



Agenda  
City Council Regular Meeting  
Tuesday, May 7, 2024  
Richland City Hall Council Chambers  
625 Swift Boulevard

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## **City Council Regular Meeting - 6:00 p.m.**

### **Welcome and Roll Call**

### **Pledge of Allegiance**

### **Approval of Agenda:** (Approved by Motion)

### **Presentations:**

1. National Public Service Recognition Week Proclamation
  - Mayor Richardson
2. New Hires and Retirements
  - Lacey Paulsen, Human Resources Director

**Public Hearing:** Please limit public hearing comments to 3 minutes. Comments must speak only to the item for which the hearing is convened. Records intended for Council consideration must be given to the City Clerk for distribution.

3. Proposed Amendment to the 2024 Budget to Include the 2023 Budget Carryovers, Ordinance No. 2024-17
4. Proposed Latecomer Assessment Area and Latecomer Agreement with Pahlisch Homes at Westcliffe Heights, LLC, Ordinance No. 2024-20
5. Proposed Surplus and Relinquishment of a Portion of a Utility Easement lying within 1122 Marshall Avenue, Resolution No. 2024-63

**Public Comments:** Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for Council consideration must be given to the City Clerk for distribution.

**Consent Calendar:** Items on the Consent Calendar have been distributed to the City Council in advance for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no discussion. Councilmembers may transfer individual items to Items of Business for deliberation before voting.

### **Minutes:**

6. Approval of the April 16, 2024 City Council Regular Meeting Minutes and the April 23, 2024 City Council Workshop Meeting Minutes
  - Jennifer Rogers, City Clerk

### **Ordinances - First Reading:**

See Ordinance Nos. 2024-17 and 2024-20 under **Items of Business**

### Ordinances - Second Reading & Passage:

7. Ordinance No. 2024-19, Dedicating the Right-of-Way for a portion of North Columbia Center Boulevard
  - Carlo D'Alessandro, Interim Public Works Director

### Resolutions - Adoption:

8. Resolution No. 2024-58, Authorizing 2024 Park Partnership Program Grant Awards
  - Christopher Waite, Parks & Public Facilities Director
9. Resolution No. 2024-59, Authorizing a Grant Application to the Washington State Military Department for a State and Local Cybersecurity Grant Program (SLCGP)
  - Drew Florence, Assistant City Manager
10. Resolution No. 2024-60, Authorizing Award of Bid to Intermountain Slurry Seal, Inc. for the 2024 Microsurfacing Project
  - Carlo D'Alessandro, Interim Public Works Director
11. Resolution No. 2024-61, Authorizing Award of Bid to Doolittle Construction, LLC for the 2024 Slurry Seal Project
  - Carlo D'Alessandro, Interim Public Works Director
12. Resolution No. 2024-62, Authorizing a Consultant Agreement with Herrera Environmental Consultants, Inc. for the Solid Waste Organics Processing Feasibility Study
  - Carlo D'Alessandro, Interim Public Works Director

### Items - Approval:

13. Appointment to the Americans with Disabilities Act (ADA) Citizens Review Committee: Deborah Titus
  - Jennifer Rogers, City Clerk

### **Items of Business:**

14. Ordinance No. 2024-17, Amending the 2024 Budget to Include the 2023 Budget Carryovers
  - Brandon Allen, Finance Director
15. Ordinance No. 2024-20, Establishing a Sewer Latecomer Assessment Area and Authorizing a Latecomer Agreement with Pahlisch Homes at Westcliffe Heights, LLC
  - Carlo D'Alessandro, Interim Public Works Director
16. Resolution No. 2024-63, Declaring Surplus and Authorizing Relinquishment of a Portion of a Utility Easement lying within 1122 Marshall Avenue
  - Carlo D'Alessandro, Interim Public Works Director
17. Resolution No. 2024-64, Adopting the City of Richland Speed Limit Setting Policy
  - Carlo D'Alessandro, Interim Public Works Director
18. Benton County Emergency Services - Administrative Overview & History (Discussion Only)
  - Drew Florence, Assistant City Manager
  - Jay Atwood, BCES Executive Director

### **Reports and Comments:**

1. City Manager
2. City Council

3. Mayor

## **Adjournment**

This meeting will be broadcast live on [CityView Channel 192](#) on the City's website and on the [City's YouTube Channel](#).

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



# ***Proclamation***

**WHEREAS**, the City of Richland, Washington, is served by a diverse group of municipal departments, each dedicated to ensuring the health, safety, and prosperity of the community; and

**WHEREAS**, the commitment and hard work of staff within each department collectively enhances the quality of life for Richland citizens and visitors and provides essential services that enable the City to function efficiently and effectively; and

**WHEREAS**, this proclamation serves to officially acknowledge the commitment, dedication, and diligent efforts of all staff across every division within each department of the City of Richland; and

**WHEREAS**, the Richland City Council and the citizens of Richland, do hereby formally recognize and express appreciation for the invaluable services provided to the City of Richland and its residents by the following departments and associated divisions thereof:

- Administrative Services Department
- Benton County Emergency Services
- City Attorney's Office
- City Clerk's Office
- City Manager's Office
- Development Services Department
- Energy Services Department
- Finance Department
- Fire & Emergency Services Department
- Human Resources Department
- Parks & Public Facilities Department
- Police Department
- Public Works Department

**NOW THEREFORE**, I, Theresa Richardson, by the power vested in me as Mayor of the City of Richland, Washington, do hereby proclaim May 5-11 2024, as

## **“National Public Service Recognition Week”**

in the City of Richland, and I urge all citizens of Richland to acknowledge and express appreciation for the efforts of the dedicated public servants who contribute tirelessly to the City's well-being.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed hereto the official seal of the City of Richland, Washington, on this 7<sup>th</sup> day of May, 2024.

*Theresa A Richardson*

*Theresa Richardson, Mayor*



## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Minutes

Strategic Priority I - High Performance Government

**Subject:**

Approval of the April 16, 2024 City Council Regular Meeting Minutes and the April 23, 2024 City Council Workshop Meeting Minutes

Department/Office  
City Clerk

Ordinance/Resolution Number:

Document Type:  
Minutes

**Recommended Motion:**

Approve the meeting minutes from the City Council regular meeting held on April 16, 2024 and the workshop meeting held on April 23, 2024.

**Summary:**

Draft minutes from the April 16, 2024 City Council regular meeting and the April 23, 2024 City Council workshop meeting are presented for Council's review and approval.

Fiscal Impact:           None.

**Attachments:**

1. Draft April 16, 2024 City Council Meeting Minutes
2. Draft April 23, 2024 City Council Workshop Meeting Minutes



## MINUTES

### RICHLAND CITY COUNCIL REGULAR MEETING

Tuesday, April 16, 2024

Richland City Hall ~ Council Chambers  
625 Swift Boulevard

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#### City Council Regular Meeting - 6:00 p.m.

Mayor Richardson called the Council meeting to order at 6:00 p.m.

#### Welcome and Roll Call

Mayor Richardson welcomed those in the audience and expressed appreciation for their attendance.

|                              |         |
|------------------------------|---------|
| Attendance: Mayor Richardson | Present |
| Mayor Pro Tem Kent           | Present |
| Councilmember Jones          | Present |
| Councilmember Lukson         | Present |
| Councilmember Maier          | Present |
| Councilmember VanDyke        | Present |
| Councilmember Whitten        | Absent  |

#### **COUNCILMEMBER VANDYKE MOVED AND MAYOR PRO TEM KENT SECONDED THE MOTION TO EXCUSE COUNCILMEMBER WHITTEN. MOTION CARRIED 6-0.**

Also present were City Manager Amundson, Deputy City Manager Schiessl, Assistant City Manager Florence, City Attorney Kintzley, Interim Chief of Police Meidl, Fire Chief Huntington, Development Services Director Jensen, Interim Public Works Director D'Alessandro, Energy Services Director Whitney, Finance Director Allen, Human Resources Director Paulsen, and City Clerk Rogers.

#### Pledge of Allegiance

Mayor Pro Tem Kent led the Council and audience in the recitation of the Pledge of Allegiance.

#### Approval of Agenda

#### **MAYOR PRO TEM KENT MOVED AND COUNCILMEMBER VANDYKE SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 6-0.**

#### Presentations

##### 1. 2023 Supporting The Arts in Richland (STAR) Awards Presentation

Arts Commission Vice-Chair, Terri Rice introduced members of the Arts Commission in

attendance. Then on behalf of the Arts Commission, Ms. Rice presented the 17<sup>th</sup> Annual Supporting The Arts in Richland (STAR) Awards. Selected from public nominations, the STAR Award is bestowed upon one (1) organization and one (1) individual for their extraordinary contributions to the arts.

Brandi Saint Claire was awarded the STAR Award in the category of individual artist. Ms. Rice provided an overview of Ms. Saint Claire's accomplishments related to the annual Art in the Park event.

The Academy of Children's Theatre (ACT) was awarded the organizational STAR Award for their contributions in the community. Ms. Rice provided an overview of ACT's productions through the years, programs and opportunities offered, and an overview of their community outreach. Members of the ACT, including ACT Executive Director, Anne Spilman, were in attendance to receive the award.

Mayor Richardson congratulated both STAR award recipients.

## 2. Richland Library Board Annual Presentation

Lindsay Lightner, Chair of the Library Board of Trustees, expressed appreciation to Council for the opportunity to present, introduced Library Board members who were in attendance, and conveyed her gratitude to council liaison Mayor Pro Tem Kent for her support, attendance, and participation. Ms. Lightner then thanked Library Manager Nulph for his leadership.

Ms. Lightner informed Council that the Library Board adopted a 10-year Strategic Plan in 2023. During the strategic planning process, three (3) principal roles for how the library would serve the community were established, accompanied by an assessment plan to measure those successes.

With the aid of a PowerPoint Presentation, Ms. Lightner and Vice-Chair Buxton jointly presented the annual Richland Public Library Board of Trustees the annual update and 2024 action plan items.

Mayor Richardson thanked Ms. Lightner and Ms. Buxton for the presentation.

On behalf of the entire Council, Mayor Pro Tem Kent thanked members of the Library Board for their dedicated volunteer service, noting that the provided statistics clearly indicates the library remains a highly valued and heavily utilized resource within the community.

Following the presentation, Ms. Lightner, Ms. Buxton, and Library Manager Nulph responded to council inquiries.

## **Public Hearing**

None.

## Public Comments

City Clerk Rogers read the Public Comments procedure.

The following individuals provided public comments:

- Randy Slovic of Richland, WA stated her belief that the proposed expenditure for federal lobbying services with K&L Gates LLP is unnecessary, drawing on her experiences from Capitol Hill. Ms. Slovic stated that elected federal representatives should serve the City's lobbyists in Washington D.C., and that councilmembers ought to engage directly with state congressmen and senators to effectively advocate for the City's needs.
- John Ray of Richland, WA spoke in favor of Ordinance No. 2024-18, Amending Chapter 9.16 of the Richland Municipal Code related to Public Nuisance Noise, on tonight's agenda. Mr. Ray, a resident of Horn Rapids noted that residents of Horn Rapids have been troubled by excessive noise primarily originating from the Horn Rapids Golf Course, for the past three (3) years.

Mr. Ray suggested the ordinance should explicitly state that creating a noise nuisance is unacceptable at any time of day if the noise extends beyond a 50-foot radius. In conclusion, Mr. Ray requested clarification on the requirements for event permits.

- Darin Sweeney of Richland, WA spoke in support of approval of Ordinance No. 2024-18, and offered further perspectives on the noise ordinance by playing for the audience a recording of music heard from his patio. Mr. Sweeney emphasized the need for effective enforcement of the noise ordinance, and suggested that council explore alternative enforcement mechanisms, similar to the progressive system of civil infractions used in neighboring cities.
- Eli Allen of Richland, WA spoke in support for the efforts to amend Ordinance No. 2024-18, and expressed his desire to maintain a peaceful, enjoyable, and attractive neighborhood. Mr. Allen emphasized the importance of a clear and practical enforcement mechanism that accounts for areas where businesses and residential interests overlap. In conclusion, Mr. Allen urged that the enforcement process be manageable for law enforcement, avoiding situations where the ordinance becomes either unenforceable due to reluctance in imposing penalties, or merely as an insignificant expense by violators.
- Carol Larkin of Richland, WA expressed gratitude towards Councilmember Maier for his efforts to address and correct misinformation at a recent Ben-Franklin Transit Board meeting. Ms. Larkin also recognized the dedication of all councilmembers, highlighting the extensive time and effort they contribute not only to council duties, but also to other boards and groups for which they serve as liaisons.

## **Consent Calendar**

City Clerk Rogers read the Consent Calendar.

## **Minutes**

3. Approval of the April 2, 2024 City Council Regular Meeting Minutes

## **Ordinances - First Reading**

4. Ordinance No. 2024-19, Dedicating the Right-of-Way for a portion of North Columbia Center Boulevard

## **Ordinances - Second Reading & Passage**

5. Ordinance No. 2024-16, Amending the 2024 Budget to provide for Additional Appropriations in the City's General Fund, Streets Capital Construction Fund and Water Fund

## **Resolutions - Adoption**

6. Resolution No. 2024-54, Authorizing a Second Amendment to the Consultant Agreement with Transpo Group USA, Inc. for the Downtown Connectivity Improvements Project
7. Resolution No. 2024-55, Authorizing a Consultant Agreement with RH2 Engineering, Inc. for the Tapteal 2 Booster Pump Station Project
8. Resolution No. 2024-56, Authorizing a Grant Application to the Paul Lauzier Charitable Foundation

## **Items – Approval**

None.

## **Expenditures – Approval**

9. Expenditures from March 1, 2024, to March 31, 2024, for \$27,397,230.07 including Travel Checks Nos. 20485-20499, Accounts Payable Check Nos. 320853-321843, Accounts Payable Wire Nos. 9966-10008, Payroll Wires & ACH Nos. 13901-13955, Payroll Direct Deposit & Check Nos. 220809-221997, and Pension Check Nos. 6703-6725

**COUNCILMEMBER LUKSON MOVED AND COUNCILMEMBER JONES SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS PUBLISHED. THOSE IN FAVOR: MAYOR RICHARDSON, MAYOR PRO TEM KENT, AND COUNCILMEMBERS JONES, LUKSON, MAIER AND VANDYKE. THOSE OPPOSED:**

## **NONE. MOTION CARRIED 6-0.**

### **Items of Business**

#### **10. Ordinance No. 2024-18, Amending Chapter 9.16 of the Richland Municipal Code related to Public Nuisance Noise**

Deputy City Manager Schiessl provided an overview of the ordinance which addresses administrative challenges by providing clear criteria for permit approval or denial and establishing an appeal process. The proposed ordinance will also limit the number of permits to two (2) permits per location per year to create a balance between nuisance noise in private communities and private event needs.

Following Deputy City Manager Schiessl's presentation, Council offered comments and participated in an extensive question-and-answer session with staff.

Councilmember Maier raised concerns about the proposed limit of two (2) permits per location per year. He questioned the basis for this limit and sought clarification on how "location" is defined within the ordinance context. He indicated that such a restriction seemed stringent given that it could impact residents who host multiple events annually.

Councilmember Jones opposed the misdemeanor approach for violations and suggested a scaled penalty system and more lenient noise hours to accommodate community activities, especially during summer.

Mayor Pro Tem Kent thanked staff for their work on the revised ordinance, thanked members of the public who provided comments, and emphasized the importance of further revising the ordinance to reflect community sentiment. Mayor Pro Tem Kent requested a comparative analysis to examine how neighboring jurisdictions are addressing the same problem. Mayor Pro Tem expressed interest in reviewing the requested data before approving the first reading of this ordinance.

Councilmember Lukson supported additional research into enforcement practices and proposed a more progressive discipline system that escalates to a misdemeanor only after multiple violations.

Mayor Richardson reiterated the possibility of incorporating a system where past penalties influence the ability to obtain future permits and suggested including a requirement for permit applicants to notify neighbors of their event plans.

At the conclusion of Council deliberations and detailed question and answer session with staff, no motion was made to advance the ordinance to a first reading.

## **ORDINANCE NO 2024-18 FAILED TO ADVANCE DUE TO LACK OF A MOTION.**

#### **11. Resolution No. 2024-57, Authorizing an Agreement with K&L Gates LLP for Federal**

## Lobbying Services

Deputy City Manager Schiessl explained that the City has been utilizing the services of David Arbaugh of Arbaugh & Associates to represent the City's interests during Washington legislative sessions, and is now seeking to engage the services of K&L Gates LLP for federal lobbying services. A competitive Request for Proposals (RFP) process was conducted, and three (3) proposals were received. K&L Gates LLP was selected based on technical capabilities and cost.

Following Deputy City Manager Schiessl's presentation, Council provided feedback and participated in an extensive question-and-answer session with staff.

Councilmember Maier expressed discomfort with the concept of hiring a federal lobbyist and questioned the transparency and effectiveness of the system if such an arrangement is considered necessary.

Councilmember VanDyke supported the proposed agreement with K&L Gates LLP, highlighting the strategic importance of federal lobbying to the City's goals, and endorsed the selected firm based on their qualifications and the thoroughness of the selection process.

Mayor Pro Tem Kent thanked the Tri-City Development Council (TRIDEC) and David Reeploeg, Vice-President of TRIDEC, for their outstanding work in lobbying for the Tri-cities in Washington D.C. Mayor Pro Tem Kent emphasized that though she endorses the concept of retaining a federal lobbyist, she desired additional information to inform her decision-making. Mayor Pro Tem Kent stated that she will not vote in favor of Resolution No. 2024-57 due to lack of clarify on the exact services to be performed by K&L Gates LLP.

Councilmember Lukson stated that he was comfortable with the general description of services provided in the agreement but suggested setting a review period prior to the agreement's expiration to assess its effectiveness.

Mayor Richardson supported the proposed agreement with K&L Gates LLP, noting the firm's commitment to providing regular updates and strategic advice.

In response to Council's comments during deliberation, City Manager Amundson acknowledged staff's oversight in not providing the City's request for proposal and K&L Gates LLP's response, which would have provided clarification on some of Council's noted concerns. The proposal details specific actions to be undertaken by K&L Gates LLP on behalf of the City, and also specifies that instruction will primarily come from the Mayor, Councilmembers, City Manager, and the Deputy City Manager.

Additionally, City Manager Amundson reminded Council that moving forward with a federal lobbyist is part of the City's 2024-2026 Strategic Plan as adopted by Council, and that staff has been regularly engaged with elected district representatives Rick Evans,

Ashley Stubbs, and Raquel Crowley to ensure ongoing, productive discussions.

Furthermore, City Manager Amundson stated that this initiative is not just about outreach to elected offices, but also involves liaising with federal agencies and departments to assist the City in securing grant opportunities, debriefs, refining strategies, and supporting the City's broader goals. The agreement names Tim Peckinpaugh as the City's primary point of contact, with the provision that additional lobbyists will be engaged when subject matter expertise as needed.

**COUNCILMEMBER LUKSON MOVED AND COUNCILMEMBER VANDYKE SECONDED THE MOTION TO ADOPT RESOLUTION NO. 2024- 57, AUTHORIZING AN AGREEMENT WITH K&L GATES LLP FOR FEDERAL LOBBYING SERVICES. THOSE IN FAVOR: MAYOR RICHARDSON AND COUNCILMEMBERS JONES, LUKSON AND VANDYKE. THOSE OPPOSED: MAYOR PRO TEM KENT AND COUNCILMEMBER MAIER. MOTION CARRIED 4-2.**

### **Reports and Comments**

#### *City Manager*

City Manager Amundson welcomed Interim Chief of Police Meidl to the City and expressed appreciation for his willingness to serve in an interim capacity for the next several months. City Manager Amundson encouraged those who have not had the opportunity to meet Chief Meidl to do so.

#### *City Council*

Mayor Pro Tem Kent had no comments.

Councilmember Lukson welcomed Interim Chief of Police Meidl and expressed an interest in hearing his initial impressions and insights into the Richland Police Department's strengths, weaknesses, and areas for improvement, which would be invaluable in shaping the direction for the future chief.

Councilmember Maier reported on a Ben-Franklin Transit meeting he recently attended, highlighting that he was able to address a contentious issue regarding the potential for a public referendum on a tax reduction, which ultimately led to the matter being deferred until 2026. Councilmember Maier shared that in his opinion, the most compelling testimony provided during the public comment portion of the same meeting was provided by a Pasco school district administrator who emphasized the significance of the Ben-Franklin Transit system for the youth in Pasco.

Councilmember Maier concluded by stating several boards and commissions are facing recruitment challenges and sought Council's assistance in promoting the vacancies.

Councilmember Jones had no comments.

Councilmember VanDyke welcomed Interim Chief of Police Meidl to the City, then thanked staff for their efforts, and expressed confidence in staff's ability to address and incorporate the comments received regarding Ordinance No. 2024-18.

Councilmember VanDyke then reported on his liaison meetings with the Port of Benton and the Tri-Cities Regional Chamber of Commerce meetings.

*Mayor*

Mayor Richardson acknowledged the valuable efforts of the Arts Commission, adding the annual STAR Awards are greatly appreciated for encouraging art and recognizing the contributions to the community. Additionally, Mayor Richardson expressed anticipation for the annual Richland Public Library Board report which underscores the importance of this vital community resource.

**Adjournment**

Mayor Richardson adjourned the meeting at 7:36 p.m.

APPROVED:

ATTEST:

\_\_\_\_\_  
Theresa Richardson, Mayor

\_\_\_\_\_  
Jennifer Rogers, City Clerk

DATE APPROVED:

DATE PUBLISHED:



## MINUTES

### RICHLAND CITY COUNCIL WORKSHOP MEETING

Tuesday, April 23, 2024

Richland City Hall ~ Council Chambers  
625 Swift Boulevard

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#### City Council Workshop - 6:00 p.m.

Mayor Richardson called the Council workshop to order at 6:00 p.m.

|                              |         |
|------------------------------|---------|
| Attendance: Mayor Richardson | Present |
| Mayor Pro Tem Kent           | Present |
| Councilmember Jones          | Present |
| Councilmember Lukson         | Present |
| Councilmember Maier          | Present |
| Councilmember VanDyke        | Present |
| Councilmember Whitten        | Present |

Also present were City Manager Amundson, Deputy City Manager Schiessl, Assistant City Manager Florence, City Attorney Kintzley, Interim Chief of Police Meidl, Fire Chief Huntington, Development Services Director Jensen, and City Clerk Rogers.

#### Agenda Items

##### 1. 2024 Comprehensive Plan and Development Regulation Update

Planning Manager Stevens outlined the process and status of the yearly Comprehensive Plan and Development Regulations amendment cycle. He explained that state law permits annual modifications to the Comprehensive Plan and Development Regulations and could include map and language alterations. Planning Manager Stevens explained that the first step of the process involves presenting the applications to Council, followed by the presentation of a resolution in May to forward the applications to the Planning Commission. The Planning Commission will then hold a public hearing and subsequently forward a recommendation to Council. Council would then decide whether to accept, reject, or table the applications.

With the aid of several maps, Planning Manager Stevens presented on the two (2) Comprehensive Plan and Land Use applications received.

- CPA 2024-101 & Z2024-102 JUB on behalf of HP Pasco  
Applicant: Darral Moore, JUB Engineers, on behalf of HP Pasco, LLC (owner)  
Request: Change the Comprehensive Plan and Land Use designation for approximately 2.13 acres of land from High-Density Residential to Commercial. Rezone the site from Commercial Limited Business (C-LB) to Waterfront.  
Project Site: Assessor's Parcel No. 115982011748012, located at 2599 Duportail Street.

- CPA2024-102 & Z2024-103 Richland Properties, LLC  
Applicant: Richland Properties, LLC  
Request: Change the Comprehensive Plan Land Use designations on property that is approximately 12.62 acres in size by relocating/swapping the locations of the existing commercial and low-density residential comprehensive plan designations.  
Project Site: Assessor's Parcel No. 134983000001009, located at 560 Bermuda Road.

Planning Manager Stevens participated in a detailed question and answer session with Council during each presentation, discussing the particulars of each application.

## 2. Regulation of Cannabis

City Attorney Kintzley addressed councilmembers to solicit high-level policy input on the decade-long decision to ban retail cannabis sales in the City of Richland. The solicitation of feedback was triggered by a zoning code text amendment received by the City that seeks to permit one (1) retail cannabis store in Richland. City Attorney Kintzley emphasized the purpose of the workshop discussion was not to persuade Council in any direction, but to understand whether Council is interested in departing from the long-standing policy decision to ban retail cannabis sales in city limits.

As a preliminary matter, City Attorney Kintzley briefly touched on the proposed amendment, which seeks to authorize only one (1) retail store in Richland. Richland has been allotted three (3) retail cannabis licenses by the Washington State Liquor and Cannabis Board. City Attorney Kintzley further opined that the proposed amendment, as currently drafted, does not provide a complete regulatory framework for the City in the event Council does have an interest in allowing the use.

City Attorney Kintzley advised that, in order to know the best way to approach the application, staff must know Council's position on the policy question of whether retail cannabis should be an allowed use in Richland. If Council is likely to move away from its long-established ban on retail cannabis sales, staff will draft a comprehensive regulatory scheme to properly site and regulate the use. Conversely, if Council is not likely to move away from its long-established ban on retail cannabis sales, additional ordinance drafting will not be necessary since the proposed amendment will not have Council support.

With the aid of a PowerPoint Presentation, City Attorney Kintzley provided a high-level overview of I-502, information on revenue generated by the state and local governments since passage of I-502 in 2012, siting limitations imposed by state law (i.e., the 1,000 foot buffer), and anecdotal public safety information. The presentation also included details on the number of jurisdictions who allow the use and those who ban it, and the status of the 2014 regional ban imposed by Pasco, Kennewick, Richland, West Richland and Franklin County. Pasco has since removed its ban on retail cannabis sales, and West Richland is currently processing a zoning code text amendment similar to that received by Richland. West Richland will send the matter to an advisory vote on the August primary

ballot. Franklin County and Kennewick have not revisited the issue.

City Attorney Kintzley offered the following options for Council consideration:

- Process the zoning code text amendment as written and as processed through the Planning Commission and approve or deny the code change when it reaches Council.
- Review Council's long-standing policy decision on banning retail cannabis sales and direct staff to draft a comprehensive ordinance that authorizes the use, to include provisions for business licensing, zoning/siting, buffers, etc.
- Prior to action, seek public input through either a community survey or an advisory vote on the November general election ballot.

Following City Attorney Kintzley's presentation, councilmembers expressed diverse opinions on amending the long-standing ban on retail cannabis sales. Some voiced support for waiting to observe the outcome of West Richland's August advisory vote. This approach was favored by those preferring to gauge public opinion before revisiting the ban.

Councilmembers who spoke favorably of lifting the ban stated that prohibition is ineffective and pointed out that the issue is not about access, but about dictating people's choices. Lifting the ban would enable the City to regulate and create best practices. While several councilmembers supported allowing the use, several others were not interested in proactively revisiting the ban at this time.

Councilmember Maier opined that regardless of whether Council determines to lift the ban or maintain the prohibition on retail cannabis sales in Richland, the decision should be made by City Council as Richland's elected representatives. Councilmember Maier did not support using taxpayer dollars to inform a decision through an advisory ballot measure. No consensus to pursue an advisory vote was reached by Council.

City Attorney Kintzley acknowledged that staff would continue to process the pending application, although the applicant will be given options in light of Council's position on its long-standing policy regarding retail cannabis sales. The proposed text amendment will reach Council for a legislative decision after it has been processed by the Planning Commission consistent with the Richland Municipal Code.

City Manager Amundson added there have been instances where staff's recommendation has differed from that of the Planning Commission. Given that additional elements would be required to adopt a comprehensive regulatory scheme to fully regulate retail cannabis sales in Richland, it is likely that staff will not recommend approval of the zoning code amendment as written, even if the Planning Commission submits a recommendation for approval.

Councilmember VanDyke thanked fellow councilmembers for the thoughtful discussion.

## **Adjournment**

Mayor Richardson adjourned the meeting at 7:06 p.m.

APPROVED:

ATTEST:

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Theresa Richardson, Mayor

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Jennifer Rogers, City Clerk

DATE APPROVED:

DATE PUBLISHED:



## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Ordinances - Second Reading & Passage

Strategic Priority I - High Performance Government

**Subject:**

Ordinance No. 2024-19, Dedicating the Right-of-Way for a portion of North Columbia Center Boulevard

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-19

Document Type:  
Ordinance

**Recommended Motion:**

Give second reading and pass Ordinance No. 2024-19, dedicating the right-of-way for a portion of North Columbia Center Boulevard.

**Summary:**

The City owns and manages a system of public street right-of-way for the benefit of residents and visitors. The Richland Municipal Code (RMC) provides for dedication of public street right-of-way by approval of a final plat or by ordinance.

The City previously acquired property adjacent to Columbia Center Boulevard as part of a city street improvement project on the adjacent parcel to enable improvements to the street. The improvements have been completed. However, an ordinance is required to dedicate the acquired property as a public street right-of-way.

The City's best interests are served by completing the dedication of the acquired property as street right-of-way to fulfill the intent of the acquisition.

Staff recommends approval of Ordinance No. 2024-19 for second reading and passage.

Fiscal Impact:           None.

**Attachments:**

I.     Ordinance No. 2024-19

**WHEN RECORDED RETURN TO:**

Richland City Clerk's Office  
625 Swift Boulevard, MS-05  
Richland, WA 99352

**ORDINANCE NO. 2024-19**

**AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON,  
ESTABLISHING AND DEDICATING THE RIGHT-OF-WAY FOR  
A PORTION OF NORTH COLUMBIA CENTER BOULEVARD.**

**WHEREAS**, the City owns and manages a system of public street rights-of-way for the benefit of the City's residents and visitors; and

**WHEREAS**, the City may receive dedications of new public street rights-of-way through land development activity or by ordinance; and

**WHEREAS**, the City acquired property adjacent to Columbia Center Boulevard as part of a development project on the adjacent parcel to enable improvements to the street; and

**WHEREAS**, an ordinance is required to dedicate the acquired property as a public street right-of-way.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Richland as follows:

Section 1. The portion of right-of-way legally described in **Exhibit A** and depicted by hatching on **Exhibit B**, both attached hereto and incorporated herein by this reference, is hereby dedicated as public street right-of-way named Columbia Center Boulevard.

Section 2. The City Clerk is directed to file with the Auditor of Benton County, Washington, a copy of this Ordinance and the attached Exhibits, duly certified by the Clerk as a true copy.

Section 3. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 4. Should any section or provision of this Ordinance be declared by the court of competent jurisdiction to be invalid, that decision shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 5. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener's errors/clerical errors, section numbering, references, or similar mistakes of form.

