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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 May 27, 2025, Regular Meeting.](#)
- b. [Approve Minutes of the June 2, 2025, Study Session.](#)
- c. [Approve Payroll Check Numbers 37178 through 37182 and Electronic Transfers DFT111 through DFT117 in the total amount of \\$187,514.29 dated June 6, 2025.](#)
- d. [Approve Claims Checks Numbers 37183 through 37240, DFT108 and DFT109 in the total amount of \\$224,406.35 dated June 9, 2025.](#)

5. Old Business

- a. [AB 25-047: \[Proposed\] Resolution 2025-38, Establishing an Adopt-A-Park Program.](#)
- b. [AB 25-048: Discussion Regarding Picnic Tables.](#)

6. New Business

- a. [AB 25-049: \[Proposed\] Ordinance 2025-04, Amending TMC Chapter 15.01 Building Codes.](#)
- b. [AB 25-050: \[Proposed\] Resolution 2025-39, Approve Amendment to HLA Task Order No. 2025-03 Rentschler Lane Design.](#)
- c. [AB 25-051: \[Proposed\] Resolution 2025-40, Approve the City Submitting for SIED Grant Funding.](#)

- d. [AB 25-052: \[Proposed\] Resolution 2025-41, Adopt the Transportation Safety Action Plan and Establish a Vision Zero Goal for the City of Toppenish.](#)

7. Council Meeting Reports and Community Announcements

8. Adjournment

Next Regular Council Meeting Will Be Held on June 23, 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.

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
May 27, 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, Ron Hull, and Cristian Sanchez.
Absent: Councilmembers George Garcia and Josh Garza.
Staff: City Manager Dan Ford, City Attorney Daniel B. Heid, Public Safety Director Joseph Mehline, Budget and Finance Director Adam Vaughn, 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, Hull, and Sanchez responded their attendance during roll call. Councilmember Garcia and Garza were not present at the meeting.

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to excuse Councilmembers George Garcia and Josh Garza from the May 27, 2025, Regular Meeting. Motion carried unanimously.

APPROVE AGENDA

Councilmember Sanchez moved, seconded by Councilmember Prieto Duval to approve the May 27, 2025, Agenda. Motion carried unanimously.

PRESENTATION

The 14th District Representative Deb Manjarrez and Representative Gloria Mendoza updated Council on the Capital Construction Awards for the City of Toppenish consisting of \$2,050,000.00 funding for the Wastewater Treatment Plant and \$515,000.00 for the Public Safety Facility.

PUBLIC COMMENT

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

CONSENT AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve Consent Agenda items a through c:
a. Approve Minutes of the May 12, 2025, Regular Meeting.

- b. Approve Payroll Checks Numbers 37110 through 37114, 37169 through 37175 and electronic transfers DFT97 through DFT103, DFT88, DFT91, and DFT107 in the total amount of \$297,619.36 dated May 22, 2025.
- c. Approve Claims Checks Numbers 37109 through 37168, 100469, and Bank Drafts DFT47, DFT87, DFT89, and DFT92 through DFT94 in the total amount of \$308,719.70 dated May 27, 2025. Motion carried unanimously.

NEW BUSINESS

Resolution 2025-33: A Resolution Authorizing Approval of the 2024 City of Toppenish Annual Financial Report.

Councilmember Prieto Duval moved, seconded by Councilmember Hull to approve Resolution 2025-33. Motion carried unanimously.

Resolution 2025-34: A Resolution Authorizing the Suspension of Utility Late Fees During the Month of June 2025.

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve Resolution 2025-34. Motion carried unanimously.

Resolution 2025-35: A Resolution of the City Council of the City of Toppenish, Washington, Approving the Facility Use Agreement Between Kittitas County and the City of Toppenish Public Safety Division of Police and Fire.

Councilmember Prieto Duval moved, seconded by Councilmember Sanchez to approve Resolution 2025-35. Motion carried unanimously.

Resolution 2025-36: A Resolution of the City of Toppenish, Washington, Approving and Accepting the Construction Bid/Quote From Tri-Ply Construction, LLC Here to Remodel the Existing Building at 220 W 1st Avenue In Toppenish, WA.

Mayor Pro Tem Belton moved, seconded by Councilmember Prieto Duval to approve Resolution 2025-36. Motion carried unanimously.

Resolution 2025-37: A Resolution of the City of Toppenish, Washington, Approving Acquisition of Right-of- Way From Parcel 201004-31003 and Parcel 201004-42500.

Mayor Pro Tem Belton moved, seconded by Councilmember Hull to approve Resolution 2025-37. Motion carried unanimously.

Set June 23, 2025, as the Date for a Public Hearing for the Six-Year Transportation Improvement Program for Amending 2025-2030 and Adopting 2026-2031.

Councilmember Prieto Duval moved, seconded by Councilmember Hull to set June 23, 2025, as the date for a Public Hearing for the Six-Year Transportation Improvement Program for Amending 2025-2030 and Adopting 2026-2031. Motion carried unanimously.

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 8:13 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL
Study Session Minutes
June 2, 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, Ron Hull, and Cristian Sanchez
Absent: Councilmember Josh Garza
Staff: City Manager Dan Ford (CM Ford), City Attorney Daniel Heid, Budget and Finance Director Adam Vaughn, (FD Vaughn), Public Safety Director Joseph Mehline, Community and Economic Development Director Andrew Hattori (CED Hattori), Information Technology Services Manager Van Donley, and City Clerk Heidi Riojas

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.

APPROVE AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Garcia to add an item as 5 b to discuss City picnic tables. Motion carried unanimously.

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve the June 2, 2025, Agenda. Motion carried unanimously.

PUBLIC COMMENT

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

PUBLIC COMMENTS UPDATE

CM Ford updated Council on the public comments received in May 2025, regarding public safety concerns and the community swimming pool.

DISCUSSION

Discussion on Establishing an Adopt-A-Park Program.

CC Riojas presented an overview of the draft to establish an Adopt-A-Park Program Council. She explained that the program is intended as an alternative approach to address reduced staffing and funding following the failure of the Metropolitan Park District

ballot measure. The program would encourage community members and organizations to volunteer in support of staff, assisting with the maintenance and improvements of the community parks and open spaces. In response, Council expressed concerns about the safety and security of volunteers and discussed the importance of volunteers contacting 911 for police assistance if needed.

Discussion of City Picnic Tables.

CM Ford shared that the City has received a request to provide picnic tables for the Lions Club Breakfast held the morning before the Wild West Parade. He summarized the discussion from the June 10, 2024, Regular Meeting, during which Councilmember Prieto Duval made a motion to add the cost to provide up to 20 tables in parks along the Wild West Parade route. CM Ford noted that there was no follow up on the motion to approve a resolution clarifying the Council’s intent from last year whether the support was intended as a one-time action or an ongoing annual commitment. He stated that he will speak with representatives from the Lions Club and the Rail and Steam organizations to explore transitioning the current process to one that better serves both the City and the participating groups.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 6:07 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period: 5/16-5/31, 2025

Description	Payment Type	Payment Number	Amount
R. Hull	Regular	37178	\$121.38
C. Sanchez	Regular	37179	\$364.14
Toppenish Police Officer Association	Regular	37180	\$735.00
Treasurer IAFF #2328	Regular	37181	\$407.50
United Way Of Yakima Co.	Regular	37182	\$3.00
Aflac (EFT)	Bank Draft	DFT0000111	\$39.69
Aflac (EFT)	Bank Draft	DFT0000112	\$152.08
Washington St Support Registry (EFT)	Bank Draft	DFT0000113	\$746.95
MissionSquare (EFT)	Bank Draft	DFT0000114	\$6,069.18
Nationwide Retirement Solutions (EFT)	Bank Draft	DFT0000115	\$1,898.28
Dept of Retirement Systems (EFT)	Bank Draft	DFT0000116	\$24,521.48
Internal Revenue Service (EFT)	Bank Draft	DFT0000117	\$37,253.38
ACH Payroll 5/16-5/31, 2025	Bank Draft	ACH Payroll	\$115,202.23
Grand Total			\$187,514.29
Payroll Checks			

Payroll Checks 37178-37182 and Electronic Transfers DFT0000111-DFT0000117.

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

June 5, 2025

Date



City of Toppenish, WA

Section 4, Item d.

Check Report

By Check Number

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount	Payment Amount	Number
Bank Code: AP Claims-AP Claims						
13099	Abadan Tri Cities	06/09/2025	Regular	0.00	1,132.59	37183
10099	Amazon Capital Services	06/09/2025	Regular	0.00	43.18	37184
10120	Anatek Labs, Inc.	06/09/2025	Regular	0.00	180.00	37185
10325	Budget Septic LLC	06/09/2025	Regular	0.00	4,824.23	37186
10390	Cascade Natural Gas Corp.	06/09/2025	Regular	0.00	527.64	37187
320225666	CenturyLink	06/09/2025	Regular	0.00	22.45	37188
314273475	CenturyLink	06/09/2025	Regular	0.00	2,518.26	37189
13104	CenturyLink - Lumen	06/09/2025	Regular	0.00	1,611.61	37190
10445	Charter Communications	06/09/2025	Regular	0.00	2,097.25	37191
10456	Cintas Corporation #605	06/09/2025	Regular	0.00	302.72	37192
10467	City of Sunnyside - Finance Dept.	06/09/2025	Regular	0.00	6,681.26	37193
13100	CKJT Architects, pllc	06/09/2025	Regular	0.00	19,166.62	37194
10568	Criminal Justice Training Commission	06/09/2025	Regular	0.00	195.00	37195
10574	Cristian De Leon	06/09/2025	Regular	0.00	125.00	37196
10610	Dale Northrup	06/09/2025	Regular	0.00	22.47	37197
10641	Dell Marketing L.P.	06/09/2025	Regular	0.00	18,186.03	37198
10648	Department of Licensing	06/09/2025	Regular	0.00	36.00	37199
10663	DeVries Business Records Management, Inc.	06/09/2025	Regular	0.00	49.72	37200
10728	EarthCam, Inc.	06/09/2025	Regular	0.00	375.00	37201
10795	Evergreen Rural Water of WA	06/09/2025	Regular	0.00	160.00	37202
10839	Fire Protection Publications	06/09/2025	Regular	0.00	198.74	37203
10869	Fry, Dana	06/09/2025	Regular	0.00	9.68	37204
10955	GMP Consultants LLC	06/09/2025	Regular	0.00	468.75	37205
10624	Gordon Thomas Honeywell Government	06/09/2025	Regular	0.00	3,000.00	37206
11108	Howard's Tire Factory Inc	06/09/2025	Regular	0.00	510.73	37207
11135	Ideal Lumber & Hardware, Inc.	06/09/2025	Regular	0.00	719.22	37208
11147	Inland Fire Protection, Inc.	06/09/2025	Regular	0.00	2,576.26	37209
11156	Intermedia.net Inc.	06/09/2025	Regular	0.00	145.28	37210
11157	Intermountain Cleaning Service, Inc.	06/09/2025	Regular	0.00	246.93	37211
11206	James Andrews	06/09/2025	Regular	0.00	3,000.00	37212
11271	Kazcade Engraving & Trophies	06/09/2025	Regular	0.00	25.92	37213
11336	Lab Test	06/09/2025	Regular	0.00	350.00	37214
11368	LEAF Capital Funding LLC	06/09/2025	Regular	0.00	2,132.67	37215
13125	MetalFab, Inc.	06/09/2025	Regular	0.00	13,602.72	37216
11574	Mobile Modular	06/09/2025	Regular	0.00	14,870.70	37217
11586	Moon Security Service, Inc.	06/09/2025	Regular	0.00	68.84	37218
11619	Municipal Emergency Services Inc.	06/09/2025	Regular	0.00	1,117.41	37219
11629	N-able Technologies LTD	06/09/2025	Regular	0.00	60.92	37220
11710	ODP Business Solutions, LLC	06/09/2025	Regular	0.00	43.54	37221
11726	One Call Concepts, Inc.	06/09/2025	Regular	0.00	28.08	37222
11699	O'Reilly Auto Parts	06/09/2025	Regular	0.00	17.43	37223
Finance/All Other De	Pacific Power & Light Co.	06/09/2025	Regular	0.00	32,692.36	37224
11792	Paul Deccio Installations	06/09/2025	Regular	0.00	237.60	37225
11838	Pitney Bowes Global Financial Services	06/09/2025	Regular	0.00	505.98	37226
11855	POSM Software LLC	06/09/2025	Regular	0.00	1,000.00	37227
11865	Precision Ag Repair Inc.	06/09/2025	Regular	0.00	1,087.07	37228
11934	Rathbun Iron Works, Inc.	06/09/2025	Regular	0.00	142.92	37229
11970	Repaint Remedies	06/09/2025	Regular	0.00	64,800.00	37230
12424	Solid Waste Division	06/09/2025	Regular	0.00	20,216.65	37231
12553	The Janitor's Closet	06/09/2025	Regular	0.00	99.14	37232
12559	The Print Guys	06/09/2025	Regular	0.00	312.12	37233
12645	Trevor Pottle	06/09/2025	Regular	0.00	12.94	37234
12664	Tyler Technologies Inc.	06/09/2025	Regular	0.00	4,422.50	37235
12668	U.S. Bank Corporate Payment Systems	06/09/2025	Regular	0.00	4,145.02	37236

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount	Payment Amount	Number
12751	VESTIS	06/09/2025	Regular	0.00	52.30	37237
12840	Washington State Patrol	06/09/2025	Regular	0.00	24.00	37238
13002	Yakima Humane Society	06/09/2025	Regular	0.00	1,000.00	37239
13029	Yakima Waste Systems, Inc.	06/09/2025	Regular	0.00	47.90	37240
11177	Invoice Cloud (EFT)	06/10/2025	Bank Draft	0.00	305.00	DFT0000109

Bank Code AP Claims Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	127	58	0.00	232,249.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	305.00
EFT's	0	0	0.00	0.00
	128	59	0.00	232,554.35

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount	Payment Amount	Number
Bank Code: General -General						
12699	USDA RD DCFO Loan Payment (EFT)	06/08/2025	Bank Draft	0.00	11,852.00	DFT0000108

Bank Code General Summary

Payment Type	Payable Count	Payment 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	1	1	0.00	11,852.00
EFT's	0	0	0.00	0.00
	1	1	0.00	11,852.00

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	127	58	0.00	232,249.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	12,157.00
EFT's	0	0	0.00	0.00
	129	60	0.00	244,406.35

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash Fund	6/2025	244,406.35
			244,406.35

Accounts Payable Checks 37183-37240, and DFT108-DFT109

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

June 05, 2025



Request for Council Action

Agenda Bill No.: 25-047

Meeting Date:	June 9, 2025
Subject:	Adopt-A-Park Program
Attachments:	Resolution 2025-38, Exhibits A-C, and Administrative Policy 2005-10 Volunteer Policy
Presented by:	Heidi Riojas – City Clerk, and Gary Kroll – Public Works Supervisor
Approved for Agenda by:	Dan Ford, PE – City Manager

Discussion:

During the June 2, 2025, Study Session, the City Council discussed the proposed Adopt-A-Park Program.

The City of Toppenish recognizes the benefits that parks can provide to the community and in an effort to build a sense of connectivity, the City believes that community volunteers are a critical element in building connectedness for a stronger, more healthy and sustainable community.

The City of Toppenish seeks greater consistency, coordination and expansion of volunteer opportunities via an “Adopt-A-Park” program – focusing on longer-term commitments by volunteers in maintaining a particular public property within the City while streamlining the process so that neither the City nor interested volunteers feel overwhelmed

The policy will:

- Establish parameters for the oversight and support of the City’s “Adopt-A-Park” maintenance program;
- Streamline the opportunity for volunteers to work with the City for the betterment of the community;
- Establish expectations amongst and between the City and interested volunteers in accepting a longer-term maintenance commitment of public property;
- Identify the general scope of maintenance tasks that may be performed by volunteers.

Recommendation:

Approve Resolution 2025-38 to establish the Adopt-A-Park Program.

RESOLUTION 2025-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TOPPENISH, WASHINGTON, ESTABLISHING AN
ADOPT-A-PARK PROGRAM FOR THE CITY OF
TOPPENISH**

WHEREAS, the City of Toppenish is responsible for maintaining a number of different parks and recreational facilities within its corporate boundaries; and,

WHEREAS, in order to take advantage of the opportunity for community participation and volunteerism, it would be advantageous for the City to work with its community members to develop an Adopt-A-Park program for maintenance and upkeep of park and recreational facilities within the City limits; and,

WHEREAS, in connection therewith, it is advantageous to have guidelines and policies in place to assist the City and to provide guidance to volunteers for their valuable contributions in these regards.

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

Section 1. Establishment of an Adopt-A-Park Program: That an Adopt-A-Park program is hereby established in substantial conformity with the Rules and Procedures, a copy of which is attached hereto, marked as Exhibit “A” and incorporated herein by this reference; a Volunteer Program Policy, a copy of which is attached to, marked as Exhibit “B” and incorporated herein by this reference; and an Adopt-A-Park Program Volunteer Application, copy of which is attached hereto, marked as Exhibit “C”, and incorporated herein by this reference.

Section 2. City Manager Authority: The City Manager is authorized to make amendments to the above Exhibits as warranted to address their intended purposes and to more fully engage community volunteer resources, keeping the City Council apprised of the same.

Section 3. Corrections: The City Clerk, City Attorney and/or City Manager shall be empowered to correct any language here and above determined to be a scrivener’s error or language incorrectly included in the above (or attached documents).

Section 4. 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 June 9, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney

Exhibit A

**CITY OF TOPPENISH ADOPT-A-PARK PROGRAM
POLICIES & PROCEDURES**

1.0 PREAMBLE

City of Toppenish properties, including public parks, trails, open spaces, cemeteries, etc. are maintained by the City of Toppenish Public Works Department.

