

**Televised Live and Streamed at the link below:**

<https://reflect-midvalley.cablecast.tv/CablecastPublicSite/watch-now?site=2>

**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 October 28, 2024, Regular Meeting

**b.** Approve Minutes of the November 4, 2024, Study Session

**c.** Approve Payroll Check Numbers 36829 through 36839, and Electronic Transfers EFTPR3364 through EFTPR3375 in the total amount of \$225,142.84 dated November 7, 2024

**d.** Approve Claims Checks Numbers 99788 through 99864 and Electronic Transfers EFTAP428 through EFTAP430 in the total amount of \$275,798.43 dated November 12, 2024, and void Check Number NR92680

**5. Public Hearing**

**a.** AB 24-073: 2025 Preliminary Budget - Public Hearing

Receive Staff Presentation and Public Comments on Proposed 2025 Preliminary Budget.

**6. New Business**

**a.** AB 24-074: [Proposed] Utility Rate Adjustments for 2025:

Ordinance 2024-14, Adopt Increase for Water Rates;

Ordinance 2024-15, Adopt Increase for Sewer Rates;

Ordinance 2024-16, Adopt Increase for Solid Waste Rates

**b.** AB 24-075: Metropolitan Park District Election Results

[c.](#) AB 24-076: Authorization to Conclude Property Purchase for Police Relocation

[d.](#) AB 24-077: Official Newspaper 2025

**7. Council Meeting Reports and Community Announcements**

**8. Adjournment**

**Next Regular Council Meeting Will Be Held on November 25, 2024**

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  
October 28, 2024**

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

**ROLL CALL**

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

Staff: City Manager Dan Ford, City Attorney Gary Cuillier, Budget and Finance Director Adam Vaughn (FD Vaughn), Chief of Police Joseph Mehline, Fire Chief Tim Smith, Interim Public Works Director Shaun Burgess, Community Economic Development Director Andrew Hattori (CED Hattori), City Clerk Heidi Riojas, and Community Television Manager Sean Davido

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

**EXECUTIVE SESSION**

At 7:02 p.m., Mayor Saavedra called for the Council to go into Executive Session for potential litigation pursuant to RCW 42.30.110(1)(i). The approximate time for the Executive Session is 15 minutes with no action anticipated.

At 7:17 p.m., Mayor Saavedra extended the Executive Session for another 15 minutes.

At 7:32 p.m., Mayor Saavedra reconvened the meeting back to order.

**APPROVE AGENDA**

Mayor Saavedra reported that Councilmember Garcia shared that he would like to add an item. Councilmember Garcia stated that he would like to add an item to reconsidered from the discussion from September 9, 2024, Regular Meeting, regarding the committees.

It was the consensus of the Council to add the new item to New Business as aa.

Councilmember Sanchez moved, seconded by Councilmember Garcia to approve the October 28, 2024, Agenda. Motion carried unanimously.

**NEW EMPLOYEE INTRODUCTION**

CM Ford introduced Community Economic Development Director Andrew Hattori to the Council.

**PUBLIC COMMENT**

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

Councilmember Prieto Duval called point of order to query whether a motion was made, or a vote taken for Approval of the Agenda. Mayor Saavedra responded that Councilmember Sanchez made the motion with a second by Councilmember Garcia to approve the agenda, and that she conducted the vote on the motion.

Councilmember Prieto Duval moved, seconded by Councilmember Morfin to appeal the Mayor’s placement of Councilmember Garica’s item under New Business as aa on the agenda. Motion passed. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmember Garcia voted no.

Councilmember Prieto Duval stated she wants the new item placed as e under New Business.

**CONSENT AGENDA**

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

- a. Approve Minutes of the October 14, 2024, Regular Meeting
- b. Approve Payroll Checks Numbers 36817 through 36828, and Electronic Transfers EFTPR3352 through EFTPR3363 in the total amount of \$300,854.59 dated October 22, 2024
- c. Approve Claims Checks Numbers 99713 through 99787 and Electronic Transfers EFTAP426 through EFTAP427 in the total amount of \$391,845.91 dated October 28, 2024

Motion carried unanimously.

**NEW BUSINESS**

**2025 Budget Overview**

FD Vaughn presented Council with the 2025 Preliminary Budget Overview to summarize the positive actions taken by Council earlier this year to reduce the budget deficit. He reported on how to read the budget consisting of the Citizen’s Guide, the City Manager’s Letter, the Financial Summary, the Funds, and the Line Items. The next meeting on November 12, 2024 will include the first of three public hearings for the 2025 Preliminary Budget. The last two public hearings will be during the meeting on November 25, 2024.

Councilmember Prieto Duval moved, seconded by Councilmember Morfin to cancel the Budget and Finance Committee meetings through December 31, 2024, until the 2025 Budget is passed, and reconvene in the next year to continue the work of the Budget and Finance Committee to reduce the budget deficit. Motion passed unanimously.

**Resolution 2024-43: A Resolution Approving an Interagency Agreement Between the Washington State Department of Commerce and the City of Toppenish for the 2024-2026 Growth Management Act Periodic Update.**

Mayor Pro Tem Belton moved, seconded by Councilmember Garza to approve Resolution 2024-43. Motion carried unanimously.

**Resolution 2024-44: A Resolution Approving the Task Order with HLA Engineering and Land Surveying, Inc. for the Growth Management Act Periodic Update.**

Councilmember Morfin moved, seconded by Mayor Pro Tem Belton to approve Resolution 2024-44. Motion carried unanimously.

**Updates from Public Safety Committee Chair.**

Councilmember Prieto Duval reported that there will be further discussion on each of the following four items one at a time:

- 1. Committee of the Whole to Include Full Council to Attend Committee Meetings – Special Meeting

Councilmember Morfin moved, seconded by Councilmember Prieto Duval to make the Public Safety Committee the Committee of the Whole. Motion failed. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmembers Garcia, Garza, and Sanchez voted no.

- 2. Update meeting schedule to 5:00 p.m. on the 4th Monday of each month.

Mayor Saavedra moved, seconded by Councilmember Garcia to forward discussion to update meeting schedule to 5:00 p.m. on the 4th Monday of each month to next Study Session for current committee members to check their schedules. Motion carried. Councilmember Sanchez voted no.

- 3. Discussion on the extreme weather shelter.

Councilmember Prieto Duval moved, seconded by Councilmember Morfin that we review the reports provided to us by email from Yakama Nation and Yakima County and to search for all viable potential locations for an extreme winter weather shelter until a decision is made. Motion carried unanimously.

- 4. Discussion on submitting letter to Legislators and Commissioners to share the City's need for more public safety funding.

Councilmember Sanchez moved, seconded by Mayor Pro Tem Belton to forward the discussion on submitting letter to Legislators and Commissions to share the City's need for more public safety funding to the next Study Session. Motion carried unanimously.

**Reconsideration of September 9, 2024 item for discussion regarding committees.**

Councilmember Garcia moved, seconded by Mayor Saavedra to dissolve the committees consisting of the Budget and Finance Committee and the Public Safety Committee.

Councilmember Garza moved, seconded by Councilmember Prieto Duval to amend the motion to dissolve the Budget and Finance Committee and keep the Public Safety Committee. Motion carried. Mayor Saavedra voted no.

Councilmember Garza moved, seconded by Councilmember Sanchez for retaining the Public Safety Committee and for dissolving the Budget and Finance Committee. Motion carried. Mayor Saavedra and Councilmember Garica voted no.

**COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

CM Ford encouraged Council to contact CC Riojas if they would like to sit at the City’s table at the Ranch Party on November 7, 2024.

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 9:58 p.m.

\_\_\_\_\_  
ELPIDIA SAAVEDRA, MAYOR

\_\_\_\_\_  
HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL  
Study Session Minutes  
November 4, 2024**

**CALL TO ORDER**

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

**ROLL CALL**

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Prieto Duval, George Garcia, Josh Garza, Ezequiel Morfin, and Cristian Sanchez  
Staff: City Manager Dan Ford (CM Ford), City Attorney Daniel Heid, Budget and Finance Director Adam Vaughn (FD Vaughn), Chief of Police Joseph Mehline, Fire Chief Tim Smith, Interim Public Works Director Shaun Burgess, Community and Economic Development Director Andrew Hattori, Fire Captain Dale Northrup, , Information Technology Services Manager Van Donley, Communications Manager Sean Davido, Firefighter Trevor Oswald, Firefighter Eric Ihnen, Firefighter K.C. Frazier, City Clerk Heidi Riojas, and Human Resources Generalist Beltran (HRG Beltran)

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

**EXECUTIVE SESSION**

At 5:00 p.m., Mayor Saavedra called for the Council to go into Executive Session for potential litigation pursuant to RCW 42.30.110(1)(i). The approximate time for the Executive Session is 20 minutes with no action anticipated.

At 5:20 p.m., Mayor Saavedra extended the Executive Session for another 10 minutes.

At 5:30 p.m., Mayor Saavedra reconvened the meeting back to order.

**APPROVE AGENDA**

Mayor Pro Tem Belton moved, seconded by Councilmember Sanchez to approve the November 4, 2024, Agenda. Motion carried unanimously.

**PUBLIC COMMENT**

None

**PUBLIC COMMENT FOLLOW-UP FOR OCTOBER 2024**

CM Ford updated Council that there were 11 people that spoke during the public comment

period on October 28, 2024, that spoke to the winter weather shelter, concerns from Mr. Mejia, and concerns from Mr. Andersen regarding the City’s ban on fireworks.

In addition, CM Ford reported there has been a ban on fireworks for over 20 years as defined in the Toppenish Municipal Code. He noted that the City was able to work with the new Superintendent to take steps to modify agreements with Mr. Andersen to hire a licensed group that was legally able to provide the High School Homecoming fireworks show. He noted that he does have a letter from Chief Smith regarding the City’s fireworks ban.

**RECEIVE UPDATES FROM COMMITTEE CHAIR**

Councilmember Prieto Duval reported the Public Safety Committee is working on proposing ordinances to stay out of drugs area and exclusion from parks. Those ordinances are currently being reviewed by the Prosecutor and legal counsel. She summarized the Police and Fire reports and highlighted the success of Code Enforcement efforts.

**UNFINISHED BUSINESS**

**Continue discussion to submit letter to Legislators and Commissioners to share the City’s need for more public safety funding.**

Councilmember Sanchez updated the previous letter shared on October 28, 2024, to be from the Council and share the needs of the Fire Department. The final letter will be shared with the lobbyists.

**Continue discussion on updating the meeting schedule**

CM Ford restated the purpose of the discussion to decide whether the Public Safety Committee meeting schedule should change to before a Regular Council meeting. Councilmember Prieto Duval and Councilmember Sanchez, two members of the committee stated that they will keep the Public Safety Committee meeting dates as scheduled and will not be changing them at this time.

**NEW BUSINESS**

**Receive Compensation and Class Study Results.**

CM Ford introduced Alexandra Sheeks, with Cabot and Dow Associates. Ms. Sheeks presented Council with the results of the Compensation and Class Study to perform a total compensation analysis of all City positions.

**Department Overview Budget Presentation**

FD Vaughn provided the Council with an overview of the proposed 2025 Preliminary Budget, along with goals for each department. He noted that the first of three public

hearings for the 2025 Budget process will be held on November 12, 2024, and two public hearings will be held on November 25, 2024.

**2025 CQC Scholarship Application for Toppenish High School Students**

Mayor Saavedra shared with Council an overview of the AWC Central for Quality Communities (CQC) Scholarship Application process as a positive opportunity to recruit Toppenish High School Students to apply for a college scholarship. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmember Sanchez agreed to serve as the CQC scholarship selection committee members..

**Approve Contract for New City Attorney.**

**Resolution 2024-45: A Resolution Approving Professional Services Agreement for City Attorney Services.**

Mayor Pro Tem Belton moved, seconded by Councilmember Garcia to approve Resolution 2024-45. Motion carried unanimously.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 6:54 p.m.

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ELPIDIA SAAVEDRA, MAYOR

\_\_\_\_\_  
HEIDI RIOJAS, CMC, CITY CLERK

# Payroll Check Register

Payroll for Period: 10/16-10/31, 2024

Fund Number	Description	Amount
001-000-011	Legislative	\$2,933.19
001-000-013	Executive	\$10,319.61
001-000-014	Finance, Record	\$13,723.61
001-000-018	Central Services, Personnel Services	\$13,360.48
001-000-021	Law Enforcement	\$53,646.18
001-000-022	Fire Services	\$31,963.15
001-000-024	Protective Inspections	\$6,458.75
001-000-058	Planning and Community Development	\$2,515.04
001-000-076	Pool, Park Facilities	\$4,318.25
030-000-021	Criminal Justice Fund	\$28,413.50
050-000-000	Special Projects Fund	\$764.39
101-000-000	Street Fund	\$3,432.68
108-000-000	Cemetery Fund	\$3,402.18
157-000-000	Cable TV Fund	\$4,991.41
401-000-000	Water Fund	\$14,688.55
403-000-000	Wastewater Fund	\$17,830.69
405-000-000	Solid Waste Fund	\$12,381.18
<b>Grand Total</b>		<b>\$225,142.84</b>

### Payroll Checks

Payroll Checks 36829-36839 and Electronic Transfers EFTPR3364-EFTPR3375.

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

November 7, 2024

Date

# Accounts Payable Check Register

November 12, 2024

Number	Vendor Name	Account Description	Amount
99788	Zackary Williams	Travel	\$340.00
99789	Gregoria Vasquez	Travel	\$114.00
99790	Kroll, Gary	Memberships- Registrations - Subscriptions	\$45.00
99791	Adams View Glass and Screen, LLC	Repair & Maintenance - Vehicles	\$486.00
99792	Alba Enterprises	Professional Services - Interpreting/Translation Services	\$320.00
99793	Alexis Cortes	Recreation Program Costs	\$162.00
99794	Amazon Capital Services	Capital Purchase Equipment	\$529.13
		Office & Operating Supplies	\$165.77
		Operating/Maintenance Supplies - General	\$68.52
		Check Total:	\$763.42
99795	Anatek Labs, Inc.	Professional Services	\$45.00
99796	Angel De Jesus Delgado	Sewer Sales Residential	\$29.39
		Solid Waste Services	\$7.87
		Water Sales Residential	\$15.22
		Check Total:	\$52.48
99797	Cascade Natural Gas Corp.	Fuel for Heating	\$43.80
		Fuel for Heating - City Hall	\$17.52
		Fuel for Heating - Fire	\$110.44
		Fuel for Heating - Parks	\$14.60
		Fuel for Heating - Police	\$56.86
		Fuel for Heating - Swimming Pool	\$14.60
		Check Total:	\$257.82
99798	Castaneda, Ryan	Travel	\$494.00
99799	Central Machinery Sales, Inc.	Repair & Maintenance Equipment	\$5,034.28
99800	Central Washington Junior Livestock Show	Tourism Contract - CW Junior Livestock Show	\$4,000.00
99801	CenturyLink	Telephone	\$889.77
		Telephone - Utility Billing	\$80.88
		Check Total:	\$970.65
99802	CenturyLink	Telephone	\$2,440.92
99803	Charter Communications	Internet	\$129.99
		Internet & Cable MVTV	\$192.37
		Internet & Cable City Hall	\$189.63
		Internet & Cable Fire Department	\$179.98
		Internet & Cable Police Department	\$25.36
		Internet & Cable Recreation	\$149.98
		Check Total:	\$867.31
99804	Cintas Corporation #605	Rentals	\$77.79
		Uniform Cleaning	\$280.92
		Check Total:	\$358.71
99805	City of Sunnyside - Finance Dept.	Communications Services Sunnyside	\$37,729.24
99806	City of Toppenish	City Utility Service - Fire	\$375.39

		City Utility Service - Police	\$615.59
		City Utility Services	\$410.75
		City Utility Services - Cemetery	\$97.55
		City Utility Services - City Hall	\$412.62
		City Utility Services - Parks	\$7,620.60
		City Utility Services - Treatment Plant	\$557.61
		City Utility Services - Welcome Center	\$171.90
		Irrigation - Library	\$191.54
		Check Total:	\$10,653.35
99807	CivicPlus LLC	Memberships- Registrations - Subscriptions	\$6,372.00
99808	Cynthia Steinborn	Sewer Sales Residential	\$116.95
		Solid Waste Services	\$31.32
		Water Sales Residential	\$60.56
		Check Total:	\$208.83
99809	Daniel Salas	Recreation Program Costs	\$378.00
99810	Dell Marketing L.P.	Capital Purchase Equipment	\$49.94
99811	Department of Labor & Industries - Vessel Section	Memberships- Registrations - Subscriptions	\$72.85
		Repair & Maintenance WWTP Buildings	\$104.65
		Service Repair/Maintenance - Fire Dept Building	\$72.85
		Service Repair/Maintenance City Hall	\$41.05
		Service Repair/Maintenance Parks	\$41.05
		Service Repair/Maintenance Pool	\$168.25
		Service Repair/Maintenance Rec Bldg	\$41.05
		Service/Repair Maintenance - PW Shop	\$104.65
		Check Total:	\$646.40
99812	DeVries Business Records Management, Inc.	Professional Services	\$24.86
99813	EarthCam, Inc.	Alarm Monitoring	\$375.00
99814	Elite Towing and Recovery, LLC.	Service Repair/Maintenance Vehicles	\$243.92
99815	Federal Express Corporation	Postage	\$7.71
99816	Finley, Linda	Employee Longevity	\$170.00
99817	Flock Group Inc	Capital Purchase - Equipment	\$80,028.00
99818	Gordon Thomas Honeywell Government Relations	Professional Services	\$2,500.00
99819	H.D. Fowler Co., Inc.	Operating Maintenance Supplies - General	\$5,592.74
99820	Howard's Tire Factory Inc	Service Repair/Maintenance Vehicles	\$4,766.65
99821	Ideal Lumber & Hardware, Inc.	Graffiti Program Supplies	\$7.44
		Office & Operating Supplies	\$9.79
		Operating Maintenance Supplies - General	\$447.99
		Operating/Maint. Supplies	\$47.01
		Operating/Maint. Supplies - General	\$77.18
		Operating/Maintenance Supplies - General	\$215.84
		Operating/Maintenance Supplies - Vehicles	\$20.81
		Professional Services	\$61.71
		Service Repair/Maintenance	\$368.93

		Service Repair/Maintenance - Fire Dept Building	\$61.55
		Service Repair/Maintenance City Hall	\$17.60
		Service Repair/Maintenance Equipment	\$36.20
		Small Tools & Minor Equipment	\$95.95
		Check Total:	\$1,467.98
99822	Intermountain Cleaning Service, Inc.	Janitorial Services - City Hall	\$1,841.71
		Janitorial Services - Public Works	\$1,510.00
		Check Total:	\$3,351.71
99823	Jaazaniah Lustre	Recreation Program Costs	\$450.00
99824	James Andrews	LEOFF Out Pocket Medical	\$3,000.00
99825	Jeremiah Milton dba Lost Tree Service	Professional Services	\$10,260.00
99826	Jonathan M. Ramirez	Recreation Program Costs	\$180.00
99827	Juan Manuel Rosas	Recreation Program Costs	\$234.00
99828	Kazcade Engraving & Trophies	Employee Appreciation Awards/Supplies	\$302.40
99829	Kerr Law Group	Legal Services	\$645.00
99830	Law Office of Gary M. Cuillier	Legal Services - City Attorney	\$2,785.50
99831	Lexipol, LLC	Software Subscriptions	\$6,936.89
99832	Lopez Stump Grinding	Service Repair/Maintenance Parks	\$1,080.00
99833	Mi Pueblito #1 LLC	Employee Appreciation Awards/Supplies	\$571.83
99834	Moon Security Service, Inc.	Alarm Monitoring	\$134.15
99835	N-able Technologies LTD	Software Subscriptions	\$873.91
99836	Nelson's Appliance Service	Service Repair/Maintenance - Fire Dept Building	\$475.69
99837	North Central Laboratories	Operating/Maintenance Supplies - General	\$381.97
99838	ODP Business Solutions, LLC	Office & Operating Supplies	\$67.94
99839	One Call Concepts, Inc.	Professional Services	\$53.82
99840	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$385.22
		Repair & Maintenance - Vehicles	\$32.28
		Service Repair/Maintenance Vehicles	\$136.14
		Check Total:	\$553.64
99841	Oxarc, Inc.	Chemicals	\$5,088.69
99842	Pacific Office Automation	Photocopies	\$278.14
99843	Pacific Power & Light Co.	Electricity	\$554.43
		Electricity - City Hall	\$323.76
		Electricity - Fire	\$413.63
		Electricity - Police	\$1,265.81
		Electricity - Recreation	\$39.56
		Electricity - Swimming Pool	\$256.58
		Electricity - Welcome Center	\$242.00
		Check Total:	\$3,095.77
99844	Pape' Machinery	Service Repair/Maintenance Equipment	\$328.68
99845	Ramon Valencia	Recreation Program Costs	\$234.00
99846	Rathbun Iron Works, Inc.	Operating Maintenance Supplies - General	\$139.97
		Operating/Maintenance Supplies - Vehicles	\$7.13

		Small Tools & Minor Equipment	\$140.40
		Check Total:	\$287.50
99847	Roger's Custom Spray Service LLC	Utility Deposits	\$900.00
99848	Santos Guel	Recreation Program Costs	\$378.00
99849	Solid Waste Division	Dump Site Fees	\$21,137.75
		Miscellaneous Fees & Charges	\$402.62
		Check Total:	\$21,540.37
99850	Toppenish Volunteer Firefighters Association	Memberships- Registrations - Subscriptions	\$1,860.00
99851	TransUnion Risk and Alternative Data Solutions, Inc.	Professional Services	\$270.02
99852	True North Equipment	Repair & Maintenance - Vehicles	\$135.05
99853	U.S. Bank Corporate Payment Systems	Capital Purchase - Police Vehicle	\$64.00
		Memberships - Registrations - Subscriptions	\$323.88
		Memberships- Registrations - Subscriptions	\$4,731.09
		Miscellaneous Fees & Charges	\$938.40
		Office & Operating Supplies	\$371.66
		Operating/Maint. Supplies - General	\$48.57
		Personal Protective Equipment	\$466.02
		Postage	\$6.62
		Professional Services	\$1,845.00
		Recreation Program Supplies	\$59.97
		Recycling & Shred Services	\$11.00
		Service Repair/Maintenance City Hall	\$292.54
		Travel	\$2,857.53
		Travel - Per Diem	\$121.44
		Uniforms & Clothing	\$253.20
		Check Total:	\$12,390.92
99854	Valley Ford	Service Repair/Maintenance Vehicles	\$3,722.48
99855	Vanderhoof, Jordan	Travel	\$261.00
99856	Vanderhoof, Zachary	Travel	\$261.00
99857	VESTIS	Rentals	\$32.42
99858	Wapenish Sand & Gravel	Operating Maintenance Supplies - General	\$2,378.85
99859	Washington State Patrol	Weapon Permit - State Background Check	\$26.50
99860	Wells Fargo Vendor Fin Serv	Rentals	\$227.53
99861	Workhub Software Inc.	Memberships- Registrations - Subscriptions	\$51.39
99862	Yakima Health District	Biosolids Removal Program	\$231.76
99863	Yakima Waste Systems, Inc.	Recycling & Shred Services	\$22.38
99864	CKJT Architects, pllc	Professional Services - New Police Building	\$8,155.00
EFTAP428	USDA RD DCFO Loan Payment (EFT)	Intergovernmental Loan Interest USDA/RD	\$5,021.50
		Intergovernmental Loan Principal USDA/RD	\$6,830.50
		Check Total:	\$11,852.00
EFTAP429	Pitney Bowes	Postage	\$1,000.00

EFTAP430	Invoice Cloud (EFT)	On-Line Utility Payment Charges	\$556.60
NR92680	Schreiner Title Company	Utility Overpayment Refund - Closed Acct. Sold Home	(\$52.48)
<b>Grand Total</b>			<b>\$275,798.43</b>

Accounts Payable Checks 99788-99864, EFTAP428-EFTAP430, & NR982680

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.



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Adam Vaughn, Finance Director

November 7, 2024

21 West 1st Avenue  
Toppenish, WA 98948

**CITY OF TOPPENISH  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Toppenish City Council will hold a public hearing at 7:00 p.m. on November 12, 2024, in the Council Chambers at City Hall. The purpose of the hearing is to consider the 2025 Preliminary Budget. All residents are encouraged to attend.

The Council Chamber is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving twenty-four (24) hour advance notice. Contact the City Clerk at (509) 865-6754 for assistance.

**CIUDAD DE TOPPENISH  
AVISO DE AUDIENCIA PÚBLICA**

POR MEDIO DE LO PRESENTE SE AVISA que el Concilio de la Ciudad de Toppenish llevará a cabo una audiencia pública el 12 de noviembre, 2024, a las 7:00 p.m. en las Salas del Concilio en el Ayuntamiento de la ciudad. El propósito de la audiencia considerar el Presupuesto Preliminar del año 2025. Se anima a todos los residentes a asistir.

La sala del concilio de Toppenish es accesible para personas discapacitadas. Arreglos adicionales para el acomodo razonable de necesidades especiales se harán notificando con veinticuatro (24) horas de anticipación. Si tiene preguntas comuníquese con el Secretario de la Ciudad al (509) 865-6754.



Heidi Riojas, CMC  
City Clerk

PUBLISH:

*Sunnyside Sun*: October 23, 2024 and October 30, 2024



## Request for Council Action

Agenda Bill No.: 24-073

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**Meeting Date:** November 6, 2024

**Subject:** 2025 Preliminary Budget – Public Hearing

**Attachments:** 2025 Preliminary Budget

**Presented by:** Adam Vaughn, Finance Director

**Approved for Agenda by:** Dan Ford, City Manager

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**Discussion:**

The statutes governing budgets for cities and towns (RCW 35.33.057; 35.34.090(2); 35A.33.055; 35A.34.090(2)) require that they must hold public hearings on the preliminary budget prior to the hearing on the final budget.

The 2025 budget is attached for citizen and council review.

**Fiscal Impact:** The City’s FY2025 budget total is \$18,308,798

**Recommendation:** None at this time.

**Alternatives:** None at this time.

# CITY OF TOPPENISH

## 2025 Preliminary Budget



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# CITY OF TOPPENISH

## City Officials

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
#1	Elpidia Saavedra, Mayor	December 2025
#2	Cristian Sanchez	November 2025
#3	Josh Garza	November 2025
#4	Ezequiel Morfin	November 2025
#5	George Garcia	December 2027
#6	Naila Prieto Duval	November 2025
#7	Loren Belton, Mayor Pro Tem	November 2025

## City Administration

Dan Ford, City Manager  
Daniel B. Heid, City Attorney  
Adam Vaughn, Finance  
Joseph Mehline, Police Chief  
Tim Smith, Fire Chief  
Heidi Riojas, City Clerk  
Shaun Burgess, Public Works  
Andrew Hattori, Community and Economic Development  
Sean Davido, Community Television Manager

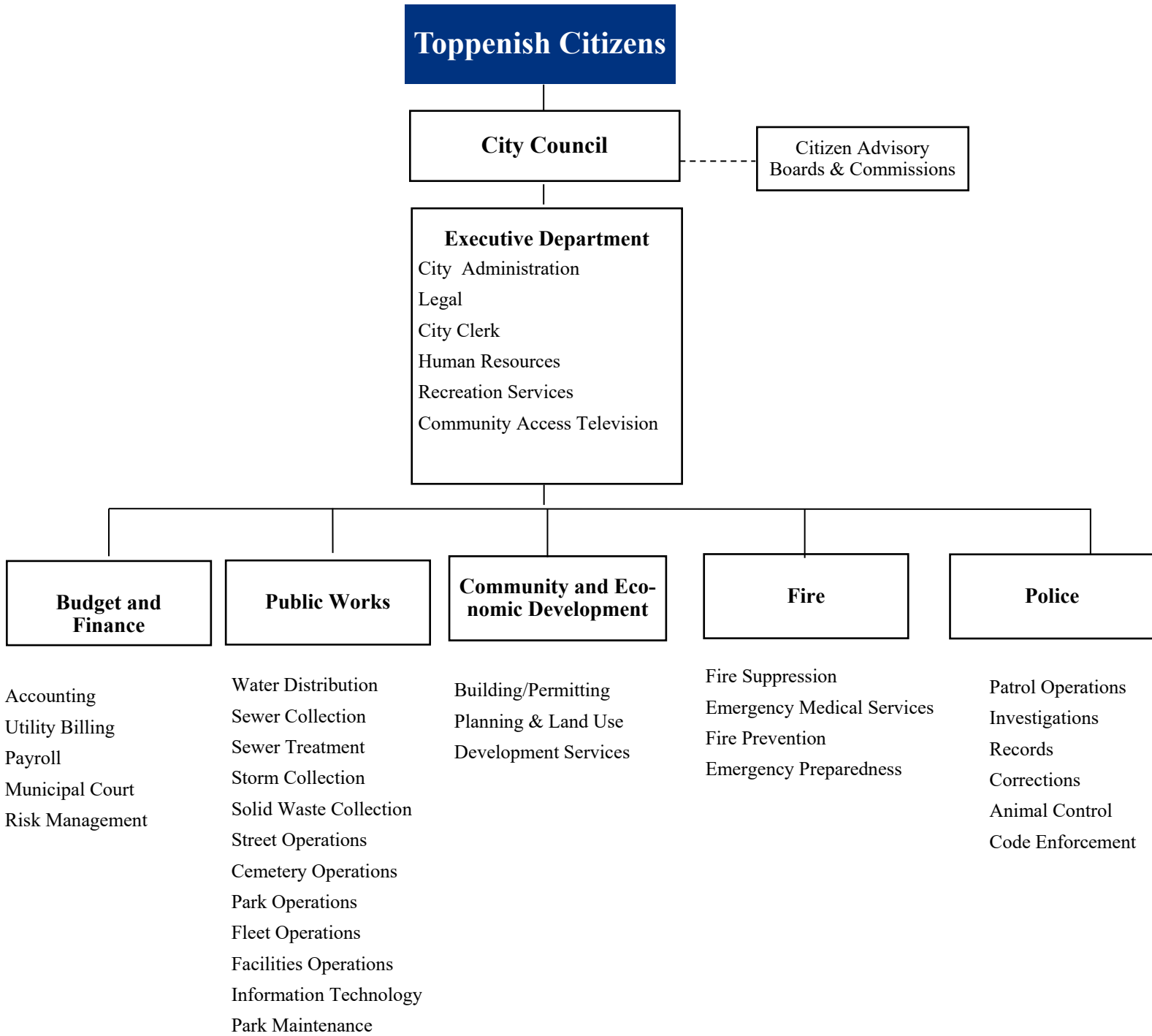
# CITY OF TOPPENISH

## Mission Statement

The Mission of the City of Toppenish is to provide services necessary or desirable to make Toppenish a better place for commerce, employment, and to provide the opportunity for a higher quality of life for all its citizens.



# City of Toppenish Organizational Chart




## Strategic Plan

On March 11<sup>th</sup>, 2024, the City Council adopted the City’s Strategic Plan. The plan focused on four priority areas with a primary goal for each. The priorities are as follows:


### Public Safety

 Goal #1: Make Toppenish safer at all hours.

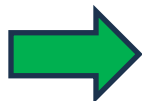
### Infrastructure and City Improvements

 Goal #2: Ensure the City provides basic city services to all community members.

### Economic Development and Finance

 Goal #3: Attract additional businesses.

### Housing

 Goal #4: Promote higher quality housing opportunities.

## Budget Calendar

Item	Date	RCW Deadline
Call Letter sent to Departments	9/3/2024	2nd Monday in September
Department Meetings With Finance	9/3 - 9/16	
Budget Estimates Compiled	9/17/2024	4th Monday in September
Estimates Presented to the Mayor	9/30/2024	1st Business Day in October
Council Receives Estimates	10/4/2024	1st Monday in October
Council Receives Preliminary Budget	10/21/2024	November 1st
Budget is made available to the Public	10/28/2024	6 Weeks before Jan 1st
Budget Presentation at Council	10/28/2024	
Budget Presentation at Council	11/4/2024	
Budget Presentation at Council	11/12/2024	
Property Tax Hearing/Adoption	11/25/2024	November 30th
Final Public hearing	11/25/2024	Prior to 1st Monday in December
Budget Adoption	12/9/2024	December 31st

## CITY OF TOPPENISH Boards, Commissions, and Committees

The Toppenish City Council would like to acknowledge those residents who volunteer their time to serve their community on the important Boards, Commissions, and Committees that enhance the quality of life in their community.

*Thank you for your service!*

<b>Civil Service Commission:</b> Appointed by the City Manager		6 year terms
Meets: 2nd Wednesday, 7:00 p.m.		<i>Mary Beltran, Secretary-Examiner</i>
<b>Name:</b>	<b>Date Appointed</b>	<b>Term</b>
Bonnie Kent Walker	October 2005	December 2026
Eric Martinen, Chair	September 2005	December 2027
Mark Oaks	January 2023	December 2028

<b>Planning Commission:</b> Appointment by the City Council		6 year terms
Meets: 3rd Wednesday, 5:30 p.m. <i>(if needed)</i>		<i>Staff: Andrew Hattori</i>
<b>Name:</b>	<b>Date Appointed</b>	
Jesus Aguirre	May 2024	
Christy Doonan	May 2024	
Gabriela Guel	May 2024	
Janet Mayer, Chair	May 2024	
Benita Polina	May 2024	
Vacant		
Vacant		

<b>Parks &amp; Recreation Advisory Board:</b> Appointed by the City Council		
Meets: 2nd Thursday, 5:00 p.m. <i>(if needed)</i>		<i>Staff: Sean Davido &amp; Shaun Burgess</i>
<b>Name:</b>	<b>Date Appointed</b>	
Leanne Galaviz, President	September 2009	
Xochitl Mares	May 2019	
Jeannie Sanchez	December 2008	
Brett Stauffer	January 2013	
Vacant		
Vacant		
Vacant		

<b>Lodging Tax Advisory Committee:</b> Appointed by the City Council <i>(Reviewed Annually)</i>		
Meets: As needed		<i>Staff: Heidi Riojas</i>
Elpidia Saavedra, Mayor	Nick Troy, Toppenish Chamber	
Sandeep Kaur, Toppenish Inn & Suites	Doug Shearer, Yakima Valley Rail & Steam	
Parminder Thind, El Corral Motel		

Honorable Mayor Elpidia Saavedra  
Members of the Toppenish City Council  
21 West 1<sup>st</sup> Avenue  
Toppenish, Washington 98948

Dear Mayor Saavedra and City Councilmembers,

I am pleased to present the Fiscal Year 2025 (FY2025) Budget for your review.

Throughout the last year and this budgeting process, we continue to see slower revenue growth and dramatic expense escalation because of inflation. This, combined with other factors, presents challenges that your actions, and this budget, have worked to address. I am confident in the ability of this budget to provide for the needs of the citizens of Toppenish currently while working towards a more stable long-term fiscal position.

**Budget Issues Facing the Governing Body**

**Policy Issues**

The messaging over the last year has been that we have a budget deficit. The 2024 budget was passed with the formidable expectation of using \$2.25 million of the general fund balance to cover costs. The 2023-year actuals ended with a reduction of about \$550,000 in the City’s general fund balance. These reductions are the result of a fund balance that has grown over time because of staffing shortages, and federal aid. The 2025 budget as constructed has the City using about \$1.4 million of the general fund balance to cover costs, bringing the fund balance down to about \$1 million.

The City Council will need to have continued discussions into 2025 to prepare for the 2026 budget cycle and decide what level of service the City can support. City staff has and will continue to actively look for different ways to provide the needed services for the residents of Toppenish. As one example recently mentioned, staff continue to have conversations with surrounding agencies about the possibility of forming a Regional Fire Authority in consideration of providing a more efficient service without the additional financial burden.

Additionally, the City Council needs to have continued conversations about additional revenue sources such as Business and Occupation Taxes or levy lid lifts to fund the level of service the City wants.

Earlier in 2024, the Council approved a \$20 increase in Vehicle Licensing fees. As a result of this change, and for the first time since 2021, the General Fund will not need to provide a subsidy to the City’s Street fund.

The 2025 proposed budget includes a 3% rate increase to the City’s Water, Wastewater, and Solid Waste funds. For many years the Utility Funds have been reactionary rather than proactive when it comes to maintenance of the systems. The 3% increase is primarily to address inflation (2.4% most recent number, 4.1% average in 2023, 8.0% in 2022 – bls.gov). Staff is developing a Capital Improvement Plan (CIP) that will be used to guide rate increases beyond 2025. In developing a CIP, staff are focusing on the projects that are considered essential to maintain utility systems, without putting too much of a burden on the rate payers.

Staff has opted to present a single-year 2025 rate increase, to ensure good data to set rates based on these capital needs for the future. Through this analysis, and other budgetary levers, City staff hopes to eventually lower the 29% Utility Tax. Currently the Utility Tax makes up 42% of the City's General Fund revenue (not including fund balance). It is the staff's intent to continue to seek additional revenue sources to supplement the General Fund.

On November 5, 2024, the voters of Toppenish will vote whether to form the Toppenish Metropolitan Park District. If this passes, the City Council will become the board for the district and will have the responsibility to set the property tax rate. If the board passes a \$0.75 property tax levy, the district will be able to generate about \$435,000 which would reduce the budget deficit to below \$1 million for 2025.

The City's largest total expense is personnel costs. Excluding Utility Tax expenses and Transfers, personnel costs make up 50% of the City's 2025 preliminary budget across all funds. The City has collective bargaining agreements with three unions including Teamsters, Fraternal Order of Police (FOP), and International Association of Fire Fighters (IAFF). The City's agreements with FOP and IAFF extend through the 2025 budget year. The approved Cost of Living Adjustment for those two unions is 4% in 2025 (5% in 2024, and 7% in 2023). The City's agreement with the Teamsters Union does not go through 2025, and so staff will bring the council a negotiated agreement for approval for 2025 and beyond.

**Economic Factors**

According to the Bureau of Labor Statistics, inflation has increased by 16.8% from 2021 – 2023, compared to 5.4% from 2018 – 2020. The City received funds from both the state and federal government during and after the COVID-19 pandemic which helped to cover the increase in costs in recent years. Now that the money has been used, the City is adjusting its budget to keep up with inflationary costs. From 2021 to 2023, tax revenue only increased by 4.7% for the City of Toppenish. This increase is 12.1% lower than what would be needed to just keep up with inflation. Revenue that is not keeping pace, along with a need to adjust expenditures causes budgeting deficiencies. Staff has worked hard to cut unnecessary costs and find other sources of revenue to develop a more balanced budget.

As a result of inflation, Sales Tax increased for a period of time, to a high of \$1.2m in 2023 (just in the City's General Fund). For comparison the average sales tax from 2015 – 2019 was about \$777,000. Unfortunately, in recent months sales tax has slowed down considerably. The last month of data that we have is collections from September. In September of 2023 the City collected \$106,003 of Sales Tax revenue, in September of 2024 the City collected \$81,079, a decrease of nearly 24%. Months can fluctuate, however; year to date the City has collected \$765,229 versus \$908,096 in 2024, a decrease of about 16% or \$143,000. So, while sales tax increased for a period, it appears that revenue is settling back to pre-inflationary times. The 2025 budget accounts for this decrease and uses forecasting tools to conservatively estimate 2025 revenue. The Finance Director publishes quarterly reports that give updates on trends and how our revenue is performing in relation to budget and previous years.

The Real Estate Excise Tax (REET) is revenue that the City receives as a result of real estate sales within the City’s boundaries. Earlier in the year the council approved the collection of the “REET 2” percentage of the tax which increases the rate from 0.25% to 0.50%. Over the last few years the City has generated about \$40,000 from this revenue source. With the additional 0.25% the City expects to generate a total of about \$80,000. This revenue can be used for capital projects and will be included as a funding source in the City’s CIP.

I am pleased to share that we have hired a Community and Economic Development Director. With this positional hire, I expect continued economic analysis and insight that will help the City to navigate the relationship between businesses, developers, community groups, and the City to work towards an improved economic environment for the City.

**Regulatory and Legislative Changes**

Since 2001, the City has only been able to increase its property tax collected by 1% due to state law. As previously discussed, this cap severely limits the City’s ability to maintain its level of services. The City has joined a coalition led by the Association of Washington Counties to lobby and advocate for raising this 1% cap to 3% during the next legislative session.

City staff continues to be active in applying for grants for its major capital projects along with grants that help to pay for programming. As you all know the City was awarded over \$8 million for its Waste Water Treatment Plant upgrades. As of now, the City has not been notified how much of this award is grant funding versus low interest loans. While low interest loans are still good, they will have an impact on our utility rates.

**Funds**

**General Fund**

The General Fund is the City’s largest fund, with a budget of about \$8.5 million. 48% of the budget is for the Police department; 17% is for administration which includes finance, HR, City Council, City Clerk, IT, Risk Management, subsidy to the Cemetery Fund, and the City Manager’s office; 16% is for the Fire Department; 7% is for Parks, Recreation, and aquatics services; 6% is for our contracted out Municipal Court services with Sunnyside; and 5% is for planning and community development.

The largest reductions in expenditures for the General Fund include \$120,348 for police station rent, \$110,118 for removal of street fund subsidy, and a reduction in capital expenditures being paid out of the operating fund. Despite increasing costs, the general fund budget is about \$220,000 less than what it was in 2025 because of various cost savings.

Besides collective bargaining agreement increases, the largest expenditure increases in the General Fund include court services, inmate costs, health insurance premiums, and WCIA insurance premiums. The court and inmate services aren’t increasing because of any new contracts, rather they reflect services being provided again at a pre-pandemic level. These services are billed on a usage basis, and the services were limited with the various public safety restrictions. Now that the restrictions are removed, the City is subject to the original rates and agreed upon increases which compound to be a large increase in the 2025 budget, but more reflective of the actual cost paid. Our Health Insurance is administered through AWC, and we

have been informed that rates are increasing by 8% for 2025. WCIA rates increased by 5% for 2025 and since 2021 they have increased by 99.7%

As mentioned earlier, the largest revenue source for the General Fund is from Utility Taxes. The City charges its own utilities a rate of 29%; and the telephone, natural gas, and electricity utilities 8.5%. This revenue makes up 42% of the General Fund's revenue. The next largest source of revenue is sales tax which makes up 23% of the General Fund's revenue. Licenses and Permits, fees, intergovernmental revenue, miscellaneous, and interest earnings make up about 20% of the revenue, with interest earnings being the largest increase in revenue for the general fund because of council's action to collect all interest earnings in the general fund. The last revenue source for the general fund is property tax which makes up about 15% of the total revenue. Note, each of these percentages make up total revenue produced in the General Fund, total revenue used includes about \$1.4 million of fund balance in addition to each of these revenue sources.

**Utility Funds**

The City's Utility Funds; Water, Wastewater, and Solid Waste, are the next biggest funds with a combined total of about \$8 million (Wastewater \$3.7 million, Water \$2.9 million, Solid Waste \$1.4 million). The funds are entirely user rate supported. Rates are determined by the City Council each year with supporting information from staff and consultants which make up rate study recommendations. In 2024 the City did a rate study and was informed that rate increases were needed in each fund. City staff has built this budget with a 3% rate increase for now, with continued analysis to be done to develop further rates. Staff is cognizant of the burden that rates place on the citizens, and we want to do everything that we can to provide essential services without being too much of a burden.

**Street Fund**

The Street Fund is a maintenance fund, with a budget just over \$486,000. The Street fund includes funding for street sweeping, snow and ice control, line striping and marking, pothole repair, crack sealing and electricity for streetlights.

49% of Street Fund expenditures are budgeted for services, 30% on salaries and wages, 17% on supplies, and 3% on equipment replacement.

Funding for the Street Fund is primarily from Vehicle License fees (64%) and motor fuel tax (33%). As mentioned previously, the City has increased Vehicle License Fees to make it possible for this fund to support itself without a General Fund subsidy.

**Previous Year Lookback**

As we consider the future of Toppenish through the 2025 budget, I believe it important to look back at what we have achieved over the last year. First and foremost, I have complete confidence in City staff's ability to respond to any of the challenges that the City of Toppenish faces. Our staff is innovative, resourceful, and above all professional. They understand the community and continue to impress me with their ability to solve problems and make life better for the residents of Toppenish.

I would like to highlight four projects that staff members have taken on with significant progress.

1. Wastewater Treatment Plant – while much work is still needed, staff has worked with engineering consultants to develop a plan that will get the City back into EPA compliance, and has secured \$8.75 million of loan/grant funding to do so. While we still have significant work to do for the actual project, and securing additional funding, we are well on our way to solving this issue
2. Police Building – In 2022 the Police Department was moved to its current temporary facility with the condition of a two-year lease. Rather than continuing this lease indefinitely, staff turned over every possible stone and was able to find a potential location for a new police facility at 220 West Toppenish Avenue. While the City is doing its due diligence at this former physical therapy office, we are optimistic that it will allow for the City to invest in a property for its police officers that will have a net gain, rather than a loss through lease of a temporary facility.
3. Bike/Pedestrian Improvements – Washington Avenue from South Alder Street to South Toppenish Avenue. The City applied and received preliminary approval for a \$1,765,950 street improvement project that will establish the downtown revitalization that Toppenish desperately needs. This project is anticipated to start construction in 2026.
4. Financial operations – The City’s new finance Director Vaughn and his staff have stabilized and improved the City’s financial functions in a way that has been missing from the City for several years.
5. Code Enforcement – The City’s code enforcement team has made incredible progress in such a short time, to enforce city codes which have been lacking enforcement. Code enforcement took the lead in shutting down the El Corral because of code violations occurring at the property.

Again, I am confident that the current team that the City has on staff is up for the challenges that the City faces, and that this budget will help us to provide for the needs of the citizens of Toppenish now and into the future.

**Dan Ford, PE**  
*City Manager*



**Where does the money go?  
(General Fund)**

**Municipal  
Court 6%**

**Fire 16%**



**Planning and  
Community  
Development  
5%**

**Parks and  
Recreation  
7%**

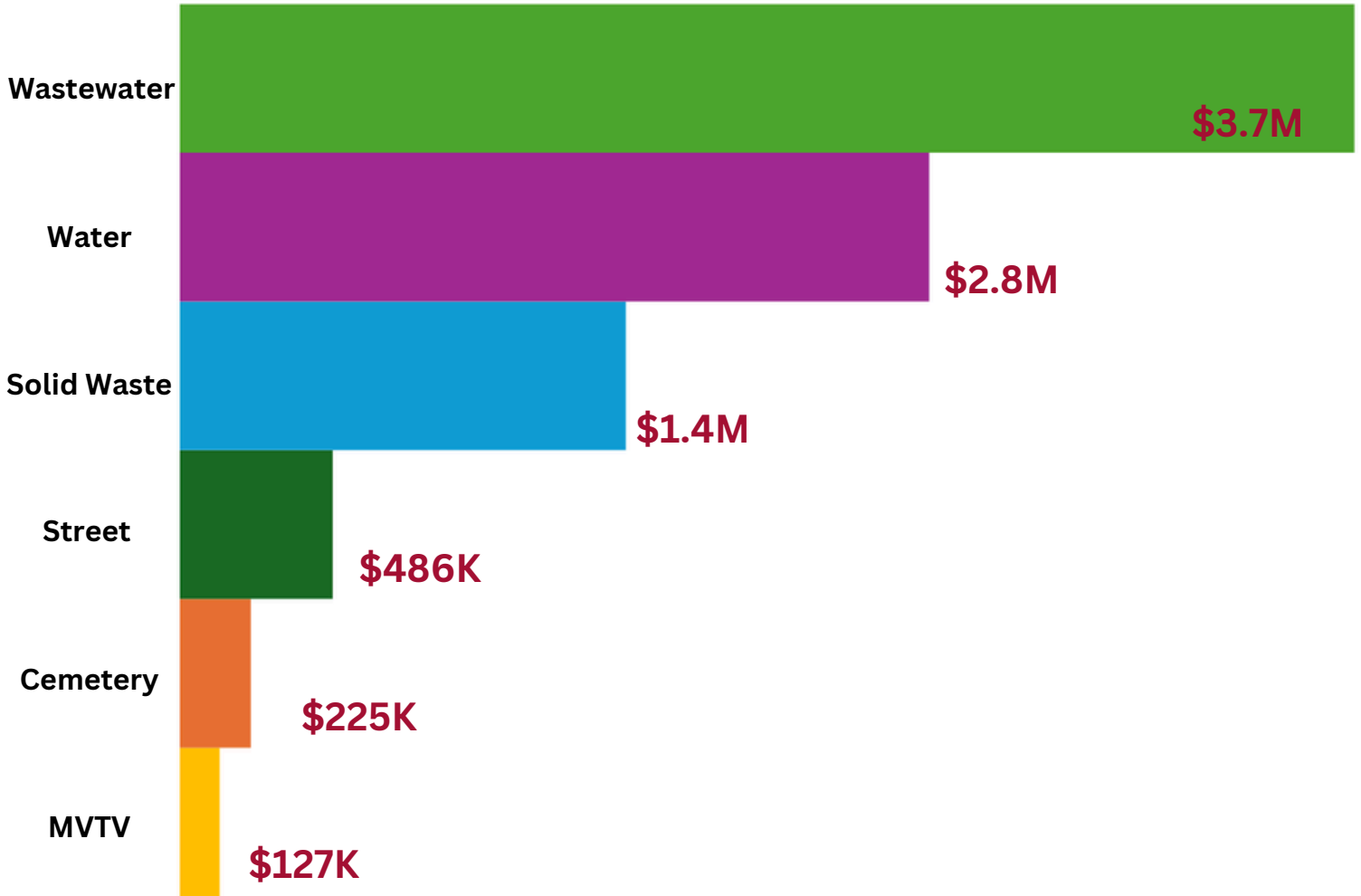
**Administration  
17%**

**Police 48%**

**Where does the  
money come from?  
(General Fund)**



**Other Major Funds (General Fund = \$8.5m)**



The City Utilities (Wastewater, Water, Solid Waste) are required to pay 29% of their Gross Revenues to the General Fund as a Utility Tax. This supports 42% of the General Fund's functions as seen on the previous page.

**29%**

**Personnel Information**

The City of Toppenish is a full-service City that provides quality service and programs for its residents with a responsive staff of 52 full-time employees and 32 volunteer firefighters.

**Position Funding:**

The City funds positions at their full annual cost for budgetary purposes even if it is projected that vacancies might occur. It is the City Council’s objective to provide sufficient funding for recruiting and maintaining highly qualified personnel.

**Labor Relations:**

Many City employees are eligible under state law to be represented by labor organizations. The City strives to work with the bargaining units in a manner consistent with all applicable law, and to promote policies that are mutually beneficial to management and employees. The collective bargaining agreements address issues of salary, leave time, health insurance, working conditions, and grievance procedures. City employees are represented by the following unions:

- International Association of Firefighters Local 2328 (IAFF) serving the Fire and EMT personnel.
- Teamsters Local Union No. 760 representing Public Works, Finance, and Police Clerical.
- Toppenish Police Officers Association Fraternal Order of Police representing the uniformed Police Department personnel.

**Retirement Benefits:**

All City full-time and qualifying part-time employees participate in the statewide local government retirement systems administered by the Department of Retirement. The systems available to City staff are the Public Employees Retirement System (PERS) and the Law Enforcement Officers’ and Firefighter’s Retirement System (LEOFF). The contribution rates are as follows:

<b>Rate of Contribution</b>			
	<b>City</b>	<b>Employee</b>	<b>Total</b>
LEOFF II	5.32%	8.53%	13.85%
PERS II	9.11%	6.36%	15.47%
PERS III	9.11%	6.36%*	15.47%*

\*Minimum 5% employee contribution, up to 15%

**Medical Benefits:**

The health insurance benefits are negotiated by the labor relations organizations or provided for in the Personnel Policy Manual. The 2024 Budget reflects the following changes to insurance rates:

- 8.0% increase in medical premiums
- 0% increase in dental premiums
- 0% increase in vision premiums

The City also provides \$20,000 of term life insurance for all full-time employees.

**Longevity:**

The city provides a longevity incentive to all employees who have worked at two years or more. The amount ranges from \$20.00 to \$209.00 per month. Members of FOP, IAFF and non-represented staff receive longevity monthly and it is a percentage of their base salary ranging from 1.5%-4.5%.

**Deferred Compensation Benefits:**

All City employees can contribute to the City’s 457 Deferred Compensation Plan with tax-deferred dollars. The city provides up to 2% deferred comp match. The companies providing plans for City employees are Nationwide and ICMA-RC.

**Retiree Contributions:**

The City provides post-employment benefits (OPEB) consisting of medical insurance and costs not covered by insurance to six retired LEOFF I employees (3 police/fire). The city provides Fireman’s pension to one pre-LEOFF I employee and two widowed spouses.

