City Council Regular Meeting Agenda

October 13, 2025 at 7:00 PM

21 West 1st Avenue, Toppenish, WA 98948

Televised Live and Streamed at the link below:

https://reflect-midvalley.cablecast.tv/CablecastPublicSite/?channel=2

1. Regular Session Call to Order

Pledge of Allegiance, Roll Call, and Welcome

2. Approve Agenda

3. Proclamation

a. Red Ribbon Week in the City of Toppenish from October 23-31, 2025.

4. Public Comment

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. RCW 42.17A.555 prohibits government agencies from allowing the use of public facilities, directly or indirectly, for campaign purposes. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern and state your name for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

5. Consent Agenda

All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

a. Approve Minutes of the September 22, 2025, Regular Meeting.

b. Approve Minutes of the September 29, 2025, Special Meeting.

c. Approve Minutes of the October 6, 2025, Study Session.

d. Approve Payroll Checks and Bank Drafts as listed in the attached register in the total amount of $199,259.79 dated October 7, 2025.

e. Approve Claims Checks and Bank Drafts as listed in the attached register in the total amount of $578,494.70 dated October 13, 2025.

6. New Business

a. AB 25-92: [Proposed] Ordinance No 2025-12 Enacting a one tenth of one percent Criminal Justice Sales and Use tax.

b. AB 25-93: [Proposed] Ordinance No. 2025-13 Adopting Amendment to the Comprehensive Plan Capital Facilities Element.

c. AB 25-94: [Proposed] Ordinance No. 2025-14 Amending Section TMC 5.01.015 Business License Exemptions.

d. AB 25-95: [Proposed] Resolution No. 2025-70 Approving Interwest Construction Change Order No. 1.

e. AB 25-96: Schedule three public hearings for the 2026 budget season.

7. Council Meeting Reports and Community Announcements

8. Adjournment

Next Council Meeting Will Be Held on October 27, 2025.
City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.:

Meeting Date:	October 13, 2025
Subject:	Red Ribbon Week in the City of Toppenish from October 23-31, 2025.
Attachments:	1. Red Ribbon Week Proclamation
Presented By:	Elpidia Saavedra, City Mayor
Approved for Agenda By:	Dan Ford, City Manager

Discussion:
Mayor Saavedra will recite the Red Ribbon Week Proclamation into the record.

Fiscal Impact:

Recommendation:

Alternatives:

PROCLAMATION

CITY OF TOPPENISH
RED RIBBON WEEK
OCTOBER 23–31, 2025

WHEREAS, *alcohol, tobacco, and other drug abuse in this nation has reached epidemic stages; and*

WHEREAS, *it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and*

WHEREAS, *the National Red Ribbon Campaign offers citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and*

WHEREAS, *the Red Ribbon Campaign was established to honor the memory of DEA Agent Enrique "Kiki" Camarena, who was murdered in the line of duty while fighting drug trafficking; and*

WHEREAS, *the City of Toppenish values the health and safety of all community members and supports efforts to educate youth and families about the dangers of substance use; and*

WHEREAS, *the Toppenish Prevention Coalition and local schools are actively engaging youth in prevention activities and promoting the national theme: "Life is a Puzzle, Solve It Drug Free";*

NOW, THEREFORE, *I, Elpidia Saavedra, Mayor of the City of Toppenish, do hereby proclaim October 23–31, 2025 as Red Ribbon Week in Toppenish, Washington, and encourage all citizens to participate in drug prevention education activities, make a visible statement that we are strongly committed to a drug-free community, and support youth in making healthy choices.*

THE OFFICE OF THE MAYOR, I have hereunto set my hand and caused the Seal of the City of Toppenish to be affixed this 13th day of October 2025.

Elpidia Saavedra, Mayor

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
September 22, 2025

Mayor Saavedra lacked a quorum to call the meeting to order at 7:00 p.m.

ROLL CALL

Attendees:	Mayor Elpidia Saavedra and Councilmembers Naila Prieto Duval and Josh Garza.
Absent:	Mayor Pro Tem Loren Belton and Councilmembers George Garcia and Cristian Sanchez.
Staff:	City Manager Dan Ford, City Attorney Daniel B. Heid, Budget and Finance Director Adam Vaughn (FD Vaughn), Public Safety Director Joseph Mehline (PSD Mehline), Community and Economic Development Director Andrew Hattori (CED Hattori), Public Works Supervisor Daniel Musgrave (PWS Musgrave), IT Services Manager Van Donley, and Assistant to the Public Safety Director Linda Finley (APS Finley).

ADJOURNMENT

At 7:01 p.m., the Mayor announced that the Regular Meeting scheduled for September 22, 2025, would not be held due to the lack of a quorum.

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ELPIDIA SAAVEDRA, MAYOR

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LINDA FINLEY, CITY CLERK PRO TEM

TOPPENISH CITY COUNCIL
Special Meeting Minutes
September 29, 2025

Councilmember Prieto Duval called the meeting to order at 6:01 p.m.

ROLL CALL

Attendees:	Mayor Elpidia Saavedra, and Councilmembers Naila Prieto Duval, George Garcia, Josh Garza, and Cristian Sanchez.
Absent:	Mayor Pro Tem Loren Belton
Staff:	City Manager Dan Ford, City Attorney Daniel B. Heid, Budget and Finance Director Adam Vaughn (FD Vaughn), Public Safety Director Joseph Mehline (PSD Mehline), Community and Economic Development Director Andrew Hattori (CED Hattori), Public Works Supervisor Daniel Musgrave (PWS Musgrave), IT Services Manager Van Donley, and Assistant to the Public Safety Director Linda Finley (APS Finley).

APS Finley conducted roll call for each City Councilmember to respond their attendance at the meeting. Councilmembers Prieto Duval, Garcia, Garza, and Sanchez responded their attendance during roll call. Mayor Pro Tem Belton was absent from the meeting and had notified staff earlier in the day.

At 6:19 p.m. Mayor Saavedra arrived at the meeting and assumed control of the meeting.

APPROVE AGENDA

Councilmember Sanchez moved, seconded by Councilmember Garcia to approve the September 29, 2025, Agenda. Motion carried unanimously.

PUBLIC COMMENT

The City Council received comments from the public during the meeting.

CONSENT AGENDA

Councilmember Garza moved, seconded by Councilmember Garcia to approve Consent Agenda items a through d:

a. Approve Minutes of the September 8, 2025, Regular Meeting.
b. Approve Claims Checks and Bank Drafts as listed in the attached register in the total amount of $1,383,751.77 dated September 22, 2025, and void checks listed in the attached register.
c. Approve Payroll checks and bank drafts as listed in the attached register in the total amount of $308,889.80 dated September 22, 2025.
d. Approve Claims Checks and Bank Drafts as listed in the attached register in the total amount of $72,955.44 dated September 29, 2025.

Motion carried unanimously.

NEW BUSINESS

Resolution No. 2025-64: A Resolution of the City of Toppenish, Washington, to enter into an Interlocal Cooperation Agreement with Northwest Open Access Network (NOANET) for Network Services.