**PASSED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

First Reading: April 19, 2024

Second Reading: May 7, 2024

Date Published: May 12, 2024

**Exhibit A (Legal description)**

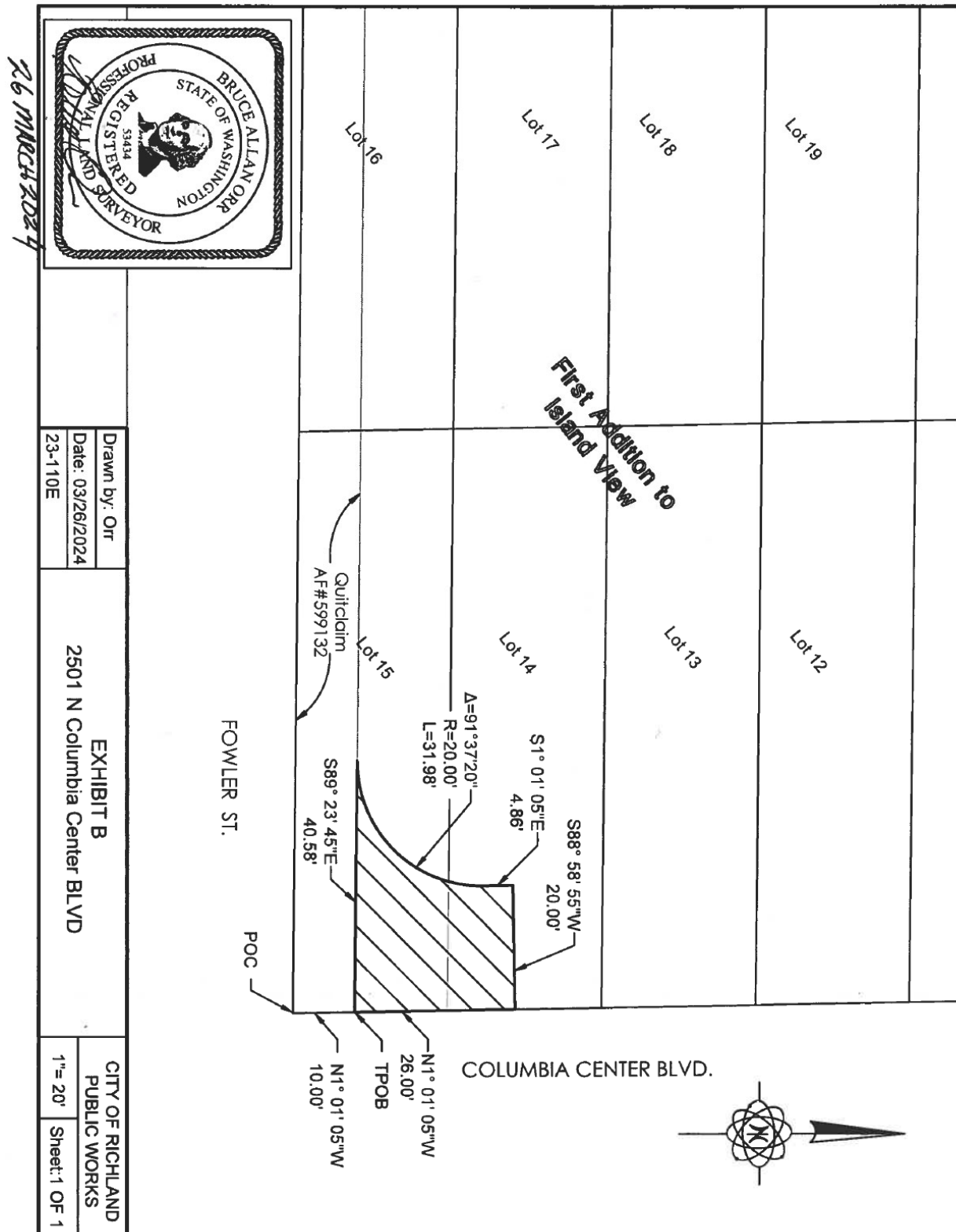
A portion of Lots 14 and 15 of Block 1 of the Plat of First Addition to Island View, Section 30, Township 9 North, Range 29 East as recorded in Volume 3 of Plats on Page 54, lying North of Quitclaim Deed recorded under Auditor's File No. 599132, records of Benton County, Washington more particularly described as follows:

Beginning at the Southeast corner of said Lot 15; Thence North  $01^{\circ}01'05''$  West along the East line of said Lot 15, a distance of 10.00 Feet to a point on the North line of said Quitclaim Deed, and the **True Point of Beginning**;

Thence continuing North  $01^{\circ}01'05''$  West along the East line of said Lot's 15 and 14, Leaving said North line, a distance of 26.00 feet; Thence South  $88^{\circ}58'55''$  West leaving said East line, a distance of 20.00 feet; Thence South  $01^{\circ}01'05''$  East a distance of 4.86 feet to a tangent point on a curve to the right, having a radius of 20.00 feet; Thence southwesterly along the arc of said curve a distance of 31.98 feet, through a central angle of  $91^{\circ}37'20''$  to its point on the North line of said Quitclaim Deed; Thence South  $89^{\circ}23'45''$  East leaving said curve a distance of 40.58 feet back to the **True Point of Beginning**.

Contains 606 square feet, more or less, according to the bearings listed above and as depicted on the attached **Exhibit B**.

# Exhibit B (Depiction)





## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 4 - Quality of Life

**Subject:**

Resolution No. 2024-58, Authorizing 2024 Park Partnership Program Grant Awards

Department/Office  
Parks & Public Facilities

Ordinance/Resolution Number:  
2024-58

Document Type:  
Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-58, authorizing the City Manager to sign and execute 2024 Park Partnership Program Grant agreements in the total amount of \$10,669 as provided therein.

**Summary:**

The City offers a Park Partnership Program that provides financial assistance to individuals and groups to make qualifying improvements to city parks, trails, open space, and recreational facilities. The 2024 Budget includes \$40,000 for eligible projects. Two (2) applications were received this year, and the Parks & Recreation Commission favorably recommends funding as follows:

1. Purple Sage Riders Chapter of the Back Country Horsemen of Washington in the amount of \$4,000.
2. Tri-City Radio Control Modelers in the amount of \$6,669.

Staff recommends adoption of Resolution No. 2024-58.

Fiscal Impact: This action will award \$10,669 in Park Partnership Program grants. The program is budgeted at \$40,000.

**Attachments:**

1. Resolution No. 2024-58
2. Purple Sage Riders Application
3. Tri-City Radio Control Modelers Application

**RESOLUTION NO. 2024-58**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
AUTHORIZING 2024 PARK PARTNERSHIP PROGRAM FUNDING  
ALLOCATIONS AND AUTHORIZING 2024 PARK PARTNERSHIP  
AGREEMENTS.**

**WHEREAS**, the City of Richland's Park Partnership Program provides financial assistance to individuals and groups to make qualifying improvements to city parks, trails, open space, and recreational facilities; and

**WHEREAS**, the 2024 Budget includes \$40,000 for Park Partnership Program projects; and

**WHEREAS**, the Parks & Recreation Commission favorably recommends the following 2024 Park Partnership funding allocations based on submitted applications and pursuant to RCW 35.21.278 reimbursement limitations: Purple Sage Riders Chapter of the Back Country Horsemen of WA for \$4,000; and Tri-City Radio Control Modelers for \$6,669.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that the City Manager is authorized to sign and execute grant agreements with the identified recipients, and in identified amounts, to accomplish the park, trail, open space, and/or recreational facility improvements identified in each applicant's respective application:

1. Purple Sage Riders Chapter of the Back Country Horsemen of WA in the amount of \$4,000;
2. Tri-City Radio Control Modelers in the amount of \$6,669.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney



## City of Richland Parks and Public Facilities Department

# 2024 Park Partnership Program Application

### Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making improvements to City owned parks, trails, open space, and recreational facilities. The 2024 program year is currently budgeted at \$40,000.

### Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

### Program Guidelines:

1. To be eligible, proposed projects must be located upon City-owned Parks, park facilities, recreational properties, or within publicly accessible park land or easements.
2. This program is open to service and civic groups, athletic and sports organizations, private individuals, neighborhood park user groups, and non-profit organizations.
3. Proposed projects should be in conformance with park master plans, as applicable.
4. The proposed project must be an enhancement or renovation project that provides benefit to the general public year-round.
5. The proposed project must not require City labor components, permitting, or any additional ongoing City maintenance aside from normal wear and tear.
6. Park Partnership Program applicants must provide a minimum match of one private dollar for each public dollar requested, up to the allowable amount outlined in RCW 35.21.278. Private dollar matches may consist of cash, donated labor, and/or donated materials.
  - a. Volunteer labor value is based on current Washington State L&I rates and requirements.
7. Proposed projects must be consistent and complimentary with surrounding land uses and neighborhood character, and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment will not be considered.

### Project Timeline:

**Application Due Dates - *Application are due by close of business on March 15, 2024.***

All applicants must schedule and attend a mandatory pre-application zoom meeting before **Thursday, February 29, 2024**. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting. All meetings will be scheduled between the hours of 8:00am – 5:00pm, unless otherwise agreed upon by both parties.

**Project Time Limit**

All selected projects must be completed within one (1) year of execution of the contract. Awards may be rescinded for projects not ready for contracting within thirty (30) days of award.

**Project Evaluation:**

All applications will be reviewed by the Director of Parks and Public Facilities, or his/her designee, to determine eligibility. Proposed projects which fall within the program guidelines will be forwarded to the Parks and Recreation Commission (PRC) for consideration. If selected, applicant will be scheduled for a mandatory five (5) minute oral presentation to present at the next available PRC meeting. If approved, the PRC will make a funding recommendation to the Richland City Council.

Projects that align with current Park and Recreation Commission goals will be given higher consideration to those that do not.

**Applicant Responsibilities:**

All applicants are required to complete the online application (must be filled out completely to be considered) and provide an additional narrative of the proposed project. The narrative must include the following criteria:

1. Overview of the project design and anticipated budget.
2. How the project meets the goals of the program, primary beneficiary of the proposed project, and the object/purpose of the project.
3. Proposed Project Schedule and completion date.
4. Any possible maintenance considerations.
5. Aerial view of location of project within the park.
6. Renderings and/or photos of proposed project, if applicable.

**Project Completion:**

Upon completion of projects, applicants will have the option of submitting a finalized written report or presenting a five (5) minute presentation to the PRC highlighting the completed project.

All applicants are responsible for contacting staff to schedule a final inspection and submitting all paperwork for reimbursement processing before contract expiration.



**City of Richland  
Parks and Recreation Department**

**Park Partnership Program  
Application**

**Project Information**

Name of Park: WE Johnson

Project Location within Park: Horse Park and Colyak parking area border

**Brief Description of Project:**

Replace one telephone pole barrier on the North side of the Colyak archery parking area with a gate that can be unlocked to allow event parking. Erect two additional day pens similar to those in place. Add signage encouraging manure pickup. Add one or more trail obstacles to the existing trail obstacle area. Plant a few additional climate-appropriate trees. General cleanup of horse park area. The work will be performed as a work party in late spring (probably May) and another work party in early Fall (September) as well as (Attach narrative from the "Applicant Responsibilities Section")



**Contact Information**

Name (First and Last): Dawn Kammenzind and Carl Baker

Organization Representing: Purple Sage Riders chapter of the Back Country Horsemen of Washington

UBI Number of Organization: 602-785-855

Business Address: PO Box 1132

City/State/ZIP: Ellensburg, WA 98926

Home Phone: 509-528-7296

Work Phone: 509-539-5502

FAX:

E-mail: dekammen@gmail.com

**Project Cost**

Requested Amount from City (*maximum amt. \$8,000*): \$ \$4,000.00

Cash from Applicant: \$ \$4,000.00

"In-Kind" Amount (*Applicant and Other Sources*): \$ \$8,000.00

Cash from Other Sources: \$ \$0.00

Total Project Cost: \$ 12000

***APPLICATION DUE DATE: Close of business Friday, March 15, 2024***



City of Richland  
Parks and Public Facilities Department

## Work Plan

| Steps (Chronological)                | Responsible Party | Completion Date |
|--------------------------------------|-------------------|-----------------|
| Acquire or fabricate single-arm gate | PSR               | June, 2024      |
| Acquire two day pens                 | PSR               | April, 2024     |
| Acquire Trees                        | PSR               | September, 2024 |
| Acquire manure cleanup signs         | PSR               | April, 2024     |
| Install single arm gate              | PSR               | September, 2024 |
| Install day pen panels               | PSR               | June, 2024      |
| Install trail obstacle               | PSR               | September, 2024 |
| Plant trees                          | PSR               | September, 2024 |
| Install manure cleanup signs         | PSR               | May, 2024       |
| General cleanup                      | PSR               | September, 2024 |
|                                      |                   |                 |
|                                      |                   |                 |
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# City of Richland Parks and Public Facilities Department

## Budget Plan

**Budget Description:** Please use this space to provide a brief description of the budget for your project.

PSR will buy hardware and provide labor for the project. The city of Richland will reimburse 1/3 of the total actual project cost on completion.

### Income Section (examples: cash on hand, business donations, individual donors, etc.):

**Income – Confirmed:** List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

**Income – Anticipated:** List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

**Requested City Match Amount:** List amount under "Income-Anticipated."

| Item Description:                  | Income – Confirmed | Income - Anticipated |
|------------------------------------|--------------------|----------------------|
| PSR cash Donation                  | 4000               | 0                    |
| PSR labor donation                 | 8000               |                      |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
| <b>Requested City Match Amount</b> |                    | 4000                 |
| <b>Total:</b>                      | \$12,000.00        | \$4,000.00           |

### Expense Section:

**Expense – Cash:** List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

**In-Kind Amount:** List the dollar value of any donated goods and services.

**City Match Amount:** List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

| Item Description:                        | Expense – Cash | In-Kind Amount – Value of Donated Goods & Services | City Match Amount |
|------------------------------------------|----------------|----------------------------------------------------|-------------------|
| Gate & Panel pens & trail obstacle       | 3500           |                                                    |                   |
| Supplies and hardware (posts & concrete) | 200            |                                                    |                   |
| Trees                                    |                | 200                                                |                   |
| Signs                                    | 100            |                                                    |                   |
| Labor                                    |                | 8000                                               |                   |
| <b>Total:</b>                            | \$3,800.00     | \$8,200.00                                         | \$4,000.00        |

**Expense Description:** Please use this space to provide any additional information you might feel is necessary.

PSR has cash on hand to cover project expenses.



**City of Richland**  
**Parks and Public Facilities Department**  
**Match Pledge / Secured Form**

The following individuals, businesses, and organizations have made a commitment to donate the following items to  
PSR Chapter of BCHW \_\_\_\_\_ for its "In Kind" match.

(Applicant Name)

| Type of Work              | Print Name<br>(First and Last) | Address and Zip        | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature       |
|---------------------------|--------------------------------|------------------------|-----------------|--------------------|--------------------|-----------------|
| Fabrication               | PSR Members                    |                        |                 | 40                 | 800                |                 |
| Construction/installation | PSR Members                    |                        |                 | 40                 | 800                |                 |
| Planning                  | PSR Members                    |                        |                 | 40                 | 800                |                 |
|                           | Carl Baker                     | 4501 W Lattin Ct       | 509-528-7296    | 40                 | 800                | Carl Baker      |
|                           | Dawn Kammenzind                | 58204 N 339 PRNE       | 509-539-5502    | 40                 | 800                | Dawn Kammenzind |
|                           | Tawny Carrier                  | 586 Stoneridge Lane    | 509-979-5314    | 40                 | 800                | Tawny Carrier   |
|                           | Gary Westergard                | 219911 East Perkins Rd | 509-572-7452    | 60                 | 1200               | Gary Westergard |
|                           |                                |                        |                 |                    |                    |                 |
|                           |                                |                        |                 |                    |                    |                 |
|                           |                                |                        |                 |                    |                    |                 |
|                           |                                |                        |                 |                    |                    |                 |

This project is intended to continue improvements to the Richland Horse Park portion of WE Johnson Park. Previous Park Partnership improvements included:

- Installing a large, etched monument sign to identify the Horse Park;
- creating a gravel parking lot that will support larger horse trailers;
- removing unsafe broken corrals, trash, glass, and wire (this is an ongoing effort);
- improving the trailhead and relocating it to a safer location off the roadway;
- installing 2 - 12' x 12' day pens to accommodate horses that don't stand well tied to a trailer;
- Creation of a trail obstacle area modeled after one approved by Washington State Parks at Riverside Equestrian Park in Spokane.

This next project includes:

- Providing 2 additional day pens
- Replacing one section of telephone barrier along the North side of the Colyak Bow Hunter parking lot with a lockable gate to allow for special event parking. The City of Richland and PSR will be able to unlock the gate independently and Colyak Bow Hunter club will also be provided with access. Installation of this gate would provide an area for parking to support the Equine Trail Sport events that PSR has sponsored as well as Colyak Bow Hunter club events. Specific gate location will be selected in cooperation with Colyak and the City of Richland.
- Design, build and install an additional trail obstacle in the trail obstacle portion of the park
- Install signs requesting that parking area users clean up their horse manure
- Plant a small number of climate-appropriate trees (probably donated by the local native plant society)
- General park cleanup, trash and litter removal



## City of Richland Parks and Public Facilities Department

# 2024 Park Partnership Program Application

### Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making improvements to City owned parks, trails, open space, and recreational facilities. The 2024 program year is currently budgeted at \$40,000.

### Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

### Program Guidelines:

1. To be eligible, proposed projects must be located upon City-owned Parks, park facilities, recreational properties, or within publicly accessible park land or easements.
2. This program is open to service and civic groups, athletic and sports organizations, private individuals, neighborhood park user groups, and non-profit organizations.
3. Proposed projects should be in conformance with park master plans, as applicable.
4. The proposed project must be an enhancement or renovation project that provides benefit to the general public year-round.
5. The proposed project must not require City labor components, permitting, or any additional ongoing City maintenance aside from normal wear and tear.
6. Park Partnership Program applicants must provide a minimum match of one private dollar for each public dollar requested, up to the allowable amount outlined in RCW 35.21.278. Private dollar matches may consist of cash, donated labor, and/or donated materials.
  - a. Volunteer labor value is based on current Washington State L&I rates and requirements.
7. Proposed projects must be consistent and complimentary with surrounding land uses and neighborhood character, and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment will not be considered.

### Project Timeline:

**Application Due Dates - *Application are due by close of business on March 15, 2024.***

All applicants must schedule and attend a mandatory pre-application zoom meeting before **Thursday, February 29, 2024**. Please contact Stacy Jackson, Contracts Administrator, at [stjackson@ci.richland.wa.us](mailto:stjackson@ci.richland.wa.us) to schedule your meeting. All meetings will be scheduled between the hours of 8:00am – 5:00pm, unless otherwise agreed upon by both parties.

**Project Time Limit**

All selected projects must be completed within one (1) year of execution of the contract. Awards may be rescinded for projects not ready for contracting within thirty (30) days of award.

**Project Evaluation:**

All applications will be reviewed by the Director of Parks and Public Facilities, or his/her designee, to determine eligibility. Proposed projects which fall within the program guidelines will be forwarded to the Parks and Recreation Commission (PRC) for consideration. If selected, applicant will be scheduled for a mandatory five (5) minute oral presentation to present at the next available PRC meeting. If approved, the PRC will make a funding recommendation to the Richland City Council.

Projects that align with current Park and Recreation Commission goals will be given higher consideration to those that do not.

**Applicant Responsibilities:**

All applicants are required to complete the online application (must be filled out completely to be considered) and provide an additional narrative of the proposed project. The narrative must include the following criteria:

1. Overview of the project design and anticipated budget.
2. How the project meets the goals of the program, primary beneficiary of the proposed project, and the object/purpose of the project.
3. Proposed Project Schedule and completion date.
4. Any possible maintenance considerations.
5. Aerial view of location of project within the park.
6. Renderings and/or photos of proposed project, if applicable.

**Project Completion:**

Upon completion of projects, applicants will have the option of submitting a finalized written report or presenting a five (5) minute presentation to the PRC highlighting the completed project.

All applicants are responsible for contacting staff to schedule a final inspection and submitting all paperwork for reimbursement processing before contract expiration.



**City of Richland  
Parks and Recreation Department**

**Park Partnership Program  
Application**

**Project Information**

Name of Park: Tri-City R/C Modelers

Project Location within Park: On cement pad by conex and in/around our central

**Brief Description of Project:**

to increase our members' safety, digital and physical connection to the community. We're requesting help purchasing an AED, weather station, web cams with the required gear. We would also like help with the expenses of building a bulletin board, cement ramp into the conex for our lawnmower and lastly, filling in roadway potholes with cement.

(Attach narrative from the "Applicant Responsibilities Section")

**Contact Information**

Name (First and Last): Guillermo Castaneda, Vice President TCRCM

Organization Representing: Tri-City R/C Modelers (TCRCM)

UBI Number of Organization: 601810080

Business Address: 2389 Legacy Ln

City/State/ZIP: Richland WA 99352

Home Phone: 310 938-5226

Work Phone: 310 938-5226

FAX:

E-mail: guillermocast@gmail.com

**Project Cost**

Requested Amount from City (*maximum amt. \$8,000*): \$ \$6,669.00

Cash from Applicant: \$ \$11,248.00

"In-Kind" Amount (*Applicant and Other Sources*): \$ \$8,962.00

Cash from Other Sources: \$ \$0.00

Total Project Cost: \$ 20210

***APPLICATION DUE DATE: Close of business Friday, March 15, 2024***



**City of Richland  
Parks and Public Facilities Department**

## Work Plan

| Steps (Chronological)                                                                                                          | Responsible Party | Completion Date |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| PURCHASE AND INSTALL AED                                                                                                       | TCRCM             | 7/15/24         |
| WEBCAM PROJECT                                                                                                                 |                   |                 |
| determine placement and purchase webcams      | TCRCM             | 7/15/24         |
| purchase networking equipment                                                                                                  | TCRCM             | 7/15/24         |
| install and make system operational                                                                                            | TCRCM             | 8/15/24         |
| WEATHER STATION PROJECT                                                                                                        |                   |                 |
| determine placement and purchase equipment    | TCRCM             | 7/15/24         |
| install and make operational                                                                                                   | TCRCM             | 8/15/24         |
| BULLETIN BOARD PROJECT                                                                                                         |                   |                 |
| design and obtain permits (if needed)                                                                                          | TCRCM             | 5/31/24         |
| purchase building materials                                                                                                    | TCRCM             | 6/15/24         |
| build and assemble bulletin board                                                                                              | TCRCM             | 7/15/24         |
| CEMENT CONEX RAMP PROJECT                                                                                                      |                   |                 |
| purchase materials                                                                                                             | TCRCM             | 5/31/24         |
| build forms and pour cement                                                                                                    | TCRCM             | 6/15/24         |
| ROADWAY REPAIRS PROJECT                                                                                                        |                   |                 |
| purchase materials                                                                                                             | TCRCM             | 5/31/24         |
| build forms and pour cement                                                                                                    | TCRCM             | 6/15/24         |
| HELIPAD PROJECT                                                                                                                |                   |                 |
| determine placement and purchase materials  | TCRCM             | 8/15/24         |
| build forms and pour cement                                                                                                    | TCRCM             | 9/1/24          |
|                                                                                                                                |                   |                 |
|                                                                                                                                |                   |                 |



# City of Richland Parks and Public Facilities Department Budget Plan

**Budget Description:** Please use this space to provide a brief description of the budget for your project.

TCRCM will use \$11,248 in club finds to fund all projects, city will reimburse \$6,669

## Income Section (examples: cash on hand, business donations, individual donors, etc.):

**Income – Confirmed:** List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

**Income – Anticipated:** List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

**Requested City Match Amount:** List amount under "Income-Anticipated."

| Item Description:                  | Income – Confirmed | Income - Anticipated |
|------------------------------------|--------------------|----------------------|
| cash on hand                       | \$11,248           | 0                    |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
|                                    |                    |                      |
| <b>Requested City Match Amount</b> |                    | \$6669.15            |
| <b>Total:</b>                      | \$11,248.00        | \$6,669.15           |

## Expense Section:

**Expense – Cash:** List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

**In-Kind Amount:** List the dollar value of any donated goods and services.

**City Match Amount:** List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

| Item Description:           | Expense – Cash | In-Kind Amount – Value of Donated Goods & Services | City Match Amount |
|-----------------------------|----------------|----------------------------------------------------|-------------------|
| AED                         | \$2800         | \$114.16                                           | \$961.67          |
| Webcams and weather station | \$3050         | \$1427.00                                          | \$1477.41         |
| Bulletin board              | \$1960         | \$3424.80                                          | \$1776.98         |
| Conex ramp and road repair  | \$1440         | \$2854.00                                          | \$1417.02         |
| Helipads                    | \$1998         | \$1141.60                                          | \$1036.07         |
| <b>Total:</b>               | \$11,248.00    | \$8,961.56                                         | \$6,669.15        |

**Expense Description:** Please use this space to provide any additional information you might feel is necessary.

All in-kind funds are determined labor at \$28.54 per hour (2023 rate)



**City of Richland**  
**Parks and Public Facilities Department**  
**Match Pledge / Secured Form**

The following individuals, businesses, and organizations have made a commitment to donate the following items to  
 various volunteers \_\_\_\_\_ for its "In Kind" match.

(Applicant Name)

| Type of Work            | Print Name<br>(First and Last) | Address and Zip | Phone<br>Number | Volunteer<br>Hours | Estimated<br>Value | Signature |
|-------------------------|--------------------------------|-----------------|-----------------|--------------------|--------------------|-----------|
| AED install             | Various volunteers             |                 |                 | 4                  | \$114.16           |           |
| Webcam project          | Various volunteers             |                 |                 | 40                 | \$1141.60          |           |
| Weather station project | Various volunteers             |                 |                 | 10                 | \$285.40           |           |
| Bulletin board project  | Various volunteers             |                 |                 | 120                | \$3424.80          |           |
| Conex ramp project      | Various volunteers             |                 |                 | 60                 | \$1712.40          |           |
| Roadway repair project  | Various volunteers             |                 |                 | 40                 | \$1141.60          |           |
| Helipad project         | Various volunteers             |                 |                 | 40                 | \$1141.60          |           |
|                         |                                |                 |                 |                    |                    |           |
|                         |                                |                 |                 |                    |                    |           |
|                         |                                |                 |                 |                    |                    |           |
|                         |                                |                 |                 |                    |                    |           |

3/15/2024

We are requesting funding for the following projects

1. AED- to help safeguard our mature community
2. Webcams- we would like to add live streaming of what is happening at the field on our website
3. Weather station- another feature we would like to add to our website, because our sport is dependent on weather conditions, it would benefit our membership being able to see what the weather is at the field
4. Bulletin board- this is meant to share information with our members that don't have access to on line tools.
5. Cement ramp for lawn mower into the conex- in order to store our lawnmower in the conex, we need to overcome a 6" lip. We need a permanent solution that keep volunteers from moving ramps every time the mower is used
6. Roadway repair- we have giant potholes in the road leading to our facility, we're currently using gravel to fill the holes bur we want a permanent repair
7. Helipads- we want to install two helipads on the field to better manage and improve our rotor winged members' experience on the field

Thank you for your consideration.

Guillermo Castañeda



## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 2 - Financial Sustainability

**Subject:**

Resolution No. 2024-59, Authorizing a Grant Application to the Washington State Military Department for a State and Local Cybersecurity Grant Program (SLCGP)

Department/Office

Administrative Services Department

Ordinance/Resolution Number:

2024-59

Document Type:

Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-59, authorizing submission of a grant application to the Washington State Military Department for participation in the State and Local Cybersecurity Grant Program for funds to be used toward execution of the City's cybersecurity implementation plan.

**Summary:**

The Washington State Military Department Emergency Management Division (EMD) received \$5,337,861 from the U.S. Department of Homeland Security as part of the Infrastructure Investment and Jobs Act (IIJA) to address cybersecurity risks and threats to information systems owned or operated by state, local and territorial governments.

The State and Local Cybersecurity Grant Program (SLCGP) is a unique opportunity for the City to seek funding to support its ongoing cybersecurity plan.

In 2023, the City successfully procured two (2) SLCGP grants for city-wide implementation of multi-factor authentication and a virtual CISO project, thereby reinforcing its commitment to safeguarding critical systems and data. Staff is seeking authorization to apply to the SLCGP for two (2) potential projects in this grant cycle:

1. SecureCOR Managed Detection & Response (MDR) – MDR is a cybersecurity service that blends human expertise and technology to quickly identify potential threats and limit their ability to affect systems through monitoring, response, and proactive threat hunting techniques.
2. SecureCOR Privileged Access Management (PAM) – Staff will explore password management at an enterprise level, providing more robust password storage and management solutions for users.

The matching component of this grant, if successful, is covered by the State of Washington. No local match is required.

Staff recommends adoption of Resolution No. 2024-59.

Fiscal Impact:

The matching component of this grant, if successful, is covered by the State of Washington. No local match required.

**Attachments:**

- I. Resolution No. 2024-59

**RESOLUTION NO. 2024-59**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
AUTHORIZING A GRANT APPLICATION TO THE WASHINGTON  
STATE MILITARY DEPARTMENT FOR A STATE AND LOCAL  
CYBERSECURITY GRANT PROGRAM (SLCGP) GRANT.**

**WHEREAS**, the Washington State Military Department Emergency Management Division (EMD) received \$5,337,861 from the U.S. Department of Homeland Security as part of the Infrastructure Investment and Jobs Act (IIJA) to address cybersecurity risks and threats to information systems owned or operated by state, local and territorial governments; and

**WHEREAS**, the State and Local Cybersecurity Grant Program (SLCGP) is an opportunity for the City to seek funding to support its ongoing cybersecurity plan; and

**WHEREAS**, the City successfully procured two (2) SLCGP grants in 2023 for city-wide implementation of multi-factor authentication and a virtual CISO project, thereby reinforcing its commitment to safeguarding critical systems and data.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that staff is authorized to prepare and submit a grant application to the Washington State Military Department Emergency Management Division for grant funding from the State and Local Cybersecurity Grant Program.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney



## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Resolutions - Adoption

Strategic Priority I - High Performance Government

**Subject:**

Resolution No. 2024-60, Authorizing Award of Bid to Intermountain Slurry Seal, Inc. for the 2024 Microsurfacing Project

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-60

Document Type:  
Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-60, authorizing the City Manager to sign and execute a construction contract with Intermountain Slurry Seal, Inc. in the amount of \$1,191,000.00, and to execute change orders in an aggregate amount not to exceed \$120,000 as needed to fulfill the 2024 Microsurfacing Project's design intent.

**Summary:**

The 2024-2029 Capital Improvement Plan includes the Pavement Preservation Program (the "Program"). The Program is implemented each year using a variety of resurfacing technologies selected to most cost-effectively preserve the City's street surfaces. All project development and design work required to advance this year's Microsurfacing Project to construction has been completed.

Bids were solicited in accordance with the City's purchasing policies, with three (3) bids received and opened on April 9, 2024. Intermountain Slurry Seal, Inc. submitted the lowest responsible bid of the three (3) received.

The Pavement Preservation Program budget is adequate to complete the project using the lowest responsible bid. The City's best interests are served by completing the Microsurfacing Project in accordance with the Capital Improvement Plan, project design and lowest responsible bid.

Staff recommends adoption of Resolution No. 2024-60.

**Fiscal Impact:** The 2024 Capital Improvement Plan approved \$4,110,000 in the Pavement Preservation Program. This budget amount allows for full funding of the 2024 Microsurfacing Project, which is estimated at \$1,311,000 including construction, contingency and construction management.

