

Televised Live and Streamed at the link below:

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1. Regular Session Call to Order

Pledge of Allegiance, Roll Call, and Welcome

2. Approve Agenda

3. 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.

4. 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 July 28, 2025, Regular Meeting.
- b. Approve Minutes of the August 4, 2025, Study Session.
- c. Approve Payroll Checks Numbers 37497 through 37506 and Bank Drafts DFT157 through DFT158 in the total amount of \$213,187.72 dated August 7, 2025.
- d. Approve Claims Checks Numbers 37507 through 37569 and Bank Drafts DFT154 through DFT160 in the total amount of \$335,110.28 dated August 11, 2025.
- e. Approve Claims Bank Draft DFT168 in the total amount of \$1,053,000.00 dated August 11, 2025.

5. Public Hearing

- a. Public Hearing Regarding Right of Way Vacation.

6. New Business

- a. AB 25-67: [Proposed] Ordinance No. 2025-08, Approval of Right of Way Vacation.
- b. AB 25-68: [Proposed] Resolution No. 2025-52, Approval of Task Order Amendment for Climate Element.
- c. AB 25-69: [Proposed] Resolution No. 2025-53, Adopting the Cost Allocation Plan.
- d. AB 25-70: [Proposed] Resolution No. 2025-54, Approval of Contract Amendment with

CKJT.

- e. AB 25-71: [Proposed] Ordinance No. 2025-09, Creating New TMC Chapter 17.54 for Home Occupations and Repealing TMC Section 17.56.050.

7. Council Meeting Reports and Community Announcements

8. Executive Session

- a.
 - Purpose: To discuss potential litigation with legal counsel.
 - Time: 20 minutes.
 - Action: None.

9. Adjournment

Next Council Meeting Will Be Held on August 25, 2025.

City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodation, please contact City Hall at (509) 865-6754, 24 hours in advance.

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
July 28, 2025

Mayor Saavedra called the meeting to order at 7:00 p.m.

ROLL CALL

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Prieto Duval, George Garcia, Ron Hull, and Cristian Sanchez.

Absent: Councilmember Josh Garza.

Staff: City Manager Dan Ford, City Attorney Daniel B. Heid, Budget and Finance Director Adam Vaughn, Deputy Chief of Police Jonathan Schwarzer, Public Works Supervisor Daniel Musgrave, IT Services Manager Van Donley, City Clerk Heidi Riojas, and Communications Manager Sean Davido.

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

Councilmember Hull moved, seconded by Councilmember Garcia to excuse Councilmember Garza from the July 28, 2025, Regular Meeting. Motion carried unanimously.

APPROVE AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve the July 28, 2025, Agenda. Motion carried unanimously.

PROCLAMATION

Mayor Saavedra recited the Proclamation declaring Tuesday, August 5, 2025, as the "National Night Out" in the City of Toppenish and encouraged the public to participate.

PUBLIC COMMENT

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

CONSENT AGENDA

Councilmember Hull moved, seconded by Councilmember Sanchez to approve Consent Agenda items a through c:

- a. Approve Minutes of the July 14, 2025, Regular Meeting.
- b. Approve Payroll Check Numbers 37426 through 37438 and Bank Drafts DFT145 through DFT152 in the total amount of \$302,419.03 dated July 22, 2025.
- c. Approve Claims Checks Numbers 37439 through 37496 and Bank Drafts DFT144 and DFT153 in the total amount of \$126,355.57 dated July 28, 2025.

Motion carried unanimously.

NEW BUSINESS

Resolution No. 2025-47: A Resolution Authorizing the City Manager to Execute a Funding Agreement with the Sandy Williams Connecting Communities Program and to Solicit Consultant Services for the W 1st Avenue Pedestrian Improvements Project, and Establish an Effective Date.

Councilmember Prieto Duval moved, seconded by Councilmember Garcia to approve Resolution No. 2025-47. Motion carried unanimously.

Resolution No. 2025-48: A Resolution of the City Council of the City of Toppenish, Washington, Authorizing the City Manager to Execute a Local Agency Agreement with the Washington State Department of Transportation for the 2025 YVCOG Carbon Reduction Program Grant for the Purchase of a Street Sweeper, and Establish an Effective Date.

Mayor Pro Tem Belton moved, seconded by Councilmember Hull to approve Resolution No. 2025-48. Motion carried unanimously.

Resolution No. 2025-49: A Resolution Approving the Acceptance of the Jackson Street and Juniper Street Water System Improvements Project as Complete with Ascent Foundation and More, LCC and Establish an Effective Date.

Mayor Pro Tem Belton moved, seconded by Councilmember Hull to approve Resolution No. 2025-49. Motion carried unanimously.

Resolution No. 2025-50: A Resolution of the City of Toppenish City Council Providing for the Submission of a Proposition for the Formation of a Metropolitan Park District to the Voters of the City of Toppenish at the November 4, 2025, General Election.

Councilmember Sanchez moved, seconded by Mayor Pro Tem Belton to approve Resolution No. 2025-50. Motion carried. Councilmembers Prieto Duval and Garcia voted no.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:52 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

TOPPENISH CITY COUNCIL
Study Session Minutes
August 4, 2025

CALL TO ORDER

Mayor Saavedra called the meeting to order at 5:00 p.m.

ROLL CALL

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Prieto Duval, George Garcia, Josh Garza, Ron Hull, and Cristian Sanchez.

Staff: Budget and Finance Director Adam Vaughn (FD Vaughn), City Attorney Daniel Heid, Public Safety Director Joseph Mehline (PSD Mehline), Community and Economic Development Director Andrew Hattori (CED Hattori), Information Technology Services Manager Van Donley, Communications Manager Sean Davido, Assistant to the Public Safety Director Linda Finley, and Executive Assistant to the City Manager Elvia Cisneros (EA Cisneros).

EA Cisneros conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmembers Prieto Duval, Garcia, Garza, Hull, and Sanchez responded their attendance during roll call.

APPROVE AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve the August 4, 2025, Agenda. Motion carried unanimously.

PUBLIC COMMENTS UPDATE

FD Vaughn updated Council on the public comments received in July 2025.

PUBLIC COMMENT

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

DISCUSSION

Resolution No. 2025-51: A Resolution of the City of Toppenish City Council Rescinding its Resolution No. 2025-50 Regarding a Proposition for the Formation of a Metropolitan Park District.

Mayor Pro Tem Belton moved, seconded by Councilmember Hull to approve Resolution No. 2025-51. Motion carried unanimously.

Discussion regarding Home Occupations.

CED Hattori reported that during his initial discussion on May 5, 2025, he proposed updates to the Home Occupations code, building on previous discussions held by the Planning Commission. He noted that the draft code amendment reflects input from both the City Council and the Planning Commission. CED Hattori further stated that on July 16, 2025, the Planning Commission recommended approval of the draft amendment.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:25 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register
Payroll for Period: 7/16-7/31, 2025

Description	Payment Type	Payment Number	Amount
Ron Hull	Regular	37497	\$364.14
Benefits Only	Regular	37498-37502	\$0.00
ACH Payroll 7/16-7/31, 2025	Bank Draft	ACH Payroll	\$125,626.35
City of Toppenish - Longevity	Regular	37503	\$405.00
Toppenish Police Officer Association	Regular	37504	\$735.00
Treasurer IAFF #2328	Regular	37505	\$407.50
United Way Of Yakima Co.	Regular	37506	\$3.00
Employment Security Dept. - LTC (EFT)	Bank Draft	DFT0000157	\$5,420.78
Employment Security Dept. - PFML (EFT)	Bank Draft	DFT0000158	\$8,598.47
Aflac (EFT)	Bank Draft	DFT0000161	\$39.69
Aflac (EFT)	Bank Draft	DFT0000162	\$152.08
Washington St Support Registry (EFT)	Bank Draft	DFT0000163	\$596.95
MissionSquare (EFT)	Bank Draft	DFT0000164	\$6,081.44
Nationwide Retirement Solutions (EFT)	Bank Draft	DFT0000165	\$1,983.98
Dept of Retirement Systems (EFT)	Bank Draft	DFT0000166	\$21,468.70
Internal Revenue Service (EFT)	Bank Draft	DFT0000167	\$41,304.64
Grand Total			\$213,187.72

Payroll Checks

Payroll Checks 37497-37506, Electronic Transfers DFT0000157-DFT0000158 and DFT0000161-DFT0000167.