The City of Toppenish recognizes the benefits of community volunteers as a critical element in supplementing and supporting the work of employees providing parks maintenance and in building a stronger, more healthy and sustainable community.

The City of Toppenish seeks greater consistency, coordination and expansion of volunteer opportunities via an “Adopt-A-Park” program- focused on longer-term commitments by volunteers in maintaining a particular public property within the City.

The policy will:

- Establish parameters for the oversight and support of the City’s “Adopt-a-Park” maintenance program;
- Establish expectations amongst and between the City and interested volunteers in accepting a longer-term maintenance commitment of public property;
- Identify the general scope of maintenance tasks that may be performed by volunteers.

2.0 ORGANIZATIONS AFFECTED

2.1 Toppenish Parks and Recreation Advisory Board;

2.2 Toppenish School District;

2.8 Yakima Valley Farm Workers Clinic;

2.9 Others:_____.

3.0 REFERENCES

3.1 Toppenish Municipal Code (TMC)

TMC 2.30.090 - Membership of parks and recreation advisory board.

TMC 2.30.100 - Duties of parks and recreation advisory board.

TMC Chapter 2.80 Parks Regulations

4.0 POLICY

It is the policy of the City of Toppenish to:

4.1 Encourage volunteerism and seek individuals and groups to supplement the ongoing maintenance of City parks and public spaces. A volunteer database shall be created and maintained to further these efforts. One time volunteer events, activities and park repair projects shall be developed and addressed by separate City policy.

4.2 Provide “Adopt-A-Park” maintenance opportunities for interested individuals to volunteer their time and resources for an extended period to maintain a city property of their choice, including parks, trails, urban open space, cemeteries and right of way.

- 4.3 Provide individual and group volunteer opportunities for a prescribed term, frequency, and duration to be specified in a Volunteer Agreement with the City of Toppenish. Maintenance tasks will be jointly identified by the volunteer(s) and the City as specified in the Agreement. The “Adopt-a-Park” program will request a commitment to a minimum of six (6) months duration and select tasks to be performed a minimum of (2x) month. By entering into a volunteer agreement, the volunteer(s) will agree to indemnify and hold harmless the city and other applicable parties associated with the ownership, maintenance, operations or capital improvements of the specified public property(ies), the volunteer tasks performed, and any volunteer or donated improvements.
- 4.4 Provide volunteer coordination, including the recruitment, training, retention, support, and recognition of volunteers. The City and its Public Works Department, shall support the “Adopt-a-Park” program with adequate resources for this program.
- 4.5 Insure the safety of volunteers and the public and take reasonable steps necessary to minimize risks to all parties, address legal liabilities and promote safe practices. The City may require the completion of and compliance to written agreements, liability releases, background checks and other remedies. The City reserves the right to immediately suspend or terminate any Volunteer Agreement with or without cause.
- 4.6 Persons under the age of eighteen (18) may volunteer with the permission of their parent or guardian. Children under the age of twelve (12) must obtain permission in writing from their parent/guardian and have their parent or guardian present during all volunteer activities.
- 4.7 Volunteers shall submit to a background check.

5.0 DEFINITIONS

- 5.1 The Director who oversees this program is authorized to administer policies directing business decisions for the department, including the “Adopt-A-Park” program. The Director, at the Director’s sole discretion, may designate responsible persons to manage assigned programs and services.
- 5.2 City of Toppenish Public Works Department will be responsible for maintenance duties in all public parks, ballfields, trails, open spaces, cemeteries and right of way.
- 5.3 The Park and Recreation Advisory Commission (PRAC) – created by ordinance and appointed by the City of Toppenish Council (5 members) shall provide advice for parks and recreation services related to the “Adopt-a-Park” program.
- 5.4 Volunteer Coordinator – The City shall designate a staff person to serve as the coordinator that will act as the liaison between the City and volunteers and administer the policy and programs for volunteer tasks and activities.

6.0 RESPONSIBILITY

- 6.1 The Director, or designee, shall oversee the City of Toppenish “Adopt-A-Park” program.
- 6.2 The Director, or designee, is authorized to enter into Volunteer Agreements with interested individuals or groups for purposes of conducting specific maintenance tasks in or on public parks, trails, urban open space, cemeteries, and right of way. The Director, or designee, is also authorized to immediately suspend or terminate such Agreements with or without cause.

6.3 The Director, or designee, shall approve a list of volunteer maintenance tasks and safety requirements in conjunction with the City of Toppenish General Services Director and Public Works Director, or their designees.

6.4 The Director, or designee, shall coordinate with the appropriate school district in the event that a volunteer project will occur on a joint school/park property. If the property is owned by the school district, the volunteer effort must comply with the applicable school district policies.

6.5 Prior to the approval of a volunteer agreement for maintenance of a park, special feature or facility within a park (e.g. sport field), the Director, or designee, shall consult and coordinate with Public Works grounds staff regarding the proposed maintenance tasks.

7.0 PROCEDURES

7.1 the City, via its designee “Volunteer Coordinator”, shall coordinate opportunities between interested individuals and appropriate City of Toppenish departments responsible for maintenance activities for the identified City property.

7.2 The Volunteer Coordinator shall be responsible for the recruitment, training, retention, support and recognition of individuals and community groups to participate in the “Adopt-A-Park” program throughout the City of Toppenish.

7.3 The Volunteer Coordinator, in coordination with the appropriate City Department, shall identify specific maintenance tasks volunteers can perform, taking into consideration particular interests and abilities of the volunteers, City policies and safety considerations.

7.4 The Volunteer Coordinator shall consult with interested volunteers to identify appropriate roles for citizens.

7.5 A Volunteer Agreement shall be entered into between the parties that shall address:

- i. Schedule – Identification of and commitment to a minimum of six (6) months, with minimum twice (2x) a month frequency in performance of identified tasks;
- ii. Participants – Names and contact information of the participating individuals
- iii. Liability waivers / forms – All required city forms with signatures, including authorization forms for minors working in the park,
- iv. Training / safety information – All required training, support, and safety/emergency procedures
- v. Tracking information –Volunteers will track and report their work, including date, participants, hours worked and tasks completed.
- vi. Tasks / Scope of Work– May include the following:

Table 1.

Task Name	Description
Debris / litter pick-up	Provide litter pick-up throughout park
Weed pulling	Remove weeds from landscaped areas
Planting	Tree, shrubs, flowers, etc.
Picnic table cleaning	Wash, clean, sand, paint tables

Playground cleaning	Wash, clean play structures
Play surfacing raking	Rake fiber chips in the play pits
Mulching	Spread and rake mulch/compost in beds
Raking	Leaves / debris, play pits, gravel, sand
Watering	Manual watering of new plant material
Facility cleaning	Cleaning the various features in the parks

* Note- other tasks such as weed-eating, blowing, graffiti removal or painting may be discussed on a case-by-case basis

- 7.6 Volunteers shall provide all necessary tools and equipment to perform the identified tasks, including appropriate clothing and personal protective equipment. By arrangement, the City or others may provide additional support resources, including tools, safety materials and equipment.
- 7.7 By arrangement and with the City pre-approval, select use of personal power equipment may be permitted. Safety and operational conditions will be imposed for any use of personal power equipment on public property.
- 7.8 Debris pick-up (limbs, leaves, garbage, etc.) service may be provided by the City as arranged by the Volunteer Coordinator.
- 7.9 Volunteers shall not perform tasks outside of the specified list contained in the Agreement without written consent of the City.
- 7.10 The Volunteer Coordinator or other the City designee, will meet on-site with volunteers to review the Agreement, conduct safety training, review anticipated maintenance tasks, address questions, etc. prior to the start of work.
- 7.11 the City shall specify in the Agreement required event and warning signage, safety procedures, proper use of safety barricades, equipment and clothing, etc. to ensure the protection of volunteers and the public during the performance of maintenance tasks.
- 7.12 The Volunteer Coordinator shall periodically review the Agreement and work progress with the volunteer(s) and other applicable City Department to insure that all work is proceeding as specified in the Agreement and provide support as needed. The Coordinator shall insure that all required information is being monitored appropriately, will notify volunteers when they are not in compliance with the Agreement and identify steps to resolve outstanding issues.
- 7.13 The Volunteer Coordinator shall solicit feedback from the volunteers via a survey to understand their interest, issues, and concerns with the “Adopt-A-Park” program. This feedback shall be analyzed by the Coordinator and needed changes identified to insure success of the program.
- 7.14 The Volunteer Coordinator shall compile, monitor, analyze and respond to volunteer tracking data and periodically report performance data to the PRAC and the City Director as requested. The Volunteer Coordinator shall maintain a current volunteer database. An annual report shall highlight the effectiveness of the program for City officials.

Exhibit B

Adopt-A-Park Program

Volunteer Program Policy

Civic groups and businesses may apply to adopt a park in the City of Toppenish. A minimum one-year commitment is required, except in the first year of participation when all new contracts will be written through December 31 of that year. When a contract expires, if acceptable to both parties, the adopting organization may renew the commitment for an additional year.

Requests to adopt specific tasks are processed on a first-come, first serve basis. If more than one organization simultaneously requests the same park, the Parks Manager will make the final determination as to whether a group can participate and make final park assignments.

When minors participate, the Adopter will have emergency contact information accessible at the site. There must also be one adult supervisor for every five (5) minors.

The adopting organization and the City will agree on a routine that is acceptable to both parties.

A representative from the adopting organization must contact the City of Toppenish at (509) 865-6754 (Monday–Friday between the hours of 8:00 a.m.–4:30 pm) prior to performing work.

The adopting organization may keep any proceeds derived from recycling materials cleared from the park during cleanup.

Participation in the Adopt-A-Park program can be hazardous. Each volunteer is required to fill out and sign a Volunteer Registration form before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When minors participate, the Adopter must have emergency contact information accessible at the site.

At the time an organization adopts a park, the City of Toppenish will provide the following to each participating organization.

- Signage identifying the adopting organization*
- Trash bags
- Disposable gloves (participants may supply their own gloves if they prefer)
- Safety Information

*Signage will only be provided to adopters that commit to a minimum of four clean-up or maintenance activities per year, with at least one activity scheduled each quarter.

Please call the City of Toppenish at (509) 865-6754, Monday-Friday 8:00 am-4:30 pm, to request bags and/or gloves prior to beginning work. These items can be picked up at the City of Toppenish shops building, located at 408 Washington Avenue in Toppenish.

Participants are required to read the safety information and conduct themselves in a safe manner while participating in this program. Participants are required to wear gloves while performing their work.

Exhibit C

**Adopt-A-Park Program
Volunteer Application**

Individual or Organization Name _____ Date _____

Group contact person _____ Estimated group size _____

Address _____ City, State, Zip _____

Home Phone Number _____ Work Phone Number _____

Cell Number _____ Email _____

Emergency Contact _____

Relationship _____

Phone #1 _____ Phone #2 _____

How frequently do you or your group propose to participate in this program?

Weekly ☐ Monthly ☐ Quarterly ☐ Other _____

Program/Project

In order for the City of Toppenish to best match your interests and skills with available projects, please check opportunities of interest:

Adopt-A-Park ☐ Open Space Maintenance ☐ Special Interests or Talents _____

STATEMENT OF AGREEMENT

As a representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Toppenish. I understand that this is an application for the City of Toppenish's park program and that a City of Toppenish representative will contact me to finalize an agreement. I understand that the City of Toppenish Public Works Department will make the final decision as to whether a group can participate, and the park assigned. I also agree to maintain, but not alter, remove or destroy the present landscaping or design of the park or open space which my/our project involves.

I/we understand that participation in the City of Toppenish's program is voluntary and that participants agree to assume the responsibility for an injury or damage to person or property.

Organization Contact Signature _____ Date _____

For Office Use Only

Assigned Park _____

Dates of Adoption: From _____ To _____

Organization (as it will appear on the sign): Line One _____

Line Two _____

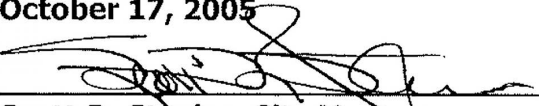
New signs: Date Ordered _____ Date Installed _____

ADMINISTRATIVE POLICY 2005 - 10

SUBJECT: Volunteer Policy

DATE ISSUED: October 11, 2005

DATE EFFECTIVE: October 17, 2005

APPROVED: 
Scott D. Staples, City Manager

SECTION ONE – PURPOSE. To establish guidelines and standards governing the use of volunteers within the City government.

SECTION TWO – ENFORCEMENT: It shall be the responsibility of the Department Director to make certain that all volunteers working under his or her supervision is in compliance with this policy.

Attachment (1)

Distribution: Department Directors w/att (1)
City Council w/att (1)

Original: Administration Policy file w/att (1)



City of Toppenish

Volunteer Policy

City of Toppenish Volunteer Policy

The City of Toppenish recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. Our objective is to utilize these individuals and organizations to benefit the community as a whole in such a way that projects and services which would not usually be available due to excessive costs can be provided in an appropriate manner. It is also our objective to do so without adding undue or unnecessary liability to the citizens of the City of Toppenish.

Therefore, we hereby establish the following guidelines for the use of individual and/or organizational volunteer workers.

Background Checks: As required by RCW 43.43.830–839 all persons potentially having unsupervised contact with children, developmentally disabled persons, or vulnerable adults or who will be working with confidential information will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence. Volunteers will also waive any right of privacy in such information for the limited purpose of the City considering it for determining the suitability of a potential volunteer. Each volunteer will be required to complete a Volunteer Application, a PM-4 Authorization for Release of Information” as well as a PM-5 Disclosure Statement. The information collected in the background check may not necessarily bar individuals from volunteering in non-police positions.

Liability Coverage: The City of Toppenish is self insured through the Washington Cities Insurance Authority (WCIA) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City’s liability coverage with WCIA. A volunteer’s intentional misconduct is not protected or covered by the City or WCIA. Liability insurance is not medical insurance. Volunteers must provide their own medical insurance. The WCIA liability coverage does not apply to volunteers under the age of 14 years.

Anti-harassment / Discrimination Policy: The City of Toppenish values the dignity of all employees and volunteers and is committed to providing a respectful workplace that is harassment free in which all individuals regardless of race, sex, color, religion, national origin, age, disability, and/or sexual orientation are treated with respect. The expectation is that managers, supervisors, employees, and volunteers will create and maintain a work environment that is respectful of all persons in it. Harassment in the workplace will not be tolerated.

Workplace Violence Prevention Policy: The City of Toppenish has a **ZERO TOLERANCE** policy on workplace violence. Any form of workplace violence will not be tolerated and will be acted upon **IMMEDIATELY**. Any person (City employee, volunteer, client, etc.) who engages in workplace violence and/or threatening behavior will be referred to local law enforcement and be subject to applicable laws. Furthermore, any firearm, knife, explosives, dangerous chemical, or any other object that is not necessary for a volunteer’s service is not allowed.

Drugs and Alcohol Policy: The City of Toppenish is an alcohol and drug free work place. Volunteers **WILL NOT** appear for volunteer service under the influence of any illegal drugs or alcohol. Volunteers will inform their supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.

Tobacco Policy: Smoking and the chewing of tobacco is prohibited twenty-four (24) hours of the day, every day, in all enclosed work and common areas, facilities, and automobiles. Smoking is permitted in outdoor areas unless the smoke could be drawn into a workplace or common area. All volunteers who elect to smoke in outdoor areas are responsible for the proper maintenance and/or removal of all smoking debris.

Children in the Workplace: Volunteers under 14 years of age are not allowed as the City's insurer will not provide liability coverage for persons under this age. Volunteers are not to have child(ren) with them during volunteer activities that are under 14 years of age. If a volunteer brings child(ren) under 14 years of age to a volunteer activity (**which is a violation of this agreement**), the volunteer will be held solely liable, and assume all risk of liability for the child(ren)'s actions and agree to hold the City harmless from any and all such related claims against the City; except for injuries and damages caused by the sole negligence of the City.

Safety: Prior to beginning tasks, volunteers will be instructed in the safety and accident procedures of the department in which they are volunteering. Each department will provide volunteers in the proper use of equipment necessary to perform assigned tasks. Equipment checked out to volunteers must be recorded on a PM-9 Property/Equipment Receipt. Volunteers will immediately report ANY injury, accident, or damage (no matter how minor) incurred while working on the City's behalf, to their supervisor. Volunteers are NOT ALLOWED to operate City-owned vehicles. The City of Toppenish shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care.

Computer Networks, Telecommunication Systems, and Internet Use: The use of City computers and/or telephones will be determined by the various departments. Volunteer positions requiring the use of City computers and/or telephones as part of their volunteer duties may require a volunteer to review the "Computer Networks, Telecommunication Systems, and Internet Use" policy and complete a PM-9S form.

Dress Code: Employees will dress and groom themselves in a manner that will provide a positive example to youth, promotes client and community confidence and respect, and enhances the City's reputation as a professional organization. Supervisors reserve the right to ask employees to wear different attire, if an employee's attire is deemed to be inappropriate. Dress code standards may vary from department to department.

General Guidelines:

1. Clothing must be clean, in good repair, appropriately fitted, and appropriate for by departmental standards.
2. Tops must have sleeves and will not reveal midriff and/or backs.
3. Appropriate underclothing is necessary and underclothing should not show through outer clothing.
4. Tops that advertise alcohol or tobacco products are not appropriate.
5. Minimum length of dresses, skirts, and/or shorts will be approximately 2 inches above the knee.

Time Reporting: Every volunteer will be issued a time sheet on which they are required to record hours worked. Completed time sheets must be reviewed for accuracy and then signed by the volunteer's supervisor. Accurately completed time cards will then be turned into the Volunteer Coordinator the 16th and last business day of each month.