**Attachments:**

1. Resolution No. 2024-60
2. Bid Tab - ITB#24-0041 - 2024 Microsurfacing

**RESOLUTION NO. 2024-60**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
AWARDING A CONSTRUCTION CONTRACT TO INTERMOUNTAIN  
SLURRY SEAL, INC. FOR THE 2024 MICROSURFACING PROJECT.**

**WHEREAS**, the 2024-2029 Capital Improvement Plan (CIP) includes the Pavement Preservation Program (the “Program”); and

**WHEREAS**, the Program is implemented each year using a variety of resurfacing technologies selected to most cost-effectively preserve the City’s street surfaces; and

**WHEREAS**, all project development and design work required to advance this year’s Microsurfacing Project to construction has been completed; and

**WHEREAS**, bids were solicited in accordance with the City’s purchasing policies, with three (3) bids received and opened on April 9, 2024; and

**WHEREAS**, Intermountain Slurry Seal, Inc. submitted the lowest responsible bid of all bids received; and

**WHEREAS**, the Pavement Preservation Program budget is adequate to complete the Project using the lowest responsible bid; and

**WHEREAS**, the City’s best interests are served by completing this year’s Microsurfacing Project in accordance with the Capital Improvement Plan, project design and lowest responsible bid.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that the City Manager is authorized to sign and execute a construction contract with Intermountain Slurry Seal, Inc. in the amount of \$1,191,000.00, and to execute change orders in an aggregate amount not to exceed \$120,000 as needed to fulfill the 2024 Microsurfacing Project’s design intent.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

# City of Richland

|                                |               |
|--------------------------------|---------------|
| DATE BIDS OPENED: April 9,2024 | ITB # 24-0041 |
| 2024 MICROSURFACING            |               |

| Item                             | Description                                  | Qty        | Unit | ENGINEER'S ESTIMATE |                     | INTERMOUNTAIN SLURRY SEAL, INC<br>RENO, NV |                       | VSS INTERNATIONAL, INC<br>WEST SACRAMENTO, CA |                       |
|----------------------------------|----------------------------------------------|------------|------|---------------------|---------------------|--------------------------------------------|-----------------------|-----------------------------------------------|-----------------------|
|                                  |                                              |            |      | Unit Price          | Total Price         | Unit Price                                 | Total Price           | Unit Price                                    | Total Price           |
|                                  | <b>SCH A - BASE BID</b>                      |            |      |                     |                     |                                            |                       |                                               |                       |
| A1                               | Mobilization                                 | 1.00       | LS   | \$75,000.00         | 75,000.00           | 95,000.00                                  | 95,000.00             | 45,000.00                                     | 45,000.00             |
| A2                               | SPCC Plan                                    | 1.00       | LS   | 1,000.00            | 1,000.00            | 2,500.00                                   | 2,500.00              | 3,620.00                                      | 3,620.00              |
| A3                               | Roadway Surveying                            | 1.00       | LS   | 15,000.00           | 15,000.00           | 25,000.00                                  | 25,000.00             | 15,584.40                                     | 15,584.40             |
| A4                               | Project Temporary Traffic Control            | 1.00       | LS   | 100,000.00          | 100,000.00          | 125,000.00                                 | 125,000.00            | 256,541.74                                    | 256,541.74            |
| A5                               | Portable Changeable Message Sign (PCMS)      | 240.00     | HR   | 8.00                | 1,920.00            | 25.00                                      | 6,000.00              | 12.96                                         | 3,110.40              |
| A6                               | Tree Trimming                                | 1.00       | LS   | 5,000.00            | 5,000.00            | 1,000.00                                   | 1,000.00              | 9,997.56                                      | 9,997.56              |
| A7                               | Microsurfacing Type III                      | 140,494.00 | SY   | 4.25                | 597,099.50          | 4.30                                       | 604,124.20            | 4.20                                          | 590,074.80            |
| A8                               | Temporary Pavement Markings - Short Duration | 142,485.00 | LF   | 0.15                | 21,372.75           | 0.25                                       | 35,621.25             | 0.27                                          | 38,470.95             |
| A9                               | Paint Line                                   | 59,526.00  | LF   | 0.20                | 11,905.20           | 0.36                                       | 21,429.36             | 0.39                                          | 23,215.14             |
| A10                              | Painted Wide Line                            | 46,781.00  | LF   | 0.30                | 14,034.30           | 0.45                                       | 21,051.45             | 0.49                                          | 22,922.69             |
| A11                              | Plastic Stop Line (Preformed)                | 731.00     | LF   | 10.00               | 7,310.00            | 12.00                                      | 8,772.00              | 12.59                                         | 9,203.29              |
| A12                              | Plastic Crosswalk Line (Preformed)           | 5,844.00   | SF   | 7.50                | 43,830.00           | 7.00                                       | 40,908.00             | 7.56                                          | 44,180.64             |
| A13                              | Plastic Traffic Arrow ( Preformed)           | 82.00      | EA   | 115.00              | 9,430.00            | 205.00                                     | 16,810.00             | 221.40                                        | 18,154.80             |
| A14                              | Plastic Bicycle Lane Symbol (Preformed)      | 95.00      | EA   | 185.00              | 17,575.00           | 198.00                                     | 18,810.00             | 191.10                                        | 18,154.50             |
| A15                              | Plastic Traffic Letter (Preformed)           | 12.00      | EA   | 185.00              | 2,220.00            | 132.00                                     | 1,584.00              | 142.56                                        | 1,710.72              |
| A16                              | Plastic Yield Line Symbol (Preformed)        | 12.00      | EA   | 185.00              | 2,220.00            | 86.00                                      | 1,032.00              | 92.88                                         | 1,114.56              |
| A17                              | Plastic Shared Marking Symbol (Preformed)    | 27.00      | EA   | 185.00              | 4,995.00            | 205.00                                     | 5,535.00              | 220.32                                        | 5,948.64              |
| A18                              | Removing Plastic Line                        | 106,153.00 | LF   | 0.25                | 26,538.25           | 0.40                                       | 42,461.20             | 0.36                                          | 38,215.08             |
| A19                              | Removing Plastic Crosswalk Line              | 5,450.00   | SF   | 1.50                | 8,175.00            | 3.00                                       | 16,350.00             | 3.19                                          | 17,385.50             |
| A20                              | Removing Plastic Stop Line                   | 745.00     | SF   | 1.50                | 1,117.50            | 3.00                                       | 2,235.00              | 3.19                                          | 2,376.55              |
| A21                              | Removing Plastic Traffic Marking             | 51.00      | EA   | 85.00               | 4,335.00            | 50.00                                      | 2,550.00              | 54.00                                         | 2,754.00              |
| A22                              | Permanent Signing                            | 1.00       | LS   | 25,000.00           | 25,000.00           | 20,000.00                                  | 20,000.00             | 19,589.04                                     | 19,589.04             |
| <b>SCH A - BASE BID SUBTOTAL</b> |                                              |            |      |                     | <b>\$995,077.50</b> |                                            | <b>\$1,113,773.46</b> |                                               | <b>\$1,187,325.00</b> |
| <b>NO SALES TAX</b>              |                                              |            |      |                     |                     |                                            | -                     |                                               | -                     |
| <b>SCH A - BASE BID TOTAL</b>    |                                              |            |      |                     | <b>\$995,077.50</b> |                                            | <b>\$1,113,773.46</b> |                                               | <b>\$1,187,325.00</b> |

# City of Richland

|                     |              |       |         |
|---------------------|--------------|-------|---------|
| DATE BIDS OPENED:   | April 9,2024 | ITB # | 24-0041 |
| 2024 MICROSURFACING |              |       |         |

|                           |                                              |            |      | ONE WAY TRIGGER, LLC<br>SACRAMENTO, CA |             | PASCO, WA  |             |            |             |
|---------------------------|----------------------------------------------|------------|------|----------------------------------------|-------------|------------|-------------|------------|-------------|
| Item                      | Description                                  | Qty        | Unit | Unit Price                             | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| SCH A - BASE BID          |                                              |            |      |                                        |             |            |             |            |             |
| A1                        | Mobilization                                 | 1.00       | LS   | 105,000.00                             | 105,000.00  |            | -           |            | -           |
| A2                        | SPCC Plan                                    | 1.00       | LS   | 1,875.00                               | 1,875.00    |            | -           |            | -           |
| A3                        | Roadway Surveying                            | 1.00       | LS   | 26,500.00                              | 26,500.00   |            | -           |            | -           |
| A4                        | Project Temporary Traffic Control            | 1.00       | LS   | 114,000.00                             | 114,000.00  |            | -           |            | -           |
| A5                        | Portable Changeable Message Sign (PCMS)      | 240.00     | HR   | 52.00                                  | 12,480.00   |            | -           |            | -           |
| A6                        | Tree Trimming                                | 1.00       | LS   | 7,500.00                               | 7,500.00    |            | -           |            | -           |
| A7                        | Microsurfacing Type III                      | 140,494.00 | SY   | 4.90                                   | 688,420.60  |            | -           |            | -           |
| A8                        | Temporary Pavement Markings - Short Duration | 142,485.00 | LF   | 0.30                                   | 42,745.50   |            | -           |            | -           |
| A9                        | Paint Line                                   | 59,526.00  | LF   | 0.45                                   | 26,786.70   |            | -           |            | -           |
| A10                       | Painted Wide Line                            | 46,781.00  | LF   | 0.55                                   | 25,729.55   |            | -           |            | -           |
| A11                       | Plastic Stop Line (Preformed)                | 731.00     | LF   | 14.50                                  | 10,599.50   |            | -           |            | -           |
| A12                       | Plastic Crosswalk Line (Preformed)           | 5,844.00   | SF   | 8.75                                   | 51,135.00   |            | -           |            | -           |
| A13                       | Plastic Traffic Arrow ( Preformed)           | 82.00      | EA   | 256.00                                 | 20,992.00   |            | -           |            | -           |
| A14                       | Plastic Bicycle Lane Symbol (Preformed)      | 95.00      | EA   | 247.00                                 | 23,465.00   |            | -           |            | -           |
| A15                       | Plastic Traffic Letter (Preformed)           | 12.00      | EA   | 165.00                                 | 1,980.00    |            | -           |            | -           |
| A16                       | Plastic Yield Line Symbol (Preformed)        | 12.00      | EA   | 107.00                                 | 1,284.00    |            | -           |            | -           |
| A17                       | Plastic Shared Marking Symbol (Preformed)    | 27.00      | EA   | 255.00                                 | 6,885.00    |            | -           |            | -           |
| A18                       | Removing Plastic Line                        | 106,153.00 | LF   | 0.40                                   | 42,461.20   |            | -           |            | -           |
| A19                       | Removing Plastic Crosswalk Line              | 5,450.00   | SF   | 3.70                                   | 20,165.00   |            | -           |            | -           |
| A20                       | Removing Plastic Stop Line                   | 745.00     | SF   | 3.70                                   | 2,756.50    |            | -           |            | -           |
| A21                       | Removing Plastic Traffic Marking             | 51.00      | EA   | 65.00                                  | 3,315.00    |            | -           |            | -           |
| A22                       | Permanent Signing                            | 1.00       | LS   | 25,000.00                              | 25,000.00   |            | -           |            | -           |
| SCH A - BASE BID SUBTOTAL |                                              |            |      | \$1,261,075.55                         |             | \$0.00     |             | \$0.00     |             |
| NO SALES TAX              |                                              |            |      | -                                      |             | -          |             | -          |             |
| SCH A - BASE BID TOTAL    |                                              |            |      | \$1,261,075.55                         |             | \$0.00     |             | \$0.00     |             |



## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Resolutions - Adoption

Strategic Priority I - High Performance Government

**Subject:**

Resolution No. 2024-61, Authorizing Award of Bid to Doolittle Construction, LLC for the 2024 Slurry Seal Project

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-61

Document Type:  
Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-61, authorizing the City Manager to sign and execute a construction contract with Doolittle Construction, LLC in the amount of \$995,598.99, and to execute change orders in an aggregate amount not to exceed \$100,000 as needed to fulfill the 2024 Slurry Seal Project's design intent.

**Summary:**

The 2024-2029 Capital Improvement Plan includes the Pavement Preservation Program (the "Program"). The Program is implemented each year using a variety of resurfacing technologies selected to most cost-effectively preserve the City's street surfaces. Slurry seal is a resurfacing technology selected by the City for treatment of local streets and paved parking lots in need of resurfacing, but whose need does not rise to an asphalt overlay or reconstruction treatment.

Project development and design work required to advance this year's Slurry Seal Project to construction has been completed. Project development included adding certain municipal parking lots maintained by Parks & Public Facilities to the scope of work if they are in the general vicinity where slurry seal work will be performed.

Bids were solicited in accordance with the City's purchasing policies, with five (5) bids received and opened on April 9, 2024. Doolittle Construction, LLC submitted the lowest responsible bid of the five (5) received.

The Pavement Preservation Program budget is adequate to complete the Slurry Seal Project using the lowest responsible bid. The City's best interests are served by completing the Project in accordance with the Capital Improvement Plan, project design and lowest responsible bid.

Staff recommends adoption of Resolution No. 2024-61.

**Fiscal Impact:**

The 2024 Capital Improvement Plan approved \$4,110,000 in the Streets Pavement Preservation Program and \$180,000 in the Parks & Facilities Parking Lot and Pathway Renewal Program. This budget amount allows for full funding of the 2024 Slurry Seal Project, which is estimated at \$1,145,600 (\$1,077,200 estimated from Pavement Preservation and \$68,400 estimated from Parking Lot and Pathway Renewal) including construction, contingency and construction management.

**Attachments:**

1. Resolution No. 2024-61
2. Bid Tab - ITB#24-0013 - 2024 Slurry Seal

**RESOLUTION NO. 2024-61**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
AWARDING A CONSTRUCTION CONTRACT TO DOOLITTLE  
CONSTRUCTION, LLC FOR THE 2024 SLURRY SEAL PROJECT.**

**WHEREAS**, the 2024-2029 Capital Improvement Plan (CIP) includes the Pavement Preservation Program (the “Program”); and

**WHEREAS**, the Program is implemented each year using a variety of resurfacing technologies selected to most cost-effectively preserve the City’s street surfaces; and

**WHEREAS**, slurry seal is a resurfacing technology selected by the City for treatment of local streets and paved parking lots in need of resurfacing, but whose need does not rise to an asphalt overlay or reconstruction treatment; and

**WHEREAS**, all project development and design work required to advance this year’s Slurry Seal Project to construction has been completed; and

**WHEREAS**, to maximize efficiency and value, municipal parking lots within the vicinity of the identified slurry seal projects were added to the scope of work during project development; and

**WHEREAS**, bids were solicited in accordance with the City’s purchasing policies, with five (5) bids received and opened on April 9, 2024; and

**WHEREAS**, Doolittle Construction, LLC submitted the lowest responsible bid of the five (5) bids received; and

**WHEREAS**, the Pavement Preservation Program budget is adequate to complete the Project using the lowest responsible bid; and

**WHEREAS**, the City’s best interests are served by completing this year’s Slurry Seal Project in accordance with the Capital Improvement Plan, project design and lowest responsible bid.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that the City Manager is authorized to sign and execute a construction contract with Doolittle Construction, LLC in the amount of \$995,598.99, and to execute change orders in an aggregate amount not to exceed \$100,000 as needed to fulfill the 2024 Slurry Seal Project’s design intent.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

*This space intentionally left blank.*

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

# City of Richland

|                   |              |       |         |
|-------------------|--------------|-------|---------|
| DATE BIDS OPENED: | April 9,2024 | ITB # | 24-0013 |
| 2024 SLURRY SEAL  |              |       |         |

|                                                      |                                            |            |      | ENGINEER'S ESTIMATE |             | DOOLITTLE CONSTRUCTION LLC SACRAMENTO, CA |             | ONE WAY TRIGGER, LLC SACRAMENTO, CA |             |
|------------------------------------------------------|--------------------------------------------|------------|------|---------------------|-------------|-------------------------------------------|-------------|-------------------------------------|-------------|
| Item                                                 | Description                                | Qty        | Unit | Unit Price          | Total Price | Unit Price                                | Total Price | Unit Price                          | Total Price |
|                                                      | SCH A - COR SLURRY SEAL BASE BID           |            |      |                     |             |                                           |             |                                     |             |
| A1                                                   | Mobilization                               | 1.00       | LS   | \$60,000.00         | 60,000.00   | 54,120.16                                 | 54,120.16   | 48,000.00                           | 48,000.00   |
| A2                                                   | SPCC Plan                                  | 1.00       | LS   | 1,000.00            | 1,000.00    | 2,000.00                                  | 2,000.00    | 1,500.00                            | 1,500.00    |
| A3                                                   | Project Temporary Traffic Control          | 1.00       | LS   | 30,000.00           | 30,000.00   | 45,000.00                                 | 45,000.00   | 45,000.00                           | 45,000.00   |
| A4                                                   | Portable Changeable Message Sign           | 240.00     | HR   | 15.00               | 3,600.00    | 10.00                                     | 2,400.00    | 23.00                               | 5,520.00    |
| A5                                                   | Tree Trimming                              | 1.00       | LS   | 10,000.00           | 10,000.00   | 5,000.00                                  | 5,000.00    | 16,500.00                           | 16,500.00   |
| A6                                                   | Type I Slurry Seal                         | 326,374.00 | SY   | 2.35                | 766,978.90  | 2.00                                      | 652,748.00  | 2.14                                | 698,440.36  |
| A7                                                   | Type III Slurry Seal                       | 48,601.00  | SY   | 3.15                | 153,093.15  | 2.75                                      | 133,652.75  | 2.88                                | 139,970.88  |
| A8                                                   | Removing Plastic Line                      | 3,987.00   | LF   | 0.50                | 1,993.50    | 0.67                                      | 2,671.29    | 0.80                                | 3,189.60    |
| A9                                                   | Removing Plastic Crosswalk Line & Stop Bar | 3,576.00   | SF   | 7.50                | 26,820.00   | 1.88                                      | 6,722.88    | 2.10                                | 7,509.60    |
| A10                                                  | Paint Line                                 | 2,402.00   | LF   | 1.25                | 3,002.50    | 0.41                                      | 984.82      | 0.45                                | 1,080.90    |
| A11                                                  | Wide Paint Line                            | 107.00     | LF   | 2.25                | 240.75      | 2.18                                      | 233.26      | 2.40                                | 256.80      |
| A12                                                  | Plastic Crosswalk Line (Preformed)         | 3,504.00   | SF   | 9.00                | 31,536.00   | 8.21                                      | 28,767.84   | 9.00                                | 31,536.00   |
| A13                                                  | Plastic Stop Bar                           | 72.00      | SF   | 8.00                | 576.00      | 10.42                                     | 750.24      | 11.50                               | 828.00      |
| A14                                                  | Plastic Traffic Arrow                      | 3.00       | EA   | 150.00              | 450.00      | 223.00                                    | 669.00      | 250.00                              | 750.00      |
| SCH A - COR SLURRY SEAL BASE BID SUBTOTAL            |                                            |            |      | \$1,089,290.80      |             | \$935,720.24                              |             | \$1,000,082.14                      |             |
| NO SALES TAX                                         |                                            |            |      |                     |             | -                                         |             | -                                   |             |
| SCH A - COR SLURRY SEAL BASE BID TOTAL               |                                            |            |      | \$1,089,290.80      |             | \$935,720.24                              |             | \$1,000,082.14                      |             |
| SCH B - COR PARKS & FACILITIES PARKING LOTS          |                                            |            |      |                     |             |                                           |             |                                     |             |
| B1                                                   | Mobilization                               | 1.00       | LS   | \$10,000.00         | 10,000.00   | 1,000.00                                  | 1,000.00    | 2,000.00                            | 2,000.00    |
| B2                                                   | Project Temporary Traffic Control          | 1.00       | LS   | 5,000.00            | 5,000.00    | 1,000.00                                  | 1,000.00    | 2,000.00                            | 2,000.00    |
| B3                                                   | Portable Changeable Message Sign           | 100.00     | HR   | 15.00               | 1,500.00    | 10.00                                     | 1,000.00    | 28.00                               | 2,800.00    |
| B4                                                   | Tree Trimming                              | 1.00       | LS   | 3,500.00            | 3,500.00    | 1,000.00                                  | 1,000.00    | 1,800.00                            | 1,800.00    |
| B5                                                   | Type I Slurry Seal                         | 19,280.00  | SY   | 2.50                | 48,200.00   | 2.05                                      | 39,524.00   | 2.15                                | 41,452.00   |
| B6                                                   | Paint Line                                 | 7,743.00   | LF   | 1.25                | 9,678.75    | 0.75                                      | 5,807.25    | 0.83                                | 6,426.69    |
| B7                                                   | Paint Access Parking Space Symbol          | 28.00      | EA   | 125.00              | 3,500.00    | 50.00                                     | 1,400.00    | 55.00                               | 1,540.00    |
| B8                                                   | Paint Loading Zone Hatch                   | 3,250.00   | SF   | 6.00                | 19,500.00   | 1.34                                      | 4,355.00    | 1.50                                | 4,875.00    |
| SCH B - COR PARKS & FACILITIES PARKING LOTS SUBTOTAL |                                            |            |      | \$100,878.75        |             | \$55,086.25                               |             | \$62,893.69                         |             |
| 8.7% SALES TAX                                       |                                            |            |      | 8,776.45            |             | 4,792.50                                  |             | 5,471.75                            |             |
| SCH B - COR PARKS & FACILITIES PARKING LOTS TOTAL    |                                            |            |      | \$109,655.20        |             | \$59,878.75                               |             | \$68,365.44                         |             |
| SCH A - COR SLURRY SEAL BASE BID                     |                                            |            |      | \$1,089,290.80      |             | \$935,720.24                              |             | \$1,000,082.14                      |             |
| SCH B - COR PARKS & FACILITIES PARKING LOTS          |                                            |            |      | 109,655.20          |             | 59,878.75                                 |             | 68,365.44                           |             |
| GRAND TOTAL                                          |                                            |            |      | \$1,198,946.00      |             | \$995,598.99                              |             | \$1,068,447.58                      |             |

# City of Richland

|                   |               |       |         |
|-------------------|---------------|-------|---------|
| DATE BIDS OPENED: | April 9, 2024 | ITB # | 24-0013 |
| 2024 SLURRY SEAL  |               |       |         |

|                                                      |                                            |            |      | BLACKLINE, INC<br>VANCOUVER, WA |             | VSS INTERNATIONAL, INC<br>WEST SACRAMENTO, CA |             | INTERMOUNTAIN<br>SLURRY SEAL, INC<br>RENO, NV |             |
|------------------------------------------------------|--------------------------------------------|------------|------|---------------------------------|-------------|-----------------------------------------------|-------------|-----------------------------------------------|-------------|
| Item                                                 | Description                                | Qty        | Unit | Unit Price                      | Total Price | Unit Price                                    | Total Price | Unit Price                                    | Total Price |
|                                                      | SCH A - COR SLURRY SEAL BASE BID           |            |      |                                 |             |                                               |             |                                               |             |
| A1                                                   | Mobilization                               | 1.00       | LS   | 15,000.00                       | 15,000.00   | 16,674.00                                     | 16,674.00   | 50,000.00                                     | 50,000.00   |
| A2                                                   | SPCC Plan                                  | 1.00       | LS   | 10,000.00                       | 10,000.00   | 3,620.00                                      | 3,620.00    | 5,000.00                                      | 5,000.00    |
| A3                                                   | Project Temporary Traffic Control          | 1.00       | LS   | 49,999.99                       | 49,999.99   | 122,699.73                                    | 122,699.73  | 60,000.00                                     | 60,000.00   |
| A4                                                   | Portable Changeable Message Sign           | 240.00     | HR   | 8.00                            | 1,920.00    | 16.20                                         | 3,888.00    | 15.00                                         | 3,600.00    |
| A5                                                   | Tree Trimming                              | 1.00       | LS   | 40,000.00                       | 40,000.00   | 62,292.24                                     | 62,292.24   | 5,000.00                                      | 5,000.00    |
| A6                                                   | Type I Slurry Seal                         | 326,374.00 | SY   | 2.08                            | 678,857.92  | 2.25                                          | 734,341.50  | 2.60                                          | 848,572.40  |
| A7                                                   | Type III Slurry Seal                       | 48,601.00  | SY   | 4.11                            | 199,750.11  | 2.95                                          | 143,372.95  | 2.26                                          | 109,838.26  |
| A8                                                   | Removing Plastic Line                      | 3,987.00   | LF   | 0.70                            | 2,790.90    | 0.72                                          | 2,870.64    | 0.75                                          | 2,990.25    |
| A9                                                   | Removing Plastic Crosswalk Line & Stop Bar | 3,576.00   | SF   | 1.95                            | 6,973.20    | 2.03                                          | 7,259.28    | 2.00                                          | 7,152.00    |
| A10                                                  | Paint Line                                 | 2,402.00   | LF   | 0.45                            | 1,080.90    | 0.44                                          | 1,056.88    | 0.50                                          | 1,201.00    |
| A11                                                  | Wide Paint Line                            | 107.00     | LF   | 2.18                            | 233.26      | 2.35                                          | 251.45      | 2.50                                          | 267.50      |
| A12                                                  | Plastic Crosswalk Line (Preformed)         | 3,504.00   | SF   | 8.47                            | 29,678.88   | 8.87                                          | 31,080.48   | 11.00                                         | 38,544.00   |
| A13                                                  | Plastic Stop Bar                           | 72.00      | SF   | 10.44                           | 751.68      | 11.25                                         | 810.00      | 14.00                                         | 1,008.00    |
| A14                                                  | Plastic Traffic Arrow                      | 3.00       | EA   | 230.00                          | 690.00      | 240.84                                        | 722.52      | 300.00                                        | 900.00      |
| SCH A - COR SLURRY SEAL BASE BID SUBTOTAL            |                                            |            |      | \$1,037,726.84                  |             | \$1,130,939.67                                |             | \$1,134,073.41                                |             |
| NO SALES TAX                                         |                                            |            |      | -                               |             | -                                             |             | -                                             |             |
| SCH A - COR SLURRY SEAL BASE BID TOTAL               |                                            |            |      | \$1,037,726.84                  |             | \$1,130,939.67                                |             | \$1,134,073.41                                |             |
| SCH B - COR PARKS & FACILITIES<br>PARKING LOTS       |                                            |            |      |                                 |             |                                               |             |                                               |             |
| B1                                                   | Mobilization                               | 1.00       | LS   | 5,000.00                        | 5,000.00    | 1,000.00                                      | 1,000.00    | 2,500.00                                      | 2,500.00    |
| B2                                                   | Project Temporary Traffic Control          | 1.00       | LS   | 4,999.99                        | 4,999.99    | 10,000.00                                     | 10,000.00   | 8,000.00                                      | 8,000.00    |
| B3                                                   | Portable Changeable Message Sign           | 100.00     | HR   | 8.00                            | 800.00      | 16.20                                         | 1,620.00    | 35.00                                         | 3,500.00    |
| B4                                                   | Tree Trimming                              | 1.00       | LS   | 2,000.00                        | 2,000.00    | 2,160.00                                      | 2,160.00    | 2,000.00                                      | 2,000.00    |
| B5                                                   | Type I Slurry Seal                         | 19,280.00  | SY   | 2.08                            | 40,102.40   | 3.85                                          | 74,228.00   | 3.75                                          | 72,300.00   |
| B6                                                   | Paint Line                                 | 7,743.00   | LF   | 0.80                            | 6,194.40    | 0.81                                          | 6,271.83    | 1.00                                          | 7,743.00    |
| B7                                                   | Paint Access Parking Space Symbol          | 28.00      | EA   | 54.00                           | 1,512.00    | 54.00                                         | 1,512.00    | 68.00                                         | 1,904.00    |
| B8                                                   | Paint Loading Zone Hatch                   | 3,250.00   | SF   | 1.47                            | 4,777.50    | 1.45                                          | 4,712.50    | 2.00                                          | 6,500.00    |
| SCH B - COR PARKS & FACILITIES PARKING LOTS SUBTOTAL |                                            |            |      | \$65,386.29                     |             | \$101,504.33                                  |             | \$104,447.00                                  |             |
| 8.7% SALES TAX                                       |                                            |            |      | 5,688.61                        |             | 8,830.88                                      |             | 9,086.89                                      |             |
| SCH B - COR PARKS & FACILITIES PARKING LOTS TOTAL    |                                            |            |      | \$71,074.90                     |             | \$110,335.21                                  |             | \$113,533.89                                  |             |
| SCH A - COR SLURRY SEAL BASE BID                     |                                            |            |      | \$1,037,726.84                  |             | \$1,130,939.67                                |             | \$1,134,073.41                                |             |
| SCH B - COR PARKS & FACILITIES PARKING LOTS          |                                            |            |      | 71,074.90                       |             | 110,335.21                                    |             | 113,533.89                                    |             |
| GRAND TOTAL                                          |                                            |            |      | \$1,108,801.74                  |             | \$1,241,274.88                                |             | \$1,247,607.30                                |             |



# COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 4 - Quality of Life

**Subject:**

Resolution No. 2024-62, Authorizing a Consultant Agreement with Herrera Environmental Consultants, Inc. for the Solid Waste Organics Processing Feasibility Study

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-62

Document Type:  
Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-62, authorizing the City Manager to sign and execute a consultant agreement with Herrera Environmental Consultants, Inc. to perform the Solid Waste Organics Processing Feasibility Study.

**Summary:**

Chapter 70A.205 RCW defines planning requirements for solid waste services. Chapter 70A.205 RCW was recently amended to require increased diversion of the organic fraction of solid waste from landfill disposal. Compliance with the new organics diversion requirements is expected to impact the City's solid waste utility and its customers, particularly commercial customers who have specific compliance obligations.

The City's best interests are served by conducting a detailed feasibility study regarding the service changes and new programs required by revised Chapter 70A.205 RCW. A consultant with the necessary expertise is needed to complete the feasibility study since City staff does not hold the necessary training and/or experience related to the new requirements.

In accordance with its purchasing policies, the City solicited interest from qualified consultant teams to perform a Solid Waste Organics Processing Feasibility Study. Of the three (3) firms who responded to the City's solicitation, Herrera Environmental Consultants, Inc. was determined to be the most qualified. A scope and budget has been negotiated with Herrera Environmental Consultants, Inc. that will provide the City with the necessary services at a good value.

Staff recommends adoption of Resolution No. 2024-62.

**Fiscal Impact:**

The proposed agreement is estimated at \$249,810. The City was awarded a low-interest loan for this effort in the amount of up to \$500,000 (see Contract No. 107-24 approved by Resolution No. 2024-17). A future budget adjustment is necessary to appropriate this new funding source in the 2024 Budget. In the meantime, due to other projects not yet awarded under the 2024 CIP, adequate funding capacity of nearly \$972,000 exists in the 2024 Solid Waste Utility Fund to allow this necessary study to advance.

**Attachments:**

1. Resolution No. 2024-62
2. Draft Agreement - Herrera Environmental Consultants, Inc.

**RESOLUTION NO. 2024-62**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
AUTHORIZING A CONSULTANT AGREEMENT WITH HERRERA  
ENVIRONMENTAL CONSULTANTS, INC. FOR THE SOLID  
WASTE ORGANICS PROCESSING FEASIBILITY STUDY.**

**WHEREAS**, Chapter 70A.205 RCW defines planning requirements for solid waste services;  
and

**WHEREAS**, Chapter 70A.205 RCW was recently revised to require increased diversion of  
the organic fraction of solid waste from landfill disposal; and

**WHEREAS**, compliance with the new organic diversion requirements is expected to be  
impactful to the City's solid waste utility and its customers, particularly commercial customers  
who have specific compliance obligations; and

**WHEREAS**, the City's best interests are served by contracting with a consultant to complete  
a detailed feasibility study regarding the service changes and new programs required by revised  
Chapter 70A.205 RCW; and

**WHEREAS**, a competitive Request for Qualifications (RFQ) process was conducted in  
accordance with the City's purchasing policies to solicit the services of a qualified consultant to  
perform the Solid Waste Organics Processing Feasibility Study; and

**WHEREAS**, the City received three (3) responses to the RFQ; and

**WHEREAS**, Herrera Environmental Consultants, Inc. was selected as the most qualified  
consultant to complete the study; and

**WHEREAS**, a scope of work and budget have been negotiated with Herrera Environmental  
Consultants, Inc. that provides the City with the necessary services at good value.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that the  
City Manager is authorized to sign and execute a consultant agreement with Herrera Environmental  
Consultants, Inc. to perform the Solid Waste Organics Processing Feasibility Study.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

*This space intentionally left blank.*

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

**AGREEMENT BETWEEN CITY AND CONSULTANT****Solid Waste Organics Processing Feasibility Study**

This Agreement is entered into this \_\_\_\_\_ day of May, 2024 ("Effective Date") by and between the **City of Richland ("City")**, a Washington municipal corporation located at 625 Swift Blvd. Richland, WA 99352, and **Herrera Environmental Consultants, Inc. ("Consultant")**, a Washington for-profit corporation with service at 2200 6<sup>th</sup> Ave., Ste. 1100, Seattle, WA 98121. **City** and **Consultant** are referred to individually herein as a "Party" and collectively herein as the "Parties."

**WITNESSETH:****1. SCOPE OF WORK**

- a. Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work outlined in Exhibit A. In performing these services, Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.
- b. This Agreement consists of this Agreement and other documents listed below. These form the entire Agreement between the Parties, and are fully integrated into this Agreement as if stated or repeated herein. In the event of a conflict between documents, the order of precedence will be the order listed below. An enumeration of the Agreement documents is set forth below (mark all that apply):
  1. ☒ City of Richland Agreement No. \_\_\_\_\_
  2. ☒ Exhibit A: Scope of Work
  3. ☒ City Richland Solicitation No. RFQ 24-0019
  4. ☒ Solicitation No. RFQ 24-0019 proposal response submitted by Consultant dated February 28, 2024.
  5. ☒ Additional Documents – Exhibit B: Cost Estimate.

**2. TIME FOR COMPLETION**

Consultant shall not begin any work under the terms of this Agreement until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Agreement by February 28, 2025.

**3. TERM**

The term of this Agreement shall commence on the Effective Date identified above and end at midnight on June 30, 2025.