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

August 7, 2025

Date



City of Toppenish, WA

Check Report

By Check Number

Date Range: 06/10/2025 - 08/11/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Claims-AP Claims						
13139	Air-Tek Heating and Cooling LLC	08/11/2025	Regular	0	767	37507
10067	Alba Enterprises	08/11/2025	Regular	0	160	37508
10099	Amazon Capital Services	08/11/2025	Regular	0	881.84	37509
10261	Bitco Software LLC	08/11/2025	Regular	0	16848	37510
10403	CDW Government	08/11/2025	Regular	0	60.36	37511
320225666	CenturyLink	08/11/2025	Regular	0	22.66	37512
314273475	CenturyLink	08/11/2025	Regular	0	782.66	37513
10443	Chandler Distributing Co. Inc.	08/11/2025	Regular	0	349.79	37514
10445	Charter Communications	08/11/2025	Regular	0	867.37	37515
10456	Cintas Corporation #605	08/11/2025	Regular	0	369.36	37516
10467	City of Sunnyside - Finance Dept.	08/11/2025	Regular	0	40499.35	37517
10469	City of Toppenish - Adjustments	08/11/2025	Regular	0	13655.33	37518
13100	CKJT Architects, pllc	08/11/2025	Regular	0	9087	37519
13138	Clarion Events, Inc.	08/11/2025	Regular	0	4271.4	37520
10487	Coastal Farm and Home Supply	08/11/2025	Regular	0	225.22	37521
10544	Correct Equipment, Inc.	08/11/2025	Regular	0	260.28	37522
10663	DeVries Business Records Management, Inc.	08/11/2025	Regular	0	376	37523
13137	DroneSense, Inc.	08/11/2025	Regular	0	7500	37524
10728	EarthCam, Inc.	08/11/2025	Regular	0	375	37525
10741	Elite Towing and Recovery, LLC.	08/11/2025	Regular	0	1780.45	37526
10744	Elpidia Saavedra	08/11/2025	Regular	0	1037	37527
10955	GMP Consultants LLC	08/11/2025	Regular	0	2312.5	37528
10624	Gordon Thomas Honeywell Government Relati	08/11/2025	Regular	0	3000	37529
11039	H.D. Fowler Co., Inc.	08/11/2025	Regular	0	8588.56	37530
11108	Howard's Tire Factory Inc	08/11/2025	Regular	0	526.77	37531
11135	Ideal Lumber & Hardware, Inc.	08/11/2025	Regular	0	385.81	37532
11156	Intermedia.net Inc.	08/11/2025	Regular	0	142.94	37533
11157	Intermountain Cleaning Service, Inc.	08/11/2025	Regular	0	5155	37534
11206	James Andrews	08/11/2025	Regular	0	3000	37535
11252	Jose Sanchez-Castro	08/11/2025	Regular	0	125	37536
11336	Lab Test	08/11/2025	Regular	0	45	37537
11586	Moon Security Service, Inc.	08/11/2025	Regular	0	165.03	37538
11629	N-able Technologies LTD	08/11/2025	Regular	0	63.91	37539
11660	North Central Laboratories	08/11/2025	Regular	0	254.05	37540
11672	Northwest Code Professionals	08/11/2025	Regular	0	4797	37541
11710	ODP Business Solutions, LLC	08/11/2025	Regular	0	12.5	37542
11726	One Call Concepts, Inc.	08/11/2025	Regular	0	58.32	37543
11699	O'Reilly Auto Parts	08/11/2025	Regular	0	109.49	37544
Finance/All Other De	Pacific Power & Light Co.	08/11/2025	Regular	0	39362.15	37545
11934	Rathbun Iron Works, Inc.	08/11/2025	Regular	0	29.15	37546
11991	Ringolde	08/11/2025	Regular	0	152.83	37547
12312	San Diego Police Equipt Co. Inc.	08/11/2025	Regular	0	918.17	37548
12376	SHC Medical Center Toppenish	08/11/2025	Regular	0	3472.79	37549
12424	Solid Waste Division	08/11/2025	Regular	0	21537.13	37550
12489	Stripe Rite Inc.	08/11/2025	Regular	0	2500	37551
13140	Technology Unlimited Inc	08/11/2025	Regular	0	756	37552
12549	The Bunker Tri-Cities LLC	08/11/2025	Regular	0	406.37	37553
12559	The Print Guys	08/11/2025	Regular	0	1689.15	37554
12637	Traffic Safety Supply Co Inc.	08/11/2025	Regular	0	7366.08	37555
12639	TransUnion Risk and Alternative Data Solutions	08/11/2025	Regular	0	270.02	37556
12645	Trevor Pottle	08/11/2025	Regular	0	20.64	37557
12664	Tyler Technologies Inc.	08/11/2025	Regular	0	2465	37558
12668	U.S. Bank Corporate Payment Systems	08/11/2025	Regular	0	9934.47	37559
12748	Verizon Wireless	08/11/2025	Regular	0	1669.66	37560
12751	VESTIS	08/11/2025	Regular	0	32.42	37561
123	Washington State Department of Revenue	08/11/2025	Regular	0	22249.01	37562
12840	Washington State Patrol	08/11/2025	Regular	0	24	37563

12841	Washington State Treasurer	08/11/2025	Regular	0	1992.55	37564
12931	Workhub Software Inc.	08/11/2025	Regular	0	45	37565
12982	Yakima County Fire District 5	08/11/2025	Regular	0	75723.95	37566
Vendor 541	Yakima County Treasurer	08/11/2025	Regular	0	42.99	37567
13002	Yakima Humane Society	08/11/2025	Regular	0	1030	37568
13029	Yakima Waste Systems, Inc.	08/11/2025	Regular	0	47.9	37569

Bank Code AP Claims Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	120	63	0.00	322,655.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	120	63	0.00	322,655.38

Check Report

Date Range: 06/10/2025 - 08/11/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General -General						
11069	Heritage Bank	06/16/2025	Bank Draft	0	259.94	DFT0000154
12699	USDA RD DCFO Loan Payment (EFT)	08/08/2025	Bank Draft	0	11852	DFT0000159
11069	Heritage Bank	07/15/2025	Bank Draft	0	342.96	DFT0000160

Bank Code General Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	12,454.90
EFT's	0	0	0.00	0.00
	3	3	0.00	12,454.90

Check Report

Date Range: 06/10/2025 - 08/11/2025

All Bank Codes Check Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	120	63	0.00	322,655.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	12,454.90
EFT's	0	0	0.00	0.00
	123	66	0.00	335,110.28

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	6/2025	259.94
999	Pooled Cash Fund	7/2025	342.96
999	Pooled Cash Fund	8/2025	334507.38

335110.28

Accounts Payable Checks 37507-37569, DFT154-DFT160

I, undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or those 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 payment of a contractual obligation, and that the claim is a just, due unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.



Adam Vaughn, Finance Director

August 07, 2025



Check Report

By Check Number

Date Range: 08/11/2025 - 08/12/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Claims-AP Claims						
10231	BCR Environmental Corporation	08/12/2025	Bank I	0	1053000	DFT0000168

\$1,053,000.00

Accounts Payable DFT168

I, 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 unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director

August 11, 2025

Meeting Date: August 11, 2025
Subject: Public Hearing Regarding Right of Way Vacation.
Attachments: None
Presented By: Andrew Hattori, CED Director
Approved for Adam Vaughn, Finance Director
Agenda By:

Discussion:

The “vacating” of right-of-way (ROW) is the conversion of public property, such as streets, into private property. It is often applied when areas of ROW are desired by adjacent properties to fix issues with nonconforming improvements or for future development. ROW may only be vacated after a public hearing is held and a subsequent approval by City Council is issued.

A petition to vacate right-of-way has been submitted by KDA Architecture for land on the southeastern side of N Beech Street adjacent to the Safe Haven Facility located at 101 Lincoln Avenue. A public hearing was scheduled at the July 28, 2025 City Council Regular Meeting for August 11, 2025.