2024 Position Listing	2025 Proposed Position Listing	Department	Group	FTE 2024	FTE 2025
City Manager	City Manager	Executive	Non-Rep	1	1
Assistant City Manager	Assistant City Manager	Executive/PW	Non-Rep	1	0
City Clerk	City Clerk	Executive	Non-Rep	1	1
Human Resource Generalist	Human Resource Generalist	Executive	Non-Rep	1	1
Public Works Office Manager	Executive Assistant	PW/Executive	Non-Rep	1	1
Activities Program Manger	Activities Program Manger	Recreation/Aquatics	Non-Rep	1	0
Budget and Finance Director	Budget and Finance Director	Finance	Non-Rep	1	1
Accounting Manager	Accounting Manager	Finance	Non-Rep	1	0
Finance Technician II	Finance Technician II	Finance	Teamsters	2	2
Finance Technician I	Finance Technician I	Finance	Teamsters	2	2
Development Services Director	CED Director	CED	Non-Rep	0	1
Permit Coordinator	Permit Coordinator	CED	Teamsters	1	1
Code Enforcement Officer	Code Enforcement Officer	Police	Teamsters	1	1
Police Chief	Police Chief	Police	Non-Rep	1	1
Police Captain	Police Captain	Police	Non-Rep	1	1
Assistant to the Police Chief	Assistant to the Police Chief	Police	Non-Rep	0	1
Sergeant	Sergeant	Police	TPOA	3	3
Police Officer	Police Officer	Police	TPOA	10	8
Detective	Detective	Police	TPOA	0	1
Senior Records Specialist	Senior Records Specialist	Police	Teamsters	1	1
Records Specialist	Records Specialist	Police	Teamsters	1	1
Fire Chief	Fire Chief	Fire	Non-Rep	1	1
Fire Captain	Fire Captain	Fire	IAFF	1	1
Firefighter	Firefighter	Fire	IAFF	5	5
*Volunteer Firefighter	*Volunteer Firefighter	Fire	N/A	*32	*32
Public Works Superintendent	Public Works Director	Public Works	Non-Rep	1	1
Public Works Supervisor	Public Works Supervisor	Public Works	Teamsters	2	2
Administrative Assistant	Administrative Assistant	Public Works	Non-Rep	0	1
Maintenance Technician	Maintenance Technician	Public Works	Teamsters	7	6
Grounds Maintenance Technician	Grounds Maintenance Technician	Public Works	Teamsters	1	1
Water Operator II	Water Operator II	Public Works	Teamsters	1	0
Water Operator I	Water Operator I	Public Works	Teamsters	1	1
Wastewater Treat Plant Operator II	Wastewater Treat Plant Operator II	Public Works	Teamsters	1	0
Wastewater Treat Plant Operator I	Wastewater Treat Plant Operator I	Public Works	Teamsters	2	1
Wastewater Treat Plant Operator In Training	Wastewater Treat Plant Operator In Training	Public Works	Teamsters	0	1
Information Technology Manager	Information Technology Manager	IT	Non-Rep	0	1
Community TV Manager	Community TV and Activities Manager	MVTV	Non-Rep	1	1
<b>Full-Time Positions</b>				<b>55</b>	<b>52</b>
*Volunteer positions					

# CITY OF TOPPENISH

## 2025 Monthly Salary Schedule

Effective: 1/1/2025

<b>Non-Represented Employees: 4% COLA</b>		
<b>Class Title</b>	Range is 30%	
	Minimum	Maximum
<b>Grade 6:</b> Fire Chief, Police Chief, Finance Director, Public Works Director, Community and Economic Development Director	8,389	10,906
<b>Grade 5:</b> Police Captain, Public Works Superintendent, Information Services Manager, Executive Assistant to the City Manager	7,990	10,387
<b>Grade 4:</b> Assitant to the Police Chief, Communications Manager	6,991	9,088
<b>Grade 3:</b> City Clerk, Human Resources Generalist, Recreation Activities Program Manager	5,826	7,574
Civil Service Secretary	\$38.81 per hour/minimum 5 hours per month	

<b>Finance-Development Services-Police Clerical-Public Works Teamsters:</b> Collective Bargaining Agreement in negotiation							
<b>Class Title</b>	5% increments						
	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Assistant, Customer Service Clerk	3,583	3,762	3,950	4,148	4,355	4,573	4,802
Records Specialist	3,777	3,966	4,164	4,372	4,591	4,821	5,062
Finance Technician I, Maintenance Technician, Grounds Maintenance Technician, Wastewater Treatment Plant OIT	4,024	4,225	4,436	4,658	4,891	5,136	5,393
Finance Technician II, Senior Records Specialist, Wastewater Treatment Plant Operator I, Water Operator I, Permit Technician	4,226	4,437	4,659	4,892	5,137	5,394	5,664
Finance Technician III, Code Enforcement Officer, Permit Coordinator, Wastewater Treatment Plant Oper. II, Water Operator II	4,522	4,748	4,985	5,234	5,496	5,771	6,060

<b>FLSA Exempt Supervisors Teamsters:</b> Collective Bargaining Agreement in negotiation							
<b>Class Title</b>	5% increments						
	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Public Works Supervisor	6,028	6,329	6,645	6,977	7,326	7,692	8,077

**Police - FOP: 4% COLA**

Class Title	5% increments			3.00%	3.00%	3.00%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Officer	6,042	6,344	6,661	6,861	7,067	7,279
Sergeant (Step 1: 110%; Step 2: 1.125%; Step 3: 1.15% of Officer Step 6)	Step 1 8,007	Step 2 8,189	Step 3 8,371			

**Firefighters - IAFF: 4% COLA**

Class Title	Firefighter: Step A 85%; B 90%; Step C 100% Captain: Step C 110%; Step D 115%		
	Step A	Step B	Step C
Firefighter (Step A 85%; Step B 90% of Step C)	5,543	5,869	6,521
Fire Captain (Step C 110% of Sr. FF - Step D 115% of Sr. FF) <i>LEOFF pension: Battalion Chief equals Fire Captain Salary</i>	Step C 7,173		Step D 7,499

Non Represented Seasonal Aquatics	Hourly Rate - (5% Increments)					
<i>Hourly Rates based on current minimum wage</i>	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Cashier (age 14 or 15)	14.16	14.87	15.61	16.39	17.21	18.07
Cashier, Lifeguard, Water Safety Instructor	16.66	17.49	18.36	19.28	20.24	21.25
Head Lifeguard	20.20	21.21	22.27	23.38	24.55	25.78
Pool Manager	24.50	25.73	27.02	28.37	29.79	31.28

\_\_\_\_\_  
Dan Ford, City Manager

\_\_\_\_\_  
Date

## Basis of Reporting

The City reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting.
- Component units are required to be disclosed but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are similar to the ending balance classification in GAAP.

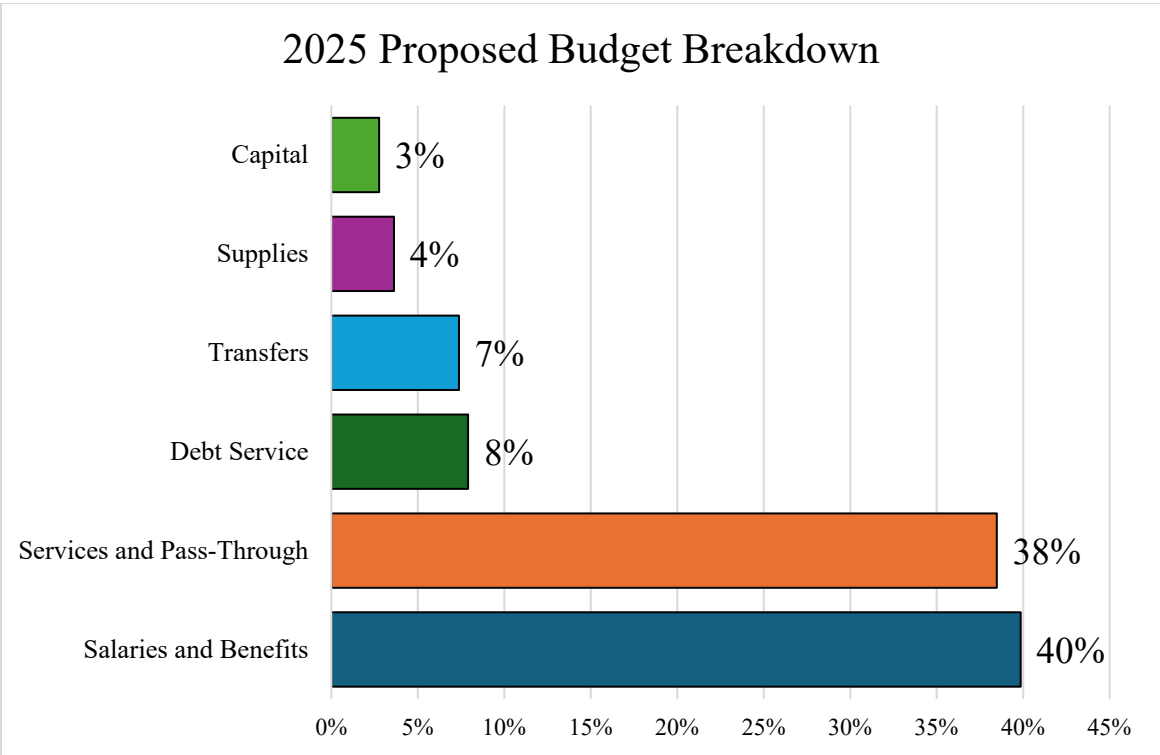
## Expenditures

In following the Cash Basis BARS Manual, the City breaks its expenditures into the following\* categories:

- Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out
- Salaries and Wages
  - Used to record gross amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contract
- Personnel Benefits
  - Used to record the employer’s share of benefits provided to employees, in addition to compensation, that are part of the conditions of current or past employment.
- Supplies for Consumption and Resale
  - Used to record items purchased for consumption and used by the government and items purchased for resale
- Services and Pass-Through Payments
  - Used for professional and technical services which are provided by other governments, other funds, or by private entities as well as for pass-through payments
- Capital Outlays
  - Used for expenditures related to the purchase or construction of assets considered capital
- Debt Service Principal
  - Used to record debt payments
- Debt Service Interest
  - Used to record debt interest

\* [Object Codes | Office of the Washington State Auditor](#)

<b>Expenditures by Category All Funds</b>				
	<b>2022 Actuals</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Proposed</b>
Transfers	\$2,534,338	\$766,663	\$1,566,480	\$1,351,289
Salaries	\$3,798,560	\$4,310,737	\$4,982,405	\$5,188,117
Benefits	\$1,655,307	\$1,871,165	\$2,331,065	\$2,108,956
Supplies	\$549,437	\$664,844	\$740,722	\$663,185
Services and Pass-Through	\$6,476,819	\$6,749,160	\$6,746,589	\$7,045,104
Capital	\$7,433,995	\$5,715,991	\$1,109,130	\$506,030
Debt Service Principal	\$2,881,527	\$1,140,681	\$1,421,997	\$1,279,432
Debt Service Interest	\$121,021	\$188,634	\$181,590	\$168,413
<b>Total</b>	<b>\$25,451,004</b>	<b>\$21,407,876</b>	<b>\$19,079,978</b>	<b>\$18,310,527</b>



\*Debt Service Principal and Interest were combined, along with Salaries and Benefits

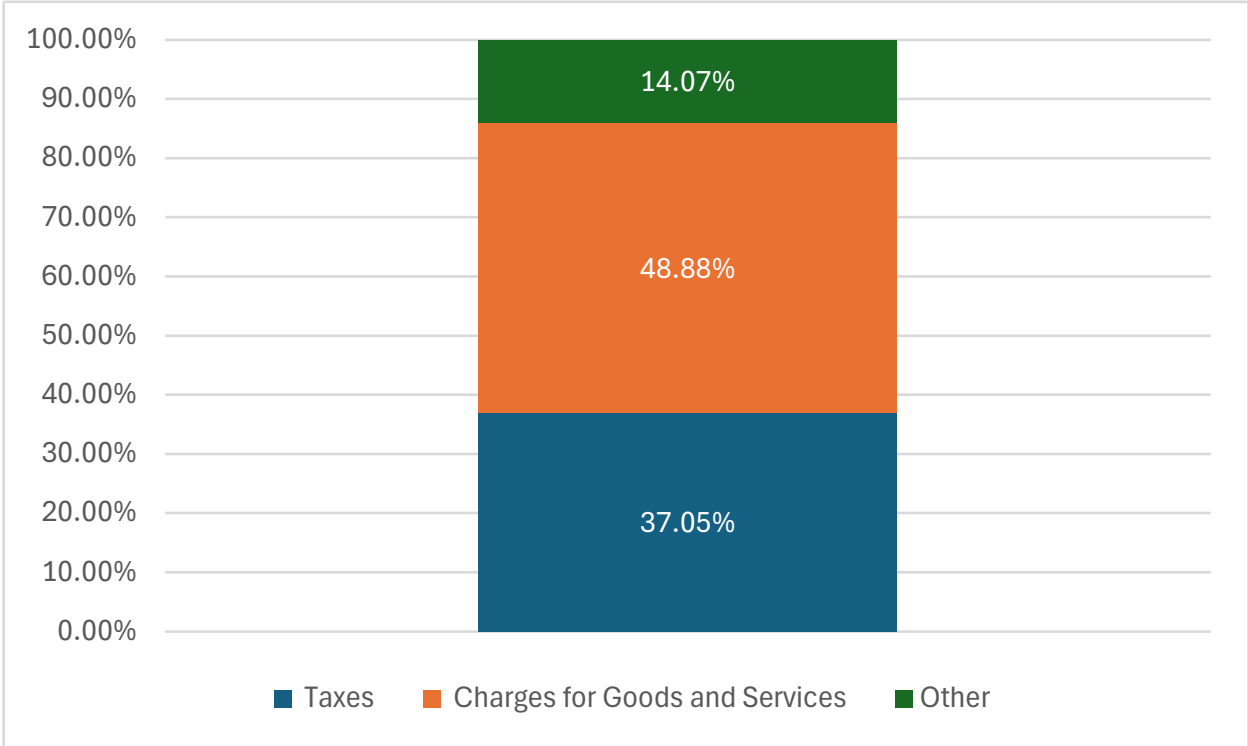
# Revenue

In following the Cash Basis BARS Manual, the City breaks its revenue into the following\* categories:

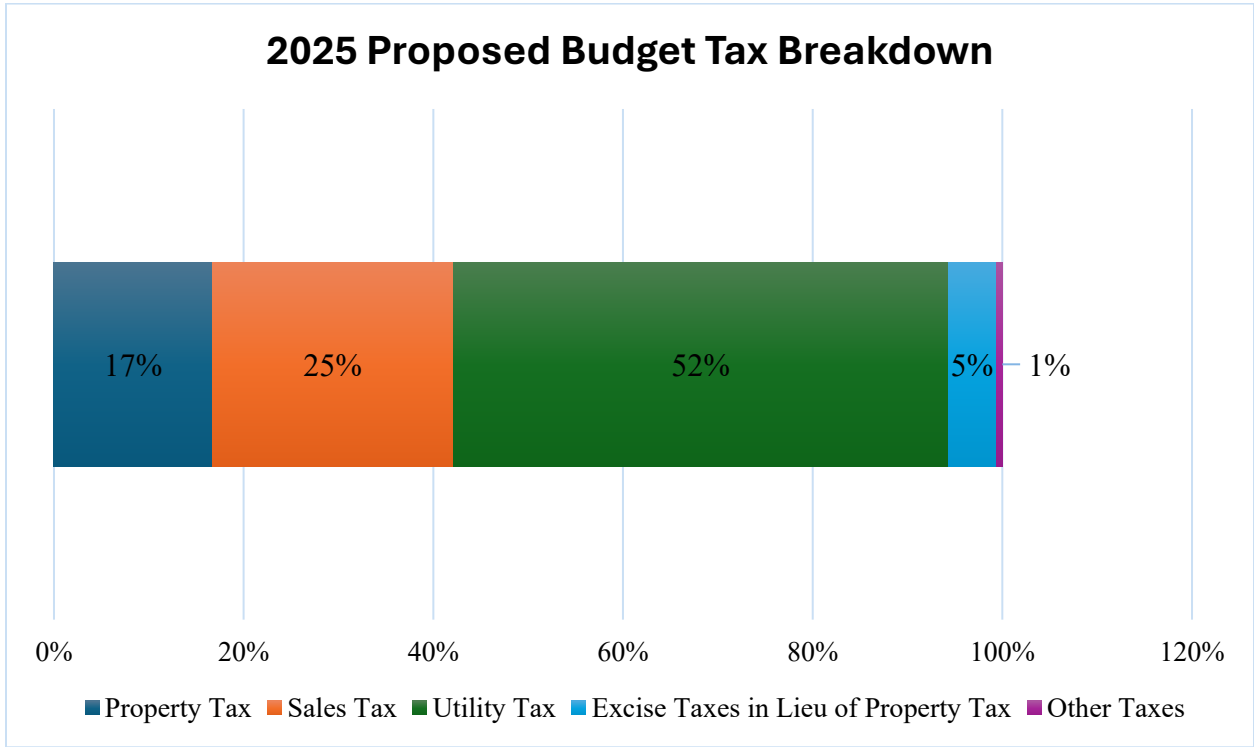
- Taxes
- Licenses and Permits
- Intergovernmental Revenues
- Charges for Goods and Services
- Fines and Penalties
- Miscellaneous Revenues
- Other Increases in Fund Resources
- Other Financing Sources

\* [Revenue and Expenditure Accounts Overview | Office of the Washington State Auditor](#)

Revenue by Category All Funds				
	2022 Actuals	2023 Actuals	2024 Budget	2025 Proposed
Taxes	\$5,932,947	\$6,041,388	\$6,096,549	\$6,173,101
Licenses and Permits	\$173,725	\$137,244	\$104,800	\$150,785
Intergovernmental Revenues	\$4,660,547	\$4,484,224	\$563,109	\$595,489
Charges for Goods and Services	\$7,561,535	\$7,412,670	\$7,735,980	\$8,085,458
Fines and Penalties	\$51,733	\$34,999	\$62,815	\$62,966
Miscellaneous Revenues	\$361,558	\$553,241	\$203,425	\$509,719
Other Increases in Fund Resources	\$229,912	\$145,405	\$76,577	\$65,560
Other Financing Sources	\$8,440,093	\$703,972	\$1,316,480	\$335,389
<b>Total</b>	<b>\$27,412,051</b>	<b>\$19,513,142</b>	<b>\$16,159,735</b>	<b>\$15,978,466</b>



# Taxes



## Departmental Breakdown

Department	2022 Actuals	2023 Actuals	2024 Budget	2025 Proposed
Legislative	\$ 42,505	\$ 53,467	\$ 66,530	\$ 123,972
Municipal Court	\$ 260,977	\$ 382,001	\$ 350,000	\$ 500,000
Executive	\$ 140,212	\$ 71,263	\$ 82,186	\$ 218,263
Finance & Clerk	\$ 364,692	\$ 346,691	\$ 628,029	\$ 335,795
Legal	\$ 24,714	\$ 21,326	\$ 41,505	\$ 52,130
Risk Management	\$ 71,169	\$ 89,994	\$ 100,050	\$ 83,900
Central Services & HR	\$ 1,415,630	\$ 637,973	\$ 611,162	\$ 461,275
Other General Government	\$ 527,273	\$ 354,497	\$ 423,147	\$ 200,893
Police	\$ 2,793,582	\$ 3,328,314	\$ 4,111,140	\$ 4,064,598
Fire	\$ 1,063,048	\$ 1,197,589	\$ 1,331,335	\$ 1,400,340
Code Enforcement	\$ 220,550	\$ 177,909	\$ 220,210	\$ 317,048
Planning and Community Development	\$ 47,777	\$ 113,614	\$ 135,715	\$ 148,005
Recreation	\$ 25,787	\$ 69,264	\$ 154,620	\$ 104,048
Parks and Aquatics	\$ 380,410	\$ 492,811	\$ 552,265	\$ 535,847
Street	\$ 345,615	\$ 450,695	\$ 498,242	\$ 486,238
Cemetery	\$ 160,000	\$ 161,036	\$ 308,000	\$ 311,982
Water	\$ 2,604,613	\$ 2,540,187	\$ 3,127,473	\$ 2,882,643
Wastewater	\$ 3,721,386	\$ 3,111,281	\$ 3,835,768	\$ 3,735,284
Solid Waste	\$ 1,198,255	\$ 1,273,718	\$ 1,410,727	\$ 1,418,952

2025 Proposed Revenues and Expenditures by Source

Fund Name	General	Capital Reserve	Welcome Center	Railroad Facility	PW Bldg
Fund #	001	002	003	004	006
<b>REVENUES:</b>					
308 - Beginning Fund Balance	1,986,269	261,584	30,161	1,547	148,525
310 - Taxes	5,096,671	-	-	-	-
320 - Licenses & Permits	147,523	-	-	-	-
330 - Intergovernmental	285,162	-	-	-	-
340 - Charges for Services	171,280	-	-	-	-
350 - Fines & Forfeitures	62,966	-	-	-	-
360 - Miscellaneous Revenues	465,142	-	-	-	-
380 - Non Revenues	-	-	-	-	-
390 - Other Financing	-	-	-	12,579	-
<b>Total Revenues:</b>	<b>6,228,744</b>	<b>-</b>	<b>-</b>	<b>12,579</b>	<b>-</b>
<b>Total All Revenues:</b>	<b>8,215,013</b>	<b>261,584</b>	<b>30,161</b>	<b>14,126</b>	<b>148,525</b>

<b>EXPENDITURES:</b>					
00-Fund Balance	1,015,646	111,584	25,877	1,547	147,635
10-Salaries & Wages	3,334,712	-	-	-	-
20-Benefits & Personnel Costs	1,305,665	-	-	-	-
30-Supplies	192,090	-	60	-	17,200
40-Services	2,197,181	-	4,224	12,579	(16,310)
60-Capital Purchase/Projects	25,000	150,000	-	-	-
70- Debt Service	-	-	-	-	-
80-Non Expenditures	-	-	-	-	-
97-Transfers Out	144,719	-	-	-	-
<b>Total Expenditures:</b>	<b>7,199,367</b>	<b>150,000</b>	<b>4,284</b>	<b>12,579</b>	<b>890</b>
<b>Total All Expenditures:</b>	<b>8,215,013</b>	<b>261,584</b>	<b>30,161</b>	<b>14,126</b>	<b>148,525</b>

Change in Fund Balance

Beginning Fund Balance	1,986,269	261,584	30,161	1,547	148,525
Plus Revenues	6,228,744	-	-	12,579	-
Less Expenditures	<u>7,199,367</u>	<u>150,000</u>	<u>4,284</u>	<u>12,579</u>	<u>890</u>
Ending Fund Balance	1,015,646	111,584	25,877	1,547	147,635
<b>Use of Fund Balance</b>	<b>(970,623)</b>	<b>(150,000)</b>	<b>(4,284)</b>	<b>(0)</b>	<b>(890)</b>

Fund Name	Library	Urban Develop Grant	Criminal Justice	Special Projects	Street
Fund #	007	021	030	050	101
<b>REVENUES:</b>					
308 - Beginning Fund Balance	-	1,926	471,731	293,834	-
310 - Taxes	-	-	738,061	-	-
320 - Licenses & Permits	-	-	-	-	3,262
330 - Intergovernmental	-	-	138,261	-	172,065
340 - Charges for Services	-	-	-	-	-
350 - Fines & Forfeitures	-	-	-	-	-
360 - Miscellaneous Revenues	-	-	-	3,519	-
380 - Non Revenues	-	-	-	14,560	-
390 - Other Financing	12,279	-	-	-	311,982
<b>Total Revenues:</b>	<b>12,279</b>	<b>-</b>	<b>876,322</b>	<b>18,078</b>	<b>487,309</b>
<b>Total All Revenues:</b>	<b>12,279</b>	<b>1,926</b>	<b>1,348,053</b>	<b>311,912</b>	<b>487,309</b>

<b>EXPENDITURES:</b>					
00-Fund Balance	2,516	1,926	28,535	278,082	1,071
10-Salaries & Wages	-	-	626,572	20,229	101,063
20-Benefits & Personnel Costs	-	-	259,565	8,448	46,111
30-Supplies	100	-	68,600	3,000	84,400
40-Services	9,663	-	254,781	2,153	239,664
60-Capital Purchase/Projects	-	-	110,000	-	-
70- Debt Service	-	-	-	-	-
80-Non Expenditures	-	-	-	-	-
90-Transfers Out	-	-	-	-	15,000
<b>Total Expenditures:</b>	<b>9,763</b>	<b>-</b>	<b>1,319,517</b>	<b>33,831</b>	<b>486,238</b>
<b>Total All Expenditures:</b>	<b>12,279</b>	<b>1,926</b>	<b>1,348,053</b>	<b>311,912</b>	<b>487,309</b>

**Change in Fund Balance**

Beginning Fund Balance	-	1,926	471,731	293,834	-
Plus Revenues	12,279	-	876,322	18,078	487,309
Less Expenditures	9,763	-	1,319,517	33,831	486,238
Ending Fund Balance	2,516	1,926	28,535	278,082	1,071
<b>Use of Fund Balance</b>	<b>2,516</b>	<b>-</b>	<b>(443,195)</b>	<b>(15,752)</b>	<b>1,071</b>

Fund Name	Vehicle License Fee	Tourism	Cemetery	Public Safety Grants	Invest Drug Account
Fund #	103	106	108	119	129
<b>REVENUES:</b>					
308 - Beginning Fund Balance	49,343	83,499	-	206,249	6,396
310 - Taxes	311,982	-	-	-	-
320 - Licenses & Permits	-	-	-	-	-
330 - Intergovernmental	-	-	-	-	-
340 - Charges for Services	-	-	95,634	-	-
350 - Fines & Forfeitures	-	-	-	-	-
360 - Miscellaneous Revenues	-	-	-	-	-
380 - Non Revenues	-	-	-	-	-
390 - Other Financing	-	-	129,763	-	-
<b>Total Revenues:</b>	<b>311,982</b>	<b>-</b>	<b>225,397</b>	<b>-</b>	<b>-</b>
<b>Total All Revenues:</b>	<b>361,325</b>	<b>83,499</b>	<b>225,397</b>	<b>206,249</b>	<b>6,396</b>

<b>EXPENDITURES:</b>					
00-Fund Balance	49,343	83,499	0	140,219	5,828
10-Salaries & Wages	-	-	95,678	-	-
20-Benefits & Personnel Costs	-	-	48,696	-	-
30-Supplies	-	-	20,350	-	-
40-Services	-	-	56,673	-	567
60-Capital Purchase/Projects	-	-	-	66,030	-
70- Debt Service	-	-	-	-	-
80-Non Expenditures	-	-	-	-	-
90-Transfers Out	311,982	-	4,000	-	-
<b>Total Expenditures:</b>	<b>311,982</b>	<b>-</b>	<b>225,397</b>	<b>66,030</b>	<b>567</b>
<b>Total All Expenditures:</b>	<b>361,325</b>	<b>83,499</b>	<b>225,397</b>	<b>206,249</b>	<b>6,396</b>

**Change in Fund Balance**

Beginning Fund Balance	49,343	83,499	-	206,249	6,396
Plus Revenues	311,982	-	225,397	-	-
Less Expenditures	311,982	-	225,397	66,030	567
Ending Fund Balance	49,343	83,499	0	140,219	5,828
<b>Use of Fund Balance</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>(66,030)</b>	<b>(567)</b>

Fund Name	Cable TV	Capital Cable TV	Housing Rehab	Com Economic Develop	REET
Fund #	157	158	170	225	301
<b>REVENUES:</b>					
308 - Beginning Fund Balance	125,390	109,405	611,190	5,537	1,010,565
310 - Taxes	55,000	-	-	-	39,885
320 - Licenses & Permits	-	-	-	-	-
330 - Intergovernmental	-	-	-	-	-
340 - Charges for Services	54,284	-	-	-	-
350 - Fines & Forfeitures	-	-	-	-	-
360 - Miscellaneous Revenues	-	-	-	-	-
380 - Non Revenues	-	-	51,000	-	-
390 - Other Financing	-	-	-	-	-
<b>Total Revenues:</b>	<b>109,284</b>	<b>-</b>	<b>51,000</b>	<b>-</b>	<b>39,885</b>
<b>Total All Revenues:</b>	<b>234,674</b>	<b>109,405</b>	<b>662,190</b>	<b>5,537</b>	<b>1,050,450</b>

<b>EXPENDITURES:</b>					
00-Fund Balance	107,964	109,405	622,190	5,537	1,050,450
10-Salaries & Wages	56,771	-	-	-	-
20-Benefits & Personnel Costs	15,628	-	-	-	-
30-Supplies	5,880	-	200	-	-
40-Services	48,431	-	39,800	-	-
60-Capital Purchase/Projects	-	-	-	-	-
70- Debt Service	-	-	-	-	-
80-Non Expenditures	-	-	-	-	-
90-Transfers Out	-	-	-	-	-
<b>Total Expenditures:</b>	<b>126,710</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>Total All Expenditures:</b>	<b>234,674</b>	<b>109,405</b>	<b>662,190</b>	<b>5,537</b>	<b>1,050,450</b>

**Change in Fund Balance**

Beginning Fund Balance	125,390	109,405	611,190	5,537	1,010,565
Plus Revenues	109,284	-	51,000	-	39,885
Less Expenditures	126,710	-	40,000	-	-
Ending Fund Balance	107,964	109,405	622,190	5,537	1,050,450
<b>Use of Fund Balance</b>	<b>(17,426)</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	<b>39,885</b>

Fund Name	Street Capital	Water	Sewer	Solid Waste	Water Capital
Fund #	302	401	403	405	410
<b>REVENUES:</b>					
308 - Beginning Fund Balance	245,042	1,235,853	880,916	83,207	775,634
310 - Taxes	-	-	-	-	-
320 - Licenses & Permits	-	-	-	-	-
330 - Intergovernmental	-	-	-	-	-
340 - Charges for Services	-	2,897,952	3,643,527	1,372,700	-
350 - Fines & Forfeitures	-	-	-	-	-
360 - Miscellaneous Revenues	-	41,058	-	-	-
380 - Non Revenues	-	-	-	-	-
390 - Other Financing	-	-	-	-	500,000
<b>Total Revenues:</b>	-	<b>2,939,010</b>	<b>3,643,527</b>	<b>1,372,700</b>	<b>500,000</b>
<b>Total All Revenues:</b>	<b>245,042</b>	<b>4,174,863</b>	<b>4,524,442</b>	<b>1,455,907</b>	<b>1,275,634</b>

<b>EXPENDITURES:</b>					
00-Fund Balance	245,042	1,292,219	789,159	36,955	1,275,634
10-Salaries & Wages	-	264,763	391,488	296,842	-
20-Benefits & Personnel Costs	-	112,248	174,786	137,809	-
30-Supplies	-	111,675	108,030	51,600	-
40-Services	-	1,283,784	2,017,483	892,701	-
60-Capital Purchase/Projects	-	-	-	-	-
70- Debt Service	-	495,771	783,662	-	-
80-Non Expenditures	-	45,012	123,400	-	-
90-Transfers Out	-	569,390	136,435	40,000	-
<b>Total Expenditures:</b>	-	<b>2,882,643</b>	<b>3,735,284</b>	<b>1,418,952</b>	-
<b>Total All Expenditures:</b>	<b>245,042</b>	<b>4,174,863</b>	<b>4,524,442</b>	<b>1,455,907</b>	<b>1,275,634</b>

**Change in Fund Balance**

Beginning Fund Balance	245,042	1,235,853	880,916	83,207	775,634
Plus Revenues	-	2,939,010	3,643,527	1,372,700	500,000
Less Expenditures	-	2,882,643	3,735,284	1,418,952	-
Ending Fund Balance	245,042	1,292,219	789,159	36,955	1,275,634
<b>Use of Fund Balance</b>	-	<b>56,367</b>	<b>(91,757)</b>	<b>(46,252)</b>	<b>500,000</b>

Fund Name	Sewer Capital	Vehicle Replace	Firefighter Pension	Perpet Care
Fund #	413	510	611	701
<b>REVENUES:</b>				
308 - Beginning Fund Balance	2,174,725	173,497	-	427,199
310 - Taxes	-	-	-	-
320 - Licenses & Permits	-	-	-	-
330 - Intergovernmental	-	-	-	-
340 - Charges for Services	-	-	-	-
350 - Fines & Forfeitures	-	-	-	-
360 - Miscellaneous Revenues	-	-	-	18,372
380 - Non Revenues	-	-	-	-
390 - Other Financing	-	-	-	-
<b>Total Revenues:</b>	-	-	-	<b>18,372</b>
<b>Total All Revenues:</b>	<b>2,174,725</b>	<b>173,497</b>	-	<b>445,572</b>

<b>EXPENDITURES:</b>				
00-Fund Balance	2,174,725	18,497	-	315,809
10-Salaries & Wages	-	-	-	-
20-Benefits & Personnel Costs	-	-	-	-
30-Supplies	-	-	-	-
40-Services	-	-	-	-
60-Capital Purchase/Projects	-	155,000	-	-
70- Debt Service	-	-	-	-
80-Non Expenditures	-	-	-	-
90-Transfers Out	-	-	-	129,763
<b>Total Expenditures:</b>	-	<b>155,000</b>	-	<b>129,763</b>
<b>Total All Expenditures:</b>	<b>2,174,725</b>	<b>173,497</b>	-	<b>445,572</b>

**Change in Fund Balance**

Beginning Fund Balance	2,174,725	173,497	-	427,199
Plus Revenues	-	-	-	18,372
Less Expenditures	-	155,000	-	129,763
Ending Fund Balance	2,174,725	18,497	-	315,809
<b>Use of Fund Balance</b>	-	<b>(155,000)</b>	-	<b>(111,391)</b>

Fund Name	Equipment - Water	Equipment - Wastewater	Equipment - Solid Waste	
Fund #	431	432	433	
<b>REVENUES:</b>				
308 - Beginning Fund Balance	512,224	624,388	589,097	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
500,000	-	-	-	
<b>Total Revenues:</b>	-	-	-	
<b>Total All Revenues:</b>	<b>512,224</b>	<b>624,388</b>	<b>589,097</b>	

<b>EXPENDITURES:</b>				
00-Fund Balance	512,224	624,388	589,097	
10-Salaries & Wages	-	-	-	
20-Benefits & Personnel Costs	-	-	-	
30-Supplies	-	-	-	
40-Services	-	-	-	
60-Capital Purchase/Projects	-	-	-	
70- Debt Service	-	-	-	
80-Non Expenditures	-	-	-	
90-Transfers Out	-	-	-	
<b>Total Expenditures:</b>	-	-	-	
<b>Total All Expenditures:</b>	<b>512,224</b>	<b>624,388</b>	<b>589,097</b>	

**Change in Fund Balance**

Beginning Fund Balance	512,224	624,388	589,097
Plus Revenues	-	-	-
Less Expenditures	-	-	-
Ending Fund Balance	512,224	624,388	589,097
<b>Use of Fund Balance</b>	-	-	-

Fund Name Fund #	Proposed Total 2023	% of Revenue w/o fund balance	% of Revenue with fund balance
<b>REVENUES:</b>			
308 - Beginning Fund Balance	11,399,224		40.36%
310 - Taxes	6,241,599	37.05%	22.10%
320 - Licenses & Permits	150,785	0.90%	0.53%
330 - Intergovernmental	595,489	3.53%	2.11%
340 - Charges for Services	8,235,376	48.88%	29.16%
350 - Fines & Forfeitures	62,966	0.37%	0.22%
360 - Miscellaneous Revenues	528,091	3.13%	1.87%
380 - Non Revenues	65,560	0.39%	0.23%
390 - Other Financing	966,603	5.74%	3.42%
<b>Total Revenues:</b>	<b>16,846,469</b>	<b>100.00%</b>	<b>100.00%</b>
<b>Total All Revenues:</b>	<b>28,245,693</b>		

<b>EXPENDITURES:</b>			
00-Fund Balance	9,936,895		35.18%
10-Salaries & Wages	5,188,117	28.34%	18.37%
20-Benefits & Personnel Costs	2,108,956	11.52%	7.47%
30-Supplies	663,185	3.62%	2.35%
40-Services	7,043,375	38.47%	24.94%
60-Capital Purchase/Projects	506,030	2.76%	1.79%
70- Debt Service	1,279,432	6.99%	4.53%
80-Non Expenditures	168,413	0.92%	0.60%
90-Transfers Out	1,351,289	7.38%	4.78%
<b>Total Expenditures:</b>	<b>18,308,798</b>	<b>100.00%</b>	<b>100.00%</b>
<b>Total All Expenditures:</b>	<b>28,245,693</b>		

**Change in Fund Balance**

Beginning Fund Balance	11,399,224
Plus Revenues	16,846,469
Less Expenditures	<u>18,308,798</u>
Ending Fund Balance	9,936,895
<b>Use of Fund Balance</b>	<b>(1,462,329)</b>

# Toppenish City Council



## City Council Priorities

- Public Safety
  - Goal #1: Make Toppenish safer at all hours.
- Infrastructure and City Improvements
  - Goal #2: Goal: Ensure the City provides basic city services to all community members.
- Economic Development and Finance
  - Goal #3: Attract additional businesses.
- Housing
  - Goal #4: Goal: Promote higher quality housing opportunities.

The City Council (Legislative Branch) is elected by registered voters residing within the city limits of Toppenish. Each councilmember serves a four-year term.

The Mayor and Mayor Pro-Tem are elected for a two-year term by the Council at the first council meeting of each appropriate calendar year. The Mayor presides over Council meetings and votes on all agenda items. In the absence of the Mayor, the Mayor Pro Tem officiates.

The Legislative Budget includes salaries, training, and general operating expenses for

the seven elected members of the Toppenish City Council.

The City Council is the legislative governing body for the City of Toppenish. The City Council is responsible for all legislative actions and policy making for the City. The Council is empowered with the authority to enact:

- Policies and Ordinances
- Adopt the Annual Budget
- Adopt regulation on rates and fees for services
- Levy taxes
- Approve contracts
- Appoint City advisory board members, commissions, and committees.
- Hires the City Manager to perform the administrative duties of the city.

## Toppenish Executive Department



The Executive Department consists of the City Manager, Legal Services, City Clerk, and Human Resources. The department helps resolve issues by promoting communication among the city council, community partners, city departments and staff.

City Manager	Dan Ford
Executive Assistant	Elvia Cisneros
Legal	Daniel B. Heid
City Clerk	Heidi Riojas
Human Resources	Mary Goodale

The **City Manager** is directly responsible to the City Council; and implements the policies and goals of the City Council. The City Manager manages and coordinates the overall operations of the city and assures efficient delivery of municipal services and programs by providing leadership, coordination, and development of City departments.

**Legal Services** the City contracts for City Attorney services, as well as labor, and legal services. The City Attorney advises and supports the City Council, City Manager, and City Departments, as well as reviews and prepares legal documents.

**City Clerk** provides administrative support to the City Manager and the City Council, as well

as oversees the preservation, protection, and accessibility of the City’s records, which provides fundamental integrity to the structure of the city and ensures the overall transparency of the organization to the public. The City Clerk’s Office oversees the processing of public records requests, claims for damages, as well as the recruitment of the City’s Boards and Commission members. The City Clerk supports City Council Meetings, creates, and maintains minutes, ordinances, and resolutions adopted by Council.

The city utilizes records request tracking software to streamline the process for requestors to submit and view records through the online records portal. The records tracking software is managed by staff within the records divisions in the Police Department and in the City Clerk’s office.

**Human Resources** provides personnel and payroll record keeping; coordination of payroll including wage adjustments and employee benefit programs; recruitment and onboarding of new employees, assistance in the administration of various employee committees, programs, and policies related to Human Resources.

It is the goal of the city to ensure that the city is staffed with employees experienced in their field of operation and provide quality and efficient services to the Citizens of Toppenish.

It is essential that City leadership attend trainings and workshops to stay abreast of employment issues, which include Fair Labor Standards Act, the Public Employment Relations Commission, Labor Organizations, Union Bargaining

**Wellness Program** the City’s Wellness program is funded through the Wellness 2% insurance reduction and a grant from the

Association of Washington Cities. Wellness Committee members provided staff informational brochures and e-mails.



## Toppenish Finance Department



### Finance Department Mission

To provide exceptional services to the residents, businesses, visitors, and all staff members of the City of Toppenish.

The Finance Department oversees and directs the following divisions and services:

- Finance
- Municipal Court
- General Government Services
- Risk Management

Finance Director	Adam Vaughn
Finance Technician II	Yeni Salcedo
Finance Technician II	Hector Garibay
Finance Technician I	Briana Vargas
Finance Technician I	Abigail Howard

**Finance is** responsible for all city financial functions including budgeting, accounting, debt management, financial planning, and customer services. Finance is responsible for ensuring adherence to legal, fiscal, and accounting requirements established by the State Auditor.

Finance provides a variety of staff support that includes accounting, payroll, investments, cash management, grant reimbursements, banking services and inventory control within City Hall. The City's Annual Budget and Annual Financial Statements are prepared by Finance.

**Utility Services:** cashiering, utility billing, credit and collection and customer service for the City's water, sewer, and refuse utilities.

**Customer Service** serves as the initial contact to City Hall, receipts in a variety of payments, and assists customers by providing information on all services provided by the city.

**Municipal Court** the City's Municipal Court is held in Sunnyside. The City contracts with the City of Sunnyside to provide judicial services related to all misdemeanor and gross misdemeanor charges, parking violations, and all civil infractions filed by the Toppenish Police Department.

### General Government

The City accounts for a variety of Support Services, Association Memberships, and transfers out of the General Fund to other funds in the General Government Account.

Services include the City's share of expenses for County programs such as voter registration, emergency management, the 2% Alcoholism Program, and the Law Enforcement Against Drug Task Force.

Memberships include Association of Washington Cities, Yakima Valley Conference of Governments, Yakima County Development Association, and the Toppenish Chamber of Commerce.

**Cost Allocation:** The City Council has adopted a cost allocation plan that involves a two-step approach. The first step is to identify the departments that provide indirect or support services to other City departments. In this step, the expenditures for an indirect service department are grouped into various cost pools based on program areas within an

indirect service department. As an example, the Budget and Finance Services Department has five cost pools: Financial Management, City Hall Maintenance, Risk Management, Central Services, and General Government. These cost pools are ultimately allocated as overhead to the City's direct service departments.

The second step is to identify how each cost pool should be allocated to the departments using the services. For example, the personnel cost pool is allocated to each department based on the number of employees supported.

Cost pools are allocated based on a two-step process. In the primary allocation all departments receive a share of the indirect costs, including the indirect service departments. The secondary allocation process reallocates the indirect service departments' share of the primary allocations so that all indirect costs are fully allocated to the direct service departments.

The cost allocation is shown as a (negative) reimbursement to the receiving department (or activity). Of note, the costs being reimbursed are the preceding year's actual costs.

## Toppenish Fire Department



- Fire Code Inspection & Enforcement
- Fire Education & Prevention
- City Code Enforcement

Over the past 5 years the Department has averaged less than one volunteer firefighter on all incidents from a pool of 32 listed on our roster. Because of the difficulty recruiting and retaining volunteer firefighters, in 2021 a sixth career firefighter position was added. This has decreased our reliance on volunteers. We also changed our emergency alert system so that our volunteers are only requested when they are needed for large incidents and not for every minor incident that can be handled by the two-person duty crew. This prevents volunteer burn-out. Seventy-five percent of our volunteers are career paid firefighters from our neighboring fire district.

### Fire Department Mission

To minimize the loss of life and property, and pain and suffering experienced by people in the City of Toppenish and the surrounding area due to human-caused or natural accidents. We will achieve this goal by providing the highest quality Fire, Rescue, Prevention, and Emergency Medical Services.”

The Fire Department is responsible for responding to citizen safety needs in different areas and accomplishes this through a combination of efforts from career and volunteer firefighters.

Fire Chief	Tim Smith
Fire Captain	Dale Northup
Firefighter	Richard Lilienthal
Firefighter	Trevor Oswalt
Firefighter	Dustin Crist
Firefighter	KC Frazier
Firefighter	Eric Ihnen
Volunteer FF	32 members

**Business Fire Inspection** the Department’s professional firefighters perform fire and life safety inspections of all businesses in the city, annually. The Department’s major objective in this area is to eliminate or minimize the effects of fire or medical emergencies and to assure that each public building provides a safe environment for its customers and employees.

**Fire Suppression** requires the coordination of complex tasks. Ventilation, search and rescue, water supply, and extinguishment must all take place at certain times and be conducted with a high degree of precision to be effective.

Each of these tasks is labor intensive and requires adequate personnel and equipment before search and rescue can even start.

The Department is organized into service and support areas which include:

- Fire Suppression
- Emergency Medical / Rescue
- Business Fire Inspection
- Fire Investigation

**Emergency Medical Services** provides the medical treatment necessary for citizens experiencing medical emergencies.

Simultaneous dispatching of both fire department units and private ambulances ensures a quick response and adequate help for most medical emergencies. This is the most requested type of emergency service. At times, the wait for the private ambulance can exceed 25 minutes.

**Fire Code Inspection & Enforcement** focuses on ensuring businesses located in the city remain in compliance with the International Fire Code, and Fire and Life Safety Codes adopted by the Toppenish City Council.

These are based on occupancy types. occupancy types that require stricter protection features such as automatic fire sprinklers and other early notification and suppression systems.

**Fire Investigations** are required for all fires when there has been a loss of life or property. The investigation begins immediately, in conjunction with fire suppression efforts. Fire origin and cause requires highly skilled and trained personnel to properly complete and is very labor intensive. The department investigates these incidents and works very closely with Toppenish Police Officers.

**Specialized Services** include meeting a variety of special emergency needs, which includes:

- Hazardous materials spills,
- Industrial accidents,
- Search and rescue,
- Other unusual circumstances require the need for specially trained and equipped rescuers.

**2024 Accomplishments**

- Brought all career firefighters to IFSAC I and II certification

- Conducted annual testing and flushing of all 300 fire hydrants located in city limits.
- Pressure tested all fire hose (14,000 feet).
- Conducted Annual Fire and Life Safety Inspections which include all businesses, schools, medical care facilities, daycares, and chemical storage facilities in city limits.
- Purchased a new 107’ Ladder Truck

**2025 Goals**

- Recruit, train and retain additional volunteer firefighters. In 2025 the average new volunteer firefighter will receive over 240 hours of training before they are qualified to enter a burning structure.
- Maintain the Pre-Fire Plan Program to identify building features and hazards in increasing operational efficiency.
- Continue to generate additional funding through inspection/license fees and fines generated from violations of the 2021 International Fire Code during annual inspections.
- Increase the skill and qualification levels of all department members through focused and improved training methods.
- Continue collaborative efforts with surrounding agencies.

## Information Management Services



- Installation and coordination of new software programs.
- Setting up new IT equipment.
- Network management.
- Administration of all City IT contracts and services.
- Phone system maintenance and programming.

### Information Management Services Mission

To support City Council and staff members so they can provide the needed and essential city services in the most efficient and economical manner.

IT Manager

Van Donley

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**Information Technology:** The City has extensive Information Technology (IT) needs. Every facet of City operations relies on network connectivity and software of some type.

The City is modernizing its IT infrastructure with an emphasis on cost savings, efficiency, and supportability.

The primary functions of this Department are the purchase of technology equipment, software, and IT related services, such as:

- Coordinating all required and necessary security updates.
- Maintain an inventory of IT related assets, including hardware, software, and assigned permissions.
- Coordinating the purchase of equipment leases (copiers), and shared or similar equipment (cell phones and tablets).
- Provision and deprovision users and hardware for access to City networks and systems, including email and access within various City software programs.



**Mid-Valley Television and Communications** broadcasts the public channel on Spectrum Cable on channel 192. The government access channel is broadcast on Spectrum Cable channel 194. MidValley Television viewing area is Wapato, Toppenish, and Granger.

The channels are also available via the Internet for Public Access at:

[MidValley Television Public Access Channel 192 \(cablecast.tv\)](http://cablecast.tv)

[MidValley Television Government Access Channel 194 \(cablecast.tv\)](http://cablecast.tv)

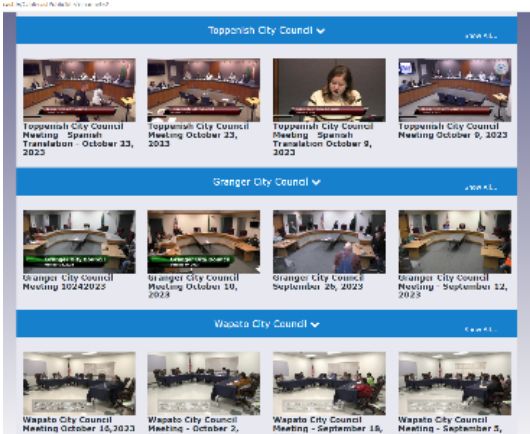
Roku and Apple TV viewers may download the Cablecast Screenweave app which is also available on your Iphone (IOS) or android devices in the device app stores. More than 5,000 viewing hours were viewed on MVTV servers last year.



Revenues for MidValley Television program is generated through franchise agreement fees and taxes paid to the City of Toppenish, Granger, and Wapato.

The Community Television Manager is responsible for overseeing and managing the daily operations and programming of the Community Access Channels, which include:

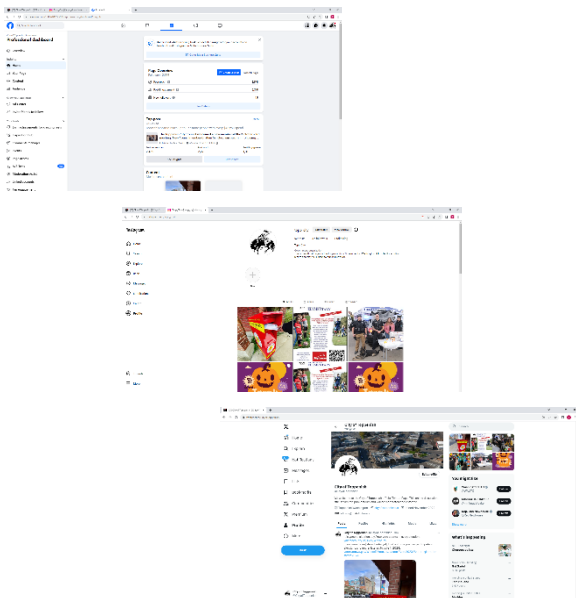
- Produce and broadcast council meetings for all three cities for government access.



- Maintain City Council Chamber video systems and maintain digital records for all three cities.
- Maintain playback system, Remote recording, and digital streaming systems studio, edit bays, & office space for MVTV.

- Research and implement innovative communication platforms and programs to promote the city and share timely and accurate City and Community information.
- Research grant funding, partnerships, and other revenue-generating projects.
- Produce a variety of community programming in English and Spanish such as: El Con Tia Dora, Up on Toppenish, MidValley Update & Habla Toppenish [www.midvalleytv.com](http://www.midvalleytv.com)
- Serve as Public Information Officer to help distribute information to the public and the media.
- Service, update and maintain MVTV and computers and network.
- Coordinate and facilitate the expansion, redesign and creation of the City of Toppenish Website and social media accounts and outreach. Including maintenance of current information on the existing website and social media platforms.

- Oversee Internet Webhosting for the city of Toppenish. Create digital content and maintain information on the MVTV website and City of Toppenish social media platforms.
- Ensure all three stakeholders are represented through active participation in the following local, regional, and national boards:
  - Cable Regulation Board Regular Meetings (held quarterly)
  - National Advisors and Officers Telecommunication Association
  - Washington Advisors and Officers of Telecommunications Association Board
- Ensure all three stakeholders meet the Rules for Proposal 90 Day Franchise Approval Process through the Federal Communications Commission.



## 2024 Accomplishments

### 1. Website Redesign and Migration:

- Collaborated with a vendor to create an interactive, ADA-compliant website that meets national cybersecurity standards, now hosted on [Toppenish.gov](http://Toppenish.gov). with NGLCP grant funding.

### 2. Social Media Outreach:

- Created content that reached over 155,000 people on Facebook and increased Instagram reach by 900%.

- Boosted Instagram following and profile visits by 131.5% since January, with the City of Toppenish (COT) Facebook page now having over 3,000 followers.

3. Mid-Valley Television:

- Aired and streamed over 1,250 hours of government and public access programming, garnering over 81,000 video views on digital channels since January 1, 2024.
- Increased Spanish language programming, including shows like “Habla Toppenish” and “El Dia Con MidValley,” and PSA campaigns like “Make Grey’s Day” for Toppenish Parks.

4. Additional Outreach:

- Featured a photo of Toppenish City Hall in COLUMBIA Magazine, in an article about Josephine Bowser Lillie. This magazine is a quarterly educational publication distributed by the Washington State Historical Society to members and legislative officials.

## Toppenish Police Department



### Toppenish Police Department Mission

We, members of the Toppenish Police Department, are dedicated to providing quality service and professionalism to our residents and businesses. We are committed to improving the overall quality of life through community education, enforcement of laws, and crime prevention.

Officers are expected to enforce the law fairly, consistently, and impartially within parameters of local, state, and federal law.

*Integrity ~ Trust ~ Commitment*

The Police Department consists of four divisions:

#### Administrative Division

Chief of Police	Joseph Mehline
Police Captain	Jon Schwarder
Assistant to the Chief	Linda Finley

#### Field Operations Division

Sergeant	Zackary Williams
Sergeant	Ryan Castaneda
Corporal	Dan Hawkins
Corporal	Ozzy Asbell
Officer	Mick D’Orazio
Officer	Cristian De Leon
Officer	Brian Lisle
Officer	Zackary Williams
Officer	Zachary Vanderhoof
Officer	Albert Montelongo
Officer	Jose Sanchez-Castro

#### Support Services Division

##### Criminal Investigations Unit

Sergeant	Jordan Vanderhoof
Detective	Trevor Pottle

##### Records Unit

Lead Records Specialist	Dana Fry
Records Specialist	Gloria Fry

#### Contract Services Division

##### Contracted Corrections

General inmate: City of Sunnyside  
High- risk inmates: Yakima County

##### Contracted Animal Control

Contract with the Humane Society.

##### Contracted Communications

Contract with Sunnyside Police

**Administrative Division** oversees the operations of public safety. This division oversees the department and consists of the Chief of Police, Captain, and Assistant to the Chief. When appropriate, the administration will involve and empower the first line supervisors (Sergeants and Lead Records Specialist) to support the command structure with Middle and Executive level tasks.