#### **4. PAYMENT**

- a. Services rendered by Consultant under this Agreement will be paid at the rate set forth in Exhibit A Scope of Work, but in no event shall the total compensation for services rendered under this Agreement exceed **Two Hundred Forty-Nine Thousand Eight Hundred Ten Dollars and No Cents (\$249,810.00)**, including all fees and those reimbursable expenses listed in Exhibit A.
- b. City shall pay Consultant for services rendered after receipt of a detailed invoice. Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the contract number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices.
- c. Partial payments to cover the percentage of work completed may be requested by Consultant. These payments shall not be more than one (1) per month.
- d. Pre-approved travel, meals and lodging will be reimbursed at cost and only when consultant travels at least 150 miles per one way trip. Reimbursable expenses are limited to the following: coach airfare, ground transportation (taxi, shuttle, car rental), hotel accommodations as provided below, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance or up to the current federal per-diem with detailed receipts, no alcohol, and a 20% maximum gratuity.
  - i. Hotel accommodations: eligible lodging expenses include the room cost only; itemized receipts must be provided for hotel reimbursements.
  - ii. Hotel reimbursement is limited to the single room rate. If two or more consultants are sharing a room, reimbursement is allowable for only one consultant at the double room rate.
  - iii. The maximum reimbursement should be limited to the best discount rate available and allowable that meets traveler's business needs and basic needs for health, safety and cleanliness. Non-smoking rooms are authorized even if they are more expensive.
- e. Reimbursement for extra services/reimbursable expenses are not authorized under this Agreement unless detailed in the Scope of Work or agreed upon in writing as a modification to this Agreement.
- f. Consultant will allow access to the City, State of Washington, Federal Grantor Agency, Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three (3) years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this Agreement is initiated before the expiration of the three-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

#### **5. INDEPENDENT CONTRACTOR**

Consultant, and any and all employees of Consultant or other persons engaged in the performance of any work or services required of Consultant under this Agreement, are independent contractors and shall not be considered employees of the City. Any and all claims that arise at any time under any Workers' Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of Consultant's employees or other persons engaged in any of the work or services required to be provided herein, shall be the sole obligation and responsibility of Consultant.

#### **6. OWNERSHIP OF DOCUMENTS**

Any and all data, analyses, documents, photographs, plans, designs, drawings, specifications, surveys, films, documents, reports and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by Consultant or Consultant's subcontractors for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the services and payment in full of all payment due to Consultant of the fees set forth in this Agreement. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by Consultant and is not "work made for hire" within the terms of this Agreement. Consultant will ensure that all independent contractors have written agreements in place that transfers ownership of all Intellectual Property created by them or provided by them to the City.

The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of Consultant. The City agrees to waive any claim against Consultant arising from any unauthorized reuse of the plans and specifications, and to indemnify and hold Consultant harmless from any claim, liability or cost arising or allegedly arising out of any reuse of the plans and specifications by the City or its agent not authorized by Consultant.

#### **7. TERMINATION**

- a. This Agreement may be terminated by either Party upon thirty (30) days' written notice. In the event this Agreement is terminated by Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination. In the event the City terminates this Agreement, the City shall pay Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and Consultant.
- b. If any work covered by this Agreement shall be suspended or abandoned by the City before Consultant has completed the assigned work, Consultant shall be paid an amount equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and Consultant.

#### **8. AVAILABILITY OF RECORDS FOR PUBLIC INSPECTION**

- a. As a public contract, all records prepared, generated or used by Consultant or its agents, employees and subcontractors relating to this Agreement and associated work (hereinafter "public records") may be subject to disclosure under the Washington State Public Record Act, Chapter 42.56 RCW.

- b. Contractor shall maintain and retain all such public records in a manner that is readily accessible for a minimum term of no less than three (3) years following completion of the contract work. City shall have the right to timely review all such public records upon request. Contractor shall provide copies of any public records requested by City within thirty (30) calendar days of City's request. If City requests that copies of public records be provided to City in an electronic format, said records shall be provided at no cost to City. If paper copies are requested by City, City shall pay \$.10 per page. Payment for paper copies shall be rendered to Consultant within twenty (20) calendar days of receipt.
- c. All records subject to a public disclosure request will be provided to a requester unless exempted from disclosure by law. The City's decision to exempt or redact any public record shall be based only upon valid exemptions that apply to the City. City will not refrain from disclosing any record under an exemption that may be personal to Consultant. In the event Consultant objects to release of any public record under this Agreement, Consultant may seek judicial approval to prevent such disclosure at Consultant's sole expense. City shall neither aid nor interfere with Consultant's request for an injunction to prevent disclosure of any public record under this Agreement.
- d. Consultant shall insert this provision in all contracts with subcontractors or agents providing services relating to this Agreement.

#### **9. DISPUTE RESOLUTION**

- a. The City and Consultant agree to negotiate in good faith for a period of thirty (30) days from the date of notice of all disputes between them prior to exercising their rights under this Agreement, or under law.
- b. All disputes between the City and Consultant not resolved by negotiation between the Parties may be arbitrated only by mutual agreement of the City and Consultant. If not mutually agreed to resolve the claim by arbitration, the claim will resolve by legal action.

#### **10. DEBARMENT CERTIFICATION**

Consultant certifies that neither Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal or state department or agency. Further, Consultant agrees not to enter into any arrangements or contracts related to completion of the work contemplated under this Agreement with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-Procurement Programs" which can be found at:

[www.sam.gov](http://www.sam.gov) and <https://secure.lni.wa.gov/verify/>

#### **11. VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION**

In the event that either Party deems it necessary to initiate a legal action to enforce any right or obligation under this Agreement, the Parties agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Benton County. The Parties agree that all questions shall be resolved by application of Washington law, and that the Parties to such action shall have the right of appeal from such decision of the Superior Court in accordance with the laws of the State of Washington. Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington situated in Benton County.

#### **12. ATTORNEY'S FEES**

The Parties agree that should legal action be necessary to enforce any of the provisions of this Agreement, that the substantially prevailing Party will be awarded its reasonable attorney's fees and costs in action, including costs and attorney's fees on appeal if appeal is taken.

### **13. INSURANCE**

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

- a. No Limitation. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- b. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:
  1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
  2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
  3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  4. Professional Liability, Errors or Omissions insurance appropriate to the Consultant's profession. Coverage shall be provided if Consultant is providing services under this Agreement as a licensed professional, including, but not limited to, engineers, architects, accountants, surveyors, and attorneys.
- c. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:
  1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
  3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- d. Other Insurance Provisions. Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be

primary insurance with respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of Consultant's insurance and shall not contribute with it.

- e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- f. Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of Consultant before commencement of the work.
- g. Notice of Cancellation. Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.
- h. Failure to Maintain Insurance. Failure on the part of Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due Consultant from the City.
- i. Public Entity Full Availability of Consultant Limits. If Consultant maintains higher insurance limits than the minimum shown above, the City shall be insured for the full available limits of the Commercial General and Excess or Umbrella liability maintained by Consultant, irrespective of whether such limits maintained by Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Consultant.

#### **14. INDEMNIFICATION / HOLD HARMLESS**

- a. Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the willful or negligent acts, or alleged willful or alleged negligent acts, errors or omissions of the Consultant or the Consultant's employees or agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**15. STANDARD OF CARE**

The professional services will be furnished in accordance with the care and skill ordinarily used by members of the same profession practicing under similar conditions at the same time and in the same locality.

**16. SUCCESSORS OR ASSIGNS**

All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the Parties hereto, and their respective successors and assigns; provided, however, that no assignment of the Agreement shall be made without written consent of the non-assigning Party, which may be given in the non-assigning Party's sole discretion.

**17. NOTICES**

Any notices required under this Agreement will be in writing, addressed to the appropriate Party at the address which appears below (as modified in writing from time to time by such party), and given by electronic submission, by facsimile personally, by registered or certified mail, return receipt requested, or by nationally recognized overnight courier service. All notices shall be effective upon the date sent.

Purchasing Manager  
City of Richland  
625 Swift Blvd., MS-11  
Richland, WA 99352  
Email: [purchasing@ci.richland.wa.us](mailto:purchasing@ci.richland.wa.us)  
Phone: (509) 942-7710

Contact Name: Phil Coughlan  
Name of Firm: Herrera Environmental Consultants  
Address: 2200 6<sup>th</sup> Ave., Ste. 1100  
Address: Seattle, WA 98121  
Email: [Pcoughlan@herrerainc.com](mailto:Pcoughlan@herrerainc.com)  
Phone Number: (206) 787-8242

**18. EQUAL OPPORTUNITY AGREEMENT**

Consultant agrees that Consultant will not discriminate against any employee or job applicants for work under this Agreement for reasons of race, sex, nationality, religious creed, or sexual orientation.

**19. SEVERABILITY**

If any provision of this Agreement conflicts with applicable law, or its application is found to be invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected, and to this end, the terms of this Agreement are declared to be severable.

**20. AMENDMENTS**

All amendments must be in writing and be approved and signed by both Parties.

**21. CHANGE IN LAW**

The Parties hereto agree that in the event legislation is enacted or regulations are promulgated, or a decision of court is rendered, or any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation is published that affects or may affect the legality of this Agreement or any part thereof or that materially and adversely affects the ability of either Party to perform its obligations or receive the benefits intended hereunder ("Adverse Change in Law"), then within fourteen (14) calendar days following written notice by either Party to the other Party of such adverse change in law, the Parties shall meet to negotiate in good faith an amendment which will carry out the original intention of the Parties to the extent possible. If, despite good faith attempts, the Parties cannot reach agreement upon an amendment within sixty (60) calendar days after commencing negotiation, then this Agreement may be terminated by either Party as of the

earlier of: (i) the effective date of the adverse change in law, or (ii) the expiration of a period of sixty (60) days following written notice of termination provided by one Party to the other.

**22. CONFIDENTIALITY**

In the course of performing under this Agreement, Consultant, including its employees, agents or representatives, may receive, be exposed to, or acquire confidential information. Confidential information may include, but is not limited to, patient information, contract terms, sensitive employee information, or proprietary data in any form, whether written, oral, or contained in any computer database or computer readable form. Consultant shall: i) not disclose or sell confidential information except as permitted by this Agreement; (ii) only permit use of such confidential information by employees, agents and representatives having a need to know in connection with performance under this Agreement; and (iii) advise each of its employees, agents, and representatives of their obligations to keep such information confidential.

**23. CHANGES OF WORK**

- a. When required to do so, and without any additional compensation, Consultant shall make such changes and revisions in the completed work of this Agreement as necessary to correct or revise any errors, omissions, or other deficiencies in the design, drawings, specifications, reports, and other similar documents which Consultant is responsible for preparing or furnishing under this Agreement.
- b. Should the City find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, Consultant shall make such revisions as directed by the City. This work shall be considered as Extra Work and will be paid for as herein provided under Section 24, Extra Work.

**24. EXTRA WORK**

The City may desire to have Consultant perform work or render additional services within the general scope of this Agreement. Such work shall be considered as extra work and will be specified in a written supplement to this Agreement which will set forth the nature of the scope, schedule for additional work, additional fees and the method of payment. Work under a supplemental Agreement shall not proceed until authorized in writing by the City.

**25. ENTIRE AGREEMENT**

This Agreement contains the entire agreement of the Parties hereto and supersedes all previous understandings and agreements, written and oral, with respect to this transaction. Neither Party shall be liable to the other for any representations made by any person regarding the terms of this Agreement, except to the extent that the same are expressed in this Agreement.

**26. AUTHORITY TO EXECUTE**

Each person executing this Agreement on behalf of another person, corporation, partnership, company, or other organization or entity represents and warrants that he or she is fully authorized to so execute and deliver this Agreement on behalf of the entity or party for which he or she is signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein, and that this Agreement is enforceable in accordance with its terms.

**27. COUNTERPART ORIGINALS**

Execution of this Agreement and any amendment or other document related to this Agreement may be by electronic signature and in any number of counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one whole agreement.

*(Signature page to follow)*

Draft

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

CITY OF RICHLAND

CONSULTANT

\_\_\_\_\_  
Jon Amundson, ICMA-CM  
City Manager

\_\_\_\_\_  
Signature

Attest:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Heather Kintzley, City Attorney

**EXHIBIT A: Detailed Scope of Work**

**See Attached**

**EXHIBIT B: Cost Estimate**

**See Attached**

Draft

# **RICHLAND SOLID WASTE ORGANICS PROCESSING FEASIBILITY STUDY**

In March 2024, City of Richland requested Herrera Environmental Consultants (Herrera) prepare a scope of work and budget to analyze the technical and financial feasibility of expanded organic solid waste collection and processing as required by the Revised Code of Washington (RCW) 70A.205.

This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with this project based on the scope of work included in the Request for Qualifications provided by the City of Richland.

## **Task 1.0 – Review and Assessment of Existing Facilities and Programs**

The objective of this task is for Herrera and its subconsultants (Herrera Team) to analyze the operations of City of Richland's solid waste system and other local solid waste management infrastructure. The knowledge gathered under this task will allow the Herrera Team to establish a baseline for system activities, performance, and conditions. The work will be completed as described in the following subtasks.

### **Subtask 1.1 - Compile and Summarize Baseline Infrastructure, Services, and Programs**

The Herrera Team will review readily available data and prepare a Request for Information (RFI) related to data gaps and documents required from the City of Richland such as contracts, reports, and materials needed for assessment. A draft RFI can be sent to the City of Richland before the project kickoff meeting for review and discussed at the meeting to identify gaps. Readily available information reviewed is anticipated to include City of Richland code and policies for constraints and opportunities.

Information the Herrera Team anticipates reviewing as of the analysis includes the following:

- Data regarding amount of organic material currently observed in the disposed waste stream from Benton County, City of Richland, and Washington State Department of Ecology (Ecology).
- Information regarding existing facilities (e.g., Horn Rapids Landfill and Richland Compost) to identify physical constraints and opportunities.
- Applicable agreements to determine potential staffing changes required for diversion of organics from the disposed waste stream.
- The schedule of all regular collection routes for single-family, commercial, and industrial waste.

## SCOPE OF WORK

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- Number of commercial, industrial, and residential loads typically arriving on each day of the week at Horn Rapids Landfill.
- Commercial, industrial, and residential tonnage data for the past three years, 2021 to 2023.

Operational data over the past three years for the Richland Compost aerated static pile (ASP) facility located at the Horn Rapids Landfill. This would include inbound tonnage received, tons or cubic yards of compost produced, residuals or compost overs produced, typical process time from placement of feedstock in ASP system through removal of product and amount of finished product sold at what average price.

- Details on existing solid waste utility/division operating budgets, collection metrics and costs, operating costs for compost operation, financial results, assets, rates, etc.
- Projections for population growth to assist with future tonnage forecasting and future program capacity needs.
- Existing rate information related to organics service.
- Other local existing and planned public and private organics facilities information and data, including tonnage of organic materials received, feedstock, operations procedures and practices, facility and site layouts, equipment, and any anticipated upgrades in response to House Bill (HB) 1799.

Once existing data is reviewed, the Herrera Team will prepare for a kickoff meeting with the City of Richland Project Manager and team. The Herrera Team will develop an agenda, which will include introductions, a discussion of background data, data gaps and issues identified, and next steps. The kickoff meeting will be used to gather initial thoughts about specific opportunities and options. The meeting will also be used to define issues, expectations, and schedule for Waste Characterization Study with the City of Richland. The Herrera Team anticipates that City of Richland will identify its technical experts (leads) available to brainstorm and advance the analysis.

The kickoff meeting is anticipated to include facility tours to confirm information reviewed as part of the data review and identify opportunities for expansion potential to meet future organics processing infrastructure needs.

## Assumptions

- The RFI will be provided approximately one week after contract execution.
- Kickoff meeting will be approximately two weeks following the receipt of documents in response to the RFI.
- The kickoff meeting agenda will be provided by the Herrera Team at least three business days prior to meeting.
- Up to three Herrera Team members will attend the kickoff meeting in person, two from Herrera and one from JRMA.

## SCOPE OF WORK

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- The kickoff meeting will be up to 2 hours at the City of Richland offices.
- The facilities tour will require up to 3 hours and City of Richland staff will escort the Herrera Team members. Additional facility tours as applicable will be scheduled in conjunction with the kickoff meeting. These are anticipated to include private firms operating in the region, including Basin Disposal and Waste Management. City of Richland staff will assist with coordination of scheduling meetings with private companies. These introductory meetings and tours will be conducted to learn about the private firms role in the system and capabilities
- Kickoff meeting notes will be provided within three business days of the meeting.

### Deliverables

- RFI in Word format delivered via email.
- Kickoff meeting agenda in Word format delivered via email.
- Kickoff meeting notes in Word format delivered via email.

### Subtask 1.2 - Interview Industry Stakeholders

The Herrera Team will collaborate with the City of Richland to select up to four solid waste industry participants (e.g., Basin Disposal and Waste Management) to interview. These interviews will produce feedback on operational and service practices and identify coordination opportunities. Topics are anticipated to include the following:

- Common barriers and potential solutions to increase organics diversion.
- Equipment used for material handling and separation.
- Incoming load acceptance and screening procedures.
- Determination of how loads are received to increase diversion and minimize disposal.
- Assistance with strategies to enhance diversion.
- Education and outreach efforts.

The Herrera Team will prepare questions based on the information gathered as part of Subtask 1.1. Questions will be provided to City of Richland for review prior to interviews for review.

Information gathered will be presented in the Technical Memorandum prepared as part of Subtask 1.3.

### Assumptions

- Interviews are anticipated to be up to 30 minutes each.
- Interviews are anticipated to be conducted via phone calls.
- Proposed questions will be provided approximately one week after the kickoff meeting.
- City of Richland will provide its review of proposed questions within one week of receipt.

## SCOPE OF WORK

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- Interviews will be completed within two weeks.

### Deliverables

- Proposed interview questions in Word format delivered via email.
- Notes from interviews in Word format delivered via email.

### Subtask 1.3 - Technical Memorandum

The Herrera team will prepare a technical memorandum summarizing assessment of existing facilities and programs. The document will identify opportunities and potential barriers related to compliance with HB 1799.

### Assumptions

- Draft technical memorandum will be completed within two weeks after completion of interviews.
- Final technical memorandum will be completed within two weeks after receipt of City of Richland comments.

### Deliverables

- Draft and final technical memorandum in Word and PDF format delivered via email.

## Task 2.0 – Coordination with Ecology Program Staff

The objective of this task is to review how the Organics Management Law and the related updates to RCW 70A.205 will impact solid waste management in the City of Richland. The Herrera Team anticipates working closely with Ecology's Organics Management Team. This task will be used to document ongoing coordination with Ecology throughout the project.

The Organics Management Law requires a report to Ecology every two years, with the first report being due by end of 2024. Open dialogue with Ecology will be key as it launches its new organics portal later in 2024 for submitting reports. In addition, coordination will be required as Ecology will have information on organics processing facilities permitting and as organics collection programs expand. Work on this task will be used to maintain an in-depth familiarity with Ecology's Organics Management Team and its goals. The Herrera Team will establish an open exchange of information, feedback, adjustment, and collaboration with Ecology staff as the project progresses.

The Herrera team anticipates coordination will occur during a 1-hour check in meetings with Ecology staff and the City of Richland staff. The Herrera team will prepare agenda and notes for each meeting.

### Assumptions

- Monthly meetings are anticipated to start in July 2024.
- Four, 1-hour virtual meetings are anticipated.

## SCOPE OF WORK

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- Agendas will be provided by the Herrera Team at least three business days prior to meeting.
- Up to two Herrera Team members will attend the meetings, up to two from Herrera and one from JRMA, depending on meeting agenda. JRMA will attend a maximum of three meetings.
- Meeting notes will be provided within three business days of the meeting.

### Deliverables

- Up to four meeting agendas in Word format delivered via email.
- Up to four meeting notes in Word format delivered via email.

## Task 3.0 – Organics Waste Characterization Study

The objective of this task will be to complete a waste characterization study with an emphasis on organics and to provide baseline data to inform the organic materials study.

The City of Richland waste characterization study methodology will be designed to obtain statistically accurate estimates of waste composition with an emphasis on organic waste. The Herrera Team will identify goals for the residential, small commercial, large commercial, and industrial customer waste streams. The Herrera Team will perform a single sort that separates organic materials from the remainder of the waste stream. The study will provide composition estimates for sub-sets of the organic waste streams, including the four service areas and demographic profiles for the residential sector. The Herrera Team proposes to capture and characterize samples of waste from randomly chosen collection routes within each of the service areas, and sample waste from randomly chosen residential, commercial, and industrial loads that arrive at the Horn Rapids Landfill. The work will be completed as part of the below subtasks.

### Subtask 3.1 - Develop Sampling Plan

Under this subtask the Herrera Team will develop a summary of the study methodology and schedule sampling to aim for an even distribution of samples across days of the week. This is important for making a best effort for sample collection to be representative of the entire inbound stream because some neighborhoods or types of businesses may be more likely to have their waste collected on certain days of the week. The Herrera Team will design a sampling schedule that apportions samples among waste streams, service areas, and sampling events in a manner so that an individual waste stream is represented equally and that sampling quotas are met.

The Herrera Team will use the collection route information gathered during Task 1.0 to randomly select routes for sampling. In addition, the Herrera Team will use the number of residential, commercial, and industrial loads gathered during Task 1.0 to develop a systematic selection procedure for sampling loads. Because route lists are subject to revision, the Herrera Team will verify the route schedule prior to sampling and send the list of vehicles selected for sampling to the route supervisor and the landfill operations manager.

The following information is anticipated to be included in the sampling plan:

## SCOPE OF WORK

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- A summary methodology that specifies the approach for selecting loads and samples, sampling procedures, and the waste characterization process.
- The following data collection forms specifically for this study to be included as appendices to the Sampling Plan, as follows:
  - Vehicle Selection Forms
  - Material Weight Tally Sheets
  - Sample Identification (ID) Tags
- The Herrera Team anticipates completing six days of field work, Monday through Saturday.

The Herrera Team will submit a draft sampling plan and schedule for field work to City of Richland for review. Following incorporation of any comments, a final sampling plan will be provided prior to beginning actual data collection.

### Assumptions

- The City of Richland will provide dates that will not be acceptable for the field work.
- The City of Richland collections does not operate on Saturdays, so self-haul will be the only loads available for sampling on a Saturday.
- The draft sampling plan will be provided approximately three weeks after the kickoff meeting or receipt of the information requested regarding routes and loads requested as part of Task 1.0, whichever is later.
- The final sampling plan will be provided within two weeks of receipt of compiled comments on the draft version.
- No travel to Richland will required for this subtask.

### Deliverables

- Draft and final sampling plan in Word format delivered via email.

### Subtask 3.2 - Conduct Sampling

Under this subtask, the Herrera Team will collect and sort waste samples.

At the commencement of field work, the field crew will discuss the random vehicle selection process with scalehouse staff at the landfill. Scalehouse staff will select vehicles for sorting. Scalehouse staff will provide sample ID tags to the applicable drivers to place in the windshield of the selected vehicles. Scalehouse staff will notify the field crew via radio or text message that a study vehicle is headed towards the field crew. Scalehouse staff will also direct the selected vehicles to the area set aside for the study vehicles. The Herrera Team will enlist the help of scalehouse staff to identify the pre-selected loads and systematically select residential, commercial, and industrial loads.

## SCOPE OF WORK

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Sampling intervals will be determined by dividing the total number of loads expected to arrive at the landfill on a given day by the number of samples needed each day. Sampling intervals may be adjusted so that sufficient loads can be intercepted during the time available. Vehicle Selection Forms to track vehicles selected for sampling will be created for each sampling day.

The selected loads will be directed to the tipping area, where the field crew will use either a hand-sorting or visual characterization method to characterize a sample from the load.

After each selected load is tipped, the field crew will work with the loader operator to extract a randomly chosen sample from each selected load and place that sample on a tarp for sorting and characterization. Each selected sample will weigh approximately 200 pounds. The field crew will collect and sort approximately 90 samples. The project includes approximately 18 residential samples, 36 commercial samples, and 36 industrial samples, dependent on the availability of appropriate loads at the landfill. The commercial samples will be further allocated to various sub-sectors (such as small commercial and large commercial) based on the project's needs and the availability of tonnage data. A member of the field crew will keep a tally of vehicles on the Vehicle Selection Form.

The hand-sorting sampling method will be used to characterize samples of residential and commercial waste using a four-step process, as follows:

1. The selected load will be dumped in an elongated pile. The field crew manager will select a sample from this pile using an imaginary 16-cell grid superimposed over the dumped material. One grid cell will be selected to extract a sample from.
2. The selected portion of the load (the sample) will be placed on a tarp, and a field crew member will take photographs. The field crew member will position the sample ID tag that identifies each sample so it is visible in each photograph.
3. The field crew will sort samples by material type into separate plastic baskets. The field manager will monitor the homogeneity of material in the baskets as they accumulate, rejecting any materials that are improperly classified.
4. The sampling crew manager will verify the purity of each material as it is weighed in its basket and will record each material weight on a tally sheet.

At the conclusion of each sorting day, the field manager will conduct a quality control review of the data recorded on each Material Weight Tally Sheet. The completed sheets will then be transmitted to the office for data entry.

As field work progresses, information gathered will be entered into a customized database. This database will incorporate queries that return sampling information at the individual truckload level, with selection options for sampling date, vehicle type, and route, as well as aggregate information regarding samples or sub-samples grouped by time interval, waste stream, or service area. The database will also incorporate queries that produce composition estimates (mean, maximum, and minimum estimates) and confidence intervals calculated at the 90% confidence level. The database will be provided to City of Richland, along with documentation of the data tables and queries, as well as instructions on its use.

## SCOPE OF WORK

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### Assumptions

- City of Richland staff will be available to facilitate communications between the field crew and the landfill and scalehouse staff, as needed.
- Scalehouse staff will select vehicle and direct selected vehicles to the study area.
- City of Richland staff will be available to extract a randomly chosen sample from each selected load via front loader and place that sample on a tarp for sorting and characterization.
- Herrera Team will provide a mobile scale for weighing materials from each selected load as well as tarps, gloves, safety glasses, and other required personal protective equipment for the field crew.
- Adequate space for the sorting work will be provided for the work at Horn Rapids Landfill. Space will be provided to minimize interference with ongoing operations.
- Total number of loads expected to arrive at the landfill on a given day will be based on prior year's vehicle data.
- Travel for multiple Herrera Team staff will be required for this subtask.

### Deliverables

- Database delivered via email.

### Subtask 3.3 – Report Preparation

Under this subtask the Herrera Team will prepare a draft report summarizing the study methodology and waste characterization results. The Waste Characterization Report will include a description of sampling procedures, tables that present quantity and composition estimates of the applicable categories in the waste, and material category definitions. Commercial waste stream composition data will be presented for small and large commercial customers, as well as by service area, and demographic profile. Commercial and industrial organics composition results will be presented by service area. To the extent feasible, specific waste generator types, such as schools and restaurants, will be reported.

The following information is anticipated to be included in the Waste Characterization Report:

- An executive summary to present a synopsis of the results in an easily readable format.
- A summary of sampling and analytical methods.
- Material definitions.
- Results in both tabular and narrative formats.
- A summary of regional waste characterization information for Benton and Franklin Counties extracted from the most recent solid waste plans available as well as Ecology information for this part of Washington state.
- Copies of the example field forms.

## SCOPE OF WORK

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The Herrera team will submit a draft Waste Characterization Report to City of Richland for review. Following incorporation of comments, a final Waste Characterization Report will be provided.

### Assumptions

- The City of Richland will provide residential, commercial, and industrial tonnage data for the days the field work was completed.
- The draft Waste Characterization Report will be completed within two months after completing field work or receipt of the tonnage data, whichever is later.
- The final Waste Characterization Report will be provided within one month of receipt of compiled comments on the draft version.

### Deliverables

- Draft and final Waste Characterization Report in PDF format delivered via email.

## Task 4.0 – Alternative Collection Programs

The objective of this task will be to evaluate City of Richland collection programs and provide recommendations on programs targeting compliance with RCW 70A.205. The development of alternative collection programs will focus on those that maximize organics capture and consider potential concerns from the business community.

Work is anticipated to start with an 1-hour, virtual discussion with City of Richland and two Herrera staff regarding options, such as collection for large-scale regional composting and/or other processing options. A part of this analysis will overlap with information gathered in Task 5 regarding regional large-scale compost processors to understand available options, acceptable feedstocks (including organic streams and packaging), distance from City of Richland, and tipping fees. This evaluation will consider the following:

- Quantities and types of materials available.
- Costs to collect materials.
- Outreach with business community to gauge interest and potential concerns about commercial organics-related services (business and commercial groups could include Downtown Business Association, hospitals, and property managers).
- Recommended alternative service options for enhanced collection of organics.

The Herrera team will prepare a summary technical memorandum with an assessment of the feasibility, service offerings, customer interest and needs, and operational elements for alternative collection programs.

## SCOPE OF WORK

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### Assumptions

- Outreach will be conducted via phone calls and include up to ten interviews with target businesses or business groups.
- Interviews are anticipated to be up to 30 minutes each.
- City of Richland will provide its review of proposed questions within one week of receipt.
- Interviews will be completed within two weeks.

### Deliverables

- Draft and final technical memorandum in Word format delivered via email.

## Task 5.0 – Development and Evaluation of Alternative Organic Processing Programs

The purpose of this task is to define and analyze the feasibility of expanding existing infrastructure, such as the current Richland Compost facility and adding new infrastructure to meet future needs. A matrix of processing options will be developed to address varying feedstocks, material receipt and handling requirements, processing building and equipment needs, and location and access to current collection system. The matrix will be reviewed with the City of Richland staff before detailed work begins on specific processing options.

Based on feedback from the City of Richland staff, the Herrera team will define up to three processing alternative scenarios. Each scenario will be informed by waste characterization data and tonnage forecasting developed in previous tasks, operational and financial information provided by the City of Richland staff, existing industry benchmark data, and information provided by other stakeholders, as applicable. A written operational description will be provided for each alternative along with Facility layout site plan drawings and a preliminary operational proforma, regarding adding additional tonnage scenarios.

Potential ownership option scenarios will also be explored at a high level including potential participation by the private sector. In addition, consideration will be given to a new facility option that could be owned and operated as a public facility or through a public-private partnership. The relative advantages and disadvantages of each ownership scenario will be summarized in a technical memorandum.

Work on this task will begin with development of baseline waste stream data and projections, using existing characterization and quantity information and identification of the range of feasible options. Through an iterative process engaging City of Richland staff and integrating with the initial work on other tasks, the Herrera Team will prepare a detailed analysis of up to three scenarios. The results will be input into a financial model that will show the diversion assumptions and the unit cost of operations for each scenario. Throughout the work, the Herrera Team will engage the City of Richland in a collaborative

## SCOPE OF WORK

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process to identify, evaluate, and refine selected options. The report will present the results of the study. The work will be completed as part of the below subtasks.

### Subtask 5.1 - Develop Baseline Projections

Under this subtask the Herrera Team will determine current generation, disposal, and diversion by organics material type and source. The Herrera Team will develop baseline 20-year projections, using population and employment projections, and other key variables. These baseline data sets will rely on existing waste composition data and will be updated as results of the Task 3 study become available. The data and projections will be used as inputs for the evaluation.

#### Assumptions

- Population projections from the Washington State Office of Financial Management (OFM) will be used. The percentage increase from the Washington State Office of Financial Management for Benton County will be applied to current city population.

#### Deliverables

- None, data developed under this subtask will be incorporated into deliverables described in below subtasks.

### Subtask 5.2 - Establish and Define Options

Under this subtask, the Herrera Team will establish design parameters (e.g., feedstock, throughput, proximity to collection system, type of processing equipment and processing methods, and customer receipt and handling specifications) for the study by defining the City of Richland's needs in a whole systems context and using the results of Subtask 5.1 to estimate potential recovery rates for organics using existing models. The study will consider tradeoffs associated with various technologies, the range of materials that could be processed at a new facility, and the implications of alternative options for the local solid waste management system and the region.

Once the data collection and initial evaluation have been completed, the Herrera Team will prepare an initial technical memorandum summarizing preliminary findings and identify and characterize potential options. City of Richland will review the technical memorandum and provide written comments back within two weeks after receiving the deliverable. After incorporating the City of Richland comments, these options will be presented to the City of Richland in a 3-hour in-person workshop to decide specific scenarios to be evaluated further. Based on the workshop outcomes, the Herrera Team will select options to be evaluated in the feasibility study.