Councilmember Garza moved, seconded by Councilmember Garcia to approve Resolution No. 2025-64. Motion carried unanimously.

Resolution No. 2025-65: A Resolution of the City Council of the City of Toppenish, Washington, to Authorize and Approve a Collective Bargaining Agreement with Toppenish Police Officers Association Fraternal Order of Police Lodge 10 from January 1, 2026 through December 31, 2028.

Councilmember Prieto Duval moved, seconded by Councilmember Garza to approve Resolution No. 2025-65. Motion carried unanimously.

Resolution No. 2025-66: A Resolution of the City Council of the City of Toppenish, Washington, to Authorize a Services Agreement with Yakima Waste for Solid Waste Collection Services.

Councilmember Prieto Duval moved, seconded by Councilmember Garcia to approve Resolution No. 2025-66. Motion carried. Councilmember Garza voted no.

Resolution No. 2025-67: A Resolution of the City Council of the City of Toppenish, Washington, To Execute Task Order 2025-04 Emergency WWTP Repairs with HLA Engineering and Land Surveying, Inc. for Design Engineering and Construction Administration Services.

Councilmember Prieto Duval moved, seconded by Councilmember Garza to approve Resolution No. 2025-67. Motion carried unanimously.

Resolution No. 2025-68: A Resolution of the City Council of the City of Toppenish, Washington, Approving and Authorizing Yakima County Supporting Investments in Economic Development (SIED) Funding Contract for the Rentschler Lane Improvements Project.

Councilmember Garza moved, seconded by Councilmember Garcia to approve Resolution No. 2025-68. Motion carried unanimously.

Resolution No. 2025-69: A Resolution of the City Council of the City of Toppenish, Washington, Approving the Contract Award for the Wastewater Treatment Plant Emergency Repairs – Bypass Piping Improvement Project.

Councilmember Garza moved, seconded by Councilmember Sanchez to approve Resolution No. 2025-69. Motion carried unanimously.

Mayor Saavedra Read Ordinance No. 2025-11 Into the Record: An Ordinance of the

City Council of the City of Toppenish, Washington, Amending Sections 2.05.010 and 2.05.020 of the Toppenish Municipal Code Relating to Time and Place Meetings of the City Council.

Mayor Saavedra moved, seconded by Councilmember Garza to adopt Ordinance No. 2025-11. Motion carried unanimously.

Discussion regarding Jackson and Juniper Paving.

Terry Alapeteri with HLA Engineering and Land Surveying, Inc. of Yakima, Washington, provided clarification and an update on the Jackson and Juniper paving project.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

The City Councilmembers provided reports of their activities since the last meeting and community announcements.

EXECUTIVE SESSION

At 7:19 p.m., Mayor Saavedra called for Council to go into Executive Session to discuss the potential purchase/sale of real property pursuant to RCW 42.30.110(1)(b). The approximate time for the Executive Session is 15 minutes with no action anticipated.

At 7:20 p.m., the Council started its Executive Session after all members of the public left the chambers.

At 7:35 p.m., Mayor Saavedra extended the Executive Session for an additional 8 minutes.

At 7:43 p.m., Mayor Saavedra reconvened the meeting back to order.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:43 p.m.

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ELPIDIA SAAVEDRA, MAYOR

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LINDA FINLEY, CITY CLERK PRO TEM

TOPPENISH CITY COUNCIL
Study Session Minutes
October 6, 2025

CALL TO ORDER

Mayor Pro Tem Belton called the meeting to order at 5:00 p.m.

ROLL CALL

Attendees:	Mayor Pro Tem Loren Belton and Councilmembers Naila Prieto Duval, George Garcia, Josh Garza, and Cristian Sanchez.
Absent:	Mayor Elpidia Saavedra.
Staff:	City Manager Dan Ford (CM Ford), City Attorney Daniel Heid, Budget and Finance Director Adam Vaughn (FD Vaughn), Public Safety Director Joseph Mehline (PSD Mehline), Community and Economic Development Director Andrew Hattori (CED Hattori), Public Works Supervisor Daniel Musgrave, Information Technology Services Manager Van Donley, and City Clerk Heidi Riojas (CC Riojas).

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Pro Tem Belton and Councilmembers Prieto Duval, Garcia, Garza, and Sanchez responded their attendance during roll call. Mayor Saavedra was not present at the meeting.

Councilmember Garcia moved, seconded by Councilmember Garza to excuse Mayor Saavedra from the October 6, 2025, Study Session. Motion carried unanimously.

APPROVE AGENDA

Councilmember Prieto Duval moved, seconded by Councilmember Garza to approve the October 6, 2025, Agenda. Motion carried unanimously**.**

PUBLIC COMMENTS UPDATE

CM Ford updated Council on the public comments received in September 2025.

PUBLIC COMMENT

The City Council received no comments from the public during the meeting.

PRESENTATIONS

Preliminary Budget Estimates.

FD Vaughn updated the Council on this year's budget season, outlining the steps taken in 2024 to reduce the budget deficit. He emphasized the need for more long-term solutions, including revenue-generating options FD Vaughn also noted he would be working with the Council over the next few months to develop a balanced 2026 Final Budget.

Public Safety Sales Tax.

FD Vaughn presented the Council with details of House Bill 2015, which allows local governments to implement a new 0.01% public safety sales tax. The tax is intended to help offset the cost of public safety services by providing a dedicated revenue source.

Utility Usage Fee.

FD Vaughn explained the current utility billing process, which includes a base rate plus charges for excess use. He noted that the community is interested in a usage-based model instead. Staff will explore this option as part of the upcoming update to the comprehensive water plan.

Capital Facilities Comprehensive Plan Amendment.

CED Hattori presented a proposed amendment to the Capital Facilities Comprehensive Plan to add the new Public Safety Building. This update would allow the City to use Real Estate Excise Tax funds for the remodel costs. CED Hattori noted that the 60-day review period with the Department of Commerce began on July 31, 2025. The Planning Commission held a public hearing and recommended Council approval on August 20, 2025.

Special Events Code Amendment.

CED Hattori presented proposed updates to the Special Events Code to simplify the process for private events that do not require City involvement for safety or traffic control. The updates clarify that special events apply only to those held on public property or in the right-of-way. CED Hattori stated that exempt events would still be required to notify the City. This notice helps the City prepare for large events that could impact services. The updates also require adequate bathroom facilities based on attendance, a site plan showing staging areas, and a vendor list to ensure business license compliance.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:59 p.m.

