuit filed by the Plaintiff alleging negligence due to failure to take reasonable steps to prevent an attendee being exposed to hazards or risks of hazards.

Risk & Safety:

1. The City just completed their 2026 Member Annual Audit with WCIA. The audit was focused on Public Works with an emphasis on roadways. The City completed a questionnaire before the in-person meeting and discussed the responses with the City's assigned Risk Management Representatives. WCIA had no findings and were pleased with the overall audit results.
2. A review of the City's Risk Profile provided by WCIA found that, compared with similar jurisdictions, the City experienced fewer claims overall than projected. However, total incurred costs were significantly higher than expected, primarily due to public safety claims associated with the Police Department.
3. Data below shows different slices of data related to claims and provides data compared to comparable cities within the WCIA risk pool
    a. Claim volume is below expectation. Pasco recorded 161 claims against an expected 225 - below what a city our size would typically generate.
    b. Claim cost is well above expectation, and the cause is concentrated. Total losses incurred were $24.6 million against an expected $7.3 million. Public Safety accounts for $21.9 million, or 89 percent, of that total. Majority of this claim is due to one claim.
    c. When Public Safety is removed, the City performs better than expected.

City of Pasco - Claims by Coverage Type (Incurred from Jun 2025- Jul 2026):

Sub Coverage	Expected Claim Count	Actual Claim Count	Expected Total Incurred	Actual Total Incurred	Actual as % of Expected
Auto Liability	33	25	$1,570,485.96	$377,257.69	24.0%
Employment Practices	5	3	$535,786.85	$362,104.97	67.6%
Errors & Omissions	6	9	$161,477.74	$380,738.84	235.8%
General Liability	149	67	$2,275,668.07	$1,635,147.49	71.9%
Public Safety	32	57	$2,717,524.99	$21,884,289.32	805.3%
Total	**225**	**161**	**$7,260,943.61**	**$24,639,538.31**	**339.3%**

Comparable Member Group – Claims by Coverage Type:
Comparable groups include cities like Kennewick, Richland, Walla Walla, Bremerton, Camas, Edmonds etc.

Sub Coverage	Group Claim Count	Group Average Claim Count	Group Total Incurred	Group Average Total Incurred
Auto Liability	636	25.44	$30,494,873.03	$1,219,794.92
Employment Practices	89	3.56	$10,403,628.07	$416,145.12
Errors & Omissions	108	4.32	$3,135,490.16	$125,419.61
General Liability	2,899	115.96	$44,187,729.58	$1,767,509.18
Public Safety	613	24.52	$52,767,475.53	$2,110,699.02
Total	**4,345**	**173.80**	**$140,989,196.37**	**$5,639,567.85**

Public Records:

The office received 184 new public records requests during the reporting period of 8/31/26-9/30/26. The backlog from the City Clerk vacancy is being worked down, but an increase in complex, time-consuming requests is slowing overall response times.

Year to date through September 30, the City has received 1,184 requests, up 36.4 percent from 868 during the same period in 2025. As of September 30, 251 requests remain open.

The Police Department accounts for nearly 70% of requests, and the Community and Economic Development Department for 16%. Volume alone does not reflect workload: request complexity varies widely and drives the staff time required to respond.

There has been a significant increase in requests for BWC footage for use in social media and other online content, including YouTube channels and crime podcasts. In the past three days alone, we received 32 requests from a single individual. Additionally, we have received more than 50 BWC footage requests for content-related purposes within the past month.

Below are some hot topics that generated public records requests:

1. Animal Shelter (9)
2. Police Case of High Public Interest (10)
3. Flock/ALPR (7)
4. One Pasco / Axon Connect / Fusus Community Camera Program (3)

Interim Parks & Recreation Director, Angela Pashon

Administration

- Interim Director and Division Managers attended the All-City Park Board meeting on Wednesday, September 23, 2026 where we discussed 2026 accomplishments and activities in the works or on the horizon.

Animal Services

- A family from Montana found an Australian Shepherd on Pet Finder that was here at TCAS. They made the trip to officially meet the dog named Mallory and learn more about her. They fell in love and camped out in front of the TCAS Facility for 24 hours to be the first in line when she became available for adoption. Mallory was a gift for their son's birthday.