The proposed vacation would affect a 10’ wide portion of right-of-way on the southeastern side of N Beech Street between Lincoln Avenue and N A Street. This portion of right away contains grassy areas, portions of Safe Haven’s parking lot, and small portions of their building. As a part of this application and their development permit applications, they will also be deeding a portion of their property to the public, located at the intersection of Lincoln Avenue and N Beech Street.

Pursuant to RCW 35.79.030, the City will be compensated for the vacation of this ROW in the amount of \$12,959.52. This value is based on the property value and the total square footage to be vacated.

Fiscal Impact:

Recommendation:

Alternatives:

Meeting Date: August 11, 2025

Subject: AB 25-67: [Proposed] Ordinance No. 2025-08, Approval of Right of Way Vacation.

Attachments: 1. Ordinance 2025-08 Vacating Right of Way
2. EXHIBIT A Survey

Presented By: Andrew Hattori, CED Director

Approved for Adam Vaughn, Finance Director

Agenda By:

Discussion:

The “vacating” of right-of-way (ROW) is the conversion of public property, such as streets, into private property. It is often applied when areas of ROW are desired by adjacent properties to fix issues with nonconforming improvements or for future development. ROW may only be vacated after a public hearing is held and a subsequent approval by City Council is issued.

A petition to vacate right-of-way has been submitted by KDA Architecture for land on the southeastern side of N Beech Street adjacent to the Safe Haven Facility located at 101 Lincoln Avenue. A public hearing was scheduled at the July 28, 2025 City Council Regular Meeting for August 11, 2025.

The proposed vacation would affect a 10’ wide portion of right-of-way on the southeastern side of N Beech Street between Lincoln Avenue and N A Street. This portion of right away contains grassy areas, portions of Safe Haven’s parking lot, and small portions of their building. As a part of this application and their development permit applications, they will also be deeding a portion of their property to the public, located at the intersection of Lincoln Avenue and N Beech Street.

Pursuant to RCW 35.79.030, the City will be compensated for the vacation of this ROW in the amount of \$12,959.52. This value is based on the property value and the total square footage to be vacated.

Fiscal Impact:

The City would be compensated \$12,959.52 for the vacated right-of-way.

Recommendation:

Approve Ordinance 2025-08, vacating a portion of right-of-way on the southeastern side

of N Beech Street between Lincoln Avenue and N A Street.

Alternatives:

Do not approve right-of-way vacation.

ORDINANCE 2025-08

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
TOPPENISH, WASHINGTON, VACATING A 10-FOOT PORTION OF
RIGHT-OF-WAY ALONG THE SOUTHEASTERN SIDE OF N BEECH
STREET BETWEEN LINCOLN AVENUE AND N A STREET,
PROVIDING FOR SEVERABILITY AND ESTABLISH AN EFFECTIVE
DATE**

WHEREAS from time to time in response to petitions or in cases where it serves the general interest of the City of Toppenish (City), the City Council may vacate rights-of-way (ROW), and

WHEREAS a petition to vacate a 10-foot wide portion of ROW on the southeastern side of N Beech Street between Lincoln Avenue and N A Street has been submitted to the City by more than two-thirds of the properties abutting the portion of right-of-way to be vacated, and

WHEREAS on July 28, 2025, the City passed Resolution No. 2025-46, initiating the vacation procedures and setting a public hearing for the proposed vacation; and

WHEREAS the City held a public hearing on the proposed vacation on August 11, 2025; and

WHEREAS pursuant to RCW 35.79.030 the City is compensated in the amount of \$12,959.52 for the land subject to vacation.

WHEREAS all steps and procedures required by law to vacate said right-of-way have been duly taken and performed,

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

Section 1: That a portion of right-of-way, as described below and as depicted in **Exhibit A**, attached hereto, be and the same is hereby vacated.

BEGINNING AT THE SOUTHWESTERLY CORNER OF BLOCK 3, GILBERT'S ADDITION TO TOPPENISH, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME "B" OF PLATS, PAGE 35, RECORDS OF YAKIMA COUNTY, WASHINGTON; THENCE NORTH 43°41'47" EAST, ALONG THE NORTHWESTERLY LINE OF SAID BLOCK 3, 27.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 43°41'47" EAST, ALONG SAID NORTHWESTERLY LINE, 348.00 FEET TO THE NORTHERLY CORNER OF SAID BLOCK 3; THENCE NORTH 46°18'13" WEST 10.00 FEET; THENCE SOUTH 43°41'47" WEST, PARALLEL WITH THE NORTHWESTERLY LINE OF SAID BLOCK 3, 344.57 FEET TO A POINT BEARING NORTH 25°18'10" WEST FROM THE TRUE POINT OF

BEGINNING; THENCE SOUTH 25°18'10" EAST 10.71 FEET TO THE TRUE POINT OF BEGINNING.

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 ordinance.

Section 3. Corrections: The city clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the corrections of scriveners/clerical errors, and any references thereto references.

Section 4. Effective Date: This ordinance shall be effective five days after publication of a summary thereof.

ADOPTED by the Toppenish City Council at its regular meeting held on August 11, 2025.

ELPIDIA SAAVEDRA, Mayor

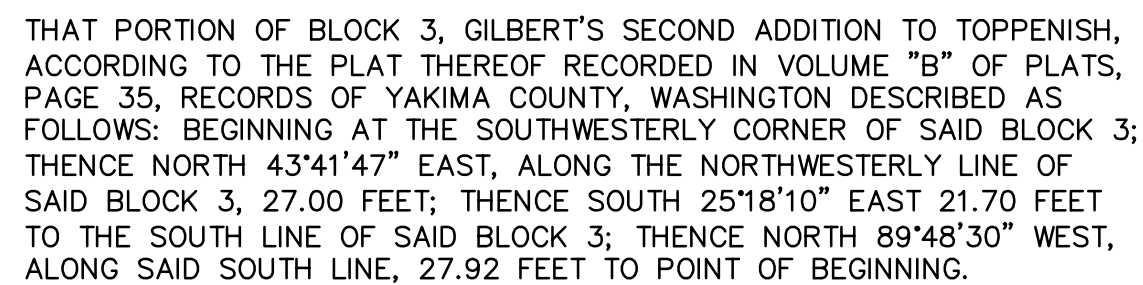
ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney

1. ○ - DENOTES 1/2" REBAR WITH CAP NO'S. 18929/44333 SET.
2. ⊗ - DENOTES MAG NAIL WITH WASHER NO'S. 18929/44333 SET.
3. BEARINGS SHOWN ARE ON ASSUMED DATUM, RELATIVE TO THE EAST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 3 BEING NORTH 0°11'30" EAST.
4. SECTION SUBDIVISION AND PLAT INFORMATION TAKEN FROM BOUNDARY SURVEY RECORDED UNDER AUDITOR'S FILE NO. 7965654, RECORDS OF YAKIMA COUNTY, WASHINGTON.
5. G.L.O. SECTION SUBDIVISION CORNERS SHOWN HEREON AS FOUND WERE VISITED IN APRIL 2021.
6. DISTANCES IN PARENTHESIS () ARE FROM PLAT OF RECORD, ALL OTHERS ARE BY ACTUAL MEASUREMENT.
7. A PORTION OF THIS SURVEY WAS PERFORMED WITH A LEICA GS14 GNSS RECEIVER CONNECTED TO THE WASHINGTON STATE REFERENCE NETWORK (WSRN) USING REAL TIME KINEMATIC (RTK) PROCEDURES.
8. A PORTION OF THIS SURVEY WAS PERFORMED WITH LEICA MS50 USING FIELD TRAVERSE PROCEDURES.
9. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS WHICH MAY ENCUMBER OR BE APPURTENANT TO THE PARCEL SURVEYED.
10. THIS SURVEY MEETS OR EXCEEDS THE STANDARDS CONTAINED IN WAC 332-130-090.



P:\projects\T-10, R-20\section_3\23170_toppenish_lincoln_ave_vfwc_vacation\project_files\survey\23170SBD1.dwg, 8/16/2023 9:43:56 AM, WehrR

Meeting Date: August 11, 2025

Subject: AB 25-68: [Proposed] Resolution No. 2025-52, Approval of Task Order Amendment for Climate Element.