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LOREN BELTON, MAYOR PRO TEM

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HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period: 9/16-9/30, 2025

Description	Payment Type	Payment Number	Amount
ACH Payroll 9/16-9/30, 2025	Bank Draft	ACH Payroll	$128,043.67
Benefits Only	Regular	37878-37882	$0.00
City of Toppenish - Longevity	Regular	37883	$395.00
Toppenish Police Officer Association	Regular	37884	$735.00
Treasurer IAFF #2328	Regular	37885	$326.00
United Way Of Yakima Co.	Regular	37886	$3.00
Aflac (EFT)	Bank Draft	DFT0000209	$39.69
Aflac (EFT)	Bank Draft	DFT0000210	$152.08
MissionSquare (EFT)	Bank Draft	DFT0000211	$4,911.44
Nationwide Retirement Solutions (EFT)	Bank Draft	DFT0000212	$1,615.07
Dept of Retirement Systems (EFT)	Bank Draft	DFT0000213	$20,758.82
Internal Revenue Service (EFT)	Bank Draft	DFT0000214	$42,280.02
	Grand Total		**$199,259.79**

Payroll Checks

Payroll Checks 37878-37886 and Electronic Transfers DFT0000209-DFT0000214.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director

October 7, 2025

Date

City of Toppenish, WA

Check Report

By Check Number

Date Range: 08/11/2025 - 10/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Claims-AP Claims						
10456	Cintas Corporation #605	08/11/2025	Regular	0	-369.36	NR37516
11991	Ringolde	08/11/2025	Regular	0	-152.83	NR37547
123	Washington State Department of Revenue	09/29/2025	Regular	0	-24774.56	NR37837
10067	Alba Enterprises	10/13/2025	Regular	0	280.00	37841
10120	Anatek Labs, Inc.	10/13/2025	Regular	0	874.18	37842
13123	Blaze Plan Review	10/13/2025	Regular	0	100.00	37843
314273475	CenturyLink	10/13/2025	Regular	0	820.46	37844
13104	CenturyLink - Lumen	10/13/2025	Regular	0	3233.37	37845
10445	Charter Communications	10/13/2025	Regular	0	882.52	37846
10456	Cintas Corporation #605	10/13/2025	Regular	0	176.26	37847
10457	Cintas Corporation No. 2	10/13/2025	Regular	0	195.19	37848
10468	City of Toppenish	10/13/2025	Regular	0	15673.88	37849
10487	Coastal Farm and Home Supply	10/13/2025	Regular	0	498.86	37850
13098	Culton Consulting LLC	10/13/2025	Regular	0	3000.00	37851
10747	Elwood Staffing Services, Inc.	10/13/2025	Regular	0	195.78	37852
10898	Garcia, George J.	10/13/2025	Regular	0	30.00	37853
10624	Gordon Thomas Honeywell Government Relati	10/13/2025	Regular	0	3000.00	37854
11157	Intermountain Cleaning Service, Inc.	10/13/2025	Regular	0	5155.00	37855
11206	James Andrews	10/13/2025	Regular	0	3000.00	37856
13152	Jatheon Technologies Inc.	10/13/2025	Regular	0	2549.07	37857
11238	Johnson Controls Security Solutions LLC	10/13/2025	Regular	0	1407.14	37858
11336	Lab Test	10/13/2025	Regular	0	415.00	37859
11434	Lynden Precast LLC	10/13/2025	Regular	0	252.00	37860
11586	Moon Security Service, Inc.	10/13/2025	Regular	0	165.03	37861
11710	ODP Business Solutions, LLC	10/13/2025	Regular	0	41.63	37862
11726	One Call Concepts, Inc.	10/13/2025	Regular	0	58.38	37863
11699	O'Reilly Auto Parts	10/13/2025	Regular	0	70.69	37864
11753	Oxarc, Inc.	10/13/2025	Regular	0	67.61	37865
Finance/All Other De	Pacific Power & Light Co.	10/13/2025	Regular	0	1855.83	37866
11934	Rathbun Iron Works, Inc.	10/13/2025	Regular	0	24.15	37867
12292	Safeguard Business Systems	10/13/2025	Regular	0	175.01	37868
12424	Solid Waste Division	10/13/2025	Regular	0	21970.94	37869
12493	Summit Law Group	10/13/2025	Regular	0	156.00	37870
13150	The Drala Project, Inc	10/13/2025	Regular	0	3213.00	37871
12585	TK Elevator Corporation	10/13/2025	Regular	0	6786.82	37872
12751	VESTIS	10/13/2025	Regular	0	32.42	37873
13142	Wastebuilt Environmental Solutions, LLC	10/13/2025	Regular	0	2103.78	37874
13029	Yakima Waste Systems, Inc.	10/13/2025	Regular	0	47.90	37875
10456	Cintas Corporation #605	08/11/2025	Regular	0	369.36	37876
11991	Ringolde	08/11/2025	Regular	0	152.83	37877
10099	Amazon Capital Services	10/13/2025	Regular	0	554.42	37887
10145	APSCO, LLC	10/13/2025	Regular	0	13335.92	37888
10427	Central Washington Polygraph & Investigation:	10/13/2025	Regular	0	590.00	37889
10456	Cintas Corporation #605	10/13/2025	Regular	0	178.29	37890
13100	CKJT Architects, pllc	10/13/2025	Regular	0	7236.00	37891
13098	Culton Consulting LLC	10/13/2025	Regular	0	12000.00	37892
10648	Department of Licensing	10/13/2025	Regular	0	18.00	37893
10654	Dept. Of Transportation	10/13/2025	Regular	0	220.18	37894
10663	DeVries Business Records Management, Inc.	10/13/2025	Regular	0	64.00	37895
10697	Dobbs Truck Group - Corporate	10/13/2025	Regular	0	970.46	37896
10817	Federal Express Corporation	10/13/2025	Regular	0	16.02	37897
10834	Finley, Linda	10/13/2025	Regular	0	67.52	37898
12433	First Responder Outfitters, Inc.	10/13/2025	Regular	0	556.74	37899
10886	Galls, Inc.	10/13/2025	Regular	0	720.80	37900
11108	Howard's Tire Factory Inc	10/13/2025	Regular	0	3210.95	37901
11135	Ideal Lumber & Hardware, Inc.	10/13/2025	Regular	0	1182.24	37902
11157	Intermountain Cleaning Service, Inc.	10/13/2025	Regular	0	99.64	37903

11386	Lexipol, LLC	10/13/2025	Regular	0	5814.42	37904
11574	Mobile Modular	10/13/2025	Regular	0	30932.68	37905
11629	N-able Technologies LTD	10/13/2025	Regular	0	53.44	37906
Finance/All Other De	Pacific Power & Light Co.	10/13/2025	Regular	0	72646.01	37907
11886	Public Safety Testing, Inc	10/13/2025	Regular	0	110.00	37908
11934	Rathbun Iron Works, Inc.	10/13/2025	Regular	0	325.08	37909
12233	RV-PU Tax - Solid Waste/Yakima Waste	10/13/2025	Regular	0	23.95	37910
12376	SHC Medical Center Toppenish	10/13/2025	Regular	0	1494.00	37911
12549	The Bunker Tri-Cities LLC	10/13/2025	Regular	0	34.78	37912
12550	The Healthy Worker	10/13/2025	Regular	0	252.00	37913
13141	Tri-Ply Construction, LLC	10/13/2025	Regular	0	341190.25	37914
12668	U.S. Bank Corporate Payment Systems	10/13/2025	Regular	0	3462.00	37915
12751	VESTIS	10/13/2025	Regular	0	36.09	37916
12840	Washington State Patrol	10/13/2025	Regular	0	23.00	37917
01-000106-000	Growers Supply Co.	10/13/2025	Regular	0	67.92	37840
123	Washington State Department of Revenue	09/25/2025	Bank Draft	0	24774.56	DFT0000207
11839	Pitney Bowes Inc.	09/23/2025	Bank Draft	0	2500.00	DFT0000208