Documentation of Training: Detailed training records identifying specific training provided, instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to Finance Department upon completion of training.

Holidays: The following holidays are recognized as municipal holidays:

Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day.

Waiver and Hold Harmless: In order to volunteer with the City, all volunteers must complete a Volunteer Application, an Agreement for Individual Volunteer Services and a Volunteer Orientation and Policy Signoff prior to engaging in any volunteer activities.

Volunteer Orientation and Policy Signoff

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number(s) (_____) _____

Date of orientation _____

I have received and reviewed the City of Toppenish’s Volunteer Policy. I agree to abide by the procedures and protocols outlined in the policy.

Signed _____ Date _____

AGREEMENT FOR INDIVIDUAL VOLUNTEER SERVICES

This Agreement is made, by and between the City of Toppenish, a political subdivision of the State of Washington, hereinafter referred to as the "City" and _____, hereinafter referred to as the "Volunteer."
(print name)

PURPOSE: The purpose of this Agreement is to outline the responsibilities of the City in providing volunteer opportunities, and to create an understanding between the City and the Volunteer.

This Agreement shall apply to persons voluntarily performing non-compensated services for the City, including but not limited to, practical work experience, recreational programs, senior programs, police resource centers, and academic internships.

AGREEMENT FOR NON-COMPENSATED SERVICES: The Volunteer agrees to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee relationship between the City and the Volunteer. The City shall not be responsible for, nor liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of this Agreement EXCEPT for State Labor and Industries Industrial Insurance medical aid coverage. Volunteer service is considered to be creditable work experience.

In consideration of the City giving me permission to perform these volunteer services, I understand that: *(Please initial the following)*

_____ I am not to appear for volunteer service under the influence of any illegal drugs or alcohol. The Volunteer agrees to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.

_____ I am not to have child(ren) with me, during my volunteer activities, that are under 14 years of age. If I do bring with me any child(ren) under 14 years of age (**which is a violation of this agreement**), I understand I will be held solely liable, and assume all risk of liability, for my child(ren)'s actions and agree to hold the City harmless from any and all such related claims against the City; except for injuries and damages caused by the sole negligence of the City.

_____ I will abide by all City policies regarding personal conduct while performing volunteer services.

_____ I agree not to go beyond the scope of volunteer work agreed to without authorization.

_____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.

_____ Depending on the scope of volunteer work, the following policies may apply: Driving, Safety Procedures, Computer Operation, Dress Code, Anti Harassment and Confidentiality.

_____ Should an injury occur during the scope of my service the City has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers.

_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to _____.

BACKGROUND CHECKS: To the best of my knowledge, the information herein is true and complete. I authorize the City of Toppenish to conduct a Washington State Patrol criminal background check in accordance with RCW 43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. Further I give permission for an authorized representative of the City to inquire of individuals about my ability to perform all aspects of the volunteer position for which I am being considered and I release the City of Toppenish and those individuals/institutions that provide information from any liability that may arise from the provision of this information. (The information collected in the background check may not necessarily bar individuals from volunteering in non-police positions.)

LIABILITY COVERAGE: I understand that the City of Toppenish is self insured through the Washington Cities Insurance Authority (WCIA) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City's liability coverage with WCIA. Injury Compensation is provided through the Department of Labor & Industries. I am fully aware that a volunteer's intentional misconduct is not protected or covered by the City, WCIA, of the Department of Labor & Industries.

WAIVER & HOLD HARMLESS: As a volunteer for the City of Toppenish, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am fully aware that the work associated with being a City volunteer involves certain risks of physical injury and death. I also hereby individually and on behalf of my heirs, executors and assignees, assume all risks in connection with my participation in this program.

I Further release and hold harmless the City of Toppenish, its officials, employees, volunteers, and agents for any injury or damages which may occur to me while I am participation in this program, and I waive any right to bring claim or lawsuit against them for any such damage, personal injury, death or other consequences occurring to me arising out of my volunteer activities. Furthermore, I agree to hold harmless, defend and indemnify the City of Toppenish, its officials, employees and agents from any and all claims and lawsuits for injury, loss or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participation in this program.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this _____ day of _____, 20 ____.

By: _____
City of Toppenish

Volunteer's Printed Name

Volunteer's Signature

If the volunteer candidate is under 18 years of age, parent or legal guardian must read and sign the below:

I certify that I am the parent or legal guardian of the participant above named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's volunteer program, I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage, or death of the participant against the City of Toppenish, its officials, employees, and agents. I further grant my full consent and authorization for the above named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named while working in the volunteer program.

Parent or Legal Guardian's Printed Name

Parent or Legal Guardian's Signature

Relationship to Volunteer

Date

City of Toppenish

Volunteer Application

West First Avenue
Toppenish, WA 98948
Phone: (509) 865-2080
Fax: (509) 865-1944

The City of Toppenish operates a volunteer program that provides services organization-wide. The purpose of the program is to enable the City to take advantage of the extraordinary reserve of knowledge, talent, and skill possessed by volunteers within our community and to capitalize on these abilities to augment City services. The intent is also to provide a program which involves interested residents in local government while providing them the opportunity to perform work of value to the community.

The volunteer application is designed to give applicants an opportunity to share their background, experience, interests and skills, enabling the City of Toppenish to make the best possible volunteer placement.

NAME:

(Last)

(First)

(Middle)

ADDRESS:

P.O. Box or Street:

City:

State:

Zip:

Home Phone:

Message:

Work:

Email:

Do you have, or can you obtain, a valid Washington State Driver's License? ☐ Yes ☐ No

WA State Driver's License or ID Card # _____ State Issued: _____ Exp. Date: _____

Availability: ☐ Long-term ☐ Short-term ☐ Special Project

Circle the Days You Can Be Available for Volunteer Work:

Sunday / Monday / Tuesday / Wednesday / Thursday / Friday / Saturday

Are you currently certified in:

CPR? ☐ Yes ☐ No

First Aid? ☐ Yes ☐ No

For which area would you be interested in volunteering? Please check all that apply.

Parks Projects _____ Special Events _____ Youth Programs _____ Recreational Activities _____
Public Works _____ Fire Department _____ Police Department _____ City Hall Support _____
MidValley Television _____ Other (please specify) _____

What general skills/experience/education would you like to share in your volunteer work?
Criminal Convictions

Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? ☐ YES ☐ NO

If Yes, please explain: _____

References (Do Not List Relatives)

Name: _____ Address: _____ Phone: () _____
Name: _____ Address: _____ Phone: () _____
Name: _____ Address: _____ Phone: () _____

Do you have any medical conditions, either physical or emotional, that should be taken into consideration in arranging volunteer assignments? ☐ YES ☐ NO If yes, please explain: _____

In case of emergency, please contact:

Name: _____ Phone: () _____
Address: _____ Phone: () _____



Request for Council Action

Agenda Bill No.: 25-048

Meeting Date:	June 09, 2025
Subject:	Picnic Tables Discussion
Attachments:	None
Presented by:	Dan Ford, PE - City Manager
Approved for Agenda by:	Dan Ford, PE - City Manager

Discussion:

In 2024 the City Council discussed the possibility of providing up to 20 picnic tables in parks adjacent to the Wild West Parade route. A motion to “add the cost” was made and the motion passed. This motion did not include allowances for the parade in subsequent years and currently the City has been requested to provide 30 tables for the 2025 parade at no cost to the applicant.

The City Council discussed the picnic table issue at the June 2, 2025 study session. Concerns over the ability for the City to provide the staff to load, move, set, and retrieve tables for the events was the focus especially when the City is extremely limited with Public Works staff who traditionally perform this effort.

The City Manager promised to bring the Council some additional options including the possibility of providing tables to the Lions Club to be used for this and other community events.

The City Manager spoke with a representative of both the Lions Club and the Rail & Steam organizations, and he was understanding of the City’s challenges with staffing and open to the consideration of accepting up to 30 tables for their use in their events.

If the Council chooses, the City manager will bring a resolution to the next regular council meeting authorizing the transfer of ownership of the tables to the Lions Club for their use in future events on behalf of the City.

The City would no longer be involved in the management or mobilization of these tables.

Fiscal Impact:

No fiscal impact is anticipated.

Recommendation:

Direct the City Manager to create a resolution to transfer ownership of up to 30 tables to the Lions Club for their use in civic events



Request for Council Action

Agenda Bill No.: 25-049

Meeting Date:	June 09, 2025
Subject:	“Building Codes” Update
Attachments:	Ordinance 2025-04 Amending TMC 15.01 to Adopt the 2021 International Codes by Reference
Presented by:	Andrew Hattori, CED Director
Approved for Agenda by:	Dan Ford, City Manager

Discussion:

The City of Toppenish, as required by law, adheres to and applies the requirements of various “building codes”. These codes are periodically updated to account for changes in construction practices and trends. Washington State requires that each municipality adhere to these codes but provides the ability to expand on requirements as modified via Ordinance. The proposed code update includes a revision to the International Fire Code (IFC) regulating outdoor tire storage for increased fire safety.

Currently the City’s code has adopted the 2018 versions of “building codes”, while the state has adopted the 2021, meaning that our code is not up to date. The proposed Ordinance is to align the City’s codes to the current State’s, and to apply various modifications that have historically been applied.

Codes to be updated from 2018 to 2021 include:

- International Building Code (IBC)
- International Residential Code (IRC)
- International Mechanical Code (IMC)
- International Fire Code (IFC)
- Uniform Plumbing Code (UPC)
- International Property Maintenance Code (IPMC)
- International Existing Building Code (IEBC)

Fiscal Impact:

No fiscal impact.

Recommendation:

Approved Ordinance 2025-04 amending TMC Chapter 15.01 to update adopted building code versions from 2018 to 2021.

ORDINANCE 2025-04

**AN ORDINANCE OF THE CITY OF TOPPENISH, WASHINGTON
AMENDING CHAPTER 15.01 OF THE TOPPENISH MUNICIPAL
CODE ENTITLED "BUILDING CODES" TO UPDATE AND
INCORPORATE THE 2021 VERSION OF THE BUILDING CODES,
PROVIDING FOR A SEVERABILITY CLAUSE AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, State law, including specifically Section 19.27.031 of the Revised Code of Washington (RCW), authorizes and directs cities and towns in the State of Washington, to adopt and enforce within their corporate jurisdictions the State Building Code; and

WHEREAS, pursuant to and in accordance with RCW 19.27.031, the City Council has heretofore adopted and included in the Toppenish Municipal Code (TMC) Chapter 15.01 the State Building Codes, and

WHEREAS, with periodic updates, the current version of the State Building Code is the 2021 version thereof; and

WHEREAS, the City Council deems it to be in the best interest of the City to amend Chapter 15.01 TMC to include the 2021 version thereof

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

Section 1. The Toppenish Municipal Code (TMC) Chapter 15.01 Building Codes is hereby amended to read as follows:

Chapter 15.01
BUILDING CODES

Sections:

- 15.01.010 Adoption of referenced codes.
 - 15.01.020 International Property Maintenance Code adopted.
 - 15.01.030 International Existing Building Code adopted.
 - 15.01.040 Coordination required with other officials.
 - 15.01.050 Fees.
 - 15.01.060 Unlawful acts and violations – Penalties.
 - 15.01.070 Board of appeals.
- 15.01.010 Adoption of referenced codes.
- A. The city adopts the following codes, as amended by the Washington State Building Code Council pursuant to RCW 19.27.074, for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures including permits, penalties and an appeals process:
1. The ~~2018~~2021 International Building Code (IBC) published by the International Code Council, Inc., with additions, deletions and exceptions as provided by Chapter 51-50 WAC.

a. Amend Subsections 1 and 5 of the IBC Section 105.2, Work exempt from permit, to read as follows:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses with a floor area not greater than 120 square feet (11 M2) that is located in the floodplain shall require a building permit and be constructed pursuant to TMC 15.30.160(F).

5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925L) and the ratio of height to diameter or width is not greater than 2:1 that are located in the floodplain shall require a building permit and be constructed pursuant to TMC 15.30.160(F).

b. The following appendices are specifically adopted:

Appendix C, Group U Agricultural Buildings;

Appendix E, Supplementary Accessibility Requirements;

Appendix F, Rodent Proofing;

Appendix G, Flood Resistant Construction;

Appendix H, Signs;

Appendix I, Patio Covers;

Appendix J, Grading.

2. The ~~2018~~2021 International Residential Code (IRC), published by the International Code Council, Inc., with additions, deletions and exceptions as provided by Chapter 51-51 WAC; provided, that IRC Chapters 11 and 25 through 43 are not adopted.

a. Amend Subsections 1 and 5 of the IRC Section R105.2, Work exempt from permit to read as follows:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses with a floor area not greater than 200 square feet (18.58 M2) that is located in the floodplain shall require a building permit and be constructed pursuant TMC 15.30.160(F).

5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925L) and the ratio of height to diameter or width is not greater than 2:1 that are located in the floodplain shall require a building permit and be constructed pursuant to TMC 15.30.160(F).

b. The following appendices are specifically adopted:

Appendix E, Manufactured Housing Used as Dwellings;

Appendix F, Radon Control Measures;

Appendix H, Patio Covers;

Appendix J, Existing Buildings and Structures;

Appendix M, Home Daycare – R-3 Occupancy.

3. The ~~2018~~2021 International Mechanical Code (IMC), published by the International Code Council, Inc., with additions, deletions and exceptions as provided by Chapter 51-52 WAC.

4. The ~~2018~~2021 International Fire Code (IFC), published by the International Code Council, Inc., with additions, deletions and exceptions as provided by Chapter 51-54A WAC including those standards of the National Fire Protection Association specifically referenced in the International Fire Code; provided, that notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying hand-held candles; and provided further, that notwithstanding provisions to the contrary in the International Fire Code in Sections 302, 307 and 105.6.31 thereof, open burning and recreational fires shall be prohibited. “Open burning” is defined as the kindling or maintaining of a fire on any public street, alley, road, or other public or private ground. “Recreational fire” is defined as an outdoor fire burning materials where the fuel being burned is not contained in a barbecue grill for cooking purposes. It is further provided that the provisions of Section 3405 of the 2021 International Fire Code is not adopted,

and the following language related to the storage of tires is adopted in its stead: Unless the provisions of Chapter 34 of the Washington State Fire Code are met, all outdoor tire storage shall be such that tires are stored vertically on the tread side, and on approved, noncombustible, tire storage racks with a depth of not more than one tire diameter of the largest tire stored. Where such racks are utilized, the separation distance from lot lines and structures to tires, and from tire to tire in successive aisles created by said storage may be reduced to three feet where all tire storage is maintained at a maximum height of six feet as measured to the top of the tires. Where rack storage of tires is higher than six feet and maximum ten feet in height, all tire storage shall require a minimum of ten feet from property lines and structures, and shall be approved. Laced and barrel stacking of tires shall not be permitted. Any intermodal containers utilized for the storage of tires shall be approved. It is further provided that ~~The~~ the following appendices to the 2021 International Fire Code are specifically adopted:

Appendix B, Fire Flow Requirements for Buildings;

Appendix C, Fire Hydrant Locations and Distribution;

Appendix D, Fire Apparatus Access Roads.

5. The ~~2018~~2021 Uniform Plumbing Code and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials; with additions, deletions and exceptions as provided by Chapter 51-56 WAC which state that Chapters 12 and 14 are not adopted; also not adopted are those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel-fired appliances as found in Chapter 5 and those portions of the code addressing building sewers.

6. Chapters 51-11C and 51-11R WAC, the Washington State Energy Code.

B. In the case of conflict among the codes enumerated in subsection A of this section, the first-named code shall govern over those following. (Ord. 2021-02 § 1, 2021; Ord. 2020-10 § 1, 2020).

15.01.020 International Property Maintenance Code adopted.

The city adopts the ~~2018~~2021 International Property Maintenance Code (IPMC) as published by the International Code Council, Inc., except that the IPMC is hereby amended to add the following sections to IPMC Chapter 3, General Requirements:

A. Section 310 Drug Properties and Structures. It is hereby declared that any building, structure and/or associated property, identified by the City of Toppenish Chief of Police, wherein or upon which the manufacture, distribution, production or storage of illegal drugs or the precursors to create illegal drugs has taken place in a manner which could endanger the public, such building, structure and/or associated property is not only a dangerous property as defined by the City of Toppenish but is also a classification of property calling for the special procedures set forth in this section. The Code Official is authorized to abate such dangerous buildings, structures, and/or associated properties in accordance with the dangerous building procedures set forth in this code and Chapter 64.44 RCW, with the following modifications:

310.1 Due to public safety hazard in drug production facilities, the utilities shall be disconnected;

310.2 Building(s) and structure(s) shall be inspected to determine compliance with all City ordinances and codes;

310.3 Building(s) and any entry gates to the property shall be secured against entry in the manner set forth in this code;

310.4 No reconnection of utilities or occupancy of the building(s), structure(s) or property shall be allowed until all violations have been successfully addressed, all dangerous conditions abated and a notice of release for re-occupancy has been received from the health department, Code Official and Chief of Police; and

310.5 If dangerous conditions cannot be abated, occupancy shall be prohibited. Resolution of said property shall be in conformance with RCW 35.80A, condemnation of blighted property.

B. Section 311 Blighted Property. In conformance with Chapter 35.80A RCW, the City of Toppenish may acquire by condemnation, in accordance with the notice requirements and other procedures for condemnation provided in Title 8 RCW, any property, dwelling, building, or structure which constitutes a blight on the surrounding neighborhood. A “blight on the surrounding neighborhood” is any property, dwelling, building, or structure that meets any two of the following factors:

311.1 If a dwelling, building, or structure exists on the property, the dwelling, building, or structure has not been lawfully occupied for a period of one year or more;

311.2 The property, dwelling, building, or structure constitutes a threat to the public health, safety, or welfare as determined by the City Manager or designee; or

311.3 The property, dwelling, building, or structure is or has been associated with illegal drug activity during the previous twelve months. Before such condemnation, the City of Toppenish City Council shall adopt a resolution declaring that the acquisition of the real property described therein is necessary to eliminate neighborhood blight. Condemnation of property, dwellings, buildings, and structures for the purposes described in this chapter is declared to be for public use. (Ord. 2020-10 § 1, 2020).