Attachments: 1. Resolution 2025-52 HLA Task Order No 2024-03
2. HLA Amendment No. 1 Task Order No. 2024-03

Presented By: Andrew Hattori, CED Director

Approved for Adam Vaughn, Finance Director
Agenda By:

Discussion:

The City of Toppenish (City) has been undergoing work with HLA Engineering and Land Surveying, Inc. (HLA) to complete the Climate Element of the current Comprehensive Plan Update. An initial Task Order was entered into between the City and HLA, Task Order 2024-03, to complete the work using funds provided by a grant from the Department of Commerce. The Department of Commerce grant closed in July of this year and a new grant contract is going to be sent to the City within the coming weeks.

Since the initial grant funding for the project only covered work until July of 2025 and a new grant contract is being provided, this is occurring for most if not all jurisdictions on the 2026 Comprehensive Plan cycle. In anticipation of receiving the new grant contract, the City may amend it's existing Task Order with HLA to continue working on the Climate Element, work completed between now and when the new contract is signed will be back charged against grant funds provided from Commerce. The proposed amendments to Task Order No. 2024-03 are to consider the adjusted due date for the Climate Element and the funding associated with those deliverables. The City will be receiving \$100,000.00 for the remaining items related to the Climate Element.

Fiscal Impact:

N/A.

Recommendation:

Approve Resolution 2025-52, authorizing the City Manager to sign Amendment No. 1 of Task Order 2024-03.

Alternatives:

RESOLUTION 2025-52

**A RESOLUTION OF THE CITY OF TOPPENISH,
WASHINGTON, AMENDING TASK ORDER 2024-03 WITH
HLA ENGINEERING AND LAND SURVEYING, INC. FOR
CONSULTING WORK RELATED TO COMPREHENSIVE
PLAN CLIMATE ELEMENT.**

WHEREAS, the City of Toppenish (hereinafter the "City") has previously entered into an agreement with HLA Engineering and Land Surveying Inc. (HLA) for consulting services under Task Order 2024-03; and

WHEREAS, the grant funding from the Department of Commerce for the Climate Element of the Comprehensive Plan ended in July of 2025; and

WHEREAS, the City of Toppenish will be receiving \$100,000.00 of grant funding for the 2026 efforts related to the Climate Element; and

WHEREAS, the City is in need of professional consulting services for the creation of the Climate Element; and

WHEREAS, HLA is a professional consulting firm with staff expertise to provide the services required for this project for an amount not to exceed \$100,000.00,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY TOPPENISH, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Approval: Amend Task Order 2024-03 between HLA and the City of Toppenish for the development of the Comprehensive Plan's Climate Element.

Section 2. Corrections: 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.

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

ADOPTED by the Toppenish City Council at its regular meeting held on August 11, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney

AMENDMENT NO. 1

TASK ORDER NO. 2024-03

REGARDING GENERAL AGREEMENT BETWEEN CITY OF TOPPENISH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Development of Climate Element **HLA Project No. 24077E**

The Washington State Department of Commerce (COMMERCE) is allocating \$100,000 to the City of Toppenish (CITY) to finance the development of the recently required Climate Element in the CITY's upcoming Growth Management Act (GMA) Comprehensive Plan update. The CITY submitted an application to access their allocated grant funds.

The CITY desires to contract with HLA to develop a COMMERCE-approved Climate Element. The project will include preliminary investigation work, establishing a Toppenish Climate Policy Advisory Team, performing data and policy assessments and analyses, developing visuals to effectively communicate complex climate data to multiple audiences including CITY Staff, CITY Council, the Climate Policy Advisory Team, and members in the community through an extensive public engagement process, developing a draft and final Climate Element (PLAN).

REASON FOR AMENDMENT NO. 1

The original COMMERCE Grant timeline was July 1, 2023, through June 30, 2025. Due to various timing considerations, such as the final COMMERCE contract and the initial HLA task order, all deliverables were not able to be completed by June 30, 2025. COMMERCE approved a budget amendment to reduce the grant amount and initial deliverables due by June 30, 2025, with the remaining funding and deliverables going into a new grant with a July 1, 2025, through December 31, 2026, timeline. The updated scope of services shown below replaces the original scope phases and timeline to be consistent with the COMMERCE grant deliverables and timeline. The total funding amount is not changing. The original grant (July 1, 2023 – June 30, 2025) was reduced to \$33,400.00, and the new grant (July 1, 2025 – December 31, 2026) is \$61,000, for a total of \$94,400.

SCOPE OF SERVICES:

Revisions to the Scope of Services due to Amendment No. 1 include replacing the original scope of services in its entirety with the following:

1.0 Project Initialization: Summary Memorandum of Climate Policy Team Establishment and Public Engagement Plan

Please note that this work is complete.

- 1.1 Introduction of PLAN, formation of Policy Advisory Team, and public engagement process to the CITY Council.
- 1.2 Solicit participants for the Policy Advisory Team.
- 1.3 Creation of CITY's project web page.
- 1.4 Develop a proposed public engagement plan, including a summary of equity analysis.
- 1.5 Present Public Engagement Plan (PEP) to the CITY Council for approval.

2.0 Summary of Climate Impact Data and Workshop Outcomes

Please note that this work is complete.

- 2.1 Identify community assets.
- 2.2 Explore climate hazards using UW Climate Mapping tool. Develop climate exhibits for public review.
- 2.3 Policy team/staff workshop – pair assets and threats to describe exposure and consequences to identify priority climate hazards.

3.0 Audit Plan Summary

- 3.1 Audit planning documents to gather all existing resilience policies.

4.0 Vulnerability Assessment Summary

- 4.1 Assess vulnerabilities and risks for prioritized climate hazards.
- 4.2 Convene Staff and Policy Advisory Team to review analysis and assessment results and explore potential pathways.

5.0 Summary of New Goals and Policies

- 5.1 Identify applicable goals and policies in the Climate Policy Explorer for inclusion in the PLAN.

6.0 Draft Climate Element

- 6.1 Complete draft of the PLAN and share with CITY Staff and Policy Advisory Team for review.
- 6.2 Address review comments and update the draft PLAN, as necessary.

7.0 Climate Element Adoption Summary

- 7.1 Present draft PLAN to the CITY Council.
- 7.2 Send draft PLAN for 60-day COMMERCE review.
- 7.3 Incorporate COMMERCE comments and finalize PLAN and Climate Workbook.

TIME OF PERFORMANCE:

Revisions to the Time of Performance due to Amendment No. 1 include the following:

HLA will continue developing the PLAN immediately following CITY Council approval of this Task Order Amendment. The climate planning effort is anticipated to last through the new grant timeline: July 1, 2025 – December 31, 2026.

FEE FOR SERVICES:

For services furnished by HLA as described in this Task Order Amendment No. 1, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be adjusted between phases, but the maximum amount shall not exceed \$94,400.00 without the written agreement of both parties.

Revisions to the Fee for Services due to Amendment No. 1 are as follows.

1.0 Project Initialization: Summary Memorandum of Climate Policy Team Establishment and Public Engagement Plan

All work was performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the fee of \$10,000.00.

2.0 Summary of Climate Impact Data and Workshop Outcomes

All work was performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the fee of \$13,000.00.

3.0 Audit Plan Summary

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$15,000.00.

4.0 Vulnerability Assessment Summary

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$13,400.00.

5.0 Summary of New Goals and Policies

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$15,000.00.

6.0 Draft Climate Element

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the fee of \$20,000.00.

7.0 Climate Element Adoption Summary

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$8,000.00.

Proposed:  _____
HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

7/11/2025
Date

Approved: _____
City of Toppenish
Dan Ford, City Manager

Date

Meeting Date: August 11, 2025

Subject: AB 25-69: [Proposed] Resolution No. 2025-53, Adopting the Cost Allocation Plan.

Attachments:

1. Cost Allocation Plan
2. Resolution 2025-53
3. Cost Allocation Plan Final

Presented By: Adam Vaughn, Finance Director

Approved for Adam Vaughn, Finance Director

Agenda By:

Discussion:

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that the City of Toppenish will use to allocate costs to various funds. Cost allocation is a method to identify and allocate indirect costs. Direct costs are those costs directly associated with a special project/cost objective or fund. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective in more than one fund, but which are not readily assignable to a specific fund. An example of an indirect cost is human resources.