Bank Code AP Claims Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	76	0.00	576,516.89
Manual Checks	0	0	0.00	0.00
Voided Checks	3	3	0.00	-25,296.75
Bank Drafts	2	2	0.00	27,274.56
EFT's	0	0	0.00	0.00
	81	**81**	**0.00**	**578,494.70**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	76	0.00	576515.89
Manual Checks	0	0	0.00	0.00
Voided Checks	3	3	0.00	-25296.75
Bank Drafts	2	2	0.00	27,274.56
EFT's	0	0	0.00	0.00
	81	**81**	**0.00**	**578,494.70**

Accounts Payable Checks 37841-37877 and 37887-37917, Bank Drafts DFT207-DFT208, and Utility Billing Refund Check 378
Voided Checks NR37837, NR37547, and NR37516.

I, undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or tl
performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an opt
full or partial fullfillment of a contractual obligation, and that the claim is a just, due unpaid obligation against the City of Top
and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director

October 9,2025

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.: 25-92

Meeting Date:	October 13, 2025
Subject:	AB 25-92: [Proposed] Ordinance No 2025-12 Enacting a one tenth of one percent Criminal Justice Sales and Use tax.
Attachments:	1. Ordinance No. 2025-12 Public Safety Sales Tax 2. HB 2015 101
Presented By:	Adam Vaughn, Finance Director
Approved for Agenda By:	Dan Ford, City Manager

Discussion:

During the last legislative session, the State legislature passed House Bill 2015 which gave local jurisdictions the authority to approve a one-tenth of one percent sales tax for the purpose of Criminal Justice activities. One tenth of one percent is equal to 10 cents for every $100 spent.

Historically, City of Toppenish sales tax collections have remained relatively flat, dipping and increasing year over year. From 2020 through 2023, the City saw a dramatic increase in collections due to the COVID-19 pandemic and the rapid increases in inflation. From 2023 to 2024, sales tax collections dropped by about 15%. In 2025, they have risen slightly by about 2.7%. Each month in 2025 has shown considerable variability, and the trend seems to be leveling off to what we would expect from years pre - 2020. This means that our budget will continue to be strained by a revenue source that may not be increasing each year.

The Public Safety Sales Tax allows the City to implement a .01% sales tax which would generate about $100,000 a year for public safety services. To implement the sales tax, the City is required to meet standards set by the state. Most of the standards the police department is already meeting, and the standards they are not meeting are new requirements from the state that are being rolled out. We are confident that the City will be able to meet the standards to implement the tax.

Implementing the tax will give the City of Toppenish an overall sales tax rate of 8.1%, which is similar to other surrounding jurisdictions.

Fiscal Impact:

Revenue generation of approximately $100,000 a year. For payers of the tax, this would be a $0.10 increase for every $100 spent.

Recommendation:
Approve Ordinance 2025-12 enacting an additional sales and use tax of one-tenth of one percent

Alternatives:

ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON, ENACTING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT, AS AUTHORIZED IN SECTION 201, CHAPTER 350, LAWS OF WASHINGTON 2025, FOR CRIMINAL JUSTICE PURPOSES; ADDING A NEW SECTION 3.33.090 TO THE TOPPENISH MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Legislature enacted House Bill 2015 in the 2025 legislative session to provide qualified cities, towns, or counties to authorize, by resolution or ordinance, a new local option sales and use tax of one-tenth of one percent (0.1%) for criminal justice purposes; and

WHEREAS, the Toppenish City Council seeks to enhance criminal justice funding; and

WHEREAS, the Toppenish City Council finds that the City of Toppenish, through its law enforcement agency, the Toppenish Police Department, meets the requirements to receive a grant from the Local Law Enforcement Grant Program created in Section 101, Chapter 350, Laws of Washington 2025; and

WHEREAS, the City of Toppenish receives distributions from the sales and use tax authorized by RCW 82.14.340 for criminal justice purposes [and [or] receives distributions from the public safety sales and use tax authorized by RCW 82.14.450 for public safety]; and

WHEREAS, the City of Toppenish voters have not repealed by referendum the criminal justice sales tax imposed pursuant to RCW 82.14.340 or rejected a ballot proposition to impose the public safety sales tax authorized by RCW 82.14.450 in the previous 12 months;

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

Section 1. Findings.

A. The City of Toppenish City Council finds that the City of Toppenish, through its law enforcement agency, the Toppenish Police Department, meets the requirements to receive a grant from the Local Law Enforcement Grant Program created in Section 101, Chapter 350, Laws of Washington 2025, having:
   1. Issued and implemented policies consistent with RCW 43.17.425 and 10.93.160, and the office of the attorney general's keep Washington working act guide, model policies, and training recommendations for state and local law enforcement agencies;
   2. Participated in commission trainings as required by RCW 43.101.455 and 36.28A.445;

3. Issued and implemented policies and practices regarding use of force and de-escalation tactics consistent with RCW 10.120.030 and the office of the attorney general's model policies, and all other commission and attorney general model policies regarding use of force for law enforcement, including, but not limited to, duty to intervene and training and use of canine teams;
4. Implemented use of force data collection and reporting consistent with chapters 10.118 and 10.120 RCW when the program is operational, as confirmed by a notice from the attorney general's office to all police chiefs and sheriffs;
5. Issued and implemented policies and practices consistent with chapters 7.105 and 9.41 RCW and the commission model policies and training addressing firearm relinquishment pursuant to court orders;
6. A 25 percent officer completion rate with the commission's 40-hour crisis intervention team training;
7. A 100 percent officer compliance rate for those officers required to complete trauma-informed, gender-based violence interviewing, investigation, response, and case review training developed or approved by the commission pursuant to RCW 43.101.272 and 43.101.276, and if requested by the commission, participated in agency case reviews;
8. Received funding from a sales and used tax authorized pursuant to RCW 82.14.340 or RCW 82.14.450;
9. A chief of police who is certified by the criminal justice training commission, and who has not been convicted of a felony anywhere in the United States or under foreign law, or been convicted of a gross misdemeanor involving moral turpitude, dishonesty, fraud, or corruption; and
10. Issued and implemented policies and practices that prohibit volunteers who assist with agency work from enforcing criminal laws, other than for assistance with special event traffic and parking, including engaging in pursuits, detention, arrests, the use of force, or the use of deadly force; carrying or the use of firearms or other weapons; or the use of dogs to track people or animals other than for purposes of search and rescue; and that set forth the required supervision of volunteers, including that they must be clearly identifiable by the public as distinguishable from peace officers and any identifying insignia must be officially issued by the agency and only used when on duty.