15.01.030 International Existing Building Code adopted.

The city adopts the ~~2018~~2021 International Existing Building Code (IEBC) as published by the International Code Council, Inc. (Ord. 2020-10 § 1, 2020).

15.01.040 Coordination required with other officials.

The building official in the enforcement and administration of this title shall coordinate with the following enumerated agencies before the issuance of any permit under this title. Where a permit of the type set forth below is required by the enumerated agency, the issuance of such permit shall be a condition precedent to the issuance of the permit under this title. Agencies and permits that are required to be coordinated under this section are:

Yakima County health district – On-site sewage disposal systems;

Toppenish hearing examiner – Conditional use permits, special property use permits, variances;

Toppenish administrator – Preliminary plats, short plats and binding site plans;

Toppenish shoreline administrator – Shorelines substantial development permit, final plat approval;

Toppenish director of public works – Road access permits; connection to public water and sewer, stormwater control;

Toppenish fire marshal – Fire flow and hydrant requirements, fire code requirements;

Toppenish SEPA responsible official – Requirements of the State Environmental Policy Act (SEPA);

State of Washington Department of Labor and Industries – National Electrical Code, manufactured homes and commercial coaches.

Nothing within this section shall otherwise interfere with or limit the discretionary authority of the building official to confer with other departments and jurisdictions before the issuance of any permit required under this title pursuant to applicable sections of the various uniform codes adopted by reference in this chapter. (Ord. 2020-10 § 1, 2020).

15.01.050 Fees.

The fees to be charged by the city for permits, plan reviews or services that are applied for under the International Building, Fire, Residential, and Mechanical Codes and the Uniform Plumbing Code shall be established by resolution of the city council, as amended from time to time. (Ord. 2020-10 § 1, 2020).

15.01.060 Unlawful acts and violations – Penalties.

A. It is unlawful for any person, entity, firm or corporation to erect, construct, alter, repair, move, remove, convert, demolish, equip, use, occupy or maintain any building, structure or other construction or cause to permit the same to be done, in violation of this chapter.

B. Any person, entity, firm or corporation who violates any provisions of this chapter or who erects, constructs, alters, repairs, moves, removes, converts, demolishes, equips, uses, occupies or maintains any building or structure that is in violation of approved construction documents, directives of the building and/or code officials, or a permit or certificate issued under the codes adopted pursuant to this chapter shall be subject to the penalties set forth in Chapter 1.24 TMC or as otherwise provided in law. (Ord. 2020-10 § 1, 2020).

15.01.070 Board of appeals.

Pursuant to Chapter 2.50 TMC the hearing examiner shall act as the board of appeals for the codes adopted under this chapter. (Ord. 2020-10 § 1, 2020).

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 ____ day of _____, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney



Request for Council Action

Agenda Bill No.: 25-050

Meeting Date:	June 9, 2025
Subject:	Rentschler Lane Improvements Task Order Amendment No. 1
Attachments:	Resolution 2025-39 Approving HLA Task Order No. 2025-03 Amendment No. 1, Task Order No. 2025-03 Amendment No. 1
Presented by:	Mike Heit, HLA Engineering and Land Surveying Inc
Approved for Agenda by:	Dan Ford, City Manager

Discussion:

In May 2025, the City entered into a professional services agreement with HLA Engineering and Land Surveying, Inc. (HLA) to design roadway and utility improvements along Rentschler Lane. The project supports the expansion of the Busy Bee Child Development Center and future development in the surrounding area. The agreement included design engineering, assistance with a SIED grant application, and construction engineering services on a time-spent basis.

To maximize the use of grant funding awarded through the Yakima Valley Community Foundation (YVCF), City staff is proposing an amendment to the task order to change the construction engineering portion of HLA’s contract from a time-spent basis to a lump sum fee. The full lump sum amount would be invoiced and paid prior to August 30, 2025, allowing the City to fully expend available grant funds before the funding deadline.

Construction services will be provided by HLA as construction progresses, with internal tracking to ensure the scope and deliverables are fulfilled. Staff has found the proposed lump sum to be reasonable and suitable for meeting the YVCF expenditure deadline.

The timeline for construction services will depend on the award and execution of the SIED funding agreement.

Fiscal Impact:

None. The amendment is fully funded by existing grant funds from YVCF.

Recommendation:

Approve Resolution 2025-39, authorizing the City Manager to sign Task Order No. 2025-03 Amendment No. 1.

Alternatives:

Do not approve the amendment and forfeit unused grant funds.

RESOLUTION 2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TOPPENISH, WASHINGTON, APPROVING AMENDMENT NO. 1 TO
TASK ORDER 2025-03 WITH HLA ENGINEERING AND LAND
SURVEYING, INC. FOR CONSTRUCTION SERVICES ASSOCIATED
WITH THE RENTSHCLER LANE IMPROVEMENTS PROJECT.**

WHEREAS, the City of Toppenish entered into Task Order 2025-03 with HLA Engineering and Land Surveying, Inc. (HLA) for design, project management, SIED grant funding assistance, and construction engineering services for the Rentschler Lane Improvements Project; and

WHEREAS, in accordance with the Agreement between the City and the Yakima Valley Community Foundation (YVCF), all grant funds awarded to the City must be expended by August 30, 2025; and

WHEREAS, to meet this expenditure deadline, the City has agreed to amend the Fee for Services and pay HLA a lump sum fee in advance for construction engineering services to be performed during the construction phase of the project; and

WHEREAS, the Toppenish City Council finds it is in the best interest of the City to approve Amendment No. 1 to Task Order 2025-03 to ensure timely use of grant funds and continuation of project services;

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

Section 1. Approval: Amendment No. 1 to Task Order 2025-03 between the City of Toppenish and HLA is approved. 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 June 9, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney



Request for Council Action

Agenda Bill No.: 25-051

Meeting Date:	June 9, 2025
Subject:	Authorization to Submit SIED Application for Rentschler Lane Improvements
Attachments:	Resolution 2025-40 Authorizing the City Manager to submit an application to the Yakima County SIED Board
Presented by:	Mike Heit, PE - HLA Engineering and Land Surveying Inc
Approved for Agenda by:	Dan Ford, PE - City Manager

Discussion:

Busy Bees Child Development Center recently constructed an expansion to their building at 801 Guyette Avenue, adjacent to the undeveloped Rentschler Lane. As a condition of development, and nexus of the expansion, Busy Bees is required to construct improvements those to the frontage of their property.

In an effort to support economic development in Toppenish and provide safe and accessible roadways, the City of Toppenish may pursue grant funding to aid in the construction of these improvements.

To fund construction, the City, in coordination with Busy Bee, intends to apply for a Supporting Investments in Economic Development (SIED) grant and loan through Yakima County Development Association (YCDA). The SIED program provides financial support to public infrastructure projects that directly support economic development and private investment.

The Rentschler Lane Improvements Project includes the design and construction of paved roadway sections, drainage facilities, and other associated improvements to bring the existing gravel road up to City standards. This infrastructure work is anticipated to benefit not only the Busy Bee facility but also potential future developments in adjacent parcels.

The SIED application will request up to \$400,000 in funding for the construction phase. SIED funding requires a 20-percent match which will be provided by the Yakima Valley Community Foundation. The loan requirement will also be reimbursed from existing funding provided by YCDA.

Approval of this resolution allows the City Manager to submit the grant and loan application on behalf of the City. The application is due Jul 3, 2025 and the board meeting will be held on July 17, 2025, to review the funding application. Staff will know during the board meeting if the application was successful.

Fiscal Impact:

None. If awarded, the match and loan requirements of the SIED funding will be repaid using funds provided to the City by YVCF and YCDA.

Recommendation:

Approve Resolution 2025-40, authorizing the City Manager to submit an application to the Yakima County SIED Board for up to \$400,000 in grant and loan funds for the Rentschler Lane Improvements Project.

RESOLUTION 2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TOPPENISH, WASHINGTON, APPROVING AND AUTHORIZING
APPLICATION TO THE YAKIMA COUNTY SUPPORTING
INVESTMENTS IN ECONOMIC DEVELOPMENT (SIED) BOARD TO
FUND THE RENTSCHLER LANE IMPROVEMENTS PROJECT**

WHEREAS, to improve the economic vitality of the County, the Yakima County Supporting Investments in Economic Development (SIED) Board is authorized to make grants and loans to political subdivisions to fund projects that support tangible or potential investments in public infrastructure; and

WHEREAS, the City of Toppenish is seeking SIED funding for the Rentschler Lane Improvements Project, which includes public infrastructure improvements that will support current and future development in the area; and

WHEREAS, the Toppenish City Council wishes to authorize submission of an application to the Yakima County SIED Board for grant and loan funds to be used to fund public infrastructure improvements; and

WHEREAS, estimated cost of the improvements is anticipated at \$400,000. A minimum 20-percent match requirement in the amount of \$80,000 will be the responsibility of the City; and

WHEREAS, the remaining amount of funds will be funded by the SIED program in the amount of \$160,000 grant, and \$160,000 loan; and

WHEREAS, the match requirement will be funded by an existing grant through the Yakima Valley Community Foundation program and the loan amount of \$160,000 will be reimbursed by the Yakima County Development Association (YCDA); and

WHEREAS, Toppenish City Council wishes to authorize submission of an application to the Yakima County SIED Board for grant and loan funds to be used to fund public infrastructure improvements as mentioned above;

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

Section 1. Approval: The City Manager is authorized to submit an application to the Yakima County SIED Board for a grant/loan of up to \$400,000, responsibility of repayment of funds will be on the City of Toppenish, to fund public infrastructure improvements along Rentschler Lane.

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 June 9, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney



Request for Council Action

Agenda Bill No.: 25-052

Meeting Date:	June 9, 2025
Subject:	Resolution 2025-41, Adopt the Traffic Safety Action Plan
Attachments:	Resolution 2025-41, Exhibit A
Presented by:	Aaron Berger, PE – DKS Associates Project Manager
Approved for Agenda by:	Dan Ford, PE – City Manager

Discussion:

The City of Toppenish was awarded planning grant to through the United States Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) program to complete a Transportation Safety Action Plan (TSAP). Over the last year, the City has developed and completed a TSAP using these funds.

The purpose of the TSAP was to examine crash history on City streets, incorporate community demographics and citizen concerns, and identify safety improvements to guide the City’s investments in transportation safety. The TSAP includes a list of safety improvement projects addressing collision risks at the highest priority locations throughout the City.

Vision Zero is an internationally recognized strategy to eliminate deaths and serious injuries from traffic crashes. Across the United States, local jurisdictions are putting Vision Zero into practice to save lives. Achieving Vision Zero requires a focus on all the different pieces that affect crash potential including policy, street design, road user behavior, and vehicle design, among others. The Vison Zero goal stated in the Resolution and included in the TSAP includes an interim goal of reducing traffic deaths and serious injuries by 50% by the year 2035.

The SS4A program includes implementation grant funding, with grant applications for the next cycle due by June 26, 2025. The 1st Avenue safety priority and corresponding improvement project identified in the Toppenish TSAP is a candidate for this grant funding. The City of Toppenish has already secured partial funding for this improvement from the WSDOT Sandy Williams Connecting Communities Program. These funds are eligible to cover the required 20% local match for an SS4A implementation grant.

To be eligible for an SS4A Implementation Grant, the City of Toppenish must have an adopted Transportation Safety Action Plan and an adopted Vision Zero Resolution. This resolution will complete these requirements and position the City to immediately pursue SS4A project implementation funds.

Fiscal Impact: None

Recommendation:

Approve the proposed Resolution 2025-41 to adopt the City of Toppenish Safety Action Plan and establish a Vision Zero Goal for the City.

RESOLUTION 2025-41

**A RESOLUTION ADOPTING A TRANSPORTATION SAFETY ACTION
PLAN AND ESTABLISHING A VISION ZERO GOAL FOR THE CITY
OF TOPPENISH, WASHINGTON**

WHEREAS the City of Toppenish applied for and was awarded a Safe Streets and Roads for All (SS4A) grant from the Federal Highway Administration to develop a Transportation Safety Action Plan, and

WHEREAS the City of Toppenish has completed a Transportation Safety Action Plan meeting the requirements of the SS4A grant program, and

WHEREAS the SS4A grant requires an official public commitment to reduction of roadway fatalities and serious injuries with an eventual goal of zero, and

WHEREAS the traffic safety impacts all aspect of life within the City of Toppenish, including the health, safety, livability, and economic vitality of our families and community, and,

WHEREAS Vision Zero is a safety strategy to reduce and eventually eliminate traffic deaths and serious injuries using a data-driven, multi-disciplinary, and safe systems approach that increases safe and healthy mobility for all, and

WHEREAS Vision Zero recognizes that while human error will always occur, a combination of engineering, education, and enforcement measures can reduce collisions and prevent collisions from causing death or serious injuries, and

WHEREAS a Vision Zero Resolution and adopted Transportation Safety Action Plan are required for eligibility for implementation funds from the SS4A program,

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

To hereby adopt.

Section 1. Document: The City of Toppenish Transportation Safety Action Plan, in substantial conformity with the copy attached hereto, marked as Exhibit “A” and incorporated herein by this reference, is approved by the City Council and the City Manager is authorized to execute the same on behalf of the City. That a Vision Zero goal of eliminating traffic deaths and serious injuries, with an interim goal of reducing traffic deaths and serious injuries by 50% by the year 2035 is hereby adopted, as stated in Exhibit “A”.

Section 2. Corrections: The City Clerk, City Attorney and/or City Manager shall be empowered to correct any language here and above determined to be a scrivener’s error or language incorrectly included in the above (or attached document).

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 June 9, 2025.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

DANIEL B. HEID, City Attorney

TRANSPORTATION SAFETY ACTION PLAN

JUNE 2025



ACKNOWLEDGEMENTS

SS4A Task Force Members

- Dan Ford, PE, *Toppenish City Manager*
- Shaun Burgess, *Toppenish Public Works Interim Director*
- Josh Garza, *Toppenish City Council*
- Joseph Mehline, *Toppenish Police Department*
- Dwayne Valentine, *Yakama Tribal Transportation Representative*
- Dr. Toron Wooldridge, *Toppenish School District Superintendent*
- Tina Nguyen, *Washington State Department of Transportation*

DKS Associates

- Aaron Berger, PE, *Project Manager*
- Hallie Turk, EI, RSP₁
- Brian Chandler, PE, PTOE, RSP_{2IB}

The Toppenish Transportation Safety Action Plan was funded by the United States Department of Transportation (USDOT) through the Safe Streets & Roads for All (SS4A) Grant Program. Through this funding source, the USDOT is empowering Tribal, local, and regional efforts to save lives and reduce serious injuries on our roadways. The contents of this document do not necessarily reflect the views or policies of the USDOT.

Under 23 U.S. Code § 148 and 23 U.S. Code § 407, safety data, reports, surveys, schedules, lists, compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

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APPENDIX A

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INTRODUCTION

The City of Toppenish is committed to reducing the risk of fatalities and serious injury crashes on City streets. The Toppenish Transportation Safety Action Plan (TSAP) is a vital step in improving road safety. The purpose of this TSAP is to examine crash history, incorporate community demographics and citizen concerns, and identify safety improvements to guide the City’s investments in transportation safety.

VISION ZERO

Vision Zero is an internationally recognized strategy to eliminate deaths and serious injuries from traffic crashes. Across the United States, local jurisdictions are putting Vision Zero into practice to save lives. Achieving Vision Zero requires a focus on all the different pieces that affect crash potential including policy, street design, road user behavior, and vehicle design, among others.

SAFE SYSTEM APPROACH

The Safe System Approach is the framework for achieving Vision Zero. As opposed to traditional road safety practices that focus on modifying human behavior and preventing crashes, the Safe System Approach represents a paradigm shift in road safety philosophy, prioritizing the protection of human life above all else. It is a holistic, multi-faceted approach that recognizes the vulnerability of road users as humans who make mistakes and aims to not only reduce the likelihood of crashes occurring but also reduce the likelihood that crashes result in serious injuries or death. Whereas traditional road safety strives to modify human behavior and prevent all crashes, the Safe System Approach also refocuses transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.¹

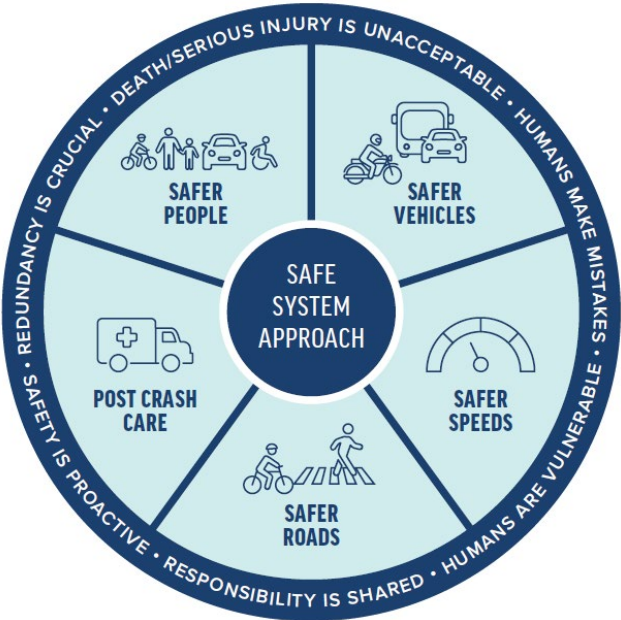


FIGURE 1: SAFE SYSTEM APPROACH

The Safe System Approach served as the guiding framework for every stage of this Safety Action Plan. The principles and objectives of the Safe System Approach are shown in Figure 1.