State statute requires cities to have a cost allocation plan, but does not provide specific guidance on how "full value" is to be determined. The Cost Allocation plan as presented is intended to simplify internal City processes while using a methodology that more accurately reflects true cost. This plan was last updated in 2017, and cost allocation services since then have typically been performed by the consultant FCS group. With this updated plan, city staff will be able to easily update the plan each year for the budget.

Fiscal Impact:

N/A

Recommendation:

Approve Resolution 2025-53 adopting Cost Allocation Plan Policy No. 01-2025

Alternatives:



City of Toppenish Cost Allocation Plan Policy

Last Adopted by Council: December 11, 2017
Resolution 2017-45

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that the City of Toppenish will use to allocate costs to various funds. The City of Toppenish shall comply with all laws and regulations in calculating and receiving full cost recovery for services rendered to other funds. Costs shared resources must be allocated fairly. Cost allocation is a method to identify and allocate indirect costs. Direct costs are those costs directly associated with a special project/cost objective or fund. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective in more than one fund, but which are not readily assignable to a specific fund.

Guidelines and Authority

The following shall be used as a guide for cost allocation: The Washington State Auditor's Office prescribes the accounting and report procedures for local governments in the State of Washington. RCW 43.090.200. RCW 43.09.210 provides, in part, as follows:

Separate accounts shall be kept for each department, public improvement, undertaking, institution, and public service industry under the jurisdiction of every taxing body.

All service rendered by, or property transferred from, one department, public improvement, undertaking, institution, or public service industry to another, shall be paid for at its true and full value by the department, public improvement, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another.

The statute does not provide specific guidance on how "full value" is to be determined. RCW 35A.33.122/35A.34.205/35.33.123 states:

Administration, oversight, or supervision of utility – Reimbursement from utility budget authorized, Whenever any code city apportions a percentage of the city manager's, administrators, or supervisor's time, or the time of other management or general government staff, for administration, oversight, or supervision of a utility operated by the city, or to provide services to the utility, the utility budget may identify such services and budget for reimbursement of the city's current expense fund for the value of such services.

Governmental Accounting Standards Board (GASB)

~~GASB is the independent organization that establishes and approves standards of accounting and financial reporting for U.S. state and local governments. While GASB is not a governmental agency and does not have enforcement authority, compliance with GASB is tested by the Washington State Auditors Office's annual audit of the City.~~

City Allocation Plan

The City has identified a variety of ways to determine an appropriate percentage of costs for allocation of various funds. These methods include but may not be limited to the following:

- Number of employees (FTEs) ~~in each fund~~
- ~~Number of computers assigned to each employee and the cost for software and services to the appropriate department.~~ devices assigned to each employee
- Square Footage of working space
- Number of items referred to the City Council
- Accounts Payable Transactions
- Assets Insured
- ~~—~~
- ~~Percentage of Budget including total operating expenses (dollar amounts) in each fund or total operating revenues (dollar amounts) in each fund.~~
- ~~Actual expenses of services or buildings that benefit reimbursable fund~~
- ~~The percentage of department time that is directly attributable to utilities~~

The following is the plan to allocate employee's payroll costs to the various funds and or departments that utilize those employees:

- Identify the total fund and department costs to be allocated. During the budget process for the next fiscal year, the City Manager and Finance Director will work with the Department Directors to review and determine cost allocations for the department's programs and projects for the next fiscal year, to review and adjust allocations applying the above methods and procedures. Based on the review and application of the identified methods of assessment, the City Manager and Finance Director shall determine the appropriate percentages and/or amount to use in allocating costs between and among various funds and or department
- Allocate the costs to appropriate departments by percentage or amount ensuring appropriate costs are charged back to the appropriate funds and/or departments
- ~~Each Department Director is ultimately responsible for allocation of their department salaries.~~

Budget Development

The City of Toppenish utilizes spreadsheets to compile information related to the distribution of cost among its various funds during the budget update process to ensure costs are allocated correctly. The budget for the upcoming year for each reimbursable service provider is used to

determine the percentage or portion each fund may be charged for services received, ~~except for information services and human resources, where the percentage or portion of the service is determined by the number of computers or employees. Beginning each fiscal year, quarterly expenditure reports for each service provider are generated so that the allocation is based on actual service costs. Actual costs from the previous year are used to determine the percentages of each reimbursable budget to allocate.~~

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Cost Allocation Policy

~~The Finance Director is responsible for determining the final percentage or amounts charged back to the City funds/departments based on the factors mentioned above.~~ Each year the cost allocation plan that will be used for the following year, will be included and approved by City Council as part of the overall budget process.

Allocation of Costs

For the purpose of this Plan, the operating funds (those funds with personnel) will consist of the below noted funds and will reimburse the general fund for services provided:

- ~~Municipal Corrections Fund~~
- Criminal Justice Fund
- Cemetery Fund
- Street Fund
- ~~Recreation Fund~~
- Water Fund
- Sewer Fund
- Solid Waste Fund
- ~~MVTV Fund~~
- Special Projects Fund
- MVTV Fund

The following information illustrates types of services provided and the factor used to calculate the reimbursable costs that will be used by the City of Toppenish beginning 01/01/2017 ~~01/2016~~ 01/2026:

General Fund Services	Factors used to calculate costs
Central Services <u>Facilities Maintenance</u> The costs associated with the maintenance and operations of City Hall and the fixed asset management system, risk management, & insurance.	Actual—quarterly—expenditures <u>Square Footage of Working Area</u>
Governmental Services <u>Executive Services</u> The costs associated with various—required—city memberships and associations. <u>executive leadership and day-to-day operations of the City</u>	<u>Number of staff (FTE)</u> Actual <u>quarterly expenditures</u>
Accounting & Budgeting Services <u>Financial Services</u> The costs associated with City's accounting—financial functions <u>including</u>, banking, report preparation, grant management, budgeting, <u>payroll, accounts payable</u> and financial reporting.	Actual—quarterly <u>expenditures</u> <u>Accounts Payable</u> <u>Transactions</u>
Legal Services The costs associated with providing legal services for the City.	<u>Number of City Council</u> <u>items</u> Actual—quarterly <u>expenditures</u>
Accounts Payable <u>City Clerk and City Council</u>	Actual—accounts—payable <u>expenses</u> <u>Number of City Council</u> <u>items</u>

The costs associated with the processing the City's accounts payables department's work to modify City Code and respond to current City needs.	
Human Resources The costs associated with the processing of the City's payroll, provide human resources management, recruitment, & employee benefits.	Number of staff (FTE) or payroll Actual expenses, budgeted expenses or number of staff (FTE)
IT Services The costs associated with maintaining and operating the City's information technology.	Actual expenses, number of computers, servers, databases or ports <u>Number of Devices</u>

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Cost Allocation Policy

Example of Calculations:

Budget Development. All funds are used in the calculation of determining the percentage of the funds that will reimburse the General Fund for services received. The percentage is then used to determine the amount of the quarterly actual expenditures of each service provided to the *reimbursing funds. (Exception: Human Resources and Information Technology are calculated based on FTEs and computer equipment.)

Example: Total budgeted expenditures of \$4,210,000

Fund	Budgeted Expenditures	% of Budget
General Fund	875,000	20.784%
Welcome Center	295,000	7.007%
Railroad Depot	175,000	4.157%
Vehicle Replacement	515,000	12.233%
*Water Fund	925,000	21.971%
*Sewer Fund	825,000	19.596%
*Cemetery Fund	250,000	5.938%
*Street Fund	350,000	8.314%
Total Budget	4,210,000	100%

Quarterly Reimbursement – Expenditures. Using the budgeted percentages noted in the Central Services example, the actual expenditures of the reimbursable services are distributed to each fund, resulting in a transfer from the reimbursing funds to the general fund.