- The third annual Feline and Firefighters Adoption Event was held September 26th at the TCAS Facility. Pasco Fire, Kennewick Fire and Franklin County Fire District 3 were on site to support pet adoptions and mingle with the community. Wrapped up Doggiez was there, serving up bacon wrapped hotdogs .

Monthly Stats: (Last 30 days)

- Current Animals in Care: 209
  - Dogs: 56
  - Cats: 153
- Animals Impounded: 291
  - Dogs: 110
  - Cats: 181
- Animals Released: 296
  - Dogs: 117
  - Cats: 179
- Animal Control Cases: 309

Community Outreach and Education:

- September 2: Doggy Paddle Event at Memorial pool was a great opportunity for TCAS to socialize with local pet owners, discussing the importance of spay/neuter, vaccinations, volunteer opportunities and pet socialization.

- September 12: TCAS participated at the Fiery Food Festival in downtown Pasco. This was a great community event where “Dee Dee” the TCAS Community Outreach Dog brought people to our booth to discuss Animal Control and Sheltering operations with the community.

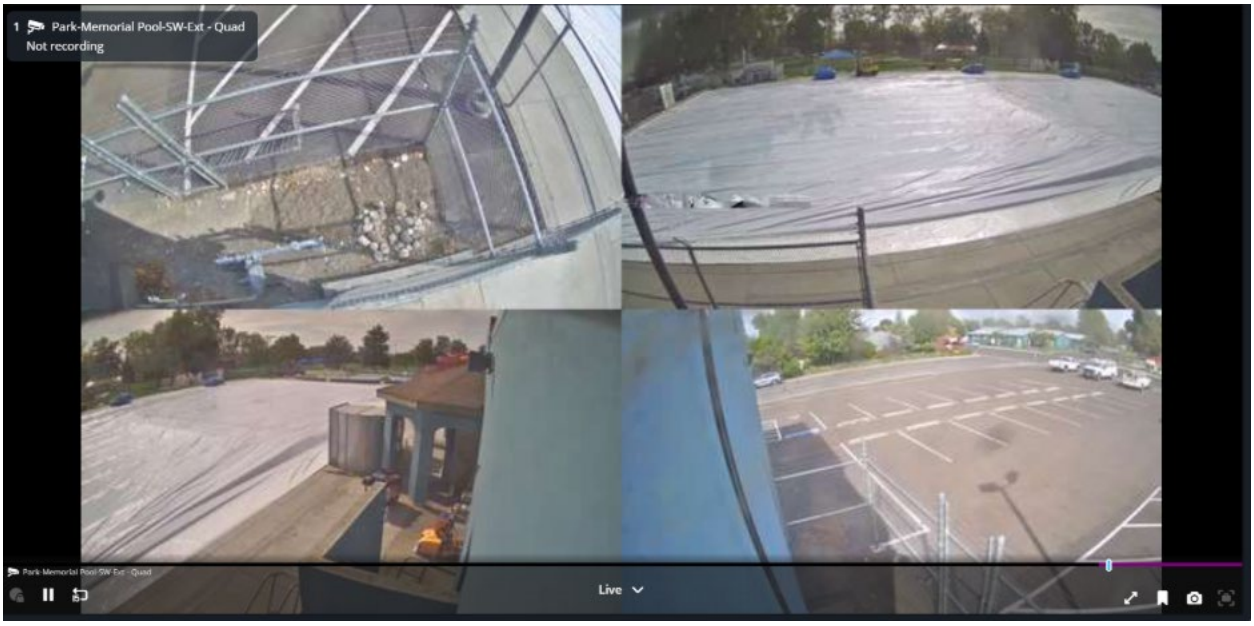
- September 22: TCAS visited Rivers Edge Highschool in Richland with “Dee Dee” to discuss Animal Control and Shelter operations and volunteer opportunities for high school student. Students from the school are going to volunteer in groups starting on the 24th of September.

Aquatics

Memorial Aquatic Park

- Held Mid-Columbia Invite with 29 teams with nearly half from out-of-town. The event featured full girls varsity swimming and integrated diving competition.

- Pool Dome was installed the week of 9/21, pictured below is from day 1 of installation.