¹ “Zero Deaths and Safe System,” Federal Highway Administration. U.S. Department of Transportation. Accessed February 11, 2025.

WHY DOES TOPPENISH NEED A TSAP?

Based on data provided by the Washington State Department of Transportation (WSDOT), the number of traffic crashes in the City of Toppenish is alarmingly high for a city of less than 10,000 people. Over 450 crashes were reported from 2018 to 2022, an average of 92 crashes per year. Crashes resulting in death or serious injury have taken place every year since 2019. In addition, the number of crashes on city streets has increased in recent years. Although there was a slight decrease in total crashes on City roads in 2020 during the total decrease in vehicle traffic caused by the COVID-19 pandemic, crashes have since increased above pre-pandemic numbers.

The City of Toppenish is ready to embrace the Safe System Approach and proactively reduce the number of fatal and serious injury crashes occurring on city streets. On June 9, 2025, the City of Toppenish approved a resolution for a Vision Zero policy to aim for zero traffic deaths and serious injuries.

The City of Toppenish supports a Vision Zero goal of eliminating traffic deaths and serious injuries.

The City of Toppenish has adopted an interim goal of reducing traffic deaths and serious injuries by 50% by the year 2035.

The development of this TSAP is the first step towards achieving that goal. The TSAP provides a data-driven approach to identifying contributing crash factors, allowing the City to focus on addressing high-severity crashes. The TSAP also lists strategies to improve safety throughout the City (programmatic) as well as at specific locations (projects).

TSAP DEVELOPMENT PROCESS

The TSAP was developed using the Safe System Approach framework and addresses all of the elements of a comprehensive safety action plan, as defined by the US Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) grant program.

1. *Formalize a commitment from leadership to eliminate fatal and serious injury crashes.*
2. *Establish a Task Force to guide and implement the TSAP.*
3. *Identify needs through data-driven safety analysis.*
4. *Engage and collaborate with the public and key partners.*
5. *Consider underserved communities in Areas of Persistent Poverty.*
6. *Assess agency policies and processes to better prioritize safety.*
7. *Develop comprehensive safety strategies and prioritized projects.*
8. *Establish a transparent process for tracking progress and post the plan publicly.*

The following sections examine the three key data components of the TSAP: crash history, demographics, and public engagement. These components are the foundation of the TSAP that ensure a data-driven approach to safety and planning.

CRASH HISTORY

Crash data records were evaluated for incidents occurring in the City of Toppenish during the most recent five years of available data (2018 to 2022).

CRASH REPORTING IN TOPPENISH

Public works staff and first responders note that crashes in Toppenish are historically underreported. Even so, there is a higher number of reported crashes considering the population of Toppenish. Addressing this systemic issue is crucial to maintaining accurate crash data, which leads to greater public awareness of safety problems, stronger policy decisions, improved tracking of safety improvements and progress, and greater protection for all road users.

CITYWIDE CRASH PATTERNS

From 2018 to 2022, there were a total of 461 crashes reported, with 6 resulting in fatal or serious injury. As shown in Figure 2, the number of reported crashes has trended upward since 2018, with the highest reported amount in 2022 at 113 crashes. At least one crash per year in Toppenish has resulted in fatal or serious injury since 2019.

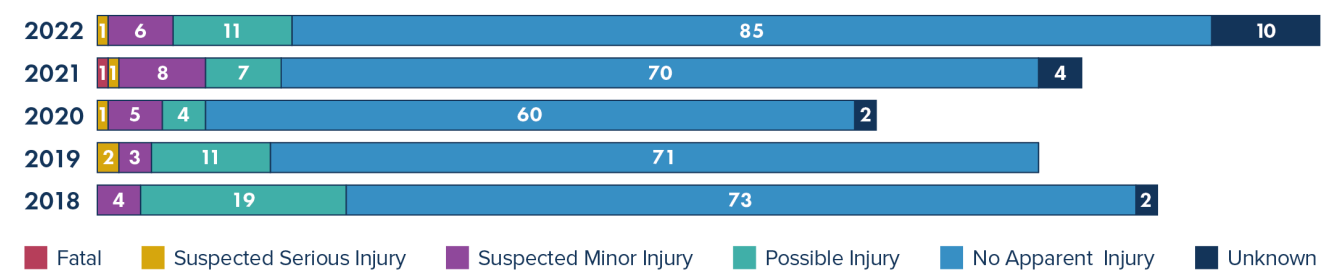


FIGURE 2: TOPPENISH CRASH SEVERITY OVERVIEW, 2018 TO 2022

Figure 3 shows the share of crash types for all severities. Angle crashes were the most common, at 30% of all crashes, followed by crashes involving parked vehicles, fixed objects, rear end, and turning. A total of 12 crashes (3%) involved pedestrians or bicycles.

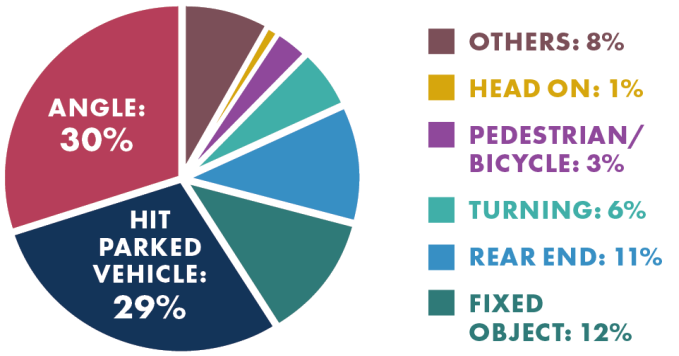


FIGURE 3: MOST COMMON CRASH TYPES IN TOPPENISH, 2018 TO 2022

The top contributing circumstances for crashes during the study period included distraction/inattention, failure to yield right-of-way, speeding, and alcohol impairment. Distraction/inattention was a factor in 31% of crashes in Toppenish, significantly higher than the statewide average of 25%. Additionally, alcohol impairment was involved in over 10% of crashes in Toppenish, nearly double the statewide average of 5.6%.

FATAL AND SERIOUS INJURY CRASHES

Reducing the risk of death and serious injury is an important focus of the Safe System Approach. To better understand the risk factors associated with the most severe crashes, fatal and serious injury crashes were closely examined.

During the study period, six reported crashes resulted in fatal or serious injury. As shown in Figure 4, the crashes took place along State Route 22 and 1st Avenue. Five of the six crashes involved pedestrians. One crash was a head-on collision that occurred at the intersection of US Highway 97/State Route 22.



FIGURE 4: FATAL AND SERIOUS INJURY CRASH LOCATIONS

Table 1 lists the key attributes for crashes of all severities in comparison with fatal and serious injury crashes.²

The following crash attributes were overrepresented in the most severe crashes in Toppenish:

- Pedestrian-involved
- Alcohol and drug impairment
- Distraction/inattention
- Dark, dusk, or dawn conditions
- Heavy vehicle involved
- Head-on crashes
- Wet road surface

These crash attributes guided the selection of emphasis areas later in the TSAP.

TABLE 1: SUMMARY OF CRASH ATTRIBUTES

CRASH ATTRIBUTE	ALL CRASHES PERCENTAGE	F&SI PERCENTAGE
CRASH TYPE		
ANGLE	30%	-
PARKED VEHICLE	29%	-
FIXED OBJECT	12%	-
REAR END	11%	-
TURNING	6%	-
SIDESWIPE	2%	-
HEAD-ON	1%	17%
PEDESTRIAN OR BICYCLE INVOLVED	3%	83%
ALL OTHERS	8%	-
CONTRIBUTING CIRCUMSTANCE		
SPEEDING	10%	-
ALCOHOL IMPAIRMENT	10%	33%
DRUG IMPAIRMENT	1%	17%
DISTRACTION/INATTENTION	31%	33%
OTHER RISK FACTORS		
HEAVY VEHICLE INVOLVED	3%	17%
PEDESTRIAN INVOLVED	2%	83%
BICYCLE INVOLVED	1%	-
AT INTERSECTION OR INTERSECTION RELATED	36%	33%
DARK/DUSK/DAWN LIGHTING	36%	83%
WET ROAD SURFACE	6%	17%

HIGH-INJURY NETWORK

To visually identify high-injury locations, crash data was imported into GIS and viewed as a heat map, weighted by Equivalent Property Damage Only (EPDO) values. Toppenish's high-injury network consists of seven locations, including three segments and four intersections, shown in Figure 5.

² A full table of crash attributes is provided in Appendix B.

- 1 1ST AVENUE FROM SHEARER LANE TO MONROE AVENUE
- 2 STATE ROUTE 22 FROM WASHINGTON AVENUE TO ASOTIN AVENUE
- 3 US HIGHWAY 97/STATE ROUTE 22
- 4 STATE ROUTE 22/FRALEY ROAD
- 5 STATE ROUTE 22/MCDONALD ROAD
- 6 TOPPENISH AVENUE/WASHINGTON AVENUE
- 7 STATE ROUTE 22 FROM MONROE AVENUE TO JEFFERSON AVENUE

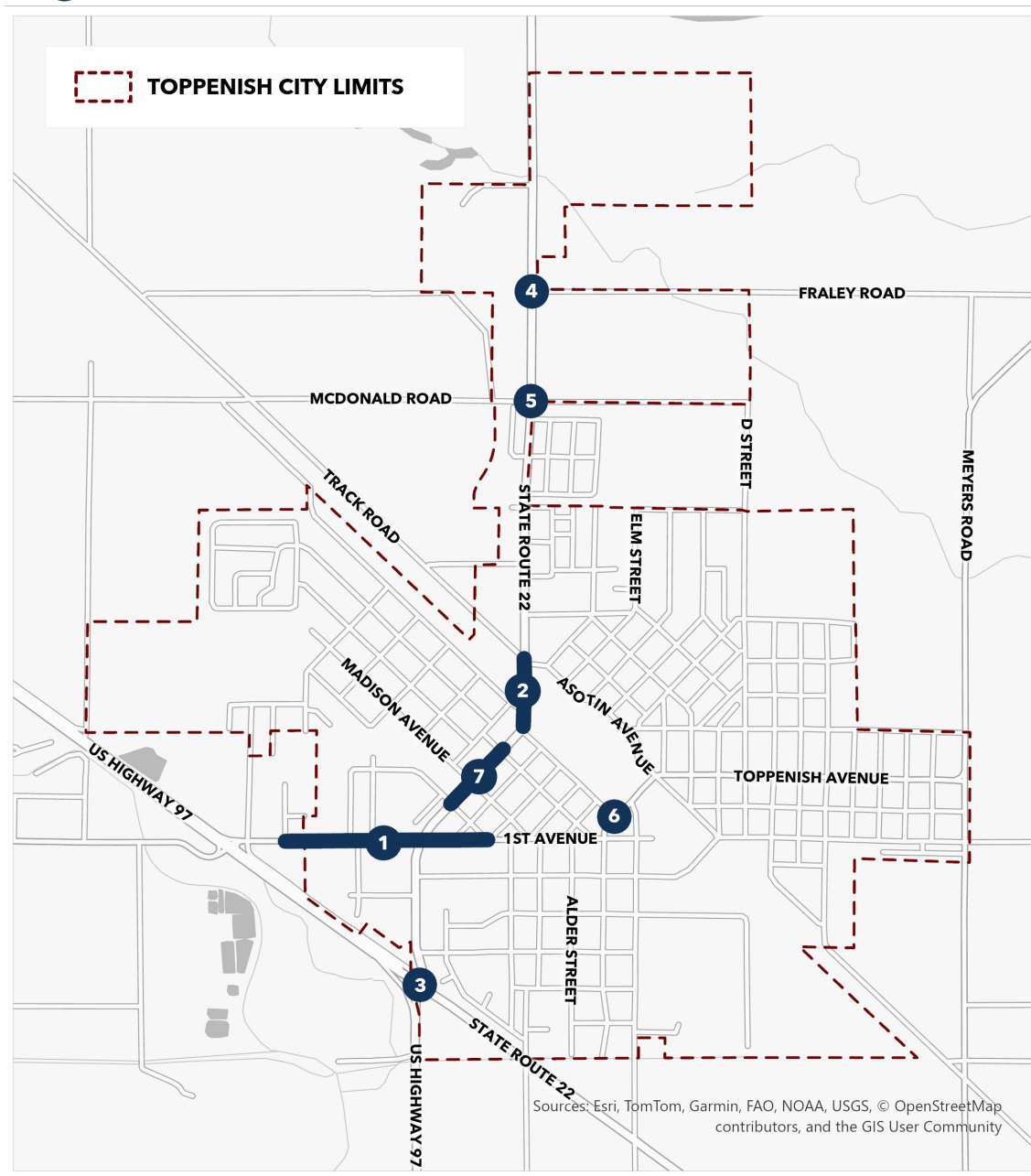


FIGURE 5: HIGH-INJURY NETWORK

DEMOGRAPHICS EVALUATION

A transportation safety plan must address demographic characteristics. Public resources for transportation often benefit some groups more than others while imposing costs like congestion, crash risk, and pollution. To ensure that impacts to all communities are considered when prioritizing project locations, the locations of tribal land and demographic data on socioeconomic status such as poverty level, vehicle access, disabilities, and senior populations were studied.

Toppenish is contained in two Census Tracts, 9400.05 and 9400.06. Both tracts are Areas of Persistent Poverty, also known as underserved communities, per the USDOT definition and mapping. In addition, the City of Toppenish lies entirely within the Yakama Indian Reservation of the Confederated Tribes and Bands of the Yakama Nation, as shown in Figure 6. This means that safety projects at any location in Toppenish will benefit underserved communities.

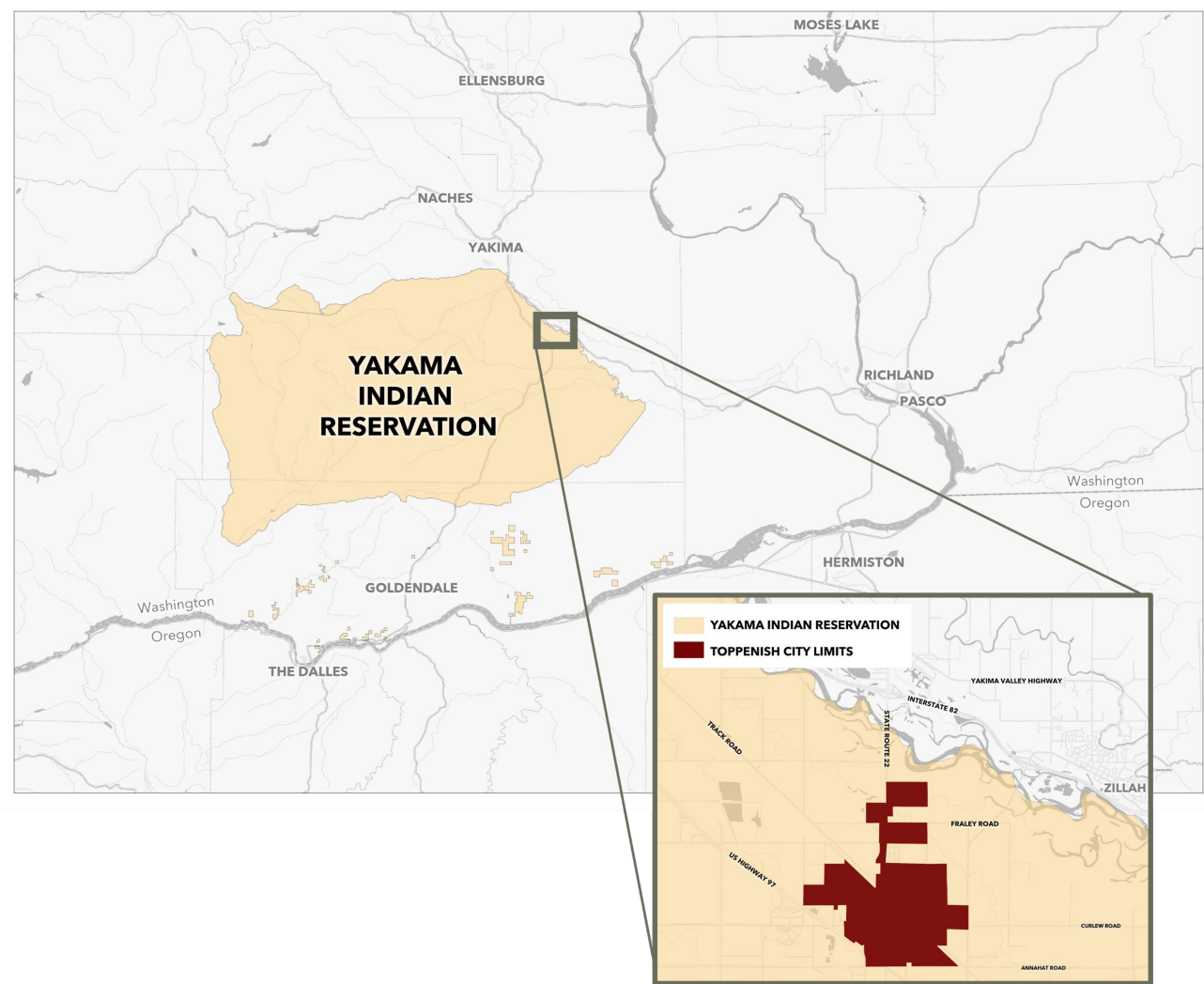


FIGURE 6: CITY OF TOPPENISH AND YAKAMA INDIAN RESERVATION

PUBLIC ENGAGEMENT

The TSAP team collected feedback from community partners through three public engagement processes: the SS4A Task Force, project website, and public open house.