Administration also conducts planning and research, program development, grant

writing, asset management, public and media relations, coordinates training, establishes crime prevention efforts and oversees finance and budgeting.



**Field Operations Division** consists of uniformed patrol officers and is responsible for enforcing state, federal and local laws, gang enforcement investigations as well as crime prevention and education.

Officers initiate case reports, work special details, perform emphasis, patrols and handle preliminary investigations.

The Field Operations division is funded by both the General Fund (001) and the Criminal Justice Fund (030).

**Support Services Division**

The **Criminal Investigations Unit** consists of the Detective Sergeant and Detective and is responsible for investigating most major crimes that occur in the city. Perform internal investigations, pre-employment background investigations for new department hires, and the maintaining, storing and disposition of evidence. The goal of all investigations is to efficiently utilize available department

resources to exhaust all leads to solve crimes and develop a prosecutable case.

Narcotics assignments and special emphasis patrols are assigned and coordinated by the division. When needed, officers from the Field Operations Division assist in these special operations which include narcotics purchases, surveillance, or to address problems related to public complaints (special traffic emphasis, narcotics use and sales, car prowls, etc.).

The **Records Unit** manages case validation, distribution, archiving, and destruction in accordance with the WA State Archives Retention Schedule. They assist officers with case intelligence, front counter contacts for public walk-ins and handle preliminary reporting in quality-of-life complaints, graffiti, direct and answer questions in person and on the telephone. They are responsible for ACCESS, SECTOR, CJIS compliance and several other case management tasks required by state and federal law.

The records unit handles all police-related public disclosure requests and assists the Criminal Investigations Unit in the maintaining, storing and disposition of evidence.



The Support Services Division is funded through the General Fund (001) and some special operations funds are supplemented utilizing the Special Investigations Drug Fund or SIDA (129).

**Contract Services Division**

**Emergency Communications (Dispatch)** is responsible for dispatching emergency calls department calls for service, both “routine” and emergent, and complaints from the public. The City began contracting with the Sunnyside Police Department for communications services in November 2021. The Chief of Police administers this contract.

**Corrections:** The City began contracting with the City of Sunnyside in 2017 for housing the City’s general population inmates. The City also contracts with Yakima County Corrections for felony and high-risk inmates. The Chief of Police administers both contracts.

**Animal Control:** The City previously contracted for animal control services through the Humane Society of Central Washington. The assigned Animal Control Officer (ACO) worked closely with both the Police, Code Enforcement and Finance Departments on a regular basis. Enforcement of the City’s animal ordinances was accomplished through the partnership of the Police Department, the ACO and Code Enforcement.

**Criminal Justice Fund:** The Criminal Justice Fund accounts for funds received from:

- Yakima County 0.3% Criminal Justice Tax
- Criminal Justice revenue received from the State of Washington
- City of Toppenish voter approved B&O tax on electricity, natural gas, and telephone
- Liquor Excise Tax received from the State of Washington.

These funds are restricted to the use of law enforcement. For 2024 the fund will support five (5) police officers.

**Special Investigative Drug Account Fund:** The Special Investigative Drug Account Fund accounts for revenues received from forfeited money or the proceeds from the sale of forfeited property resulting from narcotic arrests and (drug related) court fines and penalties.

**2024 Accomplishments:**

- Implemented a Drone Program.
- Flock Camera System Implementation.
- Evidence Audit was completed.
- The detective's division is fully operational, solving significant cases, completing backlogs, and working on cold cases.
- Became a member of the Yakima Valley SWAT team.
- Lexipol policies were updated and in line with industry standards.

**2025 Goals**

- Work with the School District to create School Resource Officer positions.
- Funding for a Traffic Unit which would include downtown corridor and park enforcement.
- Continue to seek out the best training available to improve services that would help with public safety and investigations.
- Establish and implement a process for researching, archiving, and/or destroying records per the Washington State Archives Retention schedule. Additionally, enhance property and evidence management protocols to include destruction

processes in compliance with best practices aiming to mitigate risk and liability for the City of Toppenish.

- Relocate to a new facility.

## Toppenish Public Works



### Public Works Department Mission:

Oversee the preservation and maintenance of the City’s infrastructure, facilities, parks, streets, trails, pathways, cemetery, water, sewer collection, sewer treatment, solid waste collection, and graffiti removal.



### Public Works Administration

Interim Director	Shaun Burgess
Office Manager	Veronica Luna

## Maintenance & Operations

PW Supervisor	Gary Kroll
PW Supervisor	Dan Musgrave
Water Operator II	Brandon Tobia
WWTP Operator II	Michael DeShong
WWTP OIT	Eddy Hanks
Grounds Maintenance	Gregoria Vasquez
Maintenance Tech	James Allen
Maintenance Tech	David Gonzalez
Maintenance Tech	Josh Groves
Maintenance Tech	Andrew Doney
Maintenance Tech	Jesus Padilla
Maintenance Tech	Vacant

The Public Works Department oversees and directs the following divisions and services:

- City Facilities
- Parks Maintenance & Operations
- Street System
  - Maintenance & Operations
  - Capital Improvements
- Cemetery
  - Burials
  - Maintenance & Operations
  - Perpetual Care
- Water System
  - Distribution
  - Treatment
  - Maintenance & Operations
  - Capital Improvements
- Sewer System
  - Collection
  - Treatment
  - Capital
- Solid Waste Collection

**City Facilities** Public Works oversees the maintenance for all City Facilities which includes City Hall, Police and Fire Departments, Recreation, Welcome Center, Railroad Facility, Library, and the Public Works Building. Staff work to efficiently

utilize City resources for the care and maintenance of these facilities.

**The Parks Division** is responsible for the care and beautification of the City’s 24 parks and open areas used and enjoyed by the community.

There is play equipment in five of the seven parks; four of the parks have gazebos available for rent. The Division provides graffiti removal. The goal of the Division is to provide pleasurable experiences and to present quality facilities that provide safe, clean, and attractive environments for our community’s overall experience.

**The Street Division** the City's street system consists of 28.75 miles of streets and 8 miles of alleys.

The division resurfaces, patches, sweeps, grades and provides dust abatement to all streets and alleys, maintains traffic signals, street lighting, striping, street signs and snow and ice control.

**The Street division strives to enhance the appearance of the community and to ensure a safe and well-maintained street system that provides for effective access to all parts of the Community.**



**The Cemetery Division** is responsible for the maintenance and operation of the City’s Elmwood Cemetery. The Public Works Department administers the sales of lots and burial arrangements. The Cemetery consists of 24.76 acres of land with 10 acres currently occupied.

Grounds Maintenance include headstone setting, mowing, planting, seeding, fertilizing, raking, mulching, watering,

pruning, as well as maintenance of drives, parking areas, and irrigation systems.

**The Water Division** is committed to providing our community with a continuous supply of safe and potable water. The City’s



Group A system provides water service to approximately 2,400 homes and 265 commercial customers, including 77 connections outside of the city limits.

The City’s Water System consists of six city wells, which pump an average of 1.2 million gallons of water each day.

Summer peak demand can exceed 3.3 million gallons per day. The City water system employs chlorine for disinfection purposes to meet all State regulations. To enhance dental health, the city supplements with a fluoride addition.



**The Wastewater Division** is committed to providing quality, uninterrupted wastewater services. The Division consists of two sections, sewer collections and wastewater operations.

The division provides the City’s residential, business, and commercial customers with continual efficient and environmentally regulated wastewater effluent.

The Division is responsible for maintenance and operations of approximately 27 miles of sewer main lines and seven lift stations.

The Wastewater Treatment Plant daily average capacity is 2.16 MGD. Recent past seasonal high flows of 2.8 MGD have been reduced to .750 MGD after the first of three phases of sewer rehabilitation project. The Division also operates and maintains the City’s storm and underdrain systems with the Street Department.

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**The Solid Waste Division** is responsible for the operations of the City’s Solid Waste System. Activities include collection and disposal of refuse and compost for the Toppenish residents and businesses. The city utilizes the Yakima County Landfill.

**2024 Accomplishments**

- Jackson/Juniper Street Right-of-Way
- Water Meter Replacement Project
- Public Works Facility
- Replacement of 6 Non-Compliant Fire Hydrants
- Replacement of 70 + Water Service Lines
- Replacement of Critical Equipment at WWTF
- \$100,000 RCO Grant/ re seal and coating of Swimming Pool Surface
- Temporary Street Sweeper
- Road Preservation/ Street Striping and restripe parking of main Downtown Corridor
- Danger Tree assessment and removal

**2025 Goals**

- Construction and Completion of Jackson/Juniper reconstruction
- Replacement of Jackson Street Water Main
- Street Preservation
- Fleet Management/ Replacement
- Purchase of a New Refuse Truck
- Continued Replacement/ Secure Funding/ Planning/Design Wastewater treatment Facilities Upgrades and repairs.
- Inspection and Maintenance of Water Reservoirs
- Replacement of Priority Operations Equipment (i.e. Dump truck, Backhoe, Snow Removal Equipment, Skid Steer)

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Legislative	Salaries & Wages - City Council	30,267	27,717	34,200	34,200
General Fund	Legislative	Social Security	2,315	2,253	2,700	2,616
General Fund	Legislative	Family Medical Leave	46	60	100	100
General Fund	Legislative	Industrial Insurance	27	24	50	30
General Fund	Legislative	Office & Operating Supplies	1,784	854	500	500
General Fund	Legislative	Professional Services	6,530	15,208	23,600	80,000
General Fund	Legislative	Professional Services - Interpreting/Translation Services	1,965	2,930	4,000	3,500
General Fund	Legislative	Travel - Per Diem	1,442	61	2,300	2,300
General Fund	Legislative	Advertising	402	-	300	300
General Fund	Legislative	WCIA Insurance	579	905	1,065	1,226
General Fund	Legislative	Service/Maintenance Agreements	1,238	1,521	2,400	3,885
General Fund	Legislative	Memberships- Registrations - Subscriptions	1,219	1,113	1,225	1,225
General Fund	Legislative	Reimbursable Expenses	(5,987)	(6,550)	(5,910)	(5,910)
General Fund	Municipal Court	Counsel for Indigents	92,400	184,360	150,000	250,000
General Fund	Municipal Court	Court Services	168,577	161,908	200,000	250,000
General Fund	Executive	Salaries & Wages - CM	151,317	121,543	138,600	252,732
General Fund	Executive	Longevity	1,632	1,586	1,700	1,632
General Fund	Executive	Social Security	10,450	9,682	10,800	21,236
General Fund	Executive	Retirement/PERS	11,615	12,152	13,000	22,110
General Fund	Executive	Employee Medical Insurance	18,137	17,594	20,000	19,678
General Fund	Executive	Family Medical Leave	239	276	500	518
General Fund	Executive	Industrial Insurance	179	182	2,200	605
General Fund	Executive	Office & Operating Supplies	2,204	178	500	500
General Fund	Executive	Photocopies	448	169	250	400
General Fund	Executive	Telephone	1,062	480	400	400
General Fund	Executive	Postage	-	10	15	15
General Fund	Executive	Travel	-	810	1,250	1,500
General Fund	Executive	Rentals	330	333	500	438
General Fund	Executive	WCIA Insurance	3,306	5,170	6,065	6,995
General Fund	Executive	Service/Maintenance Agreements	184	307	100	2,949
General Fund	Executive	Miscellaneous Fees & Charges	-	-	200	200
General Fund	Executive	Memberships- Registrations - Subscriptions	2,059	2,175	2,000	2,250
General Fund	Executive	Reimbursable Expenses	(64,177)	(102,679)	(115,894)	(115,894)
General Fund	Finance, Record	Salaries & Wages	154,756	213,121	226,300	178,475
General Fund	Finance, Record	Social Security	11,711	16,888	17,500	14,947
General Fund	Finance, Record	Retirement/PERS	15,110	20,818	21,800	15,898
General Fund	Finance, Record	Employee Medical Insurance	40,031	39,678	50,600	45,615
General Fund	Finance, Record	Family Medical Leave	252	488	700	372
General Fund	Finance, Record	Industrial Insurance	464	653	1,400	638
General Fund	Finance, Record	Office & Operating Supplies	3,991	5,537	4,000	3,000
General Fund	Finance, Record	Photocopies	624	1,126	1,000	1,600
General Fund	Finance, Record	Fuel Vehicles	196	115	210	100
General Fund	Finance, Record	Professional Services	4,330	35,198	20,000	5,000
General Fund	Finance, Record	Accounting & Auditing Services	9,694	20,523	20,000	20,000
General Fund	Finance, Record	Telephone	3,203	3,977	3,200	3,200
General Fund	Finance, Record	Postage	6,571	6,352	6,500	6,500
General Fund	Finance, Record	Travel	1,276	1,309	2,000	2,000
General Fund	Finance, Record	Rentals	3,365	4,157	4,000	3,769
General Fund	Finance, Record	WCIA Insurance	6,200	18,743	22,000	21,512
General Fund	Finance, Record	Service Repair/Maintenance Vehicles	2,285	287	500	500
General Fund	Finance, Record	Service/Maintenance Agreements	602	7,951	8,500	11,690
General Fund	Finance, Record	Miscellaneous Fees & Charges	140	6,227	150	150
General Fund	Finance, Record	Memberships- Registrations - Subscriptions	2,094	1,545	2,500	2,000
General Fund	Finance, Record	Banking Fees & Charges	336	534	260	750
General Fund	Finance, Record	Reimbursable Expenses	(139,355)	(221,128)	(171,869)	(171,869)
General Fund	Finance, Record	Excise Taxes	2,821	2,884	3,000	3,000
General Fund	Finance, Record	Salaries & Wages	99,718	99,384	114,300	122,739
General Fund	Finance, Record	Longevity	2,125	1,988	2,100	2,040

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Finance, Record	Social Security	7,504	7,665	8,900	10,430
General Fund	Finance, Record	Retirement/PERS	10,024	10,202	11,100	11,094
General Fund	Finance, Record	Employee Medical Insurance	25,831	23,736	27,200	26,469
General Fund	Finance, Record	Family Medical Leave	161	226	400	48
General Fund	Finance, Record	Industrial Insurance	324	303	700	420
General Fund	Finance, Record	Office & Operating Supplies	460	436	400	750
General Fund	Finance, Record	Photocopies	163	195	150	240
General Fund	Finance, Record	Telephone	813	480	500	500
General Fund	Finance, Record	Postage	-	89	100	100
General Fund	Finance, Record	Advertising	2,176	2,562	2,500	2,500
General Fund	Finance, Record	Rentals	330	333	375	438
General Fund	Finance, Record	WCIA Insurance	6,240	8,079	9,500	11,654
General Fund	Finance, Record	Service/Maintenance Agreements	346	9,359	9,800	3,123
General Fund	Finance, Record	Memberships- Registrations - Subscriptions	927	1,535	950	1,000
General Fund	Finance, Record	Codification Services	2,969	1,975	3,000	4,600
General Fund	Finance, Record	Reimbursable Expenses	(17,452)	(34,839)	(37,197)	(37,197)
General Fund	Finance, Record	Election Costs	10,435	7,139	6,000	6,000
General Fund	Legal Services	Legal Services - City Attorney	29,374	25,987	44,375	55,000
General Fund	Legal Services	Reimbursable Expenses	(4,660)	(4,661)	(2,870)	(2,870)
General Fund	Risk Management	Medical Insurance/Fire Retirees	24,503	26,730	27,500	27,500
General Fund	Risk Management	LEOFF Out Pocket Medical	7,932	16,232	18,000	45,000
General Fund	Risk Management	Workers Comp Retro Program	5,814	7,118	7,150	8,500
General Fund	Risk Management	Wellness Program Supplies	1,590	714	2,100	2,100
General Fund	Risk Management	Wellness Program Travel	-	606	800	800
General Fund	Central Services, Personnel Services	Salaries & Wages	111,883	113,125	185,800	161,440
General Fund	Central Services, Personnel Services	Salaries & Wages Part-Time	6,570	4,470	2,200	5,000
General Fund	Central Services, Personnel Services	Longevity	697	397	500	576
General Fund	Central Services, Personnel Services	Social Security	8,897	9,085	14,500	13,568
General Fund	Central Services, Personnel Services	Retirement/PERS	10,321	11,405	17,700	14,457
General Fund	Central Services, Personnel Services	Employee Medical Insurance	32,415	24,016	46,000	26,052
General Fund	Central Services, Personnel Services	Family Medical Leave	192	262	600	338
General Fund	Central Services, Personnel Services	Industrial Insurance	319	386	1,200	554
General Fund	Central Services, Personnel Services	Office & Operating Supplies	1,707	1,359	1,100	250
General Fund	Central Services, Personnel Services	Photocopies	133	195	200	320
General Fund	Central Services, Personnel Services	Employee Appreciation Awards/Supplies	2,868	1,696	3,000	3,000
General Fund	Central Services, Personnel Services	Professional Services	41,084	11,201	75,000	20,000
General Fund	Central Services, Personnel Services	Pre-Employment Services	14,322	9,724	7,500	7,500
General Fund	Central Services, Personnel Services	Legal Services	19,652	31,018	10,000	10,000
General Fund	Central Services, Personnel Services	Telephone	476	480	500	500
General Fund	Central Services, Personnel Services	Postage	-	-	100	100
General Fund	Central Services, Personnel Services	Travel	166	-	500	500
General Fund	Central Services, Personnel Services	Advertising	14,714	4,789	5,000	4,500
General Fund	Central Services, Personnel Services	Rentals	330	333	350	438
General Fund	Central Services, Personnel Services	WCIA Insurance	11,573	17,127	20,100	23,589
General Fund	Central Services, Personnel Services	Miscellaneous Fees & Charges	36	2,528	300	1,000
General Fund	Central Services, Personnel Services	Memberships- Registrations - Subscriptions	1,572	1,776	2,000	2,000
General Fund	Central Services, Personnel Services	Reimbursable Expenses	(74,275)	(124,913)	(107,795)	(107,795)
General Fund	Central Services, Personnel Services	Salaries & Wages	13,084	29,590	35,800	5,970
General Fund	Central Services, Personnel Services	Longevity	136	387	500	102
General Fund	Central Services, Personnel Services	Social Security	982	2,300	2,850	515
General Fund	Central Services, Personnel Services	Retirement/PERS	1,364	3,103	3,550	548
General Fund	Central Services, Personnel Services	Employee Medical Insurance	3,551	11,626	12,300	1,645
General Fund	Central Services, Personnel Services	Family Medical Leave	21	69	125	13
General Fund	Central Services, Personnel Services	Industrial Insurance	95	515	810	93
General Fund	Central Services, Personnel Services	Office & Operating Supplies	466	130	275	275
General Fund	Central Services, Personnel Services	Operating/Maint. Supplies	3,240	4,774	4,500	4,500
General Fund	Central Services, Personnel Services	Professional Services	1,442	407	350	350
General Fund	Central Services, Personnel Services	Janitorial Services - City Hall	14,400	17,477	17,750	17,750

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Central Services, Personnel Services	Alarm Monitoring - City Hall	713	713	720	720
General Fund	Central Services, Personnel Services	Telephone	1,153	852	1,000	1,000
General Fund	Central Services, Personnel Services	Internet & Cable City Hall	2,139	2,408	2,220	2,220
General Fund	Central Services, Personnel Services	Rentals	810	1,083	850	934
General Fund	Central Services, Personnel Services	WCIA Insurance	5,036	9,509	10,670	11,978
General Fund	Central Services, Personnel Services	Fuel for Heating - City Hall	1,865	2,109	2,500	2,375
General Fund	Central Services, Personnel Services	Electricity - City Hall	4,208	5,280	4,800	5,967
General Fund	Central Services, Personnel Services	City Utility Services - City Hall	4,389	4,598	4,750	4,966
General Fund	Central Services, Personnel Services	Recycling & Shred Services	230	234	260	260
General Fund	Central Services, Personnel Services	Service Repair/Maintenance Equipment	390	-	400	400
General Fund	Central Services, Personnel Services	Service Repair/Maintenance City Hall	12,141	10,319	12,500	12,500
General Fund	Central Services, Personnel Services	Memberships- Registrations - Subscriptions	539	1,480	750	750
General Fund	Central Services, Personnel Services	Reimbursable Expenses	(25,235)	(13,628)	(32,928)	(32,928)
General Fund	Central Services, Personnel Services	Salares & Wages	22,950	93,472	109,700	113,398
General Fund	Central Services, Personnel Services	Longevity	-	-	100	2,040
General Fund	Central Services, Personnel Services	Social Security	1,718	7,242	8,400	9,657
General Fund	Central Services, Personnel Services	Retirement/PERS	2,385	9,593	10,500	10,227
General Fund	Central Services, Personnel Services	Employee Medical Insurance	4,922	15,211	18,400	16,928
General Fund	Central Services, Personnel Services	Family Medical Leave	37	210	400	239
General Fund	Central Services, Personnel Services	Industrial Insurance	62	260	600	336
General Fund	Central Services, Personnel Services	Office & Operating Supplies	-	309	300	300
General Fund	Central Services, Personnel Services	Photocopies	-	-	-	6,000
General Fund	Central Services, Personnel Services	Operating/Maintenance Supplies	-	177	250	250
General Fund	Central Services, Personnel Services	Small Tools & Minor Equipment	-	-	300	300
General Fund	Central Services, Personnel Services	Telephone	-	-	600	600
General Fund	Central Services, Personnel Services	Rentals	-	-	-	20,400
General Fund	Central Services, Personnel Services	WCIA Insurance	-	6,463	7,585	5,994
General Fund	Central Services, Personnel Services	Service/Maintenance Agreements	14,404	4,962	5,000	145,360
General Fund	Central Services, Personnel Services	Memberships- Registrations- Subscriptions	-	-	500	500
General Fund	Central Services, Personnel Services	Reimbursable Expenses	-	(7,676)	(30,000)	(127,543)
General Fund	Other General Governmental Services	Memberships- Registrations - Subscriptions	120	120	250	250
General Fund	Other General Governmental Services	Association of WA Cities	6,650	6,650	6,675	6,995
General Fund	Other General Governmental Services	Chamber of Commerce - Miss Toppenish Contribution/Grant	-	500	500	500
General Fund	Other General Governmental Services	Chamber of Commerce: City Membership	550	575	575	600
General Fund	Other General Governmental Services	Reimbursable Expenses	(1,790)	(3,237)	(3,547)	(3,547)
General Fund	Other General Governmental Services	Law Enforce Against Drug Task Force	10,000	-	10,000	10,000
General Fund	Other General Governmental Services	Yakima Crime Lab Assessment	-	8,261	-	13,100
General Fund	Other General Governmental Services	Emergency Preparedness	9,200	8,781	8,800	9,000
General Fund	Other General Governmental Services	City Partnered Special Events (Res. 2023-05)	-	7,600	5,250	5,250
General Fund	Other General Governmental Services	Clean Air Authority Assessment	3,652	3,548	3,850	3,850
General Fund	Other General Governmental Services	Web Hosting (MVTV)	1,200	2,400	1,200	1,200
General Fund	Other General Governmental Services	Yakima Tourism Membership	341	358	500	500
General Fund	Other General Governmental Services	YVCOG	7,508	7,554	7,826	7,826
General Fund	Other General Governmental Services	Yakima County Development Association	2,000	2,000	2,000	2,000
General Fund	Other General Governmental Services	2% Alcohol Distribution	9,210	2,605	2,650	2,650
General Fund	Other General Governmental Services	Transfer-Out to 004 RR Depot Facility	11,150	14,732	11,305	12,579
General Fund	Other General Governmental Services	Transfer-Out to 007 Library	36,250	5,376	8,315	8,140
General Fund	Other General Governmental Services	Transfer-Out to 108 Cemetery	80,000	121,161	94,688	120,000
General Fund	Law Enforcement	Salaries & Wages - Admin	212,510	245,059	274,200	281,289
General Fund	Law Enforcement	Longevity	3,910	3,975	4,080	2,040
General Fund	Law Enforcement	Social Security	16,116	19,089	21,300	23,466
General Fund	Law Enforcement	Retirement/LEOFF	11,470	13,173	14,900	14,785
General Fund	Law Enforcement	Employee Medical Insurance	57,099	59,104	67,600	44,024
General Fund	Law Enforcement	Family Medical Leave	348	552	800	588
General Fund	Law Enforcement	Industrial Insurance	4,492	5,271	10,400	8,048
General Fund	Law Enforcement	Uniforms & Clothing	5,856	2,691	500	2,500
General Fund	Law Enforcement	Uniform Cleaning	1,512	709	650	1,000
General Fund	Law Enforcement	Office & Operating Supplies	686	1,499	650	700

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Law Enforcement	Operating/Maintenance Supplies - Vehicles	34	126	125	125
General Fund	Law Enforcement	Fuel Vehicles	10,154	9,072	7,250	10,000
General Fund	Law Enforcement	Professional Services	9,617	1,332	4,250	4,250
General Fund	Law Enforcement	Telephone	1,905	2,577	3,000	3,000
General Fund	Law Enforcement	Travel	4,044	1,759	1,500	5,000
General Fund	Law Enforcement	WCIA Insurance	8,937	14,074	16,530	19,008
General Fund	Law Enforcement	Service Repair/Maintenance - Vehicles	900	2,107	500	2,500
General Fund	Law Enforcement	Memberships- Registrations - Subscriptions	5,170	8,803	5,000	5,000
General Fund	Law Enforcement	Salaries & Wages - Records	176,694	188,218	209,000	216,189
General Fund	Law Enforcement	Longevity	4,080	3,964	4,300	2,520
General Fund	Law Enforcement	Overtime	-	-	-	2,000
General Fund	Law Enforcement	Social Security	13,459	14,748	16,400	18,332
General Fund	Law Enforcement	Retirement/PERS	18,137	19,486	20,400	19,749
General Fund	Law Enforcement	Employee Medical Insurance	47,889	50,437	57,600	56,073
General Fund	Law Enforcement	Family Medical Leave	287	428	700	169
General Fund	Law Enforcement	Industrial Insurance	653	718	1,600	1,008
General Fund	Law Enforcement	Uniforms & Clothing	116	839	-	800
General Fund	Law Enforcement	Office & Operating Supplies	2,492	2,177	1,800	2,000
General Fund	Law Enforcement	Photocopies	421	318	400	800
General Fund	Law Enforcement	Small Tools & Minor Equipment	986	4,342	500	500
General Fund	Law Enforcement	Telephone	14,022	15,117	14,000	14,000
General Fund	Law Enforcement	Postage	-	9	20	20
General Fund	Law Enforcement	Travel	-	1,149	500	4,500
General Fund	Law Enforcement	Rentals	4,410	4,953	5,600	5,038
General Fund	Law Enforcement	WCIA Insurance	12,399	19,389	22,745	26,233
General Fund	Law Enforcement	Service Repair/Maintenance Equipment	583	11	250	250
General Fund	Law Enforcement	Service/Maintenance Agreements	1,794	2,394	2,000	40,355
General Fund	Law Enforcement	Memberships- Registrations - Subscriptions	1,896	3,336	1,500	2,500
General Fund	Law Enforcement	Excise Taxes	-	6	-	5
General Fund	Law Enforcement	Salaries & Wages - Investigations	73,039	95,556	176,600	196,726
General Fund	Law Enforcement	Longevity	-	450	2,600	5,419
General Fund	Law Enforcement	Overtime	6,430	14,755	30,400	30,400
General Fund	Law Enforcement	Social Security	5,929	8,447	16,500	16,931
General Fund	Law Enforcement	Retirement/LEOFF	4,212	5,994	10,000	10,701
General Fund	Law Enforcement	Employee Medical Insurance	28,638	37,424	65,700	66,194
General Fund	Law Enforcement	Family Medical Leave	128	246	700	425
General Fund	Law Enforcement	Industrial Insurance	2,421	3,154	11,200	8,048
General Fund	Law Enforcement	Uniforms & Clothing	540	1,988	600	3,000
General Fund	Law Enforcement	Uniform Cleaning	-	23	50	50
General Fund	Law Enforcement	Office & Operating Supplies	1,576	1,319	1,350	1,350
General Fund	Law Enforcement	Operating/Maintenance Supplies - Vehicles	31	126	350	350
General Fund	Law Enforcement	Fuel Vehicles	4,184	6,864	6,500	8,100
General Fund	Law Enforcement	Small Tools & Minor Equipment	-	-	250	300
General Fund	Law Enforcement	Professional Services	4,550	756	800	3,300
General Fund	Law Enforcement	Telephone	1,991	1,855	2,000	2,000
General Fund	Law Enforcement	Postage	667	263	500	750
General Fund	Law Enforcement	Travel	2,746	498	5,000	5,000
General Fund	Law Enforcement	WCIA Insurance	12,734	13,293	15,600	20,806
General Fund	Law Enforcement	Service Repair/Maintenance Vehicles	3,304	1,554	2,000	3,000
General Fund	Law Enforcement	Miscellaneous Fees & Charges	92	410	200	200
General Fund	Law Enforcement	Memberships- Registrations - Subscriptions	3,330	290	5,000	5,000
General Fund	Law Enforcement	Salaries & Wages - Patrol	493,654	364,906	365,400	377,898
General Fund	Law Enforcement	Longevity	4,067	6,939	9,100	9,170
General Fund	Law Enforcement	Overtime	78,201	38,771	60,700	60,700
General Fund	Law Enforcement	Social Security	43,334	31,381	26,900	32,468
General Fund	Law Enforcement	Retirement/LEOFF	28,765	21,870	20,700	20,448
General Fund	Law Enforcement	Employee Medical Insurance	147,364	112,283	121,600	123,866
General Fund	Law Enforcement	Family Medical Leave	918	902	1,300	813

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Law Enforcement	Industrial Insurance	15,156	13,062	22,400	16,097
General Fund	Law Enforcement	Uniforms & Clothing	12,648	9,343	5,000	5,000
General Fund	Law Enforcement	Uniform Cleaning	68	184	200	200
General Fund	Law Enforcement	Personal Protective Equipment	11,419	4,473	5,000	3,000
General Fund	Law Enforcement	Office & Operating Supplies	5,409	2,421	2,250	2,500
General Fund	Law Enforcement	Operating/Maint. Supplies - General	2,916	1,114	2,500	2,500
General Fund	Law Enforcement	Operating/Maintenance Supplies - Vehicles	125	1,112	1,100	1,600
General Fund	Law Enforcement	Range Supplies	16,745	5,000	5,500	5,500
General Fund	Law Enforcement	Community Policing Supplies	1,000	2,617	3,000	3,000
General Fund	Law Enforcement	Fuel Vehicles	40,081	28,976	4,200	17,000
General Fund	Law Enforcement	Small Tools & Minor Equipment	1,872	2,099	1,850	1,850
General Fund	Law Enforcement	Professional Services	6,293	6,414	6,000	6,500
General Fund	Law Enforcement	Janitorial Services - Police Department	14,507	18,285	14,880	14,880
General Fund	Law Enforcement	Communications Services Sunnyside	180,002	231,929	230,000	175,000
General Fund	Law Enforcement	Telephone	11,621	12,717	14,400	14,400
General Fund	Law Enforcement	Postage	69	57	50	50
General Fund	Law Enforcement	Internet & Cable Police Department	353	391	500	500
General Fund	Law Enforcement	City of Yakima IPSS	24,010	10,056	5,280	5,280
General Fund	Law Enforcement	Travel	2,472	10,185	20,000	20,000
General Fund	Law Enforcement	WCIA Insurance	31,252	45,968	54,005	63,461
General Fund	Law Enforcement	Fuel for Heating - Police	5,753	5,587	900	6,291
General Fund	Law Enforcement	Electricity - Police	9,289	16,041	15,000	18,126
General Fund	Law Enforcement	City Utility Service - Police	6,605	7,453	6,500	8,049
General Fund	Law Enforcement	Recycling & Shred Services	312	609	670	670
General Fund	Law Enforcement	Service Repair/Maintenance Equipment	3,744	1,287	1,500	1,500
General Fund	Law Enforcement	Service Repair/Maintenance Vehicles	24,737	42,802	40,000	42,500
General Fund	Law Enforcement	Miscellaneous Fees & Charges	613	-	100	250
General Fund	Law Enforcement	Memberships- Registrations - Subscriptions	4,448	7,191	15,000	15,000
General Fund	Law Enforcement	Medical Services	24,208	28,476	42,500	42,500
General Fund	Law Enforcement	Corrections Services Sunnyside	81,776	103,218	283,500	183,500
General Fund	Law Enforcement	Corrections Services Yakima County	33,679	110,200	77,600	177,600
General Fund	Law Enforcement	Professional Services	32,590	27,750	38,900	12,000
General Fund	Law Enforcement	Capital Purchase - Vehicle	-	8,100	25,000	25,000
General Fund	Fire Services	Salaries & Wages - Admin	98,486	103,759	128,000	140,566
General Fund	Fire Services	Longevity	2,040	1,978	2,100	2,040
General Fund	Fire Services	Social Security	1,429	1,550	1,900	2,278
General Fund	Fire Services	Retirement/LEOFF	5,328	5,783	7,000	7,443
General Fund	Fire Services	Employee Medical Insurance	21,533	17,683	22,900	22,237
General Fund	Fire Services	Family Medical Leave	162	237	400	296
General Fund	Fire Services	Industrial Insurance	2,752	3,107	7,700	6,777
General Fund	Fire Services	Uniforms & Clothing	410	410	500	500
General Fund	Fire Services	Office & Operating Supplies	-	86	1,000	300
General Fund	Fire Services	Fuel Vehicles	1,432	1,371	1,500	1,500
General Fund	Fire Services	Computer Equipment - Fire	-	-	4,000	4,000
General Fund	Fire Services	Telephone	2,094	1,607	1,500	1,500
General Fund	Fire Services	Travel	-	183	500	500
General Fund	Fire Services	Rentals	998	997	700	1,098
General Fund	Fire Services	WCIA Insurance	4,684	7,067	8,300	9,675
General Fund	Fire Services	Service Repair/Maintenance Vehicles	2,348	512	1,000	1,000
General Fund	Fire Services	Service/Maintenance Agreements	1,851	2,176	11,600	8,093
General Fund	Fire Services	Memberships- Registrations - Subscriptions	50	1,692	1,700	1,700
General Fund	Fire Services	Salaries & Wages - Suppression	124,122	136,381	149,400	155,757
General Fund	Fire Services	Longevity	1,656	2,052	2,300	2,975
General Fund	Fire Services	Salaries & Wages - Volunteers	11,798	15,189	12,000	12,000
General Fund	Fire Services	Overtime	22,335	30,579	25,000	38,000
General Fund	Fire Services	Social Security	3,026	3,647	2,500	2,623
General Fund	Fire Services	Retirement/LEOFF	7,823	9,069	9,000	8,061
General Fund	Fire Services	Employee Medical Insurance	36,095	38,852	40,500	49,337

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Fire Services	Family Medical Leave	238	377	500	270
General Fund	Fire Services	Industrial Insurance	7,629	8,448	16,100	12,199
General Fund	Fire Services	Volunteer Insurance	414	510	360	400
General Fund	Fire Services	Uniforms & Clothing	6,654	5,293	6,500	6,500
General Fund	Fire Services	Personal Protective Equipment	9,970	3,842	22,000	25,000
General Fund	Fire Services	Office & Operating Supplies	4,671	1,641	1,500	2,000
General Fund	Fire Services	Operating/Maint. Supplies - General	6,634	7,108	5,000	4,000
General Fund	Fire Services	Operating/Maintenance Supplies - Vehicles	173	300	1,000	1,000
General Fund	Fire Services	Fire Prevention Supplies	715	291	1,500	1,500
General Fund	Fire Services	Fuel Vehicles	4,016	3,213	6,000	5,000
General Fund	Fire Services	Small Tools & Minor Equipment	9,884	18,745	20,000	25,000
General Fund	Fire Services	Professional Services	6,038	8,564	8,000	6,000
General Fund	Fire Services	Medical Services	-	-	250	250
General Fund	Fire Services	Dispatch Services - Fire Suppression	12,851	12,715	22,085	22,085
General Fund	Fire Services	Telephone	2,001	2,070	2,000	2,000
General Fund	Fire Services	Internet & Cable Fire Department	2,120	2,271	2,200	2,200
General Fund	Fire Services	City of Yakima IPSS	-	822	2,350	2,500
General Fund	Fire Services	Travel	40	1,704	4,000	3,000
General Fund	Fire Services	Rentals	998	921	700	1,098
General Fund	Fire Services	WCIA Insurance	23,368	29,968	34,880	43,236
General Fund	Fire Services	Fuel for Heating - Fire	5,253	6,195	5,800	6,975
General Fund	Fire Services	Electricity - Fire	5,716	6,142	6,000	6,940
General Fund	Fire Services	City Utility Service - Fire	4,767	4,325	5,500	4,671
General Fund	Fire Services	Service Repair/Maintenance Equipment	3,976	4,634	7,500	5,000
General Fund	Fire Services	Service Repair/Maintenance Vehicles	12,270	28,240	12,500	7,500
General Fund	Fire Services	Service Repair/Maintenance - Fire Dept Building	2,555	2,951	5,000	7,000
General Fund	Fire Services	Miscellaneous Fees & Charges	1,930	12	100	100
General Fund	Fire Services	Memberships- Registrations - Subscriptions	2,060	2,315	2,200	2,200
General Fund	Fire Services	Salaries & Wages - Rescue	289,619	318,224	348,600	363,432
General Fund	Fire Services	Longevity	3,865	4,789	5,400	6,942
General Fund	Fire Services	Salaries & Wages - Volunteers	14,109	19,183	14,000	18,000
General Fund	Fire Services	Overtime	52,115	71,351	40,000	53,000
General Fund	Fire Services	Social Security	6,033	7,266	5,800	6,120
General Fund	Fire Services	Retirement/LEOFF	18,253	21,161	21,000	18,808
General Fund	Fire Services	Employee Medical Insurance	84,063	90,654	94,500	115,120
General Fund	Fire Services	Family Medical Leave	556	880	1,200	630
General Fund	Fire Services	Industrial Insurance	17,801	19,712	37,500	28,465
General Fund	Fire Services	Volunteer Insurance	636	570	840	900
General Fund	Fire Services	Training Supplies - First Aid/CPR	-	1,092	1,100	1,100
General Fund	Fire Services	Operating/Maint Supplies - General	2,061	5,273	5,000	4,000
General Fund	Fire Services	Fuel Vehicles	3,575	2,590	8,600	5,000
General Fund	Fire Services	Small Tools & Minor Equipment	17,064	-	1,000	1,250
General Fund	Fire Services	Dispatch Services - Rescue & Emergency Aid	30,143	43,799	51,530	50,230
General Fund	Fire Services	Telephone	2,663	967	1,500	1,500
General Fund	Fire Services	Rentals	998	845	700	1,099
General Fund	Fire Services	WCIA Insurance	18,625	28,532	33,490	38,863
General Fund	Protective Inspections	Salaries & Wages - Building	21,968	28,274	36,300	78,897
General Fund	Protective Inspections	Social Security	1,679	2,213	2,800	6,610
General Fund	Protective Inspections	Retirement/PERS	2,186	2,921	3,500	7,044
General Fund	Protective Inspections	Employee Medical Insurance	4,057	5,585	9,300	9,880
General Fund	Protective Inspections	Family Medical Leave	35	64	200	102
General Fund	Protective Inspections	Industrial Insurance	66	96	300	362
General Fund	Protective Inspections	Office & Operating Supplies	925	750	800	500
General Fund	Protective Inspections	Operating/Maintenance Supplies - Vehicles	-	143	250	250
General Fund	Protective Inspections	Fuel Vehicles	375	399	800	500
General Fund	Protective Inspections	Small Tools & Minor Equipment	117	489	250	250
General Fund	Protective Inspections	Publications	274	-	600	200
General Fund	Protective Inspections	Professional Services	58,586	53,239	55,000	60,000

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Protective Inspections	Legal Services	-	-	2,500	500
General Fund	Protective Inspections	Telephone	498	1,160	250	250
General Fund	Protective Inspections	Postage	76	-	100	100
General Fund	Protective Inspections	Travel	409	360	400	500
General Fund	Protective Inspections	Rentals	330	301	350	213
General Fund	Protective Inspections	WCIA Insurance	2,591	2,798	3,290	4,322
General Fund	Protective Inspections	Service Repair/Maintenance Vehicles	-	-	500	200
General Fund	Protective Inspections	Memberships- Registrations - Subscriptions	703	431	1,000	500
General Fund	Protective Inspections	Salaries & Wages - Code Enforcement	76,117	47,326	53,600	85,322
General Fund	Protective Inspections	Social Security	5,730	3,657	4,200	7,149
General Fund	Protective Inspections		-	-	-	7,569
General Fund	Protective Inspections	Employee Medical Insurance	17,880	9,072	21,100	14,384
General Fund	Protective Inspections	Family Medical Leave	122	106	200	161
General Fund	Protective Inspections	Industrial Insurance	280	142	400	403
General Fund	Protective Inspections	Uniforms & Clothing	-	-	-	800
General Fund	Protective Inspections	Uniform Cleaning	-	-	-	100
General Fund	Protective Inspections	Personal Protective Equipment	-	-	-	1,000
General Fund	Protective Inspections	Office & Operating Supplies	742	456	500	1,500
General Fund	Protective Inspections	Photocopies	133	169	100	400
General Fund	Protective Inspections	Operating/Maintenance Supplies - Vehicles	-	-	250	500
General Fund	Protective Inspections	Fuel Vehicles	375	399	650	1,200
General Fund	Protective Inspections	Small Tools & Minor Equipment	42	411	300	500
General Fund	Protective Inspections	Publications	-	-	100	100
General Fund	Protective Inspections	Professional Services	645	-	500	5,000
General Fund	Protective Inspections	Telephone	524	750	800	1,500
General Fund	Protective Inspections	Postage	22	-	200	1,000
General Fund	Protective Inspections	Travel	29	191	500	2,000
General Fund	Protective Inspections	Advertising	-	-	50	50
General Fund	Protective Inspections	Rentals	330	301	700	213
General Fund	Protective Inspections	WCIA Insurance	5,704	4,524	5,370	8,017
General Fund	Protective Inspections	Service Repair/Maintenance Equipment	-	-	500	3,000
General Fund	Protective Inspections	Service Repair/Maintenance Vehicles	-	-	-	2,000
General Fund	Protective Inspections	Memberships- Registrations - Subscriptions	1,055	145	150	2,000
General Fund	Planning and Community Development	Salaries & Wages - Zoning	16,292	31,801	38,300	72,972
General Fund	Planning and Community Development	Social Security	1,252	2,476	3,000	6,106
General Fund	Planning and Community Development	Retirement/PERS	1,616	3,193	4,000	6,488
General Fund	Planning and Community Development	Employee Medical Insurance	2,908	6,166	12,900	7,976
General Fund	Planning and Community Development	Family Medical Leave	25	72	200	120
General Fund	Planning and Community Development	Industrial Insurance	40	91	300	235
General Fund	Planning and Community Development	Office & Operating Supplies	803	1,802	1,500	1,500
General Fund	Planning and Community Development	Photocopies	771	169	200	320
General Fund	Planning and Community Development	Operating/Maintenance Supplies - Vehicles	-	-	250	250
General Fund	Planning and Community Development	Fuel Vehicles	375	399	450	450
General Fund	Planning and Community Development	Small Tools & Minor Equipment	-	-	200	200
General Fund	Planning and Community Development	Professional Services	9,015	52,749	55,000	30,000
General Fund	Planning and Community Development	Professional Services - Developer Eng/Plan Review Services	2,986	7,291	5,000	5,000
General Fund	Planning and Community Development	Legal Services	5,435	-	5,000	5,000
General Fund	Planning and Community Development	Telephone	22	-	100	100
General Fund	Planning and Community Development	Postage	-	-	50	50
General Fund	Planning and Community Development	Travel	53	191	500	500
General Fund	Planning and Community Development	Advertising	666	97	500	500
General Fund	Planning and Community Development	Rentals	330	301	350	213
General Fund	Planning and Community Development	WCIA Insurance	1,612	2,908	3,415	3,771
General Fund	Planning and Community Development	Service Repair/Maintenance Vehicles	-	31	700	700
General Fund	Planning and Community Development	Service/Maintenance Agreements	2,497	2,885	2,750	4,803
General Fund	Planning and Community Development	Memberships- Registrations - Subscriptions	110	120	750	750
General Fund	Recreational Services	Salaries & Wages - 80% Recreation	12,249	35,630	65,000	44,601
General Fund	Recreational Services	Longevity	-	-	-	816

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Recreational Services	Social Security	931	2,769	5,000	3,800
General Fund	Recreational Services	Retirement/PERS	936	3,650	6,200	4,024
General Fund	Recreational Services	Employee Medical Insurance	1,278	10,422	18,300	4,451
General Fund	Recreational Services	Family Medical	20	82	200	94
General Fund	Recreational Services	Industrial Insurance	44	131	500	134
General Fund	Recreational Services	Office & Operating Supplies	599	941	500	500
General Fund	Recreational Services	Photocopies	-	26	100	160
General Fund	Recreational Services	Operating/Maintenance Supplies	16	421	500	500
General Fund	Recreational Services	Recreation Program Supplies	280	1,258	5,000	5,000
General Fund	Recreational Services	Small Tools & Minor Equipment	1,077	480	500	500
General Fund	Recreational Services	Janitorial Services - Recreation Building	-	-	9,600	9,600
General Fund	Recreational Services	Alarm Monitoring - 50% of Rec Bldg & Pool	276	173	300	300
General Fund	Recreational Services	Telephone	1,082	1,097	1,200	1,200
General Fund	Recreational Services	Postage	-	-	50	50
General Fund	Recreational Services	Internet & Cable Recreation	-	450	900	900
General Fund	Recreational Services	Travel	-	1,276	500	1,000
General Fund	Recreational Services	Advertising	-	-	500	500
General Fund	Recreational Services	Rentals	-	572	12,400	225
General Fund	Recreational Services	WCIA Insurance	3,408	5,302	6,210	7,181
General Fund	Recreational Services	Electricity - Recreation	582	1,333	1,000	1,507
General Fund	Recreational Services	City Utility Services - Recreation	327	163	2,200	176
General Fund	Recreational Services	Service Repair/Maintenance Equipment	-	-	100	100
General Fund	Recreational Services	Service Repair/Maintenance Rec Bldg	1,663	-	1,000	3,500
General Fund	Recreational Services	Memberships- Registrations - Subscriptions	190	1,054	550	500
General Fund	Recreational Services	Recreation Program Costs	-	960	15,000	11,000
General Fund	Pool, Park Facilities	Transfer-Out to Equipment Replacement	-	-	-	4,000
General Fund	Pool, Park Facilities	Salaries & Wages - 20% Aquatics	3,062	8,907	16,300	11,150
General Fund	Pool, Park Facilities	Salaries & Wages Part-Time	72,829	109,363	110,000	120,000
General Fund	Pool, Park Facilities	Longevity	-	-	-	204
General Fund	Pool, Park Facilities	Social Security	6,448	9,900	9,700	950
General Fund	Pool, Park Facilities	Retirement/PERS	234	912	1,600	1,006
General Fund	Pool, Park Facilities	Employee Medical Insurance	319	2,658	4,600	1,113
General Fund	Pool, Park Facilities	Family Medical Leave	136	283	400	24
General Fund	Pool, Park Facilities	Industrial Insurance	3,413	5,039	700	34
General Fund	Pool, Park Facilities	Lifeguard Uniforms	648	727	500	500
General Fund	Pool, Park Facilities	Office & Operating Supplies	503	701	500	500
General Fund	Pool, Park Facilities	Operating/Maint. Supplies - General	14,224	1,720	2,500	2,500
General Fund	Pool, Park Facilities	Chemicals	5,450	-	10,000	10,000
General Fund	Pool, Park Facilities	Concession Supplies	-	4,706	9,000	6,000
General Fund	Pool, Park Facilities	Small Tools & Minor Equipment	1,077	809	1,000	1,000
General Fund	Pool, Park Facilities	Alarm Monitoring - 50% Rec Building	251	247	300	300
General Fund	Pool, Park Facilities	Telephone	173	-	500	500
General Fund	Pool, Park Facilities	Internet & Cable Swimming Pool	-	-	900	900
General Fund	Pool, Park Facilities	Travel	-	80	500	1,000
General Fund	Pool, Park Facilities	Rentals	-	32	560	225
General Fund	Pool, Park Facilities	WCIA Insurance	5,520	8,646	9,665	11,504
General Fund	Pool, Park Facilities	Fuel for Heating - Swimming Pool	4,246	12,985	15,000	14,621
General Fund	Pool, Park Facilities	Electricity - Swimming Pool	4,987	8,095	9,000	9,147
General Fund	Pool, Park Facilities	City Utility Services - Swimming Pool	3,810	7,365	6,000	7,955
General Fund	Pool, Park Facilities	Service Repair/Maintenance Pool	6,496	20	5,000	12,000
General Fund	Pool, Park Facilities	Service Repair/Maintenance 50% Rec Bldg.	219	-	250	1,000
General Fund	Pool, Park Facilities	Memberships- Registrations - Subscriptions	-	990	750	750
General Fund	Pool, Park Facilities	Pool/Concession Permits	384	-	400	400
General Fund	Pool, Park Facilities	Excise Taxes	160	200	250	250
General Fund	Pool, Park Facilities	Salaries & Wages - Parks	67,792	74,733	89,900	63,140
General Fund	Pool, Park Facilities	Longevity	1,487	402	600	204
General Fund	Pool, Park Facilities	Social Security	5,258	5,850	7,500	5,431
General Fund	Pool, Park Facilities	Retirement/PERS	6,134	7,851	9,300	5,659

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
General Fund	Pool, Park Facilities	Employee Medical Insurance	16,007	23,935	27,600	18,076
General Fund	Pool, Park Facilities	Family Medical Leave	113	172	300	132
General Fund	Pool, Park Facilities	Industrial Insurance	1,023	1,743	3,500	1,856
General Fund	Pool, Park Facilities	Uniforms & Clothing	487	-	250	400
General Fund	Pool, Park Facilities	Personal Protective Equipment	927	464	400	750
General Fund	Pool, Park Facilities	Office & Operating Supplies	-	-	100	100
General Fund	Pool, Park Facilities	Operating/Maint. Supplies - Park Facilities	7,864	6,691	6,500	6,500
General Fund	Pool, Park Facilities	Operating/Maintenance Supplies - Vehicles	1,416	3,428	3,000	3,000
General Fund	Pool, Park Facilities	Chemicals	181	566	3,000	1,000
General Fund	Pool, Park Facilities	Fuel Vehicles	5,922	7,608	5,000	6,000
General Fund	Pool, Park Facilities	Small Tools & Minor Equipment	1,819	714	2,000	2,000
General Fund	Pool, Park Facilities	Professional Services	234	5,131	10,000	12,000
General Fund	Pool, Park Facilities	Professional Services - Seasonal Help	21,468	29,778	40,000	50,000
General Fund	Pool, Park Facilities	PW Building Fee	-	17,455	11,540	11,540
General Fund	Pool, Park Facilities	Telephone	1,486	1,397	1,200	1,200
General Fund	Pool, Park Facilities	Electricity - Parks	5,642	4,668	4,000	5,275
General Fund	Pool, Park Facilities	Travel	-	2,511	300	1,000
General Fund	Pool, Park Facilities	Rentals	-	-	1,200	291
General Fund	Pool, Park Facilities	WCIA Insurance	7,192	10,129	22,000	18,176
General Fund	Pool, Park Facilities	Fuel for Heating - Parks	87	47	150	53
General Fund	Pool, Park Facilities	City Utility Services - Parks	60,158	79,752	55,000	86,133
General Fund	Pool, Park Facilities	Service Repair/Maintenance Equipment	1,195	2,917	3,500	5,000
General Fund	Pool, Park Facilities	Service Repair/Maintenance Vehicles	1,505	2,494	2,000	2,000
General Fund	Pool, Park Facilities	Service Repair/Maintenance Parks	13,023	361	4,000	5,000
General Fund	Pool, Park Facilities	Service Repair/Maintenance Flag Plaza	-	-	2,000	1,000
General Fund	Pool, Park Facilities	Memberships- Registrations - Subscriptions	-	2,125	2,500	2,500
General Fund	Pool, Park Facilities	Property Taxes	449	506	900	900
General Fund Capital Reserve Fund	McDonald Road Project	Capital Improvements - New Police Building	-	-	-	150,000
Welcome Center Fund	No Sub-Department	Operating/Maintenance Supplies - General	44	53	200	60
Welcome Center Fund	No Sub-Department	Alarm Monitoring	512	697	700	700
Welcome Center Fund	No Sub-Department	WCIA Insurance	689	890	975	1,256
Welcome Center Fund	Central Services, Personnel Services	City Utility Services - Welcome Center	-	-	2,160	2,268
Railroad Depot Facility Fund	Central Services, Personnel Services	Depot Lease	8,601	5,525	5,600	5,525
Railroad Depot Facility Fund	Central Services, Personnel Services	WCIA Insurance	3,047	3,935	4,305	5,554
Railroad Depot Facility Fund	Central Services, Personnel Services	Property Taxes	1,450	1,285	1,300	1,500
Public Works Building Fund	Central Services, Personnel Services	Office & Operating Supplies	5,525	5,988	5,048	5,000
Public Works Building Fund	Central Services, Personnel Services	Photocopies	316	845	750	1,200
Public Works Building Fund	Central Services, Personnel Services	Operating/Maintenance Supplies - General	10,059	12,411	6,000	6,000
Public Works Building Fund	Central Services, Personnel Services	Small Tools & Minor Equipment	6,031	1,194	3,000	1,500
Public Works Building Fund	Central Services, Personnel Services	Computer Equipment - PW Office	-	-	3,500	3,500
Public Works Building Fund	Central Services, Personnel Services	Professional Services	368	546	1,680	1,000
Public Works Building Fund	Central Services, Personnel Services	Janitorial Services - Public Works	-	11,151	18,120	18,120
Public Works Building Fund	Central Services, Personnel Services	Alarm Monitoring	5,186	7,869	6,000	6,000
Public Works Building Fund	Central Services, Personnel Services	Telephone	3,998	7,244	7,000	7,000
Public Works Building Fund	Central Services, Personnel Services	Internet	5,130	8,371	9,000	9,000
Public Works Building Fund	Central Services, Personnel Services	Rentals	2,676	2,006	2,200	3,397
Public Works Building Fund	Central Services, Personnel Services	WCIA Insurance	2,684	3,463	7,000	6,158
Public Works Building Fund	Central Services, Personnel Services	Fuel for Heating	1,657	3,899	4,500	4,390
Public Works Building Fund	Central Services, Personnel Services	Electricity	8,860	11,359	10,500	12,836
Public Works Building Fund	Central Services, Personnel Services	City Utility Services	3,608	4,710	5,000	5,087
Public Works Building Fund	Central Services, Personnel Services	Service/Repair Maintenance - PW Shop	1,594	410	500	500
Public Works Building Fund	#N/A	Reimbursable Expenses- Parks	(52,314)	(17,455)	(11,540)	(11,540)
Public Works Building Fund	#N/A	Reimbursable Expenses - Water	-	(38,143)	(18,912)	(18,912)
Public Works Building Fund	#N/A	Reimbursable Expenses - Sewer Collections	-	(17,455)	(8,655)	(8,655)
Public Works Building Fund	#N/A	Reimbursable Expenses - Solid Waste	-	(31,678)	(15,701)	(15,701)
Public Works Building Fund	#N/A	Reimbursable Expenses - Street	-	(29,739)	(14,745)	(14,745)
Public Works Building Fund	#N/A	Reimbursable Expenses - Cemetery	-	(16,162)	(8,014)	(8,014)
Public Works Building Fund	#N/A	Reimbursable Expenses - Sewer Treatment	-	(21,334)	(10,578)	(10,578)