Parks

Sporting Complexes

- Field painting and prep at all 4 soccer locations
- Highlands field being painted for youth football
- Soccer complex being used for Flag football and Soccer.
- Tournament support Pasco sporting complex

Parks and Blvds

- Typical maintenance operations
- Hazardous limb removal
- Removal of dead trees
- Starting to reduce seasonal staffing
- Shelter rental coordination
- Pesticide applications for weed control

Events

- Fiery foods festival support
- Labor Day Soccer tournament set up and support

Cemetery

- **Operations Update:** Following the retirement of the long-time Facilities Manager and the transfer of the Cemetery Customer Service Representative to the Aquatics Division in late spring, staff has been evaluating cemetery operations and management processes under the Parks Manager, where cemetery operations have been permanently transitioned. The City recently posted a Customer Service & Administrative Support position to assist families, funeral homes, vendors, and the public, while also providing administrative support to the Parks Division. Council can expect a presentation in early November addressing proposed code revisions, a review of cemetery fees, an introduction to water quality considerations, and other items related to the management of Cityview Cemetery.

- 12 services the last 30 days

Recreation

- **Retirement of Tony Johnson, Recreation Specialist:** Tony has been a valued member of the Pasco Recreation Division team for 31 years and we are grateful for the time, dedication, and service he has given to the City, our division and the community during that time. Tony's last day is 10/2, he looks forward to spending more time fishing.

First Ave Center:

- Started book exchange program with Mid-Columbia Libraries

Tournaments:

- Held Labor Day Weekend Soccer Tournament (Economic Impact of $167,761)
- CSSA State Softball Tournament (Economic Impact of $259,616)
- WA Angels Border Battle Softball Tournament (Economic Impact of $88,416)
- TEM Softball Bash for Cancer Tournament (Econ Impact untracked, small one day tournament)

Leagues:

- Adult Fall Softball League began Sept 14 with 14 Teams. This is just the second year of the program.
- Adult Flag Football League began Sept 15 with 16 Teams.
- PR Runners Youth Cross Country League began Sept 8 with 85 participants

Sponsorships:
- Darigold $20,000 Cash Donation - supporting various programs, including $7,000 directly to the Financial Assistance Program.
- Lourdes Health – Cash Donation - $500 for Spooky Hall
- Edison Valerio State Farm – In-Kind $100 Fiery Foods Festival

Special Events:
Saturday, September 12th - Fiery Foods Festival
- 2,500 - 3,000 est. attendance in Downtown Pasco
- 3 Dance Performances + Headline Band
- 3 Food Competitions

Planning for upcoming Events:
- Big Cross Electric Moon Race – Oct 2
- Spooky Hall – NEW DAY/DATE: Wednesday, Oct 28
- Veterans Day – Nov 11
- Winterfest – Dec 5
- Cable Bridge Run – Dec 19

Interim IT Director, Bill Crane

Completed High-Level Projects:
- N/A

Active Projects (In Progress)
Community Services (Citizen-Facing)

- Gesa Stadium IT Infrastructure (99%) – New stadium IT build (access control, cameras, fiber, door systems).
  - Initiative: Quality of Life
  - Status: GESA will retain its existing door security system. Security access is configured, waiting on Ryan to confirm user access requirements.

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. Role-specific training is available in NeoGov. Awaiting IT Director input while continuing to evaluate PLC communication requirements pending a finalized IP address diagram.

- AD Automation (60% unchanged) – Automating new employee account creation using New World data to speed up onboarding and reduce manual work.

- Initiative: Automation & Process Improvement
- Status: Active Directory group cleanup is in progress and remains a prerequisite for project completion. Security groups will be rebuilt to simplify permissions and improve clarity, with careful planning to minimize potential service disruptions during the transition.