#### Assumptions

Up to three Herrera Team members will attend in person workshop, two from Herrera and one from JRMA.

- The workshop meeting will be at the City of Richland offices.

## SCOPE OF WORK

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- Agendas will be provided at least three business days prior to meeting via email.
- Meeting notes will be provided within three business days of the meeting via email.
- Travel for multiple team staff will be required for this subtask.

### Deliverables

Agendas in Word format delivered via email.

- Preliminary and revised Technical Memoranda.
- PowerPoint presentation at workshop with printed site plans shared at the in-person meeting.
- Meeting notes in Word format delivered via email.

### Subtask 5.3 - Complete Assessment

Under this subtask, the Herrera Team will define the facility space planning and processing needs. This work is anticipated to include the following:

- Estimating the quantity and type of organics potentially recoverable from the waste stream. A range will be developed using the results of studies from other projects combined with specific data collected as part of Task 3.
- Defining facility parameters (capacity, storage and surge capacity, and future expansion options) based on the waste stream projections from Subtask 5.1.
- Identifying potential material processing options (typically, more equipment-intensive options have higher capital costs but require less labor costs, while less complex options require more staff and equipment costs).
- Describing the facility requirements for the different options.
- Establishing equipment requirements for each option including labor needs and long-term maintenance.
- Providing a description of key assumptions.

The assessment will be presented in a draft report which describes the facilities and equipment assumptions and will be reviewed by the City of Richland to obtain comments prior to further analysis.

### Assumptions

- Up to three different options will be evaluated.

### Deliverables

- Draft report in Word format delivered via email.

## SCOPE OF WORK

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### Subtask 5.4 - Develop Facility Needs and Costs

Using the draft report, the Herrera team will prepare site layouts, including building and equipment concepts to support the selected options. These conceptual level drawings will be used to determine the rough order of magnitude cost estimate for the options. Options for building a facility will consider adding new improvements at the Horn Rapids Landfill site or adding facilities at another site.

The Herrera Team will work with the City of Richland to determine the most cost-effective approaches for adding organics processing. This will include evaluating the most efficient material handling and traffic circulation options and incorporating concepts for equipment layouts to provide adequate space to receive and process organics.

Once the concept plans and capital costs are estimated, the Herrera Team will model the financial performance of each scenario. The performance and financial model uses projected labor costs and other operating parameters to estimate annual operating expenses that, when combined with capital costs and material estimates, calculate total system costs. This analysis will include the following elements:

- Waste stream diversion projections.

Estimated revenues from tipping fees at the processing facility will be considered however, an evaluation of any post processing sale of organic material will not be considered.

- A generalized flow diagram depicting the baseline system to process organics.
- Operating expenses for each processing option. Current local labor rates will be used to evaluate options for City of Richland operations with costs also developed for a private operator option.
- Capital cost for a structure, if applicable, and equipment, based on regional cost experience.

Annualized operating expenses for key cost categories (e.g., labor, maintenance, etc.) summarized as unit and operating costs.

New facility development (e.g., new facility as opposed to retrofitting the existing Richland Compost facility) costs work will be generic and not site specific unless a new location is agreed upon by the City of Richland

The results of the financial analysis of up to three options will be summarized in tables and presented to the City for review. As the Herrera Team completes the analysis, sensitivity analyses will be performed as needed on fundamental assumptions and design parameters.

### Assumptions

- Land purchase, if applicable, will not be included in the costs.
- Assumed labor costs and other operating costs will be based on information provided by the City of Richland.

## SCOPE OF WORK

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- Equipment cost information will be provided based on engagement with equipment and technology providers.

### Deliverables

- Draft proforma in Excel format delivered via email.

### Subtask 5.5 – Final Report Preparation

Under this subtask the Herrera Team will prepare a final report. This work will be prepared once the financial models, including any sensitivity analyses, are complete, City of Richland's comments have been incorporated into the draft report from Subtask 5.3. This document will include an executive summary presenting study results and the business case for each alternative. The final report is anticipated to include the following:

- Description of facility requirements.
- Equipment flow chart of proto-typical equipment for the organic wastes being considered.
- Assumptions for project sizing and layouts.
- Planning-level capital and operating costs (including labor assumptions), portrayed as a range.
- Revenue assumptions, if any, portrayed as a range.

Preliminary evaluation of advantages and disadvantages of public or private operator or combination thereof.

Once the Herrera Team has received comments on the draft final report, the Final Report will be prepared with an executive summary.

### Assumptions

- Comments to the cost information developed in subtask 5.4 will be incorporated into the final report.
- The final report will be provided within one month of receipt of compiled comments on the draft final version.

### Deliverables

- Draft final and final report in PDF format delivered via email.

## Task 6.0 – Capital and Operating Financing Strategies

The objective of this task is to calculate a curbside organics collection rate, an internal organics processing fee per ton, and a third-party organics processing fee per ton. These rates will be based on

## SCOPE OF WORK

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the City of Richland's preferred program option, and the projected tons, waste composition, operational and capital cost, and other data points of that option as determined by the previous steps of this Scope of Work. The rates will be calculated such that they adequately feed the City of Richland's Enterprise fund to cover capital and operating expenses for the preferred option.

As the City of Richland would likely need to fund on-going capital and operating financing needs through its Enterprise fund, the Herrera Team will begin this task with a 1-hour, virtual meeting with City of Richland to develop the financial parameters, based on current and future project financing plans, to be used to evaluate proposed collection and processing program improvements, and establish criteria to evaluate the potential strategies. These criteria are likely to include capital and operating costs, diversion potential, implementation factors, and risk. Costs of the preferred organics program option will not be assumed to be offset by any post-processing sale of organics material. Once the Herrera Team has considered the expected capital and operating costs, as determined in the feasibility study, an allowable reserve (margin) will be added and divided by the expected tons. This will result in rates, as explained above, that cover current capital and operating costs, plus some reserve funds. The information will be summarized in a technical memorandum.

### Assumptions

- Up to three Herrera team staff will attend the meeting, one from Pacific Financial Consulting Services and two from Herrera.

### Deliverables

- Draft and final technical memorandum in Word format delivered via email.

## Task 7.0 – Stakeholder Engagement

The purpose of this task is to provide opportunities for City of Richland and the Project Team to communications. Per HB2301, the City of Richland will provide stakeholders information on the design, criteria, and logistics associated with proposed programs. Five primary sets of stakeholders for this project are anticipated: 1) internal City of Richland participants, 2) City Council, 3) external parties, such as Benton County Solid Waste Advisory Committee 4) private solid waste firms, and 5) interested representatives from businesses and industries. Internal participants could include City of Richland staff spanning the full range of solid waste and recycling operations and programs, as well as key staff from other departments such as Wastewater Utility. External parties could include other agencies, such as Benton and Franklin Counties, Ecology, and representatives from existing advisory groups like the Utility Advisory Committee.

### Subtask 7.1 - Meetings

The Herrera Team proposes two 2-hour meetings, split between internal and participants outside of the City of Richland as determined in partnership with the City of Richland. To gain early stakeholder input and buy-in, the first meeting will be scheduled in June or July 2024, at the start of work on the contract,

## SCOPE OF WORK

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while the second meeting will involve presenting initial project recommendations. The second meeting will be held when the draft report developed under Task 5 has been prepared.

### Assumptions

- Meetings will be conducted virtually.
- Up to three Herrera Team members will attend the virtual meetings, two from Herrera and one from JRMA.
- Agendas will be provided at least five business days prior to meeting.
- Presentation materials will be provided at least three business days prior to meeting.
- Meeting notes will be provided within three business days of the meeting.

### Deliverables

- Agendas in Word format delivered via email.
- Meeting notes in Word format delivered via email.
- Presentation materials, anticipated to be PowerPoint delivered via email.

## Task 8.0 – Project Management

The purpose of this task is to monitor, control, and adjust scope, schedule, and budget, and to provide monthly status reporting, accounting, and invoicing for the project.

Herrera's project manager will be responsible for ongoing administration of the project, including preparing invoices and progress reports, as well as coordination of work efforts with the designated client. Herrera will prepare monthly progress reports and invoices under this task.

The Herrera Team will perform the following services as part of this task:

- Coordinate and manage the project team, including workload planning and scheduling.
- Prepare monthly progress reports describing the following:
  - Services completed during the invoice period.
  - Services planned for the following invoice period.
  - Needs for additional information.
  - Scope, schedule, or budget concerns.
  - Schedule update and financial status summary.
- Prepare monthly invoices.
- On an every other week basis, Project Manager will email project updates the City of Richland's Project Manager.

## SCOPE OF WORK

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- On a monthly basis the Project Manager will coordinate with City of Richland's Project Manager on a 30-minute conference call to review project scope, schedule, upcoming work, and potential budget issues.
- Maintain project decision and action item log that will be discussed during project management meetings.
- Review invoices submitted from subconsultants.
- Project close out.

## Assumptions

- Invoices and Progress Reports will be submitted electronically on a monthly basis.
- Project duration will be approximately 7 months.
- Subconsultants will not participate in progress meetings with City of Richland.

## Deliverables

- Monthly invoice and progress reports in Herrera's standard format (electronic PDF via email).
- Progress meeting notes via email.

## Project Schedule

- Notice to Proceed – May 15, 2024
- Task 1.0 – Review and Assessment of Existing Facilities and Programs – May through July 2024
- Task 2.0 – Coordination with Ecology Program Staff – July through November 2024
- Task 3.0 – Organics Waste Characterization Study – June through October 2024
- Task 4.0 – Alternative Collection Programs – June through September 2024
- Task 5.0 – Development and Evaluation of Alternative Organic Processing Programs – June through December 2024
- Task 6.0 – Capital and Operating Financing Strategies – November through December 2024
- Task 7.0 – Stakeholder Engagement – July through December 2024
- Task 8.0 – Project Management – May through December 2024



**HERRERA**

Task No.

[illegible]



## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Items - Approval

Strategic Priority I - High Performance Government

**Subject:**

Appointment to the Americans with Disabilities Act (ADA) Citizens Review Committee: Deborah Titus

Department/Office  
City Clerk

Ordinance/Resolution Number:

Document Type:  
General Business Item

**Recommended Motion:**

Appoint Deborah Titus to Position No. 5 on the ADA Citizens Review Committee.

**Summary:**

The Americans with Disabilities Act (ADA) Citizens Review Committee currently has two (2) vacancies following the resignation of Isaiah Chong from Position No. 5, effective February 1, 2024, and Judith Davis from Position No. 3, effective April 19, 2024.

Former ADA Citizens Review Committee member Deborah Titus has expressed interest in rejoining the ADA Citizens Review Committee and has submitted an application and resume for reappointment. Her previous contributions to the ADA Citizens Review Committee and her willingness to continue her service have been acknowledged and supported by the ADA Citizens Review Committee Staff Liaison, City Attorney Heather Kintzley.

Consistent with past practice, Staff Liaison Kintzley reviewed the application packet and recommends the reappointment of Deborah Titus to Position No. 5.

The unexpired term for Position No. 5 will be effective the day after appointment and will run through September 30, 2025.

The candidate's application packet is on file in the City Clerk's Office.

Fiscal Impact:           None.

**Attachments:**

- I. Recommendation Memo for ADA Appointment

**CITY OF RICHLAND**  
**OFFICE OF THE CITY ATTORNEY**

625 Swift Boulevard, MS-7  
Richland, WA 99352  
(509) 942-7390



**MEMORANDUM**

TO: Richland City Council

FROM: Heather Kintzley, City Attorney and ADA Coordinator

DATE: May 2, 2024

SUBJECT: Appointment to the ADA Citizens Review Committee

There are currently two (2) vacancies on the ADA Citizens Review Committee. Deborah Titus, a former ADA Citizens Review Committee member, has reapplied to resume service.

The purpose of the ADA Citizens Review Committee is to review complaints pertaining to the Americans with Disabilities Act as implemented and administered by the City of Richland. The Americans with Disabilities Act Citizens Review Committee provides a hearing, listens to the involved parties, and formulates a decision based on information provided in the hearing. The decision is made in writing, with an appeal opportunity in front of the Richland City Council.

Based on the nature of the work of the ADA Citizens Review Committee, meetings are only held when necessary and there is no City Council liaison. The Committee benefits significantly from members with unique experience with a disability or in assisting those with disabilities.

Based on Ms. Titus' previous contributions to the Committee and her willingness to continue her volunteer service, Staff recommends the reappointment of Deborah Titus to Position No. 5 on the ADA Citizens Review Committee.

The term for Position No. 5 will be effective the day following Council appointment and will expire September 30, 2025.



# COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Items of Business

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

**Subject:**

Ordinance No. 2024-17, Amending the 2024 Budget to Include the 2023 Budget Carryovers

Department/Office  
Finance

Ordinance/Resolution Number:  
2024-17

Document Type:  
Ordinance

**Recommended Motion:**

Give first reading, by title only, to Ordinance No. 2024-17, approving the identified carryovers and new revenues, and authorizing staff to make the necessary budget adjustments to appropriate \$91,893,639 into the 2024 Budget as provided therein.

**Summary:**

All appropriations in any current operating fund lapse at the end of each fiscal year; however, there are grants, projects and encumbered expenditures that cross between fiscal years. Therefore, it is necessary to carry over unexpended appropriations from the prior fiscal year to the current fiscal year for the following: 1) goods and services which had not yet been received by the end of 2023, but were encumbered and committed during that year; 2) uncompleted improvements in progress, including capital improvement and business license reserve projects; and 3) grant-related expenditures at the end of the year. RCW 35.33.151 expressly allows for this action.

In addition, RCW 35.33.091 requires the City to "declare an emergency" and hold a public hearing when amending the budget through appropriation of fund balance to pay for additional expenditures. A public hearing will be held on May 7, 2024 in compliance with state law, and Ordinance No. 2024-17 contains the statutorily required "emergency" language.

Ordinance No. 2024-17 amends the 2024 Budget to increase appropriations in the funds listed in the ordinance for the proposed carryovers. The proposed 2023 Budget carryover total of \$91,893,639 includes previously approved capital improvement projects (CIP), grant-funded programs, and encumbered goods and services not yet received at year-end. All items included in the carryover ordinance were previously budgeted in the prior year.

The sources of funds for the 2023 Budget carryovers include unrealized grants, loans, and contributions/transfers of \$15,283,338 and fund balances of \$76,610,301.

Staff recommends approval of Ordinance No. 2024-17 for first reading, by title only.

**Fiscal Impact:**

The total increase in appropriations to the 2024 Budget is \$91,893,639. This includes carryover of \$75,544,010 in approved CIP projects, \$6,522,425 in other grant-funded programs, and \$9,827,203 in encumbered goods and services.

**Attachments:**

1. Ordinance No. 2024-17
2. 2023 Appropriation Carryovers

## **ORDINANCE NO. 2024-17**

### **AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON, AMENDING THE 2024 BUDGET TO PROVIDE FOR ADDITIONAL APPROPRIATIONS FROM THE CARRYOVER OF PRIOR YEAR BUDGET TO COMPLETE CERTAIN UNCOMPLETED CAPITAL PROJECTS AND ENCUMBERED PURCHASES OF GOODS AND SERVICES AND CERTAIN REVENUES NOT PREVIOUSLY APPROPRIATED, AND DECLARING A PUBLIC EMERGENCY IN VARIOUS CITY FUNDS.**

**WHEREAS**, on November 21, 2023, Richland City Council passed Ordinance No. 2023-29, approving the 2024 Budget, including the 2024-2029 Capital Improvement Plan (CIP); and

**WHEREAS**, it is necessary to carry over unexpended appropriations from the prior fiscal year to the current fiscal year for goods and services which were not received by the end of the year, but were encumbered and committed in the prior year; and for uncompleted improvements in progress, including capital improvement and business license reserve projects, and grant-related expenditures at the end of the year; and

**WHEREAS**, RCW 35.33.151 provides for carryover of appropriations to the following year for payment of uncompleted programs and improvements in progress or on orders subsequently filled or claims subsequently billed for goods or services not completed by the end of the fiscal year; and

**WHEREAS**, this funding appropriation enables completion of unfinished capital improvement projects and payment of encumbered goods and services not received by year end; and

**WHEREAS**, pursuant to RCW 35.33.091, a duly noticed public hearing was held on May 7, 2024 regarding the increase in appropriations from beginning fund balance and new revenue as listed in Section 3 of this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Richland as follows:

Section 1. Facts Constituting Emergency. The expenses contained within this Ordinance were not anticipated when the 2024 Budget was approved. The increased appropriations contained within this Ordinance total \$91,893,639 of which \$91,893,639 was previously appropriated in the prior fiscal year's final budget. These appropriations are necessary for the completion of approved projects and purchases, and are identified by fund in Section 3 of this Ordinance.

Section 2. Declaration of Public Emergency. Due to circumstances described above, Richland City Council declares that a public emergency exists in the City's funds described in Section 3 of this Ordinance.

Section 3. Amendment of the 2024 Budget. The 2024 Budget is hereby amended to provide for additional appropriations as provided herein. The sources of funds contained in this Ordinance include unrealized grants, loans and contributions in the amount of \$15,283,338, and fund balance in the amount of \$76,610,301. These balances are identified for each fund in the following table:

| CHANGES IN 2024 APPROPRIATION FROM 2023 CARRYOVERS |                              |                      |                                     |                                    |                                 |                          |                              |
|----------------------------------------------------|------------------------------|----------------------|-------------------------------------|------------------------------------|---------------------------------|--------------------------|------------------------------|
| FUND #                                             | FUND NAME                    | SOURCES OF FUNDS     |                                     |                                    | USES OF FUNDS                   |                          |                              |
|                                                    |                              | CARRYOVER REVENUE    | CARRYOVER APPROPRIATED FUND BALANCE | TOTAL INCREASE IN SOURCES OF FUNDS | CURRENT APPROVED APPROPRIATIONS | CHANGE IN APPROPRIATIONS | TOTAL AMENDED APPROPRIATIONS |
| 001                                                | General                      | \$ -                 | \$ 3,289,068                        | \$ 3,289,068                       | \$ 77,808,690                   | \$ 3,289,068             | \$ 81,097,758                |
| 101                                                | Streets                      | -                    | 179,260                             | 179,260                            | 4,262,422                       | 179,260                  | 4,441,682                    |
| 112                                                | Industrial Development       | -                    | 6,174,305                           | 6,174,305                          | 6,882,296                       | 6,174,305                | 13,056,601                   |
| 117                                                | Public Safety Sales Tax      | -                    | 16,346                              | 16,346                             | 3,239,605                       | 16,346                   | 3,255,951                    |
| 150                                                | Hotel/Motel Tax              | -                    | 60,000                              | 60,000                             | 1,360,282                       | 60,000                   | 1,420,282                    |
| 153                                                | Community Dev. Block Grant   | 473,393              | 326,532                             | 799,926                            | 434,385                         | 799,926                  | 1,234,311                    |
| 154                                                | HOME                         | 4,622,975            | 1,305,417                           | 5,928,392                          | 1,122,119                       | 5,928,392                | 7,050,511                    |
| 301                                                | Streets Capital Construction | 7,842,950            | 6,156,937                           | 13,999,887                         | 16,101,000                      | 13,999,887               | 30,100,887                   |
| 319                                                | Fire Station Construction    | -                    | 5,198,731                           | 5,198,731                          | -                               | 5,198,731                | 5,198,731                    |
| 380                                                | Park Project Construction    | 1,560,000            | 10,937,428                          | 12,497,428                         | 3,467,000                       | 12,497,428               | 15,964,428                   |
| 385                                                | General Government Const.    | -                    | 1,162,635                           | 1,162,635                          | 50,000                          | 1,162,635                | 1,212,635                    |
| 402                                                | Water Utility                | -                    | 15,864,222                          | 15,864,222                         | 21,943,652                      | 15,864,222               | 37,807,874                   |
| 403                                                | Wastewater Utility           | 784,020              | 11,775,123                          | 12,559,143                         | 13,520,708                      | 12,559,143               | 26,079,851                   |
| 404                                                | Solid Waste Utility          | -                    | 5,675,126                           | 5,675,126                          | 14,195,512                      | 5,675,126                | 19,870,638                   |
| 405                                                | Storm Water Utility          | -                    | 2,198,885                           | 2,198,885                          | 5,023,870                       | 2,198,885                | 7,222,755                    |
| 407                                                | Medical Services Utility     | -                    | 69,211                              | 69,211                             | 9,258,243                       | 69,211                   | 9,327,454                    |
| 408                                                | Broadband Utility            | -                    | 238,455                             | 238,455                            | 703,919                         | 238,455                  | 942,374                      |
| 502                                                | Equipment Maintenance        | -                    | 81,014                              | 81,014                             | 5,553,743                       | 81,014                   | 5,634,757                    |
| 503                                                | Equipment Replacement        | -                    | 5,897,967                           | 5,897,967                          | 5,485,869                       | 5,897,967                | 11,383,836                   |
| 505                                                | Public Works Admin & Eng     | -                    | 3,638                               | 3,638                              | 5,358,544                       | 3,638                    | 5,362,182                    |
|                                                    | <b>Total</b>                 | <b>\$ 15,283,338</b> | <b>\$ 76,610,301</b>                | <b>\$ 91,893,639</b>               | <b>\$ 195,771,859</b>           | <b>\$ 91,893,639</b>     | <b>\$ 287,665,498</b>        |

Section 4. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

**PASSED** by the City Council of the City of Richland, Washington, at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Published: \_\_\_\_\_

| 2024 Carryovers - Encumbered, Expanded and Special Programs |        |          |                                           |                                                        |          |                  |
|-------------------------------------------------------------|--------|----------|-------------------------------------------|--------------------------------------------------------|----------|------------------|
| Expenditure Org                                             | Object | Vendor # | Vendor                                    | Description                                            | PO #     | Amount           |
| A2142000                                                    | 6403   | 11226    | DGR GRANT CONSTRUCTION INC                | New City Hall Finance Office 327 Contract 370-23       | 22300720 | 4,838            |
| C7572100                                                    | 4802   | 30188    | DIMENSIONAL COMMUNICATIONS INC.           | Council Chamber AV Maintenance (57-23)                 | 22300174 | 4,696            |
| D2586000                                                    | 4117   | 12417    | AHBL, INC                                 | CONTRACT #245-22 FOR PROFESSIONAL SERVICES             | 22200642 | 7,764            |
| F1221000                                                    | 4117   | 32142    | FITCH & ASSOCIATES LLC                    | PROFESSIONAL SVCS RE: SOC STUDY (NO. 98-23)            | 22300301 | 14,961           |
| F1222000                                                    | 2201   | 10311    | SEA WESTERN INC                           | FD STRUCTURE BOOTS -FF DAWSON, MARKLEY                 | 22300852 | 472              |
| F1222000                                                    | 2201   | 10311    | SEA WESTERN INC                           | FD STRUCTURE TURNOUT GEAR                              | 22300854 | 20,403           |
| F1222000                                                    | 2201   | 31735    | MARQUES HARRER                            | FD WINTER COATS                                        | 22300899 | 7,171            |
| F1222000                                                    | 2201   | 10311    | SEA WESTERN INC                           | FD STRUCTURE TURNOUT GEAR                              | 22300906 | 28,483           |
| F1222000                                                    | 2201   | 10311    | SEA WESTERN INC                           | FD - NEW RECRUIT STRUCTURE BOOTS                       | 22300913 | 4,123            |
| F1222000                                                    | 2201   | 10311    | SEA WESTERN INC                           | FD - NEW RECRUIT WILDLAND BOOTS                        | 22300917 | 4,502            |
| F1222000                                                    | 2201   |          | EXPANDED PROGRAM                          | CLOTHING FOR FS76 12 NEW HIRES (2023 EXPANDED PROGRAM) |          | 87,958           |
| F1222000                                                    | 3501   | 31191    | CASCADE FIRE EQUIPMENT COMPANY            | FD WILDLAND FIRE EQUIPMENT                             | 22300547 | 1,480            |
| F1222000                                                    | 3501   | 10311    | SEA WESTERN INC                           | FD - BLOWHARD COMMANDO FAN                             | 22300759 | 5,866            |
| F1224500                                                    | 3102   |          | EXPANDED PROGRAM                          | SUPPLIES FOR FS76 12 NEW HIRES (2023 EXPANDED PROGRAM) |          | 12,833           |
| IT188400                                                    | 4107   | 30113    | GRANICUS, LLC                             | Granicus Website Redesign, Contract #106-15 A3         | 22300201 | 27,789           |
| IT188400                                                    | 4107   | 30113    | GRANICUS, LLC                             | GXG Website Consulting Services Contract#241-23        | 22300525 | 80,000           |
| IT188500                                                    | 3520   | 30188    | DIMENSIONAL COMMUNICATIONS INC.           | Televic Plexus NP-1 Single-Sided Nameplates for Ci     | 22300881 | 22,637           |
| IT188500                                                    | 4117   | 10847    | CERIUM NETWORKS INC                       | SR-138 Cisco UCCX Licenses and Consulting Services     | 22300836 | 73,783           |
| IT188900                                                    | 3583   | 11013    | N HARRIS COMPUTER CORPORATION             | Software Upgrade CIS v4 for UB per Contract#139-23     | 22300347 | 275,708          |
| IT188900                                                    | 4117   | 12160    | TYLER TECHNOLOGIES, INC                   | Energov Contract 184-17                                | 22100199 | 123,775          |
| IT188900                                                    | 4117   |          |                                           | IT Strategic Plan/ERP Upgrades                         |          | 2,085,746        |
| K1710100                                                    | 4117   | 32246    | MCKINSTRY ESSENTION LLC                   | City Hall HVAC Systems Evaluation (359-23)             | 22300714 | 49,800           |
| K3755000                                                    | 3116   | 31350    | JOHNSON BARROW INC                        | Richland City Hall - LG Supply & Replace (189-23)      | 22300416 | 20,205           |
| K3755000                                                    | 4806   | 10073    | LAYNE OF WASHINGTON INC                   | REPLACE GEORGE PROUT POOL PUMP 362-23                  | 22300697 | 1,582            |
| K3755000                                                    | 4806   | 10314    | WHITNEY EQUIPMENT COMPANY INC             | Hains Dyke Lift Station Replacement Equipment          | 22300754 | 5,225            |
| K3755000                                                    | 4911   | 32221    | PATRIOT ENVIRONMENTAL SERVICES INC        | Environmental, Waste, and Spill Services (302-23)      | 22300612 | 1,223            |
| K3755000                                                    | 6417   | 10098    | RAY POLAND & SONS INC                     | Art Mob and Installation (4 Pieces)- Contract 01-2     | 22300923 | 36,436           |
| K3755000                                                    | 6417   |          |                                           | Art Mobilization budget remaining                      |          | 28,113           |
| K3762500                                                    | 4802   | 10879    | PREMIER LANDSCAPING & DESIGN              | 2023 City-wide Pool Services (43-23)                   | 22300111 | 19,231           |
| K8188700                                                    | 3583   | 10472    | OCLC INC                                  | CAPIRAMOBILE MOBILE APP - CONTRACT NO. 359-22          | 22300037 | 4,358            |
| K8722100                                                    | 3402   | 32339    | HOGTOWN MASCOTS INC                       | LIBRARY MASCOT                                         | 22300875 | 7,244            |
| K8722100                                                    | 6414   | 11089    | TED BROWN MUSIC COMPANY INC               | Library Gallery AV Upgrades, CONTRACT #422-23          | 22300803 | 1,561            |
| K8722100                                                    | 6414   |          | 2023 EXPANDED PROGRAM                     | Library Gallery AV budget remiaining                   |          | 5,921            |
| K8725000                                                    | 3505   |          | 2023 EXPANDED PROGRAM                     | Outdoor improvements / teen space budget remaining     |          | 1,507            |
| K8725000                                                    | 6406   | 10971    | PARAMOUNT COMMUNICATIONS INC              | Library Comms Cable Install, CONTRACT #436-23          | 22300833 | 280              |
| K8725000                                                    | 6406   |          |                                           | Library collaboration space budget remaining           |          | 22,216           |
| L1211000                                                    | 4117   | 31386    | STACY CECCHET, PH.D.                      | RPD RESILIENCY CONTRACT NO. 92-23 3rd Qtr 2023         | 22300313 | 69,600           |
| L1212330                                                    | 3118   | 10488    | SAN DIEGO POLICE EQUIPMENT CO             | SWAT AMMO                                              | 22300187 | 6,304            |
| L1212350                                                    | 3583   | 30413    | GRAYSHIFT, LLC                            | GRAYKEY LICENSE- ADVANCED 12/8/23-12/7/24              | 22300866 | 33,474           |
| L1212350                                                    | 3583   |          |                                           | Remainder of ICAC grant to be spent by 10/2024         |          | 24,720           |
| L1215000                                                    | 4801   | 10273    | CRAFTSMAN CABINETS & FLOORCOVERING INC    | CARPET - RPD ADMIN/INTERVIEW OFFICES                   | 22300892 | 14,430           |
| M1189000                                                    | 6340   |          |                                           | Queensgate Art Replacment (2023 EXPANDED PROGRAM)      |          | 40,000           |
|                                                             |        |          |                                           | <b>Total General Fund</b>                              |          | <b>3,288,416</b> |
| T1426100                                                    | 4808   | 10825    | ECONOLITE CONTROL PRODUCTS INC            | GWW-Jadwin Traffic Accident - Quote 3/29/22            | 22200386 | 2,063            |
| T1426100                                                    | 4808   | 10825    | ECONOLITE CONTROL PRODUCTS INC            | Van Giesen/Everest Traffic Accident                    | 22200387 | 484              |
| T1429000                                                    | 4117   | 31228    | KOMAN HOLDINGS, LLC                       | Queensgate-CPT Wetland Monitoring - 92-20              | 22200841 | 8,294            |
| T1429000                                                    | 4117   | 10414    | WILDLANDS INC                             | City-Wide Wetland Maintenance (169-23)                 | 22300403 | 28,873           |
| T1429000                                                    | 4117   | 31686    | DKS ASSOCIATES                            | 2024 City Safety Update to Comp Safety Plan, 434-2     | 22300822 | 37,303           |
| T1429000                                                    | 4117   | 10522    | PBS ENGINEERING AND ENVIRONMENTAL INC     | Richland Safe Routes to School Study, 446-23           | 22300840 | 100,000          |
| T1471000                                                    | 4117   | 11197    | LUCAS M MILLER                            | Annual RR Crossing Inspection & Maintenance 50-22      | 22200331 | 2,243            |
|                                                             |        |          |                                           | <b>Total Streets Maintenance Fund</b>                  |          | <b>179,260</b>   |
| D4593100                                                    | 4117   | 10410    | SHANNON & WILSON INC                      | WETLAND MONITORING 221-19                              | 22000344 | 15,224           |
| D4593100                                                    | 4117   | 10624    | MACKAY SPOSITO INC                        | Horn Rapids Master Plan Update (66-23)                 | 22300274 | 14,086           |
| D4593100                                                    | 4117   | 32248    | WORLEY GROUP INC                          | USACE - Storm Flow Analysis - 293-23                   | 22300729 | 51,210           |
| D5593000                                                    | 4117   | 10414    | WILDLANDS INC                             | 2023 HORN RAPIDS LOGSTON WETLAND MAIN (120-23)         | 22300295 | 2,780            |
| D5593000                                                    | 4117   | 10414    | WILDLANDS INC                             | HORN RAPID WETLAND (LOGAN-HAGEN) MAINT (117-23)        | 22300334 | 2,761            |
| D5593000                                                    | 4117   | 12448    | ROGERS SURVEYING INC PS                   | ON-CALL SURVEYING SERVICES CONTRACT 242-23             | 22300541 | 42,658           |
| D5593000                                                    | 4117   | 32228    | HLA ENGINEERING AND LAND SURVEYING INC    | ON-CALL SURVEY SERVICES CONTRACT 245-23                | 22300542 | 45,000           |
|                                                             |        |          |                                           | <b>Total Industrial Development Fund</b>               |          | <b>173,719</b>   |
| L2212200                                                    | 3501   | 31820    | UNMANNED VEHICLE TECHNOLOGIES LLC         | UVT DRONE FLEET UPGRADE                                | 22300916 | 16,346           |
|                                                             |        |          |                                           | <b>Total Public Safety Sales Tax Fund</b>              |          | <b>16,346</b>    |
| D8587110                                                    | 4868   | 32268    | PLATINUM INSPECTION SERVICES LLC          | Platinum Inspection Services Contract #325-23          | 22300663 | 3,425            |
| D8593450                                                    | 4117   | 30813    | CLOUDBURST CONSULTING GROUP INC           | CLOUDBURST HOME ARP, CONTRACT 171-22                   | 22200643 | 8,119            |
|                                                             |        |          |                                           | <b>Total HOME Fund</b>                                 |          | <b>11,544</b>    |
| MH941810                                                    | 6417   | 30005    | INTERWEST TECHNOLOGY SYSTEMS INC          | RPD Evidence Storage Security Contract #366-23         | 22300736 | 5,907            |
|                                                             |        |          |                                           | <b>Total General Government Construction Fund</b>      |          | <b>5,907</b>     |
| W2013400                                                    | 4117   | 11012    | RH2 ENGINEERING INC                       | 2022 Water System Hydraulic Modeling - 40-21           | 22200153 | 8,357            |
| W2013400                                                    | 4117   | 11264    | FINANCIAL CONSULTING SOLUTIONS GROUP INC. | Water and Irrigation Rate Update (151-23)              | 22300373 | 14,599           |
| W2013400                                                    | 4117   | 11012    | RH2 ENGINEERING INC                       | DNR Property Water Analysis - 423-23                   | 22300795 | 19,672           |
| W2013400                                                    | 4117   |          | EXPANDED PROGRAM                          | HYDROLOGY STUDY                                        |          | 100,000          |
| W2013400                                                    | 4117   |          | EXPANDED PROGRAM                          | LONG RANGE SOURCE DEVELOPMENT PLAN                     |          | 100,000          |
| W3348000                                                    | 4802   | 10073    | LAYNE OF WASHINGTON INC                   | WTP Pump Inspection Monitoring Program -414-21         | 22200168 | 2,669            |
| W4345000                                                    | 3138   | 10275    | BADGER METER INC.                         | METERS AND REGISTERS                                   | 22300794 | 5,899            |

| Expenditure Org                         | Object | Vendor # | Vendor                                      | Description                                            | PO #     | Amount         |
|-----------------------------------------|--------|----------|---------------------------------------------|--------------------------------------------------------|----------|----------------|
| W4345000                                | 4806   | 10197    | KDL HARDWARE SUPPLY INC                     | WATER DEPT. LOCKS                                      | 22300897 | 756            |
| W4345000                                | 6209   | 10275    | BADGER METER INC.                           | METER, 3" FIRE HYDRANT METER LESS CONNECTIONS          | 22300755 | 3,599          |
| W4345000                                | 6209   | 10275    | BADGER METER INC.                           | METERS AND REGISTERS                                   | 22300794 | 11,091         |
| W4345060                                | 4911   | 11224    | CASCADE DIVE COMPANY                        | CDC job# 1873-24                                       | 22300912 | 11,153         |
| W4345070                                | 3138   | 10034    | CONSOLIDATED ELECTRICAL DISTRIBUTORS INC    | 200HP VFD                                              | 22300603 | 8,614          |
| W4345070                                | 4911   | 11224    | CASCADE DIVE COMPANY                        | CDC job# 1873-24                                       | 22300912 | 2,725          |
| <b>Total Water Fund</b>                 |        |          |                                             |                                                        |          | <b>289,133</b> |
| S2013500                                | 4117   | 12494    | CONSOR NORTH AMERICA INC                    | 2020 SEWER ON-CALL SERVICES - 76-20                    | 22000538 | 8,441          |
| S2013500                                | 4117   | 10406    | JUB ENGINEERS INC                           | 2022-2026 Sewer System Modeling 04-22                  | 22200146 | 50,886         |
| S3358000                                | 3102   | 11785    | SOLENIS LLC                                 | POLYMER FOR WWTF BFPS AND RDT                          | 22300911 | 13,890         |
| S3358000                                | 3138   | 11432    | BDP INDUSTRIES INC                          | PRESSURE REDUCING VALVE & SEAL KIT FOR WW BFPS         | 22300860 | 212            |
| S3358000                                | 3138   | 32161    | SENSIDYNE LP                                | SENSOR FOR WWTF DIGESTER BLDG GAS MONITOR              | 22300910 | 950            |
| S4355000                                | 4802   | 11971    | TRUE NORTH EQUIPMENT INC.                   | ROVER-X RETERM PIGTAILS (FOR WW TV TRUCK CAMERA)       | 22300513 | 1,950          |
| S4355000                                | 4802   | 11971    | TRUE NORTH EQUIPMENT INC.                   | REPAIRS TO VSP+ CAM25 AXIAL CAMERA WW TV TRUCK         | 22300653 | 768            |
| <b>Total Wastewater Fund</b>            |        |          |                                             |                                                        |          | <b>77,097</b>  |
| G2013700                                | 4117   | 11264    | FINANCIAL CONSULTING SOLUTIONS GROUP INC.   | Solid Waste Rate Update - 87-23                        | 22300235 | 10,225         |
| G3188700                                | 3583   | 11273    | ROUTEWARE INC                               | Routeware Conversion from COR-IT server to provide     | 22300802 | 2,300          |
| G3378100                                | 3514   | 10407    | TOTER LLC                                   | CONTAINERS AND LIDS                                    | 22300922 | 34,615         |
| G3378100                                | 4144   | 32139    | DTG ENTERPRISES INC                         | RECYCLING PROCESSING FEES                              |          | 330,180        |
| G4378200                                | 4117   |          | EXPANDED PROGRAM                            | ORGANICS FEASIBILITY STUDY                             |          | 100,000        |
| G4378200                                | 4117   | 10862    | PARAMETRIX INC                              | 2020 LANDFILL ASSESSMENT MONITORING - 126-20           | 22000741 | 100,148        |
| G4378200                                | 4117   | 10862    | PARAMETRIX INC                              | 2023 Landfill Environmental Monitoring Svc (126-23     | 22300350 | 104,083        |
| <b>Total Solid Waste Fund</b>           |        |          |                                             |                                                        |          | <b>681,552</b> |
| R2013100                                | 4117   | 32248    | WORLEY GROUP INC                            | USACE - Storm Flow Analysis - 293-23                   | 22300729 | 51,210         |
| R2013100                                | 4911   | 11272    | BOYD'S TREE SERVICE LLC                     | 2023 City-wide Tree Services                           | 22300178 | 823            |
| <b>Total Stormwater Fund</b>            |        |          |                                             |                                                        |          | <b>52,034</b>  |
| F2227000                                | 2201   | 10311    | SEA WESTERN INC                             | FD - UNIFORM PANTS                                     | 22300914 | 27,926         |
| F2227000                                | 2201   |          | EXPANDED PROGRAM                            | CLOTHING FOR FS76 12 NEW HIRES (2023 EXPANDED PROGRAM) |          | 22,879         |
| F2227000                                | 4117   | 32142    | FITCH & ASSOCIATES LLC                      | PROFESSIONAL SVCS RE: SOC STUDY (NO. 98-23)            | 22300301 | 14,961         |
| F2227000                                | 4802   | 12483    | ZOLL MEDICAL SUPPLY                         | FD - ZOLL X SERIES MONITOR PARTS & REPAIR              | 22300894 | 3,446          |
| <b>Total Medical Services Fund</b>      |        |          |                                             |                                                        |          | <b>69,211</b>  |
| A4941810                                | 6414   |          | EP 2023 - MOWHAWK                           | EP 2023 - MOWHAWK                                      |          | 51,969         |
| <b>Total Equipment Maintenance Fund</b> |        |          |                                             |                                                        |          | <b>51,969</b>  |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD F-550 4X2 W/ STELLAR HOOKLIFT        | 22200033 | 162,569        |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD F-150 4X4 CREW CAB XL 6.5' BED       | 22200035 | 52,851         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2022 FORD F-350 CAB CHASSIS 4X4 W/ UPFITS      | 22200040 | 68,547         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2022 FORD F-350 SUPERCAB CHASSIS 4X4           | 22200060 | 97,512         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2022 FORD F-350 4X4 W/ SERVICE BODY UPFIT      | 22200101 | 84,360         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2022 FORD F-350 REG-CAB W/ FLATBED 4X2         | 22200114 | 46,321         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2022 FORD F-600 REG CAB 4X2 W/ MANLIFT BOD     | 22200115 | 257,066        |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD F-650 SERVICE BODY W/ VALVE TURN     | 22200117 | 176,041        |
| A5941810                                | 6405   | 11846    | WESTERN EQUIPMENT & IRRIGATION DISTRIBUTORS | ONE NEW 2023 TORO SANDPRO 5040                         | 22200162 | 44,735         |
| A5941810                                | 6405   | 11213    | ALTEC INDUSTRIES INC                        | ONE NEW 2024 FORD F550 STANDARD CAB W/ ALTEC AT3       | 22200431 | 160,959        |
| A5941810                                | 6405   | 11994    | PROFESSIONAL SALES AND SERVICE LC           | 2023 FORD F550 W/HORTON 603 TYPE I MEDIC, VEH #506     | 22200496 | 338,001        |
| A5941810                                | 6405   | 11994    | PROFESSIONAL SALES AND SERVICE LC           | 2023 FORD F550 W/HORTON 603 TYPE I MEDIC, VEH #506     | 22200497 | 338,001        |
| A5941810                                | 6405   | 32100    | GLOBAL RENTAL CO INC                        | ONE NEW 2023/24 ALTEC TA 60 BUCKET TRUCK               | 22300101 | 269,618        |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE DETECTIVE MODEL UTILITY       | 22300102 | 51,020         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE DETECTIVE MODEL UTILITY       | 22300103 | 51,020         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300105 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300106 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300107 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300108 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300110 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300112 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300113 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300114 | 52,017         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD POLICE INTERCEPTOR UTILITY VEH       | 22300115 | 52,017         |
| A5941810                                | 6405   | 11838    | PACWEST MACHINERY LLC                       | ONE NEW 2023 ETNYRE ASPHALT DISTRIBUTOR TRAILER        | 22300137 | 136,489        |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD F-150 CREW CAB HYBRID                | 22300140 | 50,677         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD F-150 CREW CAB HYBRID                | 22300141 | 50,677         |
| A5941810                                | 6405   | 10859    | BRAUN NORTHWEST INC                         | 1 NEW POLICE CSU VEHICLE F-550 WITH BRAUN BODY         | 22300276 | 374,143        |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | 2023 F-550 4X4 REGULAR CAB DUAL RWD W/FLATBED          | 22300377 | 111,969        |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 MAVERICK AWD SUPERCREW PICKUP             | 22300419 | 33,627         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 MAVERICK AWD SUPERCREW PICKUP             | 22300420 | 29,182         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 MAVERICK AWD SUPERCREW PICKUP             | 22300421 | 33,886         |
| A5941810                                | 6405   | 30939    | DOBBS HEAVY DUTY HOLDINGS LLC               | ONE NEW 2024 PETERBILT ASL TRUCK WITH LABRIE BODY      | 22300456 | 436,362        |
| A5941810                                | 6405   | 31747    | BRUCKNER TRUCK SALES INC                    | ONE NEW 2023 VOLVO ROLLOFF TRUCK WITH TARPERS SYSTE    | 22300528 | 292,082        |
| A5941810                                | 6405   | 31191    | CASCADE FIRE EQUIPMENT COMPANY              | FD WILDLAND FIRE EQUIPMENT                             | 22300547 | 924            |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW FORD F-350 4X4 REGULAR CAB/CAB AND CHASSIS     | 22300553 | 57,947         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW FORD F-350 4X4 REGULAR CAB /WITH FLATBED       | 22300555 | 75,374         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 F-350 4X2 REGULAR CAB WITH FLATBED        | 22300557 | 66,119         |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW 2023 FORD F-150 SUPERCAB WITH CANOPY           | 22300558 | 73,148         |
| A5941810                                | 6405   | 10942    | MUNICIPAL EMERGENCY SERVICES INC            | FIRE HOSE ENGINE 5062                                  | 22300599 | 8,120          |
| A5941810                                | 6405   | 11526    | CORWIN OF PASCO LLC                         | ONE NEW FORD F-150 LIGHTNING #2560 REPLACES #2376      | 22300601 | 56,526         |
| A5941810                                | 6405   | 10894    | STRYKER SALES CORPORATION                   | FD - STRYKER POWER LOAD SYSTEM W/PM SERVICE            | 22300741 | 35,086         |
| A5941810                                | 6405   | 10894    | STRYKER SALES CORPORATION                   | FD-STRYKER POWER COT WITH PM SERVICE                   | 22300742 | 35,385         |

| Expenditure Org                               | Object | Vendor # | Vendor                         | Description                                                           | PO #     | Amount            |
|-----------------------------------------------|--------|----------|--------------------------------|-----------------------------------------------------------------------|----------|-------------------|
| A5941810                                      | 6405   | 10311    | SEA WESTERN INC                | FD - BLOWHARD COMMANDO FAN                                            | 22300759 | 11,975            |
| A5941810                                      | 6405   | 32311    | CUSTOM TRUCK ONE SOURCE, L.P.  | ONE NEW 2025 TEREX/FREIGHTLINER BUCKET TRUCK                          | 22300784 | 233,638           |
| A5941810                                      | 6405   | 31191    | CASCADE FIRE EQUIPMENT COMPANY | FD - THERMAL CAMERAS E5062 & E5063                                    | 22300806 | 13,123            |
| A5941810                                      | 6405   | 32290    | BF VENTURES LLC                | ONE NEW MIRAGE 20 FT DUAL AXLE ENCLOSED TRAILER                       | 22300817 | 14,293            |
| A5941810                                      | 6405   | 10298    | LN CURTIS & SONS               | ENGINE 5062 & ENGINE 5063 EQUIPMENT OUTFITTING                        | 22300818 | 29,849            |
|                                               |        |          |                                | <b>Total Equipment Replacement Fund</b>                               |          | <b>4,927,377</b>  |
| P1013800                                      | 4117   | 12380    | CONNETIX ENGINEERING, INC      | As-Needed Sewer Engineering Support Services                          | 22300539 | 1,158             |
| P1013800                                      | 4117   | 12054    | TRANSP0 GROUP USA, INC         | Transportation Impact Fee Program Audit 339-23                        | 22300676 | 2,480             |
|                                               |        |          |                                | <b>Total Public Works Admin &amp; Engineering Fund</b>                |          | <b>3,638</b>      |
|                                               |        |          |                                |                                                                       |          |                   |
|                                               |        |          |                                | <b>Total Encumbered/Miscellaneous Carryover</b>                       |          | <b>9,827,203</b>  |
|                                               |        |          |                                |                                                                       |          |                   |
| <b>2024 Carryovers - CIP Capital Projects</b> |        |          |                                |                                                                       |          |                   |
| Expenditure Org                               | Object | Vendor # | Vendor                         | Description                                                           | PO #     | Amount            |
| D4970000                                      | 5502   |          |                                | CIP - MN170004 - ECON DEV ROAD PROJECTS - HENDERSON LOOP              |          | 1,018,648         |
| D4970000                                      | 5502   |          |                                | CIP - MN220013 - ECON DEC ROAD PROJECTS - BATTELLE BLVD               |          | 174,016           |
| D4970000                                      | 5502   |          |                                | CIP - MN220011 - INDUSTRIAL RD TO LOOP TRACK                          |          | 649,595           |
| D4970000                                      | 5502   |          |                                | CIP - MN220012 - ECON DEV ROAD PROJECTS - CLUBHOUSE LANE PH II        |          | 1,473,148         |
| D4970000                                      | 5502   |          |                                | CIP - MN220014 - ECON DEV ROAD PROJECTS - LOGAN STREET                |          | 250,000           |
| D4970000                                      | 5502   |          |                                | CIP - MN230003 - ECON DEV ROAD PROJECTS - 1ST EXTENSION TO BATTELLE   |          | 50,000            |
| D4970000                                      | 5526   |          |                                | CIP - MN200004 - NORTH HR SEWER EXTENSION                             |          | 784,020           |
| D5593000                                      | 6209   |          |                                | CIP - MN220002 - HR RAIL EXTENSION AND CROSSING/ACCESS                |          | 1,504,273         |
| D5593000                                      | 6308   |          |                                | CIP - MN190003 - HORN RAPIDS IRRIGATION                               |          | 96,887            |
|                                               |        |          |                                | <b>Total Industrial Development Fund</b>                              |          | <b>6,000,586</b>  |
|                                               |        |          |                                |                                                                       |          |                   |
| D6970000                                      | 5528   |          |                                | CIP - MN230005 BID INFRASTRUCTURE RENEWAL                             |          | 60,000            |
|                                               |        |          |                                | <b>Total Hotel/Motel Tax Fund</b>                                     |          | <b>60,000</b>     |
|                                               |        |          |                                |                                                                       |          |                   |
| D7970000                                      | 5502   |          |                                | CIP - TR130004 - CDBG FUNDED CURBS AND WHEELCHAIR RAMPS               |          | 195,000           |
|                                               |        |          |                                | <b>Total Community Deveelopment Block Grant Fund</b>                  |          | <b>195,000</b>    |
|                                               |        |          |                                |                                                                       |          |                   |
| T2953010                                      | 6311   |          |                                | CIP - MN170004 - ECON DEV ROAD PROJECTS - HENDERSON LOOP              |          | 1,018,648         |
| T2953010                                      | 6322   |          |                                | CIP - TR140019 - CENTER PKY SOUTH LESLIE TO CLEARWATER CREEK          |          | 2,481,628         |
| T2953010                                      | 6362   |          |                                | CIP - TR130003 - PAVEMENT PRESERVATION PROGRAM                        |          | 735,142           |
| T2953010                                      | 6369   |          |                                | CIP - TR130002 - CENTER PARKWAY - NORTH-GAGE TO TAPTEAL               |          | 32,616            |
| T2953010                                      | 6387   |          |                                | CIP - MN220013 - ECON DEC ROAD PROJECTS - BATTELLE BLVD               |          | 174,016           |
| T2953010                                      | 6388   |          |                                | CIP - TR130011 - SOUTH GWW INTERSECTION IMPROVEMENTS                  |          | 2,612,638         |
| T2953010                                      | 6395   |          |                                | CIP - TR140017 - STEPTOE/TAPTEAL IMPROVEMENTS                         |          | 8,311             |
| T2953010                                      | 6403   |          |                                | CIP - MN220011 - ECON DEV ROAD PROJECTS - INDUSTRIAL RD TO LOOP TRACK |          | 649,595           |
| T2953010                                      | 6403   |          |                                | CIP - MN220012 - ECON DEV ROAD PROJECTS - CLUBHOUSE LANE PH II        |          | 1,473,148         |
| T2953010                                      | 6403   |          |                                | CIP - MN220014 - ECON DEV ROAD PROJECTS - LOGAN STREET                |          | 250,000           |
| T2953010                                      | 6403   |          |                                | CIP - MN230003 - ECON DEV ROAD PROJECTS - 1ST EXTENSION TO BATTELLE   |          | 50,000            |
| T2953010                                      | 6403   |          |                                | CIP - TR190008 - STOP-CONTROLLED INTERSECTION SAFETY IMPROV           |          | 341,534           |
| T2953010                                      | 6403   |          |                                | CIP - TR200005 - STEPTOE/GAGE INTERSECTION IMPROVEMENTS               |          | 50,597            |
| T2953010                                      | 6403   |          |                                | CIP - TR230003 - COMSTOCK STREET EXTENSION                            |          | 461,000           |
| T2953010                                      | 6403   |          |                                | CIP - TR230005 - PEDESTRIAN CROSSING SAFETY IMPROVEMENTS              |          | 181,373           |
| T2953010                                      | 6403   |          |                                | CIP - TR230007 - SR240/AIRPORT WAY PEDESTRIAN CROSSING                |          | 300,000           |
| T2953010                                      | 6403   |          |                                | CIP - WF200001 - DOWNTOWN CONNECTIVITY IMPROVEMENTS                   |          | 868,656           |
| T2955010                                      | 6413   |          |                                | CIP - TR180008 - SR240 FLYOVER AT AARON DRIVE                         |          | 82,027            |
| T2956100                                      | 6391   |          |                                | CIP - TR130004 - CDBG FUNDED CURBS AND WHEELCHAIR RAMPS               |          | 238,305           |
| T2956100                                      | 6403   |          |                                | CIP - TR220003 - JADWIN AVE SCHOOL WALKING ROUTE                      |          | 255,254           |
| T2956100                                      | 6403   |          |                                | CIP - TR230004 - SIDEWALK CONNECTIVITY IMPROVEMENTS                   |          | 198,333           |
| T2956100                                      | 6403   |          |                                | CIP - WF200002 - GWWAY AND NEWTON ST PED XING                         |          | 1,200             |
| T2956200                                      | 6403   |          |                                | CIP - TR140020 - VANTAGE HIGHWAY PATHWAY                              |          | 868,736           |
| T2956200                                      | 6403   |          |                                | CIP - TR220001 - VANGIESEN AND SHELTERBELT TRAIL IMPROV               |          | 84,139            |
| T2956300                                      | 6403   |          |                                | CIP - TR200006 - LED STREETLIGHT RETROFIT                             |          | 82,992            |
| T2956300                                      | 6403   |          |                                | CIP - TR230002 - THAYER DRIVE STREET LIGHTS                           |          | 500,000           |
|                                               |        |          |                                | <b>Total Streets Capital Construction Fund</b>                        |          | <b>13,999,887</b> |
|                                               |        |          |                                |                                                                       |          |                   |
| MM942210                                      | 6403   |          |                                | CIP - MN130007- FIRE STATION 76                                       |          | 5,198,731         |
|                                               |        |          |                                | <b>Total Fire Station Construction Fund</b>                           |          | <b>5,198,731</b>  |
|                                               |        |          |                                |                                                                       |          |                   |
| K5947610                                      | 6209   |          |                                | CIP - WF140011 HOWARD AMON PARK IMPROVEMENTS                          |          | 1,091,428         |
| K5947610                                      | 6312   |          |                                | CIP - PR170004 RIVERS TO RIDGES TRAIL                                 |          | 2,262,378         |
| K5947610                                      | 6335   |          |                                | CIP - MN22001 CITYWIDE SAFETY & SECURITY                              |          | 26,406            |
| K5947610                                      | 6403   |          |                                | CIP - WF140012 WAYFINDING                                             |          | 569,701           |
| K5947610                                      | 6403   |          |                                | CIP - PR130001 BADGER MT PARK                                         |          | 16,443            |
| K5947610                                      | 6403   |          |                                | CIP - PR190002 CLAYBELL PARK PICKLEBALL                               |          | 55,765            |
| K5947610                                      | 6403   |          |                                | CIP - PR130005 WEST VILLAGE PARK                                      |          | 1,941,667         |
| K5947610                                      | 6403   |          |                                | CIP - PR190003 CITY VIEW LAND ACQUISITION                             |          | 1,190,000         |
| K5947610                                      | 6403   |          |                                | CIP - WF150015 COLUMBIA PT MARINA PARK                                |          | 1,096,413         |
| K5947610                                      | 6403   |          |                                | CIP - WF140010 SHORELINE DEFERRED MAINTENANCE                         |          | 620,110           |
| K5947610                                      | 6403   |          |                                | CIP - WF160002 LESLIE GROVES PARK                                     |          | 1,026,423         |
| K5947610                                      | 6403   |          |                                | CIP - PR220001 TRACT D PARK                                           |          | 976,335           |
| K5947610                                      | 6403   |          |                                | CIP - MN220006 PARKING LOT AND PATHWAY RENEWAL                        |          | 318,721           |
| K5947610                                      | 6403   |          |                                | CIP - PR220002 ADA IMPROVEMENTS                                       |          | 26,685            |
| K5947610                                      | 6403   |          |                                | CIP - PR190001 HANFORD LEGACY PARK                                    |          | 47,250            |
| K5947610                                      | 6403   |          |                                | CIP - PR190004 SOUTH ORCHARD PARK                                     |          | 39,326            |

| Expenditure Org                                   | Object | Vendor # | Vendor | Description                                                         | PO # | Amount            |
|---------------------------------------------------|--------|----------|--------|---------------------------------------------------------------------|------|-------------------|
| K5947610                                          | 6403   |          |        | CIP - PR230001 HOWARD AMON PLAYGROUND REPLACEMENT                   |      | 450,000           |
| K5947610                                          | 6403   |          |        | CIP - PR230002 LIBRARY OUTDOOR CHILDRENS AREA                       |      | 32,233            |
| K5947610                                          | 6403   |          |        | CIP - PR230003 LESLIE GROVES LONG RANGE PLANNING                    |      | 32,834            |
| K5947610                                          | 6403   |          |        | CIP - PR230004 CITY-WIDE DOCK REPLACEMENT                           |      | 40,000            |
| K5947610                                          | 6403   |          |        | CIP - PR230006 PLAYGROUND RENEWAL & REPLACEMENT                     |      | 90,000            |
| K5947610                                          | 6403   |          |        | CIP - PR230007 KEENE RD PARKING LOT CONNECTIVITY                    |      | 233,475           |
| K5947610                                          | 6403   |          |        | CIP - PR230008 CITY VIEW PARK PLANNING                              |      | 75,000            |
| K5947610                                          | 6403   |          |        | CIP - PR230009 HOWARD AMON FITNESS STATION                          |      | 75,335            |
| K5947610                                          | 6403   |          |        | CIP - MN230004 MANDATED FACILITY ENERGY IMPROVEMENTS                |      | 50,000            |
| K5947610                                          | 6403   |          |        | CIP - MN230005 BID INFRASTRUCTURE RENEWAL                           |      | 113,500           |
| <b>Total Park Project Construction Fund</b>       |        |          |        |                                                                     |      | <b>12,497,428</b> |
| MH941820                                          | 6403   |          |        | CIP - MN200005 - CITY HALL PARKING LOT ACQUISITION AND IMPROVEMENTS |      | 450,874           |
| MH941820                                          | 6403   |          |        | CIP - MN230007 - CITY HALL IMPROVEMENTS                             |      | 93,354            |
| MH941820                                          | 6403   |          |        | CIP - PR230005 - RCC MAINT STORAGE ADDITION                         |      | 25,000            |
| MH941820                                          | 6403   |          |        | CIP - MN230006 - ECONOMY INN SITE IMPROVEMENTS                      |      | 187,500           |
| MH941820                                          | 6403   |          |        | CIP - MN230001 - SHOPS 100 COOLING TOWER AND PLUMBING               |      | 400,000           |
| <b>Total General Government Construction Fund</b> |        |          |        |                                                                     |      | <b>1,156,728</b>  |
| W1943410                                          | 6403   |          |        | CIP - WA130002 - DISTRIBUTION R&R                                   |      | 1,471,588         |
| W1943410                                          | 6403   |          |        | CIP - WA130003 - IRRIGATION CAP IMPROVEMENT                         |      | 119,211           |
| W1943410                                          | 6403   |          |        | CIP - WA130007 - WATER TREATMENT EQUIPMENT UPGRADES                 |      | 1,132,921         |
| W1943410                                          | 6403   |          |        | CIP - WA160002 - COLUMBIA RIVER INTAKE SCREEN UPGRADES              |      | 2,063,739         |
| W1943410                                          | 6403   |          |        | CIP - WA160006 - ISLAND VIEW SUPPLY                                 |      | 410,000           |
| W1943410                                          | 6403   |          |        | CIP - WA170002 - WTP PUMPING CAPACITY IMPROVEMENTS                  |      | 100,000           |
| W1943410                                          | 6403   |          |        | CIP - WA160010 - TAPTEAL PUMP STATION UPGRADE                       |      | 3,899,592         |
| W1943410                                          | 6403   |          |        | CIP - WA220001 - SCADA REPLACEMENT & SITE SECURITY                  |      | 1,553,038         |
| W1943410                                          | 6403   |          |        | CIP - WA220002 - KENNEDY ROAD TRANSMISSION PIPELINE                 |      | 750,000           |
| W1943410                                          | 6403   |          |        | CIP - WA220003 - WATER FACILITY ENERGY RESILIENCY                   |      | 3,300,000         |
| W1943410                                          | 6403   |          |        | CIP - WA230001 - WTP IMPROVEMENTS                                   |      | 500,000           |
| W1943410                                          | 6403   |          |        | CIP - WA230002 - ISLAND VIEW SUPPLY                                 |      | 275,000           |
| <b>Total Water Fund</b>                           |        |          |        |                                                                     |      | <b>15,575,089</b> |
| S1943510                                          | 6403   |          |        | CIP - MN200004 - NORTH HR SEWER EXTENSION                           |      | 4,391,910         |
| S1943510                                          | 6403   |          |        | CIP - WW130001 - COLLECTION SYSTEM RENEW & REPLACEMENT              |      | 2,382,484         |
| S1943510                                          | 6403   |          |        | CIP - WW130003 - INFLUENT UPGRADES                                  |      | 516,785           |
| S1943510                                          | 6403   |          |        | CIP - WW130006 - WASTEWATER TREATMENT FAC R&R                       |      | 1,432,596         |
| S1943510                                          | 6403   |          |        | CIP - WW200001 - WWTP AERATION BASIN IMPROVEMENTS                   |      | 3,145,000         |
| S1943510                                          | 6403   |          |        | CIP - WW220001 - SCADA REPLACEMENT                                  |      | 613,271           |
| <b>Total Wastewater Fund</b>                      |        |          |        |                                                                     |      | <b>12,482,046</b> |
| G1943710                                          | 6403   |          |        | CIP - SW130002 - DISPOSAL CAPACITY IMPROVEMENTS                     |      | 3,332,612         |
| G1943710                                          | 6403   |          |        | CIP - SW130003 - LANDFILL CLOSURE PHASE 2                           |      | 1,388,820         |
| G1943710                                          | 6403   |          |        | CIP - SW160001 - SOLID WASTE FACILITY IMPROVEMENTS                  |      | 21,749            |
| G1943710                                          | 6403   |          |        | CIP - SW190001 - COMPRESSED NAT GAS FUEL CONVERSIONS                |      | 125,000           |
| G1943710                                          | 6403   |          |        | CIP - SW220001 - SOLID WASTE FACILITY IMPROVEMENTS                  |      | 55,000            |
| G1943710                                          | 6403   |          |        | CIP - SW230002 - QUEENSGATE RECYCLING                               |      | 70,393            |
| <b>Total Solid Waste Fund</b>                     |        |          |        |                                                                     |      | <b>4,993,574</b>  |
| R1943110                                          | 6403   |          |        | CIP - ST130001 - STORMWATER REHABILITATION & REPLACE                |      | 325,208           |
| R1943110                                          | 6403   |          |        | CIP - ST170001 - COL PARK TRAIL EAST STORM                          |      | 1,797,526         |
| R1943110                                          | 6403   |          |        | CIP - ST240001 - STEPTOE/COL PARK TRAIL STORM FACILITY              |      | 24,117            |
| <b>Total Stormwater Fund</b>                      |        |          |        |                                                                     |      | <b>2,146,851</b>  |
| N1013200                                          | 6421   |          |        | CIP - MN160001 - FIBER EXTENSIONS                                   |      | 238,455           |
| <b>Total Broadband Fund</b>                       |        |          |        |                                                                     |      | <b>238,455</b>    |
| A4486800                                          | 6403   |          |        | CIP 2023 (230002) SHOPS 300 IMPR                                    |      | 29,045            |
| <b>Total Equipment Maintenance Fund</b>           |        |          |        |                                                                     |      | <b>29,045</b>     |
| A5941810                                          | 6405   |          |        | MN140016-Fleet Vehicle and Heavy Equipment Replacement Program      |      | 970,590           |
| <b>Total Equipment Replacement Fund</b>           |        |          |        |                                                                     |      | <b>970,590</b>    |
| <b>Total CIP Capital Project Carryover</b>        |        |          |        |                                                                     |      | <b>75,544,010</b> |

#### 2024 Carryovers - Non-CIP Grant-Funded

| Expenditure Org                        | Object | Vendor # | Vendor | Description                                                     | PO # | Amount         |
|----------------------------------------|--------|----------|--------|-----------------------------------------------------------------|------|----------------|
| K8722100                               | 3402   |          |        | HUMANITIES WASHINGTON GRANT FOR PRIME TIME FAMILY READING EVENT |      | 652            |
|                                        |        |          |        |                                                                 |      | <b>652</b>     |
| D7587110                               | 4995   |          |        | O/O Rehab - program income                                      |      | 131,532        |
| D7593200                               | 4925   |          |        | CDBG-CV ADMIN                                                   |      | 13,878         |
| D7593250                               | 4925   |          |        | CDBG-CV APPROVED PROJECTS                                       |      | 121,342        |
| D7587100                               | 4925   |          |        | APPROVED PROJECTS                                               |      | 25,384         |
| D7587110                               | 4997   |          |        | Unallocated Expenses                                            |      | 312,788        |
| <b>Total CDGB Fund Grant Carryover</b> |        |          |        |                                                                 |      | <b>604,926</b> |
| D8587110                               | 4985   |          |        | Program Income-Richland                                         |      | 344,482        |
| D8587110                               | 4986   |          |        | Program Income-Kennewick                                        |      | 343,319        |
| D8587110                               | 4987   |          |        | Program Income-Pasco                                            |      | 431,255        |

| Expenditure<br>Org | Object | Vendor # | Vendor | Description                                    | PO # | Amount            |
|--------------------|--------|----------|--------|------------------------------------------------|------|-------------------|
| D8587110           | 4863   |          |        | TBRA - Pasco                                   |      | 150,808           |
| D8587110           | 4864   |          |        | TBRA - Admin                                   |      | 56,808            |
| D8587110           | 4868   |          |        | Home Owner REHAB Occupied-Richland             |      | 198,425           |
| D8587110           | 4866   |          |        | Home Owner REHAB Occupied-Kennewick            |      | 200,000           |
| D8587110           | 4867   |          |        | Home Owner REHAB Occupied-Pasco                |      | 200,000           |
| D8587110           | 4869   |          |        | Home Owner REHAB Occupied - Admin              |      | 38,287            |
| D8587110           | 4988   |          |        | Entitlement-Richland                           |      | 338,295           |
| D8587110           | 4989   |          |        | Entitlement-Kennewick                          |      | 386,422           |
| D8587110           | 4991   |          |        | Entitlement-Pasco                              |      | 427,205           |
| D8587020           | 5200   |          |        | Richland Unallocated Admin                     |      | 423,367           |
| D8587020           | 5202   |          |        | Pasco Unallocated AD                           |      | 4,049             |
| D8587020           | 5203   |          |        | Kennewick Unallocated AD                       |      | 68,238            |
| D8593450           | 4925   |          |        | HOME ARP APPROVED PROJECTS                     |      | 2,035,707         |
| D8593450           | 4117   |          |        | HOME ARP APPROVED Projects Admin               |      | 270,181           |
|                    |        |          |        | <b>Total HOME Fund Grant Carryover</b>         |      | <b>5,916,848</b>  |
|                    |        |          |        |                                                |      |                   |
|                    |        |          |        | <b>Total Non-CIP Grant Funded Carryover</b>    |      | <b>6,522,425</b>  |
|                    |        |          |        |                                                |      |                   |
|                    |        |          |        | <b>2024 Encumbered/Miscellaneous Carryover</b> |      | <b>9,827,203</b>  |
|                    |        |          |        | <b>2024 CIP/Capital Project Carryover</b>      |      | <b>75,544,010</b> |
|                    |        |          |        | <b>2024 Non-CIP Grant Carryover</b>            |      | <b>6,522,425</b>  |
|                    |        |          |        | <b>Total Carryovers</b>                        |      | <b>91,893,639</b> |
|                    |        |          |        |                                                |      |                   |

\*Balances may not foot exactly due to rounding



# COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Items of Business

Strategic Priority I - High Performance Government

**Subject:**

Ordinance No. 2024-20, Establishing a Sewer Latecomer Assessment Area and Authorizing a Latecomer Agreement with Pahlisch Homes at Westcliffe Heights, LLC

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-20

Document Type:  
Ordinance

**Recommended Motion:**

Give first reading, by title only, to Ordinance No. 2024-20, establishing a sewer latecomer assessment area and authorizing a sanitary sewer latecomer agreement with Pahlisch Homes at Westcliffe Heights, LLC.

**Summary:**

Pahlisch Homes at Westcliffe Heights, LLC (the "Developer"), as the developer of the Westcliffe Heights subdivision, constructed a sanitary sewer lift station and associated force main to serve the development. The City's planning for sewer service in the area of the Westcliffe Heights development indicated that the sewer facilities installed will also serve several properties near the Westcliffe Heights development.

An assessment reimbursement area has been formulated based on the feasible service area of the sewer lift station and associated sanitary sewer force main. Chapter 35.91 RCW and Chapters 3.10 and 17.70 RMC allow developers to be reimbursed for a portion of the costs required to construct and extend off-site utilities. Developer wishes to be reimbursed for a portion of the costs of constructing the sanitary sewer lift station and force main that represent its benefit to future adjacent developments outside Developer's subdivision.

On April 15, 2024, the affected property owners were notified that a public hearing would be held on May 7, 2024 to take public testimony regarding formation of a sewer latecomer assessment area and execution of the proposed sewer latecomer agreement. Properties in the assessment area would be required to pay the latecomer fee only if the property owner decided to connect to the sewer system constructed by Developer. Otherwise, the affected parcels are not obligated to pay any fees.

The best interests of the City are served by forming the sewer latecomer assessment area and facilitating reimbursement to Developer through a sewer latecomer agreement since doing so supports the City's strategy to promote cost-effective infrastructure construction necessary to service development.

Staff recommends approval of Ordinance No. 2024-20 for first reading, by title only.

**Fiscal Impact:**

This latecomer agreement has no fiscal impact on the City. The agreement requires the City to collect and reimburse construction costs to Pahlisch Homes at Westcliffe Heights, LLC from future developers and home builders who may connect to the sewer main.

**Attachments:**

- I. Ordinance No. 2024-20

**WHEN RECORDED RETURN TO:**

Richland City Clerk's Office  
625 Swift Boulevard, MS-05  
Richland, WA 99352

**ORDINANCE NO. 2024-20**

**AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON,  
ESTABLISHING A LATECOMER ASSESSMENT AREA AND  
AUTHORIZING A SANITARY SEWER LATECOMER AGREEMENT  
WITH PAHLISCH HOMES AT WESTCLIFFE HEIGHTS, LLC.**

**WHEREAS**, Pahlisch Homes at Westcliffe Heights, LLC, the developer of the Westcliffe Heights subdivision (hereinafter "Developer"), constructed a sanitary sewer lift station and associated force main to serve the development; and

**WHEREAS**, the City's planning for sewer service in the area of the Westcliffe Heights development indicated that the sewer facilities installed will serve several properties near the Westcliffe Heights development; and

**WHEREAS**, an assessment reimbursement area has been formulated based on the feasible service area of the sewer lift station and associated sanitary sewer force main; and

**WHEREAS**, Chapter 35.91 RCW and Chapters 3.10 and 17.70 RMC allow developers to be reimbursed for a portion of the costs required to construct and extend off-site utilities; and

**WHEREAS**, Developer wishes to be reimbursed for a portion of the costs of constructing the sanitary sewer lift station and force main that will benefit future adjacent developments; and

**WHEREAS**, on April 15, 2024, affected property owners were sent notice that a public hearing would be held on May 7, 2024 to take public testimony regarding the proposed assessment area and latecomer agreement; and

**WHEREAS**, providing reimbursement as sought by Developer supports the City’s strategy to promote the construction of cost-effective infrastructure necessary to service development.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Richland as follows:

Section 1. An assessment area and sewer latecomer program is hereby established as follows and as depicted on **Exhibit A** hereto:

Affected Parcels:

- 1-3498-400-0002-002 = 40.01 Acres
- 1-3498-401-1576-001 = 16.53 Acres
- 1-3498-401-2275-002 = 16.97 Acres
- 1-3498-401-2275-001 = 1.03 Acres
- 1-3498-401-1406-001 = 1.02 Acres
- Westcliffe Heights subdivision phases 3 – 7 = 69.5 acres

Calculation of Latercomer Assessment:

- Total number of acres serviceable by sanitary sewer lift station: 145.06 acres
- Cost of Sanitary Sewer Force Main and Sewer Lift Station: \$682,434.06
  - **\$682,434.06 / 145.06 acres = \$4,704.50 per acre**

*Note:* Westcliffe Heights Phases 3 - 7 are included in the assessment area (as P6 on Exhibit A) for purposes of determining cost per acre but no funds will be paid by properties in P6 since that expense has already been realized.

Section 2. The Public Works Director is authorized to sign and execute a Sanitary Sewer Latecomer Agreement with Pahlisch Homes at Westcliffe Heights, LLC for construction of the sanitary sewer lift station and associated pipeline in substantially the form provided in **Exhibit B** (the “Agreement”).

Section 3. The City Clerk is directed to file with the Auditor of Benton County, Washington a copy of this Ordinance and shall attach the fully executed Agreement, duly certified by the Clerk as a true copy.

Section 4. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 5. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 6. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener’s errors/clerical errors, section numbering, references, or similar mistakes of form.

**PASSED** by the City Council of the City of Richland, Washington, at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Date Published: \_\_\_\_\_

# WESTCLIFFE HEIGHTS LATECOMER MAP



Assessment Area in bold outline.

Westcliffe Heights Phases 3 - 7 are included in the assessment area (as P6) for purposes of determining cost per acre but no funds will be paid by properties in P6 since that expense has already been realized.

| MAP ID | PARCEL NUMBER       | SIZE (ACRES) |
|--------|---------------------|--------------|
| P1     | 1-3498-400-0002-002 | 40.01        |
| P2     | 1-3498-401-1576-001 | 16.53        |
| P3     | 1-3498-401-2275-002 | 16.97        |
| P4     | 1-3498-401-2275-001 | 1.03         |
| P5     | 1-3498-401-1406-001 | 1.02         |
| P6     | *N/A                | 69.5         |

N.T.S.

\*WESTCLIFFE HEIGHTS SUBDIVISION

**WHEN RECORDED RETURN TO:**

**City of Richland  
City Clerk  
625 Swift Blvd. MS-07  
Richland, WA 99352**

**SANITARY SEWER LATECOMER AGREEMENT**

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**AFFECTED PARCEL I.D. NUMBERS:**

1. 1-3498-400-0002-002 = 40.01 Acres
2. 1-3498-401-1576-001 = 16.53 Acres
3. 1-3498-401-2275-002 = 16.97 Acres
4. 1-3498-401-2275-001 = 1.03 Acres
5. 1-3498-401-1406-001 = 1.02 Acres

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”) between the **City of Richland**, a Washington municipal corporation with service at 625 Swift Blvd., Richland, WA 99352 (the “City”), and **Pahlisch Homes at Westcliffe Heights, LLC**, an Oregon limited liability company (the “Developer”). City and Developer are herein referred to individually as a “Party” and collectively as the “Parties.”

**I. Recitals**

WHEREAS, Developer, as part of the Westcliffe Heights development, constructed a sanitary sewer lift station and associated force main in the Epic Street and Rachel Road alignments, as depicted on **Exhibit A**, that will serve the Westcliffe Heights development and additional properties that are not owned by Developer; and

WHEREAS, Chapter 35.91 RCW and Chapters 3.10 and 17.70 RMC allow developers to be reimbursed for a portion of the costs required to construct and extend off-site utilities; and

WHEREAS, an assessment reimbursement area has been formulated based on the feasible service area of the sewer lift station; and

WHEREAS, the assessment reimbursement area is comprised of the following parcels: 1-3498-400-0002-002; 1-3498-401-1576-001; 1-3498-401-2275-002; 1-3498-401-2275-001; and 1-3498-401-1406-001; and

WHEREAS, Developer has presented sufficient documentation to the City Engineer proving the engineering and construction costs of said sanitary sewer lift station and force main; and

WHEREAS, the Parties agree that the cost of said sanitary sewer lift station and sewer force main is \$682,434.06; and

WHEREAS, Developer wishes to be reimbursed for a portion of the costs of constructing the sanitary sewer lift station and force main that benefits both his development and future adjacent developments; and

WHEREAS, the City is willing to reimburse Developer as part of the City's strategy to promote cost-effective infrastructure construction necessary to service development.

NOW THEREFORE, in consideration of Developer's constructing and dedicating a sewer lift station and force main as part of the City's sanitary sewer system, along with other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

## **II. Agreement**

### **1. Connection to Sewer Facility**

City agrees that none of the above-referenced properties will be authorized to connect into or use said sanitary sewer lift station and sewer force main without first paying to the City, in addition to any and all other costs and charges made and assessed for such tap or use, their fair prorated share of the cost for the construction of the sewer facilities as determined herein. At the time of the initial connection to this sewer pipeline intended to serve an assessed parcel, the entire amount owed by the parcel shall be assessed.

### **2. Determination of Fair Share**

The total cost of the sewer lift station and associated force main shall be divided on a per acre basis between the above-referenced parcels and the Westcliffe Heights subdivision phases 3 – 7 (69.5 acres; Westcliffe Heights subdivision phases 1 – 2 are not connected to the sewer lift station that is the subject of this Agreement). These parcels comprise the assessment reimbursement area for the sanitary sewer lift station as described in RMC 3.10.040. Since Developer's project will also receive sewer service from this lift station and force main, the cost of said sewer system will be divided amongst all benefitting properties. Repayment will be collected from those properties in

the assessment reimbursement area. The assignment of costs under this Agreement shall be as follows:

- Total number of acres serviceable by sanitary sewer lift station: 145.06 acres
- Cost of Sanitary Sewer Force Main and Sewer Lift Station: \$682,434.06
  - **\$682,434.06 / 145.06 acres = \$4,704.50 per acre**

The unpaid amounts of these assessments shall be subject to inflation, applied on January 1 of each year and based on the consumer price index – Seattle urban wage and clerical workers (CPI-W) July through June.

### **3. Repayment**

The City agrees to pay Developer quarterly after receipt, any sums received from others during the term of this Agreement as their pro rata share of the cost of said sanitary sewer system. The quarterly periods shall end on March 31, June 30, September 30, and December 31. Payments will be due thirty (30) days after the close of each quarter. No transfer or assignment of the right to receive any such payments shall be binding upon the City unless it has received notice in writing of such transfer or assignment, and any such payment to Developer or other persons shown in the City records as entitled to receive such payment before receipt of such notice shall discharge the City of its obligation under this paragraph to the extent of such payment.

### **4. Term**

This Agreement shall continue in force and effect for a maximum of twenty (20) years from the date this Agreement is executed, or until the balance owed is paid in full, whichever occurs first. Nothing in this Agreement shall be construed to guarantee payment in full to Developer.

### **5. Recording**

This Agreement shall not be enforceable against any party unless Developer has caused the same to be filed and recorded with the Benton County Auditor pursuant to RCW 35.91.020. This Agreement shall also be recorded against each parcel number listed at the beginning of this Agreement.

### **6. Notifications**

Pursuant to RCW 35.91.020(6), every two (2) years from the date of execution of this Agreement, the Developer entitled to reimbursement under this Agreement shall provide the City with information, in writing, regarding the current name, address, and telephone number of the person, company, or partnership that originally entered into this Agreement. If the Developer fails to comply with the notification requirements within sixty (60) days of the specified time, then the City may collect any reimbursement funds owed to the Developer under this Agreement. Such latecomer fees collected will be deposited in the City's capital fund.

## **7. Governing Law/Forum Selection**

The interpretation and enforcement of this Agreement shall be governed by the laws of the state of Washington. The Parties agree that Benton County is the appropriate venue for the filing of any civil action arising out of this Agreement. Developer expressly consents to personal jurisdiction in Benton County Superior Court.

## **8. Severability**

In the event that any term or condition of this Agreement or application thereof to any person, entity, or circumstance is held invalid, such invalidity shall not affect any other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

*[Signature page to follow]*



STATE OF \_\_\_\_\_ )  
: ss.  
County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that **JEFF VANDERDOSSEN** is the person who appeared before me, and said person acknowledged that he signed this instrument, and on oath stated that he is authorized to execute the instrument and acknowledged it, as an authorized agent of **PAHLISCH HOMES AT WESTCLIFFE HEIGHTS, LLC**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: \_\_\_\_\_, 2024.

\_\_\_\_\_  
←print name  
Notary Public in and for the State of Oregon.  
Residing at: \_\_\_\_\_, Oregon  
My appointment expires \_\_\_\_\_.



# COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Items of Business

Strategic Priority I - High Performance Government

**Subject:**

Resolution No. 2024-63, Declaring Surplus and Authorizing Relinquishment of a Portion of a Utility Easement lying within 1122 Marshall Avenue

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-63

Document Type:  
Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-63, declaring surplus and authorizing relinquishment of a portion of a utility easement lying within 1122 Marshall Avenue as provided therein.

**Summary:**

The property owners at 1122 Marshall Avenue, Johnnie and Debra Grimm, have requested relinquishment of a certain portion of a utility easement encumbering their property to accommodate new construction. The portion of the easement to be relinquished, depicted by hatching on Exhibit A to Resolution No. 2024-63, is no longer needed for municipal purposes as the utilities that occupied the easement have been removed.

RCW 36.94.040 provides for the disposal of surplus property originally obtained for public utility purposes.

On May 4, 2024, notice was duly published that a public hearing would be held on May 7, 2024 to take public testimony regarding this surplus action. Barring any compelling testimony from the hearing, staff supports relinquishment of the identified easement.

Staff recommends adoption of Resolution No. 2024-63.

Fiscal Impact:           None.

**Attachments:**

I.     Resolution No. 2024-63

**RESOLUTION NO. 2024-63**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
DECLARING SURPLUS AND AUTHORIZING RELINQUISHMENT  
OF A CERTAIN PORTION OF A UTILITY EASEMENT LYING  
WITHIN 1122 MARSHALL AVENUE.**

**WHEREAS**, the property owners at 1122 Marshall Avenue, Johnnie and Debra Grimm, requested relinquishment of a certain portion of a utility easement to accommodate new construction; and

**WHEREAS**, the easement sought to be relinquished, depicted by hatching on **Exhibit A**, is no longer needed for municipal purposes as the utilities have been relocated to an alternate location; and

**WHEREAS**, RCW 35.94.040 provides for the disposal of surplus property originally acquired for public utility purposes; and

**WHEREAS**, on May 5, 2024, notice was duly published that a public hearing would be held on May 7, 2024 to take testimony regarding this surplus and relinquishment action.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that the existing easement, originally acquired for utility purposes and legally described as follows, is hereby found to be surplus to the City's needs:

A utility easement dedicated to the City of Richland and lying within Lot 6, Block 609, Sheet 17-B, Plat of Richland, Auditor's File Number 356196, records of Benton County, Washington, as depicted by hatching on **Exhibit A**.

**BE IT FURTHER RESOLVED** that the consideration in support of this relinquishment, which covers the City's administrative processing fees and recording costs, shall be paid by the applicant.

**BE IT FURTHER RESOLVED** that the City Manager is authorized to sign and execute all documents necessary to relinquish the City's interest in the certain portion of the public utility easement described herein and depicted by hatching on **Exhibit A**, and to deliver the same upon payment.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

*This space intentionally left blank.*

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

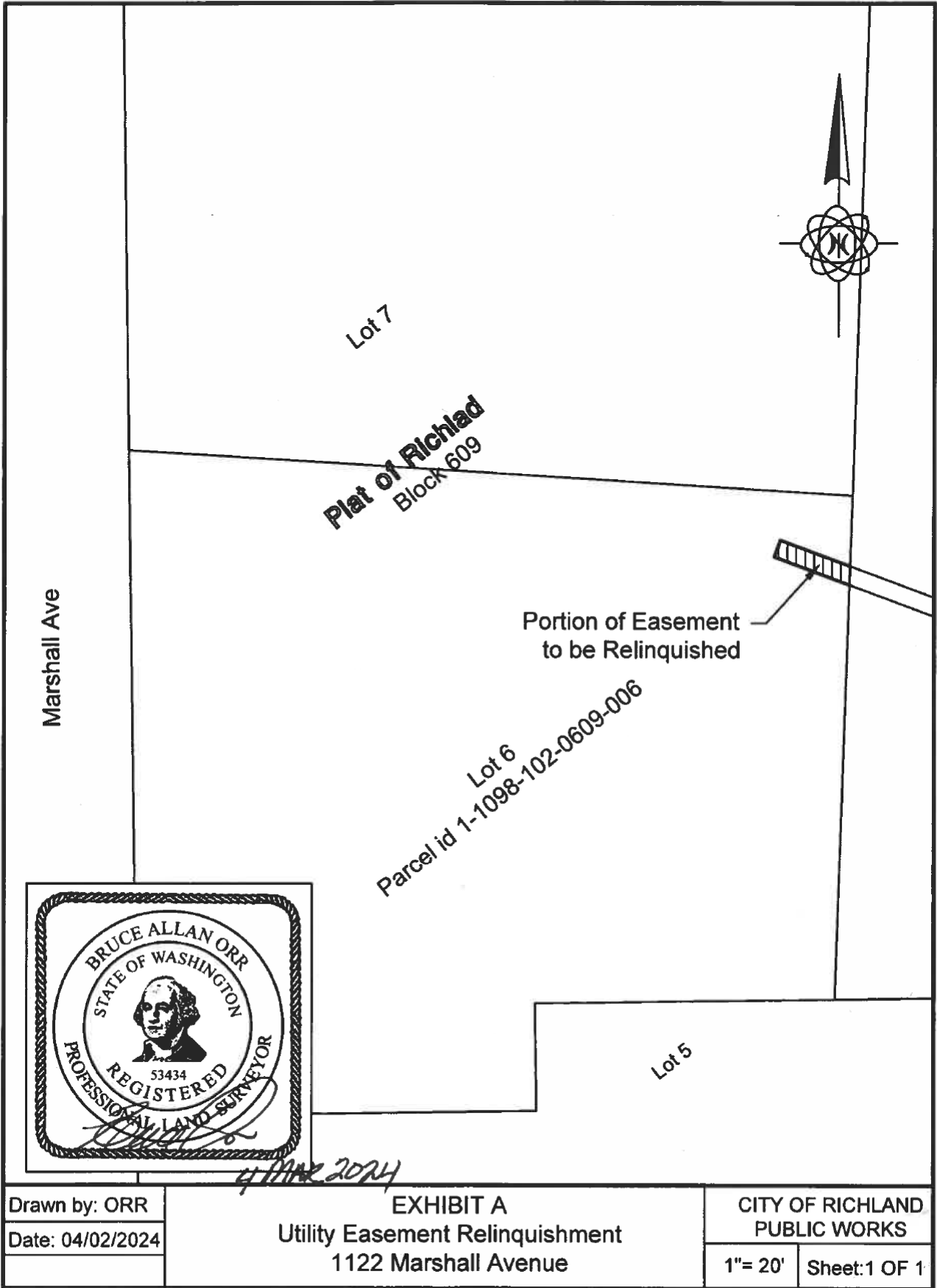
\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney





## COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Items of Business

Strategic Priority 4 - Quality of Life

**Subject:**

Resolution No. 2024-64, Adopting the City of Richland Speed Limit Setting Policy

Department/Office  
Public Works

Ordinance/Resolution Number:  
2024-64

Document Type:  
Resolution

**Recommended Motion:**

Adopt Resolution No. 2024-64, adopting the City of Richland Speed Limit Setting Policy.

**Summary:**

On May 3, 2022, Richland City Council adopted Resolution No. 2022-65, authorizing a Complete Streets grant agreement with the Washington State Transportation Improvement Board. The scope of the grant agreement workplan included an engineering study to develop a speed limit setting policy that would utilize an approach for injury minimization related to crashes on city streets.

On March 7, 2023, Richland City Council adopted Resolution No. 2023-34, authorizing a consultant agreement with DKS Associates to utilize their expertise in developing a City of Richland Speed Limit Setting Policy (the "Policy"). The Policy utilizes recent changes in speed limit setting methodologies and research that incorporates contextual factors such as bicycles, pedestrians, adjacent land use, and roadway context to set appropriate speed limits on city streets.

The policy supports the City of Richland's goal to reduce fatal and serious injuries. The adoption of the policy serves the best interests of the City of Richland by advancing its Vision Zero goal and strategic priority of quality of life.

Staff recommends adoption of Resolution No. 2024-64.

Fiscal Impact:           None.

**Attachments:**

I.     Resolution No. 2024-64

**RESOLUTION NO. 2024-64**

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,  
ADOPTING A SPEED LIMIT SETTING POLICY.**

**WHEREAS**, on May 3, 2022, Richland City Council adopted Resolution No. 2022-65, approving a Complete Streets Grant Agreement with the Washington State Transportation Improvement Board; and

**WHEREAS**, the scope of the grant agreement workplan includes an engineering study to develop a speed limit setting policy that would utilize an approach for injury minimization related to crashes on city streets; and

**WHEREAS**, on March 7, 2023, Richland City Council adopted Resolution No. 2023-34, authorizing a consultant agreement with DKS Associates to utilize their expertise in developing a City of Richland Speed Limit Setting Policy (the “Policy”); and

**WHEREAS**, the Policy utilizes recent changes in speed limit setting methodologies and research that incorporates contextual factors such as bicycles, pedestrians, adjacent land use, and roadway context to set appropriate speed limits on city streets; and

**WHEREAS**, the Policy supports the City of Richland’s goal to reduce fatal and serious injuries on city streets; and

**WHEREAS**, the City’s best interests are served by adopting the Policy to advance its Vision Zero goal and quality of life strategic priority.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Richland that the City of Richland Speed Limit Setting Policy, attached hereto as **Exhibit A**, is hereby adopted and shall serve as the guiding document for setting speed limits on city streets in the City of Richland.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

**ADOPTED** by the City Council of the City of Richland, Washington, at a regular meeting on the 7<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Theresa Richardson, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Heather Kintzley, City Attorney

# **SPEED LIMIT SETTING POLICY AND STEP-BY-STEP PROCEDURES CITY OF RICHLAND**

**APRIL 2024**

**PREPARED FOR THE CITY OF RICHLAND**



719 SECOND AVENUE, SUITE 1250, SEATTLE, WA 98104 • 206.382.9800 • [DKSASSOCIATES.COM](http://DKSASSOCIATES.COM)

# ACKNOWLEDGEMENTS



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# INTRODUCTION

The most common method to determine speed limits in the United States is to use a prevailing speed-based method, typically using the 85th percentile speed (the speed at which 85 percent of free-flowing drivers travel at or below). Engineers determine the prevailing speed at a location by taking field measurements, and then set the new speed limit by rounding up or down from the calculated 85th percentile speed to the nearest 5-mph increment. This method determines posted speed limits based on observed driver behavior instead of bringing driver behavior in line with safety goals and considering other factors such as roadway context, road configuration and other modes on the roadway.

This policy is intended to utilize recent changes in methodologies and research that incorporated contextual factors such as bicycles, pedestrians, adjacent land use and roadway context. The City of Richland has developed this policy to support its aims to better protect members of the community and improve safety by reducing fatal and serious injuries. This policy, requested by City Council, is an important part of the City's Vision Zero goal to eliminate fatal and serious injury crashes on Richland streets by 2035, and was funded by a Transportation Improvement Board (TIB) grant for Complete Streets.

The methodology utilized in the policy is an expert system approach based upon using both the 50th percentile and 85th percentile speeds of motor vehicles and incorporating other key context data into the system to achieve a Suggested Speed Limit. Engineers review those outputs, applying engineering judgement to develop the Engineer's Recommended Speed Limit. Finally, the established political process is conducted to arrive at the Council's Approved Speed Limit that will be posted on the roadway.

This document is separated into the following chapters:

- Chapter 1: Definitions & Descriptions
- Chapter 2: Process & Evaluation
- Chapter 3: Recommended Speed Limit Procedure
- Chapter 4: Secure Council Approved Speed Limit

# CHAPTER 1: DEFINITIONS & DESCRIPTIONS

The following chapter provides important definitions and descriptions that will be used in the following chapters, including:

- Roadway Type
- Roadway Context
- Speed Limit Setting Groups
- Speed-Related Definitions

## ROADWAY TYPE

*Table 1. Roadway type (Functional Classification)<sup>1</sup>*

| Roadway Type              | Definition                                                                                                                                                                                                                                                                                   |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Principal Arterial</b> | Provide travel service (high mobility) for major traffic movements within the city. They serve as major centers of activity, intra-area travel between suburban centers, between larger communities, and between major trip generators.                                                      |
| <b>Minor Arterial</b>     | Interconnect with and augment the principal arterial system. Minor arterials connect major arterials to collector streets and small generators. Minor arterials allow for more emphasis on land access than the principal arterial system but are still mobility oriented.                   |
| <b>Major Collector</b>    | Distributes trips between the principal and minor arterials and the ultimate destination or may collect traffic from the local streets and channel it into the arterial system. Major collector streets provide both land access service and traffic mobility with emphasis given to access. |
| <b>Minor Collector</b>    | Lower-volume collectors that distribute and/or collect traffic from the local streets onto the primary arterial and collector street system.                                                                                                                                                 |
| <b>Local</b>              | Focused on local access, all streets owned by the city and not designated as one of the higher-level classes are designated local streets.                                                                                                                                                   |

<sup>1</sup> Source: <https://www.codepublishing.com/WA/Richland/html/Richland12/Richland1202.html>

## ROADWAY CONTEXT

Roadway context provides information about the immediate surroundings of a road. Roadway context involves several factors, including building setbacks, density, land use, traffic volume, and expected mix of road user modes. Table 2 provides the descriptions for four different roadway contexts.

*Table 2. Roadway context*

| Roadway Context        | Examples in Richland                                                                                                                                                            | Photo (Typical)                                                                      | Description                                                                                                                                                                                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Urban</b>           | Downtown on George Washington Way, Jadwin, Stevens & Lee.                                                                                                                       |    | Urban locations typically consist of low to medium rise structures for residential and commercial use. Urban areas include prominent destinations with specialized structures for public use, entertainment, athletic and social events. Wide sidewalks and bicycle facilities are typically present. |
| <b>Suburban</b>        | South Richland areas like Keene, Queensgate, Duportail, and Gage. Parts of north central Richland like George Washington Way between McMurray and Spengler. Also, Wellsian Way. |   | Locations classified as suburban can include a diverse range of commercial and residential uses that have medium density and varied setbacks. Buildings tend to be multi-story with off-street parking. Sidewalks are usually present and bicycle lanes may exist.                                    |
| <b>Suburban Fringe</b> | Primarily residential in North Richland near George Washington Way & Stevens. Horn Rapids, Reata, Dallas Road, and Badger Mountain in the South Richland area.                  |  | Suburban Fringe is characterized by low-density (low-rise) structures where the land use is primarily residential with some commercial use. The setbacks of structures are relatively small and transit service is limited and not frequent. Pedestrian and bicycle facilities are limited.           |

| Roadway Context | Examples in Richland                                                                           | Photo (Typical)                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Industrial      | Horn Rapids Industrial area. North Stevens Drive and Robertson Drive. Areas near Wellsian Way. |  | The Industrial context is primarily used for industrial land uses, outdoor recreation, agriculture, and/or resource extraction. Existing conditions in Industrial areas are less likely to include pedestrian or bicycle facilities, or on-street parking. Newer facilities are incorporating features for bicycles and pedestrians. Setbacks for structures are usually large and transit service is limited or non-existent. |

## SPEED LIMIT SETTING GROUPS (SLSG)

A Speed Limit Setting Group is a list of combined roadway contexts and types where a similar speed limit setting decision process will produce the most appropriate suggested speed limit. The Speed Limit Setting Groups (SLSG) are categorized by the matrix columns (roadway context) and rows (roadway types) as A, B and C.<sup>2</sup>

Table 3. Speed limit setting groups (SLSG)

|                                   |                       | Roadway Type |          |                 |            |
|-----------------------------------|-----------------------|--------------|----------|-----------------|------------|
| Speed Limit Setting Groups (SLGS) | Roadway Context       | Urban        | Suburban | Suburban Fringe | Industrial |
|                                   | Principal Arterial    | A            | B        | C               | C          |
|                                   | Minor Arterial        | A            | B        | C               | C          |
|                                   | Major/Minor Collector | A            | A        | B               | C          |
|                                   | Local                 | A            | A        | B               | B          |

<sup>2</sup> Fitzpatrick, K., et al, *User Guide for Posted Speed Limit Setting Procedure and Tool*, NCHRP Project Number 17-76, 2020.

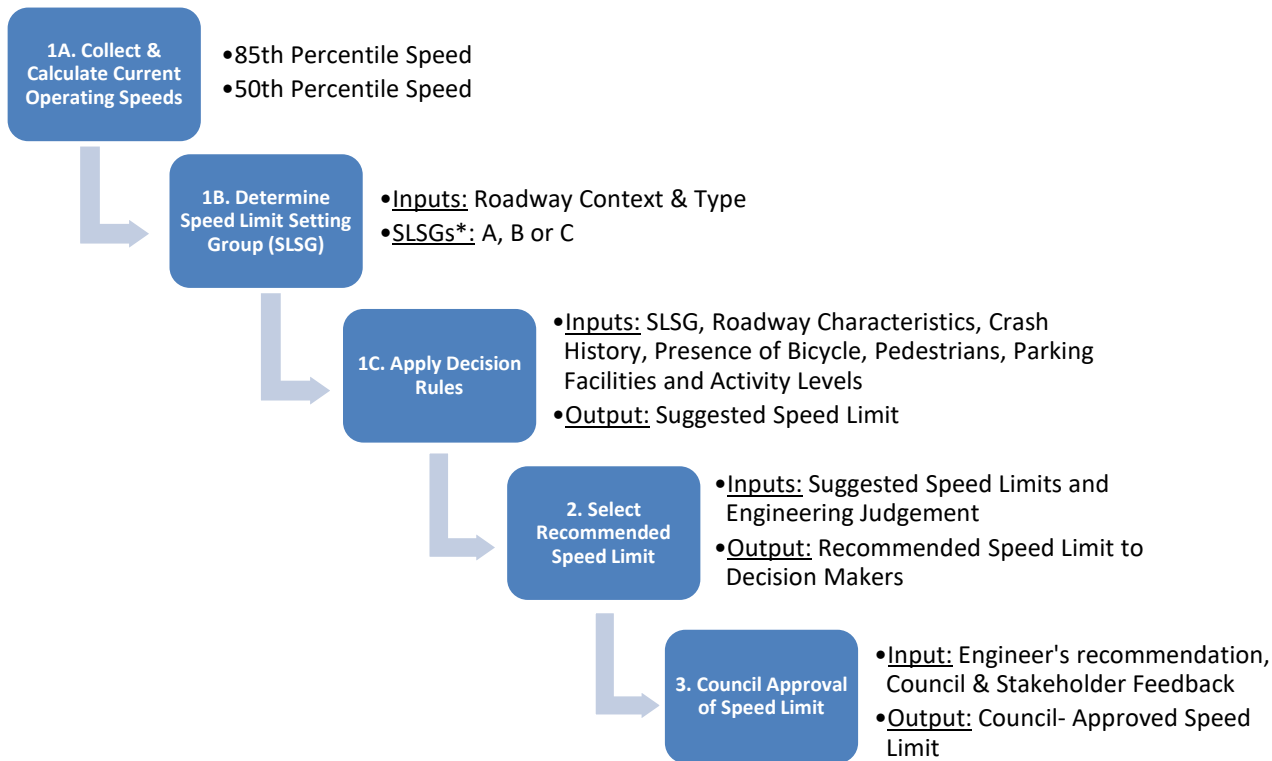
## ADDITIONAL SPEED-RELATED DEFINITIONS

Table 4. Speed-related definitions

|                                           | Definition                                                                                                                                                     |                                                                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Posted Speed</b>                       | The <b>maximum speed</b> a driver is legally permitted to travel along a roadway. This numeric speed limit value is displayed on regulatory speed limit signs. |                                                                                                      |
| <b>Operating Speed</b>                    | The speed at which motor vehicles <b>generally travel</b> on that road.                                                                                        |                                                                                                      |
| <b>50th Percentile Speed</b>              | The speed at which <b>50% of free-flowing drivers</b> travel at or below. Often referred to as the "Median Speed".                                             |                                                                                                      |
|                                           | C50                                                                                                                                                            | Closest 50th Percentile: The 50th percentile speed rounded to the closest 5-mph increment.           |
|                                           | RD50                                                                                                                                                           | Rounded Down 50th Percentile: The 50th percentile speed rounded down to the nearest 5-mph increment. |
| <b>85th Percentile Speed</b>              | The speed at which <b>85% of free-flowing drivers</b> travel at or below.                                                                                      |                                                                                                      |
|                                           | C85                                                                                                                                                            | Closest 85th Percentile: The 85th percentile speed rounded to the closest 5-mph increment.           |
|                                           | RD85                                                                                                                                                           | Rounded Down 85th Percentile: The 85th percentile speed rounded down to the nearest 5-mph increment. |
| <b>Suggested Speed Limit</b>              | Speed limit determined by the Richland Speed Limit Setting Tool's decision matrix (based on data inputs)                                                       |                                                                                                      |
| <b>Target Speed</b>                       | Speed limit (or range) that is considered appropriate for a given roadway context and set of characteristics.                                                  |                                                                                                      |
| <b>Engineer's Recommended Speed Limit</b> | Recommended speed limit based on the Suggested Speed Limit and engineering experience and judgment.                                                            |                                                                                                      |

## CHAPTER 2: PROCESS & EVALUATION

The City will take the following approach to identifying the most appropriate speed limit for each study facility (see Figure 1) by incorporating collision history, road system design, pedestrian and bicyclist activities and facilities, and surrounding context. Understanding the road setting and urban context can help determine the most appropriate speed limit and lead to additional design treatments to improve safety for all users.



*Figure 1: Overview of the Expert System Approach to a Speed Limit Setting Procedure (adapted from NCHRP Report 966)*

\*Note: SLSG stands for Speed Limit Setting Group

## STEP 1. SUGGESTED SPEED LIMIT

The following steps will lead to a suggested regulatory speed limit using the methods adapted from *NCHRP Report 966 Posted Speed Limit Setting Procedure and Tool*.

### STEP 1A: COLLECT & CALCULATE CURRENT OPERATING SPEEDS

---

The first step is to collect operating speeds for free-flow vehicles such as average speed, 50th percentile speed (median speed), and 85th percentile speed. Data collection techniques should capture free-flowing vehicles that are not affected by potential conflicts (e.g., driveways, intersections, crosswalks, or traffic signals) or traffic calming measures (e.g., speed bumps, speed cushions or radar speed feedback signs). There are several ways to collect this information:

1. In-road devices that are installed into or on top of the roadway surface (e.g., road tubes)
2. Out-of-road devices that are installed overhead or side of the roadway surface (e.g., radar data from Police Department armadillo units that hang from streetlights)
3. Big data sources from connected vehicle data (vehicle's electronic control units or controller access networks) or closed-circuit television systems CCTV (video analytics)<sup>3</sup>

### STEP 1B: DETERMINE SPEED LIMIT SETTING GROUP (SLSG)

---

The next step in determining a posted speed limit is to select a Speed Limit Setting Group (SLSG) based on roadway segment context and type. These factors help City staff determine the most appropriate design criteria and elements to understand road user needs along a given segment. Tables 1 - 3 are referenced to help determine the SLSG for a particular roadway.

#### ROADWAY TYPE

To determine roadway type, refer to City of Richland Roadway Types Definitions as described in Table 1 in Chapter 1.

#### ROADWAY CONTEXT

To determine roadway context, refer to City of Richland Roadway Context Definitions as described in Table 2 in Chapter 1.

#### SPEED LIMIT SETTING GROUP (SLSG)

A Speed Limit Setting Group is a list of combined roadway contexts and types where a similar speed limit setting decision process will produce the most appropriate suggested speed limit. The Speed Limit Setting Groups are defined and selected by the Matrix in Chapter 1, Table 3.

---

<sup>3</sup> Sources for real-time traffic data: <https://otonomo.io/blog/best-real-time-traffic-data-sources/>

## STEP 1C: APPLY DECISION RULES FOR SUGGESTED SPEED LIMIT

---

### **SPEED LIMIT SETTING OPTIONS**

Speed limit options include the following values based on collected operating speeds and basic statistical calculations. These speeds should be established and documented for the speed setting process.

- The 85th percentile speed rounded to the closest 5-mph increment (C85).
- The 85th percentile speed rounded down to the nearest 5-mph increment (RD85).
- The 50th percentile speed rounded to the closest 5-mph increment (C50).
- The 50th percentile speed rounded down to the nearest 5-mph increment (RD50).

The operating speeds used in this process will typically be the lower of both directions on two-way facilities. Where multiple traffic studies exist on the same corridor, the lowest speeds of all the counts should be used assuming the engineer has determined that all studies are valid and were performed in a location that captured free flow speeds. Engineering judgement should be used in cases where these two traffic study locations or the two directions of travel are dramatically different.

### **REQUIRED DATA ELEMENTS AND PROCEDURE TO DETERMINE SAFETY RISK**

Choosing the appropriate SLSGs leads to the decision process in the following tables to determine the suggested speed limit. Please refer to Table 3 in Chapter 1 to determine the appropriate SLSG based on roadway type and roadway context.

## SPEED LIMIT SETTING GROUP: A

Check each of the variables in Table 6 to determine if the suggested speed limit should be set at either the Rounded Down 50th (RD50) or Closest 50th (C50) related to that variable. Upon completion of all the variables, **any single variable in the RD50 column determines RD50 as the suggested speed limit.**

For example, if C50 is selected for the first seven rows below, but Crash Rate is High or Medium, then the suggested speed limit is the Rounded Down 50th Percentile Speed (RD50). For more details on “High”, “Medium” and “Low” assessments, please refer to **Appendix A**.

Table 5. Speed limit decision rules for SLSG: A

| Variable                                                                                                                                                 | Rounded Down 50th (RD50)                                | Closest 50th (C50)                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Signal density                                                                                                                                           | 8.01+ signals/mile                                      | 0-8 signals/mile                                                                                                                        |
| Access density                                                                                                                                           | 60.01+ driveways/unsignalized intersections per mile    | 0-60 driveways/unsignalized intersections per mile                                                                                      |
| Bicyclist activity – in motor vehicle lane, shoulder, or non-separated bike lane                                                                         | High or Some                                            | Negligible                                                                                                                              |
| Bicyclist activity – in separated bike lane                                                                                                              | High or Some                                            | Negligible                                                                                                                              |
| Sidewalk presence/width (none, narrow, adequate, or wide), sidewalk buffer (present or not present), and pedestrian activity (high, some, or negligible) | See Table 7                                             | See Table 7                                                                                                                             |
| On-street parking activity                                                                                                                               | High or Some                                            | Negligible                                                                                                                              |
| On-street parking type                                                                                                                                   | Angle parking present for 40 percent or more of section | <ul style="list-style-type: none"> <li>No parking present</li> <li>Angle parking present for less than 40 percent of section</li> </ul> |
| Crash Rate (Societal Crash Cost per mile)                                                                                                                | High or Medium                                          | Low                                                                                                                                     |

Table 6. SLSG: A - Decision matrix for sidewalks and pedestrians

| Pedestrian Activity | Sidewalk Presence/Width | Sidewalk Buffer | Suggested Speed Limit |
|---------------------|-------------------------|-----------------|-----------------------|
| High                | Adequate                | Not present     | RD50                  |
| High                | Adequate                | Present         | C50                   |
| High                | Narrow                  | Not present     | RD50                  |
| High                | Narrow                  | Present         | RD50                  |
| High                | None                    | Not applicable  | RD50                  |
| High                | Wide                    | Not present     | C50                   |
| High                | Wide                    | Present         | C50                   |
| Some                | Adequate                | Not present     | RD50                  |
| Some                | Adequate                | Present         | C50                   |
| Some                | Narrow                  | Not present     | RD50                  |
| Some                | Narrow                  | Present         | RD50                  |
| Some                | None                    | Not applicable  | RD50                  |
| Some                | Wide                    | Not present     | C50                   |
| Some                | Wide                    | Present         | C50                   |
| Negligible          | Adequate                | Not present     | C50                   |
| Negligible          | Adequate                | Present         | C50                   |
| Negligible          | Narrow                  | Not present     | C50                   |
| Negligible          | Narrow                  | Present         | C50                   |
| Negligible          | None                    | Not applicable  | C50                   |
| Negligible          | Wide                    | Not present     | C50                   |
| Negligible          | Wide                    | Present         | C50                   |

## SPEED LIMIT SETTING GROUP: B

Check each of the variables in Table 8 to determine if the suggested speed limit should be set at either Closest 50th (C50), Rounded Down 85th (RD85) or Closest 85th (C85). Upon completion of all the variables, any single variable in the C50 column determines C50 as the suggested speed limit. **Any single item in the left-most column determines the suggested speed limit.**

For example, if C85 is selected for the first four rows below (Access Points, Lanes/Median/AADT, Lane Width, and Shoulder Width), but Bicyclist Activity is High, then the suggested speed limit is the Closest 50th Percentile Speed (C50).

*Table 7. Speed limit decision rules for SLSG: B*

| Variable                                                                                                                                                                | Closest 50th (C50)                                            | Rounded Down 85th (RD85)                                                                          | Closest 85th (C85)                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Signal density                                                                                                                                                          | 4.01+ signals/mile                                            | 3.01-3.99 signals/mile                                                                            | 3 signals/mile                                                                                      |
| Access density                                                                                                                                                          | 60.01+ driveways/<br>unsignalized<br>intersections per mile   | 40.01 - 60 driveways/<br>unsignalized intersections<br>per mile                                   | 0 - 40 driveways/<br>unsignalized intersections<br>per mile                                         |
| Number of lanes/<br>median type (undivided, two-<br>way left-turn lane [TWLTL], or<br>divided)                                                                          | N/A                                                           | Four or more lanes with<br>undivided median                                                       | Four or more lanes with<br>divided or TWLTL median<br>Fewer than four lanes with<br>any median type |
| Bicyclist activity – in motor<br>vehicle lane, shoulder, or<br>non-separated bike lane                                                                                  | High                                                          | Some                                                                                              | Negligible                                                                                          |
| Bicyclist activity – in<br>separated bike lane                                                                                                                          | High                                                          | Some                                                                                              | Negligible                                                                                          |
| Sidewalk presence/width<br>(none, narrow, adequate, or<br>wide), sidewalk buffer<br>(present or not present), and<br>pedestrian activity (high,<br>some, or negligible) | See Table 9                                                   | See Table 9                                                                                       | See Table 9                                                                                         |
| On-street parking activity                                                                                                                                              | High                                                          | Some                                                                                              | Negligible                                                                                          |
| On-street parking type                                                                                                                                                  | Angle parking present<br>for 40 percent or more<br>of section | Parallel parking permitted<br><br>Angle parking present for<br>less than 40 percent of<br>section | None                                                                                                |
| Crash Rate (Societal Crash<br>Cost per mile)                                                                                                                            | High                                                          | Medium                                                                                            | Low                                                                                                 |

*Table 8. Developed group - decision matrix for sidewalks and pedestrians*

| <b>Pedestrian Activity</b> | <b>Sidewalk Presence/Width</b> | <b>Sidewalk Buffer</b> | <b>Suggested Speed Limit</b> |
|----------------------------|--------------------------------|------------------------|------------------------------|
| High                       | Adequate                       | Not present            | RD85                         |
| High                       | Adequate                       | Present                | C85                          |
| High                       | Narrow                         | Not present            | C50                          |
| High                       | Narrow                         | Present                | RD85                         |
| High                       | None                           | Not applicable         | C50                          |
| High                       | Wide                           | Not present            | C85                          |
| High                       | Wide                           | Present                | C85                          |
| Some                       | Adequate                       | Not present            | RD85                         |
| Some                       | Adequate                       | Present                | C85                          |
| Some                       | Narrow                         | Not present            | C50                          |
| Some                       | Narrow                         | Present                | RD85                         |
| Some                       | None                           | Not applicable         | C50                          |
| Some                       | Wide                           | Not present            | C85                          |
| Some                       | Wide                           | Present                | C85                          |
| Negligible                 | Adequate                       | Not present            | C85                          |
| Negligible                 | Adequate                       | Present                | C85                          |
| Negligible                 | Narrow                         | Not present            | C85                          |
| Negligible                 | Narrow                         | Present                | C85                          |
| Negligible                 | None                           | Not applicable         | RD85                         |
| Negligible                 | Wide                           | Not present            | C85                          |
| Negligible                 | Wide                           | Present                | C85                          |

## SPEED LIMIT SETTING GROUP: C

Check each of the variables in Table 10 to determine if the suggested speed limit should be set at either Closest 50th (C50), Rounded Down 85th (RD85) or Closest 85th (C85). Upon completion of all the variables, any single variable in the C50 column determines C50 as the suggested speed limit. **Any single item in the left-most column determines the suggested speed limit.**

For example, if C85 is selected for the first four rows below (Access Points, Number of Lanes, Lane Width, and Shoulder Width), but Crash Rate is High, then the suggested speed limit is the Closest 50th Percentile Speed (C50).

Table 9. Speed limit decision rules for SLSG: C

| Variable                                                             | Closest 50th (C50)                                                                   | Rounded Down 85th (RD85)                                                                           | Closest 85th (C85)                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access points (non-residential driveways and intersections per mile) | 40.01+ access points per mile (divided)<br>30.01+ access points per mile (undivided) | 20.01 – 40.00 access points per mile (divided)<br>15.01 – 30.00 access points per mile (undivided) | 0-20 access points per mile (divided)<br>15 access points per mile (undivided)                                                                                                                                                                                                      |
| Number of lanes, median type, AADT combination                       | N/A                                                                                  | Four or more lanes with no median (undivided) and AADT > 2000 veh/d                                | <ul style="list-style-type: none"> <li>Four or more lanes with divided median</li> <li>Two lanes with any median type</li> <li>Four or more lanes with no median (undivided) and AADT ≤ 2000 veh/d</li> <li>Any number of lanes/median type combination when AADT ≤ 2000</li> </ul> |
| Lane width (LW)                                                      | LW ≤ 9 ft and AADT > 2000 veh/d                                                      | 9 ft < LW < 11 ft and AADT > 2000 veh/d                                                            | <ul style="list-style-type: none"> <li>LW ≥ 11 ft and AADT &gt; 2000 veh/d</li> <li>Any lane width when AADT ≤ 2000</li> </ul>                                                                                                                                                      |
| Shoulder width                                                       | SW < 2 ft and AADT > 2000 veh/d                                                      | 2 ft ≤ SW < 6 ft and AADT > 2000 veh/d                                                             | <ul style="list-style-type: none"> <li>SW ≥ 6 ft and AADT &gt; 2000 veh/d</li> <li>Any shoulder width when AADT ≤ 2000</li> </ul>                                                                                                                                                   |
| Crash Rate (Societal Crash Cost per mile)                            | High                                                                                 | Medium                                                                                             | Low                                                                                                                                                                                                                                                                                 |

> is Greater Than      ≥ is Greater Than or Equal To      < is Less Than      ≤ is Less Than or Equal To

## STEP 2. ENGINEER'S RECOMMENDED SPEED LIMIT

After completing the procedure to determine the appropriate **suggested** speed limit based on decision rules, conduct the following checks with engineering judgement to confirm the most appropriate **recommended** speed limit for the section.

### DEVELOPMENT OF ENGINEER'S RECOMMENDED SPEED LIMIT

Upon determining the Suggested Speed Limit from the process described above, the engineer should then compare it to the Target Speed ranges, as shown in Table 11 below.

Based on the WSDOT Design Manual (1103.05), the objective of the target speed approach is to establish the design speed at the desired operating speed. The target speed selection is derived from other design controls, as well as transportation and land use context characteristics. Therefore, it is ideal if the Suggested Speed Limit falls into this range.

Target operating speed is the desirable speed for motorists to travel along a roadway within the particular context/roadway type combination. *NCHRP Research Report 855, An Expanded Functional Classification System for Highways & Streets*, grouped the target operating speed into three categories: Low (<30 mph and below), Medium (30-45 mph), and High (>45 mph).<sup>4</sup> This Policy adapts Report 855 by developing a set of target speed ranges appropriate for each Roadway and Context in the City of Richland shown in Table 11. When reviewing Target Speeds, consider other similar City streets by type and context that already have appropriate speed limits.

*Table 10. Suggested target operating speed (mph) by roadway context and type*

|                         | Roadway Context |          |                 |            |
|-------------------------|-----------------|----------|-----------------|------------|
| Roadway Type            | Urban           | Suburban | Suburban Fringe | Industrial |
| Principal Arterial      | 25-35           | 30-40    | 35-45           | 45-55      |
| Minor Arterial          | 25-30           | 25-35    | 35-40           | 40-50      |
| Major Collector         | 25-30           | 25-30    | 25-35           | 35-45      |
| Minor Collector / Local | 20-25           | 20-30    | 25-30           | 25-35      |

If the suggested speed limit does not fit the suggested target speeds, confirm calculations, and then identify potential reasons for the difference. The engineer should identify any unique characteristics along the segment and consult traffic safety and operations resources related to speed limit setting (e.g., NCHRP Report 966, FHWA Office of Safety publications, established industry experts), to determine the Engineer's Recommended Speed Limit.

Once an **Engineers Recommended Speed Limit** has been determined for a segment there are other factors to consider such as continuity of roadway segments over longer distances, coordination with adjacent jurisdictions and frequency of roadway speed limit postings. These factors are covered in the next section.

<sup>4</sup> Transportation Research Board. 2018. *NCHRP Research Report 855: An Expanded Functional Classification System for Highways and Streets*. [HTTPS://DOI.ORG/10.17226/24775](https://doi.org/10.17226/24775)

## OTHER FACTORS TO CONSIDER

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**Speed Limit Segment Length.** Speed limits should be assigned to roadway segments that are reasonably uniform in roadway characteristics, context, and type; and when a change to one of these variables occurs, a new segment should be defined. For example, changes to the number of lanes or roadway context (urban, suburban, suburban fringe, industrial) necessitates a new segment.

It is important to keep segment lengths reasonable for driver expectation and maintenance feasibility. For example, changing speed limits too often can be confusing for road users and onerous for City staff to keep records of every change.<sup>5</sup>

If a roadway segment has an isolated speed-related concern, such as a horizontal curve, it should be addressed with standard warning treatments (e.g., a posted advisory speed), not by reducing the regulatory speed limit for the segment. For each case, an engineering study may determine a change to the segment length.

**Coordination with Adjacent Jurisdiction.** Speed limit studies near jurisdictional boundaries should be coordinated with the neighboring jurisdiction. The city engineer or city traffic engineer for the neighboring jurisdiction should initially be contacted to notify them of the study and to confirm when their section of the same road was last studied.

**Speed Limit Sign Frequency.** Speed limit signs should be placed in the following locations:

1. They are required at each point of change from one speed limit to another. Care should be taken to place the sign as close to where the speed limit ordinance identifies the change in speed.
2. Beyond major intersections and at other locations where it is necessary to remind road users of the speed limit that is applicable.
3. Downstream from where traffic may turn from an arterial corridor that has a different posted speed limit.
4. As needed to remind road users of the current speed limit. Engineering judgment should dictate the placement, balancing the competing values of reducing sign clutter and providing adequate information to road users.
5. On local streets, it is typical to add 25-mph sign within one-block when it comes from a higher posted speed facility. With regards to adding additional 25-mph signs, see guidance in **Appendix B**.

## SETTING SPEED LIMITS ON NEW ROADWAYS

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The Target Speeds in Table 11 can also be used to determine an initial posted speed limit for a newly constructed roadway. In general, if there is a 10-mph spread in the range above, then the initial Target Speed is likely the midpoint of that range. If the spread of the range is 5-mph, then the initial Target Speed will most likely be the higher point in the range. Other factors to consider when selecting the Target Speed of a new street:

- Pedestrian & Bicycle Facility Type and Quality
- Anticipated Pedestrian & Bicycle Activity Levels
- Presence of On-Street Parking
- Access Spacing of planned City Streets and anticipated Driveway Density

Once a decision has been made on the Target Speed of a new facility, staff should develop a proposed ordinance for approval by the Richland City Council.

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<sup>5</sup> FHWA, USLIMITS 2, Table 2, pg 34 (44). Transportation Research Board. 2006. Expert System for Recommending Speed Limits in Speed Zones: NCHRP 03-67.

### STEP 3. COUNCIL APPROVAL OF SPEED LIMIT

The final recommendation for a posted speed limit should be based on the procedures established in this document, and the application of engineering judgment. At a given location, factors outside the data elements used in this procedure may be appropriate to include, and those elements may help establish the most appropriate posted speed limit. Engineering judgement is often required when determining the Engineer's Recommended Posted Speed.

Speed limits are approved through an ordinance approval process with the Richland City Council. Typically, this involves working with the City Attorney's office to update the ordinance associated with the new speed limit, and then submitting this ordinance to Council for approval through the consent process. An agenda memo is required along with the ordinance change to explain why the speed limit is being changed.

A Council Study Session could be used if a particular speed limit change requires more discussion to explain the justification for the change or to provide more visibility for the change with the community. The ordinance would still be submitted through the consent process, assuming Council is in favor of the change.

Upon completion of the process, Public Works will make the necessary changes to the Posted Speed Limit signs according to the approved speed limit.

## APPENDIX A – VARIABLES FOR DECISION MAKING

### Bicycle Activity

Bicycle activity can be determined based on following criteria as guidance:

|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| High       | It is common to see bicyclists using marked bicycle lanes or vehicle lanes.  |
| Some       | There are occasional bicyclists using marked bicycle lanes or vehicle lanes. |
| Negligible | Bicyclists in bicycle lanes or on the roadway are rare.                      |

### Pedestrian Activity

Pedestrian activity can be determined based on following criteria as guidance:

|            |                                                                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High       | It is common to see pedestrians on sidewalks or walking in, or adjacent to the roadway. There are multiple locations where pedestrians are observed to be crossing the roadway. |
| Some       | Pedestrians occasionally walk along the route or cross the roadway.                                                                                                             |
| Negligible | Very uncommon to see pedestrians along or crossing the roadway.                                                                                                                 |

Note that the presence and number of pedestrian generators can also be used as a basis for classifying Pedestrian Activity as “High”, or as “Some” based upon Engineering Judgement. Common pedestrian generators are typically transit stops, parks, hotels, recreational facilities or government facilities.

### Sidewalk Width

Sidewalk width can be determined based on following criteria as guidance:

|          |                                |
|----------|--------------------------------|
| Wide     | Greater than 5 feet in width.  |
| Adequate | Approximately 5 foot in width. |
| Narrow   | Less than 5 feet in width.     |

### On-Street Parking Activity

On-street parking activity can be determined based on following criteria as guidance:

|          |                                                                                                              |
|----------|--------------------------------------------------------------------------------------------------------------|
| High     | Can be characterized as having parking on at least one side of the road with or without parking time limits. |
| Not High | No on-street parking activity present or permitted.                                                          |
| N/A      | Not Applicable (this option is not available to choose from)                                                 |

# Societal Cost Per Mile

The crash rate can be put into one of three categories:

|        |                                                                   |
|--------|-------------------------------------------------------------------|
| High   | Highest 1/3 of all study segments based on societal cost per mile |
| Medium | Middle 1/3 of all study segments based on societal cost per mile  |
| Low    | Lowest 1/3 of all study segments based on societal cost per mile  |

## Societal Cost per Mile per year

The crash rate will be calculated based on the Societal Cost per Mile per year. The Societal Cost of a crash is monetary value that a state agency adopts to quantify the benefits of a change in safety performance as part of a benefit-cost analysis.<sup>6</sup>

The formula is as follows:

Societal Cost per Mile

$$= [(\# \text{ of K}) \times (\text{Societal Cost of K}) + (\# \text{ of A}) \times (\text{Societal Cost of A}) + (\# \text{ of B}) \times (\text{Societal Cost of B}) + (\# \text{ of C}) \times (\text{Societal Cost of C}) + [(\# \text{ of O}) \times (\text{Societal Cost of O})] \div (\# \text{ of years of crash data}) \div (\text{length of segment in miles})$$

Where Crash Type is abbreviated as follows:

|                                |   |
|--------------------------------|---|
| Fatal Injury Crash             | K |
| Suspected Serious Injury Crash | A |
| Suspected Minor Injury Crash   | B |
| Possible Injury Crash          | C |
| No Apparent Injury Crash       | O |

The Societal Cost per crash type can be updated as needed.

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<sup>6</sup> Societal Cost Definition is based on the WSDOT Safety Analysis Guide:  
<https://wsdot.wa.gov/publications/fulltext/design/ASDE/Safety-Analysis-Guide.pdf>

## APPENDIX B – GUIDELINES FOR POSTING 25-MPH SPEED LIMIT SIGNS

A 25-mph speed limit sign may be installed on a local residential street if it meets all the following criteria:

1. The local street must intersect a designated arterial or collector street; and;
2. The surrounding area must be predominately zoned residential; and,
3. The local street should be a minimum of one-quarter mile in uninterrupted length.

Where these criteria are met, then a 25-mph speed limit sign may be installed on the local street near the intersection of the higher established speed street. No additional speed limit signs to this or interior connecting local streets are warranted based on satisfaction of the above criteria. The Traffic Engineer may consider an additional speed limit sign where a local street is over ½ -mile in continuous uninterrupted length.

Local residential streets not meeting the above criteria may warrant a speed limit sign if the street meets one or more the following guidelines:

1. The local street has a minimum traffic volume of 800 vehicles per day and has an observed average speed in excess of 5-mph above the basic speed limit for city streets; or,
2. The local street has a minimum traffic volume of 800 vehicles per day of which thirty percent (30%) or more is cut-through traffic. Cut-through traffic shall be defined as vehicles using a local street(s) to travel between one arterial or collector to another arterial or collector without stopping (except for stop signs, etc.) for the purpose of by-passing congestion on the designated arterial or collector; or,
3. There are three or more reported collisions in a 12-month period, or four or more reported collisions in a 24-month period, on a local street, which are directly related to excessive speed.

Existing 25-mph speed limit signs that do not meet the above guidelines shall remain in-place until such time as they are scheduled to be replaced, or need to be repaired or relocated. At that time the Traffic Engineer shall determine if the signs should be removed or replaced/repaired/relocated based upon the above guidelines.

Nothing in this policy shall preclude the city's Traffic Engineer from installing, relocating or removing 25-mph speed limit signs on local streets based upon his/her engineering judgment at any time.



# COUNCIL AGENDA ITEM COVERSHEET

Council Date: 5/7/2024

Agenda Category: Items of Business

Strategic Priority 4 - Quality of Life

**Subject:**

Benton County Emergency Services - Administrative Overview & History (Discussion Only)

Department/Office

Benton County Emergency Services

Ordinance/Resolution Number:

Document Type:

General Business Item

**Recommended Motion:**

None.

**Summary:**

The City of Richland is the Administrative Jurisdiction for Benton County Emergency Services (BCES), an administrative agency which operates the Southeast Communications Center (SECOMM) for Benton and Franklin Counties and Emergency Management for Benton County.

BCES is operated through an Interlocal Agreement (ILA) between 11 different member agencies, including Benton County, Franklin County, the cities of Richland, Kennewick, Pasco, West Richland, Prosser, and Benton City, and Benton County Fire Protection District Nos. 1, 2 and 4. Executive Director Jay Atwood oversees operations at BCES.

A Third Amended and Reinstated Interlocal Agreement was recently executed to address capital acquisition for the first phase of a major radio communications project. Additional amendments to the agreement will be necessary for the second and third phases of the project, which are imminent. Additionally, there is regional support for BCES to explore becoming an independent agency, which requires discussion around charter creation, funding models, long-term permanent funding solutions and assets being absorbed by BCES from each member agency.

This presentation is designed to provide a historical snapshot of BCES, the current governance and structure, current and future projects, and impacts to the City of Richland and other member agencies.

**Fiscal Impact:**

The City currently receives a seven percent (7%) administrative fee for operating BCES. The path to independence will likely affect that fee depending on the structure and any contractual services the City may continue to provide at a cost to BCES. This would also be offset by fewer staff hours associated with services no longer provided by the City on behalf of BCES and the funding structure, including user or subscriber costs based on the final BCES governance and structure.

**Attachments:**