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Public Works Building Fund	#N/A	Reimbursable Expenses - Graffiti Abatement	-	(3,232)	(1,653)	(1,653)
Library Fund	Central Services, Personnel Services	Operating/Maint Supplies - General	-	32	100	100
Library Fund	Central Services, Personnel Services	Alarm Monitoring	252	406	420	420
Library Fund	Central Services, Personnel Services	WCIA Insurance	3,959	5,113	5,595	7,218
Library Fund	Central Services, Personnel Services	Fuel For Heating	154	466	700	525
Library Fund	Central Services, Personnel Services	Irrigation - Library	1,047	4,866	1,000	1,000
Library Fund	Central Services, Personnel Services	Service Repair/Maintenance	353	17	500	500
Criminal Justice Fund	Law Enforcement	Salaries & Wages	196,524	389,510	479,300	531,640
Criminal Justice Fund	Law Enforcement	Longevity	-	3,600	3,800	3,931
Criminal Justice Fund	Law Enforcement	Overtime	25,332	33,373	91,000	91,000
Criminal Justice Fund	Law Enforcement	Social Security	16,725	33,161	45,300	45,071
Criminal Justice Fund	Law Enforcement	Retirement/LEOFF	11,061	23,221	27,100	28,317
Criminal Justice Fund	Law Enforcement	Employee Medical Insurance	57,708	119,332	146,300	149,408
Criminal Justice Fund	Law Enforcement	Family Medical Leave	357	964	1,700	1,125
Criminal Justice Fund	Law Enforcement	Industrial Insurance	6,792	15,938	33,500	24,145
Criminal Justice Fund	Law Enforcement	Uniforms & Clothing	5,503	14,922	7,500	8,500
Criminal Justice Fund	Law Enforcement	Uniform Cleaning	-	-	-	500
Criminal Justice Fund	Law Enforcement	Personal Protective Equipment	2,693	2,984	3,500	2,500
Criminal Justice Fund	Law Enforcement	Office & Operating Supplies	700	263	500	600
Criminal Justice Fund	Law Enforcement	Range Supplies	-	26,062	20,000	20,000
Criminal Justice Fund	Law Enforcement	Fuel Consumed Vehicles	2,270	16,839	14,000	30,000
Criminal Justice Fund	Law Enforcement	Computer Equipment - Police	-	26,087	-	15,000
Criminal Justice Fund	Law Enforcement	Professional Services	-	-	-	40,500
Criminal Justice Fund	Law Enforcement	Administrative Service Fee	42,247	59,662	54,555	54,555
Criminal Justice Fund	Law Enforcement	City of Yakima IPSS	-	5,864	14,655	14,655
Criminal Justice Fund	Law Enforcement	Travel	535	5,709	15,000	15,000
Criminal Justice Fund	Law Enforcement	Police Station Rent	38,795	155,180	181,440	61,092
Criminal Justice Fund	Law Enforcement	WCIA Insurance	16,532	25,852	30,330	34,979
Criminal Justice Fund	Law Enforcement	Memberships- Registrations - Subscriptions	750	1,235	5,700	9,000
Criminal Justice Fund	Law Enforcement	Software Subscriptions	-	14,820	15,000	17,000
Criminal Justice Fund	Law Enforcement	Police Academy Costs	4,212	-	-	8,000
Criminal Justice Fund	Law Enforcement	Community Policing Supplies	-	-	-	3,000
Criminal Justice Fund	Law Enforcement	Capital Purchase - Equipment	-	18,882	150,000	45,000
Criminal Justice Fund	Law Enforcement	Capital Purchase - Police Vehicle	75,092	59,907	65,000	65,000
Special Projects Fund	No Sub-Department	Salaries & Wages	4,096	24,743	13,600	20,229
Special Projects Fund	No Sub-Department	Social Security	348	1,915	1,170	1,738
Special Projects Fund	No Sub-Department	Retirement/PERS	482	2,468	3,100	1,796
Special Projects Fund	No Sub-Department	Employee Medical Insurance	1,104	5,636	3,500	4,223
Special Projects Fund	No Sub-Department	Paid Family Medical Leave	-	-	50	42
Special Projects Fund	No Sub-Department	Industrial Insurance	146	440	700	650
Special Projects Fund	No Sub-Department	Graffiti Program Supplies	6,664	1,922	7,000	3,000
Special Projects Fund	No Sub-Department	PW Building Fee	-	3,232	1,653	1,653
Special Projects Fund	No Sub-Department	Miscellaneous Fees & Charges	435	-	500	500
Recreation Fund	Recreational Services	Service/Maintenance Agreements	-	-	-	1,729
Street Fund	No Sub-Department	Salaries & Wages	84,189	119,741	132,700	92,655
Street Fund	No Sub-Department	Longevity	1,337	1,283	1,300	408
Street Fund	No Sub-Department	Overtime	13,247	6,927	9,750	8,000
Street Fund	No Sub-Department	Social Security	7,385	9,781	11,000	7,963
Street Fund	No Sub-Department	Retirement/PERS	10,099	13,069	13,700	8,399
Street Fund	No Sub-Department	Employee Medical Insurance	21,342	35,481	43,000	25,022
Street Fund	No Sub-Department	Family Medical Leave	158	287	500	181
Street Fund	No Sub-Department	Industrial Insurance	1,712	2,260	4,000	2,447
Street Fund	No Sub-Department	Uniforms	-	-	1,500	1,500
Street Fund	No Sub-Department	Personal Protective Equipment	681	1,188	600	600
Street Fund	No Sub-Department	Office & Operating Supplies	236	-	365	200
Street Fund	No Sub-Department	Operating/Maintenance Supplies - General	4,357	16,698	20,000	30,000
Street Fund	No Sub-Department	Operating/Maintenance Supplies - Vehicles	585	1,678	4,500	4,000
Street Fund	No Sub-Department	Chemicals	4,252	2,641	6,000	5,000

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Street Fund	No Sub-Department	Operating/Maint Supplies: Crack Seal	-	-	25,000	25,000
Street Fund	No Sub-Department	Fuel Vehicles	4,383	3,344	5,000	4,000
Street Fund	No Sub-Department	Professional Services	26,970	49,865	20,000	40,000
Street Fund	No Sub-Department	Legal Services	1,107	194	500	500
Street Fund	No Sub-Department	Administrative Service Fee	15,072	21,301	19,875	19,875
Street Fund	No Sub-Department	PW Building Fee	-	29,739	14,745	14,745
Street Fund	No Sub-Department	Telephone	477	685	1,000	1,000
Street Fund	No Sub-Department	Travel	473	131	1,000	250
Street Fund	No Sub-Department	Advertising	292	178	250	250
Street Fund	No Sub-Department	Rentals	-	-	500	881
Street Fund	No Sub-Department	WCIA Insurance	10,872	17,378	20,190	23,274
Street Fund	No Sub-Department	Service Repair/Maintenance Equipment	-	382	2,000	500
Street Fund	No Sub-Department	Service Repair/Maintenance Vehicles-Roadway	7,851	453	5,000	5,000
Street Fund	No Sub-Department	Service/Maintenance Agreements	2,776	3,331	300	12,617
Street Fund	No Sub-Department	Service Repair/Maintenance Roadway	-	20,700	11,007	23,000
Street Fund	No Sub-Department	Miscellaneous Fees & Charges	210	-	100	100
Street Fund	No Sub-Department	Memberships- Registrations - Subscriptions	861	1,532	300	2,000
Street Fund	No Sub-Department	Excise Taxes	38	41	50	50
Street Fund	No Sub-Department	Electricity - Street Lights	58,789	55,006	50,460	62,157
Street Fund	No Sub-Department	Electricity - Traffic Signals	4,229	2,181	4,000	2,465
Street Fund	No Sub-Department	Service Repair & Maintenance Equipment - Traffic Control Devices	451	549	3,500	20,000
Street Fund	No Sub-Department	Operating/Maintenance Supplies - Snow & Ice Control	7,211	8,125	10,000	10,000
Street Fund	No Sub-Department	Operating/Maintenance Supplies - General	-	145	5,000	5,000
Street Fund	No Sub-Department	Operating/Maintenance Supplies Vehicles-Street Cleaner	251	1,338	5,000	1,200
Street Fund	No Sub-Department	Dump Fees - Street Cleaning	-	-	1,000	1,000
Street Fund	No Sub-Department	Seasonal Help	-	-	-	10,000
Street Fund	No Sub-Department	Transfer-Out to 510 Vehicle Replacement	10,000	10,000	10,000	15,000
Vehicle License Fee Fund	No Sub-Department	Transfer-Out to 101 Street Fund	110,000	161,036	208,000	311,982
Cemetery Fund	No Sub-Department	Salaries & Wages	61,152	76,112	67,400	91,372
Cemetery Fund	No Sub-Department	Longevity	442	1,172	600	306
Cemetery Fund	No Sub-Department	Overtime	3,737	3,032	4,225	4,000
Cemetery Fund	No Sub-Department	Social Security	4,807	6,092	5,550	7,867
Cemetery Fund	No Sub-Department	Retirement/PERS	6,492	8,240	6,790	8,273
Cemetery Fund	No Sub-Department	Employee Medical Insurance	23,415	25,357	25,400	28,670
Cemetery Fund	No Sub-Department	Family Medical Leave	104	180	220	194
Cemetery Fund	No Sub-Department	Industrial Insurance	1,557	1,448	2,500	2,692
Cemetery Fund	No Sub-Department	Uniforms & Clothing	-	-	300	500
Cemetery Fund	No Sub-Department	Personal Protective Equipment	596	758	650	500
Cemetery Fund	No Sub-Department	Office Supplies	32	-	100	100
Cemetery Fund	No Sub-Department	Operating/Maintenance Supplies - General	10,859	5,387	4,249	5,000
Cemetery Fund	No Sub-Department	Operating/Maintenance Supplies - Vehicles	417	783	500	500
Cemetery Fund	No Sub-Department	Chemicals	136	566	650	750
Cemetery Fund	No Sub-Department	Fuel Vehicles	1,515	2,547	650	1,000
Cemetery Fund	No Sub-Department	Liners & Markers	7,897	8,601	15,000	12,500
Cemetery Fund	No Sub-Department	Small Tools & Minor Equipment	387	534	500	500
Cemetery Fund	No Sub-Department	Professional Services	14,603	26,036	15,000	500
Cemetery Fund	No Sub-Department	Legal Services	1,938	241	50	50
Cemetery Fund	No Sub-Department	Alarm Monitoring	4,979	5,750	6,500	6,500
Cemetery Fund	No Sub-Department	Administrative Service Fee	11,259	17,869	15,929	15,929
Cemetery Fund	No Sub-Department	PW Building Fee	-	16,162	8,014	8,014
Cemetery Fund	No Sub-Department	Telephone	962	3,005	3,500	3,500
Cemetery Fund	No Sub-Department	WCIA Insurance	7,105	10,154	11,815	14,107
Cemetery Fund	No Sub-Department	Fuel for Heating	617	554	850	624
Cemetery Fund	No Sub-Department	Irrigation Water	1,360	1,360	3,000	1,400
Cemetery Fund	No Sub-Department	Electricity - Cemetery	2,264	2,226	2,750	2,516
Cemetery Fund	No Sub-Department	City Utility Services - Cemetery	1,115	1,022	1,000	1,104
Cemetery Fund	No Sub-Department	Repair & Maintenance Equipment	1,800	702	1,300	1,300
Cemetery Fund	No Sub-Department	Miscellaneous Fees & Charges	316	136	150	150

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Cemetery Fund	No Sub-Department	Excise Taxes	1,026	985	980	980
Cemetery Fund	No Sub-Department	Transfer-Out to Equipment Replacement	4,000	4,000	4,000	4,000
Public Safety Grants Fund	No Sub-Department	Capital Purchase - Equipment	-	767,945	66,030	66,030
Special Investigative Drug Account Fund	No Sub-Department	WCIA Insurance	335	367	440	567
Cable TV Fund	No Sub-Department	Salaries & Wages	102,045	79,925	91,700	55,751
Cable TV Fund	No Sub-Department	Longevity	2,040	1,986	2,100	1,020
Cable TV Fund	No Sub-Department	Social Security	7,840	6,307	7,200	4,750
Cable TV Fund	No Sub-Department	Retirement/PERS	8,271	8,389	9,000	5,030
Cable TV Fund	No Sub-Department	Employee Medical Insurance	8,868	9,928	11,500	5,563
Cable TV Fund	No Sub-Department	Family Medical Leave	167	183	300	118
Cable TV Fund	No Sub-Department	Industrial Insurance	240	271	600	168
Cable TV Fund	No Sub-Department	Office & Operating Supplies	-	1,139	150	400
Cable TV Fund	No Sub-Department	Photocopies	-	-	300	480
Cable TV Fund	No Sub-Department	Small Tools & Minor Equipment	39	1,418	300	5,000
Cable TV Fund	No Sub-Department	Alarm Monitoring	713	535	1,000	1,000
Cable TV Fund	No Sub-Department	Administrative Service Fee	11,812	16,188	14,920	14,920
Cable TV Fund	No Sub-Department	Telephone	715	2,647	2,500	2,500
Cable TV Fund	No Sub-Department	Internet & Cable MVTV	2,117	4,719	4,500	4,500
Cable TV Fund	No Sub-Department	Travel	-	250	1,000	750
Cable TV Fund	No Sub-Department	Internet - Streaming Services	2,200	-	2,400	2,400
Cable TV Fund	No Sub-Department	Leases	2,365	2,300	2,430	2,430
Cable TV Fund	No Sub-Department	WCIA Insurance	4,622	7,079	8,165	9,586
Cable TV Fund	No Sub-Department	Fuel for Heating	1,263	1,186	1,600	1,335
Cable TV Fund	No Sub-Department	City Utility Services	-	-	1,000	1,050
Cable TV Fund	No Sub-Department	Repair & Maintenance Equipment	238	279	500	500
Cable TV Fund	No Sub-Department	Service Repair/Maintenance MVTV Bldg	135	287	500	500
Cable TV Fund	No Sub-Department	Service/Maintenance Agreements	242	1,060	900	6,455
Cable TV Fund	No Sub-Department	Memberships- Registrations - Subscriptions	200	450	500	500
Cable TV Fund	No Sub-Department	Excise Taxes	-	-	5	5
Housing Rehabilitation Fund	No Sub-Department	Office & Operating Supplies	79	205	200	200
Housing Rehabilitation Fund	No Sub-Department	Professional Services	21,600	21,600	23,815	23,815
Housing Rehabilitation Fund	No Sub-Department	Legal Services	-	698	2,500	2,500
Housing Rehabilitation Fund	No Sub-Department	Administrative Services Fee	6,535	8,335	7,185	7,185
Housing Rehabilitation Fund	No Sub-Department	Postage	28	60	250	250
Housing Rehabilitation Fund	No Sub-Department	WCIA Insurance	852	4,332	4,995	4,550
Housing Rehabilitation Fund	No Sub-Department	Miscellaneous Fees & Charges	1,138	479	750	1,500
Water Fund	No Sub-Department	Hydrant/Valve Replacement Supplies	-	-	-	18,000
Water Fund	No Sub-Department	Salaries & Wages - Utility Bill	36,254	40,579	45,600	53,823
Water Fund	No Sub-Department	Longevity	60	77	300	24
Water Fund	No Sub-Department	Overtime	534	930	200	250
Water Fund	No Sub-Department	Social Security	2,747	3,208	3,600	4,521
Water Fund	No Sub-Department	Retirement/PERS	3,421	3,665	4,400	4,862
Water Fund	No Sub-Department	Employee Medical Insurance	11,392	6,972	7,300	7,089
Water Fund	No Sub-Department	Family Medical Leave	57	89	200	114
Water Fund	No Sub-Department	Industrial Insurance	153	201	500	269
Water Fund	No Sub-Department	Office & Operating Supplies	239	81	325	325
Water Fund	No Sub-Department	Telephone - Utility Billing	629	649	625	625
Water Fund	No Sub-Department	Postage	4,147	3,450	4,000	4,000
Water Fund	No Sub-Department	On-Line Utility Payment Charges	1,196	1,721	1,600	1,600
Water Fund	No Sub-Department	Salaries & Wages - Maintenance	210,606	225,923	258,200	196,997
Water Fund	No Sub-Department	Longevity	2,936	2,704	2,700	1,668
Water Fund	No Sub-Department	Overtime	17,823	10,149	11,375	12,000
Water Fund	No Sub-Department	Social Security	17,160	18,267	20,800	16,934
Water Fund	No Sub-Department	Retirement/PERS	21,169	24,407	25,800	17,803
Water Fund	No Sub-Department	Employee Medical Insurance	65,722	67,144	76,100	52,267
Water Fund	No Sub-Department	Family Medical Leave	361	529	800	401
Water Fund	No Sub-Department	Industrial Insurance	3,665	4,209	7,300	4,489
Water Fund	No Sub-Department	Uniforms & Clothing	-	617	500	1,500

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Water Fund	No Sub-Department	Personal Protective Equipment	1,558	2,649	2,100	2,000
Water Fund	No Sub-Department	Office & Operating Supplies	399	175	350	350
Water Fund	No Sub-Department	Water Service Supplies	70,020	159,175	50,000	20,000
Water Fund	No Sub-Department	Operating/Maintenance Supplies - Vehicles	2,837	4,686	3,000	3,000
Water Fund	No Sub-Department	Chemicals	14,072	22,200	25,000	30,000
Water Fund	No Sub-Department	Operating Maintenance Supplies - General	5,422	3,170	40,000	15,000
Water Fund	No Sub-Department	Fuel Vehicles	12,159	11,777	15,100	13,000
Water Fund	No Sub-Department	Small Tools & Minor Equipment	6,037	647	12,000	12,000
Water Fund	No Sub-Department	Professional Services	37,712	15,824	60,000	35,000
Water Fund	No Sub-Department	Legal Services	828	382	1,575	1,000
Water Fund	No Sub-Department	Alarm Monitoring	2,292	2,558	5,000	5,000
Water Fund	No Sub-Department	Cross Connection Program	25,793	8,120	5,000	2,500
Water Fund	No Sub-Department	Utility Tax - General Services	802,374	748,989	749,414	840,252
Water Fund	No Sub-Department	Administrative Service Fee	80,104	133,588	123,395	123,395
Water Fund	No Sub-Department	PW Building Fee	-	38,143	18,912	18,912
Water Fund	No Sub-Department	Telephone	9,615	9,861	9,400	9,400
Water Fund	No Sub-Department	Internet & Cable Water	-	-	200	200
Water Fund	No Sub-Department	Travel	1,363	1,709	2,500	2,500
Water Fund	No Sub-Department	Advertising	-	-	1,500	500
Water Fund	No Sub-Department	Rentals	-	-	3,100	35
Water Fund	No Sub-Department	WCIA Insurance	56,580	71,981	80,920	103,021
Water Fund	No Sub-Department	Fuel for Heating	191	190	500	214
Water Fund	No Sub-Department	Electricity	91,056	87,426	55,000	98,791
Water Fund	No Sub-Department	City Utility Services	3,965	3,438	3,500	3,714
Water Fund	No Sub-Department	Irrigation Water	247	247	550	550
Water Fund	No Sub-Department	Recycling & Shred Services	-	-	50	50
Water Fund	No Sub-Department	Repair & Maintenance Equipment	5,951	4,944	20,000	10,000
Water Fund	No Sub-Department	Service Repair/Maintenance Vehicle	5,927	4,871	6,300	8,000
Water Fund	No Sub-Department	Miscellaneous Fees & Charges	350	350	1,500	1,000
Water Fund	No Sub-Department	Memberships- Registrations - Subscriptions	7,023	4,065	8,500	9,000
Water Fund	No Sub-Department	Operating Permits	3,393	3,393	4,500	4,500
Water Fund	No Sub-Department	Property Taxes	12	6	25	25
Water Fund	No Sub-Department	IG Loan Principal - DWSRF #DM12-952-104 (2013 Water Imp)	59,413	59,413	59,415	59,413
Water Fund	No Sub-Department	Intergovernmental Loan Principal - PWTF #6	175,907	175,907	217,000	175,907
Water Fund	No Sub-Department	IG Loan Principal - DWSRF#DM07-952-031 - Well #9	135,136	135,136	178,900	135,136
Water Fund	No Sub-Department	IG Loan Principal - DWSRF#DM12-952-104-2013 Water Sys. Impr.	81,573	81,573	81,575	81,573
Water Fund	No Sub-Department	IG Loan Principal - DWSRF #DM13-952-151 -2014 Water Sys. Impr	43,742	43,742	43,745	43,742
Water Fund	No Sub-Department	IG Loan Interest - DWSRF #DM12-952-104 -2013 Water Sys. Iimp	7,130	6,535	6,540	5,347
Water Fund	No Sub-Department	Intergovernmental Loan Interest - PWTF #6	22,868	21,109	21,725	17,591
Water Fund	No Sub-Department	IG Loan Interest - DWSRF#DM07-952-031 - Well #9	16,021	8,108	14,235	5,405
Water Fund	No Sub-Department	IG Loan Interest: DWSRF#DM12-952-104	13,867	13,052	13,055	11,420
Water Fund	No Sub-Department	IG Loan Interest - DWSRF #DM13-952.151 (2014 Water Impr)	-	6,124	6,560	5,249
Water Fund	No Sub-Department	Transfer-Out to 410 Water Capital Fund	176,508	7,115	350,000	500,000
Water Fund	No Sub-Department	Transfer-Out 1% to 410 Water Capital Fund	25,355	18,712	25,842	29,390
Water Fund	No Sub-Department	Transfer-Out to Vehicle Replacement Program-401	40,000	40,000	80,000	40,000
Wastewater Fund	No Sub-Department	Salaries & Wages - Collection	44,649	105,094	123,800	133,329
Wastewater Fund	No Sub-Department	Longevity	625	670	600	786
Wastewater Fund	No Sub-Department	Overtime	817	3,924	7,150	5,000
Wastewater Fund	No Sub-Department	Social Security	3,409	8,352	22,200	11,442
Wastewater Fund	No Sub-Department	Retirement/PERS	4,567	11,189	12,500	12,030
Wastewater Fund	No Sub-Department	Employee Medical Insurance	13,589	35,409	47,900	37,806
Wastewater Fund	No Sub-Department	Family Medical Leave	73	247	400	230
Wastewater Fund	No Sub-Department	Industrial Insurance	552	2,114	3,900	3,189
Wastewater Fund	No Sub-Department	Personal Protective Equipment	246	217	250	250
Wastewater Fund	No Sub-Department	Office & Operating Supplies	255	157	100	100
Wastewater Fund	No Sub-Department	Operating/Maintenance Supplies - General	229	-	8,000	1,500
Wastewater Fund	No Sub-Department	Operating/Maintenance Supplies - Vehicles	9,184	2,658	3,150	3,150
Wastewater Fund	No Sub-Department	Small Tools & Minor Equipment	8	-	3,500	1,000

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Wastewater Fund	No Sub-Department	Professional Services	740	120	4,200	4,200
Wastewater Fund	No Sub-Department	Legal Services	144	217	-	100
Wastewater Fund	No Sub-Department	Telephone	2,544	2,562	2,300	2,300
Wastewater Fund	No Sub-Department	Travel	357	190	300	300
Wastewater Fund	No Sub-Department	WCIA Insurance	17,832	30,120	34,550	39,491
Wastewater Fund	No Sub-Department	Lift Station Electricity	4,725	22,579	-	6,000
Wastewater Fund	No Sub-Department	City Utility Services - Maint & Ops	-	-	630	662
Wastewater Fund	No Sub-Department	Repair & Maintenance Equipment	592	-	6,000	6,000
Wastewater Fund	No Sub-Department	Repair & Maintenance Vehicles	-	-	6,000	7,500
Wastewater Fund	No Sub-Department	Service/Maintenance Agreements	3,547	1,307	3,500	5,444
Wastewater Fund	No Sub-Department	Miscellaneous Fees & Charges	-	312	100	100
Wastewater Fund	No Sub-Department	Memberships- Registrations - Subscriptions	61	157	250	250
Wastewater Fund	No Sub-Department	Salaries & Wages - Utility Bill	36,311	40,645	45,600	53,823
Wastewater Fund	No Sub-Department	Longevity	60	77	300	24
Wastewater Fund	No Sub-Department	Social Security	2,752	3,214	3,600	4,521
Wastewater Fund	No Sub-Department	Retirement/PERS	3,421	3,665	4,400	4,862
Wastewater Fund	No Sub-Department	Employee Medical Insurance	9,586	6,972	7,300	7,089
Wastewater Fund	No Sub-Department	Family Medical Leave	57	88	200	114
Wastewater Fund	No Sub-Department	Industrial Insurance	152	201	500	269
Wastewater Fund	No Sub-Department	Office & Operating Supplies	188	81	300	300
Wastewater Fund	No Sub-Department	Professional Services	1,996	8,547	23,000	23,000
Wastewater Fund	No Sub-Department	Telephone - Utility Billing	392	409	625	625
Wastewater Fund	No Sub-Department	Postage	4,147	3,450	4,000	4,000
Wastewater Fund	No Sub-Department	On-Line Utility Payment Charges	1,196	1,721	1,600	1,600
Wastewater Fund	No Sub-Department	Salaries & Wages - Treatment	166,267	166,325	189,900	185,482
Wastewater Fund	No Sub-Department	Longevity	1,050	930	1,100	1,044
Wastewater Fund	No Sub-Department	Overtime	9,251	7,519	11,050	12,000
Wastewater Fund	No Sub-Department	Social Security	13,147	13,459	63,500	15,902
Wastewater Fund	No Sub-Department	Retirement/PERS	17,531	17,771	18,900	16,647
Wastewater Fund	No Sub-Department	Employee Medical Insurance	45,960	40,555	48,600	48,732
Wastewater Fund	No Sub-Department	Family Medical Leave	276	390	600	247
Wastewater Fund	No Sub-Department	Industrial Insurance	3,584	3,416	6,400	4,455
Wastewater Fund	No Sub-Department	Uniforms & Clothing	-	515	1,000	3,000
Wastewater Fund	No Sub-Department	Personal Protective Equipment	730	3,377	4,000	4,000
Wastewater Fund	No Sub-Department	Office & Operating Supplies	-	253	300	300
Wastewater Fund	No Sub-Department	Photocopies - WWTP	66	119	50	80
Wastewater Fund	No Sub-Department	Operating/Maintenance Supplies - General	20,152	29,688	50,000	35,000
Wastewater Fund	No Sub-Department	Operating/Maintenance Supplies - Vehicles	1,247	1,574	2,100	2,100
Wastewater Fund	No Sub-Department	Chemicals	14,078	24,317	60,000	21,000
Wastewater Fund	No Sub-Department	Lab Supplies	7,812	14,690	30,000	20,000
Wastewater Fund	No Sub-Department	Fuel Vehicles - WWTP	8,342	7,769	8,400	15,000
Wastewater Fund	No Sub-Department	Small Tools & Minor Equipment	3,851	4,460	6,000	8,500
Wastewater Fund	No Sub-Department	Professional Services	69,568	37,295	55,000	55,000
Wastewater Fund	No Sub-Department	WWTP Testing Services	6,266	42,255	35,000	40,000
Wastewater Fund	No Sub-Department	Legal Services	-	119	-	100
Wastewater Fund	No Sub-Department	Alarm Monitoring	581	509	550	550
Wastewater Fund	No Sub-Department	Utility Tax - General Services	1,001,248	984,634	974,908	1,019,487
Wastewater Fund	No Sub-Department	Administrative Service Fee	111,023	173,187	165,185	165,185
Wastewater Fund	No Sub-Department	PW Building Fee	-	21,334	19,233	19,233
Wastewater Fund	No Sub-Department	Telephone	7,363	7,010	6,200	6,200
Wastewater Fund	No Sub-Department	Postage	2,936	1,168	3,640	3,640
Wastewater Fund	No Sub-Department	Internet & Cable Sewer	1,675	1,505	1,800	1,800
Wastewater Fund	No Sub-Department	Travel	1,558	1,328	1,000	1,500
Wastewater Fund	No Sub-Department	Rentals	2,075	2,092	3,000	150,000
Wastewater Fund	No Sub-Department	WCIA Insurance	71,599	91,116	101,000	129,828
Wastewater Fund	No Sub-Department	Fuel for Heating	2,287	2,775	4,000	3,124
Wastewater Fund	No Sub-Department	WWTP Electricity	88,790	68,411	87,015	77,304
Wastewater Fund	No Sub-Department	City Utility Services - Treatment Plant	5,552	3,890	6,135	4,201

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Wastewater Fund	No Sub-Department	Irrigation Water	159	159	160	160
Wastewater Fund	No Sub-Department	Repair & Maintenance Equipment	30,466	13,012	60,000	60,000
Wastewater Fund	No Sub-Department	Repair & Maintenance Vehicles	757	1,162	525	525
Wastewater Fund	No Sub-Department	Repair & Maintenance WWTP Buildings	-	-	3,600	5,000
Wastewater Fund	No Sub-Department	Miscellaneous Fees & Charges	-	15	50	50
Wastewater Fund	No Sub-Department	Memberships- Registrations - Subscriptions	3,719	6,617	7,500	8,000
Wastewater Fund	No Sub-Department	Software Subscriptions	-	-	14,500	14,500
Wastewater Fund	No Sub-Department	Biosolids Removal Program	1,479	38,244	45,000	50,000
Wastewater Fund	No Sub-Department	Excise Taxes	84,792	72,238	61,075	100,523
Wastewater Fund	No Sub-Department	Intergovernmental Loan Principal - PWTF #7 PW-05-691-PRE-138	41,047	41,047	41,050	41,047
Wastewater Fund	No Sub-Department	Intergovernmental Loan Principal - L0800015	446,945	446,945	446,945	446,945
Wastewater Fund	No Sub-Department	Intergovernmental Loan Principal - EL150107	3,454	3,548	3,645	3,745
Wastewater Fund	No Sub-Department	Intergovernmental Loan Principal - EL170039	53,556	18,140	36,717	37,309
Wastewater Fund	No Sub-Department	Intergovernmental Loan Principal #EL190340	-	48,719	222,680	172,787
Wastewater Fund	No Sub-Department	Intergovernmental Loan Principal USDA/RD	39,174	79,412	83,315	81,829
Wastewater Fund	No Sub-Department	Intergovernmental Loan Interest - PWTF #7 PW-05-691-PRE-138	821	616	420	205
Wastewater Fund	No Sub-Department	Intergovernmental Loan Interest - EL150107	1,757	1,351	1,565	1,466
Wastewater Fund	No Sub-Department	Intergovernmental Loan Interest - EL170039	15,139	6,050	4,375	11,069
Wastewater Fund	No Sub-Department	Intergovernmental Loan Interest - EL190340	-	62,807	51,390	50,265
Wastewater Fund	No Sub-Department	Intergovernmental Loan Interest USDA/RD	31,938	62,812	61,615	60,395
Wastewater Fund	No Sub-Department	Transfer-Out 1% to 413 Sewer Capital Fund	24,566	25,143	33,620	36,435
Wastewater Fund	No Sub-Department	Transfer-Out to Vehicle Replacement Program-510	474,015	50,000	100,000	100,000
Solid Waste Fund	No Sub-Department	Salaries & Wages - Utility Bill	36,254	40,579	45,600	53,823
Solid Waste Fund	No Sub-Department	Longevity	60	77	300	24
Solid Waste Fund	No Sub-Department	Overtime	534	930	200	1,000
Solid Waste Fund	No Sub-Department	Social Security	2,747	3,209	3,600	4,521
Solid Waste Fund	No Sub-Department	Retirement/PERS	3,421	3,665	4,400	4,862
Solid Waste Fund	No Sub-Department	Employee Medical Insurance	9,638	6,972	7,300	7,089
General Fund	Protective Inspections	Service Repair/Maintenance Vehicles	-	-	-	2,000
Solid Waste Fund	No Sub-Department	Family Medical Leave	57	88	200	114
Solid Waste Fund	No Sub-Department	Industrial Insurance	152	201	500	269
Solid Waste Fund	No Sub-Department	Telephone - Utility Billing	391	409	625	625
Solid Waste Fund	No Sub-Department	Postage	4,273	3,555	4,000	4,000
Solid Waste Fund	No Sub-Department	On-Line Utility Payment Charges	1,196	1,721	1,600	1,600
Solid Waste Fund	No Sub-Department	Salaries & Wages - Maintenance	180,772	187,815	180,200	235,033
Solid Waste Fund	No Sub-Department	Longevity	3,815	3,301	800	1,962
Solid Waste Fund	No Sub-Department	Overtime	2,136	757	13,650	5,000
Solid Waste Fund	No Sub-Department	Social Security	13,881	14,654	14,400	20,264
Solid Waste Fund	No Sub-Department	Retirement/PERS	18,856	17,895	18,000	21,273
Solid Waste Fund	No Sub-Department	Employee Medical Insurance	50,229	37,204	45,000	71,293
Solid Waste Fund	No Sub-Department	Family Medical Leave	300	425	600	498
Solid Waste Fund	No Sub-Department	Industrial Insurance	3,504	2,944	6,400	6,126
Solid Waste Fund	No Sub-Department	Uniforms & Clothing	-	88	150	500
Solid Waste Fund	No Sub-Department	Personal Protective Equipment	1,057	807	1,000	1,000
Solid Waste Fund	No Sub-Department	Operating/Maintenance Supplies - General	1,078	727	3,300	1,500
Solid Waste Fund	No Sub-Department	Operating/Maintenance Supplies - Vehicles	11,200	12,362	15,000	10,000
Solid Waste Fund	No Sub-Department	Fuel Vehicles	42,397	34,395	40,000	40,000
Solid Waste Fund	No Sub-Department	Small Tools & Minor Equipment	20	53	1,500	100
Solid Waste Fund	No Sub-Department	Professional Services	628	231	15,000	2,500
Solid Waste Fund	No Sub-Department	Legal Services	144	925	525	525
Solid Waste Fund	No Sub-Department	Alarm Monitoring	-	-	1,575	1,575
Solid Waste Fund	No Sub-Department	Utility Tax - General Services	373,250	366,551	441,836	398,083
Solid Waste Fund	No Sub-Department	Administrative Service Fee	58,805	89,181	83,770	83,770
Solid Waste Fund	No Sub-Department	PW Building Fee	-	31,678	15,701	15,701
Solid Waste Fund	No Sub-Department	Telephone	1,038	1,327	1,000	1,000
Solid Waste Fund	No Sub-Department	Travel	959	19	250	250
Solid Waste Fund	No Sub-Department	Leases	5,000	5,250	5,000	5,000
Solid Waste Fund	No Sub-Department	Rentals	-	-	525	358

Fund	Sub-Department	Name	2022	2023	2024 Budget	2025 Budget
Solid Waste Fund	No Sub-Department	WCIA Insurance	23,748	31,417	36,925	44,969
Solid Waste Fund	No Sub-Department	Repair & Maintenance Equipment	6	41	525	525
Solid Waste Fund	No Sub-Department	Repair & Maintenance - Vehicles	12,732	30,180	30,000	30,000
Solid Waste Fund	No Sub-Department	Miscellaneous Fees & Charges	-	-	100	100
Solid Waste Fund	No Sub-Department	Memberships- Registrations - Subscriptions	493	233	300	300
Solid Waste Fund	No Sub-Department	Dump Site Fees	201,177	221,729	210,000	228,381
Solid Waste Fund	No Sub-Department	Excise Taxes	60,797	66,511	85,445	73,439
Solid Waste Fund	No Sub-Department	Transfer-Out to Vehicle Replacement Program-405	40,000	40,000	40,000	40,000
Vehicle Replacement Fund	No Sub-Department	Capital Purchase - Computer Equipment	-	31,051	-	5,000
Vehicle Replacement Fund	No Sub-Department	Capital Purchase - Fire Equipment	-	1,365,484	-	65,000
Vehicle Replacement Fund	No Sub-Department	Capital Purchase - Street Equipment	-	-	-	60,000
Vehicle Replacement Fund	No Sub-Department	Capital Purchase - Parks Equipment	-	-	-	25,000
Perpetual Care Fund	No Sub-Department	Transfer-Out to Cemetery 108 - Maintenance	-	-	-	129,763

## Glossary of Terms

**Account:** A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

**Accounting System:** The total set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis:** A method of accounting in which revenue is recorded in the period in which it is earned (whether or not it is collected in that period), and expenses are reported in the period when they are incurred (not matter when the disbursements are made). This method differs from the cash basis of accounting, in which income is considered earned when received and expenses are recorded when paid. All funds except the governmental funds are accounted on the accrual basis, and the governmental funds are accounted on a modified accrual basis.

**Ad Valorem Taxes:** A tax levied on the assessed value of real property, commonly known as Property Taxes.

**Agency Fund:** A governmental accounting classification used to describe those situations where one jurisdiction is acting on behalf of another.

**Allocation:** To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

**Annual Debt Service:** The amount required to be paid in a calendar year for (1) interest on all bonds then outstanding, and (2) principal of all bonds then outstanding.

**Annual Financial Report:** The official annual report of a government. It includes five basic categories of relevant information including (1) Information concerning short-term financial resources; (2) Information concerning financial condition of the governmental unit; (3) Information concerning compliance with legal, contractual and fiduciary requirements; (4) Information useful for planning and budgeting, and (5) Information concerning managerial and organizational performance.

**Appropriation:** The legal spending level authorized by an ordinance of the city council. Spending should not exceed this level without prior approval of the council.

**Assessed Valuation:** The value assigned to properties within the city that is used in computing the property taxes to be paid by property owners.

**Assets:** Property owned by a government, which has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- ascertain whether financial statements fairly present financial position and result of operations
- test whether transactions have been legally performed

- identify areas for possible improvements in accounting practices and procedures
- ascertain whether transactions have been recorded accurately and consistently and
- Ascertain the stewardship of officials responsible for governmental resources.

**Auditor's Report:** In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with generally accepted accounting practices or some other comprehensive basis system of accounting.

**BARS:** The State of Washington prescribed **B**udgeting, **A**ccounting, **R**eporting System Manual required for all governmental entities in the state of Washington.

**Base Budget:** Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.

**Basis of Accounting:** A term used to refer to when revenues, expenditures, expenses and transfers are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

**Benefits:** City-provided employee benefits, such as social security insurance, retirement, worker's compensation, life insurance, medical insurance, vision insurance. and dental insurance.

**Bond:** (Debt Instrument) A written promise to pay (debt) a specified sum of money (called principal of face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**Bond Anticipation Notes:** (BANS) Short-term interest-bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue from which they are related.

**Bond Registrar:** The fiscal agency of the State of Washington in either Seattle, Washington, or New York, New York, for the purposes of registering and authenticating the bonds, maintaining the bonds, maintaining the bond register, effecting transfer of ownership of the bonds and paying interest on and principal of (and any premium pursuant to call on) the bonds.

**Budget:** A financial plan of operations for the city. It is a plan, not a list of accounts and amounts.

**Budget Amendment:** An appropriation approved by the Council after the initial budget appropriation.

**Budget Calendar:** The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

**Budget Document:** The official written statement prepared by the Finance Department and supporting staff for the City Manager which presents the proposed budget to the City Council.

**Budget Message:** The opening section of the budget, prepared by the City Manager, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years and recommendations regarding the financial policy for the coming period.

**Budget Policies:** General and specific guidelines that govern financial plan preparation and administration.

**Budgetary Control:** The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

**Capital Asset:** Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets, typically with a value of more than \$5,000.

**Capital Budget:** A plan of proposed capital expenditures, and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based upon the Capital Improvement Plan (CIP).

**Capital Improvement Program (CIP):** The element of the budget that deals with the expenditure of funds on durable capital facilities and equipment.

**Capital Outlay:** A budget category that may be a part of a capital improvement program, or in the case of expending less than \$5,000 but more than \$500, is a part of the operating budget.

**Capital Project:** A single project within the Capital Improvements Program.

**Cash Basis Accounting:** The method of accounting under which revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by law.

**CDBG:** An acronym for Community Development Block Grants – grant funds administered through Department of Community Trade and Economic Development (CTED of the State of Washington).

**Centennial Clean Water Program: (CCWP)** In 1986, legislation was passed which provides grants to public entities for financing water pollution control activities and facilities to protect surface and underground water from pollution. In addition, a state revolving loan program was established to provide loans or combinations of grants/loans to finance public facilities.

**Cost Allocation:** The assignment of applicable costs incurred by a central services department (like “administrative services”) to a fund based on the benefit to the fund being assessed.

**Councilmanic Bonds:** Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed 1.5 percent of the assessed valuation and voted bonds 2.5 percent.

**Current Expense Fund:** See “General Fund”.

**Debt:** Debt is an obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, and notes.

**Debt Limitation:** Indebtedness for general municipal purposes with non-voted (Councilmanic) debt is limited to 1.5% of the value of taxable property within the City. Indebtedness for general purposes with a 3/5 vote of the people within the City is limited up to 1% of the value of taxable property. The debt limitation for general purposes is 2.5% combined voted and non-voted debt. Indebtedness for utility purposes with a 3/5 vote may issue up to an additional 2.5% and an additional 2.5% for open space and parks facilities.

**Debt Service:** Interest and principle payments on debt.

**Debt Service Fund:** The type of fund that accounts for the payment of debt service on general obligations of the city.

**Deficit:** The excess of expenditures over revenues during a single accounting period.

**Department:** A major administrative division of the City, which indicates overall management responsibility for an operation or group of related operations with a functional area.

**Designated Fund Balance:** A portion of fund balance that has been designated by past council action for a specific purpose.

**Ending Fund Balance:** The cash balance remaining at the end of the fiscal year available for appropriation in future years.

**Enterprise Fund:** A type of proprietary fund in which the direct beneficiaries pay for all costs of the fund through fees, or where a periodic determination of revenues and expenses is desired by management.

**Estimated Revenue:** The amount of projected revenue to be collected during the fiscal year.

**Expenditure:** The cost of goods received, or services rendered. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the goods or services are made.

**Fiduciary Fund:** Fiduciary funds account for assets held by the City of Toppenish in a trustee capacity or as an agent on behalf of others.

**Fiscal Year:** A twelve (12) month time period designated as the operating year by an entity. The City of Toppenish has specified January 1 through December 31 as its fiscal year.

**Fixed Assets:** Assets of long-term character, which are intended to continue to be held or used, such as land, building, improvements, and equipment. The City has defined such assets as those with an acquisition cost of \$1,000 or more and an estimated life of two years or more.

**Float:** The amount of money represented by checks outstanding and in the process of collection.

**FTE:** Full-time equivalent employee.

**Fund:** A self-balancing group of accounts that includes revenues and expenditures.

**Fund Balance:** The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

**GAAP:** "Generally Accepted Accounting Principles," which are mostly determined by the GASB for governments.

**GASB:** Governmental Accounting Standards Board, which determines the underlying principles to be used in accounting for governmental activities.

**General Fund:** The fund of the city that accounts for all activity not specifically accounted for in other funds. Includes such operations as police, fire, engineering, planning, parks, museums and administration

**General Obligation Bonds:** Bonds for which the full faith and credit of the insuring government are pledged for payment, these bonds are also known as GO Bonds.

**Governmental Fund Types:** Funds that provide general government services, these include the general fund, special revenue funds, capital projects funds, and debt service funds.

**Grant:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

**Guaranty Fund:** A fund established by a bond issuer, which is pledged, as security for the payment of one or more bond issues. Normally used for local improvement districts (LIDs).

**ISTEA:** Inter-modal Surface Transportation Efficiency Act.

**Infrastructure:** The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

**Interfund Payments:** Expenditures made to other funds for services rendered.

**Intergovernmental Revenues:** Interfund charges to pay for quasi- external transactions of the fund.

**Intergovernmental Services:** Intergovernmental purchases of those specialized services typically performed by local governments.

**Internal Controls:** A system of controls established by the city that are designed to safeguard the assets of the city and provide reasonable assurances as to the accuracy of financial data.

**Internal Service Funds:** A type of proprietary fund that accounts for the goods and services provided to other units of the city. Payment by the benefiting unit is intended to fund the costs of providing such services.

**Investment:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals and base payments.

**LEOFF:** Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

**Levy:** The total amount of taxes, special assessments or service charges imposed for the support of government activities.

**Levy Lid:** A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

**Levy Rate:** The property tax percentage rate used in computing the property tax amount to be paid.

**Licenses and Permits:** A revenue category of the city derived from business licenses and building or development permits.

**LID:** Local Improvement Districts. A financing mechanism that permits the building of public infrastructure improvements which benefit a confined area and where the costs for those improvements are to be paid by the benefiting area landowners.

**Long-Term Debt:** Debt with a maturity of more than one-year after the date of issuance.

**Maturities:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**Non-operating Expense:** An expense which is not directly related to the provision of the services, i.e., debt service.

**Non-Operating Revenue:** Revenues that are generated from other sources, i.e., interest, and is not directly related to service activities.

**Object:** As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures).

**Operating Budget:** The annual appropriation to maintain the provision of city services to the public.

**Operating Transfer:** Routine and/or recurring transfers of assets between funds.

**Ordinance:** A statute or regulation enacted by City Council.

**Other Services and Charges:** A basic classification for services, other than personnel services which are needed by the City. This item includes professional services, communication, travel, advertising, training, dues and subscriptions, printing, insurance, public utility services, repairs and maintenance.

**Parity Bond:** Any and all water and sewer revenue bonds of the city the payment of which, both principal and interest, constitutes a lien and charge upon the revenue of the system and upon assessments equal in rank with the lien and charge on such revenue of the system and assessments for payments required to pay and secure the payment of the bonds.

**PERS:** Public Employee Retirement System. The state system for public employment retirement applicable in most cities for employees, except where LEOFF is applicable.

**Personnel Benefits:** Those benefits paid by the City as part of the conditions of employment. Examples include insurance and retirement benefits.

**Personnel Costs:** Costs that include all salaries, wages, and benefits for all part-time, full-time, seasonal and temporary employee costs.

**Preliminary Budget:** That budget which is proposed by staff to the council and has not yet been adopted by the council.

**Proclamation:** An official act by the Mayor made through a public forum.

**Program:** A specific and distinguishable unit of work or service performed.

**Program Enhancement:** Programs, activities or personnel requested to improve or add to the current baseline services.

**Program Revenue:** These are revenues, which are produced as a result of an activity of a program and are subject to quantity of services provided to the public or governmental units (i.e. permits, charges for fire services, recreational activities), or revenues dedicated to specific use (i.e. grants, taxes or debt funds).

**Proprietary Funds:** A group of funds that account for the activities of the city that are of a proprietary or “business” character. See “Enterprise Fund.”

**Public Facilities:** The capital owned or operated by the City or other governmental entities.

**Public Safety:** A term used to define the combined budget of the police and fire departments.

**PWTF:** The Public Works Trust Fund is a low-interest revolving loan fund which helps local governments finance critical public works (infrastructure) needs. To be eligible for trust fund financing, the applicant must be a local government entity, with a long-term plan for financing public works needs. If the applicant is a city or county, it must be imposing the optional one-quarter percent real estate excise tax for capital purposes. Eligible projects include streets and roads, bridges, storm sewers, sanitary sewers, and water systems. Loans will only be made for the purpose of repair, replacement, reconstruction, or improvement of existing eligible public works systems to meet current standards and to adequately serve the needs of the existing populations. New capital improvement projects are not eligible. Interest rates vary from one-half to three percent, depending on the match.

**RCW:** (Revised Code of Washington) Laws of the State of Washington enacted by the State Legislature.

**REET:** (Real Estate Excise Tax) A tax levied upon the sale of real property from one person or company to another. These funds must be spent for capital facilities that are included in the City's capital facilities plan.

**Reserve:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

**Resolution:** A formal statement of a decision or expression of an opinion of the City Council.

**Retained Earnings:** The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in a fund and which are not reserved for any specific purpose.

**Revenue:** Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

**Revenue Bonds:** Bonds sold by the city that are secured only by the revenues of a particular system, usually the water/sewer fund and the regional water fund.

**Revenue Estimates:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**Risk Management:** An organized attempt to protect a government's assets against loss in the most economical method.

**Salaries and Wages:** Amounts paid for personal services rendered by employees in accordance with rates, hours, terms, and conditions authorized by law or stated in employment contracts.

**Single Audit:** An audit performed in accordance with the Single Audit Act of 1984 and office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

**Six-year TIP:** (Transportation Improvement Program) A TIP is required to be prepared annually which prioritizes transportation projects for funding for a six-year period.

**Special Revenue Funds:** General government funds for which the source of monies is dedicated to a specific purpose.

**Standard Work Year:** 2,080 hours a year, 260 days (except leap year).

**STP:** Surface Transportation Program.

**Supplies:** A basic classification of expenditures for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory or resale items, and small tools and equipment.

**Tax:** Charge levied by a government to finance services performed for the common benefit.

**Tax Rate Limit:** The tax rate limit is the maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

**TIB:** (Transportation Improvement Board) The purpose of the TIB is to administer funding for local governments for transportation projects. Revenues are from the state fuel tax, local matching funds, and private sector contributions.

**Trust Fund:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, and /or other funds.

**ULID:** Utility Local Improvement Districts. Created only for improvement to sewer, water, and other utilities and differs from a LID in that all assessment revenues must be pledged for payment of debt service of bonds issued to finance the improvements.

**WCIA:** Washington Cities Insurance Authority. Is a group of cities across the state that provides pooled and self-insurance services for liability, auto, property, and all other insurance coverage.

**WSDOT:** Washington State Department of Transportation.

**YVCOG:** (Yakima Valley Conference of Governments) Serves as a liaison committee to develop and promote communication, understanding, and cooperation among Yakima County and the cities, towns, communities and other governmental subdivisions within Yakima County on matters common to, and affecting the public served by the participants in the Conference.



# Request for Council Action

Agenda Bill No.: 24-074

**Meeting Date:** November 12, 2024

**Subject:** Utility Rates

**Attachments:** Rate Ordinances, FCS Group Presentation

**Presented by:** Adam Vaughn, Finance Director

**Approved for Agenda by:** Dan Ford, City Manager

**Discussion:**

In August of 2024 FCS Group gave the City Council a Utility Rate Study presentation in which it was recommended to increase utility rates. These recommendations ranged from as low as 2.75% in the City’s Solid Waste fund and as high as 25% in the City’s Wastewater fund. The primary driver of these recommended rate increases is needed capital improvements and operating cost increases.

Costs for the Utility Funds are particularly constrained by debt obligations and the need to pay the General Fund a 29% utility tax. Keep in mind that the utility tax makes up 35% of the City’s General Fund and is the single largest source of revenue for the general fund which is currently budgeted to have a \$1.4 million deficit. Any adjustment to the utility tax rate in the utility funds would have to have a corresponding adjustment to services in the General Fund.

The City was fortunate enough to receive an \$8.75 million award from the Public Works Trust Fund for the Wastewater Treatment Plant project. Of this award, \$2 million is grant funding and the rest is a low interest loan. If the City took out this full loan, we would be adding about \$330,000 a year for the next 20 years in debt service payments. This would require a 9.34% rate increase alone to cover those costs. That percentage does not include any other increases that the fund would be required to fund. Staff does not plan to take out the full loan amount, we are working on a funding plan that does not overburden our rate payers and that utilizes our lobbying efforts to pay for loan costs.

City staff recognizes the burden that cost increases have on our customers. It is our long-term goal to lower that burden for our citizens. At the present time, we are not able to lower rates unless we significantly reduce General Fund services. As such, we are asking for a one-year increase so that we can continue to look at ways to lower costs for the future.