- Intune (85%) – Migrating SCCM tasks like computer update distribution, system compliance settings, and endpoint protection to Microsoft Intune (Autopilot, app deployment).
  - Initiative: Cloud & Endpoint Modernization
  - Status: P&R Migration in Progress

- SharePoint as Fileshare (5%) - Setting up SharePoint to be used by all departments for Fileshare and automated tooling
  - Initiative: Automation & Process Improvement
  - Status: Backup configured pending file structure design and building of department systems

Departmental Support:

- Barracuda (90%) – Managing Barracuda Message Archiver storage.
  - Initiative: Storage & Compliance
  - Status: New Appliance has arrived but was DOE. Pending replacement devices. New appliance installed and data migrated, capacity at 31%. Pending validation and destruction of old drives

- GIS Enterprise Server Geo-Database Migration (96%) – ESRI consulting to stabilize GIS infrastructure.
  - Initiative: GIS Optimization
  - Status: Schema loaded. Moving Data for final pieces in Cartegraph

- HR Benefits Self Service Phase 2 (5%) –Evaluating an automation that will allow HR to send required employee benefits information to healthcare providers without manual entry.
  - Initiative: HR & Payroll Modernization
  - Status: Test environment set up Apps team working to test if we will need professional services to assist

Helpdesk Service Requests

- New Tickets Received: 184
- Tickets Resolved: 200
- Currently Active: 248

Helpdesk Incident Requests

- New Tickets Received: 210
- Tickets Resolved: 221
- Currently Active: 285

Tickets by Department (% of Resolved)

- C&ED, 0.24%

- Community & Economic Development, 4.28%
- Executive, 5.23%
- Finance, 9.03%
- Fire, 8.55%
- Human Resources, 4.99%
- Information Technology, 27.08%
- Municipal Court, 1.66%
- Not Assigned, 11.40%
- Parks and Recreation, 9.74%
- Planning, 0.24%
- Police Department, 7.60%
- Public Works, 9.98%

IT Customer Satisfaction Survey Score: 95%

System Metrics

- Monthly Network Uptime – 100%

Threat analytics: Malicious attacks

- Total attempts: 0
- Total incidents: 0

Project Metrics

- Active: 17
- Backlog: 2
- On Hold: 11
- Proposed: 7

Fire Chief, Kevin Crowley

September 2026 (September 1 – September 23):

Month	Fire Calls	Structure Fires	Wildland Fires	EMS Calls	MVA's	Total Calls
August	7	1	2	342	5	522

Community Engagement Events

- Attended the Firefighters and Felines event.
- Attended Fiery Foods

Projects

- IAFF Uniform Negotiations Meeting #3.

Events

- Assisted the City of Richland by providing our rescue boat during the Ironman event.
- Attended the 9/11 Memorial event in Kennewick. LT Raquel McGrath represented our department in the Tri-County Honor Guard.
- Attended Port of Pasco Airport BBQ.

Resource Navigators

- Open Cases: 24
- Case Overviews:
    - Housing instability: 6
    - Transportation: 5
    - Lack of social support: 6
    - Behavioral health: 13
    - Mobility: 12
    - Access to care: 6
    - Care Coordination: 12
    - Mental Health: 12
    - Substance use: 4
    - Physical health: 10

Police Chief, Brent Cook

Field Operations Division:

- We rolled out the new state TRAX program for writing infractions and citations, which replaced Sector. This change was mandated by the State of Washington and required training for all police and records staff, prosecutors, and Municipal Court staff.
- We participated in several back-to-school events focused on traffic safety, the Fiery Foods Festival, bike helmet giveaways, the Zone 1 Community meeting, and the Corvettes on the Columbia event.
- We supported city efforts by participating in hiring panels for the open Facilities Manager position.

Professional Standards Division:

- Over the last month, officers have been trained on the new ticketing system the state has implemented and have begun using it. Training on emergency vehicle operation and Pursuit Intervention Technique (PIT) has also occurred.
- We hosted the Axon Roadshow at the police department this past week. Officers and staff from all over the region attended to see and experience what Axon has to offer. They showcased technology such as their virtual reality training platform, drone response, TASER 10, and body-worn cameras.

Support Operations Division:

- SCU detectives tracked down and arrested a suspect who allegedly shot at his girlfriend near E. B Circle. The team coordinated with the Spokane Police Department's proactive enforcement team, and the suspect was located and taken into custody within 24 hours of the shooting.
- Captain Parramore is working with the Washington State Auditor's Office as part of its review of an officer-involved shooting that occurred in Pasco on March 13, 2022. The State Auditor's final report is scheduled to be published on September 24, 2026.
- A significant portion of the month was also dedicated to preparing and reviewing the upcoming biennium budget.

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.

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.