Example: Central Services 1st Quarter Expenditures \$2,575.00

	1st Qtr. Expenditure & Transfer
--	---------------------------------

Fund	% of Budget	\$2,575.00	Transfer to General Fund
General Fund	20.784%	\$535.18	
Welcome Center	7.007%	\$180.43	
Railroad Depot	4.157%	\$107.04	
Vehicle Replacement	12.233%	\$314.99	
*Water Fund	21.971%	\$565.77	\$565.77
*Sewer Fund	19.596%	\$504.60	\$504.60
*Cemetery Fund	5.938%	\$152.91	\$152.91
*Street Fund	<u>8.314%</u>	<u>\$214.07</u>	<u>\$214.07</u>
	100%	\$2,575.00	\$1,437.35

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Cost Allocation Policy

Quarterly Reimbursement—Human Resources and Information Technology. Using the budgeted percentages from the Human Resources example, the quarterly transfer of reimbursable service equals one-fourth of the total budgeted amount.

Example: Human Resources with budgeted expenditures of \$22,500

Fund	Employees	% of Employees	HR Budget \$22,500	Transfer to General Fund
General Fund	15.00	51.724%	11,637.93	
Welcome Center	-	0.000%	-	
Railroad Depot	-	0.000%	-	
Vehicle Replacement	-	0.000%	-	
*Water Fund	4.00	13.793%	3,103.45	3,103.45
*Sewer Fund	5.00	17.241%	3,879.31	3,879.31
*Cemetery Fund	3.00	10.345%	2,327.59	2,327.59
*Street Fund	<u>2.00</u>	<u>6.897%</u>	<u>1,551.72</u>	<u>1,551.72</u>
Total Budget	29.00	1.00	22,500.00	10,862.07

The Information Technology calculation uses the same formula above using the number of computers, servers & software for each fund/department.

Fourth Quarter Reimbursement: The fourth quarter reimbursement will follow the same calculation process, except that the actual expenditures for the year, for each fund will be used. The three quarterly transfers will be subtracted from the year's actual calculations. Any amounts over or under will be adjusted during the fourth quarter resulting in the net of the four quarterly transfers being calculated

using actual expenditures.

Human Resources 2024 Actual Expense		\$154,400.29	
Fund	Number of FTEs	% of Total	HR Cost Allocated
Cemetery	1.4	2.9%	\$4,503.34
Criminal Justice	4	8.3%	\$12,866.69
General*	28.3	59.0%	\$91,031.84
MVTV	0.5	1.0%	\$1,608.34
Sewer	5	10.4%	\$16,083.36
Solid Waste	4.1	8.5%	\$13,188.36
Special Projects	0.05	0.1%	\$160.83
Street	1.35	2.8%	\$4,342.51
Water	3.3	6.9%	\$10,615.02
Total	48		\$154,400.29

*The General Fund does not reimburse funds back to itself

Insurance Allocations

The City is a member of the Washington Cities Insurance Authority (WCIA). WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services.

The City is billed for coverage in a lump sum amount at the beginning of each year. Costs for coverage for the property and vehicle portion are allocated based on the value of each asset broken out by department. For example, the Fire Department's vehicles are insured for their value of \$4,389,212. This amount is 50.1% of the total vehicles insured of \$8,761,363. The 2025 assessment charged the City \$75,036 for Auto Physical coverage, therefore the Fire Department's allocation is 50.1% multiplied by \$75,036 which equals \$37,591.

Liability coverage is allocated by FTE.

Crime and Equipment allocations are small amounts that are paid out of the City's general services insurance line item.

RESOLUTION 2025-53

**A RESOLUTION UPDATING AND ADOPTING A COST ALLOCATION POLICY FOR
THE CITY OF TOPPENISH, WASHINGTON**

WHEREAS, the City of Toppenish and its City Council recognize the importance of developing methods and procedures to identify and allocate indirect costs to various funds, and

WHEREAS, the City's Cost Allocation Plan Policy shall comply with all laws and regulations as set by the guidelines and authority of the Washington State Auditor's Office for the accounting and report procedures for local governments in the State of Washington,

WHEREAS, the City's Cost Allocation Plan Policy was last updated in 2017 through Resolution 2017-45,

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

Section 1. Approval of Cost Allocation Plan Policy. The City of Toppenish hereby adopts and updates Cost Allocation Plan Policy No. 01-2017 to be replaced by No. 01-2025.

Section 2. Corrections: 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.

Section 3. Effective Date: This resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on August 11, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney

City of Toppenish

Cost Allocation Plan

Plan Policy No. 01-2025

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that the City of Toppenish will use to allocate costs to various funds. The City of Toppenish shall comply with all laws and regulations in calculating and receiving full cost recovery for services rendered to other funds. Costs shared resources must be allocated fairly. Cost allocation is a method to identify and allocate indirect costs. Direct costs are those costs directly associated with a special project/cost objective or fund. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective in more than one fund, but which are not readily assignable to a specific fund.

Guidelines and Authority

The following shall be used as a guide for cost allocation: The Washington State Auditor's Office prescribes the accounting and report procedures for local governments in the State of Washington. RCW 43.090.200. RCW 43.09.210 provides, in part, as follows:

Separate accounts shall be kept for each department, public improvement, undertaking, institution, and public service industry under the jurisdiction of every taxing body.

All service rendered by, or property transferred from, one department, public improvement, undertaking, institution, or public service industry to another, shall be paid for at its true and full value by the department, public improvement, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another.

The statute does not provide specific guidance on how "full value" is to be determined. RCW 35A.33.122/35A.34.205/35.33.123 states:

Administration, oversight, or supervision of utility – Reimbursement from utility budget authorized, Whenever any code city apportions a percentage of the city manager's, administrators, or supervisor's time, or the time of other management or general government staff, for administration, oversight, or supervision of a utility operated by the city, or to provide services to the utility, the utility budget may identify such services and budget for reimbursement of the city's current expense fund for the value of such services.

Cost Allocation Policy

City Allocation Plan

The City has identified a variety of ways to determine an appropriate percentage of costs for allocation of various funds. These methods include but may not be limited to the following:

- Number of employees (FTEs)
- Number of devices assigned to each employee
- Square Footage of working space
- Number of items referred to the City Council
- Accounts Payable Transactions
- Assets Insured

The following is the plan to allocate employee's payroll costs to the various funds and or departments that utilize those employees:

- Identify the total fund and department costs to be allocated. During the budget process for the next fiscal year, the City Manager and Finance Director will work with the Department Directors to review and determine cost allocations for the department's programs and projects for the next fiscal year, to review and adjust allocations applying the above methods and procedures. Based on the review and application of the identified methods of assessment, the City Manager and Finance Director shall determine the appropriate percentages and/or amount to use in allocating costs between and among various funds and or department
- Allocate the costs to appropriate departments by percentage or amount ensuring appropriate costs are charged back to the appropriate funds and/or departments

Budget Development

The City of Toppenish utilizes spreadsheets to compile information related to the distribution of cost among its various funds during the budget update process to ensure costs are allocated correctly. The budget for the upcoming year for each reimbursable service provider is used to determine the percentage or portion each fund may be charged for services received. Actual costs from the previous year are used to determine the percentages of each reimbursable budget to allocate.

Cost Allocation Policy

Each year the cost allocation plan that will be used for the following year, will be included and approved by City Council as part of the overall budget process.

Allocation of Costs

For the purpose of this Plan, the operating funds (those funds with personnel) will consist of the below noted funds and will reimburse the general fund for services provided:

- | | | |
|-------------------------|-------------------------|-----------------|
| • Street Fund | • Criminal Justice Fund | • Cemetery Fund |
| • Sewer Fund | • Solid Waste Fund | • Water Fund |
| • Special Projects Fund | • MVTV Fund | |

The following information illustrates types of services provided and the factor used to calculate the reimbursable costs that will be used by the City of Toppenish beginning 01/01/2026:

General Fund Services	Factors used to calculate costs
Facilities Maintenance The costs associated with the maintenance and operations of City Hall and the fixed asset management system.	Square Footage of Working Area
Executive Services The costs associated with executive leadership and day-to-day operations of the City	Number of staff (FTE)
Financial Services The costs associated with City's financial functions including, banking, report preparation, grant management, budgeting, payroll, accounts payable and financial reporting.	Accounts Payable Transactions
Legal Services The costs associated with providing legal services for the City.	Number of City Council items
City Clerk and City Council The costs associated with department's work to modify City Code and respond to current City needs.	Number of City Council items
Human Resources The costs associated with the processing of the City's payroll, provide human resources management, recruitment, & employee benefits.	Number of staff (FTE)
IT Services The costs associated with maintaining and operating the City's information technology.	Number of Devices

Example of Calculations:

Human Resources 2024 Actual Expense		\$154,400.29	
Fund	Number of FTEs	% of Total	HR Cost Allocated
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Sewer	5	10.4%	\$16,083.36
Solid Waste	4.1	8.5%	\$13,188.36
Special Projects	0.05	0.1%	\$160.83
Street	1.35	2.8%	\$4,342.51
Water	3.3	6.9%	\$10,615.02
Total	48		\$154,400.29

*The General Fund does not reimburse funds back to itself

Insurance Allocations

The City is a member of the Washington Cities Insurance Authority (WCIA). WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services.