TASK FORCE

The SS4A Task Force was comprised of members representing the City’s Public Works department, police department, City Council, and school district, as well as representatives from the Yakama Nation and Washington State Department of Transportation (WSDOT). The Task Force guided the TSAP’s development during all stages of the project and provided specific feedback on suggested countermeasures and proposed projects.

PROJECT WEBSITE

Feedback was solicited from the public via a Social Pinpoint map on the [project website](#) from September 2024 until February 2025. The project website was shared on the City of Toppenish official webpage and social media pages. The website was viewed over 600 times, with 56 comments left on the map.

Some of the top concerns shared on the map included:

- Dangerous travel areas and crossing conditions for pedestrians
- Concerns about speeding
- Concerns about pavement conditions
- Areas of congestion, especially near schools

Locations flagged on the Social Pinpoint map received additional priority later in the TSAP development process.

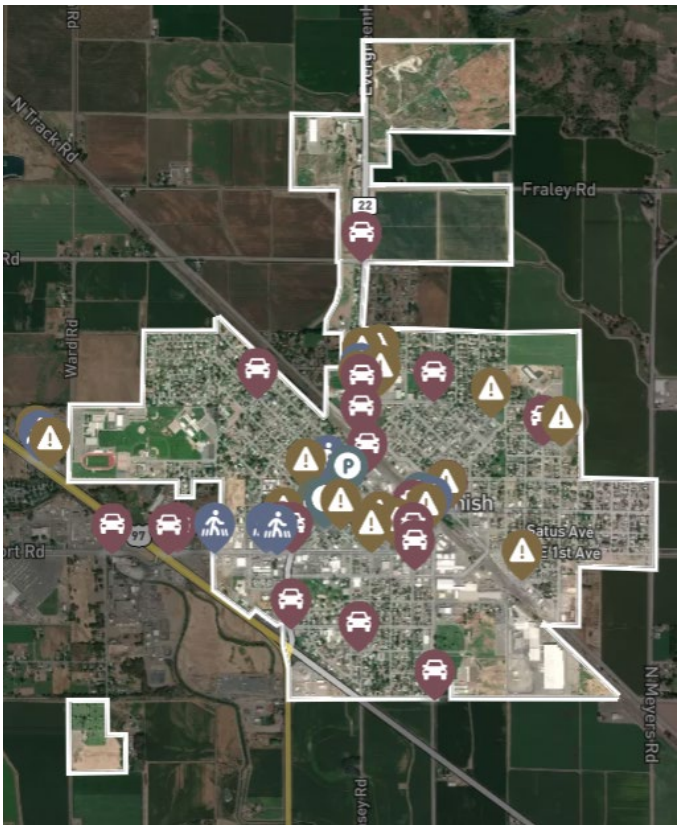


FIGURE 7: TOPPENISH TSAP SOCIAL
PINPOINT MAP COMMENTS

PUBLIC OPEN HOUSE

The Open House took place in January 2025 and was advertised in English and Spanish using social media posts, radio announcements, and flyers. The main goals of the Open House were to confirm areas of safety need and to solicit feedback on whether the community would prefer certain countermeasures over others. Toppenish residents were open to enhancing crosswalks with markings, signs, RRFBs, and pedestrian refuge islands as well as a two-way left-turn median.

Locations supported by community members during the Open House received additional priority later in the TSAP development process.

EMPHASIS AREAS

The results of the crash data analysis and public engagement guided the selection of the following four emphasis areas. Addressing these emphasis areas with proven safety strategies and countermeasures will provide the best opportunity for eliminating fatal and serious injury crashes on Toppenish streets.



VULNERABLE ROAD USERS



NIGHTTIME CRASHES



ALCOHOL & DRUG IMPAIRMENT



DISTRACTION

SYSTEMIC STRATEGIES

Taking a systemic approach to transportation safety involves the broad application of lower-cost, high-benefit strategies. These types of strategies can be implemented throughout Toppenish at locations where crashes have already happened as well as locations with a high risk of future crashes. The strategies in Table 2 align with the TSAP emphasis areas to effectively reduce the frequency and severity of crash types that are most common in Toppenish. More detailed descriptions and benefits of systemic strategies can be found in Appendix C.

TABLE 2: TOPPENISH SYSTEMIC STRATEGIES

EMPHASIS AREA	SAFETY STRATEGY	PROGRAM/ ENFORCEMENT	ENGINEERING/ INFRASTRUCTURE
VULNERABLE ROAD USERS	Focus enforcement efforts at pedestrian crossings	✓	
	Establish Pedestrian Safety Zones	✓	
	Consider a Safe Routes to Schools Plan	✓	
	Establish school zone design standards	✓	✓
	Install crosswalk visibility enhancements		✓
	Install Rapid Rectangular Flashing Beacons (RRFBs)		✓
	Install pedestrian refuge islands		✓
NIGHTTIME CRASHES	Improve lighting maintenance and operations procedures	✓	✓
	Install intersection lighting		✓
	Install segment lighting		✓
	Low-cost stop-controlled intersection visibility upgrades		✓
IMPAIRMENT AND DISTRACTION	Integrate enforcement with tribal police	✓	
	Run mass media/educational campaigns	✓	
HIGH NUMBER OF CRASHES AND UNDERREPORTING	Encourage youth driver's education initiatives	✓	

LOCATION-SPECIFIC STRATEGIES

Safety improvement strategies have been developed for four hotspot locations identified within the High-Injury Network. These strategies were selected to consider the unique challenges of each location and reduce the risk of high-severity crashes.

PRIORITIZATION OF HOTSPOT LOCATIONS

The prioritization of hotspot safety improvement projects was guided by a data-driven framework to ensure the most critical safety needs are addressed effectively and equitably. Locations were evaluated using a comprehensive scoring matrix based on five key criteria:

- 1. History of fatal or serious injury crashes
- 2. Number of emphasis areas addressed
- 3. Impact to Areas of Persistent Poverty
- 4. Citizen concern
- 5. Funding feasibility

The intersection of US Highway 97/State Route 22 was removed from consideration due to the planned future roundabout as part of WSDOT’s US 97 Corridor Improvements project.³ The remaining six locations, including three segments and three intersections, underwent the prioritization process shown in Appendix D. After prioritization, the two segments and two intersections with the highest score were selected for closer examination. The four locations are ranked in order of highest to lowest priority as follows:

PRIORITY	LOCATION	LOCATION TYPE
1	State Route 22 from Washington Avenue to Asotin Avenue	Segment
2	1 st Avenue from Shearer Lane to Monroe Avenue	Segment
3	Toppenish Avenue/Washington Avenue	Intersection
4	State Route 22 / Fraley Road	Intersection

The following sections provide a detailed examination of crash trends and strategies for each location.

³ US 97 – Toppenish to Union Gap – Corridor Improvements. <https://wsdot.wa.gov/construction-planning/search-projects/us-97-toppenish-union-gap-corridor-improvements>

PRIORITY 1. STATE ROUTE 22 FROM WASHINGTON AVENUE TO TRACK ROAD

This segment of State Route 22 from Washington Avenue to Track Road is a three-lane road with a posted speed of 25 mph. The segment crosses railroad tracks (owned by Burlington Northern Santa Fe) at grade. The intersection at State Route 22/Track Road/Asotin Avenue is a skewed intersection with two-way stop control on Track Road and Asotin Avenue. A fire station is located on the northwest corner of the intersection and is accessed via Track Road. The fire station is separated from the main part of the city by the railroad tracks, which is one of the three (all at grade) railroad crossing locations in Toppenish. Toppenish Middle School is also located just north of the intersection.

2018-2022 CRASH HISTORY:

22 reported crashes, including 8 at State Route 22/Track Road/Asotin Avenue intersection

0 fatal, 1 serious injury (pedestrian)

Most common crash types:

Fixed object (41.0%), rear end (36.4%), angle (9.1%)

PUBLIC ENGAGEMENT: There is significant public concern at this location regarding traffic from Toppenish Middle School and the railroad tracks. Community members report “queue jumping” vehicles crossing the tracks using the center median when the railroad arms are down.

EMPHASIS AREAS:

Vulnerable road users: 4.5% of crashes

Nighttime: 63.6% of crashes

Impairment: 22.7% of crashes

Distraction: 41.0% of crashes



FIGURE P1. SOUTHBOUND APPROACH TO RAILROAD TRACKS ON STATE ROUTE 22

STRATEGIES:

- Install center median to prohibit queue jump
 - Evaluate railroad crossing for PROWAG/ADA compliance
 - Install railroad-specific signing on side streets, such as a dynamic sign that communicates rail activity
 - Close Track Road approach to intersection to be emergency access only
- Install emergency signal
 - Intersection control evaluation
 - Roundabout
 - Intersection lighting
 - School zone design standards
 - Long-term: consider grade-separated rail crossing

PRIORITY 2. 1ST AVENUE CORRIDOR FROM SHEARER LANE TO MONROE AVENUE

This segment of 1st Avenue is a four-lane road with a posted speed of 25 mph. The corridor provides access to the main commercial area of Toppenish (including many driveways) and is one of the most high-volume roadways in the city. There are sidewalks on both sides of the road, but no bike lanes. The only marked crossing opportunity is located at the intersection of 1st Avenue/State Route 22, where the crosswalk markings are visibly worn on all approaches.

2018-2022 CRASH HISTORY:

70 reported crashes, including 8 at 1st Avenue/State Route 22 intersection

0 fatal, **3 serious injury** (all pedestrian)

Most common crash types:

Angle (45.7%), rear end (17.1%), turning (15.7%)

PUBLIC ENGAGEMENT: Community members report a high volume of pedestrians, unpredictable pedestrian behavior, and drivers speeding.

EMPHASIS AREAS:

Vulnerable road users: 10.0% of crashes

Nighttime: 24.3% of crashes

Impairment: 8.6% of crashes

Distraction: 40.0% of crashes



FIGURE P2. EASTBOUND 1ST AVENUE NEAR GUYETTE LANE

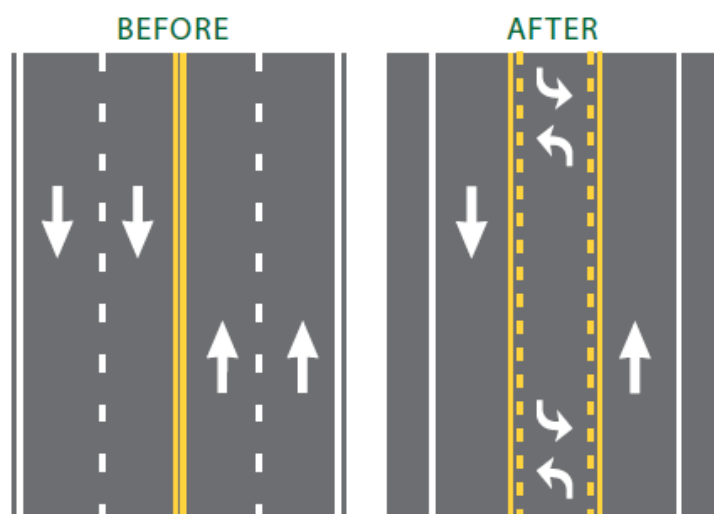
STRATEGIES:

Phase 1

Estimated cost: **\$516,000**

Estimated benefit-cost ratio: **33.48**

- Install a 4-to-3 lane reallocation from Linden Street to Toppenish Avenue
- Install new traffic signal controller at 1st Avenue/Toppenish Avenue



Phase 2

Estimated cost: **\$531,000**

Estimated benefit-cost ratio: **5.27**

- Install three enhanced midblock crossings (including pedestrian refuge islands and pedestrian wayfinding signage)

Phase 3

Estimated cost: **\$376,000**

Estimated benefit-cost ratio: *Benefit-cost analysis not conducted for Phase 3. Phase 1 and 2 improvements may affect construction requirements and crash patterns.*

- Install intersection crossing upgrades at two signalized intersections (1st Avenue/State Route 22 and 1st Avenue/Toppenish Avenue)
- Upgrade lighting along the corridor

PRIORITY 3. TOPPENISH AVENUE/WASHINGTON AVENUE

This intersection is a three-leg intersection that acts as all-way stop-controlled. There are stop signs on all three legs as well as a traffic signal that operates as flashing red. There is a lot of street parking in this area.



FIGURE P3. NORTHBOUND APPROACH OF TOPPENISH AVENUE AT WASHINGTON AVENUE

2018-2022 CRASH HISTORY:

5 reported crashes

No fatal or serious injury

No pedestrian or bicycle-involved crashes

Crash types: Angle (60%), rear end (40%)

EMPHASIS AREAS:

Nighttime: 40.0% of crashes

Distraction: 20.0% of crashes

STRATEGIES:

- Intersection control evaluation
- Install advance warning signs for appropriate traffic control
- Curb extensions
- Marked crosswalk on south leg
- Pedestrian signage

PRIORITY 4. STATE ROUTE 22/FRALEY ROAD

This intersection is a three-leg, two-way stop-controlled intersection that serves as a key gateway to the north of Toppenish toward Buena and Interstate 82.

As the roadside character becomes more rural, vehicles are likely increasing in speed. Just south of the intersection, the posted speed limit changes from 35 mph to 50 mph.



FIGURE P4. NORTHBOUND APPROACH OF STATE ROUTE 22 AT FRALEY ROAD

2018-2022 CRASH HISTORY:

11 reported crashes

No fatal or serious injury

No pedestrian or bicycle-involved crashes

Crash types: Angle (100%)

Nearly all crashes (10 out of 11) involved a vehicle on Fraley Road turning left onto State Route 22.

EMPHASIS AREAS:

Nighttime: 9.1% of crashes

Distraction: 45.5% of crashes

STRATEGIES:

- Optical speed bars
- Intersection rumble strips
- Extend 35 mph speed limit north (in tandem with other countermeasures)
- Lighting maintenance/upgrades
- Intersection conflict warning system
- Roundabout

RECOMMENDED PROJECTS

Recommended projects are shown in Figure 8 and described in the following sections. These projects address all four priority hotspot locations and include targeted safety strategies to reduce fatal and serious injury crashes.

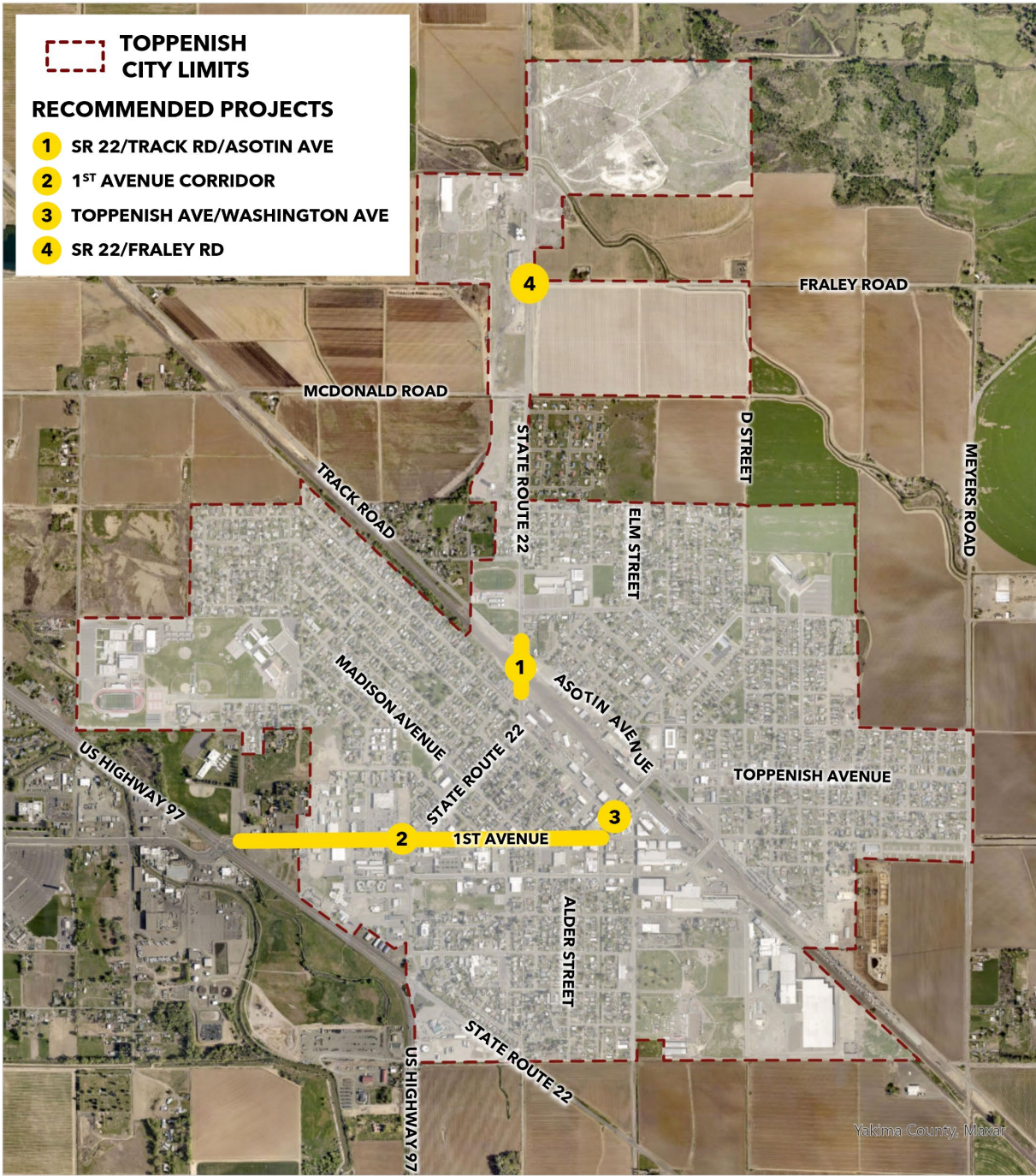


FIGURE 8: TOPPENISH TSAP PROJECTS

PROJECT 1: State Route 22/Track Road/Asotin Avenue Improvements

The State Route 22/Track Road/Asotin Avenue Improvements project is shown in Figure 9.



FIGURE 9: STATE ROUTE 22/TRACK ROAD/ASOTIN AVENUE IMPROVEMENTS

The project includes concrete center medians along the State Route 22 approaches to the railroad tracks along with railroad-specific signing and striping upgrades. The project will also install an emergency signal and low-cost intersection signing and striping improvements at State Route 22/Track Road/Asotin Avenue.

The expected total cost for the SR 22/Track Road/Asotin Avenue Improvements project is \$1.869 million.

PROJECT 2: 1st Ave Corridor Project

The 1st Avenue Corridor Project consists of three phases, as shown in Figure 10.



FIGURE 10: 1ST AVENUE CORRIDOR PROJECT

Phase 1 includes a 4-to-3 lane conversion, complete with a two-way left-turn lane and bicycle lanes, on 1st Avenue from Linden Street to Toppenish Avenue (0.81 miles). This phase also includes upgrading the signal controller at 1st Avenue/Toppenish Avenue to restore signal capability to industry standards. Phase 1 has a total estimated cost of \$516,000.

Phase 2 includes three enhanced midblock pedestrian crossings complete with crosswalk striping, pedestrian refuge islands, crosswalk warning signs, and wayfinding signs. Proposed crosswalk locations are west of King Lane, west of Monroe Avenue, and east of Beech Street. Phase 2 has a total estimated cost of \$531,000.

Phase 3 includes crosswalk striping upgrades at the existing intersections of 1st Avenue/Elm Street and 1st Avenue/Toppenish Avenue, and lighting improvements along the corridor. Phase 3 has a total estimated cost of \$376,000.

The expected total cost for the 1st Avenue Corridor Project is \$1,423,000.

PROJECT 3: Toppenish Avenue/Washington Avenue Improvements

The Toppenish Avenue/Washington Avenue Improvements project is shown in Figure 11.



FIGURE 11: TOPPENISH AVENUE/WASHINGTON AVENUE IMPROVEMENTS

The project includes intersection advance warning signs, curb extensions and crosswalk striping on all approaches, and an upgrade to the existing traffic signal controller.

The expected total cost for the Toppenish Avenue/Washington Avenue Improvements project is \$824,000.

PROJECT 4: State Route 22/Fraley Road Improvements

The State Route 22/Fraley Road Improvements project is shown in Figure 12.

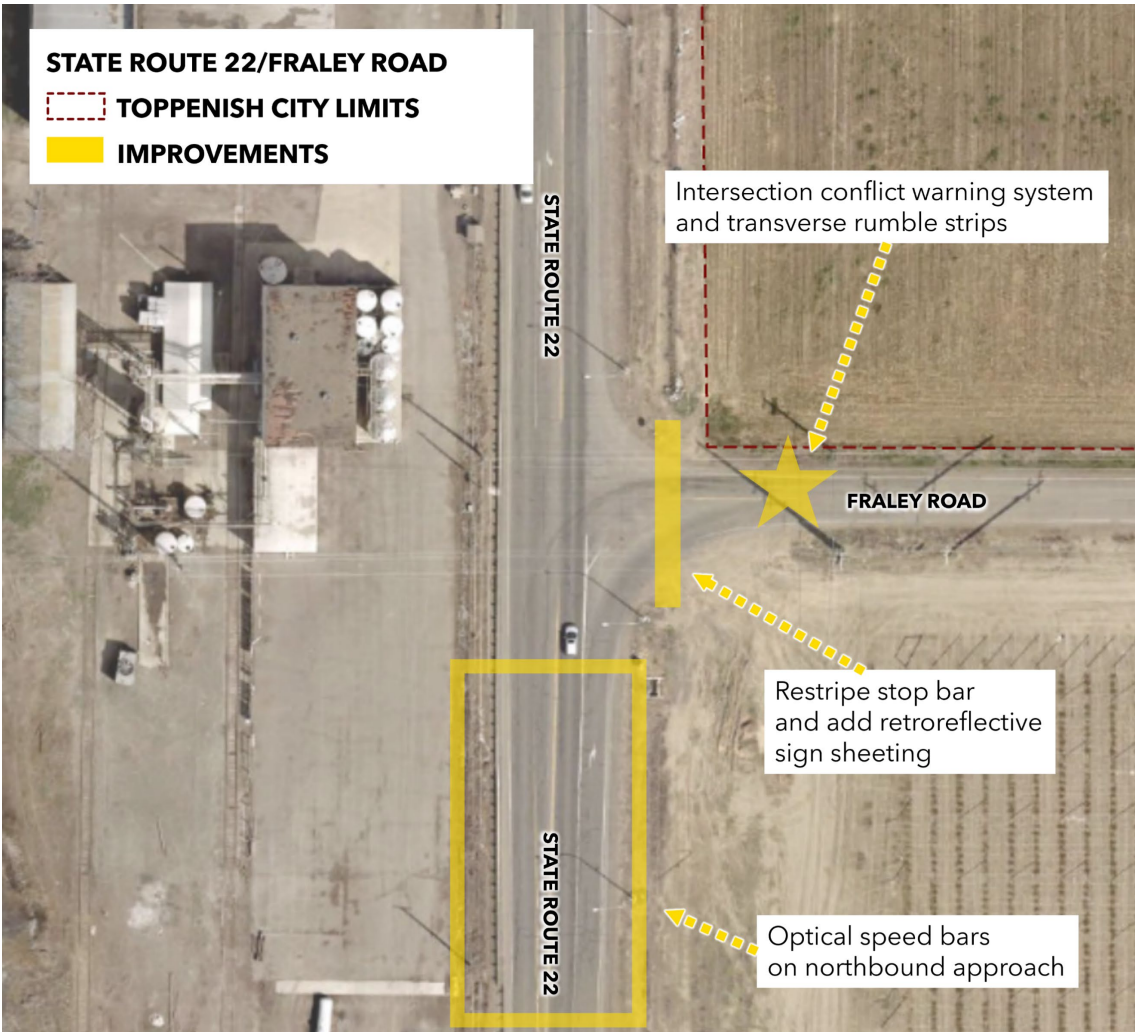


FIGURE 12: STATE ROUTE 22/FRALEY ROAD IMPROVEMENTS

The project includes low-cost stop-controlled intersection visibility upgrades such as stop bar restriping on the Fraley Road approach and retroreflective sign sheeting. The project will also construct transverse rumble strips on the Fraley Road approach, optical speed bars on the northbound State Route 22 approach, and an intersection conflict warning system.

The expected total cost for the State Route 22/Fraley Road Improvements project is \$1.484 million.

IMPLEMENTATION AND EVALUATION

WHO SUPPORTS ROAD SAFETY?

Several organizations and institutions work together to support road safety in Toppenish. Transportation professionals must design, plan, and build streets with redundant safety features. City staff must maintain the road network and monitor crash patterns. City partners such as law enforcement, WSDOT, Yakama Nation, and Toppenish School District representatives, especially those who serve on the SS4A Task Force, must support projects that will save lives and drive efforts to implement change.

Most importantly, everyone in Toppenish contributes to a safe transportation system. All road users must make responsible choices on every trip by avoiding impaired or distracted driving, following traffic laws, and using proper safety equipment.

WHAT FUNDING SUPPORTS ROAD SAFETY?

Securing funding is a critical component of implementing safety improvements. To address the findings and achieve the goal of the TSAP, the City of Toppenish should develop a process for identifying grant opportunities and obtaining grant funding. The following competitive grant opportunities are available to help achieve the goal of the TSAP.

Safe Streets and Roads for All (SS4A)

SS4A is a limited duration discretionary grant program administered by the USDOT for a period of five years (2022-2026). It provides funding to local jurisdictions for safety planning and demonstration activities as well as construction of safety projects. This TSAP is funded by an SS4A planning grant and, upon adoption of this TSAP, the City of Toppenish will be eligible to apply for SS4A implementation funding to construct high-priority safety projects.

WSDOT City Safety Program

WSDOT Local Programs accepts applications for city safety each even-numbered year. This program funds systemic projects as well as projects at spot locations with a history of fatal and serious injury crashes.

WSDOT Safe Routes to School

The WSDOT Safe Routes to School (SRTS) program funds projects specifically improving safety and mobility on walking and bicycle routes for children near schools. Projects must be within two miles of elementary, middle, or high schools.

WSDOT Sandy Williams Connecting Communities Program (SWCCP)

The Sandy Williams Connecting Communities Program (SWCCP), administered by the Washington State Department of Transportation (WSDOT), aims to enhance active transportation connectivity such as walking, biking, and rolling in communities disproportionately affected by state and legacy highways. Established in 2022 and named in honor of Spokane civil rights advocate Sandy Williams, the program focuses on high equity need areas, including overburdened, underserved, and tribal communities, to address historical transportation inequities. The SWCCP provides funding for planning, design, and construction of projects that improve safety, comfort, and accessibility for non-motorized users. These funds can also serve as matching resources for federal grants, facilitating comprehensive safety improvements such as pedestrian crossings, bike lanes, and traffic calming measures.

WHAT POLICIES AND PROCESSES SUPPORT ROAD SAFETY?

Policies, standards, and processes refer to how the City of Toppenish makes decisions and what information guides these decisions. Existing practices and policies have established a foundation that the City can leverage to advance the goal of the TSAP, including those in various sections of the [Toppenish Municipal Code](#) and [Standards and Specifications for Public Works Improvements](#).

The following recommendations demonstrate changes to policies and processes that apply to the TSAP emphasis areas:

Vulnerable Road Users:

- Adopt a Complete Streets checklist required for all transportation projects to ensure that all road users are considered
- Establish protocols for interagency collaboration to ensure continuity of pedestrian and bicycle facilities across jurisdictions
- Set clear minimum sidewalk widths and ensure all sidewalks and driveway crossings meet ADA standards
- Construct on-street bicycle facilities
- Install wayfinding and education signage on bicycle and pedestrian routes

Nighttime Crashes:

- Develop standard design details and specifications for high-visibility signing and striping at intersections

Alcohol and Drug Impairment:

- Work with schools, public works, and law enforcement to implement education campaigns targeting alcohol and drug-impaired driving

Distraction:

- Explicitly restrict distracted driving behaviors (e.g., mobile device use)
- Work with schools, public works, and law enforcement to implement education campaigns targeting distracted driving

A complete list of recommendations can be found in Appendix E.

HOW WILL IMPROVEMENTS TO ROAD SAFETY BE MEASURED?

Moving forward, the City of Toppenish will use the following performance measures to track how well the plan is being implemented (output measures) and how effective those efforts are at improving safety (outcome measures). These performance measures will be tracked on a yearly basis, documented in a report, and presented to the SS4A Task Force and/or City Council on a yearly basis to ensure consistent monitoring and transparency over time.

Output measures

- Number of new pedestrian crossings installed
- Miles of new bicycle and pedestrian infrastructure
- Number of road safety projects programmed or constructed
- Dollars invested in safety projects and programs

Outcome measures

- Total number of crashes per year
- Total number of fatal and serious injury crashes per year
- Number of fatal and serious injury crashes per year involving pedestrians and bicyclists
- Number of fatal and serious injury crashes per year involving impairment and distraction

APPENDIX

CONTENTS

- A. VISION ZERO RESOLUTION
- B. CRASH ATTRIBUTE TABLE
- C. SYSTEMIC SAFETY STRATEGIES
- D. HOTSPOT LOCATION PRIORITIZATION MATRIX
- E. POLICY AND PROCESS CHANGE RECOMMENDATIONS

A. VISION ZERO RESOLUTION

B. CRASH ATTRIBUTE TABLE

TOPPENISH TSAP: APPENDIX B

SUMMARY OF TOPPENISH CRASH ATTRIBUTES

CRASH ATTRIBUTE	ALL CRASHES COUNT ^A	ALL CRASHES PERCENTAGE	F&SI COUNT ^B	F&SI PERCENTAGE
CRASH TYPE				
ANGLE	139	30.2%	0	-
PARKED VEHICLE	132	28.6%	0	-
FIXED OBJECT	56	12.1%	0	-
REAR END	49	10.6%	0	-
TURNING	30	6.5%	0	-
PARKING	11	2.4%	0	-
SIDESWIPE	10	2.2%	0	-
HEAD ON	7	1.5%	1	16.7%
PEDESTRIAN OR BICYCLE INVOLVED	12	2.6%	5	83.3%
ALL OTHERS ^C	15	3.3%	0	-
CONTRIBUTING CIRCUMSTANCE				
EXCEEDING REASONABLE SAFE SPEED OR EXCEEDING STATED SPEED LIMIT	48	10.4%	0	-
ALCOHOL IMPAIRMENT	47	10.2%	2	33.3%
DRUG IMPAIRMENT	6	1.3%	1	16.7%
DISTRACTION/INATTENTION	144	31.2%	2	33.3%
MOTOR TYPE INVOLVED				
MOTORCYCLE	2	0.4%	0	-
HEAVY VEHICLE	12	2.6%	1	16.7%
ROAD USER				
PEDESTRIAN INVOLVED	9	2.0%	5	83.3%
BICYCLE INVOLVED	3	0.7%	0	-

CRASH ATTRIBUTE	ALL CRASHES COUNT ^A	ALL CRASHES PERCENTAGE	F&SI COUNT ^B	F&SI PERCENTAGE
DRIVER AGED 16 TO 25	144	31.2%	1	16.7%
DRIVER AGED 65 OR OLDER	55	11.9%	0	-
UNRESTRAINED OCCUPANTS	12	2.6%	0	-
ROADWAY CHARACTERISTIC				
STRAIGHT SEGMENT	393	85.2%	6	100%
HORIZONTAL CURVE	19	4.1%	0	-
VERTICAL CURVE	7	1.5%	0	-
INTERSECTION CHARACTERISTIC				
AT INTERSECTION OR INTERSECTION RELATED	165	35.8%	2	33.3%
AT INTERSECTION WITH STOP SIGN	148	32.1%	1	16.7%
AT INTERSECTION WITH SIGNAL	17	3.7%	1	16.7%
LIGHTING				
DARK/DUSK/DAWN CONDITIONS	165	35.8%	5	83.3%
ROAD SURFACE				
WET	28	6.1%	1	16.7%
SNOW/SLUSH	24	5.2%	0	-
ICE	15	3.3%	0	-

^A Crashes with multiple data elements are listed in each applicable row.

^B F&SI = Fatal and Serious Injury

^C "All Others" crash types include Overturn, U-turn, and crashes classified as Other.

C. SYSTEMIC SAFETY STRATEGIES

TOPPENISH TSAP: APPENDIX C SYSTEMIC SAFETY STRATEGIES

TABLE C1: SUMMARY BY EMPHASIS AREA

EMPHASIS AREA	SAFETY STRATEGY	PROGRAM/ ENFORCEMENT	ENGINEERING/ INFRASTRUCTURE
VULNERABLE ROAD USERS	Focus enforcement efforts at pedestrian crossings	✓	
	Establish Pedestrian Safety Zones	✓	
	Consider a Safe Routes to Schools Plan	✓	
	Establish school zone design standards	✓	✓
	Install crosswalk visibility enhancements		✓
	Install Rapid Rectangular Flashing Beacons (RRFBs)		✓
	Install pedestrian refuge islands		✓
NIGHTTIME CRASHES	Improve lighting maintenance and operations procedures	✓	✓
	Install intersection lighting		✓
	Install segment lighting		✓
	Low-cost stop-controlled intersection visibility upgrades		✓
IMPAIRMENT AND DISTRACTION#	Integrate enforcement with tribal police	✓	
	Run mass media/educational campaigns	✓	
HIGH NUMBER OF CRASHES AND UNDERREPORTING#	Encourage youth driver's education initiatives	✓	

The following sections provide detailed descriptions of each systemic countermeasures.

Sources include: [NHTSA COUNTERMEASURES THAT WORK](#) and [FHWA PROVEN SAFETY COUNTERMEASURES](#)

VULNERABLE ROAD USERS

Focus enforcement efforts at pedestrian crossings

Focused enforcement at pedestrian crossings involves targeted police presence to monitor driver compliance with pedestrian right-of-way laws. This strategy is intended to encourage drivers to yield to pedestrians.

NHTSA Countermeasure That Works



Establish Pedestrian Safety Zones

Pedestrian Safety Zones are areas where pedestrian travel is prioritized and supported through a combination of roadway design, signage, and traffic control. These zones may have reduced speed limits, high-visibility crosswalks, pedestrian-scale lighting, and warning signs to create safer and more comfortable walking environments.

NHTSA Countermeasure That Works



Consider a Safe Routes to Schools Plan

A Safe Routes to Schools (SRTS) Plan outlines strategies to improve safety and accessibility for students walking and biking to school. Common elements include infrastructure improvements such as sidewalks and crossings, speed management tools, adult crossing guards, and community outreach. These plans are often developed in coordination with local school districts.

NHTSA Countermeasure That Works



[More information on Safe Routes to Schools in Washington State](#)

Establish school zone design standards

School zone design standards define consistent treatments for areas around schools to improve safety for students. These standards typically include signs, flashing beacons, pavement markings, curb extensions, and/or designated school crossings. The intent is to provide predictable and visible conditions that encourage slower driving and enhance safety for students.

Figure 7C-1. Two-Lane Pavement Marking of "SCHOOL"



Install crosswalk visibility enhancements

Crosswalk visibility enhancements improve the visibility of crosswalks by drivers and other road users. Treatments may include high-visibility markings, advance stop bars, and pedestrian warning signs. Enhancing crosswalk visibility increases awareness and helps reduce pedestrian-related crashes.