B. The City of Toppenish has provided the criminal justice training commission with a detailed staffing plan specifying the following:
   1. The total number of commissioned officers currently employed by the agency;
   2. The total number of specially commissioned officers currently employed by the agency;
   3. The total number of co-response teams established within the agency and what staffing are included in each co-response team;
   4. The total number of administrative staff currently employed by the agency;
   5. The number of officers on flexible work schedules;
   6. The average 911 response rate of the agency over the 12-month period immediately preceding the month in which the City of Toppenish is submitting documentation to the criminal justice training commission; and

7. The average case closure rate of the City of Toppenish over the 12-month period immediately preceding the month in which the county is submitting documentation to the criminal justice training commission.

C. The Toppenish City Council directs staff to submit required documentation to the criminal justice training commission demonstrating that the City of Toppenish meets the requirements of Section 101, Chapter 350, Laws of Washington 2025.

Section 2. Tax Imposed.

There is hereby added to Toppenish Municipal Code chapter 3.33 a new section 3.33.090 to read as follows:

3.33.090 Public Safety Sales and Use Tax.

A. Tax Imposed

- To provide funding for criminal justice purposes as authorized by Section 201, Chapter 350, Laws of Washington 2025, an additional one-tenth of one percent (0.1%) sales and use tax is hereby levied, fixed, and imposed on all taxable events within the City of Toppenish as defined in chapter 82.08, 82.12, or 82.14 RCW.

B. Applicability of the Tax

- The tax shall be imposed upon and collected from those persons from whom sales tax or use tax is collected in accordance with chapter 82.08 or 82.12 RCW, and shall be collected at the rate of one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

C. Additional Tax

- The additional sales and use tax shall be in addition to all other existing sales and use taxes currently imposed by Toppenish].

Section 3. Notice to Department of Revenue.

The clerk is requested to submit this ordinance to the Department of Revenue and take all steps necessary to implement and collect the tax imposed by this Ordinance.

Section 4. Severability.

If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this chapter.

Section 5. Effective date.

This Ordinance shall be effective five (5) days after publication as required by law.

PASSED by the Toppenish City Council at its regular meeting held on the 13th day of October, 2025.

____
ELPIDIA SAAVEDRA, Mayor

ATTEST:

____
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

____
DANIEL B. HEID, City Attorney

Published on Sep 21, 2025

HB 2015 101

Contact: Communications

What you need to know about the state's new public safety funding mechanisms.

By AWC staff

After years of city elected leaders advocating for increased public safety funding, the long-held priority bore fruit in 2025 with **House Bill 2015**.

Cities provide public safety services as a critical function to keep communities thriving. However, the last few decades have left many cities struggling to keep up with the costs and staffing needed to provide these vital services. Cities employ the majority (62%) of all the state's commissioned police officers, and showed up to the legislature repeatedly to warn that financial obligations for public safety were becoming unsustainable.

City budgets are constrained by a property tax revenue cap artificially restricted to 1%, which is less than population growth and inflation. Departments have also seen record levels of police officer retirements; evolving conversations about the scope and scale of what police departments are responsible for; recruiting and retainment challenges due to the unique and specific skills required for the work; shortages of critically needed training; fluctuations in crime trends; and an increasing challenge of community members suffering through a lack of housing, behavioral health issues, and substance use disorders.

In 2024 then-Attorney General Bob Ferguson, citing reports and data that showed that provided the lowest barriers to access funding, citing the varying needs, diversity, and size of the state’s 281 cities and towns. Several public safety proposals included options for direct, ongoing, and sustainable sources of revenue for cities to fund their public safety needs.

Then in late February 2025 came **HB 2015**, which sought to provide two new funding sources for public safety while also aiming to improve marginalized community outcomes through targeted officer trainings, hiring, and retention strategies.

> **City budgets are constrained by a property tax revenue cap artificially restricted to 1%, which is less than population growth and inflation.**

AWC supported the bill and engaged in conversations early and often to ensure that city perspectives were factored into the legislative process. The bill moved swiftly through the legislature, with several amendments attaching ideas from the earlier bills, as it whirled towards the governor’s desk. Following a pause in momentum deep into the session, the bill passed and the governor kept his $100 million promise and signed **HB 2015** and its budget funding into law in late May; it took effect in late July.

The new law ultimately creates two public safety funding pathways for funding local public safety: A three-year $100 million grant program for hiring, retaining, and training new police officers and co-responders; and a councilmanic 0.1% local sales tax authority for broad public safety and criminal justice needs.

The two new funding streams function separately for cities. However, there is a deep connection in the law. There are policy and training requirements that cities and their police departments must meet to be eligible for the grant, and grant eligibility is required to impose the sales tax.

A council can implement the sales tax without applying for or receiving grant money. And, in order to receive grant money, a city or county needs to have received funds from or authorized at least one of three public safety sales taxes (the two existing ones or the new one created by **HB 2015**).

The Criminal Justice Training Commission (CJTC) must verify that a city's police department meets the specific policy and training requirements outlined within the law. Cities that want their councils to pass the sales tax can do so as soon as they would like, but after June 30, comparison charts, and important things your city or town will want to know to pass the sales tax and access those critical revenues as soon as possible.

more information: wacities.org

Tax facts

HB 2015 allows the legislative body of a city and/or county to establish a new local option sales and use tax. To be eligible, cities must meet the same requirements laid out for grant eligibility.

Quick facts about the sales tax:

- **Local legislative authority:** The tax can be imposed by councilmanic action through June 2028.
- **Stackable:** The taxes can stack with other sales taxes, and revenues are not shared with other jurisdictions.
- **Broad use:** A city and/or county can impose the new 0.1% sales tax for broadly defined criminal justice purposes, including:
  - Domestic violence services
  - Public defenders
  - Diversion program
  - Reentry work for inmates
  - Reducing homelessness or improving behavioral health
  - Community placements for juvenile offenders
  - Community outreach, alternative response, mental health crisis response
- **Requirements:** The tax can only be collected if the city or county meets all the requirements to apply for the Criminal Justice Training Commission (CJTC) grant program in this bill (but no requirement to *apply* for the grant).
  - Note: Cities may submit their documentation *before* CJTC completes their grant application process and website.
- **Caveat:** The jurisdiction's voters must not have rejected or repealed a public safety tax within 12 months.