The City is billed for coverage in a lump sum amount at the beginning of each year. Costs for coverage for the property and vehicle portion are allocated based on the value of each asset broken out by department. For example, the Fire Department's vehicles are insured for their value of \$4,389,212. This amount is 50.1% of the total vehicles insured of \$8,761,363. The 2025 assessment charged the City \$75,036 for Auto Physical coverage, therefore the Fire Department's allocation is 50.1% multiplied by \$75,036 which equals \$37,591.

Liability coverage is allocated by FTE.

Crime and Equipment allocations are small amounts that are paid out of the City's general services insurance line item.

Meeting Date: August 11, 2025

Subject: AB 25-70: [Proposed] Resolution No. 2025-54, Approval of Contract Amendment with CKJT.

Attachments: 1. FINAL DRAFT Resolution 2025-09 Approving CKJT Contract Amendment
2. 2427 Letter Proposal Amendment #2 R-02_A

Presented By: Andrew Hattori, CED Director

Approved for Adam Vaughn, Finance Director
Agenda By:

Discussion:

The City of Toppenish (City) entered into a contract with CKJT Architects PLLC (CKJT) in January of 2025 for the design and project management of the Public Safety Building remodel project located at 220 West 1st Avenue. CKJT completed items outside or above the initial contract details in an effort to speed the design process along while also saving the City money that would have been expended during the construction phase of the project.

CKJT's design and professional work efforts that saved the City money long term but contain current costs include:

- Generator selection and related design
- Coordination of ROW elements
- Door access and hardware engineering
- IT scope and revisions
- Furniture and equipment coordination
- Field verification and implementation

The investment into this design work totals \$43,259 but ultimately will save the City approximately \$97,520 in construction and material costs. The proposed contract amendment involving CKJT totals the \$43,259.

Fiscal Impact:

\$43,259 increase in design costs, with \$97,520 savings in construction costs. At this moment, the fiscal impact is payment of the increase in design.

Recommendation:

Approve Resolution 2025-54, authorizing the City Manager to sign Amendment No. 2 of

the contract with CKJT for the Public Safety Building.

Alternatives:

RESOLUTION 2025-54

**A RESOLUTION APPROVING CKJT ARCHITECTS PLLC CONTRACT
AMENDMENTS – 220 WEST 1ST AVENUE, POLICE FACILITY DESIGN
AND REMODEL PROJECT FOR THE CITY OF TOPPENISH,
WASHINGTON**

WHEREAS, the City of Toppenish entered into a contract with CKJT Architects PLLC for the design and remodel of the building located at 220 West 1st Avenue for a new Police Facility; and

WHEREAS, during the design work CKJT implemented additional design measures to save future costs of materials and construction; and

WHEREAS, the City Council finds that it is in the best interest of the City to enter into an amended contract scope with CKJT Architects PLLC for additional services;

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

Section 1. Document: Amendment to the Professional Service Contract between CKJT Architects PLLC and the City of Toppenish for the design and remodel project of the Police Facility located at 220 West 1st Avenue is approved and the City Manager is authorized and directed to execute said amendment on behalf of the City.

Section 2. Corrections: 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.

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

PASSED by the Toppenish City Council at its regular meeting held on August 11, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney

July 23, 2025

Mr. Dan Ford, City Manager
City of Toppenish
21 West First Avenue
Toppenish, WA 98948

Re: Amendment #2; Toppenish Police Remodel Project

Dear Mr. Dan Ford,

Amendment #2 to the original project contract with CKJT Architects PLLC for Toppenish Police remodel project, effective date of 1/27/2025.

We respectfully request an amendment to our agreement to incorporate these necessary services into the Toppenish Police Remodel Project. The scope of Amendment #2 encompasses additional expanded services as detailed below:

Description	Design Cost	Savings	Project Savings
Generator – Adding & Value Engineering	\$14,977	\$22,642	+ \$7,665
Coordination of Project Elements in the Right of Way	\$910	N/A	- \$910
Value Engineering for Door Hardware & Access Controls	\$4,780	\$50,000	+\$45,220
Coordination with the City for Utility Service Provider Engagement	\$2,939	N/A	-\$2,939
Communications / IT Scope & Revisions	\$11,245	\$14,511	+\$3,266
Coordination of Existing Owner-Provided Furniture & Equipment	\$2,075	N/A	- \$2,075
Uncovered Conditions resulting from Field Verification Coordination	\$6,333	\$53,626	+ \$47,293
Totals	\$43,259	\$140,779	\$97,520

Professional services for this scope will be provided for a lump sum fee of \$43,259.00.

Sincerely,

CKJT Architects, pllc



Melissa C. McCoy

Acceptance:

You are authorized to proceed with the work as outlined above.

On behalf of: _____

Printed Name: _____

Signature of Authorized Agent: _____

Date: _____

REV: 2023.10.24

Meeting Date: August 11, 2025

Subject: AB 25-71: [Proposed] Ordinance No. 2025-09, Creating New TMC Chapter 17.54 for Home Occupations and Repealing TMC Section 17.56.050.

Attachments: 1. Ordinance 2025-09 Home Occupations

Presented By: Andrew Hattori, CED Director

Approved for Adam Vaughn, Finance Director

Agenda By:

Discussion:

In late 2019 and early 2020 the City of Toppenish made efforts to create a section of code within TMC 17.56 related to Special Property Uses to allow home (business) occupations provided the proposed business operations met specific criteria. However, while this code was created, the provisions included within the code and its location conflict, and the code has not been adhered to or properly implemented.

The Planning Commission has been reviewing the existing and proposed codes and an initial code was presented at the May 5, 2025, City Council Study Session meeting. After receiving input from both City Council and the Planning Commission, the attached draft code amendment has been prepared and recommended for approval by the Planning Commission at their July 16, 2025, meeting. The attached language contained within Ordinance 2025-09 was also presented at the August 4, 2025, City Council Study Session meeting.

A summary of proposed code modification follows:

- Repeal TMC section 17.56.050.
 - o TMC chapter 17.56 is for Special Property Uses that are heard by the Hearing Examiner, the intent of this code was to be administrative and should be removed entirely and placed elsewhere.
- Creation of TMC chapter 17.54.
 - o Creating a separate chapter for home occupations provides ease when searching for this code/information and increased clarity to potential applicants.
- Remove conflicting language related to approvals and notices.
- Increased amount of parameters which potential businesses would need to comply with.

It is the staff's understanding that there are a considerable number of home occupations that have been established within Toppenish both before the initial creation of TMC 17.56.050 and after. It is not the intent of staff to put existing business in a difficult position because of this modification of code. In fact, the staff's intention is to assist in

bringing the businesses into conformance as easily and efficiently as possible as they are all presently, technically operating without following the established legal avenue to obtain an endorsement to operate in Toppenish.

Should this code amendment be approved, extensive education opportunities for this amendment shall be implemented, including but not limited to:

- Public building postings.
- Social media postings.
- Pamphlets and fliers.
- Open house events to assist existing and potential business owners.

Fiscal Impact:

N/A.

Recommendation:

Approve Ordinance 2025-09 creating TMC 17.56 Home Occupations, and repeal TMC 17.54.050 in its entirety.

Alternatives:

(1) Do not approve and refer the matter back to the Planning Commission for more modifications. (2) Do not approve and keep the current code relating to Home Occupations.