**Fiscal Impact:**

Revenue Increases:

- Water: \$84,391
- Wastewater: \$106,049
- Solid Waste: \$39,982
- General Fund \$66,822

**Recommendation:** Approve Ordinances 2024-14, 2024-15, and 2024-16 approving a 3% rate increase for each Utility Fund.

**Alternatives:** Do not approve Ordinances 2024-14, 2024-15, and 2024-16

ORDINANCE 2024-14

**AN ORDINANCE ADJUSTING WATER RATES BY AMENDING SECTION 13.16.040 OF THE TOPPENISH MUNICIPAL CODE, PROVIDING FOR SEVERABILITY, CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS the City of Toppenish received a rate study from FCS group in August of 2024, and

WHEREAS FCS group recommended rate increase scenarios of 2.75% to 9.00% depending on amount of debt financing the City of Toppenish utilizes, and

WHEREAS City staff recognizes the burden a large rate increase would have on the citizens and is working on other scenarios to lower costs in the future, and

WHEREAS the FCS Group suggested that the City include all expenses of the utility within the rate to be charged, and that the said rate be increased by three percent effective December 16, 2024, by amending Section 13.16.040 of the Toppenish Municipal Code,

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

Section 1: Section 13.16.040 of the Toppenish Municipal Code is amended as follows:

**13.16.040 Meter rates designated.**

Water shall be furnished and measured by meter, and shall be charged and paid for at meter rates, and until otherwise changed by the city council, said rates shall be as follows:

A. Monthly Meter Charge for all customers:

<b>Meter Size</b>	<b><u>Rate Effective July 1, 2024</u></b>	<b><u>Rate Effective December 16, 2024</u></b>
3/4"	<u>\$52.94</u>	<u>\$54.53</u>
1"	<u>\$90.00</u>	<u>\$92.70</u>
1 1/2"	<u>\$174.69</u>	<u>\$179.93</u>
2"	<u>\$174.69</u>	<u>\$179.93</u>
3"	<u>\$280.55</u>	<u>\$288.97</u>
4"	<u>\$280.55</u>	<u>\$288.97</u>
6"	<u>\$566.38</u>	<u>\$583.37</u>
8"	<u>\$883.95</u>	<u>\$910.47</u>

B. Residential Monthly Usage Charge (Per 100 Cubic Feet (CCF) and Portion Thereof). The rates to be charged for residential premises, including single-family units, duplexes and apartments, shall be as follows:

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
Allowance 0-6.00 CCF	<u>\$0.00</u>	<u>\$0.00</u>
All Usage above 6.01 CCF	<u>\$1.52</u>	<u>\$1.57</u>

C. Non-Residential Monthly Usage Charge (Per 100 Cubic Feet (CCF) and Portion Thereof).

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
All Usage (CCF)	<u>\$1.16</u>	<u>\$1.19</u>

D. Irrigation Monthly Usage Charge (Per 100 Cubic Feet (CCF) and Portion Thereof).

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
All Usage (CCF)	<u>\$1.20</u>	<u>\$1.24</u>

E. Large Processing Plants Monthly Usage Charge (Per 100 Cubic Feet (CCF) and Portion Thereof).

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
All Usage (CCF)	<u>\$1.19</u>	<u>\$1.23</u>

F. Use of water may be furnished and measured by a temporary meter or hydrant meter, and sold at rates per 1,000 gallons, plus a setup charge, damage deposit and monthly rental. The amount to be paid shall be established by resolution of the city council, as amended from time to time.

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
All Usage	<u>\$15.78</u>	<u>\$16.25</u>

G. The City Manager shall have authority to promulgate the necessary policies and procedures for the efficient administration and implementation of wholesale water rate agreements as approved by resolution of the city council.

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

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

Section 4. Effective Date: This ordinance shall become effective on December 16, 2024, which is more than five (5) days after publication of a summary thereof.

PASSED by the Toppenish City Council at its regular meeting held on November 12, 2024.

\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor

ATTEST:

\_\_\_\_\_  
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL B. HEID, City Attorney

ORDINANCE 2024-15

**AN ORDINANCE ADJUSTING SEWER RATES BY AMENDING SECTIONS 13.44.025, 13.44.030, 13.44.040 AND 13.44.045 OF THE TOPPENISH MUNICIPAL CODE, PROVIDING FOR SEVERABILITY, CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS the City of Toppenish received a rate study from FCS group in August of 2024, and

WHEREAS FCS group recommended rate increase scenarios of 7.5% to 25.5% depending on amount of debt financing the City of Toppenish utilizes, and

WHEREAS the sewer fund will see a significant increase in expenses due to debt service for capital improvements required to be done at the City’s Wastewater Treatment Plan noted in the FCS Group utility rate study, and

WHEREAS City staff recognizes the burden a large rate increase would have on the citizens and is working on other scenarios to lower costs in the future, and

WHEREAS FCS Group suggested that the City include all expenses of the utility within the rate to be charged, and that the said rate be increased by three percent effective December 16, 2024, by amending Sections 13.44.025, 13.44.030, 13.44.040 and 13.44.045 of the Toppenish Municipal Code,

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

Section 1: Sections 13.44.025, 13.44.030, 13.44.040 and 13.44.045 of the Toppenish Municipal Code are amended as follows:

**13.44.025 Fixed rates.**

The rates to be charged monthly for residential premises, including single-family units, duplexes and apartments, shall be as follows:

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
Residences, Duplexes (per unit)	<u>\$104.49</u>	<u>\$107.62</u>
Multi-Family (per unit)	<u>\$94.04</u>	<u>\$96.86</u>

**13.44.030 Consumption less than 2,000 cubic feet per month per unit.**

For sewer service to commercial premises where water consumption in the six winter months (November through April) averages less than 2,000 cubic feet per month per unit:

	<u>Rate Effective</u> <u>July 1, 2024</u>	<u>Rate Effective</u> <u>December 16, 2024</u>
Non-Residential Fixed Charge	<u>\$91.61</u>	<u>\$94.36</u>
Plus rate per 100 cubic feet of consumption	<u>\$1.14</u>	<u>\$1.17</u>

**13.44.040 Consumption of 2,000 cubic feet or more per month per unit.**

For sewer service to commercial premises where water consumption in the six winter months (November through April) averages 2,000 cubic feet or more per month per unit, the rate of charge shall be as determined by taking the average water consumption for the previous six winter months to establish the rate of charge for the following 12 months and using the rate listed below. This shall only be applied where water consumption can be measured and this consumption is a reasonable means of determining sewer use.

	<u>Rate Effective</u> <u>July 1, 2024</u>	<u>Rate Effective</u> <u>December 16, 2024</u>
Base Rate	<u>\$91.61</u>	<u>\$94.36</u>
Plus rate per 100 cubic feet of consumption	<u>\$4.06</u>	<u>\$4.18</u>

**13.44.045 Determination of consumption by other methods.**

For sewer service to premises where water consumption cannot be measured, or where the measure of water consumption will not provide a reasonable measure of sewer use, then the director of public works shall make a determination of use based upon EPA 625/1-77-009 Process Design Manual or other reasonably accurate methods. If no reasonably accurate method can be determined and if the use is estimated to be more than 15,000 gallons per day (2,005 cubic feet per day), metering of sewage may be required as determined by the director of public works. The following methods of determining sewer use shall be utilized for the following classes of users:

- A. Processing Plants Where Separate Waste Treatment Is Being Provided. Charges for sewer service shall be determined by multiplying the average number of workers employed in the preceding year times the base rate listed below to determine the monthly charge.

	<u>Rate Effective July 1, 2024</u>	<u>Rate Effective July 1, 2024</u>
Base Rate per Employee	<u>\$12.43</u>	<u>\$12.80</u>

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

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

Section 4. Effective Date: This ordinance shall become effective on December 16, 2024, which is more than five (5) days after publication of a summary thereof.

PASSED by the Toppenish City Council at its regular meeting held on November, 12, 2024.

\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor

ATTEST:

\_\_\_\_\_  
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL B. HEID, City Attorney

ORDINANCE 2024-16

**AN ORDINANCE ADJUSTING SOLID WASTE RATES BY AMENDING SECTION 8.10.170 OF THE TOPPENISH MUNICIPAL CODE, PROVIDING FOR SEVERABILITY, CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS the City of Toppenish received a rate study from FCS group in August of 2024, and

WHEREAS FCS group recommended rate increase of 2.75%, and

WHEREAS City staff recognizes the burden a large rate increase would have on the citizens and is working on other scenarios to lower costs in the future, and

WHEREAS FCS Group suggested that the City include all expenses of the utility within the rate to be charged, and that the said rate be increased by three percent effective December 16, 2024, by amending Sections 13.44.025, 13.44.030, 13.44.040 and 13.44.045 of the Toppenish Municipal Code,

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

Section 1: Section 8.10.170 of the Toppenish Municipal Code is amended as follows:

**8.10.170 Monthly Fee schedule.**

A. The schedule of charges and collection fees to be paid to the city is as follows:

		<u>Rate Effective August 1, 2024</u>	<u>Rate Effective December 16, 2024</u>
<b>All Accounts City-Owned Containers</b>			
<b>First Container</b>	<b>Number of Pickups</b>		
90-gallon	1 per week	<del>\$26.87</del>	\$27.68
300-gallon	1 per week	<del>\$97.55</del>	\$100.48
350-gallon	1 per week	<del>\$113.93</del>	\$117.35
420-gallon	1 per week	<del>\$135.94</del>	\$140.02

<b>Each Additional Container</b>	<b>Number of Pickups</b>		
90-gallon	1 per week	<del>\$24.23</del>	\$24.96
300-gallon	1 per week	<del>\$94.90</del>	\$97.75
350-gallon	1 per week	<del>\$111.28</del>	\$114.62
420-gallon	1 per week	<del>\$133.31</del>	\$137.31

Charges shall be assessed per container. Number of containers multiplied by number of calendar days collected for one week equals the monthly charge.

B. The classification of each recipient of garbage service, size of container and type of container shall be determined by the public works director or his designee.

C. Rates will be increased as rates increase at the disposal site by ordinance amendment or as other conditions such as inflation or other matters render such increases necessary.

D. A callback fee will be charged to those accounts which have failed to put out solid waste on the proper day or proper time of day, which results in the required return of the collection truck to the account. Callback fees shall be established by resolution of the city council, as amended from time to time.

E. There shall be extra hauling fees for special items, weekend pickups, or unusual volumes of solid waste outside of containers and these shall be agreed upon with the public works director or his designee prior to pickup by the city. Such items shall include but not be limited to automobile tires and parts, large metal pieces or objects, concrete chunks, stone, tree limbs and heavy wood pieces. Extra hauling fees shall be established by resolution of the city council, as amended from time to time.

F. Compost collection containers shall be marked “Grass and Leaves Only” and will be provided to residents upon request. The containers for grass and leaves only shall not be used for any other garbage, refuse, swill or trash. If such a container shall be used for unauthorized materials, the rate for the month during which the unauthorized use occurs shall be the same as the monthly rate for other 90-gallon containers.

		<u><b>Rate Effective August 1, 2024</b></u>	<u><b>Rate Effective December 16, 2024</b></u>
<b>Compost Collection (Grass and Leaves Only)</b>			
<b>Type of Container</b>	<b>Number of Pickups</b>		
90-gallon	1 per week	<del>\$16.73</del>	\$17.23
300-gallon	1 per week	<del>\$23.21</del>	\$23.91
350-gallon	1 per week	<del>\$24.70</del>	\$25.44
420-gallon	1 per week	<del>\$26.85</del>	\$27.66

G. Overfull Containers. The schedule of fees under subsection A of this section is for one container with lid closed. Whenever the lid is not flush with top of container, city collectors may choose to collect or leave for special pickup. If collectors pick up the overfull container, a fee shall be assessed. Overfull container fees shall be established by resolution of the city council, as amended from time to time.

H. The City Manager is authorized to adjust the service level or container size to match the garbage and rubbish actually collected from the premises, to match the amount of garbage and rubbish reasonably anticipated from the premises, or to accommodate existing inventory and/or equipment restrictions. The customer will be responsible for the appropriate charges for the adjusted service level in accordance with this section.

I. Pickups on calendar days not regularly scheduled shall be at a rate established by resolution of the city council, as amended from time to time.

J. Any additional disposal costs incurred by the city due to the placement in residential or commercial containers of materials which are prohibited under TMC 8.10.060(D) or are declared to be unacceptable under TMC 8.10.140, or are determined to be hazardous under Chapter 173-303 WAC or result in charges to the city collection service in an amount more than the standard domestic or commercial refuse disposal rate (including, but not limited to, dead animals, tires or asbestos) shall be passed on to and paid by the user of the container. Any damage caused to the residential or commercial containers or equipment resulting from the placement of any of the above-referenced materials in the containers shall be the responsibility of the container user, and the user shall bear the cost of repairing or replacing the container. All delinquent and unpaid charges for sanitation, water, sewer or other charges shall be a lien against the premises to which the same are furnished.

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

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

Section 4. Effective Date: This ordinance shall become effective on December 16, 2024, which is more than five (5) days after publication of a summary thereof.

PASSED by the Toppenish City Council at its meeting held on November 12, 2024

\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor

ATTEST:

\_\_\_\_\_  
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL B. HEID, City Attorney



# 2024 Water, Sewer, and Solid Waste Rate Study Update

Section 6, Item a.



**FCS GROUP**  
August 2024  
Council Meeting



# Agenda

Section 6, Item a.



**Rate  
Background**



**Rate  
Scenarios**



**Rate  
Comparison**



**Next  
Steps**

# Introduction to Utility Ratemaking

- **Utility rates are set to recover the cost of providing service**

- **Utilities incur two primary types of costs**

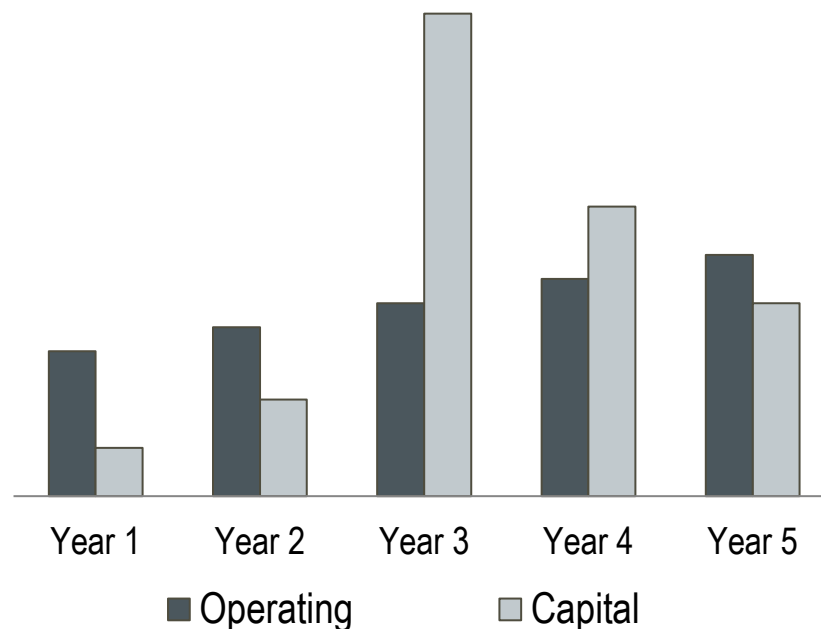
- **Operating costs (regular / ongoing)**

- » Employee salaries and benefits
- » Power / utilities
- » Monthly bill processing
- » Taxes

- **Capital costs**

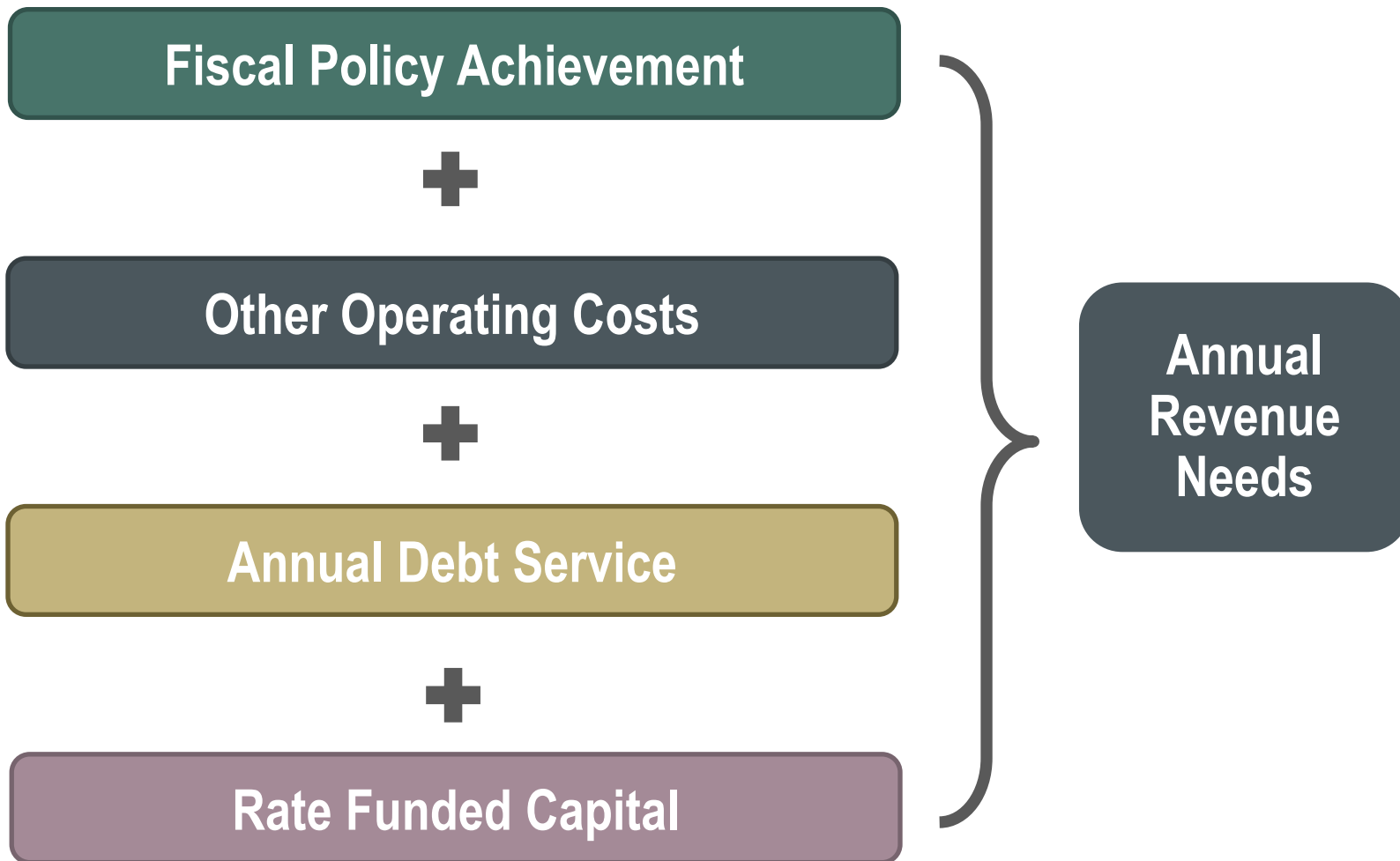
- » Infrastructure replacement
- » Facility expansions and upgrades

EXAMPLE





# How Much Revenue is Needed?





# Fiscal Policies & Reserve Targets

Policy	Purpose	Proposed Target
Operating Reserve	Working capital to meet daily operating and maintenance expenditures <i>(based on days of operating expenses from the 2024 budget)</i>	Water: 90 days ~ \$517,000 Sewer: 45-60 days ~ \$317,000-\$422,000 Solid Waste: 45 days ~ \$130,000
Capital Reserve	Emergency repairs, unanticipated capital, and project cost overruns <i>(water is based on a percentage of fixed assets at original cost, sewer is based on an estimated emergency replacement cost)</i>	Water: 1% ~ \$195,000 Sewer: \$200,000 Solid Waste: N/A
<b>Operating + Capital</b>		Water: \$712,000 Sewer: \$516,000-\$622,000 Solid Waste: \$130,000



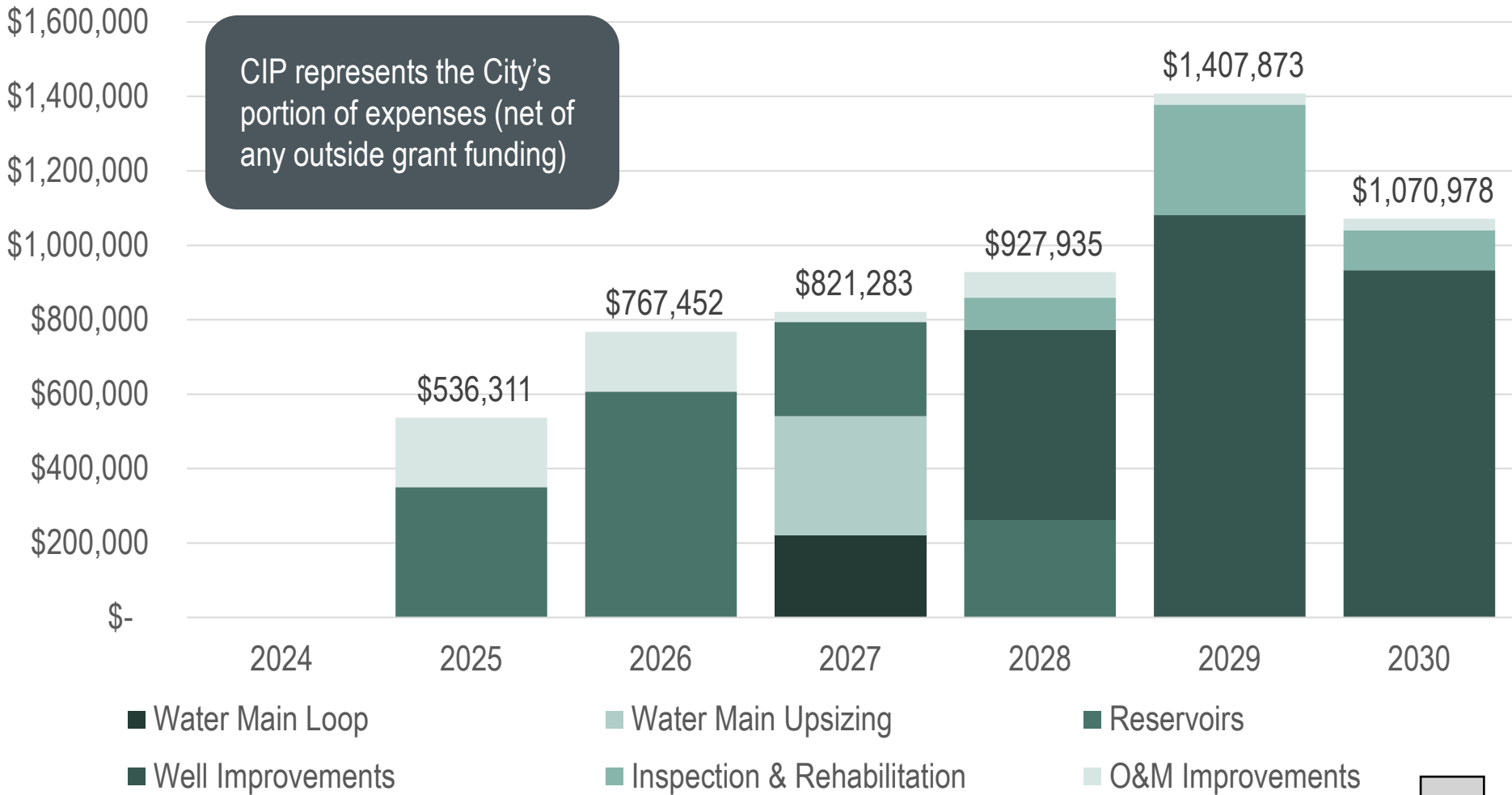
# Water Revenue Requirement



# Water Capital Program (in escalated \$)

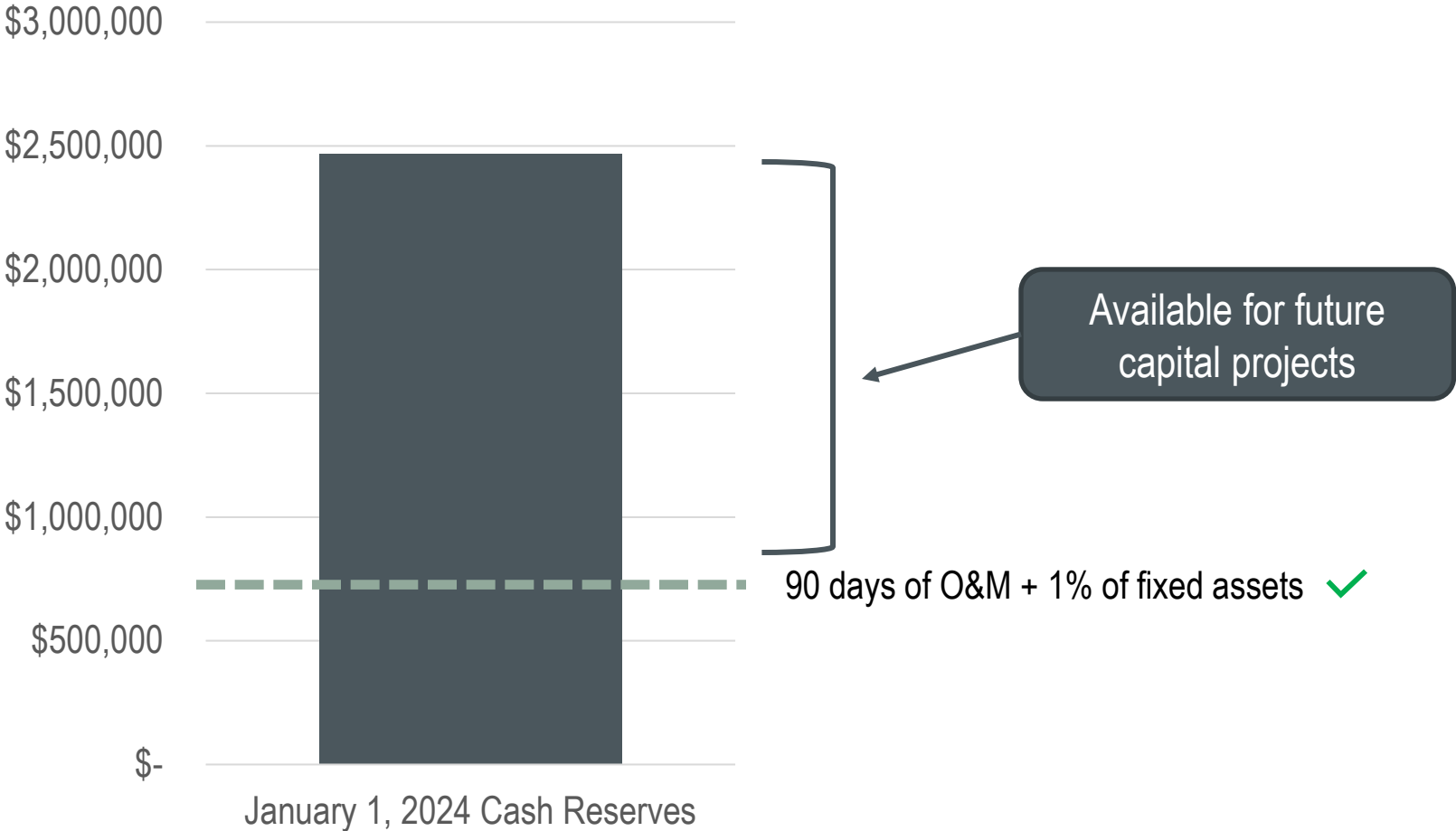
Annual 2025-2030 CIP: \$5.5 M total (average \$800,000 per year)

CIP represents the City's portion of expenses (net of any outside grant funding)



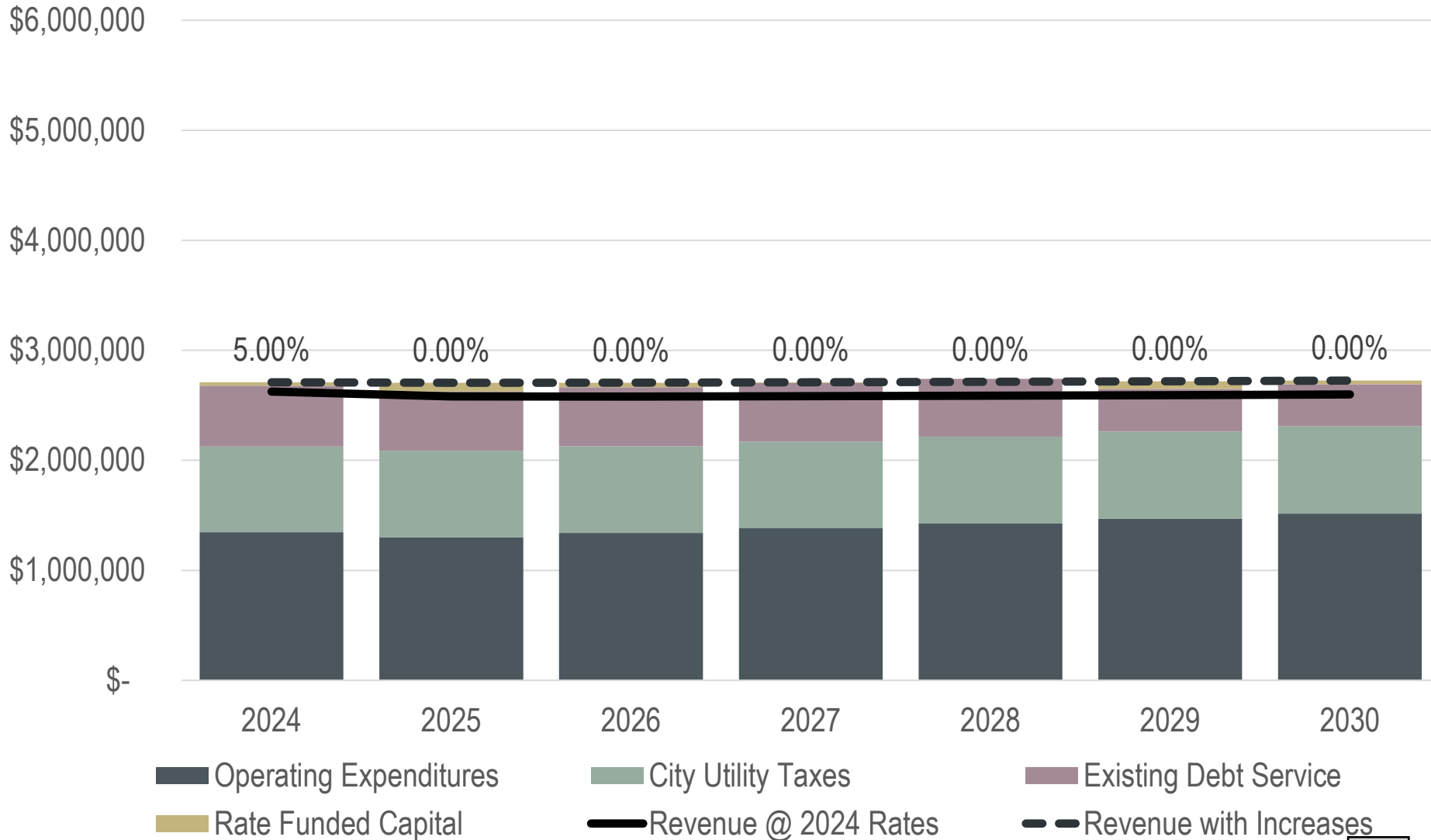


# Water Capital Funding from Reserves



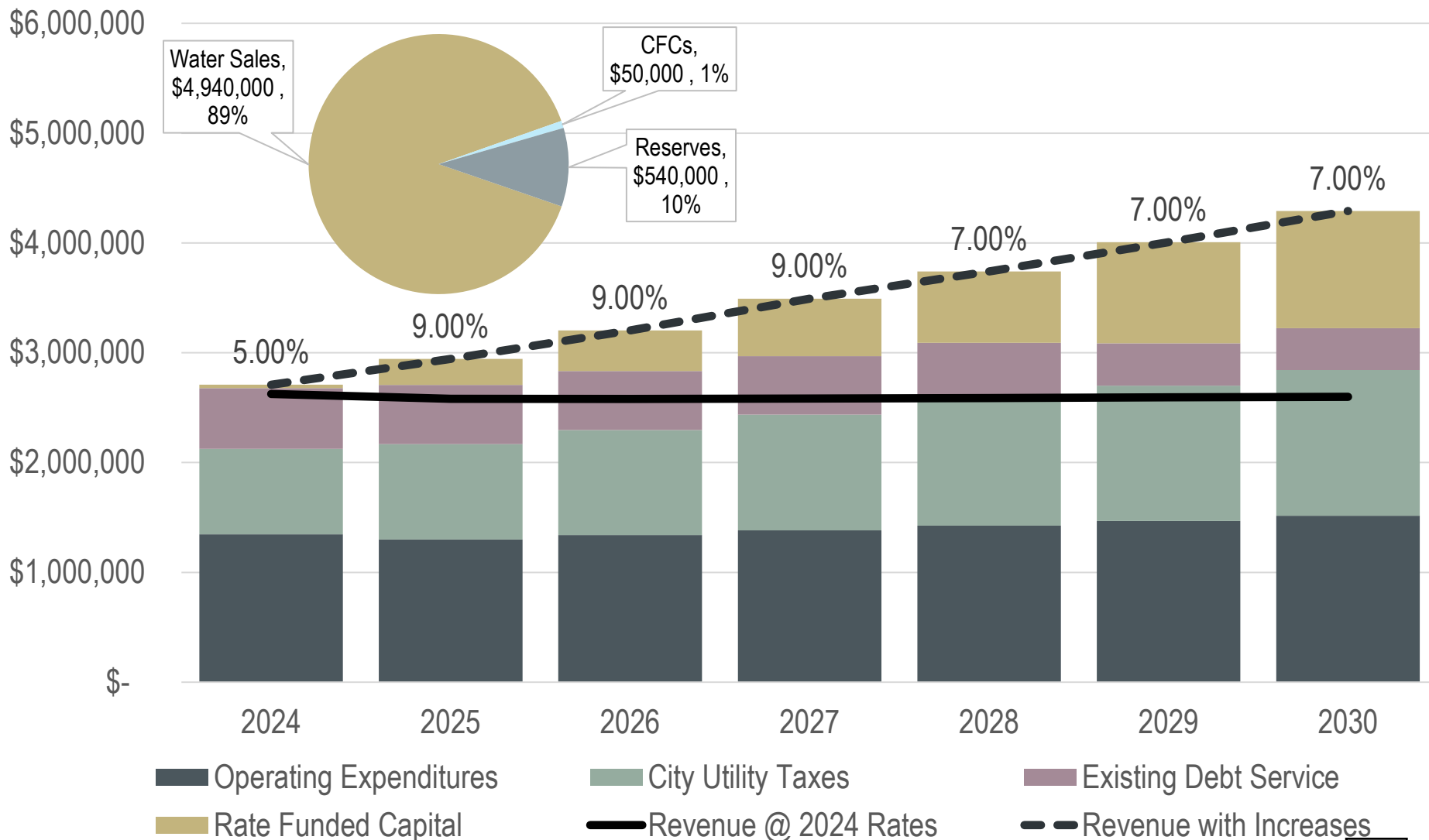


# Water Utility: Current Operating Forecast



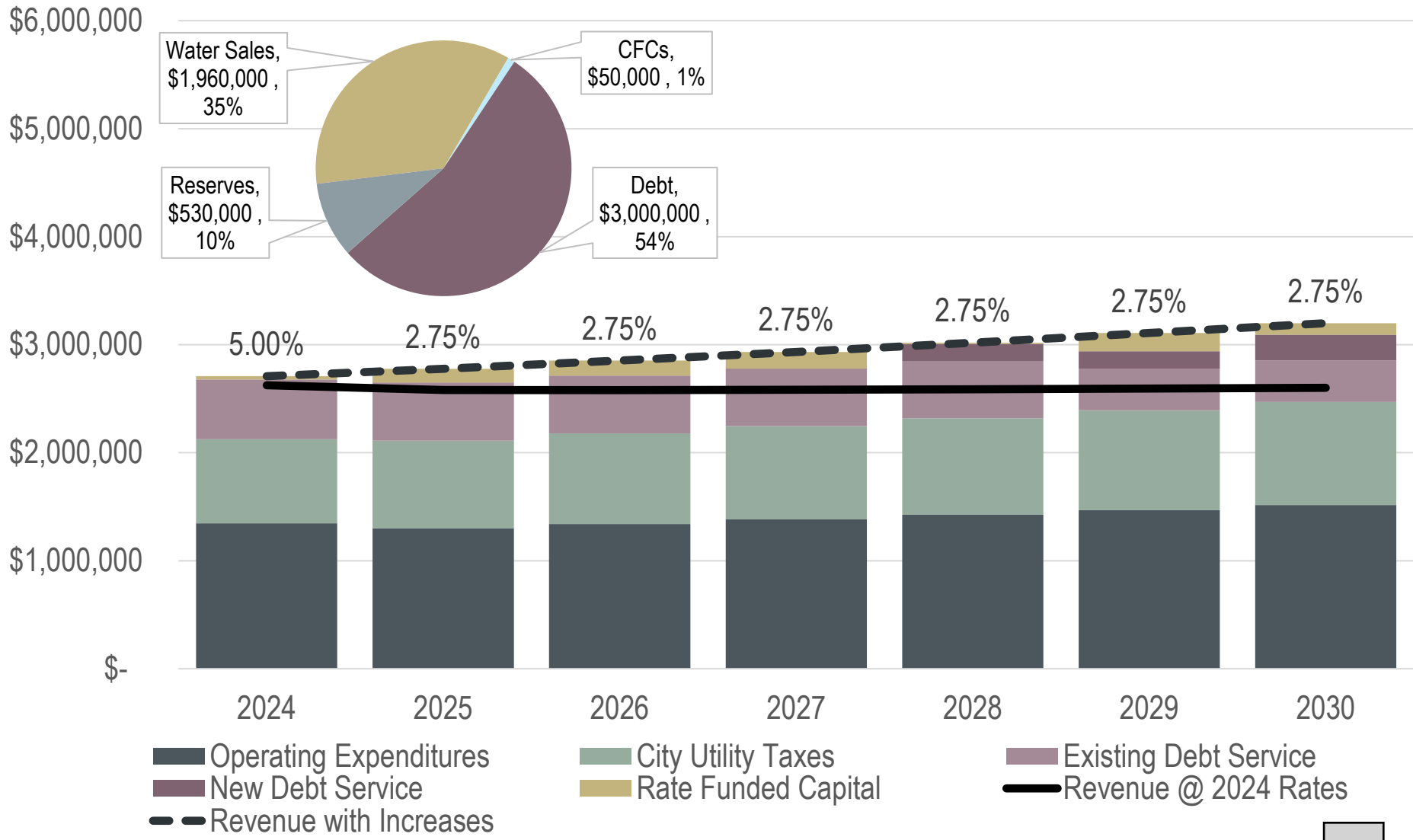


# Water Scenario 1: Cash Funded CIP





# Water Scenario 2: Cash & Debt Funded CIP





# Water Scenario Overview

## Scenario 1: Cash Funded CIP

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	9.00%	9.00%	9.00%	7.00%	7.00%	7.00%
<b>Bill: 3/4" meter with 14 ccf of usage</b>	\$65.12	\$70.98	\$77.37	\$84.33	\$90.24	\$96.55	\$103.31

## Scenario 2: Cash & Debt Funded CIP

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
<b>Debt Proceeds</b>					\$2.0 M		\$1.0 M
<b>Bill: 3/4" meter with 14 ccf of usage</b>	\$65.12	\$66.91	\$68.75	\$70.64	\$72.59	\$74.58	\$76.63

## City Utility Tax: Cash Funded Rate Increases with 20% Water City Utility Tax Option\*\*

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%
<b>Bill: 3/4" meter with 14 ccf of usage</b>	\$65.12	\$67.89	\$70.77	\$73.78	\$76.92	\$80.19	\$83.59

\* Eight (8) months of 5% rate increase (partial year implementation)

\*\* Current Water City Utility tax is 29%

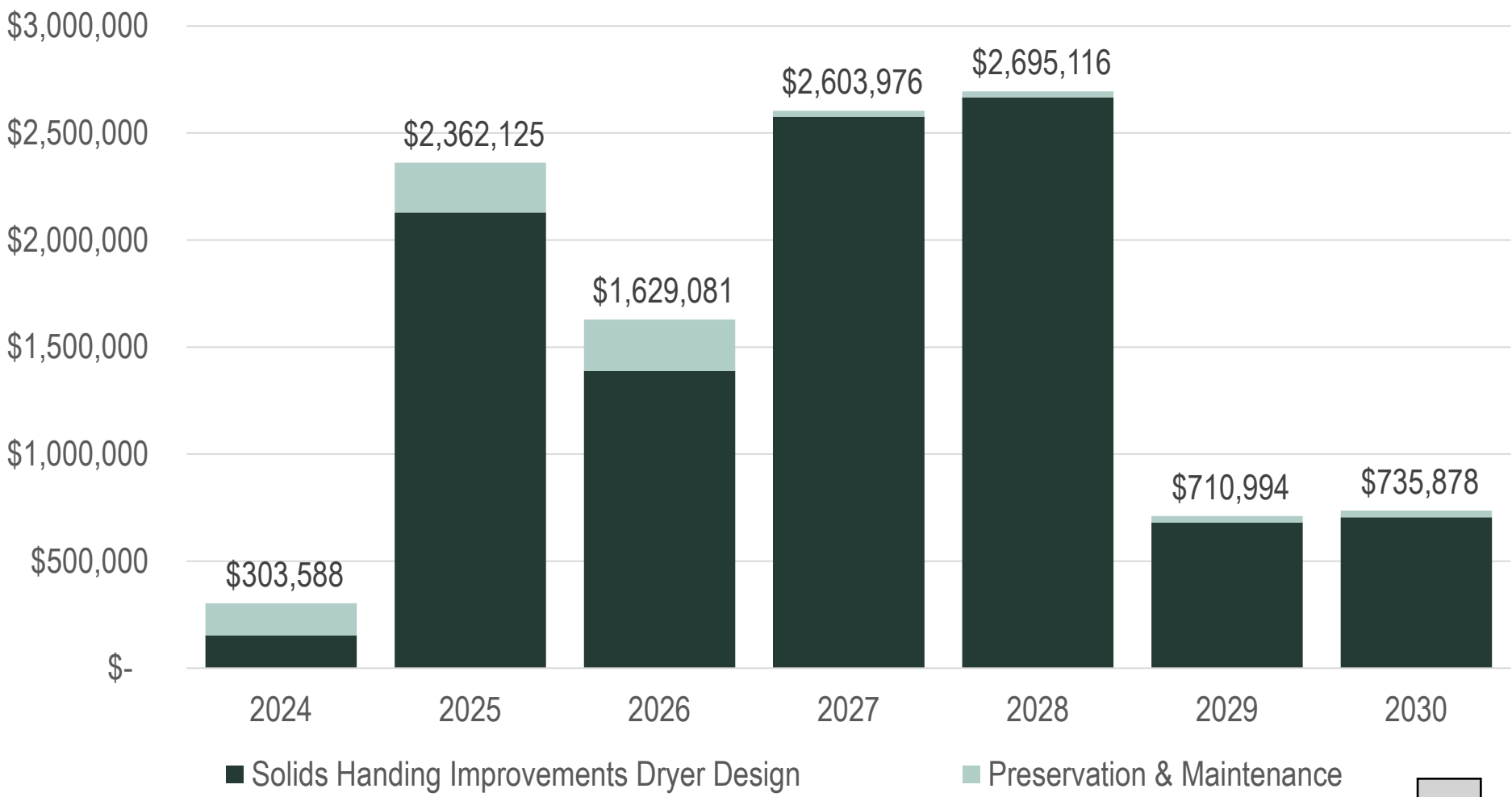


# Sewer Revenue Requirement



# Sewer Capital Program (in escalated \$)

Annual 2025-2030 CIP: \$11.0 M total (average \$1.6 M per year)

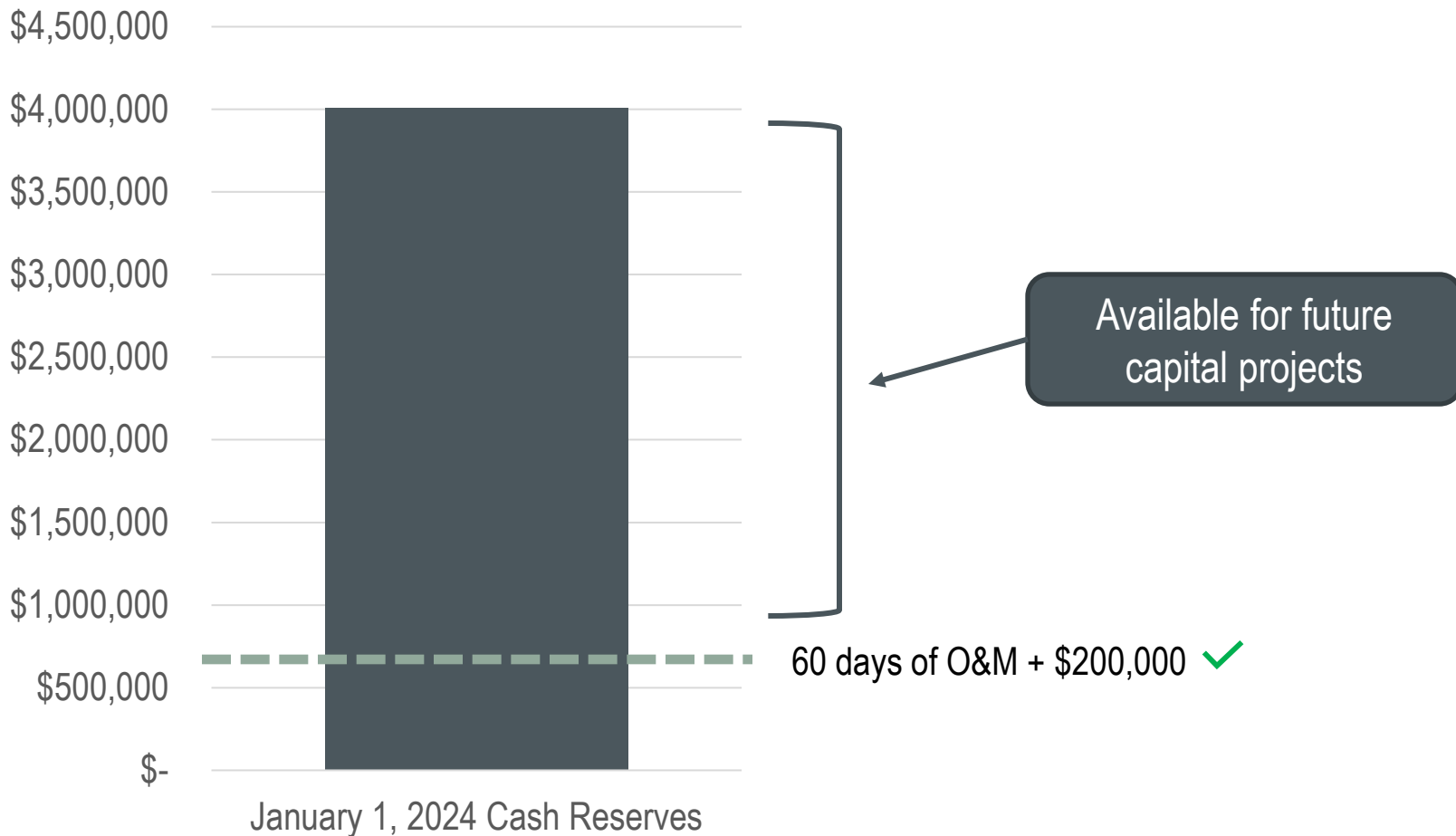


■ Solids Handling Improvements Dryer Design

■ Preservation & Maintenance

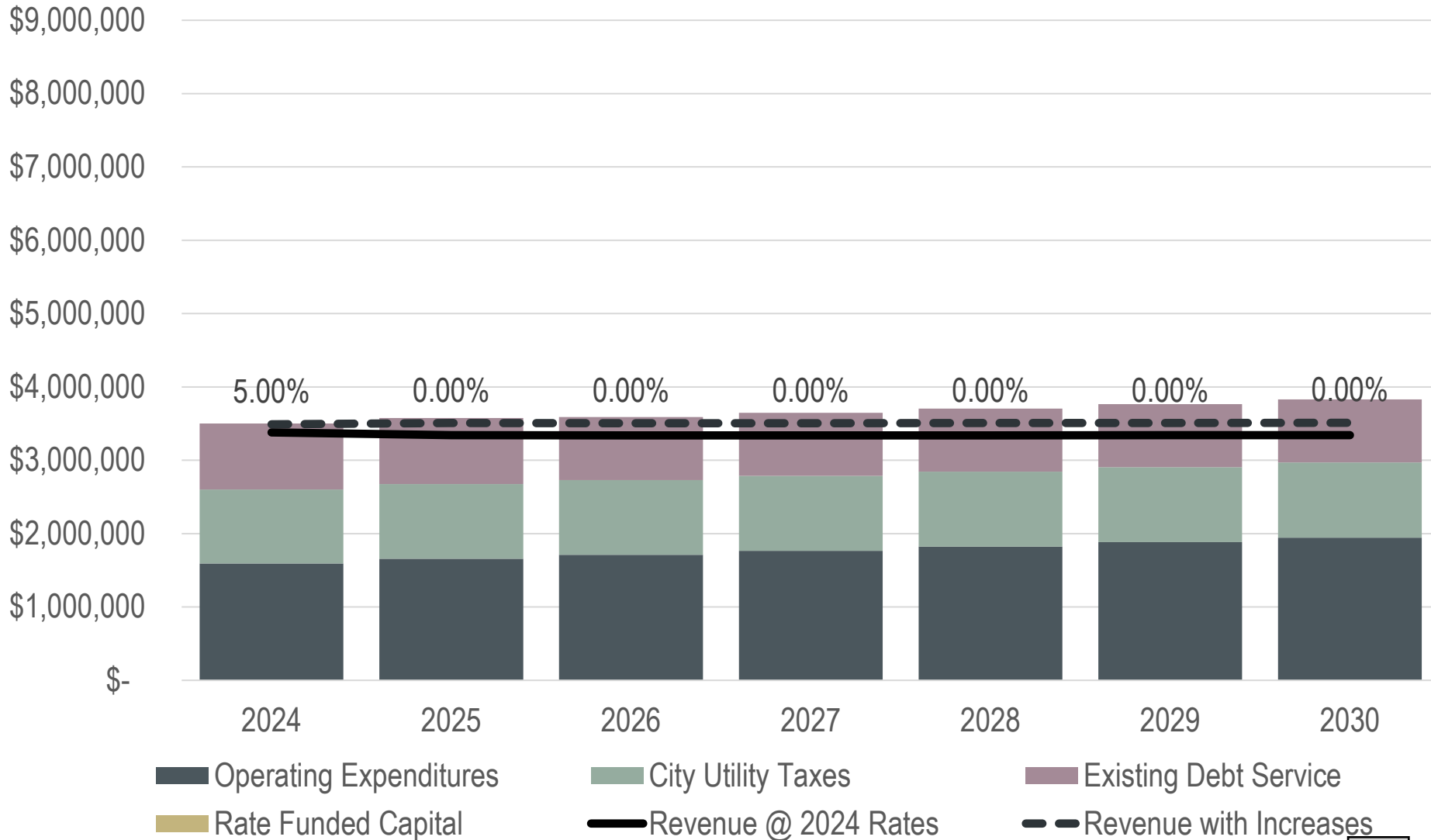


# Sewer Capital Funding from Reserves



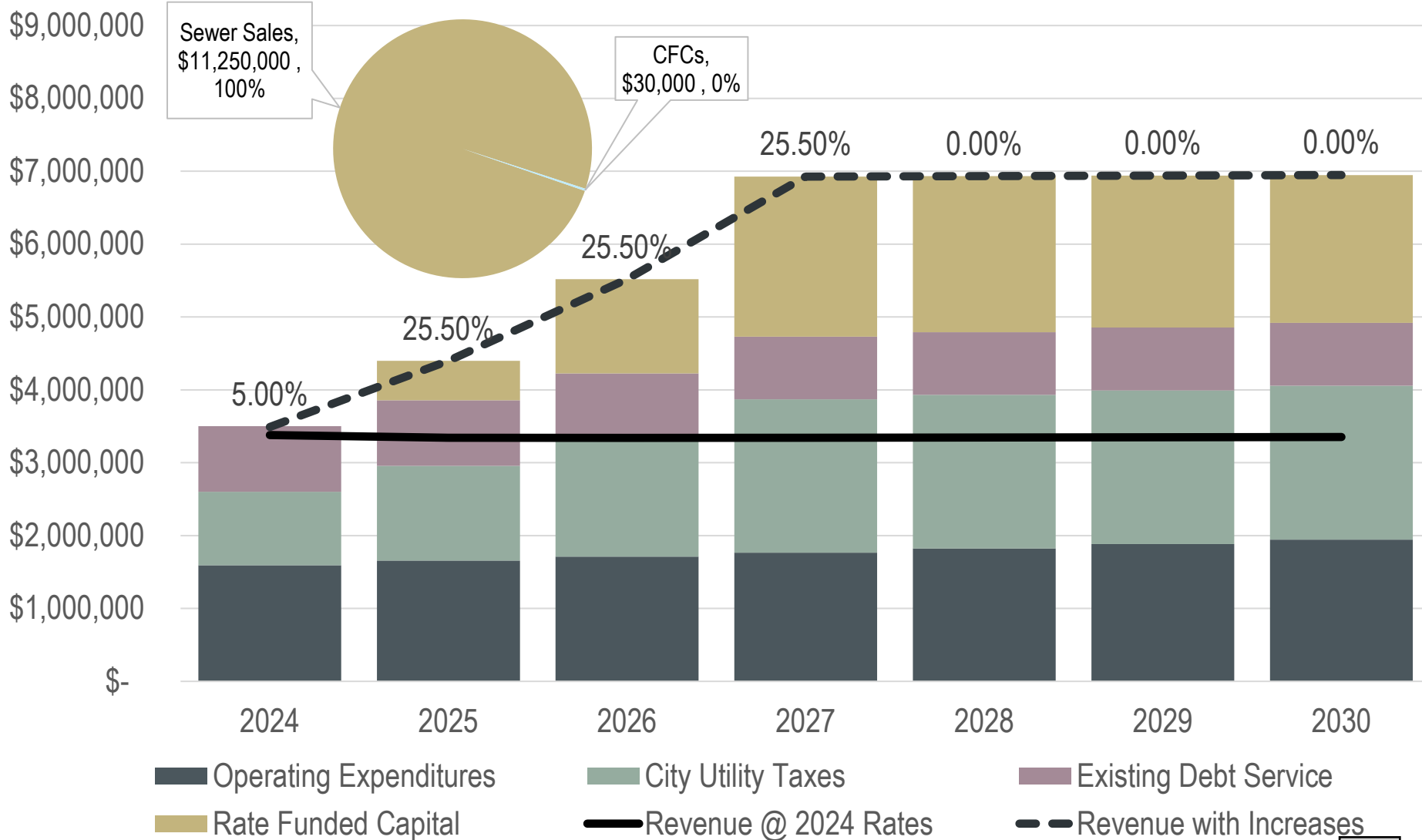


# Sewer Utility: Current Operating Forecast



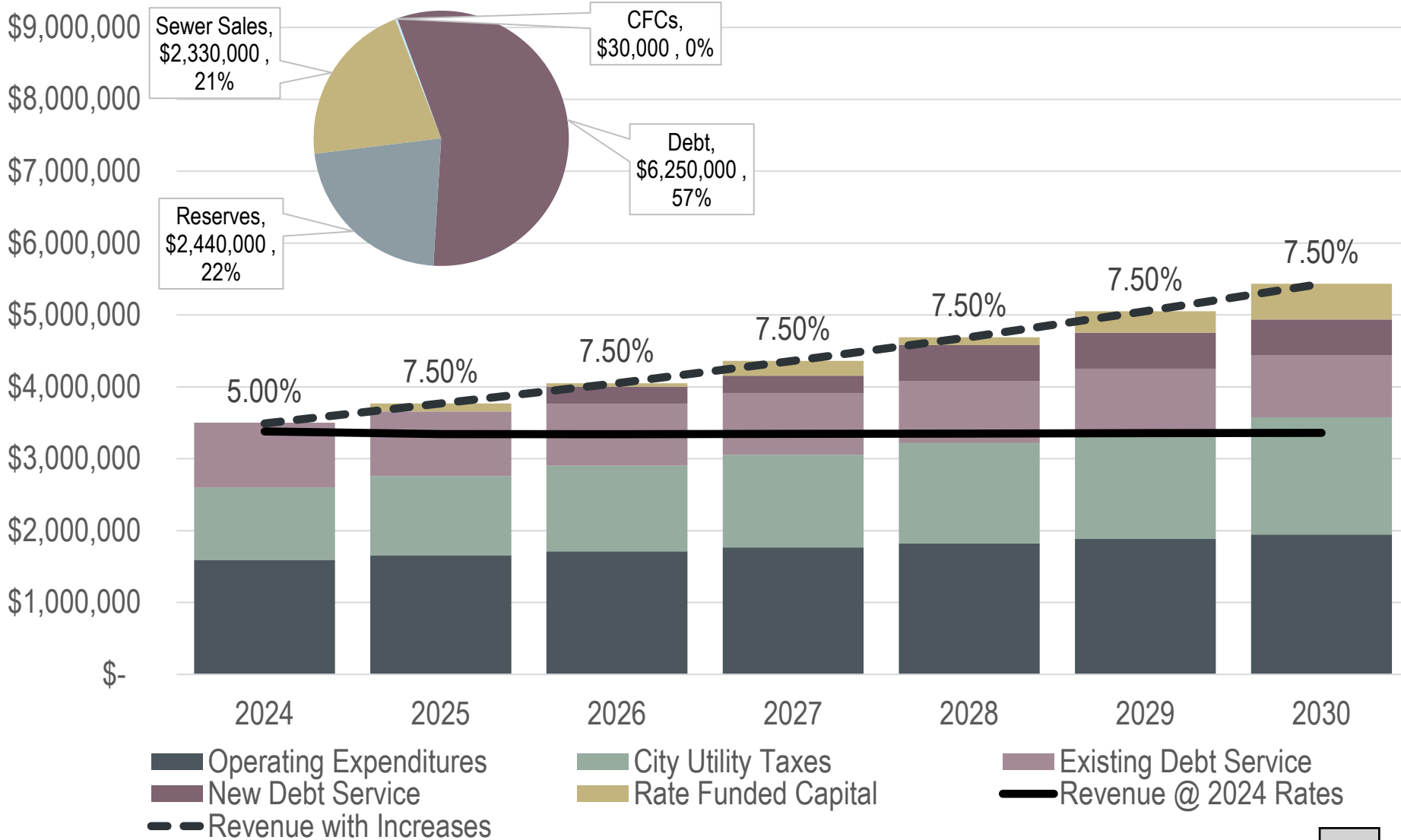


# Sewer Scenario 1: Cash Funded CIP





# Sewer Scenario 2: Cash & Debt Funded CIP





# Sewer Scenario Overview

## Scenario 1: Cash Funded CIP

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	25.50%	25.50%	25.50%	0.00%	0.00%	0.00%
<b>Bill: Residential Customer</b>	\$104.49	\$131.13	\$164.57	\$206.53	\$206.53	\$206.53	\$206.53

## Scenario 2: Cash & Debt Funded CIP

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
<b>Debt Proceeds</b>			\$3.0 M		\$3.25 M		
<b>Bill: Residential Customer</b>	\$104.49	\$112.32	\$120.75	\$129.80	\$139.54	\$150.00	\$161.25

## City Utility Tax: Cash Funded Rate Increases with 20% Sewer City Utility Tax Option\*\*

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	18.50%	18.50%	18.50%	0.00%	0.00%	0.00%
<b>Bill: Residential Customer</b>	\$104.49	\$124.08	\$147.03	\$174.23	\$174.23	\$174.23	\$174.23

\* Eight (8) months of 5% rate increase (partial year implementation)

\*\* Current Sewer City Utility tax is 29%

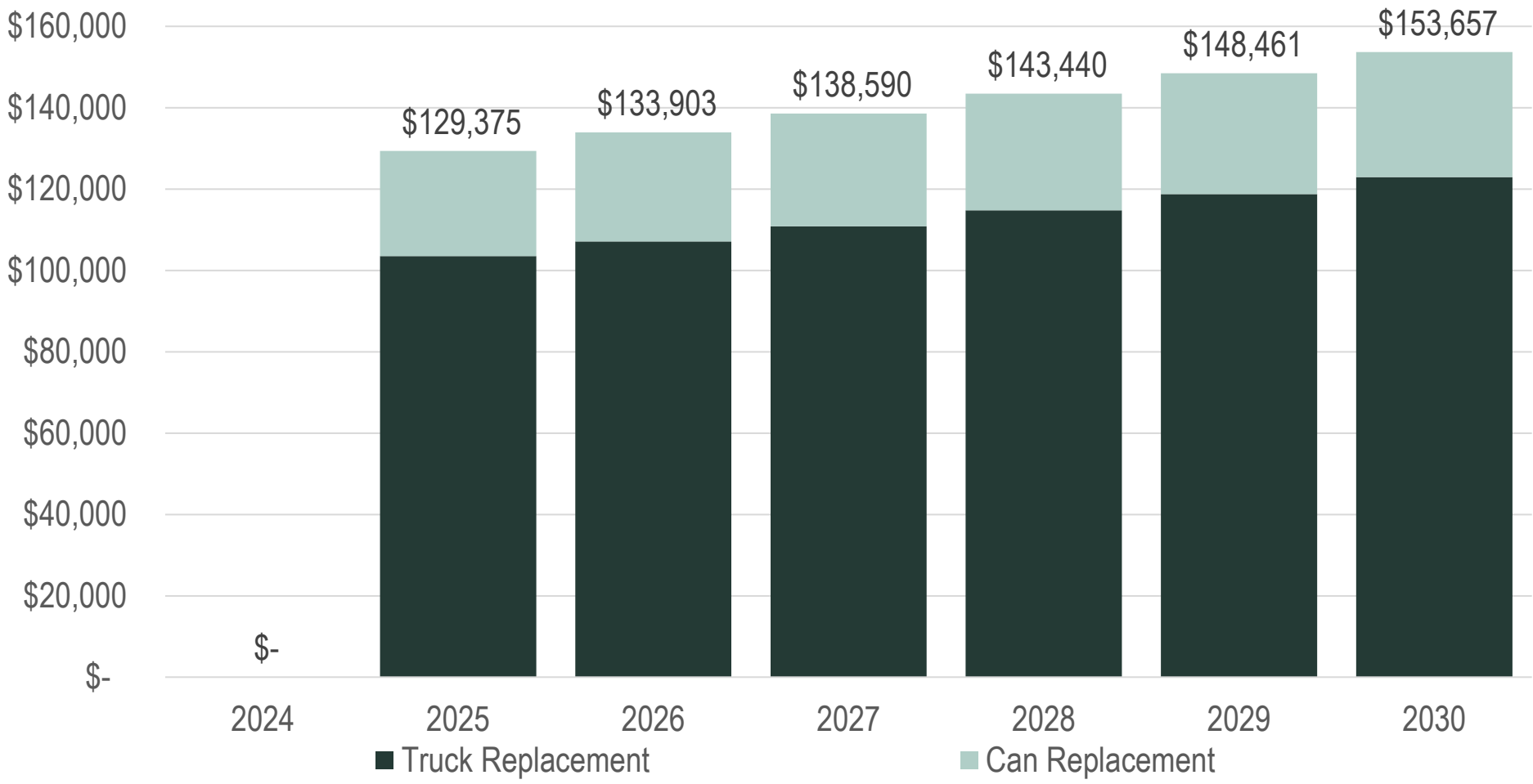


# Solid Waste Revenue Requirement



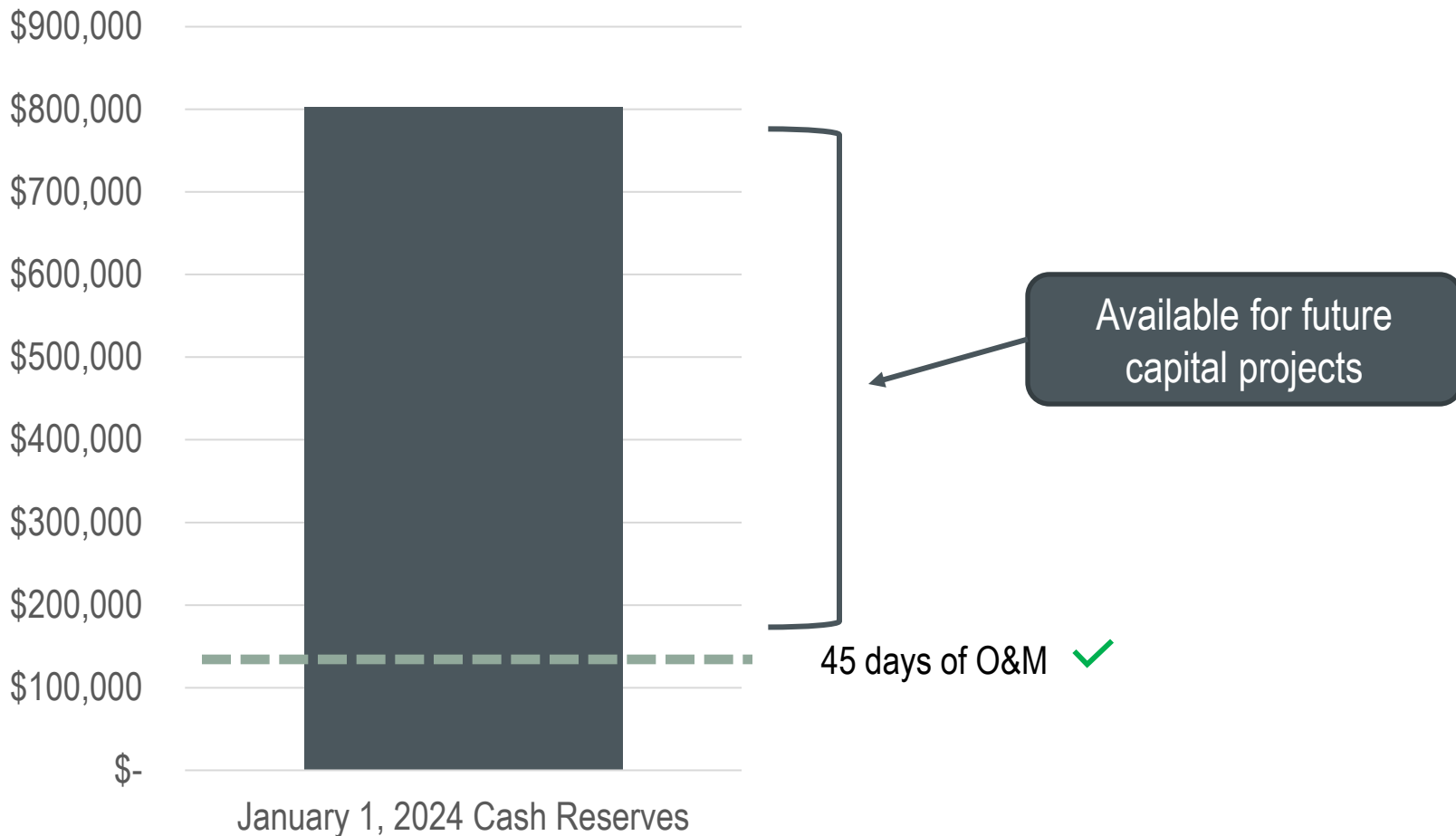
# Solid Waste Capital Program (in escalated \$)

Annual 2025-2030 CIP: \$847,000 total (\$121,000 per year)



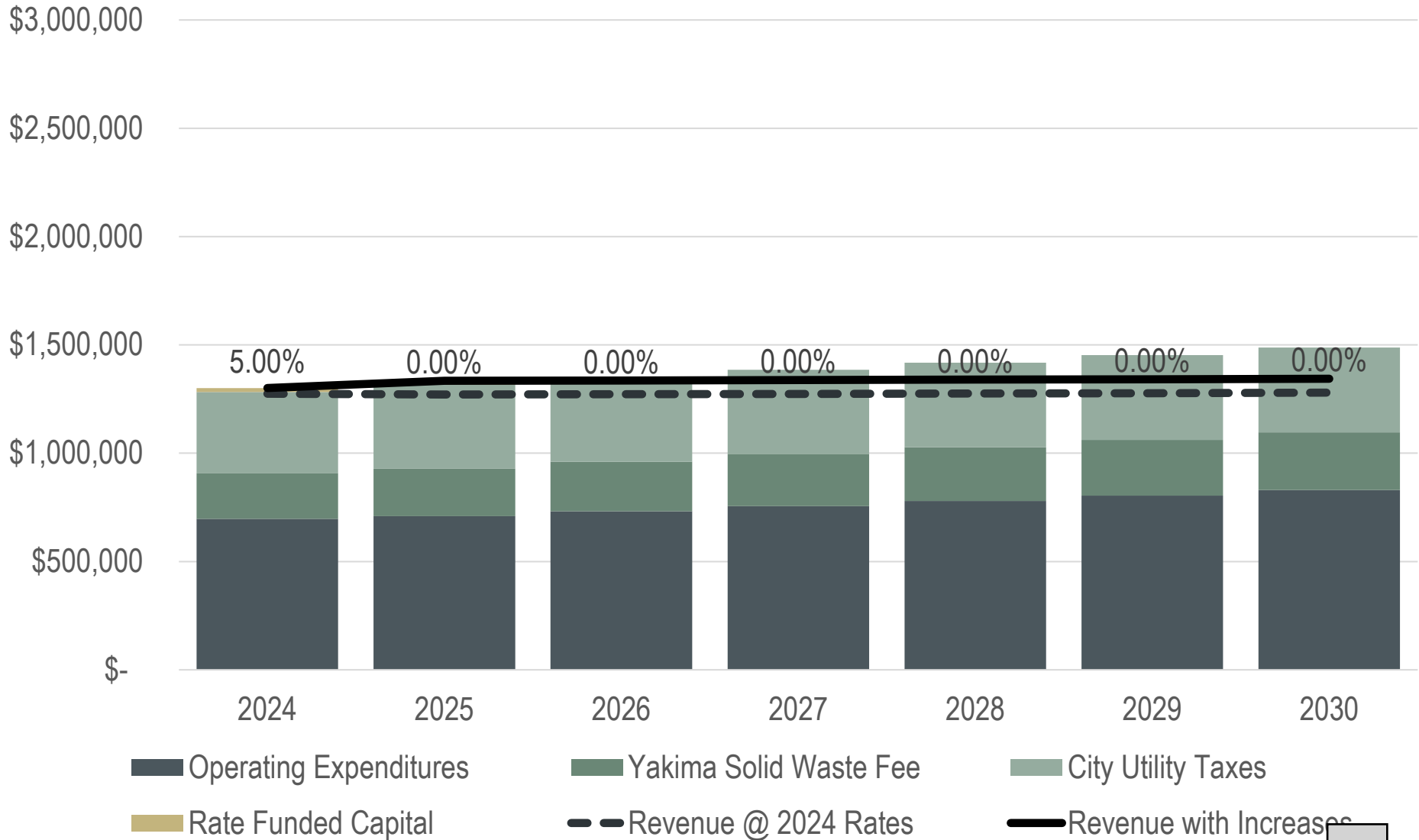


# Solid Waste Capital Funding from Reserves



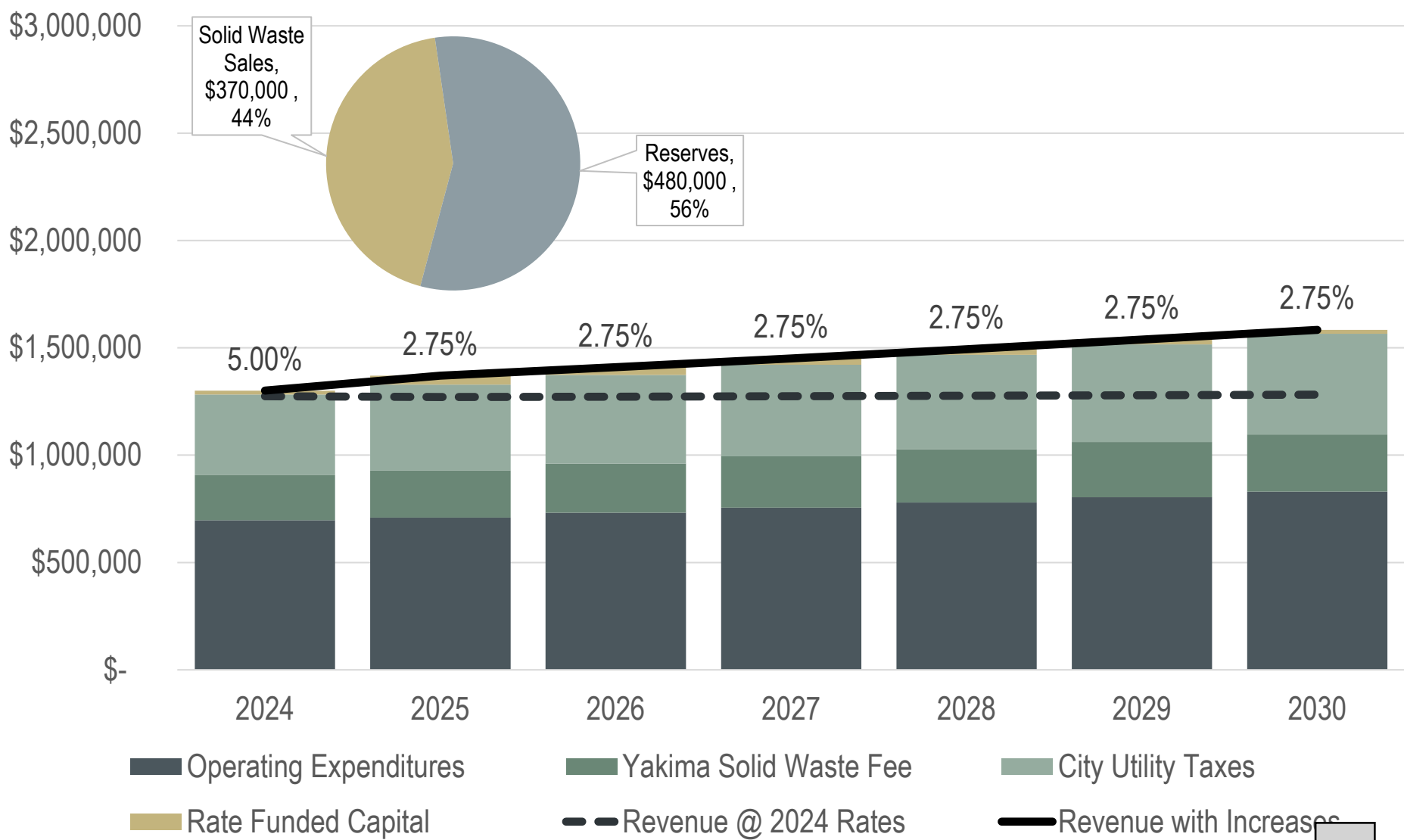


# Solid Waste Utility: Current Operating Forecast





# Solid Waste Scenario 1: Cash Funded CIP





# Solid Waste Scenario Overview

## Scenario 1: Cash Funded CIP

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
<b>Bill: 90-gallon can</b>	\$26.87	\$27.61	\$28.37	\$29.15	\$29.95	\$30.77	\$31.62

## City Utility Tax: Cash Funded Rate Increases with 20% Solid Waste City Utility Tax Option\*\*

	2024*	2025	2026	2027	2028	2029	2030
<b>Rate Increase</b>	5.00%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
<b>Bill: 90-gallon can</b>	\$26.87	\$27.00	\$27.14	\$27.27	\$27.41	\$27.55	\$27.69

\* Eight (8) months of 5% rate increase (partial year implementation)

\*\* Current Solid Waste City Utility tax is 29%

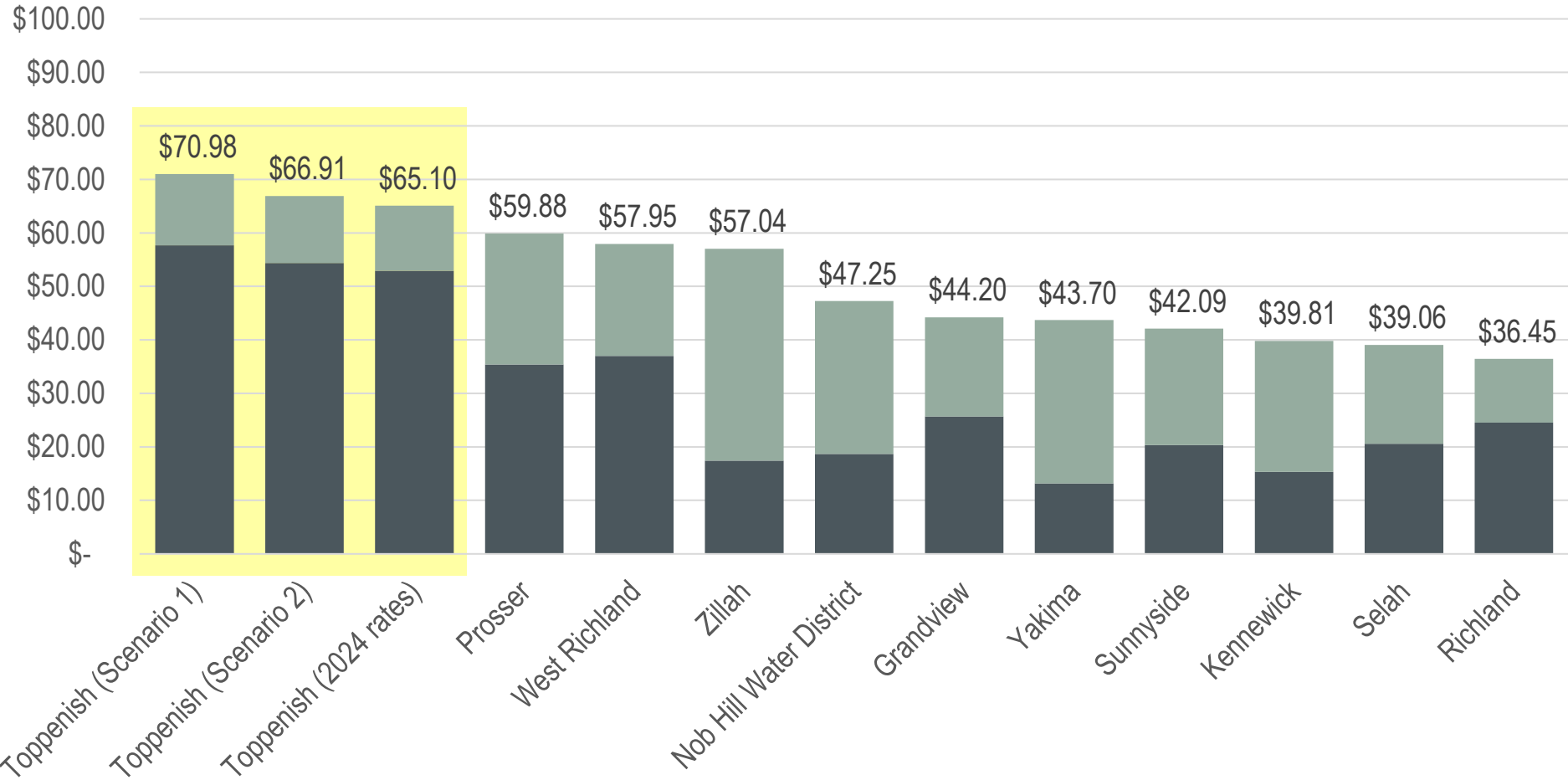


## Jurisdictional Survey & Next Steps



# Water Monthly Bill Comparison

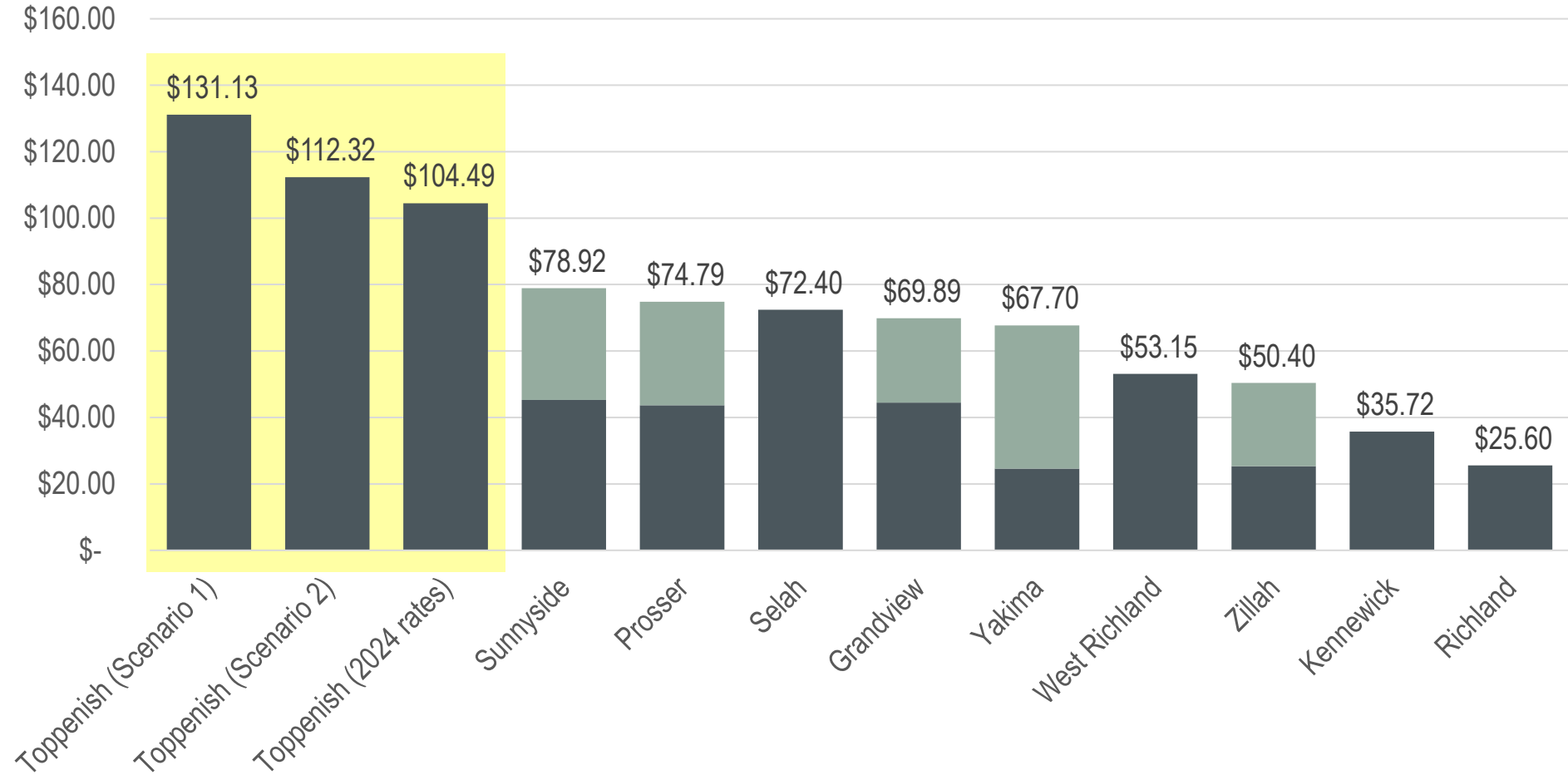
Single Family (3/4" Meter & 14 ccf of usage)





# Sewer Monthly Bill Comparison

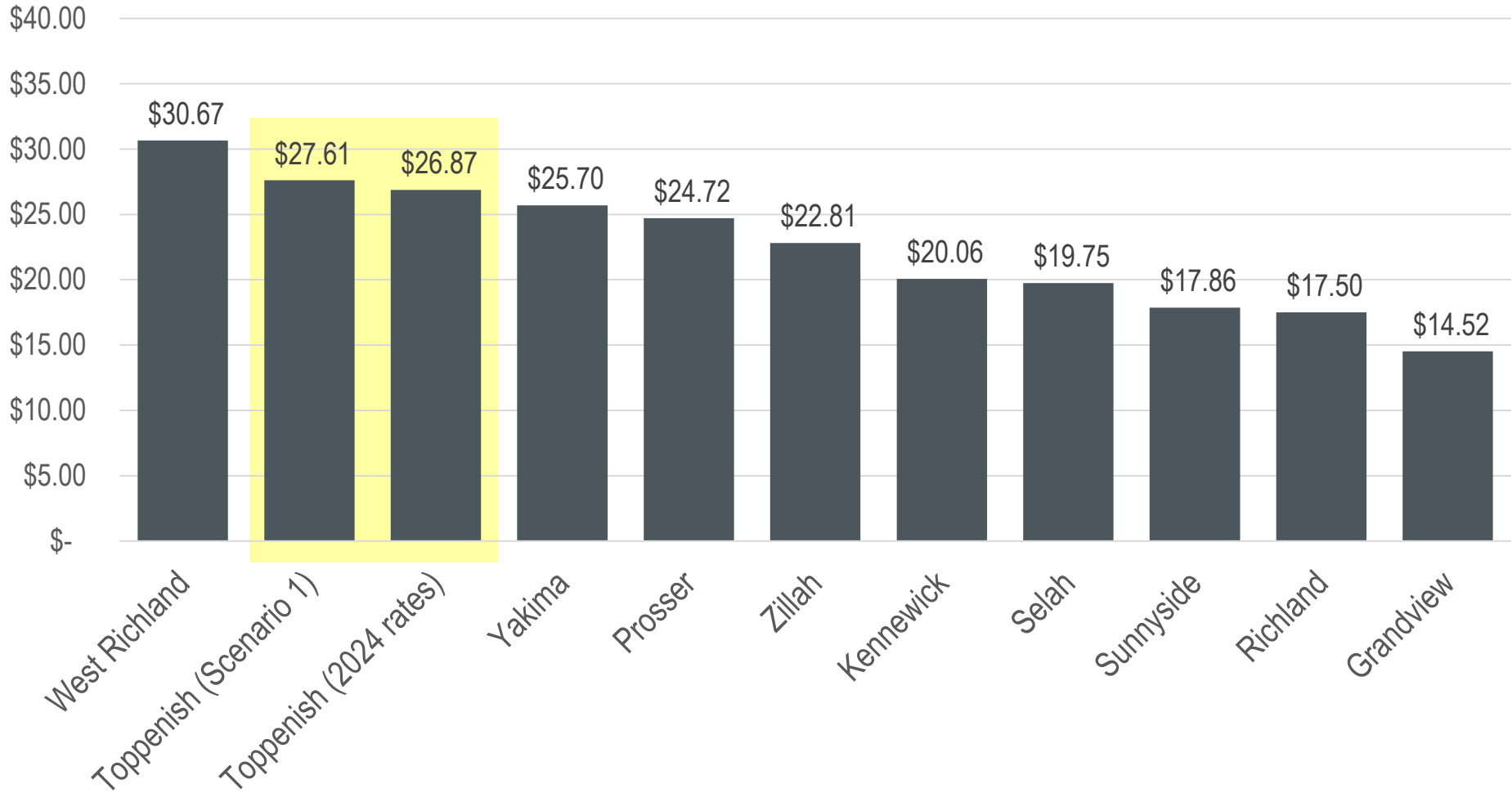
Single Family (Residential customer, 12 ccf of flow)





# Solid Waste Monthly Bill Comparison

## Single Family (90-gal can or equivalent)



## **Next Steps**

- **Additional scenario considerations?**
- **Discussion on utility tax adjustments for each utility**
- **Scenario options – debt vs. no debt**
  
- **Additional items for us to come back with at the council meeting?**

# Thank you! Questions?

[www.fcsgroup.com](http://www.fcsgroup.com)

Angie Sanchez Virnoche  
Vice President / Principal  
(425) 336-4157  
[angies@fcsgroup.com](mailto:angies@fcsgroup.com)

Amanda Levine  
Project Consultant  
(425) 615-6509  
[amandal@fcsgroup.com](mailto:amandal@fcsgroup.com)



Request for Council Action

Agenda Bill No.: 24-075

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**Meeting Date:** November 12, 2024  
**Subject:** Metropolitan Park District Election Results  
**Attachments:** Yakima County Preliminary Election Results  
**Presented by:** Adam Vaughn, Finance Director  
**Approved for Agenda by:** Dan Ford, City Manager

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**Discussion:**

Preliminary election data shows that Toppenish voters rejected the formation of a Metropolitan Park District. This means that the City is not able to levy a property tax of \$0.75 per \$1,000 to fund parks and recreation activities. The City’s General Fund deficit is currently about \$1.4 million for 2025. The Parks, Aquatics, and Recreation preliminary 2025 budgets are \$326,316; \$215,531; and \$102,319 respectively.

The budget estimates that aquatics and recreation services would bring in about \$70,000 of revenue.



With a budget deficit for the foreseeable future, it is recommended that action is taken now to limit costs of programs that are not essential to City functions. Staff recommends cutting recreation, aquatics, and reducing park services to minimum service level.

**Fiscal Impact:** Estimated \$300,000 reduction of the 2025 budget deficit.

**Recommendation:** Cut Aquatics, and Recreation services from the 2025 budget

**Alternatives:** 1) Keep service levels as is 2) Modify hours or fees

City/Town

CITY OF TOPPENISH Proposition No. 1		
Measure	Vote	Vote %
For 	260	41.87%
Against 	361	58.13%
Total Votes	621	

<https://results.vote.wa.gov/results/20241105/yakima/>



# Request for Council Action

Agenda Bill No.: 24-076

**Meeting Date:** November 12, 2024

**Subject:** Purchase of 220 West 1<sup>st</sup> Avenue

**Attachments:** Resolution 2024-46  
Purchase and Sale Agreement  
Building Condition Assessment, Hazmat

**Presented by:** Dan Ford, City Manager; Adam Vaughn, Finance Director

**Approved for Agenda by:** Dan Ford, City Manager

**Discussion:**

The City made an offer to buy the property at 220 West 1<sup>st</sup> Avenue on September 4<sup>th</sup> of this year. In the 60 days since, the City has engaged a team of professionals to do its due diligence of the facility. The Building Condition Assessment report states “Overall, the facility is in fairly good condition with the roof having been replaced in the last 5 years and some remodeling performed for the prior tenant.”

The City approached the purchase of this building with the expectation that there would be small items that would need to be corrected in order for use. Through the assessments done there were no major items of concern. The items the City will plan to fix through the remodel process include flashing work on the roof, lead paint abatement, improvement to one location of interior support, and replacement of exterior siding. Again, none of these should be considered dealbreakers and the City is prepared to correct those issues.

The City’s General Capital Fund is a capital fund that is not included the City’s operating fund. This fund has sufficient money to be able to complete this purchase and begin remodel work. City staff is actively working with its legislative partners to build support for additional state or federal funding to help cover remodel costs.

The Council recently approved a 6-month extension for the temporary police building, staff will do what they can to make the necessary improvements to the building to be ready as close as possible to the lease end date.

**Fiscal Impact:**

\$235,000 out of the City’s General Capital Fund

**Recommendation:**

- 1) Approve Resolution 2024-46 for the City Manager to conclude purchase of 220 West 1<sup>st</sup> Avenue

**Alternatives:**

- 1) Do not approve resolution for the City Manager to complete purchase of 220 West 1<sup>st</sup> Avenue

RESOLUTION 2024-46

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO TAKE STEPS TO CONCLUDE THE PURCHASE OF PROPERTY FOR THE TOPPENISH POLICE RELOCATION IN ACCORDANCE WITH THE PURCHASE AND SALE AGREEMENT EXECUTED FOLLOWING CONSIDERATION BY THE CITY COUNCIL**

WHEREAS the City needs to purchase a building for the relocation of the Toppenish Police Department, and

WHEREAS the property owner is willing to sell the City the required property to relocate the department to 220 West 1st Avenue,

WHEREAS on September 9, 2024, the City Council evaluated the purchase of said property and the appropriate terms considering that purchase, reflected in the Purchase and Sale Agreement, attached as Exhibit A incorporated herein by this reference,

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

The City Manager is authorized to take appropriate steps to conclude the purchase of the property located at 220 West 1st Avenue for the Toppenish Police relocation from the property owner in the amount of \$235,000.00, plus closing costs, on behalf of the City of Toppenish, and the City Council ratifies actions taken in furtherance thereof.

This resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on November 12, 2024.

\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor

ATTEST:

\_\_\_\_\_  
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL B. HEID, City Attorney



Commercial & Investment Real Estate Purchase & Sale Agreement

Commercial Brokers Association ALL RIGHTS RESERVED CBA Form PS-1A | Purchase & Sale Agreement Rev. 1/2024 Page 1|15

SPECIFIC TERMS

Reference Date: September 4, 2024

Offer Expiration Date: September 10, 2024 5:00pm

1. PROPERTY: The Property is legally described on Exhibit A. Address: 220 W 1st Ave City of Toppenish, Yakima County, Washington. Tax Parcel No(s): 201010-22426 Included Personal Property: X None; \_\_\_ If on and used in connection with the Property, per Section 25 [None, if not completed].

2. BUYER(S): City of Toppenish

3. SELLER(S): Jon Alke LLC

4. PURCHASE PRICE: \$ 235,000 Payable as: X Cash; \_\_\_ Financing [Form PS\_FIN attached]; \_\_\_ Other

5. EARNEST MONEY: \$ 10,000 Dollars; Held by Closing Agent Form of Earnest Money: \_\_\_ Check; X Wire Transfer; \_\_\_ Note; \_\_\_ Other Earnest Money Due Date: X 3 days after Mutual Acceptance; \_\_\_ days after satisfaction of Feasibility Contingency; or \_\_\_

6. FEASIBILITY CONTINGENCY DATE: 60 days after Mutual Acceptance

7. CLOSING DATE: on or before within 15 days of satisfaction of due diligence

8. CLOSING AGENT: Valley Title

9. TITLE INSURANCE COMPANY: Valley Title

10. DEED: X Statutory Warranty Deed; or \_\_\_ Bargain and Sale Deed

11. POSSESSION: X on closing; \_\_\_ Other: \_\_\_

12. SELLER CITIZENSHIP (FIRPTA): Seller \_\_\_ is; X is not a foreign person for the purposes of US income taxation.

13. BUYER'S DEFAULT: X Forfeiture of Earnest Money; \_\_\_ Seller's Election of Remedies

14. SELLER'S DEFAULT: X Recover Earnest Money or Specific Enforcement; \_\_\_ Buyer's Election of Remedies

15. UNPAID UTILITIES: Buyer and Seller X Do Not Waive [Form UA attached]; \_\_\_ Waive

16. AGENCY DISCLOSURE: Selling Broker represents: X Buyer; \_\_\_ Seller; \_\_\_ both parties Listing Broker represents: X Seller; \_\_\_ both parties

17. BUYER BROKERAGE FIRM COMPENSATION: 3 % of sale price or \$ \_\_\_

Buyer Initial DS Date 9/4/2024 Seller Initial DS Date 9/4/2024





Commercial & Investment Real Estate Purchase & Sale Agreement

Commercial Brokers Association ALL RIGHTS RESERVED CBA Form PS-1A | Purchase & Sale Agreement Rev. 1/2024 Page 2/15

18. EXHIBITS AND ADDENDA. The following Exhibits and Addenda are made a part of this Agreement:

- List of exhibits and addenda including Earnest Money Promissory Note, Blank Promissory Note, Blank Short Form Deed of Trust, etc. with checkboxes.

19. IDENTIFICATION OF THE PARTIES. The following is the contact information for the parties involved in this Agreement:

Buyer Contact: Adam Vaughn Address: 21 W. 1st Ave. Toppenish, WA 98948 Phone: 509.865.2080 Email: Adam.Vaughn@cityoftoppenish.us

Seller Contact: Jon Alke Address: 1707 Midfield St Bozeman, MT 59715 Phone: (650) 796-1314 Email: jona1ks@gmail.com

Selling Firm Name: SVN | Retter & Company Listing Broker: Rob Ellsworth Address: 329 N. Kellogg St Kennewick, WA 99336 Phone: 509.430.2378 Email: Rob@RobEllsworth.com Firm Lic. #: 20279 Broker Lic. #: 17790

Listing Firm Name: Almon Commercial Real Estate Selling Broker: Bill Almon Jr. Address: Phone: 509.961.7575 Email: wcalmon@almoncommercial.com Firm Lic. #: Broker Lic. #:

Copy of Notices to Buyer to: Name: Company: Address: Phone: Email:

Copy of Notices to Seller to: Name: Company: Address: Phone: Email:

20. Purchase and Sale. Buyer agrees to buy and Seller agrees to sell the commercial real estate identified in Section 1 as the Property and all improvements thereon.

21. Acceptance; Counteroffers. If this offer is not timely accepted, it shall lapse and the earnest money shall be refunded to Buyer.

Buyer Signature and Date (9/4/2024) Seller Signature and Date (9/4/2024)





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or the licensed office of the Selling Broker. "Mutual Acceptance" shall occur when the last counteroffer is signed by the offeree, and the fully-signed counteroffer has been received by the offeror, his or her broker, or the licensed office of the broker. If any party is not represented by a broker, then notices must be delivered to that party and shall be effective when received by that party.

22. Earnest Money. Selling Broker and Selling Firm are authorized to transfer Earnest Money to Closing Agent as necessary. Selling Firm shall deposit any check to be held by Selling Firm within 3 days after receipt or Mutual Acceptance, whichever occurs later. If the Earnest Money is to be held by Selling Firm and is over \$10,000, it shall be deposited to: the Selling Firm's pooled trust account [with interest paid to the State Treasurer]; or a separate interest bearing trust account in Selling Firm's name, provided that Buyer completes an IRS Form W-9 [if not completed, separate interest bearing trust account]. The interest, if any, shall be credited at closing to Buyer. If this sale fails to close, whoever is entitled to the Earnest Money is entitled to interest. Unless otherwise provided in this Agreement, the Earnest Money shall be applicable to the Purchase Price.

23. Title Insurance.

a. Title Report. Seller authorizes Buyer, its Lender, Listing Broker, Selling Broker or Closing Agent, at Seller's expense, to apply for and deliver to Buyer a standard coverage owner's policy of title insurance from the Title Insurance Company. Buyer shall have the discretion to apply for an extended coverage owner's policy of title insurance and any endorsements, provided that Buyer shall pay the increased costs associated with an extended policy including the excess premium over that charged for a standard coverage policy, the cost of any endorsements requested by Buyer, and the cost of any survey required by the title insurer. If Seller previously received a preliminary commitment from a title insurer that Buyer declines to use, Buyer shall pay any cancellation fee owing to the original title insurer. Otherwise, the party applying for title insurance shall pay any title cancellation fee, in the event such a fee is assessed.

b. Permitted Exceptions. Buyer shall notify Seller of any objectionable matters in the title report or any supplemental report within the earlier of: [a] days [20 days if not completed] after receipt of the preliminary commitment for title insurance; or [b] the Feasibility Contingency Date. This Agreement shall terminate and Buyer shall receive a refund of the earnest money, less any costs advanced or committed for Buyer, unless within five [5] days of Buyer's notice of such objections Seller shall give notice, in writing, of its intent to remove all objectionable provisions before Closing. If Seller fails to give timely notice that it will clear all disapproved objections, this Agreement shall automatically terminate and Buyer shall receive a refund of the earnest money, less any costs advanced or committed for Buyer, unless Buyer notifies Seller within three [3] days that Buyer waives any objections which Seller does not agree to remove. If any new title matters are disclosed in a supplemental title report, then the preceding termination, objection and waiver provisions shall apply to the new title matters except that Buyer's notice of objections must be delivered within three [3] days of receipt of the supplemental report by Buyer and Seller's response or Buyer's waiver must be delivered within two [2] days of Buyer's notice of objections. The Closing Date shall be extended to the extent necessary to permit time for these notices. Buyer shall not be required to object to any mortgage or deed of trust liens, or the statutory lien for real property taxes, and the same shall not be deemed to be Permitted Exceptions; provided, however, that the lien securing any financing which Buyer has agreed to assume shall be a Permitted Exception. Except for the foregoing, those provisions not objected to or for which Buyer waived its objections shall be referred to collectively as the "Permitted Exceptions." Seller shall reasonably cooperate with Buyer and the title company to clear objectionable title matters and shall provide an affidavit containing the information and reasonable covenants requested by the title company. The title policy shall contain no exceptions other than the General Exclusions and Exceptions common to such form of policy and the Permitted Exceptions.

Buyer Initial DS Date 9/4/2024 Buyer Date
Seller Initial DS Date 9/4/2024 Seller Date





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c. Title Policy. At Closing, Buyer shall receive an ALTA Form 2006 Owner's Policy of Title Insurance with standard or extended coverage (as specified by Buyer) dated as of the Closing Date in the amount of the Purchase Price, insuring that fee simple title to the Property is vested in Buyer, subject only to the Permitted Exceptions ("Title Policy"), provided that Buyer acknowledges that obtaining extended coverage may be conditioned on the Title Company's receipt of a satisfactory survey paid for by Buyer. If Buyer elects extended coverage, then Seller shall execute and deliver to the Title Company on or before Closing the such affidavits and other documents as the Title Company reasonably and customarily requires to issue extended coverage.

24. Feasibility Contingency. Buyer's obligations under this Agreement are conditioned upon Buyer's satisfaction, in Buyer's sole discretion, concerning all aspects of the Property, including its physical condition; the presence of or absence of any hazardous substances; the contracts and leases affecting the Property; the potential financial performance of the Property; the availability of government permits and approvals; and the feasibility of the Property for Buyer's intended purpose. This Agreement shall terminate and Buyer shall receive a refund of the earnest money unless Buyer gives notice that the Feasibility Contingency is satisfied to Seller before 5:00pm on the Feasibility Contingency Date. If such notice is timely given, the feasibility contingency shall be deemed to be satisfied and Buyer shall be deemed to have accepted and waived any objection regarding any aspects of the Property as they exist on the Feasibility Contingency Date.

a. Books, Records, Leases, Agreements. Within 3 days [3 days if not filled in] Seller shall deliver to Buyer or post in an online database maintained by Seller or Listing Broker, to which Buyer has been given unlimited access, true, correct and complete copies of all documents in Seller's possession or control relating to the ownership, operation, renovation or development of the Property, excluding appraisals or other statements of value, and including the following: statements for real estate taxes, assessments, and utilities for the last three years and year to date; property management agreements and any other agreements with professionals or consultants; leases or other agreements relating to occupancy of all or a portion of the Property and a suite-by-suite schedule of tenants, rents, prepaid rents, deposits and fees; plans, specifications, permits, applications, drawings, surveys, and studies; maintenance records, accounting records and audit reports for the last three years and year to date; any existing environmental reports; any existing surveys; any existing inspection reports; and "Vendor Contracts" which shall include maintenance or service contracts, and installments purchase contracts or leases of personal property or fixtures used in connection with the Property. Buyer shall determine by the Feasibility Contingency Date: (i) whether Seller will agree to terminate any objectionable Vendor Contracts; and (ii) whether Seller will agree to pay any damages or penalties resulting from the termination of objectionable Vendor Contracts. Buyer's waiver of the Feasibility Contingency shall be deemed Buyer's acceptance of all Vendor Contracts which Seller has not agreed in writing to terminate. Buyer shall be solely responsible for obtaining any required consents to such assumption and the payment of any assumption fees. Seller shall cooperate with Buyer's efforts to receive any such consents but shall not be required to incur any out-of-pocket expenses or liability in doing so. Any information provided or to be provided by Seller with respect to the Property is solely for Buyer's convenience and Seller has not made any independent investigation or verification of such information [other than that the documents are true, correct, and complete, as stated above] and makes no representations as to the accuracy or completeness of such information, except to the extent expressly provided otherwise in this Agreement. Seller shall transfer the Vendor Contracts as provided in Section 25.

b. Access. Seller shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Property at reasonable times subject to the rights of and after legal notice to tenants, to conduct inspections concerning the Property, including without limitation, the structural condition of improvements, hazardous materials, pest infestation, soils conditions, sensitive areas, wetlands, or other matters affecting the feasibility of the Property for Buyer's intended

Buyer Initial DS Date 9/4/2024 Buyer Date
Seller Date 9/4/2024 Seller Date

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use. Buyer shall schedule any entry onto the Property with Seller in advance and shall comply with Seller's reasonable requirements including those relating to security, confidentiality, and disruption of Seller's tenants. Prior to entering the Property and while conducting any inspections, Buyer shall, at no cost or expense to Seller: [a] procure and maintain commercial general liability [occurrence] insurance in an amount no less than \$2,000,000 on commercially reasonable terms adequate to insure against all liability arising out of any entry onto or inspections of the Property that lists Seller and Tenant as additional insureds; and [b] deliver to Seller prior to entry upon the Property certificates of insurance for Buyer and any applicable agents or representatives evidencing such required insurance. Buyer shall not perform any invasive testing including environmental inspections beyond a phase I assessment or contact the tenants or property management personnel without obtaining Seller's prior written consent, which shall not be unreasonably withheld, conditioned or delayed. Buyer shall restore the Property and all improvements to substantially the same condition they were in prior to inspection. Buyer shall be solely responsible for all costs of its inspections and feasibility analysis and has no authority to bind the Property for purposes of statutory liens. Buyer agrees to indemnify and defend Seller from all liens, costs, claims, and expenses, including attorneys' and experts' fees, arising from or relating to entry onto or inspection of the Property by Buyer and its agents, which obligation shall survive closing. Buyer may continue to enter the Property in accordance with the foregoing terms and conditions after removal or satisfaction of the Feasibility Contingency only for the purpose of leasing or to satisfy conditions of financing.

c. Access Insurance (check if applicable). Notwithstanding anything in this Section 24 to the contrary, prior to entering the Property and while conducting any inspections pursuant to subsection [b] above, Buyer shall, at no cost or expense to Seller: [a] procure and maintain commercial general liability [occurrence] insurance in an amount no less than \$2,000,000 on commercially reasonable terms adequate to insure against all liability arising out of any entry onto or inspections of the Property that lists Seller and Tenant as additional insureds; and [b] deliver to Seller prior to entry upon the Property certificates of insurance for Buyer and any applicable agents or representatives evidencing such required insurance.

d. Buyer waives, to the fullest extent permissible by law, the right to receive a seller disclosure statement [e.g. "Form 17"] if required by RCW 64.06 and its right to rescind this Agreement pursuant thereto. However, if Seller would otherwise be required to provide Buyer with a Form 17, and if the answer to any of the questions in the section of the Form 17 entitled "Environmental" would be "yes," then Buyer does not waive the receipt of the "Environmental" section of the Form 17 which shall be provided by Seller.

25. Conveyance. Title shall be conveyed subject only to the Permitted Exceptions. If this Agreement is for conveyance of Seller's vendee's interest in a Real Estate Contract, the deed shall include a contract vendee's assignment sufficient to convey after-acquired title. At Closing, Seller and Buyer shall execute and deliver to Closing Agent CBA Form PS-AS Assignment and Assumption Agreement transferring all leases and Vendor Contracts assumed by Buyer pursuant to Section 25(b) and all intangible property transferred pursuant to Section 25(b).

26. Personal Property.

a. If this sale includes the personal property located on and used in connection with the Property, Seller will itemize such personal property in an Exhibit to be attached to this Agreement within ten [10] days of Mutual Acceptance. The value assigned to any personal property shall be \$ 0 [if not completed, the County-assessed value if available, and if not available, the fair market value determined by an appraiser selected by the Listing Broker and Selling Broker]. Seller warrants title to, but not the condition of, the personal property and shall convey it by bill of sale.

Initial In addition to the leases and Vendor Contracts assumed by Buyer pursuant to Section 24
Buyer [Signature] Date 9/4/2024
Seller [Signature] Date 9/4/2024





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above, this sale includes all right, title and interest of Seller to the following intangible property now or hereafter existing with respect to the Property including without limitation: all rights-of-way, rights of ingress or egress or other interests in, on, or to, any land, highway, street, road, or avenue, open or proposed, in, on, or across, in front of, abutting or adjoining the Property; all rights to utilities serving the Property; all drawings, plans, specifications and other architectural or engineering work product; all governmental permits, certificates, licenses, authorizations and approvals; all rights, claims, causes of action, and warranties under contracts with contractors, engineers, architects, consultants or other parties associated with the Property; all utility, security and other deposits and reserve accounts made as security for the fulfillment of any of Seller's obligations; any name of or telephone numbers for the Property and related trademarks, service marks or trade dress; and guaranties, warranties or other assurances of performance received.

27. Seller's Underlying Financing. Unless Buyer is assuming Seller's underlying financing, Seller shall be responsible for confirming the existing underlying financing is not subject to any "lock out" or similar covenant which would prevent the lender's lien from being released at closing. In addition, Seller shall provide Buyer notice prior to the Feasibility Contingency Date if Seller is required to substitute securities for the Property as collateral for the underlying financing [known as "defeasance"]. If Seller provides this notice of defeasance to Buyer, then the parties shall close the transaction in accordance with the process described in CBA Form PS\_D or any different process identified in Seller's defeasance notice to Buyer.

28. Closing of Sale. Buyer and Seller shall deposit with Closing Agent by 12:00 p.m. on the scheduled Closing Date all instruments and monies required to complete the purchase in accordance with this Agreement. Upon receipt of such instruments and monies, Closing Agent shall cause the deed to be recorded and shall pay to Seller, in immediately available funds, the Purchase Price less any costs or other amounts to be paid by Seller at Closing. "Closing" shall be deemed to have occurred when the deed is recorded and the sale proceeds are available to Seller. Time is of the essence in the performance of this Agreement. Sale proceeds shall be considered available to Seller, even if they cannot be disbursed to Seller until the next business day after Closing. Notwithstanding the foregoing, if Seller informed Buyer before the Feasibility Contingency Date that Seller's underlying financing requires that it be defeased and may not be paid off, then Closing shall be conducted in accordance with the three[3]-day closing process described in CBA Form PS\_D. This Agreement is intended to constitute escrow instructions to Closing Agent. Buyer and Seller will provide any supplemental instructions requested by Closing Agent provided the same are consistent with this Agreement.

29. Closing Costs and Prorations. Seller shall deliver an updated rent roll to Closing Agent not later than two [2] days before the scheduled Closing Date in the form required by Section 23(a) and any other information reasonably requested by Closing Agent to allow Closing Agent to prepare a settlement statement for Closing. Seller certifies that the information contained in the rent roll is correct as of the date submitted. Seller shall pay the premium for the owner's standard coverage title policy. Buyer shall pay the excess premium attributable to any extended coverage or endorsements requested by Buyer, and the cost of any survey required in connection with the same. Seller and Buyer shall each pay one-half of the escrow fees. Any real estate excise taxes shall be paid by the party who bears primary responsibility for payment under the applicable statute or code. Real and personal property taxes and assessments payable in the year of closing; collected rents on any existing tenancies; expenses already incurred by Seller that relate to services to be provided to the Property after the Closing Date; interest; utilities; and other operating expenses shall be pro-rated as of Closing. Seller will be charged and credited for the amounts of all of the pro-rated items relating to the period up to and including 11:59 pm Pacific Time on the day preceding the Closing Date, and Buyer will be charged and credited for all of the pro-rated items relating to the period on and after the Closing Date. If tenants pay any of the foregoing expenses directly,

Buyer [Signature] Date 9/4/2024 Seller [Signature] Date 9/4/2024





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then Closing Agent shall only pro rate those expenses paid by Seller. Buyer shall pay to Seller at Closing an additional sum equal to any utility deposits or mortgage reserves for assumed financing for which Buyer receives the benefit after Closing. Buyer shall pay all costs of financing including the premium for the lender's title policy. If the Property was taxed under a deferred classification prior to Closing, then Seller shall pay all taxes, interest, penalties, deferred taxes or similar items which result from removal of the Property from the deferred classification. At Closing, all refundable deposits on tenancies shall be credited to Buyer or delivered to Buyer for deposit in a trust account if required by state or local law. Buyer shall pay any sales or use tax applicable to the transfer of personal property included in the sale.

30. Post-Closing Adjustments, Collections, and Payments. After Closing, Buyer and Seller shall reconcile the actual amount of revenues or liabilities upon receipt or payment thereof to the extent those items were prorated or credited at Closing based upon estimates. Any bills or invoices received by Buyer after Closing which relate to services rendered or goods delivered to the Seller or the Property prior to Closing shall be paid by Seller upon presentation of such bill or invoice. At Buyer's option, Buyer may pay such bill or invoice and be reimbursed the amount paid plus interest at the rate of 12% per annum beginning fifteen (15) days from the date of Buyer's written demand to Seller for reimbursement until such reimbursement is made. Notwithstanding the foregoing, if tenants pay certain expenses based on estimates subject to a post-closing reconciliation to the actual amount of those expenses, then Buyer shall be entitled to any surplus and shall be liable for any credit resulting from the reconciliation. Rents collected from each tenant after Closing shall be applied first to rentals due most recently from such tenant for the period after closing, and the balance shall be applied for the benefit of Seller for delinquent rentals owed for a period prior to closing. The amounts applied for the benefit of Seller shall be turned over by Buyer to Seller promptly after receipt. Seller shall be entitled to pursue any lawful methods of collection of delinquent rents but shall have no right to evict tenants after Closing. Any adjustment shall be made, if any, within 180 days of the Closing Date, and if a party fails to request an adjustment by notice delivered to the other party within the applicable period set forth above [such notice to specify in reasonable detail the items within the Closing Statement that such party desires to adjust and the reasons for such adjustment], then the allocations and prorations at Closing shall be binding and conclusive against such party.

31. Operations Prior to Closing. Prior to Closing, Seller shall continue to operate the Property in the ordinary course of its business and maintain the Property in the same or better condition than as existing on the date of Mutual Acceptance but shall not be required to repair material damage from casualty except as otherwise provided in this Agreement. After the Feasibility Contingency Date, Seller shall not enter into or modify existing rental agreements or leases [except that Seller may enter into, modify, extend, renew or terminate residential rental agreements or residential leases for periods of 12 months or less in the ordinary course of its business], service contracts, or other agreements affecting the Property which have terms extending beyond Closing without obtaining Buyer's consent, which shall not be withheld unreasonably.

32. Possession. Buyer shall accept possession subject to all tenancies disclosed to Buyer before the Feasibility Contingency Date.

33. Seller's Representations. Except as disclosed to or known by Buyer prior to the satisfaction or waiver of the Feasibility Contingency, including in the books, records and documents made available to Buyer, or in the title report or any supplemental report or documents referenced therein, Seller represents to Buyer that, to the best of Seller's actual knowledge, each of the following is true as of the date hereof: [a] Seller is authorized to enter into the Agreement, to sell the Property, and to perform its obligations under the Agreement, and no further consent, approval or authorization is required from any person or entity to execute and perform

Buyer [Signature] Date 9/4/2024
Seller [Signature] Date 9/4/2024





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under this Agreement; [b] The books, records, leases, agreements and other items delivered to Buyer pursuant to this Agreement comprise all material documents in Seller's possession or control regarding the operation and condition of the Property, are true, accurate and complete to the best of Seller's knowledge, and no other contracts or agreements exist that will be binding on Buyer after Closing; [c] Seller has not received any written notices that the Property or any business conducted thereon violate any applicable laws, regulations, codes and ordinances; [d] Seller has all certificates of occupancy, permits, and other governmental consents necessary to own and operate the Property for its current use; [e] There is no pending or threatened litigation which would adversely affect the Property or Buyer's ownership thereof after Closing; [f] There is no pending or threatened condemnation or similar proceedings affecting the Property, and the Property is not within the boundaries of any planned or authorized local improvement district; [g] Seller has paid (except to the extent prorated at Closing) all local, state and federal taxes (other than real and personal property taxes and assessments described in Section 28 above) attributable to the period prior to closing which, if not paid, could constitute a lien on Property (including any personal property), or for which Buyer may be held liable after Closing; [h] Seller is not aware of any concealed material defects in the Property except as disclosed to Buyer before the Feasibility Contingency Date; [i] There are no Hazardous Substances (as defined below) currently located in, on, or under the Property in a manner or quantity that presently violates any Environmental Law (as defined below); there are no underground storage tanks located on the Property; and there is no pending or threatened investigation or remedial action by any governmental agency regarding the release of Hazardous Substances or the violation of Environmental Law at the Property; [j] Seller has not granted any options nor obligated itself in any matter whatsoever to sell the Property or any portion thereof to any party other than Buyer; and [k] Neither Seller nor any of its respective partners, members, shareholders or other equity owners, is a person or entity with whom U.S. persons or entities are restricted from doing business under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including those named on OFAC's Specially Designated and Blocked Persons List) or under any statute or executive order; and [l] the individual signing this Agreement on behalf of Seller represents and warrants to Buyer that he or she has the authority to act on behalf of and bind Seller. As used herein, the term "Hazardous Substances" shall mean any substance or material now or hereafter defined or regulated as a hazardous substance, hazardous waste, toxic substance, pollutant, or contaminant under any federal, state, or local law, regulation, or ordinance governing any substance that could cause actual or suspected harm to human health or the environment ("Environmental Law"). The term "Hazardous Substances" specifically includes, but is not limited to, petroleum, petroleum by-products, and asbestos.

If prior to Closing Seller or Buyer discovers any information which would cause any of the representations above to be false if the representations were deemed made as of the date of such discovery, then the party discovering the information shall promptly notify the other party in writing and Buyer, as its sole remedy, may elect to terminate this Agreement by giving Seller notice of such termination within five (5) days after Buyer first received actual notice (with the Closing Date extended to accommodate such five (5) day period), and in such event, the Earnest Money Deposit shall be returned to Buyer. Buyer shall give notice of termination within five (5) days of discovering or receiving written notice of the new information. Nothing in this paragraph shall prevent Buyer from pursuing its remedies against Seller if Seller had actual knowledge of the newly discovered information such that a representation provided for above was false.

34. As-Is. Except for the express representations and warranties in this Agreement, [a] Seller makes no representations or warranties regarding the Property; [b] Seller hereby disclaims, and Buyer hereby waives, any and all representations or warranties of any kind, express or implied, concerning the Property or any portion thereof, as to its condition, value, compliance

Buyer Initial DS Date 9/4/2024 Buyer Date Seller Initial Date 9/4/2024 Seller Date

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with laws, status of permits or approvals, existence or absence of hazardous material on site, suitability for Buyer's intended use, occupancy rate or any other matter of similar or dissimilar nature relating in any way to the Property, including the warranties of fitness for a particular purpose, tenability, habitability and use; [c] Buyer takes the Property "AS IS" and with all faults; and [d] Buyer represents and warrants to Seller that Buyer has sufficient experience and expertise such that it is reasonable for Buyer to rely on its own pre-closing inspections and investigations.

35. Buyer's Representations. Buyer represents that Buyer is authorized to enter into the Agreement; to buy the Property; to perform its obligations under the Agreement; and that neither the execution and delivery of this Agreement nor the consummation of the transaction contemplated hereby will: [a] conflict with or result in a breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Buyer; or [b] constitute a breach of any agreement to which Buyer is a party or by which Buyer is bound. The individual signing this Agreement on behalf of Buyer represents that he or she has the authority to act on behalf of and bind Buyer.

36. Claims. Any claim or cause of action with respect to a breach of the representations and warranties set forth herein shall survive for a period of nine (9) months from the Closing Date, at which time such representations and warranties (and any cause of action resulting from a breach thereof not then in litigation, including indemnification claims) shall terminate. Notwithstanding anything to the contrary in this Agreement: [a] Buyer shall not make a claim against Seller for damages for breach or default of any representation or warranty, unless the amount of such claim is reasonably anticipated to exceed \$25,000; and [b] under no circumstances shall Seller be liable to Buyer on account of any breach of any representation or warranty in the aggregate in excess of the amount equal to \$250,000, except in the event of Seller's fraud or intentional misrepresentation with respect to any representation or warranty regarding the environmental condition of the Property, in which case Buyer's damages shall be unlimited.

37. Condemnation and Casualty. Seller bears all risk of loss until Closing, and thereafter Buyer bears all risk of loss. Buyer may terminate this Agreement and obtain a refund of the earnest money if improvements on the Property are materially damaged or if condemnation proceedings are commenced against all or a portion of the Property before Closing, to be exercised by notice to Seller within ten (10) days after Seller's notice to Buyer of the occurrence of the damage or condemnation proceedings. Damage will be considered material if the cost of repair exceeds the lesser of \$100,000 or five percent (5%) of the Purchase Price. Alternatively, Buyer may elect to proceed with closing, in which case, at Closing, Seller shall not be obligated to repair any damage, and shall assign to Buyer all claims and right to proceeds under any property insurance policy and shall credit to Buyer at Closing the amount of any deductible provided for in the policy.

38. FIRPTA Tax Withholding at Closing. Closing Agent is instructed to prepare a certification (CBA or NWMLS Form 22E, or equivalent) that Seller is not a "foreign person" within the meaning of the Foreign Investment in Real Property Tax Act, and Seller shall sign it on or before Closing. If Seller is a foreign person, and this transaction is not otherwise exempt from FIRPTA, Closing Agent is instructed to withhold and pay the required amount to the Internal Revenue Service.

39. Notices. Unless otherwise specified, any notice required or permitted in, or related to, this Agreement (including revocations of offers and counteroffers) must be in writing. Notices to Seller must be signed by at least one Buyer and must be delivered to Seller and Listing Broker with a courtesy copy to any other party identified as a recipient of notices in Section 18. A notice to Seller shall be deemed delivered only when received by Seller and Listing Broker, or the licensed office of Listing Broker. Notices to Buyer must be signed by at least one Seller and

Buyer Initial DS Date 9/4/2024 Buyer Date Seller Date 9/4/2024 Seller Date

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must be delivered to Buyer, with a copy to Selling Broker and with a courtesy copy to any other party identified as a recipient of notices in Section 18. A notice to Buyer shall be deemed delivered only when received by Buyer and Selling Broker, or the licensed office of Selling Broker. Selling Broker and Listing Broker otherwise have no responsibility to advise parties of receipt of a notice beyond either phoning the represented party or causing a copy of the notice to be delivered to the party's address provided in this Agreement. Buyer and Seller shall keep Selling Broker and Listing Broker advised of their whereabouts in order to receive prompt notification of receipt of a notice. If any party is not represented by a licensee, then notices must be delivered to and shall be effective when received by that party at the address, fax number, or email indicated in Section 18. Facsimile transmission of any notice or document shall constitute delivery. E-mail transmission of any notice or document (or a direct link to such notice or document) shall constitute delivery when: (i) the e-mail is sent to both Selling Broker and Selling Firm or both Listing Broker and Listing Firm at the e-mail addresses specified on page two of this Agreement; or (ii) Selling Broker or Listing Broker provide written acknowledgment of receipt of the e-mail (an automatic e-mail reply does not constitute written acknowledgment). At the request of either party, or the Closing Agent, the parties will confirm facsimile or e-mail transmitted signatures by signing an original document.

40. Computation of Time. Unless otherwise specified in this Agreement, any period of time in this Agreement shall mean Pacific Time and shall begin the day after the event starting the period and shall expire at 5:00 p.m. of the last calendar day of the specified period of time, unless the last day is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, in which case the specified period of time shall expire on the next day that is not a Saturday, Sunday or legal holiday. Any specified period of five (5) days or less shall not include Saturdays, Sundays or legal holidays. Notwithstanding the foregoing, references to specific dates or times or number of hours shall mean those dates, times or number of hours; provided, however, that if the Closing Date falls on a Saturday, Sunday, or legal holiday as defined in RCW 1.16.050, or a date when the county recording office is closed, then the Closing Date shall be the next regular business day. If the parties agree upon and attach a legal description after this Agreement is signed by the offeree and delivered to the offeror, then for the purposes of computing time, mutual acceptance shall be deemed to be on the date of delivery of an accepted offer or counteroffer to the offeror, rather than on the date the legal description is attached.

41. Assignment. Buyer's rights and obligations under this Agreement are not assignable without the prior written consent of Seller, which shall not be withheld unreasonably; provided, however, Buyer may assign this Agreement without the consent of Seller, but with notice to Seller, to any entity under common control and ownership of Buyer, provided no such assignment shall relieve Buyer of its obligations hereunder. If the words "and/or assigns" or similar words are used to identify Buyer in Section 2, then this Agreement may be assigned with notice to Seller but without need for Seller's consent. The party identified as the initial Buyer shall remain responsible for those obligations of Buyer stated in this Agreement notwithstanding any assignment and, if this Agreement provides for Seller to finance a portion of the purchase price, then the party identified as the initial Buyer shall guarantee payment of Seller financing.

42. Default and Attorneys' Fees.

a. Buyer's default. In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the applicable provision as identified in Section 13 shall apply:

i. Forfeiture of Earnest Money. Seller may terminate this Agreement and keep that portion of the earnest money that does not exceed five percent (5%) of the Purchase Price as liquidated damages as the sole and exclusive remedy available to Seller for such failure.

ii. Seller's Election of Remedies. Seller may, at its option, (a) terminate this Agreement and keep that portion of the earnest money that does not exceed five percent (5%) of the

Buyer Initial DS Date 9/4/2024 Buyer Date
Seller Initial DS Date 9/4/2024 Seller Date





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Purchase Price as liquidated damages as the sole and exclusive remedy available to Seller for such failure, (b) bring suit against Buyer for Seller's actual damages, (c) bring suit to specifically enforce this Agreement and recover any incidental damages, or (d) pursue any other rights or remedies available at law or equity.

b. Seller's default. In the event Seller fails, without legal excuse, to complete the sale of the Property, then the applicable provision as identified in Section 14 shall apply:

i. Recover Earnest Money or Specific Enforcement. As Buyer's sole remedy, Buyer may either (a) terminate this Agreement and recover all earnest money or fees paid by Buyer whether or not the same are identified as refundable or applicable to the purchase price; or (b) bring suit to specifically enforce this Agreement and recover incidental damages, provided, however, Buyer must file suit within sixty (60) days from the Closing Date or from the date Seller has provided notice to Buyer that Seller will not proceed with closing, whichever is earlier.

ii. Buyer's Election of Remedies. Buyer may, at its option, (a) bring suit against Seller for Buyer's actual damages, (b) bring suit to specifically enforce this Agreement and recover any incidental damages, or (c) pursue any other rights or remedies available at law or equity.

c. Neither Buyer nor Seller may recover consequential damages such as lost profits. If Buyer or Seller institutes suit against the other concerning this Agreement, the prevailing party is entitled to reasonable attorneys' fees and costs. In the event of trial, the amount of the attorneys' fees shall be fixed by the court. The venue of any suit shall be the county in which the Property is located, and this Agreement shall be governed by the laws of the State of Washington without regard to its principles of conflicts of laws.

43. Miscellaneous Provisions.

a. Complete Agreement. This Agreement and any addenda and exhibits thereto state the entire understanding of Buyer and Seller regarding the sale of the Property. There are no verbal or other written agreements which modify or affect the Agreement, and no modification of this Agreement shall be effective unless agreed in writing and signed by the parties.

b. Counterpart Signatures. This Agreement may be signed in counterpart, each signed counterpart shall be deemed an original, and all counterparts together shall constitute one and the same agreement.

c. Electronic Delivery and Signatures. Electronic delivery of documents [e.g., transmission by facsimile or email] including signed offers or counteroffers and notices shall be legally sufficient to bind the party the same as delivery of an original. At the request of either party, or the Closing Agent, the parties will replace electronically delivered offers or counteroffers with original documents. The parties acknowledge that a signature in electronic form has the same legal effect as a handwritten signature.

d. Section 1031 Like-Kind Exchange. If either Buyer or Seller intends for this transaction to be a part of a Section 1031 like-kind exchange, then the other party agrees to cooperate in the completion of the like-kind exchange so long as the cooperating party incurs no additional liability in doing so, and so long as any expenses [including attorneys' fees and costs] incurred by the cooperating party that are related only to the exchange are paid or reimbursed to the cooperating party at or prior to Closing. Notwithstanding this provision, no party shall be obligated to extend closing as part of its agreement to facilitate completion of a like-kind exchanged. In addition, notwithstanding Section 40 above, any party completing a Section 1031 like-kind exchange may assign this Agreement to its qualified intermediary or any entity set up for the purposes of completing a reverse exchange.

44. Information Transfer. In the event this Agreement is terminated, Buyer agrees to deliver to Seller within ten (10) days of Seller's written request copies of all materials received from Seller and any non-privileged plans, studies, reports, inspections, appraisals, surveys, drawings,

Buyer [Signature] Date 9/4/2024
Seller [Signature] Date 9/4/2024





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permits, applications or other development work product relating to the Property in Buyer's possession or control as of the date this Agreement is terminated.

45. Confidentiality. Until and unless closing has been consummated, Buyer and Seller shall follow reasonable measures to prevent unnecessary disclosure of information obtained in connection with the negotiation and performance of this Agreement.

46. Agency Disclosure. Buyer Brokerage Firm, Buyer Brokerage Firm's Designated Broker, Buyer Brokerage Firm's Branch Manager (if any) and any of Buyer Brokerage's Firm's Managing Brokers who supervise Buyer Broker represent the same party that Buyer Broker represents.

47. Buyer Broker's Compensation Disclosure.

a. Compensation from Seller. The compensation offered to Buyer Brokerage Firm by Seller for providing buyer brokerage services to Buyer related to the Property is:

X 3% of the purchase price \$ other:

b. Compensation from Listing Firm. The compensation offered to Buyer Brokerage Firm by the Listing Firm for providing buyer brokerage services to Buyer related to the Property is:

% of the purchase price \$ other:

48. Seller's Acceptance and Brokerage Agreement. Seller agrees to sell the Property on the terms and conditions herein. The Listing Firm's compensation shall be paid as specified in the listing or commission agreement.

49. Listing Broker and Selling Broker Disclosure. EXCEPT AS OTHERWISE DISCLOSED IN WRITING TO BUYER OR SELLER, THE SELLING BROKER, LISTING BROKER, AND FIRMS HAVE NOT MADE ANY REPRESENTATIONS OR WARRANTIES OR CONDUCTED ANY INDEPENDENT INVESTIGATION CONCERNING THE LEGAL EFFECT OF THIS AGREEMENT, BUYER'S OR SELLER'S FINANCIAL STRENGTH, BOOKS, RECORDS, REPORTS, STUDIES, OR OPERATING STATEMENTS;

Buyer Date 9/4/2024 Seller Date 9/4/2024

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IN WITNESS WHEREOF, the parties have signed this Agreement intending to be bound.

Buyer City of Toppenish

Seller Don Lake LLC

Printed Name and Type of Entity  
Signed by:  
Buyer Dan Ford  
AC3P7B16E07F401...

Printed Name and Type of Entity  
DocuSigned by:  
Seller Jon Alke  
7BF262E47C4048...

Date 9/4/2024

Date 9/4/2024

Buyer \_\_\_\_\_  
Printed Name and Type of Entity

Seller \_\_\_\_\_  
Printed Name and Type of Entity

Buyer \_\_\_\_\_  
Signature and Title

Seller \_\_\_\_\_  
Signature and Title

Date \_\_\_\_\_

Date \_\_\_\_\_

Initial  
Buyer DF Date 9/4/2024  
Seller JA Date 9/4/2024

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EXHIBIT A \*  
[Legal Description]

CITY OF TOPPENISH: LOTS 9 & 10 BLK 2

To ensure accuracy in the legal description, consider substituting the legal description contained in the preliminary commitment for title insurance or a copy of the Property's last vesting deed for this page. Do not neglect to label the substitution "Exhibit A." You should avoid transcribing the legal description because any error in transcription may render the legal description inaccurate and this Agreement unenforceable.

Buyer	<u>DF</u>	DS	9/4/2024	Buyer	_____	Date	_____
Seller	<u>JA</u>	DS	9/4/2024	Seller	_____	Date	_____

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#### EXHIBIT B [Additional Terms]

Closing of property is subject to final approval of all terms by the Toppenish City Council.

Seller to deliver space vacant and insure there are no active or unexpired leases or subleases on the property at the time of Closing.

	Initial				
Buyer	<u>DF</u>	DS	Date <u>9/4/2024</u>	Buyer _____	Date _____
Seller	<u>JA</u>		Date <u>9/4/2024</u>	Seller _____	Date _____

CBA



**Notice of Satisfaction of Feasibility Contingency**

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The following is part of the Purchase and Sale Agreement with Reference Date **August 12, 2024** between **City of Toppenish** ["Buyer"] and **Jon Alke LLC** ["Seller"] regarding the sale of the property located at **220 W. 1st Ave** in the City of **Toppenish, Yakima** County, Washington [the "Property"].

Buyer hereby satisfies Feasibility Contingency.

Closing date to be on or before November 19, 2024

Signed by:  
*Dan Ford*  
Buyer \_\_\_\_\_  
AC3E7B16E07E401

Date 11/4/2024

Buyer \_\_\_\_\_

Date \_\_\_\_\_



## Proposed Police Department 220 West 1st Street, Toppenish, Washington

PROJECT PURPOSE	LOCATION	DATE OF SITE VISIT
Building Condition Assessment	220 W. 1 <sup>st</sup> Street	10/17/2024
<b>OVERVIEW</b>		
<p>CKJT evaluated this facility to determine current building conditions and suitability as a semi-permanent replacement facility to house the City of Toppenish Police Department. Overall, the facility is in fairly good condition with the roof having been replaced in the last 5 years and some remodeling performed for the prior tenant. Facility deficiencies are identified herein.</p>		
<p>The existing layout is largely suitable for the police department with some modification and would meet most basic separation and security needs. A more robust remodel would result in meeting all current staffing needs, replacing the current number of private offices. Both Preliminary programming plan options (sheets A2 &amp; A3) include a reduction in the size of private office spaces and most programmed spaces when compared to the current facility.</p>		

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# General Building Description

<b>Year Built</b>	1935 – Original Building
	The original building appears to be a series of four distinct structures that were joined over the years. The two units facing 1 <sup>st</sup> Avenue are of masonry-bearing wall construction, the rear two units appear to be a mixture of masonry wall and wood frame.
<b>Known Remodels</b>	2003 – First Choice Physical Therapy & Rehabilitation
	A portion of the facility was modified in 2003 to provide design and code compliance for a physical therapy office.
<b>Parcel Size</b>	7,100 Square Feet (Yakima County Assessor)
<b>Type of Structure</b>	Wood Frame, Concrete Masonry Units
	Additional detail is provided on as-built floor plans (sheet A1)
<b>Occupancy Classification</b>	Business (B) – Current Permitted
<b>Zoning Classification</b>	General Business (B2)
<b>Availability of As-Built Drawings</b>	PDF Files of 2003 Renovation Plans (not to scale)
<b>Hazardous Materials</b>	A Hazardous Material Survey was performed in October of 2024 by Blue Mountain Environmental Consulting Inc.
<b>Occupied / Last Occupied</b>	Currently unoccupied.

# Assumptions

1. Building Conditions Evaluations are intended to generally classify the current known condition of the Proposed Police Department facility. The evaluations are based on preliminary building investigations and are not intended to be an exhaustive investigation and evaluation of these facilities.
2. Information provided is based on information provided by the City of Toppenish, disclosures provided by the seller to the buyer, and onsite observations provided by CKJT.
3. This report assumes Hazardous Materials scope by others. Hazardous Materials Surveys to be performed by a licensed testing company prior to any modifications are recommended.
4. The report assumes that if the remodel/renovations exceed 50% of the building area or construction value, this may trigger requirements for partial or full compliance with current International Building Code (IBC), International Existing Building Code (IEBC), and Washington State Energy Code (WSEC).
5. It is assumed the proposed facility is classified and utilized as a business occupancy per IBC/WSEC and shall remain in this occupancy classification. If the occupancy classification changes, additional IBC and WSEC requirements may apply.
6. Americans with Disabilities Act (ADA) Accessibility comments are not an exhaustive list of requirements for compliance but approached from a readily achievable barrier removal perspective. The scope of this report is limited to site observations focused on the public entrance to service counters.
7. As a local government, the City of Toppenish is not required to undertake actions related to the Americans with Disabilities Act that would result in a fundamental alteration to the nature of the service, program, or activity in question. Per the excerpt from the U.S. Department of Justice Civil Rights Division the County should adopt a determination on the provisions of ADA identified within this report and develop a reasonable schedule or triggering activity conditioning the cost-effective replacement or alteration of unsuitable existing conditions.

*“There is no “grandfather” clause in the ADA. However, the law is flexible. Local governments must comply with Title II of the ADA, and must provide program access for people with disabilities to the whole range of local government services and programs. In providing program access local governments are not required to take any action that would result in a fundamental alteration to the nature of the service, program, or activity in question or that would result in undue financial and administrative burdens. This determination can only be made by the head of the public entity or a designee and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burden would result must be based on all resources available for use in a program. If an action would result in such an alteration or such burdens, a local government must take any other action that it can to ensure that people with disabilities receive the benefits and services of the program or activity. 28 C.F.R. § 35.150(a)(3).”<sup>1</sup>*

<sup>1</sup> U.S. Department of Justice Civil Rights Division Website, quoted text within frequently asked questions regarding responsibilities of local governments to comply with the ADA <https://www.ada.gov/resources/ada-city-governments/>, accessed July 1, 2024.

# Building Condition Assessment

## Site

Generally parking lot paving is in fair to poor condition; with numerous locations of cracking in the asphalt and concrete. Discussion with staff indicated that off-hours storage of police cruisers is not necessary as they are driven home by officers overnight. At this time, no secured parking or storage of emergency vehicles is required. Short and long term secure storage is available at other exterior fenced lots under Police Department control. It appears that satisfactory off-street and on-street parking is available during regular shifts and business hours.

Additional evaluation of the public entrances may be required for accessibility depending on which existing entry is used for public access. The Northwest entry (the former tenant's main public entrance) landing is slightly irregular, and variations in elevation may require leveling to prevent potential trip hazards. There is significant deterioration of the landing outside of the North entry that should be leveled to prevent potential trip hazards.



NW Entry Material/Grade Change



Grade Change West Facade



Degradation of North Entry Pavement

## Foundations & Crawl Spaces

The facility is slab on grade with most of the site paved in concrete and some asphalt that adjoins directly to visible foundation. As previously stated the building is made up of what appears to be four building units joined over time; there is an elevation change between the two units to the North and the two units to the South. The elevation difference is most obvious where it appears two articulating garage doors were infilled, and a hallway connection was made to the rear units.



## Roof

The roof consists of wood framing and decking with a newer 60 mil TPO membrane system. No roof insulation is noted in the photos or in the proposal provided for the re-roof quoted by Leslie & Campbell Inc. Other areas of the roof/ceiling are furred out with gypsum board, preventing evaluation of the structure above. The following visible deficiencies were identified:



*Roof Ponding and Clogged Drain*



*Improper Sealing/Flashing*



*Detached HVAC Vent Assembly*

- There are few overflow downspouts and flashing penetrations, and where present most appear clogged or sealed over.
- Existing sheet metal vents and flashing need reworked to seal properly.
- There is evidence of water stains throughout the facility, however it is not known if they are active since the reroof by Leslie & Campbell Inc; however, none were actively leaking during the site visit and areas above the drop ceiling appeared dry.
- The roof does not appear to have under-deck insulation, and none was noted in the scope of work proposal from Leslie & Campbell Inc. Insulation has been provided by blown-in and fiberglass batts above the drop ceiling in most locations.
- There is ponding occurring on the roof in the Northwest corner and along the elevation change between roof sections. The ponding area on the Northwest corner appears to have a drain; however, the closest drain/outlet at grade is visibly clogged and filled with expanding foam. Immediate further investigation is recommended.
- Roof Membrane shows signs of ponding and sagging. Flashing and roof penetrations will require further investigation for modifications and verification of roof drainage and overflows.
- Existing chimney venting the hot water heater is not securely attached and needs to be reassembled to prevent pushing exhaust back into the buildings habitable spaces.

## Interior Floors

The floors in one of the areas have been recently tiled. It needs to be verified if non-slip was installed in areas as required by code. Other areas consist of worn and heavily stained carpet, along with apparent uneven subfloor surface and damaged vinyl plank flooring in the kitchen area of the South portion of the building.

## Interior Walls

Typically, interior walls are 2x4 wood studs and gypsum board on both sides. Plumbing walls are typically 2x4 wood studs with gypsum board on both sides (per original construction drawings). Almost all interior masonry walls are

furred out with a 2x4 wood stud walls on each side of the masonry and the non-masonry face of stud is covered with gypsum board. There are minor visible deficiencies to be corrected, including:



Typical 'Exam Room' w/ Built in Shelving



Corridor b/t Training Area and Offices



Former Living Area w/ Wood Veneer

- Damaged paint finishes from relocated wall-mounted items throughout the facility.
- Most vertical wall assemblies are constructed with 2x4 stud walls and gypsum board on both sides and terminate just above the acoustical ceiling tile limiting acoustical privacy. While this is typically sufficient for standard office environments, it is inadequate for privileged and highly sensitive investigative/police work. Where applicable it is recommended to arrange new programming to be separated by sensitivity on either side of the vertical masonry walls. After sufficient data and power cabling is added to existing stud wall assemblies backfill with blown-in insulation may be prudent, utilizing existing chases available.
- Minor scrapes, holes, and paint finish deterioration due to items removed from walls or inadvertently bumped into walls through regular use.
- Additional rework of the walls shall be required to accommodate modifications of areas.

### Ceilings

A mix of suspended acoustical ceiling tile system and gypsum board on framing are present in the building. Visible deficiencies include:

- Water stains on several ceiling tiles; however, most appear to be from remedied leaks and may have been addressed by the re-roof in 2020 by Leslie & Campbell Inc.
- Suspended acoustical ceiling is below a hard lid gypsum board ceiling in some areas. In other areas the framing is partially exposed or a fully exposed wood structure with a wood framed ceiling and blown in insulation or fiberglass batts.
- Small chunks are missing in the corners or edges of several ceiling tiles due to occasional wear and tear from maintenance and use.
- A lighting evaluation will be required following the determination of each area's use.



2x4 Stud Wall Adjacent to CMU Block Stud Walls Joined Above Drop Ceiling



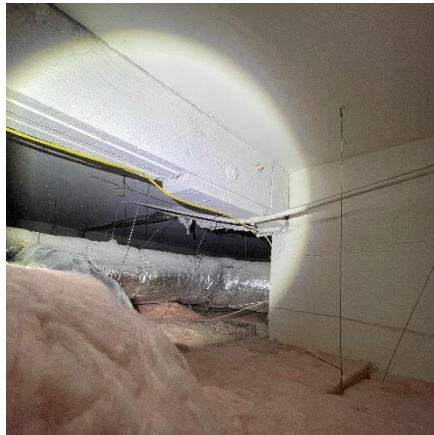
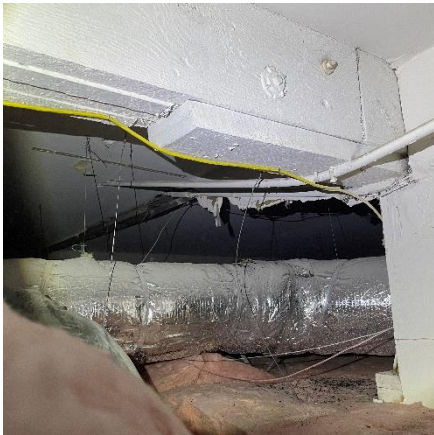
PVC Pipe Termination Near Restroom Undetermined Use



Attic Space Above Southern Portion of Building

### Structural Systems

No attempt has been made to verify the structural systems. One unknown condition was observed that we recommend structural evaluation of. (sheet A1)



### Mechanical Systems

There are two water heaters, one HVAC unit with indoor furnace and rooftop condenser, and one HVAC package unit. The HVAC and Plumbing requires a separate comprehensive evaluation to determine heating/cooling loads for general use and should include insulation upgrades to increase the R-value of the envelope. This aspect was not included in this Proposed Police Department facility assessment.

Existing gas lines and venting of the mechanical equipment also need to be evaluated for code compliance and safety. Gas line should be pressure tested prior to connection to new equipment or startup of any existing equipment.

#### HVAC

Heating and cooling for the southerly portion of the building is provided by a Carrier WeatherMaker 8000 – two-speed induced-draft gas fired furnace with a remote condensing unit on the roof and plenum air handlers. There is no building HVAC management system, and it appears that this unit is operated from a single thermostat adjacent to the indoor furnace closet. The unit was powered off and no testing was performed; however, the age and condition would indicate that it is likely beyond its useful life and in need of replacement.

Heating and cooling for the northerly portion of the building is provided by a roof mounted York commercial outdoor air conditioning and gas fired heating package unit with plenum air handlers. There is no building HVAC management system, and the location of this systems thermostat is unconfirmed. The unit was powered off and no testing was performed.

**Plumbing**

Plumbing fixtures were found to be functional. Hot water provided by an electric tank water heater and took an acceptable amount of time to reach remote fixtures. Water pressure appeared sufficient throughout the building.

Toilets in the northern portion of the facility appear to be pressurized flush assist models indicating that waste piping may be above the grade of the fixtures and require assistance to properly evacuate waste. The sufficiency of the plumbing should be examined further provided the increased occupancy expected with a full-time use police department.

**Electrical Systems**

The Electrical power distribution and lighting may require further evaluation of required loads for general use, communication, security, fire alarms and lighting.

**Electrical Distribution**

The facility has two separately metered 200 amp services located near the alley entrance. The electrical appears to have been updated recently or within the last few years with predominantly new romex.

**Lighting**

The building is lit throughout with fluorescent tube fixtures installed in the drop ceilings, which appears to be a mixture of newly wired fixtures as well as fixtures drop-wired from abandoned fluorescent fixtures attached to the gypsum board ceiling above. The current fluorescent lamp fixtures are not energy efficient and should be replaced with LED fixtures in remodel/repair areas and the entire facility if possible.

Offices are controlled by single light switches and are either on or off without the ability to vary lighting intensity. There were no occupancy sensors or daylight harvesting photocells.

Abandoned in-place fixtures above the drop ceiling require further evaluation to confirm proper decommissioning of ballasts and electrical wiring.

Egress lighting is installed in most required locations; however, most require a replacement battery backup.

**Communications**

This building has one obvious coaxial cable internet connection that is draped from the service point on the rear of the building, across the roof, through a roof penetration, and pulled down freely through the drop ceiling into the room behind the existing reception desk with cabinetry on all walls. There does not appear to be any other obvious fiber, satellite or coaxial service connections.

There is a single pre-made 50+ foot ethernet cable draped within the drop ceiling initiating in the room behind the existing reception desk with cabinetry on all walls, which terminates in the corridor between restrooms and exam rooms. No wall plate terminations, distribution patch panels, or other data cabling infrastructure were present in the building or its rooms. The 2x4 stud walls terminate just above the drop ceiling in most locations with a gap accessible that should make extension of data cabling and wall plate terminations relatively easy. Extensive use of half-inch non-metallic electrical flex tubing conduit should assist with future extensions. Once data cabling has been extended to all necessary areas it would be helpful to overall sound deadening to fill the interior stud walls with blown in insulation.

### Fire Alarm

The building appears to be fully covered by a wired smoke detection alarm system that has cross-communication between zones to alert all building occupants. The system was not powered on during the walkthrough, and this observation is therefore limited to identifying the obvious cross-connect of the system with standardized wiring in a red insulated jacket between detection units and alarms. Further evaluation is required to verify functionality.

### Security

The wired alarm panel near the rearmost attic access indicated a monitored motion and magnetic window/door sensing system is installed throughout the building; however, it was not operational during the walkthrough. Fire department records should be cross-checked for monitoring registration for the system and further testing with a live system by a qualified installer/technician.

The building will require exterior surveillance cameras, card readers, electric strikes, panic buttons, and an access control management system. A few existing doors may be able to be retained and fitted with electric strikes and access controls; however, it is recommended that door access hardware be obtained in tandem with replacing doors throughout the facility.

## Code Implications

### Codes In-Force at Time of Repairs/Remodels

It appears that the building underwent a change in occupancy sub-type in December 2003, which would result in the building being remodeled to the following code standards.

CODE TYPE	CODE TITLE	EDITION
Building Code	Uniform Building Code	1997
Mechanical Code	Uniform Mechanical Code	1997
Fire Code	Uniform Fire Code	1997
Plumbing Code	Uniform Plumbing Code	2000
Ventilation Code	Ventilation & Indoor Air Quality Code	2000
Energy Code	Washington State Energy Code	2001

### 2021 International Building Code/International Existing Building Code

Based on the 2021 adoptions of the IBC/IEBC the following code provisions would likely apply:

CODE ANALYSIS	FINDINGS
Zoning Classification	B2 (General Business District) – no changes required.
Occupancy Group	B (Business) Administration/Training Area – within existing occupancy group.
Construction Type	V-B – Non-Sprinklered – no changes required.
GROSS BUILDING AREA	
Allowable Square Footage (Non-Sprinklered)	9,000.00
Total Ground Floor (No second floor or mezzanine)	4,880.00
Administration Area	4,191.00
Training Area	689.00
EXIT EGRESS	FINDINGS

Method of Calculation	IBC + WSBC Table 1004.5
Occupant Load Factor	Business – 150 Gross
Calculation	(Gross Area 4880 SF) / (Occupant Load Factor 150) = 33 Occupants
Number of Exits Required	2 (Two)
Number of Exits Provided	4 (Four)
Maximum Travel Distance	75'
Actual Travel Distance	Less than 75'
<b>RESTROOMS</b>	<b>FINDINGS</b>
Water Closets Required	1 per 25 for first 50 and 1 per 50 for remainder exceeding 50 occupants.
Lavatories Requires	1 per 40 for the first 80
Womens Restrooms Provided	2 Water Closets 2 Lavatories
Mens Restrooms Provided	1 Water Closet 1 Urinal 1 Sink
Unisex Restrooms Provided	1 Water Closet 1 Sink 1 Shower
<b>PARKING</b>	<b>FINDINGS</b>
Off Street Parking Requirements	Exempt from off-street parking per Toppenish Municipal Code 17.64.020 Minimum requirements generally – Exceptions (B).
Available Off-Street ADA Stalls	(1) along W 1 <sup>st</sup> Avenue entrance, 8' wide, 8' access aisle
Available Off-Street Compact Stalls	(4) along W 1 <sup>st</sup> Avenue, 8' wide
Available Off-Street Standard Stalls	(6) along S Alder Street, 9' wide

**Washington State Energy Code**

All repairs will need to be replaced with equal or better rated components/systems. Compliance with the current energy code will be required on remodel items; however, some exceptions may exist based upon intensity of remodel.

**ADA Assessment**

Americans with Disabilities Act (ADA) assessments are performed under a readily achievable reduction to barrier model and are not an exhaustive approach to complete compliance. No ADA evaluation was completed at the time of this Proposed Police Station Building Assessment.

**Main Entrance & Vestibule:**

- No ADA push buttons and door operators.
- No ramp at the main entrance existing concrete slab, and deviations in elevation of slabs may require leveling to achieve safe and accessible conditions.
- There are existing handicap signs; however, the area needs to be evaluated for compliance and surface needs to be labeled as per code.

**Restroom:**

- There are two multi-user female and male restrooms
- Vertical grab bars are in the Men’s and Women’s restrooms, but not in the other restroom.

- A separate comprehensive evaluation needs to be performed to assure the restrooms meet the current ADA requirements.

## Attached Documents

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- Index of Figures
- Index of Available As-Built Drawings

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# HAZARDOUS MATERIALS SURVEY

## ASBESTOS LEAD-BASED PAINT

*for*

**Residential Structure  
220 W. 1st Ave.  
Toppenish, WA 98948**

Project #A2024/1004

08/25/2024

*prepared for:*

**City of Toppenish  
Dan Ford, PE  
21 W 1st Ave  
Toppenish, WA 98948  
[Dan.Ford@cityoftoppenish.us](mailto:Dan.Ford@cityoftoppenish.us)**

prepared by:



Blue Mountain Environmental & Consulting Co., Inc.  
PO Box 545/125 Main Street  
Waitsburg, WA 99361  
(509) 337-6403

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## EXECUTIVE SUMMARY

City of Toppenish retained Blue Mountain Environmental & Consulting Co., Inc. (BMEC) to perform a pre renovation HazMat assessment specific to asbestos and lead based paint at 220 W. 1<sup>st</sup>. Ave. Toppenish, WA 98948.

On October 17, 2024, Richard DeLorme with BMEC completed the hazardous building materials inspection. The survey was conducted in accordance with Blue Mountain Environmental & Consulting Company, Inc.’s written proposal dated October 9, 2024.

### Asbestos-Containing Materials

Thirty-Five (35) bulk samples were collected for analysis. The results of laboratory testing confirm zero (0) homogeneous materials sampled from the Subject Property were found to contain asbestos >1%.

### Lead

The Washington State Department of Labor and Industries (L&I) Lead in Construction Standard (WAC 296-155-1760) applies to demolition-related tasks that impact materials with detectable level of lead. One of six samples collected for lead have detectable levels of lead, specifically the white concrete exterior wall located in the former “apartment”.

Demolition/Renovation Contractor(s) must be notified by the Owner, prior to the start of demolition/renovation activities that detectable levels of lead were identified in some of the painted surfaces sampled, and that all work must be completed in accordance with the United States, Occupational Safety and Health Administration’s (OSHA) Lead Standard for the Construction Industry, Title 29 Code of Federal Regulations 1926.62, as amended on March 26, 2012, and Washington State Department of Labor and Industries, Division of Occupational Safety and Health WAC 296-62-07521.

# 1 INTRODUCTION

---

City of Toppenish retained Blue Mountain Environmental & Consulting Co., Inc. (BMEC) to perform a pre renovation HazMat assessment specific to asbestos and lead based paint at 220 W. 1st. Ave. Toppenish, WA 98948.

On October 17, 2024, Richard DeLorme with BMEC completed the hazardous building materials inspection. See Appendix G for applicable certifications.

## 2 SCOPE OF WORK

---

BMEC' s scope of work consisted of site inspections, material sampling, sample analysis, and reporting. All inspection tasks were completed by accredited, certified, or qualified professionals.

### ASBESTOS SURVEY

The scope of the asbestos survey encompassed the Subject Property included the following:

1. Reviewing existing asbestos reports for the Subject Property, if available.
2. Identification of accessible suspect asbestos-containing materials (ACMs) that may be disturbed during renovations.
3. Collection of bulk samples for PLM analysis of suspect friable and non-friable materials.
4. Describing types, locations, and estimated quantities of identified ACM and PACM.

### LEAD IN CONSTRUCTION ASSESSMENT

1. Collect paint chip samples for lead based paint to comply with OSHA’s Lead Standard for the Construction Industry, Title 29 Code of Federal Regulations 1926.62. applies to demolition/renovation-related tasks that impact materials with detectable level of lead.

### 3 GENERAL SITE CONDITIONS

#### 3.1 GENERAL PROPERTY AND BUILDING INFORMATION

General property and building information are partly extrapolated from the Yakima County Assessors website, site reconnaissance, prior assessments or presented by the site official and are presented in the following table:

Table 2-1  
General Property Information

Date of Inspection:	October 17, 2024
Inspectors:	Richard DeLorme Asbestos Building Inspector Certification Number ASI-BIR-24-059 Department of Commerce Lead Risk Assessor Cert#6085
Property Address:	220 W. 1 <sup>st</sup> Ave. Toppenish, WA 98948
Parcel Number(s):	201010-22426
Property Owner	Jon Alke LLC
Property Owner Address	Unknown
Property Owner Telephone No.	Unknown
Building Construction Date:	1935
Date(s) of Significant Renovations:	Unknown
Building Description:	Subject property is a single-level, commercial structure.
Building Square Footage (Approximate):	Subject property encompasses approximately 5,192 sf.

#### 3.2 EXTERIOR FINISH DESCRIPTIONS

The Subject Property is currently unoccupied. The Subject Property is wood framed with hardwood siding construction finished with flat built-up roofing.

#### 3.3 INTERIOR FINISH DESCRIPTIONS

The former office/medical structure is finished with gypsum wallboard sheathed walls and ceilings. The flooring is finished with ceramic tiles and carpet.

## 4 ASBESTOS CONTAINING MATERIALS

Blue Mountain Environmental & Consulting Company, Inc. representatives Richard DeLorme conducted the asbestos inspection of the Subject Property on October 17, 2024. The Subject Property was visually inspected for the presence of building materials that are suspected to contain asbestos. Bulk samples of suspect asbestos containing materials (ACM) were collected and placed into individual containers for transport under Chain of Custody protocol, to a National Voluntary Lab Accreditation Program (NVLAP) accredited laboratory for polarized-light microscopy analysis. Materials typically known as non-asbestos items, i.e., wood, glass or metal were not sampled. The asbestos inspection consisted of the following three basic procedures:

1. Conducting a visual inspection of the structure(s).
2. Identifying homogeneous areas of suspect surfacing, thermal system insulation, and miscellaneous materials.
3. Sampling accessible, friable, and non-friable suspect materials.

### 4.1 HOMOGENEOUS AREAS

Prior to collecting any samples, homogenous areas were identified. A homogeneous sampling area can be described as one or more areas of material that are similar in appearance and texture and that have the same apparent installation date, appearance, and function. The actual number of samples collected from each homogeneous sampling area may vary, based on the type of material and professional opinion of the inspector.

### 4.2 LABORATORY ANALYTICAL METHODOLOGY

Bulk samples were analyzed by EMC Labs Inc. 9830 S. 51st St., Ste B-109 Phoenix, AZ 85044, using polarized-light microscopy (PLM) and dispersion staining (Method Reference: 40 CFR Part 763, Volume 47, No. 103, May 27, 1982, pg. 23376). This laboratory participates in the National Voluntary Laboratory Accreditation Program (NVLAP #101926-0), a quality assurance program for PLM analysis, and is accredited by the National Institute of Standards and Technology (NIST) as well as accreditation requirements under 15 CFR Part 25.

### 4.3 SAMPLING RESULTS

Bulk samples were collected from the Subject Property and analyzed by PLM utilizing EPA Method 600/R-93/116.

- Thirty-Five (35) samples were collected for analysis. The results of laboratory analysis confirm zero (0) homogeneous materials sampled from the Subject Property were found to contain asbestos >1%. Identified ACM, Non-ACM and PACM are summarized in Table 3-4 below.

Table 3-4  
Summary Table

<b>220 W. 1<sup>st</sup> Ave., Toppenish, WA 98948</b>			
<b>Material Sample #</b>	<b>Description</b>	<b>Asbestos</b>	<b>Approximate Square Feet</b>
400	Gray Floor Leveler w/Tan Mastic	N/D	-
401	Brown Carpet Tan Mastic	N/D	-
500	Gypsum Wallboard w/Orange Peel Texture/Joint Compound	N/D	-
501	Gypsum Wallboard w/Heavy Orange Peel Texture w/Joint Comp.	N/D	-
502	4" Gray Covebase w/Mastic	N/D	-
503	FRP w/Mastic	N/D	-
600	2x4 Suspended Ceiling Tile	N/D	-
601	2X2 Suspended Ceiling Tiles	N/D	-
900	Stainless Steel Sink White Undercoat	N/D	-

N/D-Non-Detect for asbestos.

Laboratory results of the asbestos sampling are included in Appendix A, Asbestos Sample Photos Appendix B and Sample Drawing Appendix C.

# 5 LEAD CONTAINING PAINT

---

## 5.1 Regulatory Basis

The purpose of the LBP investigation is to facilitate pending demolition activities in compliance with pertinent regulations while protecting workers, the public, and the environment. For purposes of this investigation, LBP are being evaluated under or based upon the following regulations:

- WAC 296-155-176, Lead
- OSHA 29 CFR 1910.1025(a)(2) Lead

The most stringent lead regulations are found in the lead in construction regulations administered by the Occupational Safety and Health Administration (OSHA), in federally managed areas, and the Department of Occupational Safety and Health (DOSH) in Washington State. Under these worker protection regulations any material containing a detectable concentration of lead is LBP. Lead in construction regulations apply to all work environments during many types of tasks including, but not limited to, the following:

- Demolition or salvage of structures where lead or materials containing lead are present.
- Removal or encapsulation of materials containing lead.
- New construction, alteration, repair, or renovation of structures, substrates, or portions thereof, that contain LBP or materials containing lead.
- Transportation, disposal, storage, or containment of LBP or materials containing lead on the site or location at which construction activities are performed; and
- Maintenance operations associated with the construction activities described in this section.