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.: 25-93

Meeting Date:	October 13, 2025
Subject:	AB 25-93: [Proposed] Ordinance No. 2025-13 Adopting Amendment to the Comprehensive Plan Capital Facilities Element.
Attachments:	1. Ordinance No. 2025-13 Amending Capital Facilities Element 2. Exhibit A Capital Facilities Element Amendment Table 3. State-Agency-Notice-Cover-Sheet 5-23
Presented By:	Andrew Hattori, CED Director
Approved for Agenda By:	Dan Ford, City Manager

Discussion:

The City of Toppenish is a jurisdiction that is fully planning under the Growth Management Act and therefore is required to produce and follow a periodic Comprehensive Plan. Toppenish's current plan is from 2018. Jurisdictions are allowed to amend their comprehensive plan from time to time outside of the normal periodic update periods for a variety of reasons, including the addition of facilities to a Capital Facilities Plan. The City of Toppenish is currently undergoing the renovation of an existing building to house our Police Department as they are currently operating out of temporary facilities. To account for the cost of the renovations, the City desires to utilize Real Estate Excise Tax (REET) funds. However, these funds may only be expended on facilities that are indicated within our Capital Facilities Plan. Staff submitted the attached Comprehensive Plan Amendment (CPA) on July 31, 2025, to begin Commerce's 60-day review period. While commerce was reviewing the proposed amendment, the City was allowed to hold a public hearing with our Planning Commission to make a recommendation to the City Council should the proposed amendment be approved by Commerce, which was held at the August 20, 2025, meeting and recommended for approval.

The Department of Commerce review has been completed with no requested modifications. We are now able to adopt the proposed amendments. Should the proposed amendment be approved by Council, we will then be able to recoup costs associated with the Police Facility Renovations at that time.

Fiscal Impact:

Addition of the Public Safety Building to the Capital Facilities Element will allow us to offset some costs of the renovation using REET funds.

Recommendation:

Approve Ordinance No. 2025-13 amending the Comprehensive Plan Capital Facilities Element.

Alternatives:

ORDINANCE NO. 2025-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON, AMENDING THE CAPITAL FACILITIES ELEMENT OF THE COMPREHENSIVE PLAN OF THE CITY OF TOPPENISH PURSUANT TO THE GROWTH MANAGEMENT ACT CHAPTER 36.70A RCW.

WHEREAS, the Growth Management Act authorizes the City to, among other things, amend the Comprehensive Plan; and,

WHEREAS, the City has identified the Public Safety Building as a critical facility and it's renovations necessary to be considered in the Capital Facilities Element ; and

WHEREAS, the Planning Commission conducted meetings and public hearings pursuant to legally required notice on the proposed amendment to the Comprehensive Plan and recommended approval to the City Council; and

WHEREAS, the City Council considered and discussed the proposed amendment and desires to amend the Capital Facilities Element of the Comprehensive Plan.

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

Section 1. The Capital Facilities Element Table 4-26 relating to Toppenish Government Buildings and Properties Six-Year Capital Improvement Program shall be amended as shown in **Exhibit A**, adding the Public Safety Department Building and is hereby adopted.

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

Section 3. Effective date. This Ordinance shall be effective five (5) days after publication as required by law.

PASSED by the Toppenish City Council at its regular meeting held on the 13th day of October, 2025.

____
ELPIDIA SAAVEDRA, Mayor

ATTEST:

____
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

____
DANIEL B. HEID, City Attorney

EXHIBIT A

TABLE 4-26. TOPPENISH GOVERNMENT BUILDINGS AND PROPERTIES SIX-YEAR CAPITAL IMPROVEMENT PROGRAM

Priority	General Facilities	Estimated cost in 2017 Dollars	Year Needed	Annual Cost
Police Department	2 Police Cars	$108,862	2018	$24,861 Annually through 2020
	2 Police Cars	$140,000	2019	$28,500 Annually from 2019 through 2023
	Public Safety Department Building	$2,000,000	2025	$2,000,000
Fire Department	Fire Engine (20 yrs @4.5%)	$500,000	2019	$22,500 Annually from 2019 through 2039
	Fire Engine (20 yrs@ 4.5%)	$500,000	2024	$22,500 Annually from 2024 through 2044
	Ladder Truck (20 yrs @ 4.5%)	$850,000	2021	$38,440 Annually from 2021 through 2041
Public Works Department	Public Works Shop Facilities after applying insurance settlement (40 yrs @2%)	$5,000,000 $3,700,000.	2019	$166,500
	Automated Refuse Collector No. I	$290,000	2021	$29,000

5. Government Facilities and Vehicle Funding

Table 4-27. POTENTIAL GRANT OR FUNDING SOURCES FOR GOVERNMENT FACILITIES AND VEHICLE CAPITAL IMPROVEMENTS

Funding Grant or Source	link
United States Department of Agriculture – Rural Development	https://www.rd.usda.gov/wa
Community Development Block Grant	http://www.commerce.wa.gov/serving-communities/current-opportunities/community-development-block-grants/

K. FISCAL CONSTRAINT

1. Master Table of Budget versus Expenses to Confirm Fiscal Constraint

Notice of Intent to Adopt Amendment / Notice of Adoption (Cover Sheet)

Pursuant to RCW 36.70A.106, the following jurisdiction provides the following required state agency notice.

Jurisdiction Name:	City of Toppenish
Amendment Type: Select Type of Amendment listed. (Select One Only)	☒ Comprehensive Plan Amendment ☐ Development Regulation Amendment ☐ Combined Comprehensive and Development Regulation Amendments ☐ Countywide Planning Policy ☐ Critical Areas Ordinance Amendment ☐ Shoreline Master Program
Select Submittal Type: Select the Type of Submittal listed. (Select One Only)	☒ 60-Day Notice of Intent to Adopt Amendment ☐ Request of Expedited Review / Notice of Intent to Adopt Amendment (Only for use with Development Regulation Amendments) ☐ Supplemental Submittal for existing Notice of Intent to Adopt Amendment ☐ Notice of Final Adoption of Amendment

Add Association If this amendment is related to additional submittals, please let us know here. IDs are included in your acknowledgment letter. Example 2022-S-…	N/A
Description Enter a brief description of the amendment. Begin your description with Proposed or Adopted, based on the type of Amendment you are submitting. Examples: "Proposed comprehensive plan amendment for the GMA periodic update." or "Adopted Ordinance 123, adoption amendment to the sign code." (Maximum 400 characters)	Proposed comprehensive plan amendment to amend Toppenish's six-year capital improvement program to include the public safety department building.
Is this action part of your 10-year periodic update required under RCW 36.70A.130 of the Growth Management Act (GMA)?	☐ Yes ☒ No
For Shoreline Master Programs (SMP): Is this action part of your 10-year periodic review required under RCW 90.58.080, a Comprehensive SMP, or a Locally Initiated amendment?	☐ Periodic Review ☐ Comprehensive SMP ☐ Locally Initiated Amendment ☒ N/A (Not an SMP)
Does your submittal include changes to Urban Growth Areas	☐ Yes ☒ No

Proposed Dates: Enter the anticipated public hearing date(s) for your Planning Commission/Planning Board or for your Council/Commission.	Planning Commission: 8/20/2025 City Council: 9/8/2025 Proposed / Date of Adoption: 9/8/2025
Categorize your Submittal	See Last Page for Category List
Contact Information:	
Prefix/Salutation: (Examples: "Mr.", "Ms.", or "The Honorable" (elected official))	Mr.
Name:	Andrew Hattori
Title:	Community & Economic Development Director
Email:	andrew.hattori@cityoftoppenish.us
Work Phone:	509-829-4083
Cell/Mobile Phone: (optional)	509-854-8518
Consultant Information:	
Is this person a consultant?	☐ Yes
Consulting Firm name?	
Would you like Commerce to contact you for Technical Assistance regarding this submitted amendment?	☐ Yes

REQUIRED: Attach a copy of the proposed amendment text or document(s). We do not accept a website hyperlink requiring us to retrieve external documents. Commerce no longer accepts paper copies by mail. If you experience difficulty, please email the reviewteam@commerce.wa.gov

~~~~ ONLINE TRACKING SYSTEM AVAILABLE ~~~~

Log in to our PlanView system where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach the PlanView System Access Request Form.

To set up your Commerce PlanView Account:

Register for a SAW account and add the PlanView Service.

Please send completed PlanView System Access Request Form to reviewteam@commerce.wa.gov

Questions? Call the review team at (360) 725-3066.
~~~~

☐Airport Safety Zone

■Capital Facilities

☐Climate

■Comprehensive Plan

☐Conservation Element

☐Critical Areas Ordinance

☐Design Standards/Design Review

☐Development Regulations

☐Economic Development

☐Emergency

☐Environment

■Essential Public Facilities

☐Historic Preservation

☐Housing

☐Impact Fee

☐Land Use

☐Military

☐Open Space

☐Parks and Recreation Element

☐Periodic Review (SMP)

☐Periodic Update

☐Port Element

☐Public Participation

☐Recreation

☐Resource Lands

☐Rural Lands

☐Schools

☐Shoreline Master Program

☐Solar Energy Element

☐Subarea Plans

☐Transfer of Development Rights

☐Transportation

☐Urban Growth Areas

☐Utilities

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.: 25-94

Meeting Date:	October 13, 2025
Subject:	AB 25-94: [Proposed] Ordinance No. 2025-14 Amending Section TMC 5.01.015 Business License Exemptions.
Attachments:	1. Ordinance No. 2025-14 Amending TMC 5.01.015
Presented By:	Andrew Hattori, CED Director
Approved for Agenda By:	Dan Ford, City Manager

Discussion:

Washington State has previously determined that businesses that have gross income below a specified value should be exempted from having to obtain a business license within the city they are operating. To guide cities on what the appropriate value the exemption should be the State created a board to develop "Model Ordinance Language" that all cities in Washington must adopt under Revised Code of Washington (RCW) 35.90.080. Previously the threshold amount of $2,000, however, the model language has been updated to increase the threshold to $4,000 and include provisions to account for inflation by utilizing increases in the Consumer Price Index (CPI), this is included so that cities won't have to amend their code every four years and can just follow the CPI at the time. Cities are obligated to adopt the Model Ordinance and implement the threshold value no later than January 1, 2026.

Staff has begun the process of updating our threshold limits with the Department of Revenue (DOR) and now presents the attached code amendment Ordinance to conform with the state's requirements for exemptions.

Fiscal Impact:

None.

Recommendation:

Approve Ordinance No. 2025-14 Amending TMC Section 5.01.015 Increasing Business License Exemptions Thresholds.

Alternatives:

ORDINANCE NO. 2025-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON, AMENDING SECTION 5.01.015 OF THE TOPPENISH MUNICIPAL CODE RELATING TO BUSINESS LICENSE EXEMPTIONS.

WHEREAS, the current provisions of the Toppenish Municipal Code state that businesses located outside of City limits, but conducting work within the City, are exempt from business license requirements when the businesses' gross income derived from within the City is equal to or less than $2,000; and,

WHEREAS, Section 35.90.080 of the Revised Code of Washington (RCW) requires cities to update their municipal codes to match model ordinances developed by the Model Ordinance Development Committee; and

WHEREAS, a new model ordinance for business license exemptions increasing the gross income limit for an exemption to $4,000 is required to be adopted and implemented by January 1, 2026; and

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

Section 1. Section 5.01.015 of the Toppenish Municipal Code (TMC) is hereby amended effective on the dates set forth below, to read as follows:

Effective prior to January 1, 2026

5.01.015 – Exemptions.

For the purposes of the license required by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business ~~in~~derived from within the city is equal to or less than $2,000.00 in any one year and who does not maintain a place of business within the city shall submit a business license registration to the director or designee but is exempt from the business license fee for that following year. The fee for such business license registrations shall be $0.00. The threshold amount does not apply to regulatory license requirements or activities that require a specialized permit.

Effective on January 1, 2026

5.01.015 Exemptions.

A. For the purposes of the license required by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business ~~in~~ derived from within the city is equal to or less than $4,000.00 in any one year and who does not maintain a place of business within the city shall submit a business license registration to the director or designee but is exempt from the business license fee for that following year. The fee for such business license registrations shall be $0.00. The threshold amount does not apply to regulatory license requirements or activities that require a specialized permit.

B. The above threshold amount will be adjusted every forty-eight months on January 1, of the given year by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest $100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

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

Section 3. Effective date. This Ordinance shall be effective five (5) days after publication as required by law.

PASSED by the Toppenish City Council at its regular meeting held on the 13th day of October, 2025.

____
ELPIDIA SAAVEDRA, Mayor

ATTEST:

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HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

____
DANIEL B. HEID, City Attorney

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.: 25-95

Meeting Date:	October 13, 2025
Subject:	AB 25-95: [Proposed] Resolution No. 2025-70 Approving Interwest Construction Change Order No. 1.
Attachments:	1. Resolution No. 2025-70 Interwest Change Order No 1 2. Interwest Construction Inc. Change Order No. 1
Presented By:	Andrew Hattori, CED Director
Approved for Agenda By:	Dan Ford, City Manager

Discussion:

The City of Toppenish is currently under contract with Interwest Construction (Interwest) to complete the Rentschler Lane Improvements project. However, there is additional construction related needs for the nearby Jackson and Juniper project. This would be temporary asphalt to cover graveled areas during the winter when that project is unable to progress. Considering that the Rentschler Improvements project also involves asphalt work and is in the vicinity of the Jackson and Juniper project, Interwest and HLA have provided the attached change order value to construct the temporary paving. The temp paving work would be completed when the paving equipment and materials are on-site for the Rentschler project. The total cost for this work is $33,394.89, which is lower than the previously presented "not to exceed" number of $43,000, and also substantially lower than previously obtained estimates.

It should be noted that while the Rentschler project is utilizing SIED grant funds for the construction activities, this change order will be entirely funded via the City's Water Fund. The funds from the SIED may only be used for project scopes related to Rentschler Lane.

Fiscal Impact:

The work will be paid for from the City's Water Fund, which has funds budgeted for emergencies like this.

Recommendation:

Approve Resolution No. 2025-70, approving change order No. 1 for Interwest Construction.

Alternatives:

RESOLUTION NO. 2025-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT WITH INTERWEST CONSTRUCTION INC.

WHEREAS, the City of Toppenish (City) and Interwest Construction Inc. entered into a construction contract for the Rentschler Lane Improvement Project; and

WHEREAS, the separate Jackson and Juniper project is in need of temporary paving and is within the vicinity of the Rentschler Lane Improvement Project; and

WHEREAS, proposed Change Order No. 1 includes the work for the necessary temporary paving project; and

WHEREAS, the proposed Change Order must be executed before work can begin and is in urgent need due to potential asphalt plant closures caused by cold weather; and

WHEREAS, the total construction cost for the work contained in the Change Order totals $33,394.89;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON AS FOLLOWS:

<u>Section 1. Approval</u>: The City Manager is hereby authorized, empowered, and directed to execute Change Order No. 1 on behalf of the City of Toppenish.

<u>Section 2. Corrections</u>: The City Clerk is authorized to make necessary corrections to this Resolution including, but not limited to, the correction of scrivener's/clerical errors, references, Resolution numbering, section/subsection numbering and any references thereto.

<u>Section 3. Effective Date</u>: This Resolution shall be effective immediately upon passage and signatures hereto

PASSED by the Toppenish City Council at its regular meeting held on October 13, 2025.

____
ELPIDIA SAAVEDRA, Mayor

ATTEST:

____
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

____
DANIEL B. HEID, City Attorney

CHANGE ORDER NO. 1

DATE:	Tuesday, October 7, 2025
PROJECT OWNER:	City of Toppenish
PROJECT NAME:	Rentschler Lane Improvements
HLA PROJECT NO.:	25098C
CONTRACTOR:	Interwest Construction, Inc.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENT:

Original Contract Price (Including Applicable Sales Tax):	$	216,787.60
Current Contract Price Adjusted by Previous Change Order(s) Including Applicable Sales Tax:	$	216,787.60
Change in Contract Price Due to this Change Order (Including Applicable Sales Tax):	$	33,394.89
Adjusted Contract Price Including this Change Order (Including Applicable Sales Tax):	$	250,182.49

Original Contract Working Days:	15
Current Contract Working Days Adjusted by Non-Working Days and/or Previous Change Order(s):	15
Change in Contract Working Days due to this Change Order:	2
Revised Contract Working Days:	17

CONTRACTOR: ______________________________ Date: ________________

ENGINEER: ______________________________ Date: ________________

OWNER: ______________________________ Date: ________________

CHANGE ORDER NO. 1

DATE: Tuesday, October 7, 2025
PROJECT OWNER: City of Toppenish
PROJECT NAME: Rentschler Lane Improvements
HLA PROJECT NO.: 25098C
CONTRACTOR: Interwest Construction, Inc.

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	CHANGE AMOUNT
CHANGE ORDER NO. 1					
33	SCH C - CO1 - Jackson Street	LS	1	$ 14,125.72	$ 14,125.72
34	SCH D - CO1 - Juniper Street	LS	1	$ 18,296.50	$ 18,296.50
				CHANGE ORDER NO. 1 SUBTOTAL:	**$ 32,422.22**
				Tero Fee (3%):	**$ 972.67**
				CHANGE ORDER NO. 1 TOTAL:	**$ 33,394.89**

Per the City of Toppenish's request, Change Order No. 1 is proposed to pave Jackson Street and Juniper Street. These areas are currently graveled, and the City would like to have them paved so they are not left in gravel over the winter.

SCH C - CO1 – Jackson Street will be paid by lump sum in the amount of $14,549.49 per the contractor's updated cost breakout. This change order was previously pre-approved by City Council on Monday, September 29, 2025, as a not-to-exceed amount; this updated total reflects the finalized lump sum amount.

SCH D - CO1 - Juniper Street will be paid by lump sum per the contractor's proposal.

Two (2) additional working days will be granted for this work. The total amount for this Change Order is $33,394.89. This Change Order compensates for all labor, equipment, materials, incidentals, and mobilization necessary to complete these improvements.

SIED funding will not be utilized for this Change Order.

UNIT PRICE BID PROPOSAL

CITY OF TOPPENISH
RENTSCHLER LANE IMPROVEMENTS
CHANGE ORDER 001
HLA PROJECT NO. 25098

ITEM NO.	**ITEM DESCRIPTION**	PAYMT **SPEC**	UNIT	QUANTITY		UNIT PRICE **DOLLARS-CTS**		**AMOUNT** DOLLARS-CTS
	SCH C- JACKSON STREET		**LS**	**1**		**$14,125.72**		**$14,125.72**
				---	X	---	=	
							SCHEDULE A SUBTOTAL	**$14,125.72**
							TERO FEE (3%)	**$423.77**
							SCHEDULE **A TOTAL INCLUDING** TERO FEE	**$14,549.49**

ITEM NO.	**ITEM DESCRIPTION**	PAYMT SPEC	UNIT	QUANTITY		UNIT PRICE DOLLARS-CTS		**AMOUNT DOLLARS-CTS**
	SCH D – JUNIPER STREET		**LS**	**1**		**$18,296.50**		**$18,296.50**
							SCHEDULE B SUBTOTAL	**$18,296.50**
							SCHEDULE B TERO FEE (3%)	**$548.90**
							SCHEDULE D SUBTOTAL INCLUDING TERO FEE	**$18,845.40**
							SCHEDULES C AND D TOTAL	**$33,394.89**

CITY OF TOPPENISH

Request for Council Action

Agenda Bill No.: 25-96

Meeting Date:	October 13, 2025
Subject:	AB 25-96: Schedule three public hearings for the 2026 budget season.
Attachments:	None
Presented By:	Heidi Riojas, City Clerk
Approved for Agenda By:	Dan Ford, City Manager

Discussion:
State law requires three public hearings as part of the annual budget process:

1. Property Taxes and Revenue Sources:

The legislative body must review revenue sources for the upcoming budget, including any potential increase in property taxes. This hearing must be held before the property tax certification deadline of November 30 (RCW 84.55.120).

Staff proposes setting November 10, 2025, as the date for a Public Hearing Regarding Revenue Sources and 2026 Property Tax Levy.

2. Preliminary Budget:

This hearing must take place before the final budget hearing, which is due on or before the first Monday in December. (RCW 35.33.057, 35A.33.055 for annual budgets).

Staff proposes setting November 24, 2025, as the date for the First Public Hearing for the Proposed 2026 Preliminary Budget.

3. Final Budget:

This hearing must be scheduled on or before the first Monday in December (December 1 this year) and may continue daily but must conclude by December 7, 25 days before the new fiscal year. Notice must be published once a week for two consecutive weeks in the official newspaper (RCW 35.33.061, 35A.33.060 for annual budgets).

Staff proposes setting December 1, 2025, as the date for the Final Public Hearing for the Proposed 2026 Final Budget.

Staff will bring an ordinance for budget adoption on December 8, 2025.

Fiscal Impact:
N/A

Recommendation:

1. Motion to set November 10, 2025, as the date for a Public Hearing Regarding Revenue Sources and 2026 Property Tax Levy.
2. Motion to set November 24, 2025, as the date for the First Public Hearing for the Proposed 2026 Preliminary Budget.
3. Motion to set December 1, 2025, as the date for the Final Public Hearing for the Proposed 2026 Final Budget.

Alternatives:
N/A