ORDINANCE 2025-09

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
TOPPENISH, WASHINGTON, CREATING A NEW CHAPTER 17.54 OF
THE TOPPENISH MUNICIPAL CODE (TMC), AND REPEALING TMC
SECTION 17.56.050 RELATING TO HOME OCCUPATIONS,
PROVIDING FOR SEVERABILITY AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the Toppenish Municipal Code (TMC) currently contains regulations for Home Occupations are located within the chapter that does not provide expedient allowance of new home businesses, and

WHEREAS, the existing regulations do not provide sufficient provisions for appeals, revocations, and protections to neighboring properties, and

WHEREAS, the Toppenish Planning Commission recommended approval of a proposal to repeal the existing Home Occupations code section and create a new chapter at its July 16, 2025, meeting; and

WHEREAS, the Council considered the proposal at its regular City Council meeting on August 11, 2025.

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

Section 1: Creation of New TMC Chapter: A new Chapter 17.54 of the Toppenish Municipal Code is hereby created and Section 17.56.050 is repealed and reads as follows:

Chapter 17.54
Home Occupations

Sections:

- 17.54.010 Purpose**
- 17.54.020 Application**
- 17.54.030 Administrative decision**
- 17.54.040 Approval Criteria**
- 17.54.050 Appeal**
- 17.54.060 Revocation of license and appeal**

17.54.010 Purpose

The purpose of this chapter is to establish a means of providing for the conduct of business to be permitted as accessory to an established residence. The purpose is to create an administrative framework to authorize such uses that do not pose a disruption to or conflict with the existing and planned residential environment.

17.54.020 Application

Applications for a home occupation shall be submitted to the City on forms provided by the Development Services department with a fee as required, that may be amended from time to time, contained with the City's fee schedule.

17.54.030 Administrative decision

Home occupation permits may be issued as defined in TMC 17.08.170, by the zoning administrator or their designee, within the R1 and R2 residential districts or in a circumstance where a property is used for residential purposes and the proposed home occupation is not in conflict with the permitted uses of the underlying zoning.

17.54.040 Approval criteria

Applications for a home occupation shall be approved following the review by the zoning administrator or their designee once the applicant has shown that their business conforms with all of the following criteria:

A. There must be a residence on site, and property owner must provide approval for the home occupation business.

B. The home occupation must be of a service character or service-oriented only. Retail sales of goods are permissible only if incidental and directly pertaining to the service being offered.

C. The home occupation shall be allowed in any attached portion of the dwelling unit or in a detached accessory building. All aspects of the conduct of a home occupation shall be confined, contained and conducted within the dwelling or within a completely enclosed accessory building.

D. The aggregate of all space within any or all buildings devoted to a home occupation shall not occupy more than the lesser of: (1) 500 square feet in floor area; or (2) 3035 percent of the residence's floor area.

E. Only one accessory building, including detached garages, shall be allowed on the premises. One storage structure of 120 square feet or less shall be excluded from this provision.

F. The premises shall at all times be maintained as residential in appearance, cleanliness and quietness.

G. Where customers are served on the premises of the home occupation a minimum of one off-street parking space shall be provided in addition to any and all spaces required for the principal use as provided by this title.

H. Any home occupation which is objectionable due to unsightliness or an emission of odor, dust, smoke, noise, glare, heat, vibration or similar causes discernible on the outside of any building containing such home occupation shall be prohibited.

I. One unlighted sign not exceeding two square feet in area pertaining to the home occupation shall be permitted in lieu of, not in addition to, any name plate provided for in Chapters 17.28 and 17.32 TMC. Such sign shall not be located in the required front or side yards setback areas.

J. No media or off-premises advertising shall give the address or location of the home occupation.

K. The home occupation may only be operated and staffed with residents of the property.

L. Client visits may only occur during the hours between 8:00 AM and 8:00 PM.

M. No more than eight customer vehicles may visit the site per day.

N. No materials that are explosive, highly flammable, corrosive, radioactive or toxic may be utilized or discarded on the premises of the home occupation.

O. Services to patrons shall be arranged only by appointment.

P. All stock and goods must be produced on site, by hand, without the use of automated or production line equipment.

Q. Delivery and shipments to and from the site with frequency that would involve commercial motor vehicles are prohibited.

R. The home occupation cannot require the use of electrical or mechanical equipment that would change the fire rating of the structure.

S. The home occupation shall not increase the water or sewer use so that the combined total use of the dwelling and the home occupation is significantly more than the average for residences in the neighborhood.

T. Any home occupation authorized under the provisions of this code shall be open to inspection and review at all reasonable times by enforcement officials for purposes of verifying compliance with the conditions of approval and other provisions of this code.

J. A home occupation special property use permit may contain such other conditions as the hearing examiner may deem necessary to preserve the district and to assure compatibility with permitted uses.

K. The city shall notify the adjacent property owners and applicant of its intent to approve or deny a home occupation special property use permit, together with any conditions. Notification shall be made by mail only. The notice shall include:

1. A description of the proposal and decision of the city, including any conditions of approval;

2. A place where further information may be obtained; and

3. A statement that the decision of the city will be final, unless an appeal requesting a public hearing is filed with the city clerk within 15 days of the date of the notice.

17.54.050 Appeal

Appeals of the zoning administrator's decision to the conditions of approval or the denial of a home occupation shall be submitted to the zoning administrator and reviewed by the Hearing Examiner in accordance with TMC 2.50.080. Appeals may only be filed by the applicant.

17.54.060 Revocation of license and appeal

A home occupation permit may be revoked by the zoning administrator if the zoning administrator find the home occupation no longer complies with the approval criteria set forth in 17.54.040 or the home occupation permit's approval criteria. The permit holder may file a written appeal to the revocation in accordance with TMC 17.54.050.

Section 2: Repeal of TMC Section. Section 17.56.050, set forth below, is repealed.

TEXT TO BE REPEALED

17.56.050 Home occupations.

Special property permits may be issued for home occupations as defined in TMC 17.08.170, by the zoning administrator or his/her designee, within R1 and R2 residential districts only, subject to the following provisions:

A. There must be a residence on site, and the proprietor of the home occupation business must reside in that residence.

B. The home occupation must be of a service character or service-oriented only. Retail sales of goods are permissible only if incidental and directly pertaining to the service being offered.

C. The home occupation shall be allowed in any attached portion of the dwelling unit or in a detached accessory building. All aspects of the conduct of a home occupation shall be confined, contained and conducted within the dwelling or within a completely enclosed accessory building.

D. The aggregate of all space within any or all buildings devoted to a home occupation shall not occupy more than the lesser of: (1) 500 square feet in floor area; or (2) 30 percent of the residence's floor area.

E. Only one accessory building, including detached garages, shall be allowed on the premises. One storage structure of 120 square feet or less shall be excluded from this provision.

F. The premises shall at all times be maintained as residential in appearance, cleanliness and quietness.

G. Where customers are served on the premises of the home occupation a minimum of one off-street parking space shall be provided in addition to any and all spaces required for the principal use as provided by this title.

H. Any home occupation which is objectionable due to unsightliness or an emission of odor, dust, smoke, noise, glare, heat, vibration or similar causes discernible on the outside of any building containing such home occupation shall be prohibited.

I. One unlighted sign not exceeding two square feet in area pertaining to the home occupation shall be permitted in lieu of, not in addition to, any name plate provided for in Chapters 17.28 and 17.32 TMC. Such sign shall not be located in the required front or side yards.

J. A home occupation special property use permit may contain such other conditions as the hearing examiner may deem necessary to preserve the district and to assure compatibility with permitted uses.

K. The city shall notify the adjacent property owners and applicant of its intent to approve or deny a home occupation special property use permit, together with any conditions. Notification shall be made by mail only. The notice shall include:

1. A description of the proposal and decision of the city, including any conditions of approval;
2. A place where further information may be obtained; and
3. A statement that the decision of the city will be final, unless an appeal requesting a public hearing is filed with the city clerk within 15 days of the date of the notice. (Ord. 2019-17 § 1, 2019).

Section 3. 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 ordinance.

Section 4. Corrections: The city clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the corrections of scriveners/clerical errors, and any references thereto references.

Section 5. Effective Date: This ordinance shall be effective five days after publication of a summary thereof.

ADOPTED by the Toppenish City Council at its regular meeting held on August 11, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney