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WALLA WALLA CITY COUNCIL
Regular Meeting Agenda
December 3, 2025 - 6:30 p.m.

Live stream of the meeting may be viewed on the City's website at <https://www.wallawallawa.gov/government/city-council>.

Members of the public also may attend and participate in this regular meeting by using this Zoom meeting link:

<https://us02web.zoom.us/j/89376134106> or by calling 253-215-8782 and entering meeting ID 893 7613 4106#.

Individuals who need auxiliary aids for effective communication are encouraged to make their needs and preferences known by contacting the Human Resources Department at 509-527-4475.

Mission: Dedicated to enhancing the quality of life in Walla Walla.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PRESENTATIONS AND PROCLAMATIONS**

4. **PUBLIC COMMENTS: (3 Min. Time Limit) Persons making irrelevant, personal, impertinent, overly redundant, vulgar, or slanderous remarks that disrupt, disturb or otherwise render orderly conduct of the meeting unfeasible may be barred by the presiding officer from making further comments before the Council during the meeting.**

The public may comment at this time on matters of City business. To provide comments virtually, please use the Zoom meeting link, raise your virtual hand, wait to be recognized, and then unmute. If you are calling in, dial *9 to raise your virtual hand, wait to be recognized, and dial *6 to unmute the connection. Public comments may also be provided by emailing the City Clerk at CityClerk@wallawallawa.gov

If you would like to request staff follow-up regarding your public comments, please email your contact information (email and phone number) to CouncilFollowup@wallawallawa.gov and please summarize the topic of your comment so it can be directed to the correct department.

5. **CONSENT AGENDA**

- A. Pgs. 3-11 Ordinance No. 2025-28: Adopting the 2026 Non-represented Salary Schedule.

- B. Pgs. 12-22 Ordinance 2025-29: Adopts 2026 Parks & Recreation Fees
- C. Pgs. 23-43 Resolution 2025-095: Approves lease with Walla Walla Senior Citizens Center for use of Jefferson Park Community Center
- D. Pgs. 44-49 Resolution 2025-096: Authorizes applying for and accepting an electric vehicle charging grant from the Washington Department of Commerce
- E. Pgs. 50-54 Resolution 2025-097: Authorizes a professional services contract with DKS Associates for traffic signal timing and coordination.
- F. Pgs. 55-61 Approves the minutes of the November 17, 2025 Work Session and the November 19, 2025 Regular Meeting.

6. **ACTIVE AGENDA**

- A. Pgs. 62-66 Resolution 2025-098: Authorizes a professional services contract with Herrera Environmental Consultants, LLC. for the design and permitting of the landfill area 7 vertical expansion project in an amount not to exceed \$249,910.
- B. Pgs. 67-81 Resolution 2025-099: Authorizes the City Manager to execute the 2026-2028 contract for animal care service with Blue Mountain Human Society

7. **COUNCIL MEMBER MEETING REPORTS**

8. **UNFINISHED AND NEW BUSINESS**

9. **EXECUTIVE SESSION**

- A. Executive Session Subject: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

10. **MEETING ENDS**

Values: Service, Integrity, Collaboration, Equity, Leadership, and Community

The City of Walla Walla complies with Title VI, ADA, and other applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, veteran status, sexual orientation, gender identity, or sex.



ar-5822

Pgs. 3-11

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: Non-represented Salary Schedule 2026

Submitted For: Pam Taylor, City Manager Office, Human Resources

Financial Comments:

Funds for a 2.75% cost of living adjustment (COLA) for non-represented employees' salaries were included in the adopted 2025-2026 biennium budget.

All Contracts:

Not Applicable

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Approve the 2026 Non-represented Salary Schedule to be effective 1/1/2026.

Information

HISTORY:

2026 NON-REPRESENTED SALARY SCHEDULE

The City of Walla Walla has reviewed the 2025 Association of Washington Cities (AWC) Salary Survey for Cities and Counties for all non-represented positions, with the exception of City Manager and City Attorney, for cost of labor market adjustments for 2026. There are currently 83 non-represented employees. The proposed Cost of Living Adjustment (COLA) is 2.75% for 2026.

METHODOLOGY

In 2019, the City implemented a 5-Year Compensation Review plan that provides a systematic approach to monitoring the City's compensation plan for both Non-represented and AFSCME employees. The plan includes an annual review of the AWC Salary Survey, which provides an opportunity to manage market influences by making any minor changes in salaries as needed. On a 5-year review cycle for each salary group (Non-represented and AFSCME), an objective consultant provides a formal review to provide expertise and assistance in maintaining a fair and equitable compensation plan both internally and externally. The Non-represented 5-year review study was conducted in 2024. In non-study years, the City reviews the annual AWC Salary Study, internal Cost of Living Adjustments (COLAs), CPI-U All Cities June to June, and other 2026 COLA predictions.

INTERNAL COLAs, CPI, and 2026 COLA PREDICTIONS

Effective 1/1/2026, IAFF Local #404 will receive a 4.25% COLA, the Walla Walla Police Guild will receive a 3% COLA and the AFSCME Union will receive a 2.75% COLA.

The CPI-U All Cities, June to June is 2.7%, which influences COLA's due to the inflation aspect. The Social Security Retirement COLA is expected to be 2.8% for 2026.

A review of the Society for Human Resource Managers research on organizations providing compensation data projects an average 3.5% COLA for 2026. Other pay consultant organizations are outlined below:

1. The WTW survey predicts an average salary increase of 3.5%.
2. World at Work estimates a 3.6% mean salary increase in 2026 budgets.
3. Gallagher estimates the average salary increase to be 3.2% to 3.3% in 2026.
4. Mercer states on average, U.S. employers are budgeting for 3.1% merit increases and a 3.5% mean total increase.

Payscale found that U.S. employers on average are planning for a 3.5% pay raise for 2026.

RECOMMENDATION

Taking into consideration the 2025 AWC Salary Survey, internal equity, and the average cost of living market adjustments, the City of Walla Walla is proposing a 2.75% market adjustment to the 2026 Salary Schedule for Non-Represented Employees for Council consideration.

POLICY ISSUES:

It is therefore appropriate under the compensation policy adopted by Walla Walla Resolution 2009-74, § 7 (7/29/2009) to update the salary structure for non-represented City employees by 2.75% for 2026.

PLAN COMPLIANCE:

STRATEGIC PLAN: High Performing Organization Key Focus Area: Strategic Objective 3 that states, "Support how we recruit, develop, and retain diverse talent to serve our community."

ALTERNATIVES:

Not adopt the cost of living adjustment for non-represented employees.

STAFF RECOMMENDATION:

Approve the 2026 Non-represented Salary Schedule to be effective 1/1/2026.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Ord 2025-28
2026 Non-Rep Salary Schedule

ORDINANCE NO. 2025-28

AN ORDINANCE FIXING COMPENSATION RANGES FOR NON-REPRESENTED CITY EMPLOYEES AND AUTHORIZING THE CITY MANAGER OF THE CITY OF WALLA WALLA TO DETERMINE SALARIES AND TAKE OTHER ACTION IN CONNECTION THEREWITH

WHEREAS, the City of Walla Walla was established in 1862 by an act of the Legislative Assembly of the Territory of Washington and passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, RCW 35A.11.020 authorizes the City Council to “define the functions, powers, and duties of its ... employees; [and] within the limitations imposed by by vested rights, to fix the compensation and working conditions of ... employees...;” and

WHEREAS, RCW 35A.13.090 authorizes the City Council to fix compensation of employees upon recommendation of the City Manager; and

WHEREAS, the City Manager has recommended and the City Council has determined to provide a 2.75% increase to salary ranges for non-represented city employees; and

WHEREAS, RCW 35A.13.080(9) authorizes the City Council to determine duties that may be performed by the City Manager; and

WHEREAS, the Walla Walla City Council has considered this matter during a regularly and duly called public meeting of said Council, has given said matter careful review and consideration, and finds that passage of this ordinance is an appropriate function for the city and that the best interests of the City of Walla Walla, and good government of the city will be served by passage of this ordinance,

NOW THEREFORE, the City Council of the City of Walla Walla ordains as follows:

Section 1: The salary schedule attached hereto and incorporated by reference is hereby adopted effective January 1, 2026 to fix the salary ranges for City of Walla Walla employees not covered by a collective bargaining agreement.

Section 2: The Walla Walla City Manager, and designees of the Walla Walla City Manager, are hereby authorized to hire employees for positions established in the salary schedule and to hire employees for positions that are newly established or reclassified in accordance with this ordinance; provided that sufficient funds for such purposes have been appropriated by the Walla Walla City Council.

Section 3: The Walla Walla City Manager, and designees of the Walla Walla City Manager, are hereby authorized to determine and set salaries of employees for positions established in the salary schedule, and to make adjustments thereto for inflation; provided that sufficient funds for such purposes have been appropriated by the Walla Walla City Council.

Section 4: The Walla Walla City Manager, and designees of the Walla Walla City Manager, are authorized, subject to any civil service laws, rules, or regulations that may apply, to create and establish new jobs and job classifications, and to determine and set salaries of employees for newly established positions; provided that sufficient funds for such purposes have been appropriated by the Walla Walla City Council.

Section 5: With the exception of positions created, required, or defined by statute, city ordinance, or city resolution, the Walla Walla City Manager, and designees of the Walla Walla City Manager, are authorized, subject to any civil service laws, rules, or regulations that may apply, to modify any job or job classification, to reclassify existing classifications, combine and reassign jobs, to eliminate jobs and job classifications, decrease the working force, and to determine and set salaries of employees for modified jobs and reclassified positions; provided that sufficient funds for such purposes have been appropriated by the Walla Walla City Council.

Section 6: The Walla Walla City Manager, and designees of the Walla Walla City Manager, are hereby authorized, subject to any civil service laws, rules, or regulations that may apply, to retire, discipline, suspend or discharge employees, to assign, transfer employees within the City, increase the working force, to establish standards, to determine work to be accomplished and the schedules and means of operations or handling; provided that sufficient funds for such purposes have been appropriated by the Walla Walla City Council.

Section 7: The Walla Walla City Manager is hereby authorized to promulgate administrative rules and procedures that define the functions, powers, duties, and working conditions of its employees; provided that such rules and procedures are consistent with the provisions of this ordinance; and further provided that sufficient funds have been appropriated by the Walla Walla City Council to implement such rules and procedures.

Section 8: The City Clerk is hereby authorized to publish a summary of this ordinance in accordance with RCW 35A.13.200 and RCW 35A.12.160.

PASSED by the Walla Walla City Council on December 3, 2025.

Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

SUMMARY OF ORDINANCE NO. 2025-28

AN ORDINANCE FIXING COMPENSATION RANGES FOR NON-REPRESENTED CITY EMPLOYEES AND AUTHORIZING THE CITY MANAGER OF THE CITY OF WALLA WALLA TO DETERMINE SALARIES AND TAKE OTHER ACTION IN CONNECTION THEREWITH

The Walla Walla City Council passed an ordinance at its December 3, 2025 regular meeting which sets the compensation ranges for non-represented city employees January 1, 2026.

The full text of this ordinance will be mailed upon request made to the Walla Walla City Clerk at Walla Walla City Hall, 15 N. Third Ave., Walla Walla, WA 99362.

The codes adopted by reference by the City of Walla Walla are on file with the city and available for examination through the office of the Walla Walla City Clerk.

Summary approved as to form

City Attorney

CITY OF WALLA WALLA - 2026 Non-Represented Employees Salary Schedule
Effective 1/1/2026; Full-time Regular; 2.75% Cost of Living Adjustment
3% Bilingual Spanish based on certification. 3.5% Deferred Compensation matching contribution.

Position	Grade	Annual Minimum	Annual Maximum	Monthly Min	Monthly Max	Hrly Min	Hrly Max
Administrative Assistant	16	\$64,178	\$75,070	\$5,348	\$6,256	30.854	36.092
Crime Prevention Coordinator	16	\$64,178	\$75,070	\$5,348	\$6,256	30.854	36.092
Household Hazardous Waste Tech II	16	\$64,178	\$75,070	\$5,348	\$6,256	30.854	36.092

Case Manager	17	\$71,017	\$83,083	\$5,918	\$6,924	34.142	39.946
Human Resources Coordinator	17	\$71,017	\$83,083	\$5,918	\$6,924	34.142	39.946
Legal Secretary	17	\$71,017	\$83,083	\$5,918	\$6,924	34.142	39.946
Library Admin Coordinator	17	\$71,017	\$83,083	\$5,918	\$6,924	34.142	39.946
PW Communications Coordinator	17	\$71,017	\$83,083	\$5,918	\$6,924	34.142	39.946
Recreation Coordinator	17	\$71,017	\$83,083	\$5,918	\$6,924	34.142	39.946

WA State Exempt Salary Threshold		\$80,468					
Com Dev Block Grant Coordinator	17	\$69,264	\$83,083	\$5,772	\$6,924	33.300	39.946
Engineering Project Coordinator	17	\$69,264	\$83,083	\$5,772	\$6,924	33.300	39.946
Police Admin Coordinator	17	\$69,264	\$83,083	\$5,772	\$6,924	33.300	39.946
PW Admin Coordinator	17	\$69,264	\$83,083	\$5,772	\$6,924	33.300	39.946
Support Services Coordinator	17	\$69,264	\$83,083	\$5,772	\$6,924	33.300	39.946
WESCOM Admin Coordinator	17	\$69,264	\$83,083	\$5,772	\$6,924	33.300	39.946

WA State Exempt Salary Threshold		\$80,468					
Accountant II	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Civil Engineer - without PE	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Domestic Violence Services Coordinator	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Librarian I	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Legal Coordinator	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Payroll Accountant	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Server Systems Technician	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221
Environmental Program Coordinator	18	\$75,593	\$91,977	\$6,299	\$7,665	36.340	44.221

Accountant III	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Customer Service Supervisor	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Emerg Serv Dispatch Supervisor	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Executive Assistant	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Human Resources Specialist	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Librarian - Public Services	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Librarian - Support Services	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Librarian - Young Peoples	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952
Permit Coordinator	19	\$83,680	\$101,815	\$6,973	\$8,485	40.229	48.952

CITY OF WALLA WALLA - 2026 Non-Represented Employees Salary Schedule
Effective 1/1/2026; Full-time Regular; 2.75% Cost of Living Adjustment

Position	Grade	Minimum	Maximum	Monthly Min	Monthly Max	Hrly Min	Hrly Max
Application Support Administrator I	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Asset Management Supervisor (PW)	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
City Clerk	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Park Maintenance Supervisor	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Police Records Supervisor	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Public Safety Systems Administrator	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Recreation Supervisor	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
RN CASE MGR	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Senior Planner I	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Stormwater Engineer - with PE	20	\$92,625	\$112,709	\$7,719	\$9,392	44.533	54.185
Accounting Supervisor	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Application Support Administrator II	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Civil Engineer I - with PE	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Communications Manager	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Database Administrator	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Facility Maintenance Supervisor	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
GIS Supervisor	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Network Administrator	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
PW Supervisor - Landfill	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
PW Supervisor - Streets/Storm/WW	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
PW Supervisor - Water Distribution	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
PW Supervisor - Water Treatment	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Senior Planner II	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Supervisor - Fleet Operations	21	\$102,552	\$124,757	\$8,546	\$10,396	49.304	59.977
Finance Manager	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
Assistant City Attorney I - Civil	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
Assistant City Attorney II - Criminal	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
Building Official	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
Civil Engineer II - with PE	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
Public Safety Communications Mgr	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
PW Manager - Solid Waste	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
PW Manager - Water Operations	22	\$113,515	\$138,105	\$9,460	\$11,509	54.577	66.398
Assistant City Engineer	23	\$125,670	\$152,893	\$10,473	\$12,741	60.421	73.506
Civil Engineer III (Utility)	23	\$125,670	\$152,893	\$10,473	\$12,741	60.421	73.506
Library Director	23	\$125,670	\$152,893	\$10,473	\$12,741	60.421	73.506
Assistant City Attorney III	24	\$139,103	\$169,237	\$11,592	\$14,103	66.877	81.364
City Engineer	24	\$139,103	\$169,237	\$11,592	\$14,103	66.877	81.364
Deputy Director - Development Services	24	\$139,103	\$169,237	\$11,592	\$14,103	66.877	81.364
PW Deputy Director	24	\$139,103	\$169,237	\$11,592	\$14,103	66.877	81.364

CITY OF WALLA WALLA - 2026 Non-Represented Employees Salary Schedule
Effective 1/1/2026; Full-time Regular; 2.75% Cost of Living Adjustment

Position	Grade	Minimum	Maximum	Monthly Min	Monthly Max	Hrly Min	Hrly Max
Deputy Fire Chief	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Development Services Director	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Finance Director	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Human Resources Director	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Parks, Recreation & Facilities Dir	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Police Captain	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Technology Services Director	25	\$153,993	\$187,356	\$12,833	\$15,613	74.037	90.075
Deputy City Manager	26	\$170,467	\$207,404	\$14,206	\$17,284	81.958	99.716
Fire Chief	26	\$170,467	\$207,404	\$14,206	\$17,284	81.958	99.716
Police Chief	26	\$170,467	\$207,404	\$14,206	\$17,284	81.958	99.716
Public Works Director	26	\$170,467	\$207,404	\$14,206	\$17,284	81.958	99.716



ar-5806

Pgs. 12-22

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: Parks & Recreation Fees

Submitted For: Andy Coleman, Parks and Recreation, Parks Administration

Financial Comments:

The proposed fee ordinance, which includes Veterans Memorial Golf Course, is estimated at \$1,277,000 in revenue.

All Contracts:

Not Applicable

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Proposed fees for Parks & Recreation services.

Information

HISTORY:

The City Council adopted the Parks & Recreation Fees and Charges Policy and Fee Schedule in March of 2002. Revisions to this fee schedule have been adopted by City Council periodically since this time. The Parks & Recreation Department reviews fees annually and recommends adjustments accordingly, depending on the market conditions and the demand for the services. Please see the attached presentation for more information on proposed increases to fees for Memorial Pool, recreation programs, and park facility reservations. This action by City Council will also establish fees for Veterans Memorial Golf Course.

At their meeting on November 3, 2025 the Parks, Recreation & Urban Forestry Advisory Board voted unanimously to recommend that City Council adopt the proposed fees.

POLICY ISSUES:

The City Council has the authority to adjust fees identified in Section 2.86 of the City Municipal Code.

PLAN COMPLIANCE:

STRATEGIC PLAN:

High Performing Organization

Objective 1: Address current and long-term projected gap between available revenue and resources, what is required to meet service levels and the objectives of the strategic plan.

COMPREHENSIVE PLAN:

PR Policy 1.2 Provide a variety of recreational facilities and opportunities to make recreation more accessible, attainable, and attractive for all ages and abilities of users, and to build a sense of community.

PR Policy 1.3 Provide adequate funding to support new parks, recreation programs, and urban forestry programs and to maintain the existing facilities. Explore the implementation of a Park Impact Fee and identify cost sharing opportunities to fund parks and recreation projects.

ALTERNATIVES:

City Council can choose not to increase some or all fees.

STAFF RECOMMENDATION:

Approve 2026 Parks & Recreation Fees.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Ord 2025-29

ORDINANCE NO. 2025-29

AN ORDINANCE AMENDING FEES AND CHARGES FOR THE CITY OF WALLA WALLA RELATED TO PARKS AND RECREATION

WHEREAS, the Walla Walla City Council passed Municipal Ordinance 2002-5 on April 10, 2002 authorizing parks and recreation fees and charges by ordinance; and

WHEREAS, the Walla Walla City Council passed Municipal Ordinance 2023-25 on November 15, 2023 amending parks and recreation fees and charges; and

WHEREAS, the Walla Walla City Council considered adoption of this ordinance during a regularly and duly called public meeting of said Council, has given careful review and consideration to said ordinance, and finds said ordinance to be in the best interests of the City of Walla Walla,

NOW THEREFORE, the City Council of the City of Walla Walla do ordain as follows:

Section 1: Section 1 of Walla Walla Municipal Ordinance 2023-25 (11/15/2023) is hereby amended as follows (added terms are bolded and removed terms are stricken):

The City of Walla Walla hereby establishes the following Parks and Recreation fees and charges:

Description of Service or Activity	Current Fee/Charge	New Fee/Charge
Aquatics		
Aquatics - Memorial Pool Admission Adults (19-59 yrs of age)	~~\$7.00~~	\$8.00
Aquatics - Memorial Pool Admission Youth (3 to 18 yrs of age), seniors (60+) and Veterans	~~\$5.00~~	\$6.00
Aquatics - Memorial Pool Admission Adults (19-59 yrs of age) – advance purchase only	n/a	\$7.50
Aquatics - Memorial Pool Admission - Youth (3 to 18 yrs of age), seniors (60+) and Veterans – advance purchase only	n/a	\$5.50
Aquatics - Memorial Pool Admission Youth 0 to 2 yrs of age	Free with Adult	Free with Adult
Aquatics - Memorial Pool Season Pass additional child to family pass	~~\$25.00/child~~	\$45.00/child
Aquatics - Memorial Pool Season Pass adult purchased in November or December	~~\$60.00~~	\$65.00

Aquatics - Memorial Pool Season Pass adult purchased in January through March	~~\$65.00~~	\$85.00
~~Aquatics - Memorial Pool Season Pass adult purchased in February~~	~~\$70.00~~	
~~Aquatics - Memorial Pool Season Pass adult purchased in March~~	~~\$75.00~~	
Aquatics - Memorial Pool Season Pass adult purchased in April through July	~~\$80.00~~	\$95.00
~~Aquatics - Memorial Pool Season Pass adult purchased in May - August~~	~~\$85.00~~	
Aquatics - Memorial Pool Season Pass family (4 persons) purchased in November and December	~~\$130.00~~	\$150.00
~~Aquatics - Memorial Pool Season Pass family (4 persons) purchased in December~~	~~\$140.00~~	
Aquatics - Memorial Pool Season Pass family (4 persons) purchased in January through March	~~\$150.00~~	\$190.00
~~Aquatics - Memorial Pool Season Pass family (4 persons) purchased in February~~	~~\$160.00~~	~~\$160.00~~
~~Aquatics - Memorial Pool Season Pass family (4 persons) purchased in March~~	~~\$170.00~~	
Aquatics - Memorial Pool Season Pass family (4 persons) purchased in April through July	~~\$180.00~~	\$230.00
~~Aquatics - Memorial Pool Season Pass family (4 persons) purchased in May - August~~	~~\$190.00~~	
Aquatics - Memorial Pool Season Pass youth, senior or veterans purchased in November through December	~~\$50.00~~	\$55.00
Aquatics - Memorial Pool Season Pass youth, senior or veterans purchased in January through March	~~\$55.00~~	\$75.00
~~Aquatics - Memorial Pool Season Pass youth, senior or veterans purchased in February~~	~~\$60.00~~	

~~Aquatics—Memorial Pool Season Pass youth, senior or veterans purchased in March~~	~~\$65.00~~	
Aquatics - Memorial Pool Season Pass youth, senior or veterans purchased in April through July	~~\$70.00~~	\$85.00
~~Aquatics—Memorial Pool Season Pass youth, senior or veterans purchased in May – August~~	~~\$75.00~~	
Aquatics - Summer Swim Team	~~\$65.00~~	\$80.00
Aquatics - Swimming lessons	~~\$35.00~~	\$40.00
Aquatics - Adult Fitness	100% Direct Cost	100% Direct Cost
Aquatics Facility Rental-Yellow Shade Structure	~~\$25.00/hr~~	\$50.00/hr
Aquatics Facility Rental - Indoor Party Room	~~\$50.00/hr~~	\$75.00/hr
Athletic Field/Park Facility Rentals		
Athletic Field Light usage	~~\$20.00/hr~~	\$25.00/hr
Athletic Field Rental - Adult	~~\$12.00/hr~~	\$20.00/hr
Athletic Field Rental - Youth	~~\$5.00/hr~~	\$10.00/hr
Park Facility Rental - Eastgate Lions Park ~~half day~~ /all day	\$20.00/\$35.00	\$35.00
Park Facility Rental - Ft. Walla Walla Park Section A picnic area - ~~half day~~ /all day	\$25.00/\$45.00	\$45.00
Park Facility Rental - Ft. Walla Walla Park Section B picnic area - ~~half day~~ /all day	\$25.00/\$45.00	\$45.00
Park Facility Rental - Ft. Walla Walla Park Section C picnic area - ~~half day~~ /all day	\$25.00/\$45.00	\$45.00
Park Facility Rental - Ft. Walla Walla Park Rotary Shelter - ~~half day~~ /all day	\$60.00/\$115.00	\$115.00
Park Facility Rental - Ft. WW Picnic Area (includes Rotary Shelter) - all day	\$225.00	\$225.00
Park Facility Rental - Heritage Square ~~half~~ /all day	\$350.00	\$350.00
Park Facility Rental - Howard-Tietan Shelter - ~~half~~ /all day	\$60.00/\$115.00	\$115.00
Park Facility Rental - Pioneer Park - Wedding Fountain - all day	\$130.00	\$130.00
Park Facility Rental - Pioneer Park - Whitman Shelter ~~half day~~ /all day	\$40.00/\$75.00	\$75.00
Park Facility Rental - Pioneer Circle (includes Bandstand) - ~~half day~~ /all day	\$150.00/\$275.00	\$275.00

Park Facility Rental – Washington Park Stage ~~half~~ /all day	\$40.00/\$75.00	\$75.00
Park Facility Rental - Wildwood Park Shelter - ~~half~~ ~~day~~ /all day	\$40.00/\$75.00	\$75.00
Park Facility Rental - Garden Center - ~~half day~~ /all day	\$150.00/\$275.00	\$275.00
Athletic Field Use Fees		
Adult Base/Softball- Field Striping - Repaint	~~\$60.00~~	\$70.00
Adult Base/Softball - Field Prep Preseason	~~\$190.00~~	\$200.00
Adult Soccer - Field Striping - Repaint	~~\$60.00~~	\$70.00
Adult Soccer - Field Prep Preseason	~~\$160.00~~	\$170.00
Turf Aeration	~~\$50.00/hr~~	\$60.00/hr
Baseball/Softball - Dragging/chalking	~~\$50.00/hr~~	\$60.00/hr
Quickdry & Athletic Field Marker	100% Direct Cost	100% Direct Cost
Over seeding	~~\$50.00/hr plus actual cost of materials~~	\$60.00/hr plus actual cost of materials
Top Dressing	~~\$50.00/hr plus actual cost of materials~~	\$60.00/hr plus actual cost of materials
Turf Mowing	~~\$50.00/hr~~	\$60.00/hr
Staff Call Out	100% Direct Cost	100% Direct Cost
Youth Base/Softball- Field Striping - repaint	~~\$30.00~~	\$40.00
Youth Base/Softball - Field Prep Preseason	~~\$95.00~~	\$105.00
Youth Soccer - Field Striping/Repaint	~~\$30.00~~	\$40.00
Youth Soccer - Field Prep Preseason	~~\$80.00~~	\$90.00
Tournaments	100% Direct Cost	100% Direct Cost
Softball Field Deposit	\$50.00/Field	\$50.00/Field
Golf Course		
Season Pass – Age 31 to 61	n/a	\$1,795.00
Season Pass – Age 31 to 61 – Spouse or child (18-21)	n/a	\$675.00
Sesson Pass – Senior (62+)	n/a	\$1,475.00
Sesson Pass – Senior (62+) - Spouse or child (18-21)	n/a	\$675.00
Season Pass – Age 18 to 30	n/a	\$795.00
Season Pass – Age 18 to 30 – Spouse or child	n/a	\$425.00
Season Pass – 17 and younger	n/a	\$425.00
Annual Cart Shed Rate	n/a	\$575.00
Annual Trail Fee	n/a	\$150.00

Annual Power Cart	n/a	\$975.00
Annual Driving Range Pass	n/a	\$425.00
Annual Driving Range Pass – Spouse or child	n/a	\$275.00
Daily Fee Pass	n/a	\$150.00
Daily Fee Pass – 9 holes – 31 to 61 – March to Oct	n/a	\$25.50
Daily Fee Pass – 18 holes – 31 to 61 – March to Oct	n/a	\$36.75
Daily Fee Pass – 9 holes – 31 to 61 – Nov to Feb	n/a	\$19.50
Daily Fee Pass – 18 holes – 31 to 61 – Nov to Feb	n/a	\$27.00
Daily Fee Pass – 9 holes – 62+ – March to Oct	n/a	\$24.00
Daily Fee Pass – 18 holes – 62+ – March to Oct	n/a	\$33.00
Daily Fee Pass – 9 holes – 62+ – Nov to Feb	n/a	\$18.00
Daily Fee Pass – 18 holes – 62+ – Nov to Feb	n/a	\$24.00
Ten Play Punch Card – Adult – 9 holes	n/a	\$306.00
Ten Play Punch Card – 62+ – 9 holes	n/a	\$288.00
Ten Play Punch Card – 62+ – 18 holes	n/a	\$396.00
Greens Fee 9 – March to Oct - 18 to 30 – Mon to Th	n/a	\$20.00
Greens Fee 9 – March to Oct - 18 to 30 – Fri to Sun	n/a	\$22.00
Greens Fee 18 – March to Oct - 18 to 30 – Mon to Th	n/a	\$33.00
Greens Fee 18 – March to Oct - 18 to 30 – Fri to Sun	n/a	\$36.00
Greens Fee 9 – Nov to Feb – 18 to 30 - daily	n/a	\$15.00
Greens Fee 18 – Nov to Feb – 18 to 30 - daily	n/a	\$22.00
Greens Fee 9 – March to Oct – 31 to 61 – Mon to Th	n/a	\$34.00
Greens Fee 9 – March to Oct – 31 to 61 – Fri to Sun	n/a	\$36.00
Greens Fee 18 – March to Oct – 31 to 61 – Mon to Th	n/a	\$44.00
Greens Fee 18 – March to Oct – 31 to 61 – Fri to Sun	n/a	\$47.00
Greens Fee 9 – Nov to Feb – 31 to 61 - daily	n/a	\$26.00
Greens Fee 18 – Nov to Feb – 31 to 61 - daily	n/a	\$36.00
Greens Fee 9 – March to Oct – 62+ – Mon to Th	n/a	\$32.00
Greens Fee 9 – March to Oct – 62+ – Fri to Sun	n/a	\$34.00
Greens Fee 18 – March to Oct – 62+ – Mon to Th	n/a	\$44.00
Greens Fee 18 – March to Oct – 62+ – Fri to Sun	n/a	\$47.00
Greens Fee 9 – Nov to Feb – 62+ - daily	n/a	\$24.00
Greens Fee 18 – Nov to Feb – 62+ - daily	n/a	\$32.00
Greens Fee 9 – March to Oct – 17 and under	n/a	\$12.00
Greens Fee 18 – March to Oct – 17 and under	n/a	\$19.50
Greens Fee 9 – Nov to Feb – 17 and under	n/a	\$9.00
Greens Fee 18 – Nov to Feb – 17 and under	n/a	\$13.00

Tournament Greens Fee Per Player – Tee time start	n/a	\$55.00
Power Cart (per rider) – 9 holes – March to Oct	n/a	\$14.00
Power Cart (per rider) – 18 holes – March to Oct	n/a	\$20.00
Power Cart (per rider) – 9 holes – Nov to Feb	n/a	\$9.00
Power Cart (per rider) – 18 holes – Nov to Feb	n/a	\$14.00
Twilight Rate (after 3:00 p.m.)	n/a	9-hole rate
Range Balls – small bucket	n/a	\$6.50
Range Balls – large bucket	n/a	\$12.50
Daily Trail Fee	n/a	\$11.00
Rental Pull Cart – 9 holes	n/a	\$10.00
Rental Pull Cart – 18 holes	n/a	\$15.00
Rental Clubs – 9 holes	n/a	\$10.00
Rental Clubs – 18 holes	n/a	\$15.00
Cart Shed Annual Rental	n/a	\$575.00
Community Room Rental (3 hour minimum)	n/a	\$350.00
Community Room Rental (each additional hour)	n/a	\$100.00
Tournament – Shotgun Format – Up to 80 players	n/a	\$7,500.00
~~Irrigation System~~ Capital Improvement Surcharge Season Pass Holder	\$1/per round	\$1/per round
~~Irrigation System~~ Capital Improvement Surcharge Student	\$1/per round	\$1/per round
~~Irrigation System~~ Capital Improvement Surcharge 9 Hole Round	\$1/per round	\$1/per round
~~Irrigation System~~ Capital Improvement Surcharge 18 Hole Round	\$2/per round	\$2/per round
Miscellaneous Fees		
Extra Picnic Tables	\$75.00 minimum up to five tables plus \$15.00 for each additional table	\$75.00 minimum up to five tables plus \$15.00 for each additional table
Litter Pick-up	100% Direct Cost	100% Direct Cost
Commercial Use - per 8 hours	\$500.00	\$500.00
Commercial Use - per 4 hours	\$250.00	\$250.00
Commercial Use - per hour	\$75.00	\$75.00
Temporary fence panel rental (per panel)	\$12.00/Per Day	\$12.00/Per Day
Temporary fence panel rental (per softball field)	\$120.00 Per Field	\$120.00 Per Field
Permits/Licenses		

Alcohol Permit	\$20.00	\$20.00
Special Event Permit - Received - 14-44 Days	\$175.00	\$175.00
Special Event Permit - Received - 45-89 Days	\$125.00	\$125.00
Special Event Permit - Received - 90 Days	\$75.00	\$75.00
Block Party Permit	\$20.00	\$20.00
Tree Care Specialist License	\$50.00	\$50.00
Tree Care Specialist License renewal	\$25.00	\$25.00
Tree Permit (planting/pruning/removal)	\$20.00	\$20.00
Sports - Youth and Adult		
Adult Soccer Team	\$250.00	\$250.00
Adult Golf Lessons	\$50.00	\$60.00
Adult softball team and player fee	\$920.00	\$920.00
Late Team Registration	\$50.00	\$50.00
Protest fee	\$25.00	\$25.00
Youth Blue Mountain Boys Baseball League	\$75.00	\$75.00
Youth Blue Mountain Girls Softball League	~~\$55.00~~	\$60.00
Youth Fall Soccer Player Fee	~~\$55.00~~	\$60.00
Youth Golf Lessons	~~\$46.00~~	\$50.00
Youth Indoor Soccer	~~\$55.00~~	\$60.00
Youth Little Sports Stars	\$65.00	\$65.00
Youth NFL Flag Football	~~\$55.00~~	\$60.00
Youth Softball Tournament (4 game guarantee)	~~\$600.00~~	\$725.00
Youth Softball Tournament (5 game guarantee)	~~\$650.00~~	\$775.00
Youth Sports Camps	100% Direct Cost	100% Direct Cost
Youth Sports Program Late Fee	~~\$20.00~~	\$25.00
~~Youth Sports Program - 3rd Child Discount~~	~~\$10.00~~	~~\$10.00~~
Youth Tennis	\$46.00	\$46.00
Youth track meet - pre-registration	~~\$3.00~~	\$5.00
Youth track meet - on site registration	~~\$5.00~~	\$10.00
Youth Warrior Soccer Academy	~~\$55.00~~	\$60.00
Enrichment/Special Events - Youth and Adult		
Adult Art Classes	\$10/hr plus material costs	\$10/hr plus material costs

Youth Art Classes	\$5/hr plus material costs	\$5/hr plus material costs
Adult Yoga	100% Direct Cost	100% Direct Cost
Youth Father/Daughter Special Event	\$25.00	\$25.00
Youth Mother/Son Special Event	\$25.00	\$25.00
Youth Pumpkin Carving	\$0.00	\$0.00
Youth Summer UPlay Program	\$0.00	\$0.00

Section 2: This ordinance shall be known as “An Ordinance Establishing Fees and Charges for the City of Walla Walla” which is referred to in Walla Walla Municipal Code §2.86.040.

Section 3: The fees and charges established by this ordinance are not exclusive, and they do not displace any other fees and charges which may apply. This ordinance does not supersede any fees or charges established by other ordinance, resolution, policy or other means.

Section 4: If any portion or part hereof shall be determined to be invalid or unenforceable, it shall be deemed severable from the remainder hereof.

Section 5: This ordinance shall become effective on January 1, 2026 in the manner provided by law after its passage and publication of a summary hereof.

PASSED on December 3, 2025 by the Walla Walla City Council.

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

SUMMARY OF ORDINANCE NO. 2025-29

AN ORDINANCE AMENDING FEES AND CHARGES FOR THE CITY OF WALLA WALLA RELATED TO PARKS AND RECREATION

The Walla Walla City Council passed an ordinance at its December 3, 2025 regular meeting which amends miscellaneous parks and recreation fees effective January 1, 2026.

The full text of the ordinance will be mailed upon request made to the Walla Walla City Clerk at Walla Walla City Hall, 15 N. Third Ave., Walla Walla, WA 99362.

Summary approved as to form

City Attorney



ar-5808

Pgs. 23-43

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: Senior Center Contract Renewal

Submitted For: Andy Coleman, Parks and Recreation, Parks Administration

Financial Comments:

N/A

All Contracts:

Yes

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Approve contract with Walla Walla Senior Citizens Center for lease of Jefferson Park Community Center

Information

HISTORY:

The lease of the Jefferson Park Community Center with the Walla Walla Senior Center organization is coming to an end this month after thirty years. Staff are proposing a five-year lease with essentially the same terms as the prior lease. The Parks & Recreation Department has a strong partnership with the Senior Center and believes it is in the best interest of the community to continue this partnership. The Jefferson Park Community Center was opened in 1971 and has been leased to the Senior Center organization since that time.

The Senior Center is a critical community resource that has seen a 130% increase in their nutritional program since 2019. Brian Berry, Executive Director of the Senior Center, will be in attendance to deliver the attached presentation.

The proposed contract includes the below terms:

- Allows for the Pottery Painting Studio that is operated by the Parks & Recreation Department to continue to operate out of the facility.
- It allows the City to use the facility without charge.
- It requires the parties to work together in good faith to jointly fund future major building improvements.

At its meeting on November 3, the Parks, Recreation & Urban Forestry Advisory Board voted unanimously to recommend that City Council approve the proposed lease with the Walla Walla Senior Citizens Center.

POLICY ISSUES:

City Council must approve leases/contracts longer than one year.

PLAN COMPLIANCE:

COMPREHENSIVE PLAN:

PR Policy 1.2 Provide a variety of recreational facilities and opportunities to make recreation more accessible, attainable, and attractive for all ages and abilities of users, and to build a sense of community.

PR Policy 1.10 Explore and leverage public/private partnerships and other non-traditional sources for recreational opportunities, facilities, and funding.

PARKS & RECREATION COMPREHENSIVE PLAN:

Objective 2.1: Maintain and expand partnerships with local organizations to assist with facility and program development.

Objective 3.8: Maintain and expand partnerships throughout the community.

ALTERNATIVES:

Choose not to continue to lease the Jefferson Park Community Center to the Senior Center organization or change the proposed terms.

STAFF RECOMMENDATION:

Support this resolution that authorizes the City Manager to execute a lease agreement with the Walla Walla Senior Citizens Center for use of the Jefferson Park Community Center.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for Ctiy Council action.

Attachments

Res 2025-095
Senior_Citizens_Center-Lease
Presentation

RESOLUTION NO. 2025-095

A RESOLUTION AUTHORIZING THE LEASE OF THE JEFFERSON PARK COMMUNITY CENTER

WHEREAS, the Walla Walla Senior Citizens Center has proposed leasing the Jefferson Park Community Center from the City of Walla Walla; and

WHEREAS, the City of Walla Walla passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, RCW 35A.11.020 provides in pertinent part that “[t]he legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law;” and

WHEREAS, RCW 35A.21.160 provides in pertinent part that “[a] code city organized ... under this title shall have all of the powers which any city of any class may have and shall be governed in matters of state concern by statutes applicable to such cities in connection with such powers to the extent to which such laws are appropriate and are not in conflict with the provisions specifically applicable to code cities;” and

WHEREAS, RCW 35A.11.020 provides that the City has the power to lease public property; and

WHEREAS, RCW 35A.11.010 authorizes the City of Walla Walla to contract and be contracted with; and

WHEREAS, the Walla Walla City Council reviewed this matter during a regularly called public meeting of said Council, has given said matter careful review and consideration, and finds that passage of this resolution is an appropriate function for the city and that the best interests of the City of Walla Walla will be served,

NOW THEREFORE, the City Council of the City of Walla Walla resolves as follows:

Section 1: The City of Walla Walla authorizes execution of a lease of the Jefferson Park Community Center to Walla Walla Senior Citizens Center.

Section 2: The City Manager of the City of Walla Walla is hereby authorized, empowered and directed to execute lease agreement approved by section 1 herein on behalf of the City of Walla Walla.

Section 3: The City Manager of the City of Walla Walla is hereby authorized and empowered to execute amendments and modifications to the lease agreement approved by section 1 herein on behalf of the City of Walla Walla necessary for the administration of the lease, provided that sufficient appropriations have been made by the Walla Walla City Council, and provided further the any such amendments must be reported to the City

Council prior to execution.

Section 4: The City Clerk of the City of Walla Walla is hereby authorized and directed to attest the assignment and any amendments or modifications authorized by this resolution, and to attach to each duplicate thereof a copy of this resolution.

PASSED on December 3, 2025 by the Walla Walla City Council.

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

JEFFERSON PARK COMMUNITY CENTER
LEASE AGREEMENT

THIS AGREEMENT made and entered into this day of _____, 2025, by and between the CITY OF WALLA WALLA, a municipal corporation of the State of Washington, hereinafter called "Lessor," and the WALLA WALLA SENIOR CITIZENS CENTER, a non-profit corporation licensed to do business in the State of Washington, hereinafter called "Lessee,"

WITNESETH:

WHEREAS, the Lessor has agreed to rent to the Lessee the JEFFERSON PARK COMMUNITY CENTER and certain walkways and parking lots, hereinafter sometimes referred to as the "Premises," owned by the Lessor and located at 720 Sprague Street, Jefferson Park, in the City of Walla Walla, as more specifically set forth on attached Exhibit "A," and the parties desire to reduce their agreement to writing,

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties do hereby promise and agree to and with each other as follows:

SECTION 1 - TERM: For and in consideration of the covenants and agreements hereinafter contained, Lessor hereby leases unto the Lessee that certain building, know as the "Jefferson Park Community Center Building," said building sometimes hereinafter called "Building," the adjacent parking lots and walkways located in Jefferson Park, 750 Sprague St, in the City of Walla Walla, Washington. The term of this agreement is from the date hereof until the 31st day of December, 2030. At any time at least ONE HUNDRED AND EIGHTY (180) calendar days prior to the termination of this agreement, the Lessee shall have the option to renew this agreement for an additional period of FIVE (5) years upon the same terms or as may otherwise be mutually agreed upon by the parties, provided that the Lessee provides the City with written notice of its intent to exercise this option. In the event the parties cannot agree upon said terms, this agreement shall continue through the original term and thereupon terminate.

SECTION 2 - RENT: The Lessee shall be allowed use of the Premises without rent subject to the Lessee's compliance with the terms and conditions of this agreement.

SECTION 3 - TAXES AND UTILITIES: The Lessee shall be responsible for payment of all taxes now or hereafter imposed by local, state and federal governments pertaining to the lease of properties as provided under a written lease agreement, including the following:

- (a) Washington state leasehold tax, currently 12.84% on rent value as determined by the State. Said tax shall be paid by Lessee directly to the Lessor, in addition to any county, state or federal tax which may be assessed by those entities for collection by the Lessor.
- (b) All utility charges, including but not limited to, water, sewer, sanitation, electricity, natural gas, telephone and Cable TV; In the event of termination of occupancy or termination of the lease prior to the expiration of the initial term or a subsequent extension thereto, any unpaid taxes and utility charges owed by the Lessee shall be due and payable as of the date of such termination.

SECTION 4 - USE OF THE PREMISES:

- (a) The Building shall be used for the purpose of providing a Senior Citizens Center open and available to all persons regardless of race, creed, color, sex, age, marital status, national origin, or the presence of any sensory, mental or physical handicap, who otherwise meet the requirements of the Lessee. Lessee shall comply with the applicable provisions of the Americans with Disabilities Act as it pertains to the Lessee's operations, programs and administrative functions on the premises.
- (b) The Lessee shall make the Building available to interested groups for a reasonable rental fee, except when the Building is required for Lessee's activities. The rental rates to be charged for any space within the Building shall be first supplied to the Director of Parks and Recreation for the Lessor, hereinafter called "Director".
- (c) The rental fees so received shall only be used by the Lessee to pay for the cost of utilities for the Building, for improvements to the Building, for janitorial services in the Building, and for the scheduling of events in said Building.
- (d) The use of the premises by the Lessee or any group that rents the premises shall be in accordance with all applicable municipal, county, state and federal laws, rules and regulations. No group or individual shall be discriminated against as provided in Chapter 49.60 RCW or otherwise denied the use of the premises, subject only to scheduling conflicts or inappropriate use as determined by City policy or municipal, county, state or federal law.
- (e) The Lessor shall be allowed use of the Building without charge, subject only to previously scheduled events. Lessor shall continue to have exclusive use of the room which Lessor currently uses as a pottery studio as well as the kiln room. Lessee shall in no way interfere with the Lessor's use of the pottery and kiln room.
- (f) Any and all unexpended funds remaining at the termination of this agreement shall be turned over to the Lessor; provided, that any such funds will be allowed to be carried over into any subsequent agreement period mutually agreed to in writing by the parties.

SECTION 5 - BOOKS OF RECORD: The City, or its agents, shall have the right at reasonable times to examine and audit books and records of the Lessee bearing upon or connected with the business conducted upon the premises to the extent necessary to determine compliance with the applicable revenue provisions of this agreement.

SECTION 6 - REPORTING: The Lessee shall provide the City with an annual report that details Building usage, including the number of participants served and building usage. This report should be delivered in a format acceptable to the Parks and Recreation Director. This report should be provided to the City no later than March 1 of each year.

SECTION 7 - MAINTENANCE OF THE PREMISES AND EQUIPMENT:

- (a) The Lessor shall provide maintenance and repair for the exterior of the Building, including the roof, parking lot lighting, rain gutters and the grounds, except flower beds, around the Building, and shall further maintain and repair: all sewer, water and other utility lines located outside the Building which are not the responsibility of a particular utility company; and broken windows and doors unless damaged by Lessee, its program participants or renters; restroom and classroom sinks, drinking fountains, urinals, toilets and water heaters, except plugged drains; electrical panels, wiring, switches, outlets, timers and regular and emergency lighting fixtures; furnaces,

air conditioners and non-kitchen exhaust fans; fire and security grills; doors, locks and hardware. The Lessor shall further be responsible for the removal of snow from the parking lot within THREE (3) full working days from the date of the snow fall.

- (b) The Lessee shall provide maintenance and repair for interior light bulbs; kitchen equipment including dishwasher and booster heater, walk-in cooler/freezer and compressors, kitchen sinks and garbage disposals, grease trap, exhaust hoods and associated fire extinguisher systems, sprayers, fry pan and dishwasher; the folding stage, tables and chairs; painting, wallpaper, cabinets, floors and carpet; the music/PA systems, burglar and fire alarm systems and telephone system; all furnishings and other fixtures, and the other interior furnishings and surfaces in the Building, in a manner satisfactory to the Lessor, and shall pay for all janitorial services. The Lessee shall also be responsible for regular inspection of walkways, parking lots and Building areas; and for maintaining the surface of walkways free of gravel or other hazards. Upon written notice from the Lessee, the Lessor will remove or replace curbs, gutters, sidewalks, asphalt or Building fixtures specified in Subsection (a) above which are badly deteriorated or damaged or which Lessor deems must be removed or replaced.
- (c) The Lessee shall maintain the Building, including the kitchen and restrooms, so that it is clean and orderly in accordance with good housekeeping and janitorial standards and requirements of the Walla Walla County Health Department. All storage areas under the Lessee's control shall be kept orderly and hazard free and will be subject to inspection by the duly authorized agents of the Lessor. The Lessee further agrees that use of the Building and rights to fixtures therein have a real and pertinent value and shall be maintained in good condition, less normal depreciation, and shall be returned to the Lessor in good condition or be properly accounted for upon termination of this agreement.

SECTION 8 - ALTERATIONS AND IMPROVEMENTS:

- (a) The Lessee shall make no alterations or improvements to the Premises without the prior written consent of the Lessor. Any and all permanent alterations and improvements to the Premises shall become the property of the Lessor at the time they are installed and shall fall under the provisions of this agreement. The Lessee shall be responsible for all indebtedness incurred relative to these alterations or improvements during and after the term of this agreement, unless otherwise specifically agreed to in writing by the Lessor.
- (b) The Lessee and Lessor will work together in good faith to jointly fund major future building improvements and repairs to the extent each party is able.

SECTION 9 - COMMUNICATIONS:

- (a) Any and all requested changes to this agreement or requests for equipment or maintenance for the Premises, or other matters of mutual interest, shall be submitted to the Director of Parks and Recreation or to the Lessee.
- (b) Any complaints or requests pertaining to rental fees, maintenance or other matters of concern, which are submitted to the Director of Parks and Recreation, shall be reviewed jointly by the Lessee and the Director of Parks and Recreation for consideration and resolution.

SECTION 10 - INDEMNITY AND HOLD HARMLESS: The Lessee agrees to indemnify and hold harmless the City

Lessor as provided herein to the maximum extent possible under law. Accordingly, the Lessee agrees for itself, its successors and assigns, to defend, indemnify and hold harmless the City of Walla Walla, its appointed and elected officials, and employees from and against liability for all claims, demands, suits and judgments, including costs of defense thereof, for injury to persons, death or property damage which is caused by, or arises out of, or is incidental to the Lessee's exercise of rights and privileges granted by this lease agreement. The Lessee's obligations under this section shall include:

- (a) Indemnification for such claims that arise from the negligence of the Lessee.
- (b) The duty to promptly accept tender of defense and provide defense to the City at the Lessee's own expense.
- (c) Indemnification of claims made by the Lessee's own employees or agents.
- (d) Waiver of the Lessee's immunity under industrial insurance provisions of Title 51 which waiver has been mutually negotiated by parties.

In the event it is necessary for the City to incur attorney fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses and costs shall be recoverable from the Lessee.

In the event it is determined that RCW 4.24.115 applies to this lease agreement, the Lessee agrees to defend, hold harmless and indemnify the City to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of the City to the full extent of Lessee's negligence. The Lessee agrees to defend, indemnify and hold harmless the City for claims by the Lessee's employees and agree to a waiver of its immunity under Title 51 RCW, which waiver has been mutually negotiated by the parties.

SECTION 11 - LIABILITY INSURANCE: The Lessee shall acquire and maintain, and provide written confirmation to the City, of bodily liability and property damage insurance in the amount of a combined single limit policy of ONE MILLION DOLLARS (\$1,000,000.00) per occurrence. The City shall receive a THIRTY (30) day advance written notice of any material change or cancellation of said policy or policies. The City shall be kept advised annually of the type, nature and extent of such insurance through a certificate of insurance coverage filed with the City, including a copy of the endorsement that names the City as an additional insured on the policy. At such time as the City deems it appropriate to increase the amount of the insurance coverage provided for herein, it may so notify the Lessee, and the parties shall thereafter enter into negotiations regarding said insurance coverage limits. In the event that the parties cannot reach an agreement as to the amounts of bodily liability insurance or miscellaneous property damage coverage, the parties shall mutually select a qualified, independent third-party insurance expert to determine the appropriate level of insurance coverage, whose decision shall be binding upon the parties. In the event the parties cannot agree upon the person to be so selected, they shall petition the presiding judge of the Walla Walla County Superior Court who shall make such appointment.

SECTION 12 - WAIVER OF SUBROGATION: To the extent a loss is covered by fire insurance in force, the City and the Lessee hereby mutually waive all right of recovery against each other for any loss from perils insured against their respective fire insurance policies, including any extended coverage endorsements thereto; provided, that this agreement shall be inapplicable if it would have the effect of invalidating any insurance coverage of the City or Lessee.

SECTION 13 - NO ASSIGNMENT: The Lessee shall not assign or sublease this agreement, or any part thereof, without first obtaining the written consent of the Lessor. This agreement, or any interest of the Lessee herein, shall not under any circumstances become an asset of the Lessee in any bankruptcy proceeding

or in the hands of any creditor of the Lessee, nor shall the Lessee permit any lien to be filed or placed against the Lessor in connection with its operations of the Premises herein contemplated.

SECTION 14 - CANCELLATION AND TERMINATION: The Lessee shall comply with all written notices from the Lessor relative to derelict performance of any agreement item. Time is of the essence of this agreement, and it is hereby agreed that any breach of covenants by the Lessee shall be brought to the attention of the Lessee by written notice delivered personally or by registered or certified mail, delivered or mailed at least THIRTY(30) days prior to any declaration of default by the Lessor. If said breach is not cured or corrected within said time, the Lessor may immediately enter upon and take possession of the Premises. Upon said default, the Lessor may take such steps as are deemed necessary in its sole judgment to restrict and/or prevent access to the Premises by the Lessee, its officials and employees, and any member of the public, until such time as said breach is cured or corrected. In the event the Lessee fails to cure or correct said breach within a reasonable time thereafter as determined solely by the Lessor, the Lessor may then elect in writing to cancel this agreement and it shall thereupon be considered terminated and have no further force and effect, and no further obligation upon the Lessor with regard to the Lessee shall remain.

It is further agreed that the Lessee may terminate this agreement at any time, without further obligation or penalty, following notice in writing delivered to the Lessor ONE HUNDRED AND EIGHTY (180) calendar days in advance of the specified termination date.

SECTION 15 - MODIFICATION; OTHER AGREEMENTS: This agreement may be reviewed at any time by the parties for possible amendments or revisions of any section or term. No such amendment or revision of this agreement shall be effective unless mutually agreed upon, reduced to writing, and signed by the parties.

This agreement expresses the full and final purpose of the agreement of the parties regarding the Premises. There are no verbal or other written agreements which qualify, modify or supplement this agreement. To the extent any other written agreement exists and conflicts with the terms and conditions of this agreement, said prior agreement is hereby revoked.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

LESSOR

CITY OF WALLA WALLA, a
municipal corporation
of the State of Washington

By

Elizabeth Chamberlain, City Manager

Attest:

City Clerk

LESSEE

WALLA WALLA SENIOR CITIZENS CENTER, a
non-profit corporation

By _____
President

By _____
Secretary

DRAFT



WALLA WALLA
SENIOR CENTER
THE CENTER AT THE PARK
Serving Seniors since 1971

Walla Walla Senior Center

Caring For Our Community

We empower
older adults to
live healthy
and happy
lives.



The Current State of The Center



Meals on Wheels Volunteers



Packing up Meals on Wheels meals

**200 Congregate Meals
EACH DAY!**

+

**215 Meals on Wheels
Meals EACH DAY!**

=

**We Feed Over 415 Older
Adults EACH DAY!**

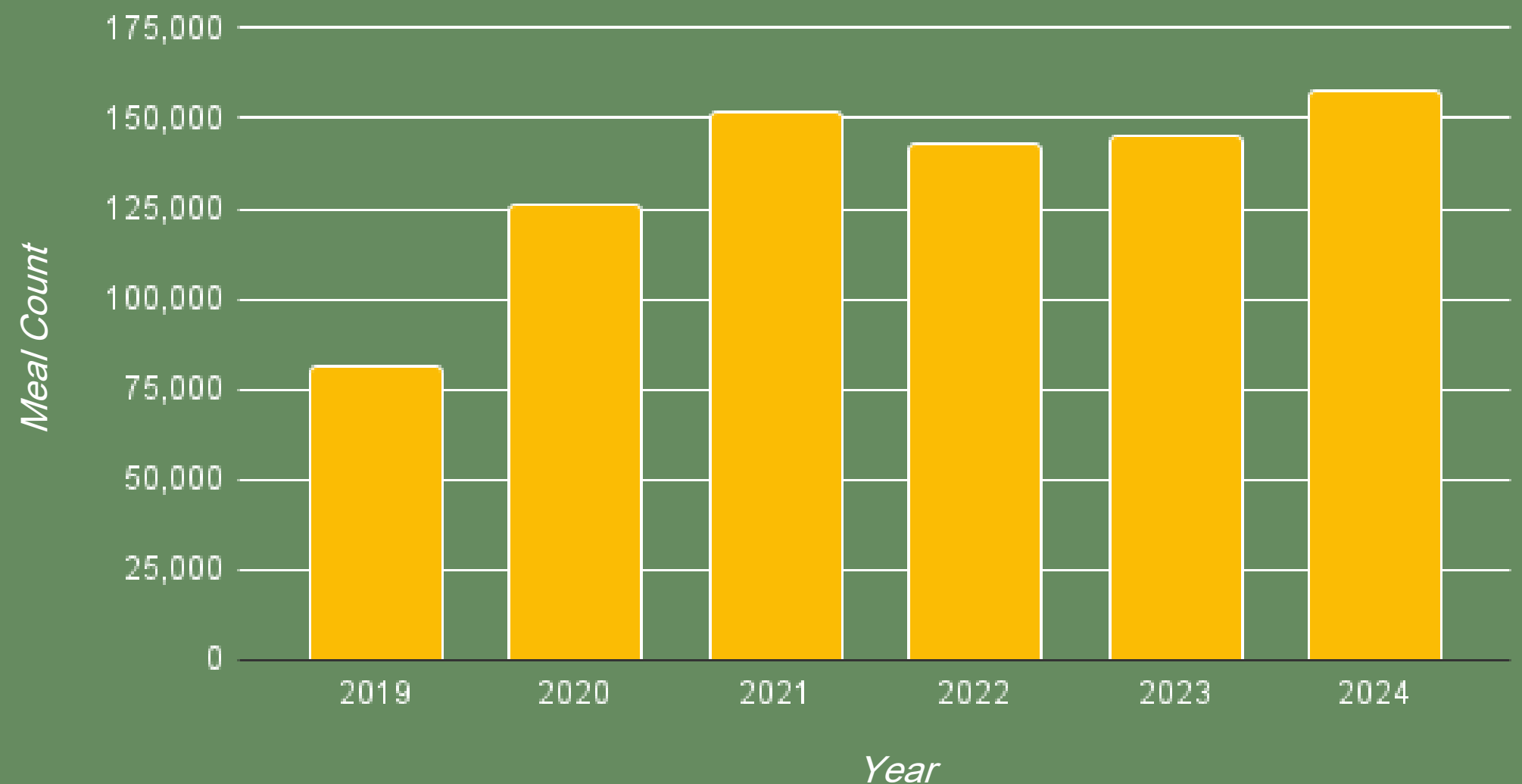
(157,000+ meals a year)

The Need for Meals is Growing

(and Connection!)

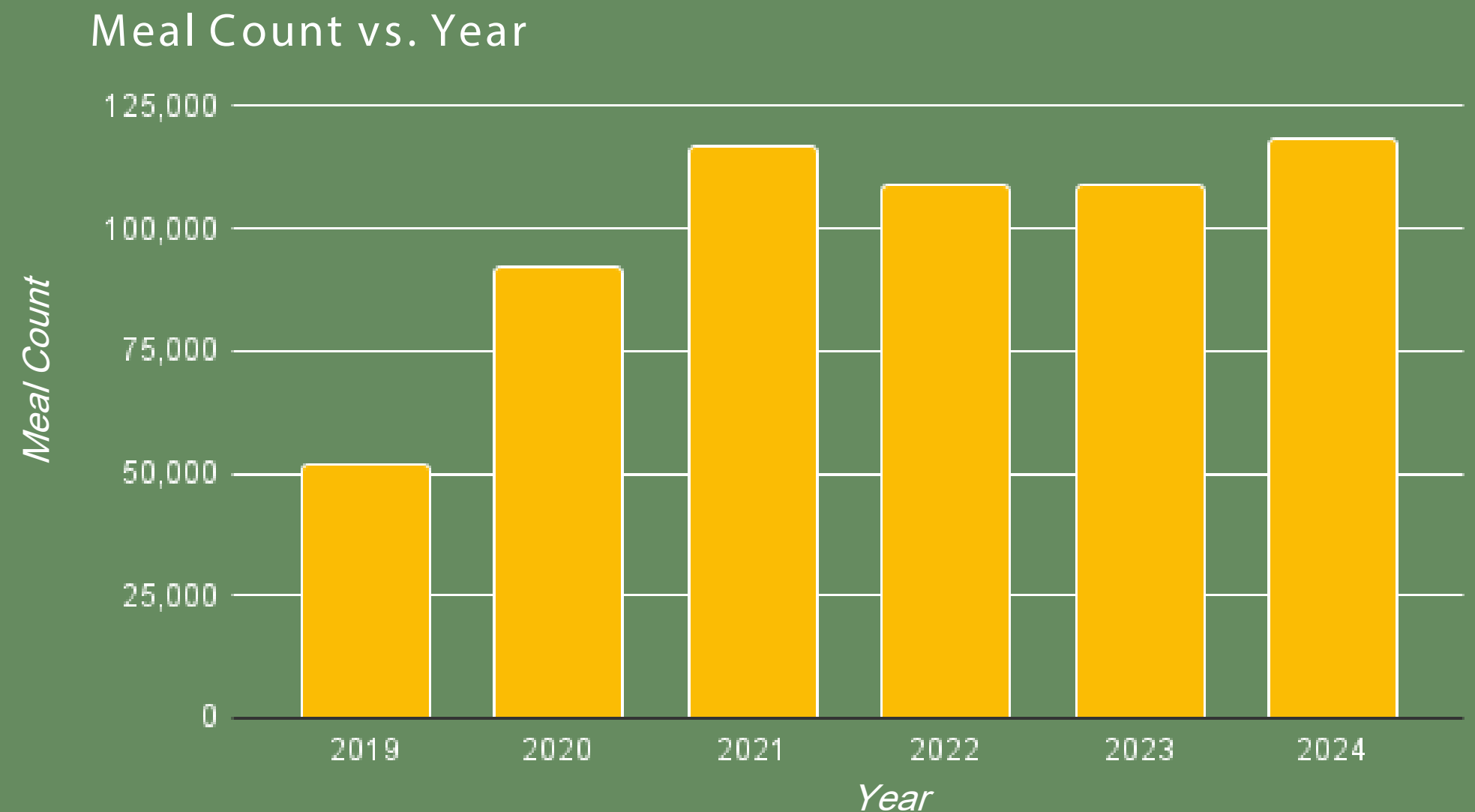
Our nutrition program grew 94%
from 2019 to 2024. We expect this
need to remain high.

Meal Count vs. Year



The Walla Walla site is a critical community resource

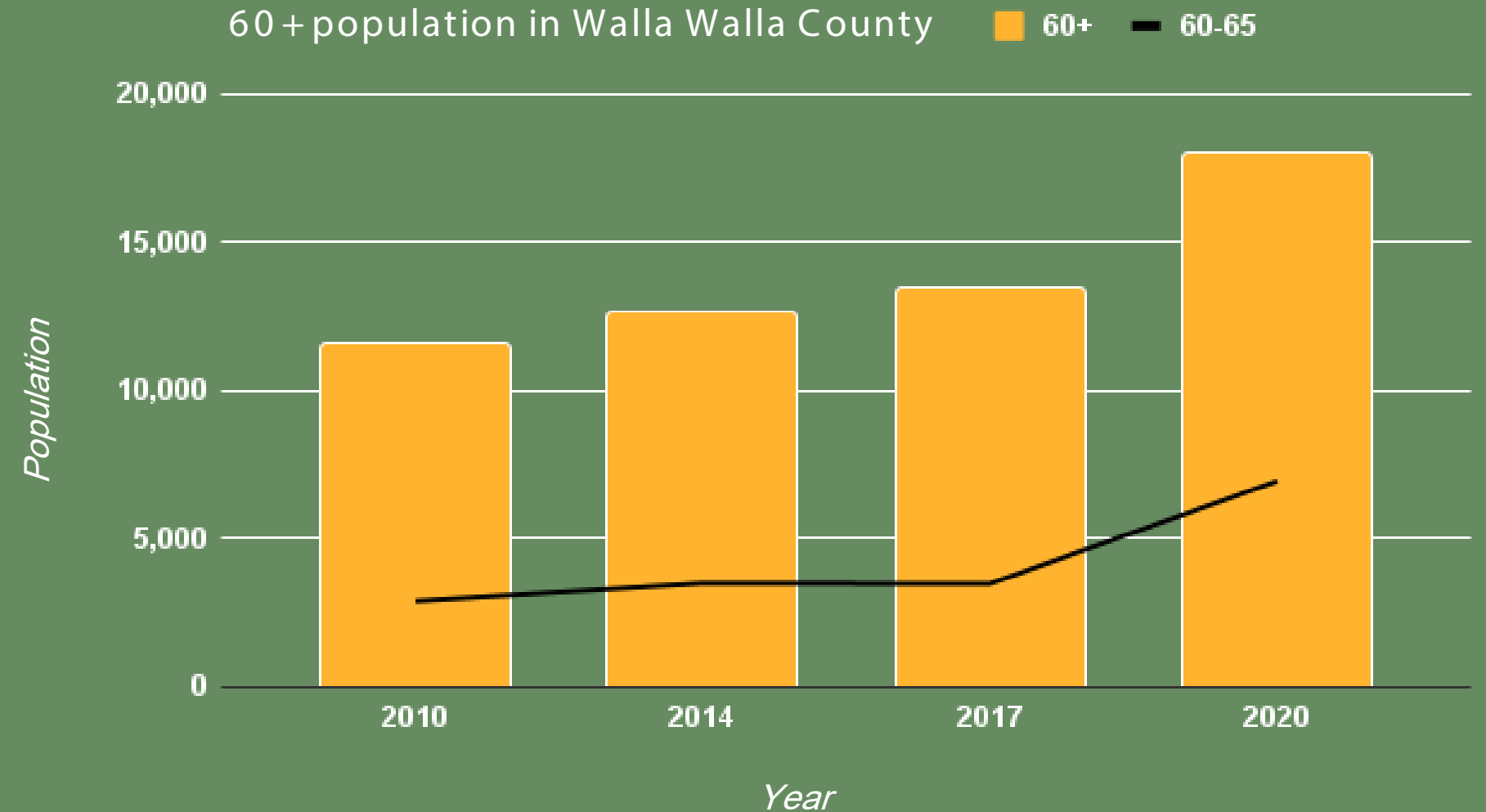
Our nutrition program in Walla Walla specifically grew 130% from 2019 to 2024.



Source: WWSC Program Data

Our Community is Aging

Over 60 population grew 30% from 2010 to 2020
and the trend is continuing. Of this population,
those between 60 & 65 is also growing.

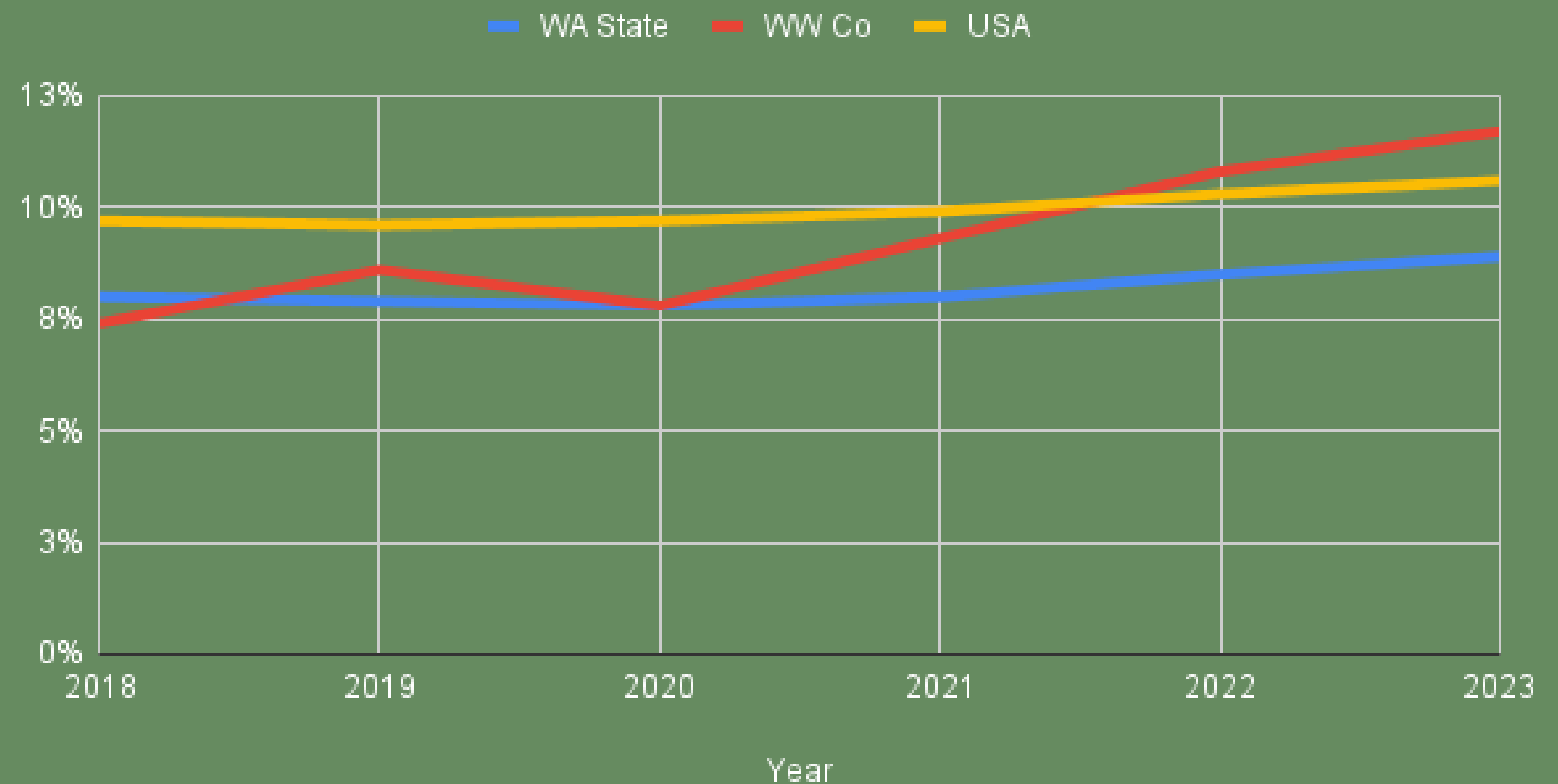


Source: data.census.gov

Low -Income Results in Food Insecurity

Older adults have to make difficult decisions between buying food and paying for other needs like medicine.

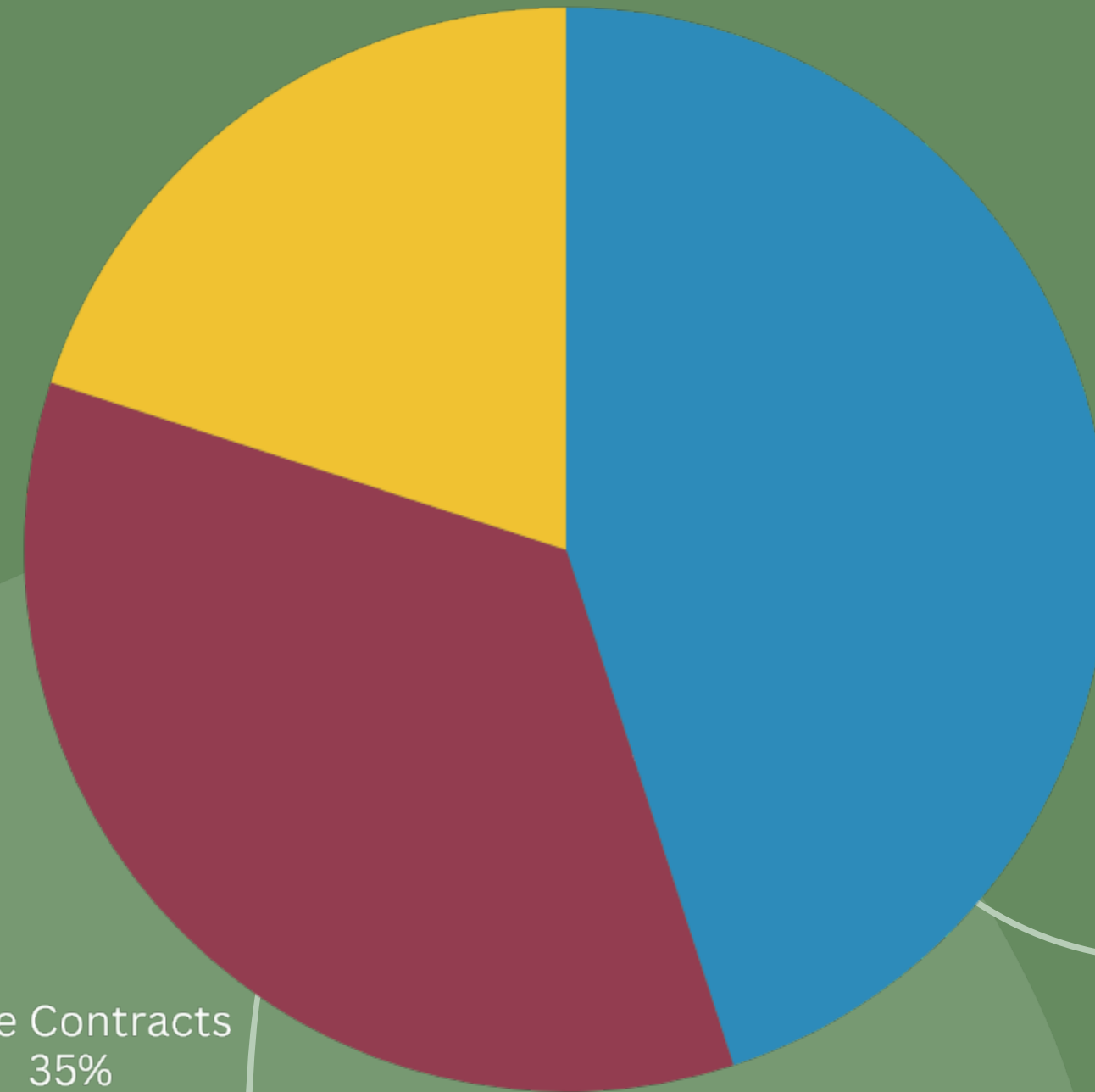
Poverty in 60+ Population



Funding

Community support is necessary for us to be able to provide the services that we do.

Donations, Grants, and Other Fundraising
20%



Federal Contracts
45%

State Contracts
35%



Stay Involved

Volunteer



Meals on Wheels
Delivery Driver



Food Prep &
Packing



Dining Room
Steward



Adult Day Services
Volunteer

Give



Your donations provide meals,
connection, and support to our
older adult neighbors.

wallawallaseniorcenter.org
509-527-3775
720 Sprague St
Walla Walla, WA

Spread the Word

Help others learn about our cause
and get involved.





ar-5814

Pgs. 44-49

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: Washington State Electric Vehicle Charging Program (WAEVCP) Grant

Submitted For: Ki Bealey, Public Works Department

Project No:
NA

Financial Comments:

Department of Commerce Grant: up to \$300,000 (no match required)
Estimated total cost: \$200,000

All Contracts:

Not Applicable

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Authorizes applying for and, if awarded, accepting a grant from the Washington State Department of Commerce Electric Vehicle Charging Program (WAEVCP) for a public level 3 electric vehicle charging station at the City Hall parking lot.

Information

HISTORY:

The proposal is to install two public-use, level 3 (fast) chargers in the parking lot behind City Hall.
Grant application due date: December 18, 2025
Award date: January 23, 2026

POLICY ISSUES:

Resolution 2012-31 – Adopted a Greenhouse Gas Reduction Policy for the City:

- Pursue GHG reduction related initiatives and activities in a cost-effective manner.
- Maintain and, where feasible, improve air and water quality, soils, and natural systems to ensure the health and well-being of people, animals, and plants. Reduce the impacts of transportation on air and water quality, and climate change.
- Continue to reduce pollutants from transportation activities through the use of cleaner fuels and appropriate maintenance of vehicles.

PLAN COMPLIANCE:

STRATEGIC PLAN: Livability: what the City of Walla Walla focuses on to enhance the quality of life in Walla Walla

COMPREHENSIVE PLAN:

ENR Policy 1.7 Encourage cooperation and coordination among communities in the Walla Walla Basin to protect and enhance the environment and natural resources. Pursue regional solutions for air quality impacts and environmental problems related to industry and agriculture.

ENR Policy 1.10 Plan for the anticipated impacts of climate change, and participate in broader efforts to minimize climate change.

ALTERNATIVES:

Not authorize the application / acceptance of a grant.

STAFF RECOMMENDATION:

Authorize applying for and accepting (if awarded) the grant.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Res 2025-096
Vicinity Map

RESOLUTION NO. 2025-096

A RESOLUTION AUTHORIZING ACCEPTANCE OF A VEHICLE CHARGING PROGRAM GRANT, AND TAKING OTHER NECESSARY ACTION WITH RESPECT THERETO

WHEREAS, the City of Walla Walla passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, RCW 35A.11.020 provides in pertinent part that “[t]he legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law;” and

WHEREAS, Walla Walla has “all of the powers which any city of any class may have and shall be governed in matters of state concern by statutes applicable to such cities in connection with such powers to the extent to which such laws are appropriate and are not in conflict with the provisions specifically applicable to code cities” pursuant to RCW 35A.21.160; and

WHEREAS, RCW 35A.11.040 authorizes the Walla Walla City Council to “accept any gift or grant for any public purpose and may carry out any conditions of such gift or grant when not in conflict with state or federal law;” and

WHEREAS, section 35.21.735 of the Revised Code of Washington declares that “carrying out the purposes of federal grants or programs is both a public purpose and an appropriate function for a city, town, county, or public corporation” and authorizes entry into agreements to receive and expend grant funds; and

WHEREAS, Chapter 39.34 of the Revised Code of Washington authorizes political subdivisions to enter into intergovernmental cooperation agreements, and

WHEREAS, grant funding is available through the Washington State Department of Commerce’s Electric Vehicle Charging Program; and

WHEREAS, the Walla Walla City Council has considered this matter during a regularly and duly called public meeting of said Council, has given said program careful review and consideration, and finds that participation in the program is an appropriate function for the city and that the best interests of the City of Walla Walla will be served by participation in the program;

NOW THEREFORE, the City Council of the City of Walla Walla resolves as follows:

Section 1: The City Manager of the City of Walla Walla is hereby authorized to accept an Electric Vehicle Charging Program (WAEVCP) grant, and the Walla Walla City Manager, and/or designees of the Walla Walla City Manager, are hereby authorized and empowered to execute a grant agreement and other documents that may be required to

participate in the grant program.

Section 2: The City Manager of the City of Walla Walla is designated as the chief administrative official and authorized representative in all matters arising out of participation in the grant program authorized by Section 1 herein, and the City Manager of the City of Walla Walla, and/or designees of the Walla Walla City Manager, are hereby authorized, empowered, and directed to comply with program requirements and to make such certifications, reports, or other representations which may be necessary on behalf of the City of Walla Walla.

Section 3: The Walla Walla City Manager, and/or designees of the Walla Walla City Manager, are hereby authorized and empowered to approve and execute other documents related to and required by the grant program.

Section 4: The City Manager of the City of Walla Walla is hereby authorized and empowered to execute intergovernmental agreements, sub-recipient agreements, and other agreements regarding acceptance, receipt and use of grant funding and participation in the grant program, and amendments thereto, on the following conditions: (a) the content of any agreement or amendment executed by the Walla Walla City Manager shall comply with grant program requirements, (b) no agreement or amendment executed by the Walla Walla City Manager shall relieve the City of Walla Walla from compliance with enactments of the Walla Walla City Council or any other non-delegable obligation or responsibility imposed by law, (c) any agreement or amendment executed by the City Manager shall be reported to the Walla Walla City Council following execution of the agreement or amendment and made available for public inspection, and (d) any agreement or amendment executed by the City Manager may be revoked and terminated by the Walla Walla City Council at the first council meeting after it is reported to the Walla Walla City Council.

Section 5: The Walla Walla City Manager, and/or designees of the Walla Walla City Manager, are hereby authorized to enter into and execute contracts on behalf of the City of Walla Walla for qualified expenditures of grant funds.

Section 6: The Walla Walla City Clerk is hereby authorized and directed to attest any agreement or other document executed in accordance with this resolution.

PASSED on December 3, 2025 by the Walla Walla City Council.

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney





ar-5825

Pgs. 50-54

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: Professional Services Contract with DKS for the Downtown Signal Timing and Coordination Project

Submitted For: Lyndsy Crossman, Public Works Department, Engineering - Capital Programs

Add'l Contributors: Monte Puymon

Financial Comments:

Professional services contract with a not-to-exceed amount of \$62,827.50. This includes approx. 289 hours, which equates to an average hourly rate of \$200.42 (excludes travel expenses). This rate is consistent with services on similar past projects. This project is funded by the Streets (Transportation) Fund in accordance with the 2025-2030 Capital Facilities Plan (CFP).

All Contracts:

Yes

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Authorizes a professional services contract with DKS Associates for Traffic Signal Timing and Coordination.

Information

HISTORY:

WHAT IS THIS CONTRACT FOR?

Data collection, modeling, analysis, planning, and implementation of updated traffic signal timing plans for 13 traffic signals along Main Street, Alder Street, and 2nd Avenue.

WHY IS IT NEEDED?

The lane configurations and traffic controls on Poplar Street and Rose Street have both been modified over the past few years. Those changes affect the flow of traffic. This project will evaluate how traffic patterns have changed and update the timing and coordination of the signals in the area. (Note, the signals on Rose Street are being analyzed under a separate contract.)

Timing and coordinating signals maintains progression, reduces delay, minimizes congestion, improves safety, and supports consistent traffic flow.

WHY DO WE NEED TO HIRE A CONSULTANT?

Staff does not have the knowledge, modeling systems, expertise, or capacity to perform this work.

SELECTION PROCESS:

In accordance with RCW 39.80 and Walla Walla Municipal Code 17.03.010, DKS Associates was selected from the MRSC professional services roster as the most qualified firm for the project.

DKS Associates has assisted the city on multiple projects involving traffic signals, including the Rose Street Pavement Preservation project, the Myra Road Traffic Signal and Illumination Project, and previously, on the Alder and Poplar projects (from Park to 5th). Their expertise, familiarity with the city, city staff, and their involvement with current and prior projects make them highly qualified to cost-effectively perform this work.

IS THE COST FAIR/REASONABLE?

Yes. Compared to previous signal timing and coordination projects, the fee is fair and reasonable.

POLICY ISSUES:

Contracts greater than \$50,000 require Council authorization.

PREVIOUS COUNCIL ACTIONS RELATED TO THIS ITEM:

Ordinance 2024-34 – Adopted the 2025-2030 Capital Facilities Plan.

Resolution 2025-081 – Authorized a contract amendment that included enhanced traffic signal timing and coordination for Rose Street.

PLAN COMPLIANCE:

STRATEGIC PLAN:

Livability: What the City of Walla Walla focuses on to execute the organization's mission of enhancing the quality of life in Walla Walla.

Safe Community: Organizational readiness around emergency management, infrastructure stability (maintenance/repair/multimodal), and overall community safety.

COMPREHENSIVE PLAN:

Land Use Goal 1 Walla Walla grows in a responsible way that maintains or improves the quality of life for its residents.

Economic Development Goal 2 Walla Walla has high-quality infrastructure to support economic development.

Transportation Goal 1 Promote and develop transportation systems that support and enhance the movement of people and goods to ensure a prosperous economy.

Transportation Goal 2 Provide for and improve the safety and security of transportation users and the transportation system.

Transportation Policy 4.2 Maintain the existing transportation infrastructure to preserve the intended function and extend the useful life.

Transportation Goal 6 Maintain the predictable movement of goods and people throughout the City of Walla Walla to relieve traffic congestion and improve reliability for freight.

Transportation Policy 6.1 Implement new or improved transportation connections to enhance the efficiency and reliability of the multimodal transportation system.

Transportation Policy 6.3 Improve travel reliability, safety, and efficiency with system management solutions (e.g., coordinated traffic signal timing).

Capital Facilities and Utilities Goal 1 Walla Walla's capital facilities and utilities are well maintained and up-to-date to meet the demands of growth and economic development.

Capital Facilities and Utilities Policy 5.1 Plan for rehabilitation of the City's utility infrastructure to ensure safe, reliable, and efficient service.

ALTERNATIVES:

1. Authorize the contract with DKS Associates as recommended;
2. Reject the scope of work and fee from DKS and direct staff to solicit other engineering firms; or
3. Direct Staff to renegotiate specific elements of the scope of work (and fee) and return at a later date for Council authorization.

STAFF RECOMMENDATION:

Staff recommends authorizing the professional services contract as presented.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Res 2025-097

Vicinity Map

RESOLUTION NO. 2025-097

A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH DKS ASSOCIATES AND TAKING SUCH FURTHER ACTION NEEDED THEREWITH

WHEREAS, the City of Walla Walla requires assistance collecting data, modeling, planning and implementing updated traffic signal timing plans; and

WHEREAS, the City of Walla Walla passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, the City of Walla Walla is authorized to procure professional services from rosters maintained in accordance with Chapter 39.80 RCW; and

WHEREAS, the Walla Walla City Council passed City Resolution 2017-90 (Sept. 27, 2017) authorizing the city to utilize rosters maintained by the Municipal Research & Services Center to procure professional services; and

WHEREAS, the City of Walla Walla evaluated the statement of qualifications and performance data of those parties and firms on file with the City of Walla Walla, and finds that DKS Associates is the most qualified firm to provide such services to the City of Walla Walla; and

WHEREAS, the price of the professional services contract negotiated with DKS Associates to provide services is fair and reasonable to the City of Walla Walla; and

WHEREAS, the Walla Walla City Council has considered this matter during a regularly and duly called public meeting of said Council, has given said matter careful review and consideration, and finds that good government and the best interests of the City of Walla Walla will be served by passage of this resolution,

NOW THEREFORE, the City Council of the City of Walla Walla resolves as follows:

Section 1: The City Manager of the City of Walla Walla is hereby authorized, empowered and directed to execute a contract on behalf of the City of Walla Walla with DKS Associates to provide assistance collecting data, modeling, planning and implementing updated traffic signal timing plans and to perform related services.

Section 2: The City Manager of the City of Walla Walla is hereby authorized and empowered to execute amendments, modifications, and change orders to the contract approved by section 1 herein on behalf of the City of Walla Walla, provided that sufficient appropriations have been made by the Walla Walla City Council, and provided further the aggregate value of all amendments, modifications, and change orders may not exceed fifty thousand dollars (\$50,000).

Section 3: The City Manager of the City of Walla Walla is also hereby authorized and

empowered to execute amendments, modifications, and change orders to the contract authorized by section 1 herein, which do not materially alter such contract, and also do not increase the financial obligations beyond amounts authorized by sections 1 and 2 herein.

Section 4: The City Clerk of the City of Walla Walla is hereby authorized and directed to attest the contract and any amendments, modifications or change orders authorized by this resolution, and to attach to each duplicate thereof a copy of this Resolution.

PASSED on December 3, 2025 by the Walla Walla City Council.

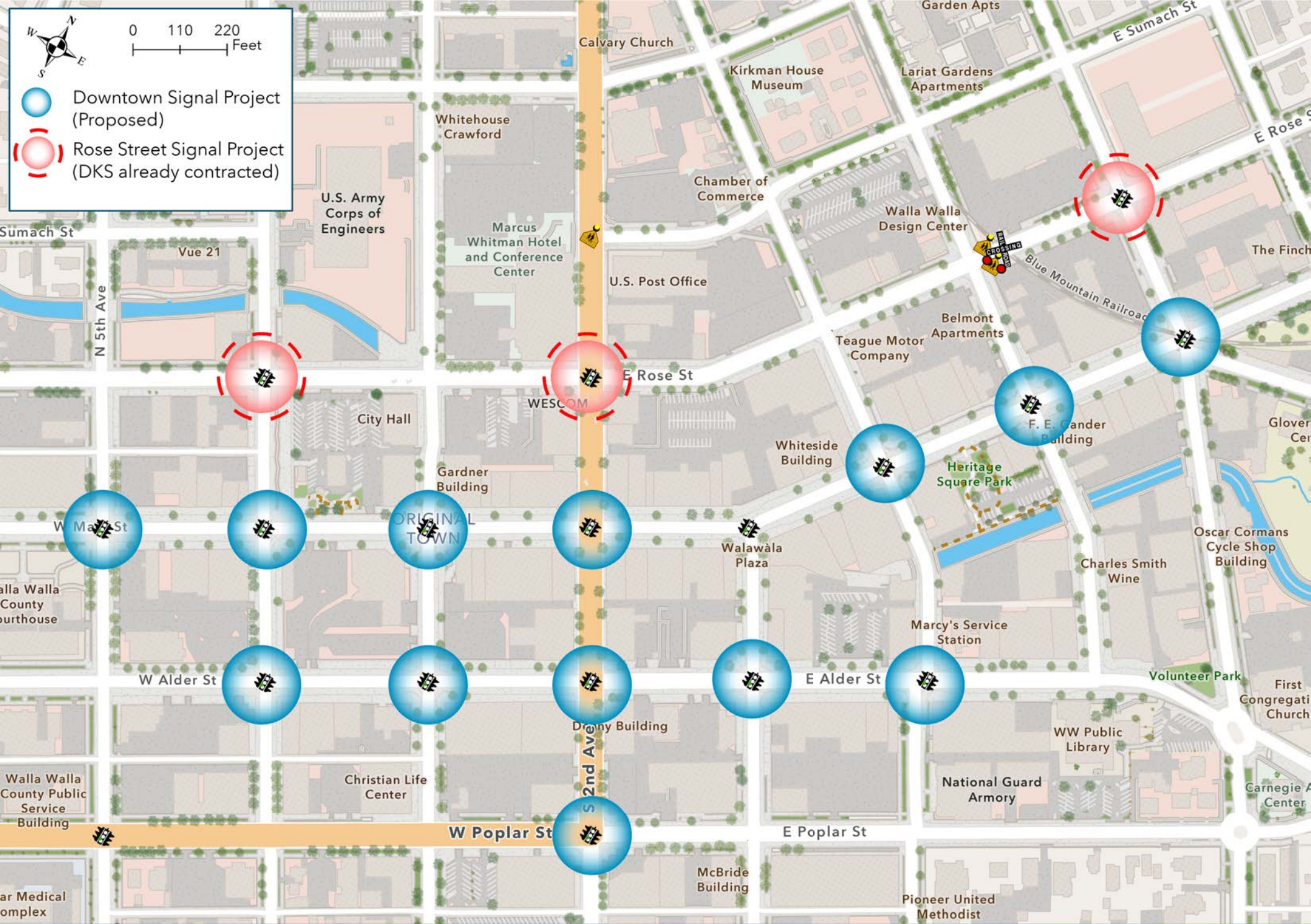
Mayor

Attest:

City Clerk

Approved as to form:

City Attorney



Downtown Signal Timing - Vicinity Map

The City of Walla Walla does not warrant, guarantee or accept any liability for the accuracy, precision or completeness of any information shown or described hereon or for any inferences made therefrom. Any use made of this information is solely at the risk of the user.





ar-5831

Pgs. 55-61

City Council - Regular Meeting

Meeting Date: 12/03/2025

Submitted For: Lisa Neissl, Support Services, City Clerk

Add'l Contributors:

Information

ITEM TITLE:

Approves the minutes of the November 17, 2025 Work Session and the November 19, 2025 Regular Meeting.

Attachments

11-17-2025 Minutes

11-19-2025 Minutes

DRAFT

WALLA WALLA CITY COUNCIL Work Session Minutes November 17, 2025

1. CALL TO ORDER

Present: Councilmember Brian Casey; Councilmember Rick Eskil; Councilmember/Mayor Pro Tempore Steve Moss; Councilmember Gustavo Reyna; Councilmember Jeffrey Robinson; Mayor Tom Scribner; Councilmember Monte A. Willis

City Staff in attendance: City Manager Elizabeth Chamberlain; Deputy City Manager Preston Frederickson; Public Works Director Ki Bealey; Finance Director Liz Moeller; City Clerk Lisa Neissl

Attendees: Senator Dozier, Representative Klicker, Mara Machulsky

Mayor Scribner called the meeting to order at 4:01 p.m.

2. ACTIVE AGENDA

A. Meet with the 16th Legislative District Delegation to discuss the city's state legislative priorities.

There was discussion with Senator Dozier and Representative Klicker about the city priorities as well as what they expect of the upcoming legislative session, including, but not limited to:

- The library renovation funding.
- Rural healthcare access in the valley.
- REET 2 and the need for clarity on the rules for implementation.
- The Highway 12 corridor project and the need to receive permission from the Federal Gov't to begin construction on the interchanges now to ensure the grant funding is used within the required timelines.
- The Clinton interchange or roundabout and funding for it.
- The State budget shortfall and potential taxes the legislature might try to implement.
- Housing, including the multi-family tax exemption and middle income (or workforce) housing affordability and availability.

B. To discuss the proposed adjustment resulting from the 2025-26 mid-biennium budget review.

Staff gave a presentation on the proposed budget adjustments resulting from the 2025-2026 mid-biennium budget review.

- The ongoing analysis of workers compensation as self-inured or joining the State system.
- Some adjustments are being made due to changes in actuals seen in 2025 to date.
- Hydropower revenues from Columbia REA - follow-up from Director Bealey to come.
- Estimates for investment interest difficult to predict as it depends upon what the Feds do with rates
- The preferred format and included information in these reports.

C. Discussion of the 2026 City of Walla Walla regular and voted property tax rates.

There was a discussion on the 2026 regular and voted property tax including:

- Explanation to the public how property tax is calculated.
- Ways to communicate with the taxpayers such as a town hall.
- The passed 2026 budget did assume the council would levy the 1% in 2026.

3. MEETING ENDS

There being no further business, the meeting ended at 5:49 p.m.

Approved:

Attest:

Mayor

City Clerk

DRAFT

WALLA WALLA CITY COUNCIL Regular Meeting Minutes November 19, 2025

1. CALL TO ORDER

Present: Councilmember Brian Casey; Councilmember Rick Eskil; Councilmember/Mayor Pro Tempore Steve Moss; Councilmember Gustavo Reyna; Councilmember Jeffrey Robinson; Mayor Tom Scribner; Councilmember Monte A. Willis

City Staff in attendance: City Manager Elizabeth Chamberlain; City Attorney Tim Donaldson; Police Chief Chris Buttice; Police Captain Eric Knudson; Police Captain Kevin Bayne; Public Works Director Ki Bealey; Finance Director Liz Moeller; City Clerk Lisa Neissl

Attendees: Francisco Chavez, Local Hero

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

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS AND PROCLAMATIONS

A. Recognition of Francisco Chavez

Chief Buttice and the City honored local hero Francisco Chavez for his bravery in stepping in to help another citizen during an armed car jacking attempt.

4. PUBLIC COMMENTS:

Amanda and Jacob expressed their concerns over the constitutionality of the chalking ordinance,

The council thanked the residents for attending and some expressed their individual opinions on public comment items.

5. CONSENT AGENDA

Staff introduced consent agenda items A through E as follows:

- A. Resolution 2025-090: Authorizes applying for and accepting a Pollution Liability Insurance Agency Grant and/or Loan for decommissioning of three Underground Storage Tanks at the Service Center.
- B. Resolution 2025-091: Authorizes the City Manager to execute a contract for Indigent Public Defense Services.
- C. Ordinance 2025-23: Amending Section 3.11.070 of the City of Walla Walla Municipal Code regarding moneys for use in cash drawers.
- D. Resolution 2025-092: Authorizing the City Manager to Sell or Otherwise Dispose of Certain Surplus Property.
- E. Approves the minutes of the November 3, 2025 Work Session and the November 5, 2025 Regular Meeting.

At the request of the Council, staff provided information on items A and C.

Moved by Councilmember/Mayor Pro Tempore Steve Moss, **seconded by** Councilmember Brian Casey **to approve consent agenda items A through E as presented and discussed.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

6. ACTIVE AGENDA

- A. Resolution 2025-093: Approves the 2025 Transportation Benefit District (TBD) Annual Report & Work Plan

Staff gave a presentation on the completed and upcoming projects of the Transportation Benefit District. There was discussion including:

- The history of road issues and the success of this program being able to leverage these funds to acquire grants.
- Ways the projects are prioritized, including resident survey responses being given a high weight factor.
- The availability of additional funds such as coordinating projects with IRRP work.
- Pedestrian safety improvements are included when the projects are done.

Moved by Councilmember Gustavo Reyna, **seconded by** Councilmember/Mayor Pro Tempore Steve Moss **to approve Resolution 2025-093 which approves the 2025 Transportation Benefit District (TBD) Annual Report & Work Plan.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

B. Public Hearing — Revenue Sources of General Fund Revenue:

Resolution 2025-094: Regarding the regular Property Taxes for the City of Walla Walla for 2026

Ordinance 2025-24: Regular Property Tax

Ordinance 2025-25: Police Debt Bond.

Ordinance 2025-26: Memorial Pool Debt Bond.

Staff gave a presentation on the proposed revenue sources for the General Fund in 2026.

Mayor Scribner opened the public hearing at 7:27 p.m.

Being no testimony, the public hearing was closed at 7:28 p.m.

There was discussion including:

- Ways to communicate with the public.
- Considerations on taking the 1% increase.
- Consequences of not taking the 1% increase, including the possibility of the value decreasing.
- The increase was already included in the original 2026 budget passed in 2024.
- Maintaining the fund balance reserve targets.
- How internal cost allocations are calculated.
- Excise tax rates are set by Council with staff recommendations.

Moved by Councilmember Gustavo Reyna, **seconded by** Councilmember/Mayor Pro Tempore Steve Moss **to approve Resolution 2025-094 regarding the regular Property Taxes for the City of Walla Walla for 2026.**

Yes: Councilmember Brian Casey, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Mayor Tom Scribner, Councilmember Monte A. Willis

No: Councilmember Rick Eskil, Councilmember Jeffrey Robinson

5 - 2 Carried

Moved by Councilmember/Mayor Pro Tempore Steve Moss, **seconded by** Councilmember Brian Casey **to approve Ordinance 2025-24 setting the 2026 Regular Property Tax.**

Yes: Councilmember Brian Casey, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Mayor Tom Scribner, Councilmember Monte A. Willis

No: Councilmember Rick Eskil, Councilmember Jeffrey Robinson

5 - 2 Carried

Moved by Councilmember/Mayor Pro Tempore Steve Moss, **seconded by** Councilmember Gustavo Reyna **to approve Ordinance 2025-25 for the Police Debt Bond tax levy.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

Moved by Councilmember Gustavo Reyna, **seconded by** Councilmember/Mayor Pro Tempore Steve Moss **to approve Ordinance 2025-26 for the Memorial Pool Debt Bond tax levy.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

C. Public Hearing and Ordinance 2025-27: Adopting the 2025-2026 Mid-Biennium Budget.

Staff gave a presentation on the proposed 2025-2026 mid-biennium budget.
Mayor Scribner opened the public hearing at 7:56 p.m.
Being no testimony, the public hearing was closed at 7:57 p.m.

There was discussion including:

- A conservative budget approach.
- Balancing affordability and the cost of living with charges and taxes.
- Increase in the General fund for 2026.
- The Golf Course Fund.

Moved by Councilmember Jeffrey Robinson, **seconded by** Councilmember/Mayor Pro Tempore Steve Moss **to approve Ordinance 2025-27 adopting the 2025-2026 Mid-Biennium Budget as presented.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

D. Approve October 2025 AP Register

Moved by Councilmember/Mayor Pro Tempore Steve Moss, **seconded by** Councilmember Brian Casey **to accept the October 2025 payable register totaling \$5,596,912.21, except for the following check numbers: 34126, 34226, 34318, and 34492 to the Blue Mountain Action Council for \$19,628.24.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

Moved by Councilmember/Mayor Pro Tempore Steve Moss, **seconded by** Councilmember Brian Casey **to approve the payment of check numbers 34126, 34226, 34318, and 34492 to the Blue Mountain Action Council, with Gustavo Reyna abstaining.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

6 - 0 Carried

E. Approve the October 2025 Payroll and Benefit Transactions

Moved by Councilmember/Mayor Pro Tempore Steve Moss, **seconded by** Councilmember Jeffrey Robinson **to approve the Payroll Register certification for the October 31, 2025, pay period.**

Yes: Councilmember Brian Casey, Councilmember Rick Eskil, Councilmember/Mayor Pro Tempore Steve Moss, Councilmember Gustavo Reyna, Councilmember Jeffrey Robinson, Mayor Tom Scribner, Councilmember Monte A. Willis

7 - 0 Carried - Unanimously

7. COUNCIL MEMBER MEETING REPORTS

Councilmember Moss reported attendance at the following:

The work session, the agenda setting, a community luncheon with new the WW Public School Superintendent, and a meeting with Councilmember Reyna.

Councilmember Casey reported attendance at the following:

The work session, and the Water/Wastewater Advisory Committee meeting.

Councilmember Reyna reported attendance at the following:

The work session.

Councilmember Willis reported attendance at the following:

The work session, and the employee recognition luncheon.

Councilmember Eskil reported attendance at the following:

The work session, and the Blue Mt. Humane Society Board meeting.

Councilmember Robinson reported attendance at the following:

The work session, and a meeting with City Manager Chamberlain.

Mayor Scribner reported attendance at the following:

The work session, the agenda setting, a District Court hearing, The Watershed Resiliency Plan open house, and a meeting with Parks and Rec Director Coleman.

8. UNFINISHED AND NEW BUSINESS

City Manager Chamberlain and Parks Director Coleman were praised for their presentation on the Metropolitan Parks District to the Walla Walla County Republicans group.
There was discussion about the positive feedback received on the first Civics Academy and it was noted the graduation for this cohort would be held tomorrow in the Fulton Room. City Manager Chamberlain stated that the city does plan to make this an annual session.
It was noted that the solar array is under construction at the Water Treatment plant.
City Manager Chamberlain gave an overview of the employee recognition luncheon.

9. EXECUTIVE SESSION

At 8:19 p.m. Mayor Scribner announced the City Council would be recessing to an executive session to discuss with legal counsel representing the City:

- A. **Executive Session Subject: RCW 42.30.110(1)(i)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The executive session will last no longer than 1 hour, and no further business will come before the Council in open session.

The meeting recessed at 8:20 p.m.

10. MEETING ENDS

There being no further business, the meeting ended at 9:07 p.m.

Approved:

Attest:

Mayor

City Clerk



ar-5744

Pgs. 62-66

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: Contract with Herrera Environmental Consultants, Inc. for Landfill Area 7 Vertical Expansion Project

Submitted For: Leah Rohan, Public Works Department, Engineering - Capital Programs

Project No:
LF2603

Financial Comments:

Time and materials professional services contract with a not-to-exceed cost of \$249,910.
Funding for the project will come from the landfill fund.

Staff recommends including \$100,000 of additional City Manager authority for amendments so staff and the consulting team can respond quickly to unanticipated/unforeseen regulatory permitting requirements.

All Contracts:

Yes

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Authorizes a professional services contract with Herrera Environmental Consultants, LLC. for the design and permitting of the landfill area 7 vertical expansion project.

Information

HISTORY:

WHAT IS THIS CONTACT FOR?

This is a professional services contract for design and permitting of the vertical expansion of Area 7 (cell 4) at the Sudbury Road Landfill. Cell 3 of Area 7, the current landfilling area, is estimated to reach the permitted capacity in 2028.

WHY DO WE NEED TO HIRE A DESIGN CONSULTANT?

There are also multiple design aspects of this project for which staff does not have the qualifications to perform, including:

- Landfill design engineering and permitting
- Geotechnical engineering
- Landfill gas collection system design

IS THE COST REASONABLE?

With approximately \$248,092 of the fee covering 1,168 labor hours for the prime consultant and subconsultants (excludes other direct costs for expenses such as travel expenses, lodging, meals), this equates to an average hourly rate of \$212. This hourly rate is slightly higher than consultant support on other landfill related projects, though it does include an average annual fee escalation of 3% over the 3 year contract period which is considered to be consistent, fair, and reasonable.

PROJECT INFORMATION/DETAILS/HISTORY:

In 2017, the City began waste disposal in cell 3 of Area 7. Cell 3 is estimated to reach capacity in 2028. Cell 4 (vertical expansion) will extend waste filling operations in Area 7 through approximately 2031. Due to the long timeframe estimated by the Washington State Department of Ecology (Ecology), design and permitting of cell 4 is recommended to start now to be ready for use by 2028. The permitting process is anticipated to take 30 months to complete.

This modification to the operating permit for the landfill will require applying for, and receiving, an air operating permit as the Sudbury Road Landfill will exceed 2.5 million megagrams of design capacity which subjects the site to Title V of the Clean Air Act (40 CFR part 71). This permit will require extensive monitoring and reporting of air pollutants and will also require the collection and destruction of landfill gas. Additional tasks required to permit cell 4 includes design of the final cover system to close Area 7, updating the landfill gas generation model, updating the closure/post-closure and financial assurance plan, conducting a differential settlement and slope stability analysis, updating stormwater management and leachate collection pipe crush calculations, developing permit drawings and a basis of design technical report, completing a SEPA checklist, updating the operating permit, and participating in a land use hearing.

CONSULTANT SELECTION:

A Request for Proposals was sent to three (3) qualified consultants from the MRSC professional services roster on August 13, 2025; three submissions were received by the deadline of September 10, 2025. Herrera Environmental Consultants, Inc. was unanimously ranked as the most qualified of the three (3) consulting firms in accordance with RCW 39.80. Staff negotiated a scope and fee to complete design and permitting services. Staff considers the scope of work and fee to be fair and reasonable.

POLICY ISSUES:

Contracts greater than \$50,000 require Council Authorization.

Previous Council actions related to this project include:

- Resolution 2024-18: Established landfill rates, charges, and penalties for 2025-2029
- Ordinance 2024-34: 2025-2030 Capital Facilities Plan
- Resolution 2025-017: Adopted the 2024-2029 Walla Walla County Comprehensive Solid and Hazardous Waste Management Plan (includes the Facility Plan by reference)

PLAN COMPLIANCE:**STRATEGIC PLAN:**

SAFE COMMUNITY – Organizational readiness around emergency management, infrastructure stability (maintenance/repair/multimodal), and overall community safety.

COMPREHENSIVE PLAN:

Capital Facilities and Utilities Goal 1 Walla Walla's capital facilities and utilities are well maintained and up-to-date to meet the demands of growth and economic development.

CFU Policy 1.1 Maintain updated plans for the provision of public utility services.

Capital Facilities and Utilities Goal 5 The sound fiscal management of government services and facilities promotes a transparent and collaborative relationship between government and residents.

CFU Policy 5.3 Anticipate and control demand for services to ensure that the City can maintain an appropriate level of service within its financial resources while serving new growth.

LANDFILL FACILITY MASTER PLAN (SEPTEMBER 2023)

Section 2.1 — Area 7 vertical expansion (Cell 4) project identified as a core capital investment for continued landfill operations.

2024-2029 WALLA WALLA COUNTY COMPREHENSIVE SOLID AND HAZARDOUS WASTE MANAGEMENT PLAN

Section 5.4.2 — Sudbury Road Landfill Facility Master Plan section includes the Area 7 vertical expansion (Cell 4) project and associated cost

Section 5.5.2 — Implementing the Sudbury Road Landfill Facility Master Plan recommendations is considered a high priority

2025-2029 LANDFILL FINANCIAL PLAN

Established rates for the landfill for 2025-2029 based on the projects identified in the landfill facility master plan. These projects included the Area 7 vertical expansion (Cell 4) project.

ALTERNATIVES:

Council may:

1. Authorize the contract with Herrera Environmental Consultants, Inc. as recommended;
2. Reject the scope of work and fee from Herrera Environmental Consultants, Inc. and direct staff to solicit other engineering firms; or
3. Direct staff to renegotiate specific elements of the scope of work (and fee) and return at a later date for Council authorization.

STAFF RECOMMENDATION:

Staff recommends Council adopt a resolution authorizing the professional services contract as presented.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Res 2025-098

Vicinity Map

RESOLUTION NO. 2025-098

A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE CITY OF WALLA WALLA TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WALLA WALLA AND HERRERA ENVIRONMENTAL CONSULTANTS FOR THE DESIGN AND PERMITTING OF THE LANDFILL AREA 7 VERTICAL EXPANSION PROJECT, AND TAKING SUCH FURTHER ACTION NEEDED THEREWITH

WHEREAS, the City of Walla Walla passed City Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, the City of Walla Walla requires professional services for the design and permitting of the landfill area 7 vertical expansion project; and

WHEREAS, the City of Walla Walla is authorized to procure professional services from rosters maintained in accordance with Chapter 39.80 RCW; and

WHEREAS, the Walla Walla City Council passed City Resolution 2017-90 (Sept. 27, 2017) authorizing the City to utilize rosters maintained by the Municipal Research & Services Center to procure professional services; and

WHEREAS, the City of Walla Walla evaluated the statement of qualifications and performance data of those parties and firms on file with the City of Walla Walla, and finds that Herrera Environmental Consultants, Inc. is the most qualified firm to provide such services to the City of Walla Walla; and

WHEREAS, the price of the professional services contracts negotiated with Herrera Environmental Consultants, Inc. to provide services is fair and reasonable; and

WHEREAS, the Walla Walla City Council has considered this matter during a regularly and duly called public meeting of said Council, has given said matter careful review and consideration, and finds that good government and the best interests of the City of Walla Walla will be served by passage of this resolution,

NOW THEREFORE, the City Council of the City of Walla Walla resolves as follows:

Section 1: The City Manager of the City of Walla Walla is hereby authorized, empowered and directed to execute a contract on behalf of the City of Walla Walla with Herrera Environmental Consultants, Inc. for the design and permitting of the landfill area 7 vertical expansion project.

Section 2: The City Manager of the City of Walla Walla is hereby authorized and empowered to execute amendments, modifications, and change orders to the contract approved by section 1 herein on behalf of the City of Walla Walla, provided that sufficient appropriations have been made by the Walla Walla City Council, and provided further the aggregate value of all amendments, modifications, and change orders may not exceed one

hundred thousand dollars (\$100,000).

Section 3: The City Manager of the City of Walla Walla is designated as the chief administrative official and authorized representative in all matters arising out of the contract authorized by section 1 herein, and the City Manager of the City of Walla Walla is hereby authorized, empowered, and directed to comply with contract terms and conditions on behalf of the City of Walla Walla; provided, however, that the City Manager may delegate authority and assign duties to members of the City of Walla Walla's administrative service.

Section 4: The City Clerk of the City of Walla Walla is hereby authorized and directed to attest the contract and any amendments or modifications authorized by this resolution, and to attach to each duplicate thereof a copy of this resolution.

PASSED on December 3, 2025 by the Walla Walla City Council.

Mayor

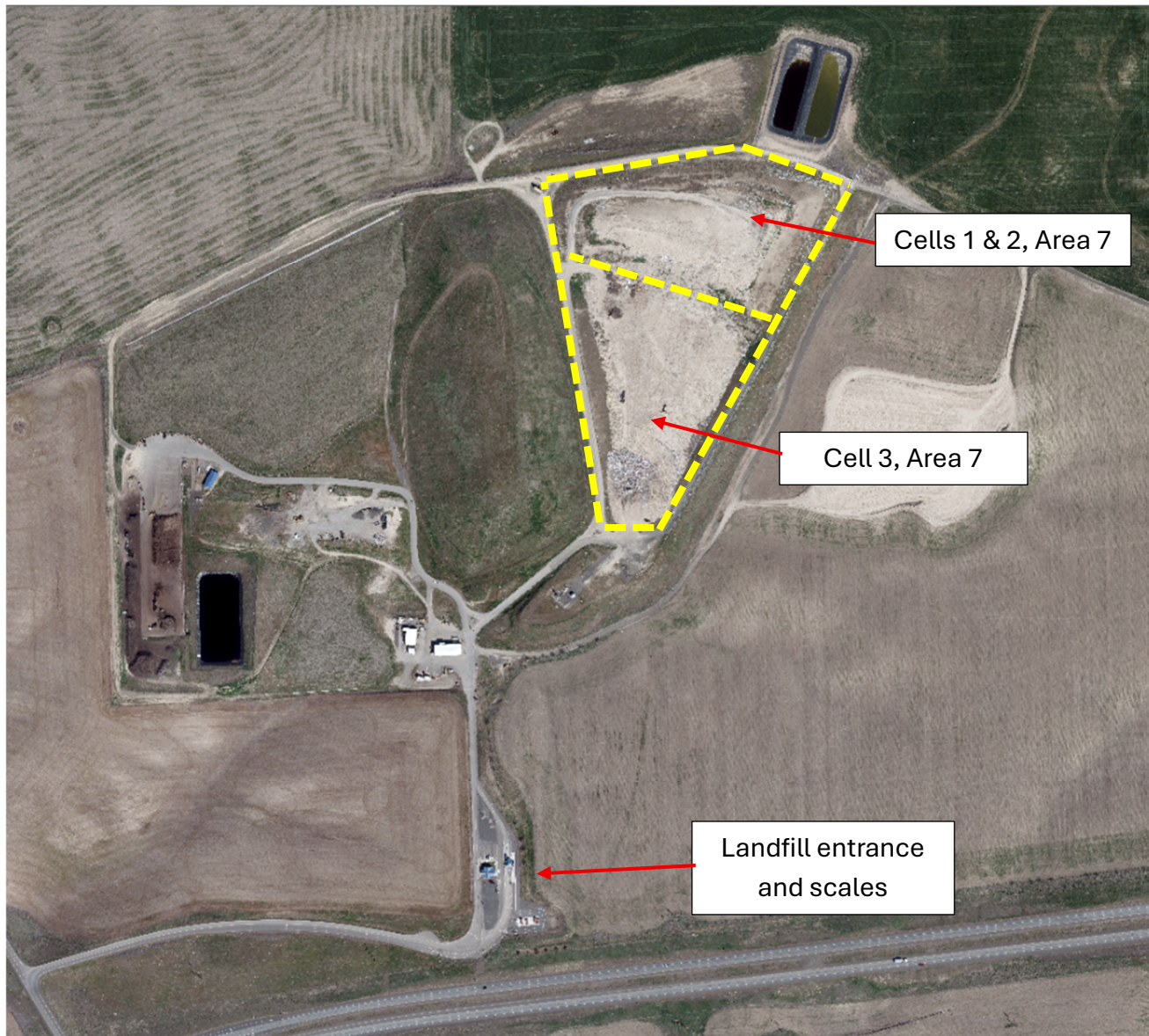
Attest:

City Clerk

Approved as to form:

City Attorney

Vicinity Map – Area 7 Vertical Expansion Project



Cells 1 & 2, Area 7

Cell 3, Area 7

Landfill entrance
and scales

Sudbury Road Landfill



ar-5821

Pgs. 67-81

City Council - Regular Meeting

Meeting Date: 12/03/2025

Item Title: 2026-2028 Contract for Animal Care Service with Blue Mountain Humane Society

Submitted For: Deborah Minter, Police Department

Add'l Contributors: Preston Frederickson

Financial Comments:

Resolution 2025-002 approved the current contract with the Blue Mountain Humane Society. The attached draft contract updates the funding and addresses some process gaps. Because this contract has a value over \$50,000 annually, it requires City Council authorization to execute.

All Contracts:

Yes

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

Resolution 2025-002 approved the current contract with the Blue Mountain Humane Society. The attached draft contract updates the funding and addresses some process gaps.

Information

HISTORY:

Resolution 2025-002 authorized the City to enter into the current contract for animal care services with the Blue Mountain Humane Society. The proposed contract going before Council addresses some found gaps, including the process for animal bite quarantine and investigatory hold impounds. Additionally, the proposed contract provides updated pricing for 2026–2028.

POLICY ISSUES:

Contracts over \$50,000 required authorization by City Council.

PLAN COMPLIANCE:

STRATEGIC PLAN: Livability, safe community, and high-performing organization

ALTERNATIVES:

Not extend the contract, but then the city would need to find alternate shelter space.

STAFF RECOMMENDATION:

Staff recommends that Council authorize the City Manager to enter into an updated contract with the Blue Mountain Humane Society.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Res 2025-099

2025-2026 BMHS Draft Contract

RESOLUTION NO. 2025-099

A RESOLUTION AUTHORIZING THE CITY MANAGER OF THE CITY OF WALLA WALLA TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF WALLA WALLA AND THE BLUE MOUNTAIN HUMANE SOCIETY

WHEREAS, the City of Walla Walla passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, RCW 35A.11.020 provides in pertinent part that “[t]he legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law. By way of illustration and not in limitation, such powers may be exercised ... in the rendering of local social, cultural, recreational, educational, governmental, or corporate services....;” and

WHEREAS, the Washington Supreme Court held in *U. S. v. Town of Bonneville*, 94 Wn.2d 827, 832, 621 P.2d 127 (1980) that optional code cities organized under RCW Title 35A have “the broadest powers of local self-government consistent with the Constitution of this state.” RCW 35A.01.010. Such municipalities are capable of entering into contracts without restriction[;]” and

WHEREAS, 1972 AGO No. 24 states that cities may contract for professional services without restriction; and

WHEREAS, the City of Walla Walla desires to contract with the Blue Mountain Humane Society for professional services related to animal impoundment and care; and

WHEREAS, the Walla Walla City Council has considered this resolution during a regularly and duly called public meeting of said Council, has given this matter careful review and consideration, finds that the best interests of the City of Walla Walla will be served by passage of this resolution and that it is appropriate to good government of the City of Walla Walla;

NOW THEREFORE, the City Council of the City of Walla Walla do resolve as follows:

Section 1: An agreement between the City of Walla Walla and the Blue Mountain Humane Society for professional services related to animal impoundment and care is hereby approved, and the City Manager of the City of Walla Walla is hereby authorized, empowered and directed to execute said contract on behalf of the City of Walla Walla.

Section 2: That the City Manager of the City of Walla Walla is hereby authorized, empowered, and directed to execute such amendments to the agreement with Blue Mountain Humane Society subject to the following conditions: (a) no amendment by the Walla Walla City Manager shall relieve the City of Walla Walla from compliance with enactments of the Walla Walla City Council or any other obligation or responsibility

imposed by law, (b) any amendment executed by the City Manager shall be reported to the Walla Walla City Council at the first meeting of the Walla Walla City Council following its execution, and (c) any amendment executed by the City Manager may be revoked and terminated by the Walla Walla City Council at the meeting that it is first reported to the Walla Walla City Council.

Section 3: Unless revoked and terminated by the Walla Walla City Council at the meeting that it is first reported to the Walla Walla City Council, the Walla Walla City Clerk is hereby authorized and directed to attest any amendment executed in accordance with section 2 of this resolution after the meeting at which the agreement is reported to the City Council and prior to its entry in force.

PASSED on December 3, 2025 by the Walla Walla City Council.

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

CONTRACT FOR ANIMAL SHELTER SERVICES
between
CITY OF WALLA WALLA
and
BLUE MOUNTAIN HUMANE SOCIETY

This Contract for Animal Shelter Services ("Contract") is entered into between the City of Walla Walla ("City") and Blue Mountain Humane Society ("Society") and provides the terms and conditions under which Society shall operate a shelter to receive and care for animals impounded pursuant to Walla Walla City Ordinance.

"City Designated Animal Control Agent" shall mean a Walla Walla City Animal Control Officer or any other designated agent the City may choose during the term of this agreement, including an officer from another jurisdiction who assists the City of Walla Walla with an animal control issue through a mutual aid agreement.

It is hereby AGREED by the parties as follows:

A. PURPOSE

The purpose of this Contract is to define the scope of the animal shelter services the Society shall provide to the City, the compensation the City shall pay for such services; and the terms and conditions under which the Society shall provide these services to the City.

B. TERM

This Contract will be effective on January 1, 2026, and expires on December 31, 2027 ("Initial Term"). Upon expiration of the Initial Term, this Contract shall automatically renew for a successive one (1) year term ending on December 31, 2028, unless either party provides written notice of its intent not to renew by at least September, 31, 2027.

C. FACILITY

1. The Society shall:

- a. operate in full compliance with laws governing animal shelter facilities in the State of Washington, including any regulations promulgated by the Washington Department of Health;
- b. provide enclosures to accommodate stray or impounded dogs and domesticated (not feral) cats found inside City limits and brought in by the City's designated Animal Control Agent, the Walla Walla Police Department, or an officer of another jurisdiction as part of a mutual aid agreement. Exceptions for intake include limitations for healthy stray cats, capacity restraints, and disease outbreak. Society shall include isolation facilities for quarantined animals, veterinary care facilities during the times of Monday-Thursday 8 a.m.-4 p.m. excluding holidays, and refrigeration and/or freezer space for

deceased animal storage for animals that die while in care or are euthanized at the shelter.

D. SHELTER OPERATIONS & SERVICES

1. The Society shall:
 - a. maintain and follow a clear set of protocols regarding shelter admission and intake procedures, care and welfare of animals, employee conduct and shelter and adoption operations;
 - b. establish and maintain convenient public hours of access, including weekend hours;
 - c. strive to comply with the standards set forth in the "Guidelines for Standards of Care in Animal Shelters" published by the Association of Shelter Veterinarians;
 - d. employ or contract with a licensed veterinarian to monitor the veterinary care and other aspects of shelter operations affecting the health of the animal population of the shelter;
 - e. treat animals with care and respect, provide a clean, comfortable, safe and healthy environment with adequate housing, exercise, water and food.

E. ANIMAL INTAKE

1. The Society shall:
 - a. accept animals on behalf of the City of Walla Walla that are brought in by the City Designated Animal Control Agent, the Walla Walla Police Department, or an officer of another jurisdiction bringing in an animal seized within the city limits as part of a mutual aid agreement (except where indicated in Section C1b above);
 - b. provide a procedure whereby animals may be delivered to the shelter by the City Designated Animal Control Agent or other designated officer 24 hours per day, 7 days per week;
 - c. facilitate an annual training session for all designated animal control agents or other relevant officers employed or contracted by the City. The purpose of this training is to comprehensively cover intake procedures, protocols, and Standard Operating Procedures relevant to the shelter's intake operations.
2. Upon intake, animals will be vaccinated for common illness, treated for fleas and worms, and groomed as necessary for the animal's health and comfort. Any impounded animal that is suspected to be a victim of cruelty or neglect will be immediately reported to the City's Designated Animal Control Agent.
3. Stray dogs will be held for a three-day (72-hour) stray hold period in accordance with Walla Walla City Ordinance. Stray domestic cats with owner identification (via tags, microchip, or

identifiable marks on file) will be held for 72 hours. Cats without identification will be held for at least 24 hours.

All impound periods shall pause on Sundays and holidays, when the shelter is not open for business. After the respective holding period expires, animal outcomes will be determined at the sole discretion of the Society. The City may request additional holding periods at a rate outlined in Addendum A.

4. Underage puppies and kittens, animals with serious medical conditions, and senior animals needing special care may be placed in a foster setting prior to the end of the stray hold period.
5. All animals shall have an impound record, indicating the identification tag number, if any, species, breed and description of animal by coloring, time and date of impound, name of agent taking in the animal and full address where the animal was found.
6. During the stray hold period, the Society will provide animals with daily food, water, and shelter. The Society will also strive to provide these animals mental enrichment and daily exercise.
7. Once an animal is admitted, the Society will provide routine veterinary care, including medical stabilization, pain relief, and treatment for common illnesses. In the event an animal's condition necessitates emergency veterinary care at an outside clinic, the City will be responsible for covering the costs up to and not exceeding \$250 per animal. After the stray hold period expires, the Society will be responsible for covering these costs.
8. Should an animal be suffering from serious injury or disease that would endanger other sheltered animals or cause the cat or dog to endure unnecessary pain and suffering if left untreated, as determined under the guidance of a licensed veterinarian, the animal may be euthanized prior to the expiration of the required stray hold period. The Society will document this action on the animal's custody record.
9. Any animal impounded may be redeemed within the stray hold period, upon evidence of rightful ownership or custody and payment of redemption fees. These may include the cost of impound, transportation, and any additional veterinary costs incurred.
10. Animals may be denied redemption if placed on investigative hold by City's Police Officers or Designated Animal Control Agent or the Health Department. Per Walla Walla City Ordinance, redemption may be denied to an owner who has cruelly treated an animal. In these cases, the Society shall act as directed by the City's Police Officers or Designated Animal Control Agent.
11. The Society will provide disposal services for animals that die under the Society's care. It is the City's responsibility to dispose of unowned animals that die prior to arrival at the shelter.

F. DISPOSITION OF UNCLAIMED ANIMALS

1. The Society shall make all reasonable attempts to reunite stray animals with their owners, if identified.
2. No live animals shall be used, sold, or donated for experimental purposes.
3. After the stray hold period has expired, the Society shall assume full rights and responsibility for the final disposition of the animal. This may include adoption, transfer to an approved adoption or rescue agency, or humane euthanasia.
4. Any euthanasia will be carried out by certified euthanasia technicians under the provisions established by Washington state law.
5. The Society must maintain a current Washington Board of Pharmacy license to purchase and dispense appropriate drugs and must comply with all federal and state regulations concerning the handling of controlled substances for the purpose of animal euthanasia.

G. ADOPTION, PLACEMENT OR TRANSFER OF ANIMALS

1. Every reasonable effort shall be made to return the animal to its owner prior to release of the animal through adoption or transfer to another animal welfare agency.
2. Animals are to be spayed or neutered and microchipped as a condition of adoption, subject to the animal shelter's discretion.

H. ADMINISTRATION

1. The Society shall:
 - a. collect and safeguard impound fees upon redemption of any stray animal, as established by City Code. Collection of fees shall be recorded in the Society's data management system;
 - b. post the price of redemption fees at the shelter and online;
 - c. have the authority to allow discounts and/or fee waivers, in the event an owner is unable to pay full redemption fees or in the event of overcrowding at the shelter;
 - d. have an established protocol for cash handling and record keeping and will issue an itemized receipt for every animal redeemed;
 - e. retain all proceeds from animal licensing fees, if applicable, collected annually and at the time of adoption or veterinary service (details on Licensing Service in Addendum B);
 - f. cooperate with City officials, the City's Police Officers or Designated Animal Control Agent, and/or Walla Walla County Public Health on actions pertaining to

animals and quarantine and will assist the City in obtaining and presenting evidence in the civil or criminal prosecution of violations to City code, regulations or laws, at the additional fee outlined in Addendum A.

- g. meet quarterly with City Designated Animal Control Agent to review and resolve any issues or concerns;
- h. maintain confidentiality related to records and information and use discretion in conversations with the public.

I. CITY'S RESPONSIBILITIES

1. The City Designated Animal Control Agent or other authorized Officer, on behalf of the City, will deliver live stray dogs and domestic (not feral) cats to the Society and:
 - a. secure the animal in a designated kennel;
 - b. complete all required information on animal services intake form, including full address, provide any additional information relevant to the animal, and place completed animal services intake form in designated form box;
 - c. inform the Society when an animal is to be held for protective custody, quarantine, or investigative purposes (bite quarantine dogs must be secured in the bite quarantine kennel);
 - d. ensure water bowl in kennel is filled if drop-off is after hours;
 - e. assume responsibility for medically needy animals requiring immediate veterinary care between Friday-Sunday and before 8 a.m. or after 4 p.m. Monday-Thursday including payment of care for impounded animals taken by the City to an outside veterinary clinic by the City Designated Animal Control Agent or other authorized officer;
 - f. place a link to the Society's website on the City's website where each impounded dog will be posted throughout the three-day stray hold period after admission. Such notice shall contain a general description of the impounded dog showing breed, sex, color, and a photo.
2. The City Designated Animal Control Agent or other authorized Officer, on behalf of the City, will not take owned dogs or domesticated cats as surrenders from the public except in emergencies and:
 - a. the animal surrendered to the City Designated Animal Control Agent or other authorized Officer, on behalf of the City, will be designated as an animal seized by the City and shall fall under all the requirements of this Contract, including the delivery instructions in Section I, No. 1, however the Society is not required to hold the animal for the normal stray period as the owner has already forfeited rights to the

animal;

- b. if the City does not want to seize the animal, the City Designated Animal Control Agent or other authorized Officer, on behalf of the city, will direct the resident to contact the Society to schedule a surrender, if it meets the Society's guidelines and the Society has capacity to take the animal;
3. For all owned animals deceased on arrival (DOA), the City Designated Animal Control Agent will:
 - a. scan animal for a microchip (Shelter can provide a free scan of microchip, if needed);
 - b. if no owner information is available, the City is responsible for disposal of the deceased animal;
 - c. if owner information is available, the City shall make every attempt to contact the owner for reclaim of the deceased animal;
 - d. if the owner cannot be reached, the City is responsible for disposal of the deceased animal;
 - e. if the owner is reached and will come to the Society to pick up the deceased animal, the Society will hold the deceased animal for a period of one week in the cooler if the animal owner will be picking up the remains at the Society,
 - f. the Officer shall place the animal in a designated DOA bag and label the remains;
 - g. provide detailed information on the animal DOA form provided by the Society and place in appropriate designated DOA form box;
 - h. place the DOA bag in cooler, located in maintenance room.

4. For animal bite quarantine or investigatory hold impounds:

a. the City must provide written notice at intake specifying:

- i. the nature of the hold (e.g., bite quarantine, investigatory hold for criminal case, protective custody);
- ii. the legal authority (statute/municipal code/court order authorizing the hold); and
- iii. a contact person(s) and contact information for the person(s) responsible for updates and release authorization.

b. the City understands that:

- i. the Society will not withhold the animal from reclaim without the required written notice.
 - ii. if it does not provide a written update or release authorization within seven (7) business days of the hold intake, the Society, will notify the City's hold contact person(s) (via email), that continued impoundment requires either a court order or written request by the City's attorney.
 - iii. failure to provide such order or written request by the City's attorney, within two (3) business days, the Society may immediately release the animal to the owner or allow for disposition under the terms of this Contract.
5. In cases where the Society is holding a dog for a bite quarantine, an investigation, or a hearing and the legal system finds the animal to be a "dangerous dog," the City will take responsibility for the outcome of that dog.
6. The City will follow up on potential animal cruelty cases as referred by the Society.
7. The City will engage in cooperative communication with Society's staff and volunteers on a daily basis.
8. The City will provide all available and pertinent information to assist in reuniting dogs with their owners.
9. The City will meet semi-annually or as needed with the Society to review and resolve any issues or concerns.
10. The City will maintain confidentiality related to records and information and use discretion in conversations with the public.

J. INSURANCE

1. The Society shall carry liability insurance with the following minimum coverage: \$1,000,000 combined single limit bodily injury and property damage, with the City of Walla Walla named as additional insureds and provide that the City is to be notified by the insurance agent/broker or company not less than 30 days in advance of any policy cancellation or termination of coverage. Such insurance shall be subject to the approval of the City Attorney.
2. The Society shall forward copies of all insurance policies or binders to the City within ten (10) days of signing this Agreement.

K. HOLD HARMLESS/INDEMNIFICATION

The Society agrees to defend, indemnify and hold the City harmless from and against all claims, of any kind whatsoever, for loss, injury, damage, expense, and/or other liability arising out of commissions and/or omissions of the Society.

L. ACCOUNTABILITY

1. The City shall retain the right to inspect records and to investigate matters involving the care of stray dogs impounded from the City jurisdiction.
2. The Society shall maintain its ability to be properly licensed to operate as a business during the life of this contract and provide to the City upon request a copy of its bylaws, articles of incorporation, applicable business licenses and nonprofit tax-exempt designation. The Society shall inform the City within thirty (30) days of any changes in any of the above.

M. CONSIDERATION

1. For the services provided to the City per this Contract, the City agrees to pay the Society according to the schedule outlined in ADDENDUM A.
2. The Society shall prepare and deliver an invoice for services provided to the City on a monthly basis and will provide an accounting of all animals impounded. The City shall pay the invoices within 30 days of receipt. If payment is not received within 30 days, unpaid balances will be assessed a late fee of 1.5% per month. Service fees will be reviewed and may be revised with each contract extension.

N. TERMINATION

1. This contract may be terminated at will by any party without cause by giving ninety (90) days written notice of intent to terminate to the City Manager on the part of the City, and to the CEO of the Blue Mountain Humane Society on the part of the Society.
2. In the event of termination of this contract, the termination shall not relieve the City of any obligation for the payment of any amounts due and owing as of the effective date of termination. All payment obligations incurred under this agreement shall survive the termination and continue until fully satisfied. Termination of this agreement shall not extinguish or impair any right or remedy of the non-terminating party with respect to any pre-existing breach or default by the other party.

O. GENERAL PROVISIONS

1. Independent Capacity: The parties intend that an independent contractor relationship between the Society and the City will be created by this Contract. No agent, employee, or representative of the Society shall be deemed to be an employee, agent, or representative of the City for any purpose, and the employees of the Society are not entitled to any of the benefits the City provides for City employees. The Society will be solely responsible for its acts and for the acts of its agents, employees, servants, or otherwise during the performance of this Contract. The Society is responsible for all taxes applicable to this Contract.
2. Governing Laws and Disputes: This contract shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, the parties, through the City

Manager (for the City) and the President (for the Society), shall meet with each other and attempt in good faith to resolve the disagreement. The venue for any action hereunder shall be in the Superior County of Walla Walla County, Washington.

3. Amendment: Any Amendment to this contract shall be in writing and approved by the City Manager or designee on the part of the City and by the Society's President or designee on the part of the Society. In the event either party shall desire to renegotiate any provision of this Contract, the party shall provide 90 days' written notice to the other party. The notice shall identify the provision or provisions to be renegotiated, the requested changes, and shall state the reasons for the request. The party receiving the request shall respond in writing on or before the end of the 90- day period.
4. Waiver: The failure by one party to require performance of any provision shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or waiver of the provision itself.
5. Notices: Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, by first-class regular mail, addressed to the following.

To the City:

City of Walla Walla
Attn: City Clerk
15 N. 3rd Avenue
Walla Walla, WA 99362

To the Society:

Blue Mountain Human Society
Attn: Chief Executive Officer
7 E. George St.
Walla Walla, WA 99362

6. Severability: If any provision of this Contract is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.
7. Entire Agreement: This instrument constitutes the entire Contract between the parties and supersedes all prior agreements.
8. Ratification: Acts taken pursuant to this Agreement, but prior to its execution are hereby ratified and affirmed.

DATED this ____ day of _____, 20__

Approved as to form:

City Attorney

CITY OF WALLA WALLA

Elizabeth Chamberlain, City Manager

BLUE MOUNTAIN HUMANE SOCIETY

Dian Ver Valen, Chief Executive Officer

ADDENDUM A

For the services provided to the City under this Contract, the City agrees to pay the Society a base annual fee of \$67,450.00, to be invoiced monthly at \$5,620.83. This base fee covers up to 190 impounded animals per year. For any additional animals impounded beyond this limit, the Society will invoice the City monthly at the \$355 per-animal.

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ADDENDUM B

Licensing Services:

The Society is hereby designated as the official licensing agent for the City for the purposes of managing the licensing of animals in accordance with the requirements of the City's Municipal Code. Specific services to be included are as follows:

- a. The Society shall manage the dog licensing programs for the City in accordance with the provisions of the City Code.
- b. The Society shall establish and maintain an active program of contacting animal owners to encourage licensing of their animals.
- c. The Society shall establish procedures which authorize all veterinarians, who wish to participate, to issue animal licenses and to be reasonably compensated from collected fees for their administrative costs. All forms, tags, licenses and procedural instructions shall be provided to the veterinarians by the Society.
- d. The Society shall collect all licensing fees from residents who have completed the application and other requirements for obtaining an animal license, as well as receiving fees, less authorized administrative compensation, from veterinarians the Society has supplied with City animal licenses. Said funds shall be held in safekeeping with appropriate precautions against theft or misappropriation. The Society retains all licenses fees collected.
- e. The Society shall maintain an automated database to track the licenses issued which shall provide sufficient information to identify the license number, animal's owner, address and telephone number, a description of the animal, immunizations, who issued the license and any other pertinent information. The database information shall be made available to the Police and to the Public Safety Communications Departments of the City and by telephone for more recent information during the normal operating hours of the Society. Database information shall also be made available for public inspection at reasonable hours.
- f. The Society shall be responsible for all costs of materials required for the program, including the license forms and animal collar tags during the term of this contract.