FHWA Proven Safety Countermeasure 



Install Rapid Rectangular Flashing Beacons (RRFBs)

Rapid Rectangular Flashing Beacons (RRFB) are user-actuated amber LED lights that supplement warning signs at unsignalized intersections or midblock crosswalks. The signals rest in the dark phase until activated by a push button and then flash in a rapid stutter flash pattern.

RRFBs are typically used at uncontrolled intersections or midblock crossings and are paired with signage and markings to improve driver compliance.

FHWA Proven Safety Countermeasure 



Install pedestrian refuge island

Concrete pedestrian refuge islands are safe spaces for pedestrians crossing intersections, separating them from traffic and allowing them to cross one direction at a time. They can be placed at unsignalized intersections or midblock locations. This strategy reduces pedestrian exposure to traffic and is especially effective on wide or high-volume roads.

FHWA Proven Safety Countermeasure 



NIGHTTIME CRASHES

Improve lighting maintenance and operations procedures

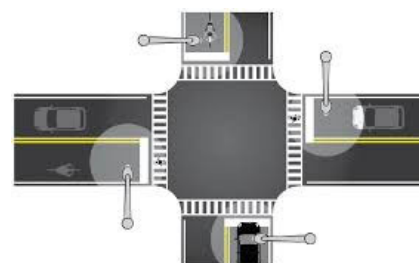
Lighting maintenance and operations include routine inspections, timely repairs, and updates to aging lighting infrastructure. This strategy helps ensure that lighting systems operate effectively and receive consistent, scheduled maintenance to support road visibility and reduce nighttime crash risk.



Install intersection lighting

A permanent source of artificial light installed at an intersection that provides greater visibility. Intersection lighting helps drivers identify conflicts and improves safety during low-light conditions.

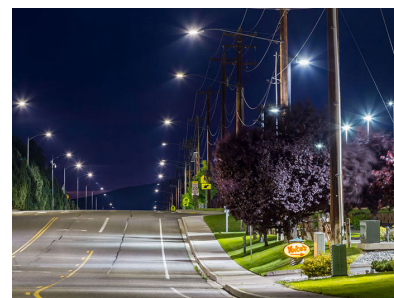
FHWA Proven Safety Countermeasure 



Install segment lighting

A permanent source of artificial lighting installed along a segment that provides greater visibility. Segment lighting allows for greater visibility of the roadway and the visual cues that help drivers determine a safe path along a corridor.

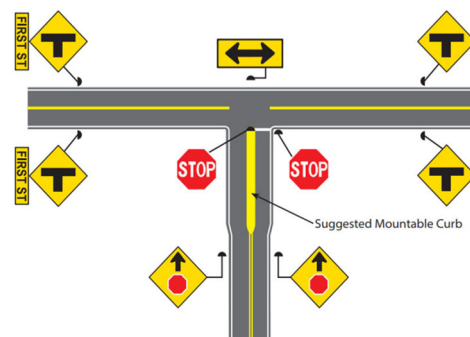
FHWA Proven Safety Countermeasure 



Low-cost stop-controlled intersection visibility upgrades

Low-cost countermeasures at stop-controlled intersections consist primarily of signing and pavement marking. Treatments may include doubled-up signs, additional pavement markings, fluorescent yellow sign sheeting, advance warning signs, oversized signs, and a narrow median on the side street. Specific treatments for each site must be determined on a case by case basis.

FHWA Proven Safety Countermeasure 



IMPAIRMENT AND DISTRACTION

Integrate enforcement with tribal police

Coordinating enforcement efforts with tribal police allows for consistent application of traffic laws across jurisdictional boundaries. Joint operations may focus on removing impaired drivers, addressing speeding, or targeting distracted driving behaviors in shared corridors.



Run mass media/educational campaigns

Public education campaigns raise awareness about the dangers of impaired and distracted driving. These efforts may include posters, radio announcements, school outreach, and social media messaging. Campaigns can be coordinated with enforcement for greater impact.

NHTSA Countermeasure That Works



HIGH NUMBER OF CRASHES AND UNDERREPORTING

Encourage youth driver's education initiatives

Youth driver education programs focus on building safe driving habits among beginner drivers. Programs could include school-based instruction or driver safety workshops. These initiatives can promote lifelong safe driving behaviors.



D. HOTSPOT LOCATION PRIORITIZATION MATRIX

TOPPENISH TSAP: APPENDIX D

HOTSPOT LOCATION PRIORITIZATION MATRIX

LOCATION		CRASH HISTORY		DEMOGRAPHICS		CITIZEN CONCERN		FUNDING FEASIBILITY	Total Score	Priority
		Fatal or Serious Injury (1 if yes, 0 if no)	Number of Emphasis Areas (out of 4)	Yakama Reservation Land (1 if yes, 0 if no)	Area of Persistent Poverty (1 if yes, 0 if no)	Online Map Comment (1 if yes, 0 if no)	Public Open House Comment (1 if yes, 0 if no)	Number of grants (out of 3) for which a location may be eligible: Federal SS4A WSDOT City Safety WSDOT Safe Routes to School		
SEGMENT	State Route 22 from Washington Avenue to Asotin Avenue	1	4	1	1	1	1	3	12	1
SEGMENT	1st Avenue from Shearer Lane to Monroe Avenue	1	4	1	1	1	1	2	11	2
SEGMENT	State Route 22 from Monroe Avenue to Jefferson Avenue	0	3	1	1	1	0	2	8	
INTERSECTION	Toppenish Avenue / Washington Avenue	0	2	1	1	1	0	1	6	3
INTERSECTION	State Route 22 / Fraley Road	0	2	1	1	0	0	1	5	4
INTERSECTION	State Route 22 / McDonald Road	0	1	1	1	1	0	1	5	

E. POLICY AND PROCESS CHANGE RECOMMENDATIONS



POLICY AND PROCESS CHANGE RECOMMENDATIONS

DATE: June 4, 2025

TO: Dan Ford | City of Toppenish

FROM: Aaron Berger and Bincy Koshy | DKS Associates

SUBJECT: Toppenish TSAP
Policy and Process Change Recommendations

DKS Project #25118-000

INTRODUCTION

The City of Toppenish is committed to reducing the risk of fatalities and serious injury crashes on City streets. The development of the Toppenish Transportation Safety Action Plan (TSAP) is a vital step in improving road safety. As part of the TSAP development, the City is reviewing its existing policies and plans to identify where improvements can be made to better support transportation safety goals.

The purpose of this memorandum is to assess current City policies, plans, guidelines, and standards outside of the TSAP document. This memorandum presents recommendations for updating existing policies or adopting new ones that more effectively reflect the City's commitment to traffic safety and align with the strategies outlined in the TSAP.

WHAT EXISTING POLICIES AND PROCESSES SUPPORT ROAD SAFETY?

Policies, standards, and processes refer to how the City of Toppenish makes decisions and what information guides these decisions. Existing practices and policies have established a foundation that the City can leverage to advance the goal of the TSAP. The following description of existing codes and policies provides an overview of how these measures are supportive of the City's TSAP.

TABLE 1: EXISTING POLICIES AND PROCESSES

POLICY DOCUMENT	SECTION	PURPOSE
Toppenish Municipal Code	10.26 Complete Streets Policy	This Chapter establishes a Complete Streets Policy to ensure streets are designed for all users including pedestrians, cyclists, motorists, and transit riders. It requires integration of multimodal infrastructure into city planning, with flexibility for exceptions.
	10.28 Speed Limit	This Chapter sets specific speed limits for various street segments and requires drivers to reduce speed in hazardous conditions, such as near intersections, curves, or where pedestrians are present. It also limits train speeds to 30 mph within city limits. Violations are treated as misdemeanors and are subject to penalties.
	10.32 Stopping, Standing, and Parking	This Chapter regulates stopping, standing, and parking to improve safety and accessibility. It includes rules for securing unattended vehicles, prohibiting parking during certain hours or near schools, and designating time-limited and special-use parking zones. Parking is also restricted in front of mailboxes and in unauthorized angle parking areas.
	10.36 Miscellaneous Traffic Regulations	This Chapter outlines traffic regulations to improve safety and manage traffic flow. It requires permits for parades and street closures, prohibits U-turns and driving over medians in designated areas, and enforces these rules through civil penalties.
	12.04 Sidewalk and Driveway Construction Standards	This Chapter establishes standards for sidewalk and driveway construction to enhance pedestrian safety and accessibility. It mandates that all new sidewalks be constructed of concrete and conform to the City's standard specifications. The construction or reconstruction of sidewalks and parking must be supervised by the superintendent of streets, ensuring adherence to designated widths and grades suitable for each location. Additionally, permits are required for any sidewalk construction or reconstruction, promoting consistent and safe infrastructure development.

POLICY DOCUMENT	SECTION	PURPOSE
<u>Toppenish Municipal Code</u>	12.16 Bicycles on Sidewalks in Downtown Business District	This Chapter regulates bicycle use on sidewalks within the downtown business district to enhance pedestrian safety. It prohibits riding bicycles on sidewalks in designated downtown areas, except for police officers, while permitting such activity on other city sidewalks. Bicyclists must yield the right-of-way to pedestrians when riding on sidewalks. Violations are considered civil infractions, subject to escalating fines, and may result in the seizure and forfeiture of bicycles used in repeated offenses.
	12.18 Toppenish Transportation Benefit District	This Chapter establishes the Toppenish Transportation Benefit District (TBD), encompassing the City's corporate boundaries. This district empowers the City to fund transportation improvements through mechanisms like a \$40 vehicle license fee. In 2016, the city council assumed all rights and responsibilities of the TBD, streamlining governance and oversight.
<u>Standards and Specifications for Public Works Improvements</u>	Chapter 7. Street Improvements	This Chapter outlines comprehensive requirements for the design and construction of streets, addressing safety, accessibility, and durability. It mandates sidewalks on all arterials and collectors (and at least one side of local streets), visibility-aware driveway placement, and multiple access points for larger developments. Traffic impact studies are required to assess effects on multimodal networks, and construction standards cover everything from excavation and dust control to paving, lighting, signage, and Americans with Disabilities Act (ADA)-compliant concrete work.

RECOMMENDATIONS

The following recommendations are intended to build upon the existing policies and processes listed above.

COMPLETE STREETS POLICY RECOMMENDATIONS

To further align Toppenish's Complete Streets Policy with national and state guidance, including the Safe System Approach, Vision Zero principles, and the goals of the Safe Streets and Roads for All (SS4A) program, the following updates are recommended:

- Adopt a Complete Streets checklist: Require the use of a checklist for all transportation projects to ensure consideration of all users and modes and uniform applicability of Complete Streets elements across projects
- Support interagency coordination at boundaries: Establish protocols for collaboration with adjacent jurisdictions to ensure that sidewalks, bike lanes, and transit facilities are continuous across city boundaries and coordinate with regional agencies (e.g., WSDOT, Yakama Nation) on shared corridors.
- Encourage community engagement and equity: Incorporate robust, inclusive community engagement processes throughout planning, implementation, and evaluation phases. Engage transportation-disadvantaged and historically underserved populations to ensure street designs reflect diverse needs.

SPEED LIMIT RECOMMENDATIONS

The City should consider the following recommendations for the Speed Limit code to better serve the goals of the TSAP:

- Context-sensitive speed setting: Incorporate factors such as land use context (residential, school zones, downtown business areas), pedestrian and bicycle volumes, driveway and intersection density, presence of on-street parking, and crash history while setting speeds.
- School zone enhancements: Designate and standardize 20–25 mph speed limits in school zones during arrival and dismissal periods. Consider timed flashing beacons, advance warning signs, and high-visibility crosswalk treatments near schools to further support reduced speeds.
- Education and enforcement coordination: Work with schools, public works, and law enforcement to implement education campaigns, enforce speed limits in priority zones, and collect speed compliance data.

STOPPING, STANDING, AND PARKING RECOMMENDATIONS

To better align Chapter 10.32 (Stopping, Standing, and Parking) with TSAP goals, the following are recommended:

- Visibility at intersections and crosswalks: Prohibit parking within a minimum set distance (e.g., 20 feet) of intersections and marked crosswalks to maintain clear sight lines for pedestrians and turning vehicles.
- No-parking zones in high-conflict areas: Codify restrictions near school entrances, midblock crossings, bus stops, and curb ramps to reduce visibility obstructions and improve safety for vulnerable users.
- Driveway and alley conflicts: Regulate parking adjacent to driveways and alleyways to minimize conflict points and improve visibility for vehicles entering the roadway.

MISCELLANEOUS TRAFFIC REGULATIONS RECOMMENDATIONS

Chapter 10.36 contains provisions for specific traffic rules such as street closures and U-turn restrictions. To enhance its contribution to safety and better align with SS4A principles, the following updates are recommended:

- Coverage of risk-prone behaviors: Include restrictions on distracted driving behaviors (e.g., mobile device use), and aggressive maneuvers (e.g., unsafe passing).
- Emergency access and enforcement provisions: Clarify access and traffic rules during emergency responses and include provisions for enforcement support (e.g., traffic citations, photo enforcement zones).

SIDEWALK AND DRIVEWAY CONSTRUCTION STANDARDS RECOMMENDATIONS

The following are recommended to better align Chapter 12.04 (Sidewalk and Driveway Construction Standards) with TSAP goals:

- Minimum widths and ADA compliance: Set clear minimum sidewalk widths (e.g., 5 feet) and ensure all sidewalks and driveway crossings meet ADA standards for ramps, slope, and detectable warnings.
- Visibility and safety: Set standards for driveway placement that preserve sight distance for drivers and pedestrians, particularly near intersections, schools, and parks.

BICYCLES ON SIDEWALKS IN DOWNTOWN BUSINESS DISTRICT RECOMMENDATIONS

To align Chapter 12.16 with Toppenish's TSAP and SS4A goals, and to balance pedestrian and cyclist safety in the downtown business district, the following recommendations are provided:

- Separated bicycle facilities: Provide clearly marked, on-street bicycle facilities or shared-use paths within the downtown area to give cyclists safe alternatives to sidewalks.
- Wayfinding and education signage: Install signage to inform both cyclists and pedestrians of bicycle rules and alternative bike routes. Educational campaigns can reinforce safe behavior and awareness.
- Enforcement and outreach coordination: Enforce restrictions equitably, pairing them with community outreach and education rather than relying solely on citations.

TOPPENISH TRANSPORTATION BENEFIT DISTRICT RECOMMENDATIONS

To align Chapter 12.18 with the City's TSAP and the SS4A program, the following recommendations are proposed to improve transparency, prioritization, and alignment with safety outcomes:

- Safety-centered funding prioritization: Explicitly prioritize projects that improve safety for vulnerable road users, such as sidewalks, bike lanes, traffic calming, and pedestrian crossings.
- TSAP goals alignment: Require that all projects funded by the Transportation Benefit District (TBD) demonstrate alignment with the City's adopted TSAP goals.
- Safety metrics and reporting: Mandate regular reporting on how TBD funds are contributing to crash reduction, pedestrian and bicycle improvements, and multimodal accessibility. Use data to guide investment decisions.

STREET IMPROVEMENTS RECOMMENDATIONS

The following describes recommendations to consider for the City's Standards and Specifications for Public Works Improvements (Chapter 7):

- **General Requirements for Streets – Traffic Studies**

- Lower the trip threshold for sensitive areas: Consider requiring traffic studies for projects generating fewer than 50 peak-hour trips if the development is located in or near school zones, high-crash corridors, or known pedestrian/bicycle conflict areas.
- Include multimodal impact assessment: Require studies to assess impacts on all modes including pedestrians, bicycles, and transit - not just vehicular traffic. This will better support Complete Streets developments.

- **Traffic Study Format**

- Traffic crashes: Consider expanding crash analysis to include crash type, severity, and contributing factors (e.g., sight distance issues, pedestrian involvement).

- **Recommendations for Traffic Studies**

- Encourage use of traffic calming tools (e.g., curb extensions, chicanes) in addition to traditional capacity improvements.

- **Curb ramps considerations**

- Strengthen ADA and Public Right-of-Way Accessibility Guidelines (PROWAG) Compliance Language. Some requirements could include:
 - Maximum slope
 - Landing area
 - Cross slope
 - Ramp width of at least 4 feet (5 feet preferred in high-pedestrian areas)

- **Commercial and residential driveways considerations**

- Consider requiring continuous sidewalk design across all driveways, using contrasting pavement textures or materials to visually and physically prioritize pedestrians. These could include:
 - ❖ Level sidewalk crossing (minimize driveway slope across pedestrian path).
 - ❖ ADA-compliant cross slopes and detectable warnings where needed.
 - ❖ Curb extensions or bulb-outs near driveways on narrow lots to slow vehicles.

GENERAL RECOMMENDATIONS

Additional recommendations beyond existing policies and processes include:

1. Establishing an access management policy that aligns with national practices for access control, spacing, and design
2. Develop standard design details and specifications for safety enhancements such as safety edge on shoulders, high-visibility signing and striping at intersections, curb extensions, etc.
3. Develop school zone design standards that include traffic calming techniques and pedestrian and bicycle facilities
4. The City should consider developing pedestrian and bicycle typical drawings, standards and specifications to meet the most current Manual on Uniform Traffic Control Devices standards.
5. The City lacks detailed guidance and should include direction per the latest national and state guidance on several critical safety and accessibility features including construction requirements, placement requirements, dimensions, materials and surface treatments, ADA standards in alignment with Complete Streets initiatives, etc. These may include (but are not limited to):
 - High visibility/raised crosswalk markings
 - Curb extensions
 - Pedestrian refuge islands
 - Crosswalk markings at median
 - Crosswalk signing
 - Speed humps
 - Traffic circle
 - Speed cushion
 - Median island
 - Buffered/protected bike lanes