



**BUSINESS OF THE CITY COUNCIL
YAKIMA, WASHINGTON
AGENDA STATEMENT**

Item No. 3.A.
For Meeting of: March 10, 2026

ITEM TITLE: Authorizing an RFQ process for an impact fee study with funding up to \$100,000 (General Fund)

SUBMITTED BY: Trevor Martin, Planning Manager

SUMMARY EXPLANATION:

On January 20, 2026, Council voted unanimously to authorize funding of up to \$20,000 of one-time funds to hire a consultant to develop the scope of work for an impact fee study.

The City was provided a scope of work at no cost from a consultant who has extensive experience in this area (summary attached). The cost estimate they provided for the study is approximately \$80,000. Staff is requesting authorization up to \$100,000, as the initial \$20,000 that Council authorized did not get used. Authorization will require a Budget Amendment to allocate the funds to Planning as this work is not yet budgeted.

Upon authorization from the City Council, staff is prepared to move forward with preparing an RFQ using the information provided by this consultant.

ITEM BUDGETED: Yes

STRATEGIC PRIORITY 24-25: A Resilient Yakima

RECOMMENDATION: Direct staff to move forward with the RFQ process and authorize funding of up to \$100,000 for a firm to conduct an impact fee study.

ATTACHMENTS:

[Impact Fees Scope of Work 3.3.2026.pdf](#)