## 5.2 Inspection and Sampling Methodology

A visual inspection of accessible portions of the investigation area was conducted. The inspection was conducted in substantial conformance with applicable regulatory and industry standards. Relevant regulatory and industry standards include Washington State lead-based paint regulations. The LCM inspection consists of the following basic steps:

- Identification of homogenous areas and components
- Paint Chip sample collection for laboratory analysis

Characteristic painted surfaces were classified as homogeneous areas based on color of surface paint, substrate, construction era, and in some cases, color of sublayers. Homogeneous materials are one of the key elements for referencing both lead and non-lead materials identified during the inspection and used within this report. Sample locations in the facility were selected to be representative of the various homogeneous areas. Full-layer thicknesses of existing paint were evaluated to obtain a historical representation of all paints applied to the tested component.

For this inspection report, homogeneous areas/materials were developed using surface color, and component composition as primary considerations, supported by visual observations made in the painted surfaces were then sampled to determine if they contain lead or are non-lead containing based on laboratory results.

### 5.3 PAINT CHIP SAMPLE COLLECTION FOR LABORATORY ANALYSIS

BMEC's certified Lead Inspector or Risk Assessor collected paint chip samples of select building materials where homogenous materials were visually identified. Paint chip sample analytical results are used to determine if the lead concentrations in the paint are appropriate for disclosure to the project contractor for worker protection purposes.

Paint chip samples were submitted to EMC Labs accredited laboratory (102063-0) located in Phoenix, Arizona, an Environmental Lead Proficiency Analytical Testing (ELPAT) Program certified laboratory. Submitted samples are analyzed by EPA SW-846 METHOD 7420 for total lead. See Appendix E for complete Lead Analytical Results.

### 5.4 COMPONENTS IDENTIFIED DURING THE INSPECTION

During this inspection Six (6) paint chip samples were taken. The results from the paint chip samples are summarized below and laboratory results in Appendix E and paint chip sample photos Appendix F.

<b>Material Sample #</b>	<b>Color Substrate Component</b>	<b>Location Sample Collected</b>	<b>Analysis Results (PPM)</b>
Pb-1	Yellow-GWB-Wall	Interior	BRL
Pb-2	Yellow-GWB-Wall	Interior	BRL
Pb-3	Brown-GWB-Wall	Interior	BRL
Pb-4	Brown-GWB-Wall	Interior	BRL
Pb-5	White-Wood-Door Casing	Interior	BRL
<b>Pb-6 See Photo#6</b>	<b>White-Concrete-Wall</b>	<b>Interior</b>	<b>5350</b>

\*BRL-Below Reportable Limit

## 6 FINDINGS AND RECOMMENDATIONS

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### ASBESTOS-CONTAINING MATERIALS

Thirty-Five (35) bulk samples were collected for analysis. The results of laboratory testing confirm zero (0) homogeneous materials sampled from the Subject Property were found to contain asbestos >1% and one (1) homogenous sample <1% asbestos.

### LEAD

The Washington State Department of Labor and Industries (L&I) Lead in Construction Standard (WAC 296-155-1760) applies to demolition-related tasks that impact materials with detectable level of lead. One of six samples collected for lead have detectable levels of lead, specifically the white concrete exterior wall located in the former “apartment”.

Demolition Contractor(s) must be notified by the Owner, prior to the start of demolition activities that detectable levels of lead were identified in some of the painted surfaces sampled, and that all work must be completed in accordance with the United States, Occupational Safety and Health Administration’s (OSHA) Lead Standard for the Construction Industry, Title 29 Code of Federal Regulations 1926.62, as amended on March 26, 2012, and Washington State Department of Labor and Industries, Division of Occupational Safety and Health WAC 296-62-07521.

# 7 LIMITATIONS

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BMEC Environmental Consulting, Inc.'s scope of services for this project was limited to a Hazardous Building Materials inspection of the building located at 220 W. 1st Ave., Toppenish, WA 98948 as outlined in the preceding sections. Results are specific to the time and day of inspection and may not reflect conditions at other times.

This document does not contain the elements necessary for an Abatement Workplan, and this document does not contain, nor should it take the place of technical specifications for ACM or LBP removal.

If the scope of work should change, including impact to materials not tested during this inspection or if new suspect materials are identified, the contractor(s) should stop work and contact BMEC to conduct additional sampling and analysis.

APPENDIX A  
ASBESTOS LAB DATA

# EMC LABS, INC.

9830 S. 51st Street, Suite B109, Phoenix, AZ 85044  
Phone: 800-362-3373 or 480-940-5294 - Fax: (480) 893-1726

Laboratory Report  
**0321072**

## Bulk Asbestos Analysis by Polarized Light Microscopy

NVLAP# 101926-0

Client:	BLUE MOUNTAIN ENV. CONSULTING	Job# / P.O. #:	A2024 1003
Address:	125 MAIN STREET	Date Received:	10/21/2024
	WAITSBURG,, WA 99361	Date Analyzed:	10/24/2024
Collected:	10/17/2024	Date Reported:	10/24/2024
Project Name:	DEMOLITION ASBESTOS SURVEY-220	Submitted By:	RICHARD DeLORME
	W. 1ST AVE., TOPPENISH, WA	Collected By:	

EPA Method: App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-001 400.1		LAYER 1 Leveling Compound, Gray	No	None Detected	Carbonates Quartz Gypsum Non-Fibrous Binder/Filler 100%
		LAYER 2 Mastic, Brown	No	None Detected	Cellulose Fiber 1% Synthetic Fiber <1% Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 98%
0321072-002 400.2		LAYER 1 Leveling Compound, Gray	No	None Detected	Carbonates Quartz Gypsum Non-Fibrous Binder/Filler 100%
		LAYER 2 Mastic, Brown Note: Difficult to separate adjacent layers	No	None Detected	Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 100%
0321072-003 400.3		LAYER 1 Leveling Compound, Gray	No	None Detected	Carbonates Quartz Gypsum Non-Fibrous Binder/Filler 100%
		LAYER 2 Mastic, Brown	No	None Detected	Cellulose Fiber 1% Synthetic Fiber <1% Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 98%

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Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-004 401.1		LAYER 1 Carpet, Brown	No	None Detected	Synthetic Fiber 85% Carbonates Non-Fibrous Binder/Filler 15%
		LAYER 2 Mastic, Tan/ Yellow	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
0321072-005 401.2		LAYER 1 Carpet, Brown	No	None Detected	Synthetic Fiber 85% Carbonates Non-Fibrous Binder/Filler 15%
		LAYER 2 Mastic, Tan/ Yellow	No	None Detected	Cellulose Fiber <1% Carbonates Quartz Non-Fibrous Binder/Filler 99%
0321072-006 401.3		LAYER 1 Carpet, Brown	No	None Detected	Synthetic Fiber 85% Carbonates Non-Fibrous Binder/Filler 15%
		LAYER 2 Mastic, Tan/ Yellow	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
0321072-007 500.1		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%

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Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-008 500.2		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
0321072-009 500.3		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Joint Compound, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 3 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
0321072-010 500.4		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%

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Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-011 500.5		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
0321072-012 500.6		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Joint Compound, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 3 Orange Peel Texture/ Paint, White	No	None Detected	Cellulose Fiber <1% Carbonates Perlite Non-Fibrous Binder/Filler 99%
0321072-013 500.7		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Joint Compound, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 3 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%

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Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-014 500.8		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Gypsum Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Cellulose Fiber <1% Carbonates Perlite Non-Fibrous Binder/Filler 99%
0321072-015 500.9		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Gypsum Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
0321072-016 501.1		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Joint Compound, White	No	None Detected	Gypsum Quartz Perlite Non-Fibrous Binder/Filler 100%
		LAYER 3 Orange Peel Texture/ Paint, White	No	None Detected	Gypsum Quartz Perlite Non-Fibrous Binder/Filler 100%

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Project Name:	DEMOLITION ASBESTOS SURVEY-220	Submitted By:	RICHARD DeLORME
	W. 1ST AVE., TOPPENISH, WA	Collected By:	
Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-017 501.2		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Joint Compound, White	No	None Detected	Gypsum Quartz Perlite Non-Fibrous Binder/Filler 100%
		LAYER 3 Orange Peel Texture/ Paint, White	No	None Detected	Gypsum Quartz Perlite Non-Fibrous Binder/Filler 100%
0321072-018 501.3		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Joint Compound, White	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
		LAYER 3 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
0321072-019 501.4		LAYER 1 Drywall, White/ Beige	No	None Detected	Cellulose Fiber 10% Gypsum Carbonates Non-Fibrous Binder/Filler 90%
		LAYER 2 Orange Peel Texture/ Paint, White Note: Layer is mainly Paint - little Texture present	No	None Detected	Cellulose Fiber <1% Carbonates Perlite Non-Fibrous Binder/Filler 99%

# EMC LABS, INC.

9830 S. 51st Street, Suite B109, Phoenix, AZ 85044  
Phone: 800-362-3373 or 480-940-5294 - Fax: (480) 893-1726

Laboratory Report  
**0321072**

## Bulk Asbestos Analysis by Polarized Light Microscopy

NVLAP# 101926-0

Client:	BLUE MOUNTAIN ENV. CONSULTING	Job# / P.O. #:	A2024 1003
Address:	125 MAIN STREET	Date Received:	10/21/2024
	WAITSBURG,, WA 99361	Date Analyzed:	10/24/2024
Collected:	10/17/2024	Date Reported:	10/24/2024
Project Name:	DEMOLITION ASBESTOS SURVEY-220	Submitted By:	RICHARD DeLORME
	W. 1ST AVE., TOPPENISH, WA	Collected By:	
Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-020 501.5		LAYER 1 Joint Compound, White Note: No Gypsum Wallboard Present	No	None Detected	Carbonates Perlite Non-Fibrous Binder/Filler 100%
		LAYER 2 Orange Peel Texture/ Paint, White	No	None Detected	Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 100%
0321072-021 502.1		LAYER 1 4" Covebase, Gray	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
		LAYER 2 Mastic, Yellow	No	None Detected	Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 100%
0321072-022 502.2		LAYER 1 4" Covebase, Gray	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
		LAYER 2 Mastic, Yellow	No	None Detected	Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 100%

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Laboratory Report  
**0321072**

## Bulk Asbestos Analysis by Polarized Light Microscopy

NVLAP# 101926-0

Client:	BLUE MOUNTAIN ENV. CONSULTING	Job# / P.O. #:	A2024 1003
Address:	125 MAIN STREET	Date Received:	10/21/2024
	WAITSBURG,, WA 99361	Date Analyzed:	10/24/2024
Collected:	10/17/2024	Date Reported:	10/24/2024
Project Name:	DEMOLITION ASBESTOS SURVEY-220	Submitted By:	RICHARD DeLORME
	W. 1ST AVE., TOPPENISH, WA	Collected By:	
Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-023 502.3		LAYER 1 4" Covebase, Gray	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
		LAYER 2 Mastic, Yellow	No	None Detected	Carbonates Gypsum Quartz Non-Fibrous Binder/Filler 100%
0321072-024 503.1		LAYER 1 FRP, White	No	None Detected	Fibrous Glass 20% Carbonates Quartz Non-Fibrous Binder/Filler 80%
		LAYER 2 Mastic, Yellow	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
0321072-025 503.2		LAYER 1 FRP, White	No	None Detected	Fibrous Glass 20% Carbonates Quartz Non-Fibrous Binder/Filler 80%
		LAYER 2 Mastic, Yellow	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%

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Laboratory Report  
**0321072**

## Bulk Asbestos Analysis by Polarized Light Microscopy

NVLAP# 101926-0

Client:	BLUE MOUNTAIN ENV. CONSULTING	Job# / P.O. #:	A2024 1003
Address:	125 MAIN STREET	Date Received:	10/21/2024
	WAITSBURG,, WA 99361	Date Analyzed:	10/24/2024
Collected:	10/17/2024	Date Reported:	10/24/2024
Project Name:	DEMOLITION ASBESTOS SURVEY-220	Submitted By:	RICHARD DeLORME
	W. 1ST AVE., TOPPENISH, WA	Collected By:	
Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-026 503.3		LAYER 1 FRP, White	No	None Detected	Fibrous Glass 20% Carbonates Quartz Non-Fibrous Binder/Filler 80%
		LAYER 2 Mastic, Yellow	No	None Detected	Carbonates Quartz Non-Fibrous Binder/Filler 100%
0321072-027 600.1		2x4 Ceiling Tile, White/ Beige	No	None Detected	Cellulose Fiber 60% Mineral Wool 20% Carbonates Perlite Non-Fibrous Binder/Filler 20%
0321072-028 600.2		2x4 Ceiling Tile, White/ Beige	No	None Detected	Cellulose Fiber 60% Mineral Wool 20% Carbonates Perlite Non-Fibrous Binder/Filler 20%
0321072-029 600.3		2x4 Ceiling Tile, White/ Beige	No	None Detected	Cellulose Fiber 60% Mineral Wool 20% Carbonates Perlite Non-Fibrous Binder/Filler 20%
0321072-030 601.1		2x2 Ceiling Tile, White/ Beige	No	None Detected	Mineral Wool 50% Cellulose Fiber 30% Carbonates Perlite Non-Fibrous Binder/Filler 20%

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Phone: 800-362-3373 or 480-940-5294 - Fax: (480) 893-1726

Laboratory Report  
**0321072**

## Bulk Asbestos Analysis by Polarized Light Microscopy

NVLAP# 101926-0

Client:	BLUE MOUNTAIN ENV. CONSULTING	Job# / P.O. #:	A2024 1003
Address:	125 MAIN STREET	Date Received:	10/21/2024
	WAITSBURG,, WA 99361	Date Analyzed:	10/24/2024
Collected:	10/17/2024	Date Reported:	10/24/2024
Project Name:	DEMOLITION ASBESTOS SURVEY-220	Submitted By:	RICHARD DeLORME
	W. 1ST AVE., TOPPENISH, WA	Collected By:	
Address:		EPA Method:	App.E to Sub.E of 40 CFR Part 763 and EPA/600/R-93

Lab ID Client ID	Sample Location	Layer Name / Sample Description	Asbestos Detected	Asbestos Type (%)	Non-Asbestos Constituents
0321072-031 601.2		2x2 Ceiling Tile, White/ Beige	No	None Detected	Mineral Wool 50% Cellulose Fiber 30% Carbonates Perlite Non-Fibrous Binder/Filler 20%
0321072-032 601.3		2x2 Ceiling Tile, White/ Beige	No	None Detected	Mineral Wool 50% Cellulose Fiber 30% Carbonates Perlite Non-Fibrous Binder/Filler 20%
0321072-033 900.1		Sink Undercoating, White	No	None Detected	Cellulose Fiber 10% Carbonates Mica Non-Fibrous Binder/Filler 90%
0321072-034 900.2		Sink Undercoating, White	No	None Detected	Cellulose Fiber 10% Carbonates Mica Non-Fibrous Binder/Filler 90%
0321072-035 900.3		Sink Undercoating, White	No	None Detected	Cellulose Fiber 10% Carbonates Mica Non-Fibrous Binder/Filler 90%

Analyst - Matt Kettler

Signatory - Lab Director - Kurt Kettler

Distinctly stratified, easily separable layers of samples are analyzed as subsamples of the whole and are reported separately for each discernible layer. All analyses are derived from calibrated visual estimate and measured in area percent unless otherwise noted. The report applies to the standards or procedures identified and to the sample(s) tested. The test results are not necessarily indicative or representative of the qualities of the lot from which the sample was taken or of apparently identical or similar products, nor do they represent an ongoing quality assurance program unless so noted. This report is for the exclusive use of the addressed client and will not be reproduced wholly or in part for advertising or other purposes over our signature or in connection with our name without special written permission. The report shall not be reproduced except in full, without written approval by our laboratory. The samples not destroyed in testing are retained a maximum of sixty days. The laboratory measurement of uncertainty for the test method is approximately less than 1 by area percent. Accredited by the National Institute of Standards and Technology, Voluntary Laboratory Accreditation Program for selected test method(s) for asbestos. The accreditation or any reports generated by this laboratory in no way constitutes or implies product certification, approval, or endorsement by the National Institute of Standards and Technology. The report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government.

# CHAIN OF CUSTODY

EMC Labs, Inc.  
9830 S. 51<sup>st</sup> St., Ste B-109  
Phoenix, AZ 85044  
(800) 362-3373 Fax (480) 893-1726

LAB#: 321072  
TAT: 3 day  
Rec'd: OCT 21 AM

COMPANY NAME: BLUE MOUNTAIN ENV. & CONSULTING  
P.O. Box 545 / 125 Main Street  
Waitsburg, WA 99361  
CONTACT: Ken Cole  
Phone/Fax: (509) 520-6519 / (509) 337-6231  
Email: USE GROUP EMAIL

BILL TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Now Accepting: **VISA - MASTERCARD** Price Quoted: \$ \_\_\_\_\_ / Sample \$ \_\_\_\_\_ / Layers

### COMPLETE ITEMS 1-4: (Failure to complete any items may cause a delay in processing or analyzing your samples)

1. **TURNAROUND TIME:** [4hr rush] [8hr rush] [1-Day] [2-Day] **[3-Day]** [5-Day] [6-10 Day]

\*\*\*\*Prior confirmation of turnaround time is required  
\*\*\*\*Additional charges for rush analysis (please call marketing department for pricing details)  
\*\*\*\*Laboratory analysis may be subject to delay if credit terms are not met

2. **TYPE OF ANALYSIS:** **[Bulk-PLM]** [Air-PCM] [Lead] [Point Count] [Fungi: AOC, W-C, Bulk, Swab, Tape]

3. **DISPOSAL INSTRUCTIONS:** [Dispose of samples at EMC] / [Return samples to me at my expense]  
*(If you do not indicate preference, EMC will dispose of samples 60 days from analysis.)*

4. **Project Name:** Demolition Asbestos Survey-220 W. 1st Ave., Toppenish, WA  
**P.O. Number:** \_\_\_\_\_ **Project Number:** A2024 1003

EMC SAMPLE #	CLIENT SAMPLE #	DATE & TIME SAMPLED 10/17/2024	LOCATION/MATERIAL TYPE	Samples Accepted Yes / No	AIR SAMPLE INFO / COMMENTS		
					ON	OFF	FLOW RATE
1	400.1		Gray Floor leveler w/Tan Mastic	Y N			
2	400.2			Y N			
3	400.3			Y N			
4	401.1		Brown Carpet Tan Mastic	Y N			
5	401.2			Y N			
6	401.3			Y N			
7	500.1		Gypsum Wallboard w/Orange Peel Texture/Joint Compound	Y N			
8	500.2			Y N			
9	500.3			Y N			
10	500.4			Y N			
11	500.5			Y N			
12	500.6			Y N			
13	500.7			Y N			
14	500.8			Y N			
15	500.9			Y N			

### SPECIAL INSTRUCTIONS:

Sample Collector: (Print) Richard DeLorme (Signature) Richard DeLorme  
Relinquished by: Richard DeLorme Date/Time: 10/18/2024 1400hrs Received by: Doreen Celay Date/Time: 10/21/24  
Relinquished by: Doreen Celay Date/Time: 10/21/24 Received by: [Signature] Date/Time: OCT 21 2024  
Relinquished by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\*\* In the event of any dispute between the above parties for these services or otherwise, parties agree that jurisdiction and venue will be in Phoenix, Arizona and prevailing party will be entitled to attorney's fees and court costs.

**CHAIN OF CUSTODY**  
 EMC Labs, Inc.  
 9830 S. 51<sup>st</sup> St., Ste B-109  
 Phoenix, AZ 85044  
 (800) 362-3373 Fax (480) 893-1726

LAB#: 321072  
 TAT:  
 Rec'd:

COMPANY NAME: BLUE MOUNTAIN ENV. & CONSULTING  
P.O. Box 545 / 125 Main Street  
Waitsburg, WA 99361  
 CONTACT: Ken Cole  
 Phone/Fax: (509) 520-6519 / (509) 337-6231  
 Email: USE GROUP EMAIL

BILL TO: (If Different Location)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Now Accepting: **VISA - MASTERCARD** Price Quoted: \$ \_\_\_\_\_ / Sample \$ \_\_\_\_\_ / Layers

**COMPLETE ITEMS 1-4:** (Failure to complete any items may cause a delay in processing or analyzing your samples)

1. **TURNAROUND TIME:** [4hr rush} [8hr rush} [1-Day] [2-Day] **[3-Day]** [5-Day] [6-10 Day]

\*\*\*\*Prior confirmation of turnaround time is **required**

\*\*\*\*Additional charges for rush analysis (please call marketing department for pricing details)

\*\*\*\*Laboratory analysis may be subject to delay if credit terms are not met

2. **TYPE OF ANALYSIS:** **[Bulk-PLM]** [Air-PCM] [Lead] [Point Count] [Fungi: AOC, W-C, Bulk, Swab, Tape]

3. **DISPOSAL INSTRUCTIONS:** [Dispose of samples at EMC] / [Return samples to me at my expense]  
 (If you do not indicate preference, EMC will dispose of samples 60 days from analysis.)

4. **Project Name:** Demolition Asbestos Survey-220 W. 1st Ave., Toppenish, WA  
**P.O. Number:** \_\_\_\_\_ **Project Number:** A2024 1003

EMC SAMPLE #	CLIENT SAMPLE #	DATE & TIME SAMPLED 10/17/2024	LOCATION/MATERIAL TYPE	Samples Accepted Yes / No	AIR SAMPLE INFO / COMMENTS		
					ON	OFF	FLOW RATE
16	501.1		Gypsum Wallboard w/Heavy	Y N			
17	501.2		Orange Peel Texture w/Joint Comp.	Y N			
18	501.3		↓	Y N			
19	501.4		↓	Y N			
20	501.5		↓	Y N			
21	502.1		4" Gray Covebase w/Mastic	Y N			
22	502.2		↓	Y N			
23	502.3		↓	Y N			
24	503.1		FRP w/Mastic	Y N			
25	503.2		↓	Y N			
26	503.3		↓	Y N			
27	600.1		2x4 Suspended Ceiling Tile	Y N			
28	600.2		↓	Y N			
29	600.3		↓	Y N			

**SPECIAL INSTRUCTIONS:**

Sample Collector: (Print) Richard DeLorme (Signature) Richard DeLorme  
 Relinquished by: Richard DeLorme Date/Time: 10/18/2024 1400hrs Received by: Doreen Celaya Date/Time: OCT 21 2024  
 Relinquished by: Doreen Celaya Date/Time: 10/21/24 Received by: [Signature] Date/Time: 10/21/24  
 Relinquished by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Received by: [Signature] Date/Time: OCT 21 2024

\*\* In the event of any dispute between the above parties for these services or otherwise, parties agree that jurisdiction and venue will be in Phoenix, Arizona and prevailing party will be entitled to attorney's fees and court costs.

**CHAIN OF CUSTODY**  
 EMC Labs, Inc.  
 9830 S. 51<sup>st</sup> St., Ste B-109  
 Phoenix, AZ 85044  
 (800) 362-3373 Fax (480) 893-1726

LAB#: 321072  
 TAT:  
 Rec'd:

COMPANY NAME: BLUE MOUNTAIN ENV. & CONSULTING  
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Waitsburg, WA 99361  
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 Email: USE GROUP EMAIL

BILL TO: \_\_\_\_\_  
 (If Different Location)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Now Accepting: **VISA - MASTERCARD** Price Quoted: \$ \_\_\_\_\_ / Sample \$ \_\_\_\_\_ / Layers

**COMPLETE ITEMS 1-4: (Failure to complete any items may cause a delay in processing or analyzing your samples)**

1. **TURNAROUND TIME:** [4hr rush] [8hr rush] [1-Day] [2-Day] **[3-Day]** [5-Day] [6-10 Day]

\*\*\*\*Prior confirmation of turnaround time is required

\*\*\*\*Additional charges for rush analysis (please call marketing department for pricing details)

\*\*\*\*Laboratory analysis may be subject to delay if credit terms are not met

2. **TYPE OF ANALYSIS:** **[Bulk-PLM]** [Air-PCM] [Lead] [Point Count] [Fungi: AOC, W-C, Bulk, Swab, Tape]

3. **DISPOSAL INSTRUCTIONS:** [Dispose of samples at EMC] / [Return samples to me at my expense]

*(If you do not indicate preference, EMC will dispose of samples 60 days from analysis.)*

4. **Project Name:** Demolition Asbestos Survey-220 W. 1st Ave., Toppenish, WA  
**P.O. Number:** \_\_\_\_\_ **Project Number:** A2024 1003

EMC SAMPLE #	CLIENT SAMPLE #	DATE & TIME SAMPLED 10/17/2024	LOCATION/MATERIAL TYPE	Samples Accepted Yes / No	AIR SAMPLE INFO / COMMENTS		
					ON	OFF	FLOW RATE
30	601.1		2X2 Suspended Ceiling Tiles	Y N			
31	601.2		↓	Y N			
32	601.3		↓	Y N			
33	900.1		Stainless Steel Sink White	Y N			
34	900.2		Undercoat	Y N			
35	900.3		↓	Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			

**SPECIAL INSTRUCTIONS:**  
 Sample Collector: (Print) Richard DeLorme (Signature) Richard DeLorme Date/Time: 10/18/2024  
 Relinquished by: Richard DeLorme Date/Time: 1400hrs Received by: Doreen Celagn Date/Time: 10/21/24  
 Relinquished by: Doreen Celagn Date/Time: 10/21/24 Received by: [Signature] Date/Time: OCT 21 2024  
 Relinquished by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\*\* In the event of any dispute between the above parties for these services or otherwise, parties agree that jurisdiction and venue will be in Phoenix, Arizona and prevailing party will be entitled to attorney's fees and court costs.

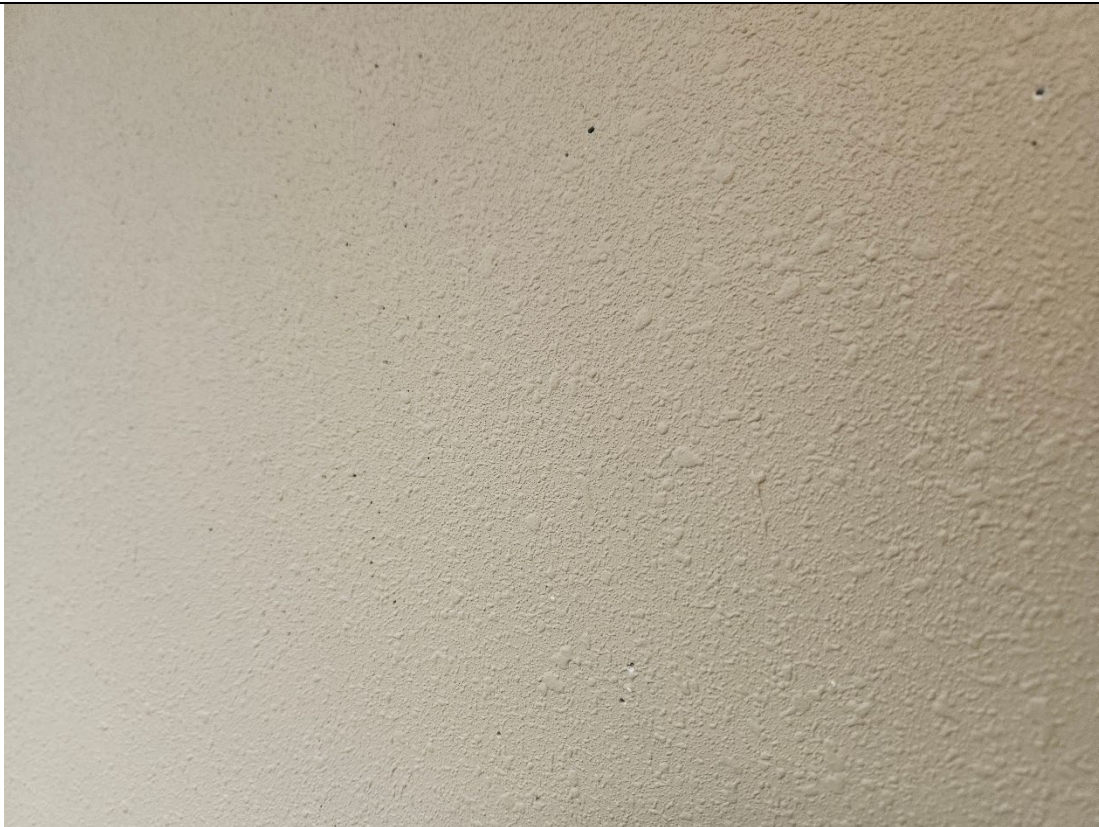
APPENDIX B  
ASBESTOS SAMPLE PHOTOS



**Photo 1: Sample 400**  
**Lab Data: Non-Detect**



**Photo 2: Sample 401**  
**Lab Data: Non-Detect**



**Photo 3: Sample 500**  
**Lab Data: Non-Detect**



**Photo 4: Sample 501**  
**Lab Data: Non-Detect**



**Photo 5: Sample 502**  
**Lab Data: Non-Detect**



**Photo 6: Sample 503**  
**Lab Data: Non-Detect**



**Photo 7: Sample 600**  
**Lab Data: Non-Detect**

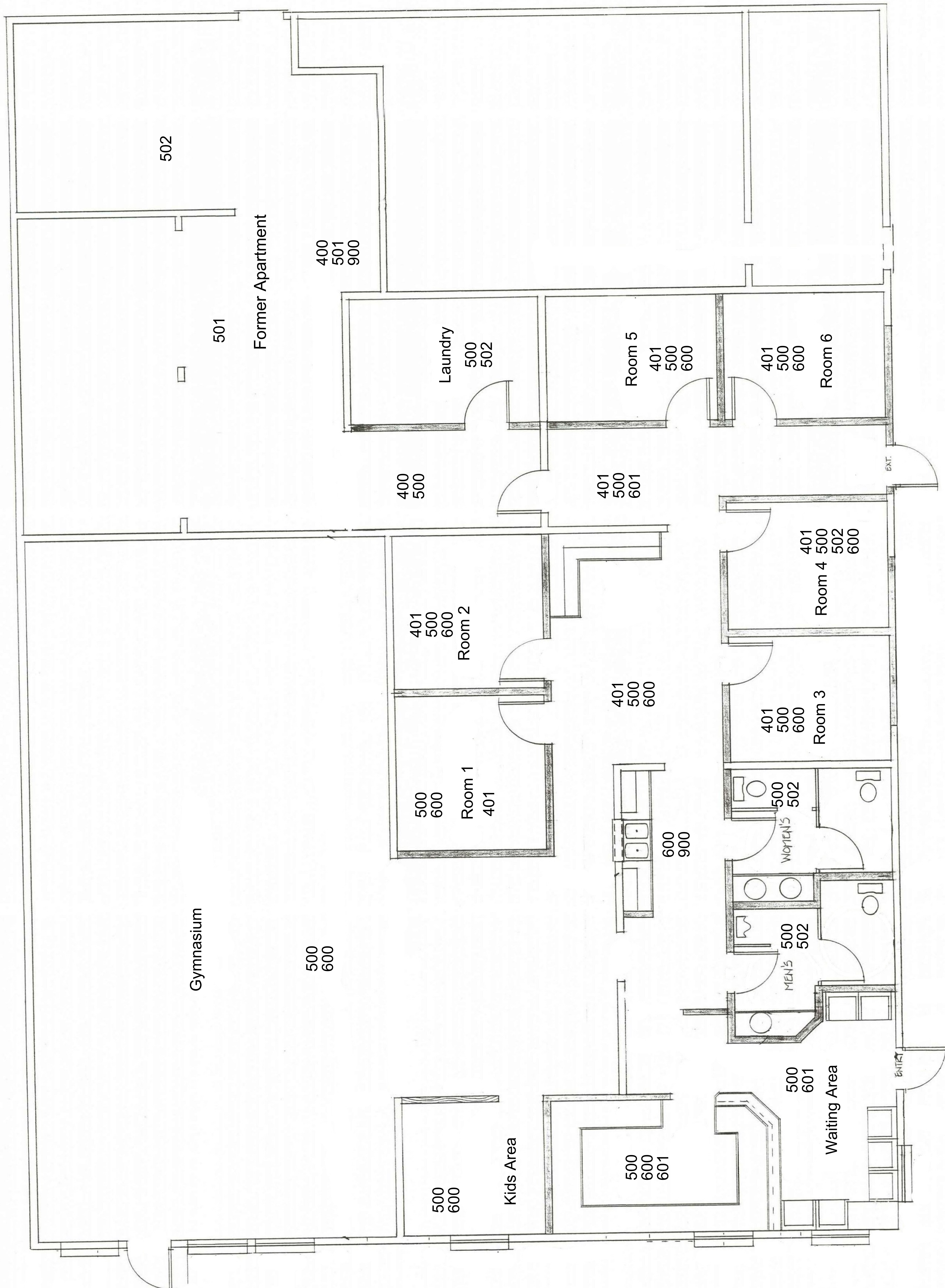


**Photo 8: Sample 601**  
**Lab Data: Non-Detect**



**Photo 9: Sample 900**  
**Lab Data: Non-Detect**

APPENDIX C  
SAMPLE DRAWING



MAIN FLOOR PLAN

APPENDIX D  
PAINT CHIP SAMPLE LAB DATA



9830 South 51<sup>st</sup> Street, Suite B-109 / PHOENIX, ARIZONA 85044 / 480-940-5294 or 800-362-3373 / FAX 480-893-1726  
[emclab@emclabs.com](mailto:emclab@emclabs.com)

**LEAD (Pb) IN PAINT CHIP SAMPLES**  
 EMC SOP METHOD #L01/1      EPA SW-846 METHOD 7420

<b>EMC LAB #:</b>	L107226	<b>DATE RECEIVED:</b>	10/21/2024
<b>CLIENT:</b>	Blue Mountain Env. & Consulting	<b>REPORT DATE:</b>	10/22/2024
		<b>DATE OF ANALYSIS:</b>	10/22/2024
<b>CLIENT ADDRESS:</b>	P.O. Box 545/125 Main Street Waitsburg, WA 99361	<b>P.O. NO.:</b>	
<b>PROJECT NAME:</b>	Demolition Lead in Construction Survey-220 W. 1 <sup>st</sup> Ave., Toppenish, WA	<b>PROJECT NO.:</b>	A2024 1003


EMC # L107226-	SAMPLE DATE /24	CLIENT SAMPLE #	DESCRIPTION	REPORTING LIMIT IN PPM	Pb IN PPM
1	10/17	Pb-1	Yellow-GWB-Wall	100	BRL
2	10/17	Pb-2	Yellow-GWB-Wall	100	BRL
3	10/17	Pb-3	Brown-GWB-Wall	100	BRL
4	10/17	Pb-4	Brown-GWB-Wall	100	BRL
5	10/17	Pb-5	White-Wood-Door Casing	100	BRL
6	10/17	Pb-6	White-Concrete-Wall	101	5350


^ = Dilution Factor Changed      Ins. = Insufficient Sample for Analysis      \* = Excessive Substrate May Bias Sample Results      BRL = Below Reportable Limits  
 # = Very Small Amount Of Sample Submitted, May Affect Result

This report applies to the standards or procedures identified and to the samples tested only. The test results are not necessarily indicative or representative of the qualities of the lot from which the sample was taken or of apparently identical or similar products, nor do they represent an ongoing quality assurance program unless so noted. Unless otherwise noted, all quality control analyses for the samples noted above were within acceptable limits.

Where it is noted that a sample with excessive substrate was submitted for laboratory analysis, such analysis may be biased. The lead content of such sample may, in actuality, be greater than reported. EMC makes no warranty, express or implied, as to the accuracy of the analysis of samples noted to have been submitted with excessive substrate. Resampling is recommended in such situations to verify original laboratory results. EMC Labs, Inc. (ID 101586) is accredited by the AIHA Laboratory Accreditation Programs, LLC (AIHA-LAP, LLC) in the Environmental Lead accreditation program(s) for Paint, Settled Dust by Wipe, Soil and Airborne Dust Fields of Testing as documented by the Scope of Accreditation Certificate and associated Scope. AIHA-LAP, LLC accreditation complies with the ISO/IEC Standard 17025:2017 requirements. The customer provides the Project number, name, address, sampling date, identification, and description. EMC Labs, Inc. is an EPA Recognized Testing Lab.

These reports are for the exclusive use of the addressed client and are rendered upon the condition that they will not be reproduced wholly or in part for advertising or other purposes over our signature or in connection with our name without special written permission. Samples not destroyed in testing are retained a maximum of sixty (60) days.

**ANALYST:**   
 \_\_\_\_\_  
 Jason Thompson

**QA COORDINATOR:**   
 \_\_\_\_\_  
 Kurt Kettler

# CHAIN OF CUSTODY

EMC Labs, Inc.  
9830 S. 51<sup>st</sup> St., Ste B-109  
Phoenix, AZ 85044  
(800) 362-3373 Fax (480) 893-1726

Section 6, Item c.

LAB#: L107220

TAT: 3 Day

Rec'd: 10/21/2024

COMPANY NAME: BLUE MOUNTAIN ENV. & CONSULTING

P.O. Box 545 / 125 Main Street

Waitsburg, WA 99361

CONTACT: Ken Cole

Phone/Fax: (509) 520-6519 / (509) 337-6231

Email: USE GROUP EMAIL

BILL TO: \_\_\_\_\_ (If Different Location)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Now Accepting: **VISA - MASTERCARD** Price Quoted: \$ \_\_\_\_\_ / Sample \$ \_\_\_\_\_ / Layers

**COMPLETE ITEMS 1-4: (Failure to complete any items may cause a delay in processing or analyzing your samples)**

1. **TURNAROUND TIME:** [4hr rush} [8hr rush} [1-Day] [2-Day] **[3-Day]** [5-Day] [6-10 Day]

\*\*\*\*Prior confirmation of turnaround time is required

\*\*\*\*Additional charges for rush analysis (please call marketing department for pricing details)

\*\*\*\*Laboratory analysis may be subject to delay if credit terms are not met

2. **TYPE OF ANALYSIS:** **[Bulk-PCM]** [Air-PCM] **[Lead]** [Point Count] [Fungi: AOC, W-C, Bulk, Swab, Tape]

3. **DISPOSAL INSTRUCTIONS:** [Dispose of samples at EMC] / [Return samples to me at my expense]

*(If you do not indicate preference, EMC will dispose of samples 60 days from analysis.)*

4. <b>Project Name:</b> Demolition Lead in Construction Survey-220 W. 1st Ave., Toppenish, WA							
<b>P.O. Number:</b> _____			<b>Project Number:</b> A2024 1003				
EMC SAMPLE #	CLIENT SAMPLE #	DATE & TIME SAMPLED	LOCATION/MATERIAL TYPE	Samples Accepted Yes / No	AIR SAMPLE INFO / COMMENTS		
					ON	OFF	FLOW RATE
1	Pb-1	10/17/2024	Yellow-GWB-Wall	Y N			
2	Pb-2		Yellow-GWB-Wall	Y N			
3	Pb-3		Brown-GWB-Wall	Y N			
4	Pb-4		Brown-GWB-Wall	Y N			
5	Pb-5		White-Wood-Door Casing	Y N			
6	Pb-6		White-Concrete-Wall	Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			
				Y N			

**SPECIAL INSTRUCTIONS:**

Sample Collector: (Print) Richard DeLorme (Signature) Richard DeLorme

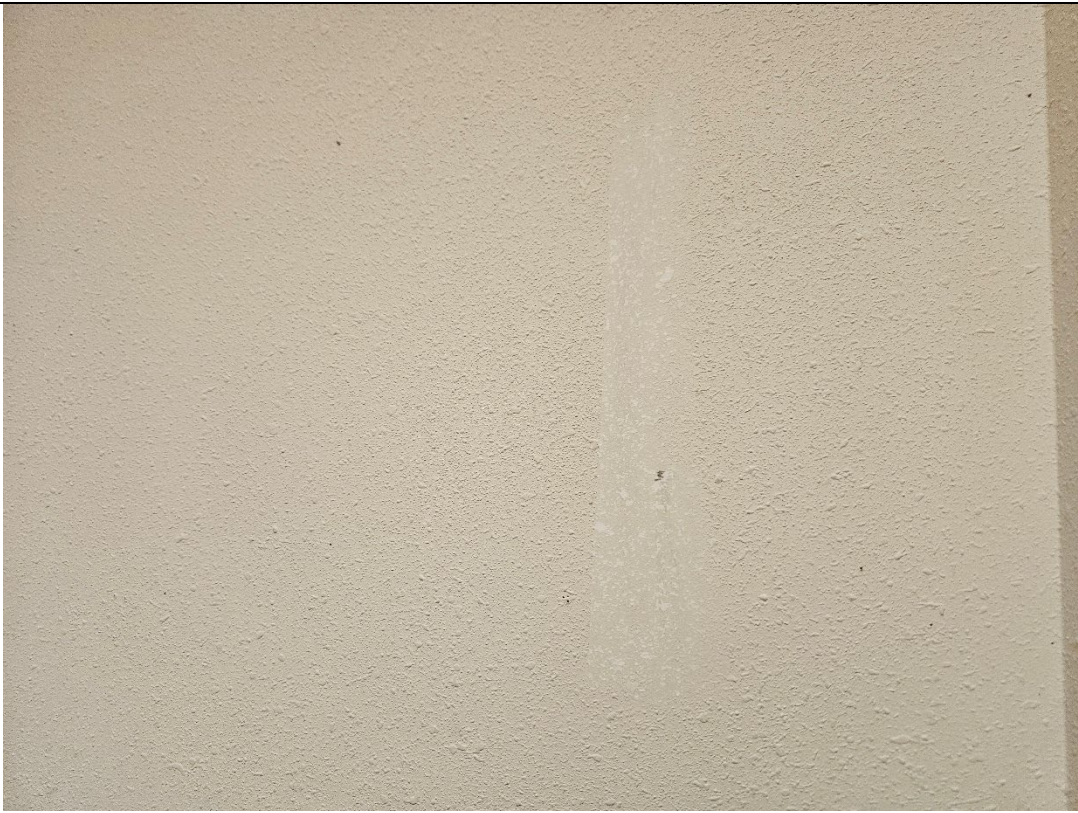
Relinquished by: Richard DeLorme Date/Time: 10/18/2024 1400hrs Received by: DB Date/Time: 10/21/2024

Relinquished by: DB Date/Time: 10/21/2024 Received by: JA Date/Time: OCT 21 2024

Relinquished by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\*\* In the event of any dispute between the above parties for these services or otherwise, parties agree that jurisdiction and venue will be in Phoenix, Arizona and prevailing party will be entitled to attorney's fees and court costs.

APPENDIX E  
PAINT CHIP SAMPLE PHOTOS



**Photo 1: Sample Pb-1**  
**Lab Data: BRL**



**Photo 2: Sample Pb-2**  
**Lab Data: BRL**



**Photo 3: Sample Pb-3**  
**Lab Data: BRL**



**Photo 4: Sample Pb-4**  
**Lab Data: BRL**



**Photo 5: Sample Pb-5**  
**Lab Data: BRL**



**Photo 6: Sample Pb-6**  
**Lab Data: 5350ppm**

APPENDIX F  
LAB CERTIFICATIONS

United States Department of Commerce  
National Institute of Standards and Technology



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# Certificate of Accreditation to ISO/IEC 17025:2017

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NVLAP LAB CODE: 101926-0

**EMC Labs, Inc.**  
Phoenix, AZ

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,  
listed on the Scope of Accreditation, for:*

## **Asbestos Fiber Analysis**

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017.  
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality  
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2023-07-01 through 2024-06-30  
Effective Dates



A handwritten signature in blue ink, appearing to read 'Peter S. Lamm'.

For the National Voluntary Laboratory Accreditation Program



## AIHA Laboratory Accreditation Programs, LLC

acknowledges that

**EMC Labs, Inc.**

**9830 S. 51st Street, Suite B-109, Phoenix, AZ 85044-5671**

**Laboratory ID: LAP-101586**

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs, LLC (AIHA LAP) accreditation to the ISO/IEC 17025:2017 international standard, General Requirements for the Competence of Testing and Calibration Laboratories in the following:

### LABORATORY ACCREDITATION PROGRAMS

<input checked="" type="checkbox"/>	INDUSTRIAL HYGIENE	Accreditation Expires: February 01, 2026
<input checked="" type="checkbox"/>	ENVIRONMENTAL LEAD	Accreditation Expires: February 01, 2026
<input checked="" type="checkbox"/>	ENVIRONMENTAL MICROBIOLOGY	Accreditation Expires: February 01, 2026
<input type="checkbox"/>	FOOD	Accreditation Expires:
<input type="checkbox"/>	UNIQUE SCOPES	Accreditation Expires:
<input type="checkbox"/>	BE FIELD/MOBILE	Accreditation Expires:

Specific Field(s) of Testing/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached Scope of Accreditation. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2017 and AIHA LAP requirements. This certificate is not valid without the attached Scope of Accreditation. Please review the AIHA LAP website ([www.aihaaccreditedlabs.org](http://www.aihaaccreditedlabs.org)) for the most current Scope.

Cheryl O Morton  
Managing Director, AIHA Laboratory Accreditation Programs, LLC

Revision21: 10/24/2023

Date Issued: 02/01/2024

APPENDIX G  
PROFESSIONAL CERTIFICATIONS

**STATE OF WASHINGTON**

**Department of Commerce**

Lead-Based Paint Activities Program

**Richard Joseph DeLorme**



*Has fulfilled the certification requirements of  
WAC 365-230  
and has been certified to conduct lead based  
paint activities as a  
**Risk Assessor.***

<b><u>Certification #</u></b>	<b><u>Issuance Date</u></b>	<b><u>Expiration Date</u></b>
6085	03/25/2024	03/29/2027

# Certificate of Completion

This is to certify that on March 8, 2024

## Richard DeLorme

Did attend and satisfactorily complete the training requirements in accordance with  
TSCA Title II (Section 206) and 40 CFR 763 &  
Missouri State RSMo 643.230

For designation as an

### AHERA Building Inspector (Refresher)

Certificate No. ASI-BIR-24-059

Refresher Due:  
March 8, 2025

Presented by:



Michael J. Moore

Training Director/Instructor





## Request for Council Action

Agenda Bill No.: 24-077

<b>Meeting Date:</b>	November 12, 2024
<b>Subject:</b>	Official Newspaper for 2025
<b>Attachments:</b>	Proposed Resolution 2024-47 Bid Summary Bid and Contract
<b>Presented by:</b>	Heidi Riojas, City Clerk
<b>Approved for Agenda by:</b>	Dan Ford, PE, City Manager

### Discussion:

The Revised Code of Washington, specifically RCW 35A.21.230, states that each Code City shall designate an official newspaper by resolution. The newspaper shall be of general circulation in the city and have the qualifications prescribed in Chapter 65.16 RCW.

This year during the Invitation to Bid for 2025 Official Newspaper the City received one bid by the deadline of November 6, 2024, as detailed on the attached Bid Summary.

It is staff recommendation to designate the *Sunnyside Sun* as the Official Newspaper from January 1, 2025 through December 31, 2025.

**Fiscal Impact:** \$0

**Recommendation:** Approve Resolution 2024-47 Designating the *Sunnyside Sun* as the Official Newspaper for 2025 and Authorizing the City Manager to sign the Bid and Contract for Official Newspaper.

**Alternatives:** 1) Do not adopt. 2) Forward to Study Session for further review.

RESOLUTION 2024-47

**A RESOLUTION DESIGNATING 2025 OFFICIAL NEWSPAPER**

WHEREAS, in response to a request by the City for bids, the *Sunnyside Sun* submitted the lowest bid for publication of official notices which the City is required to publish during the period from January 1, 2025 through December 31, 2025, and

WHEREAS the *Sunnyside Sun* is a newspaper of general circulation in the City and has the qualifications prescribed by RCW 65.16, as amended.

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

The *Sunnyside Sun* is designated to be the official newspaper for the City of Toppenish for publication of all official notices, which the City is required to publish during the period from January 1, 2025 through December 31, 2025, and the City Manager is authorized to sign the Bid and Contract for Official Newspaper on behalf of the City.

This resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on November 12, 2024.

\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor

ATTEST:

\_\_\_\_\_  
HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
DANIEL B. HEID, City Attorney

21 West 1st Avenue  
Toppenish, WA 98948

**OFFICIAL NEWSPAPER  
BID SUMMARY  
NOVEMBER 6, 2024**

**4:30 P.M.**

Initial bid summary is as follows:

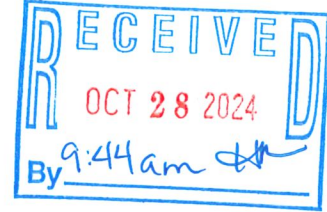
Name

**1. Sunnyside Sun**

Rate for legal notices, per column inch	\$9.00 pci
Classifieds, per column inch	\$10.00 pci
Display advertising, per column inch	\$11.50 pci

# 2025 Official Newspaper Bid

**Sunnyside Sun**  
P.O. Box 878  
600 S. Sixth St.  
Sunnyside WA 98944



City of Toppenish  
Attn: City Clerk-Newspaper Bid  
21 West 1st Avenue  
Toppenish, WA 98948

Contact: Job Wise, Co-Owner  
Phone: 509-837-4500  
FAX: 509-837-6397  
Email: jwise@sunnysidesun.com

Sunnyside Sun is published each Wednesday, each week of the year.

General Circulation: 920  
Legal notices: \$9 pci (per column inch)  
Display advertising: \$11.50 pci  
Preprint insertions: \$61.25/M  
Classified/transient: \$10 pci

Legal notices, along with all advertising services, are not taxable within the State of Washington. Legal notices, classifieds and display advertising deadline is 10 a.m. Monday prior publication. (NOTE: It is common for staff to include late-arriving or after-deadline notices. Prior notice is appreciated.)

The Sunnyside Sun, long recognized as the local community newspaper for Sunnyside residents, continues to be the largest paper of circulation for not only Sunnyside but our surrounding communities. Legal notices are offered to the reading public in numerous ways, including the weekly print edition, our e-edition and through a statewide network administrated by the Washington Newspaper Publishers Association.

The majority of Washington communities utilize weekly newspapers as their source for publishing legal/public notices, often because of price but also of the knowledge that the local newspaper is often their best method of reaching their core audience. We attest to comply with all bid requirements.

  
\_\_\_\_\_  
Job Wise, Co-Owner

10/24/2024  
\_\_\_\_\_  
Date

21 West 1st Avenue  
Toppenish, WA 98948

**BID AND CONTRACT  
FOR 2025 OFFICIAL NEWSPAPER**

The City of Toppenish, upon award, will sign the document and return one copy to the successful bidder; that will become the contract between the City and the Newspaper. All documents referenced herein become part of the contract by its reference.

**The bidder understands that the bid includes:**

1. For the purposes of publication verification, a subscription to the newspaper printed by the successful bidder at no cost to the City.
2. Affidavit of publication, within 14 days of publication, for each item published at no cost to the City.
3. The City will not pay for any ad which is improperly run. The successful bidder will re-run an improperly run ad at its expense.
4. The successful bidder shall furnish a copy of its current City of Toppenish business license, and all subsequent renewals.
5. The successful bidder shall furnish an itemized statement of the City's account monthly, listing the invoice number, item(s) published, and the total amount of each invoice.
6. Bidder must fill in all spaces. Bids must be submitted on this form:

Number of days per week newspaper is published: one days per week.

**Services and Rates**

Describe rate(s) to be charged to the City of Toppenish for all publications. Please describe all rates to be charged, and note different rates, if any, for different types of publication (i.e., legal notices, advertising, etc.). Please describe rate per column inch of publication:

<u>Type of Publication</u>	<u>Rate (per column inch)</u>
Legal Notices.....	\$9 pci
Classified Advertising .....	\$10 pci
Display Advertising .....	\$11.50 pci

**NOTE:** Rates must not exceed the national advertising rate as defined in RCW 65.16.091.

7. Are there any charges, surcharges, taxes or other fees in addition to the above-described rates? If so, please describe:

N/A

8. If the City of Toppenish desires publication of an item on a particular date, how much lead time is required by the bidder?

**Deadlines are Monday by 10 a.m. for that Wednesday's publication.**

9. Please describe the services to be provided by bidder to the City of Toppenish, together with any other information which bidder feels makes its newspaper the best choice for the "2025 Official Newspaper" of the City of Toppenish:

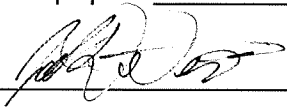
**The Sunnyside Sun is the largest paper of circulation for the Lower Yakima Valley. Legal notices are offered to the public in numerous ways: weekly print edition, e-edition and through an statewide online network.**

10. Term: Bid shall be for the period from January 1, 2025 through December 31, 2025.

11. The City of Toppenish reserves the right to reject any or all proposals in its sole discretion.

The undersigned states that he or she is authorized to submit a bid on behalf of the corporation, partnership, or sole proprietorship listed below and further states that the corporation, partnership, or sole proprietorship is bound by the above offer.

Legal Newspaper: Sunnyside Sun  
Print/Type Name of Newspaper

 Co-Owner 10/24/2024  
Signature Title Date

Job D. Wise  
Print/Type Signature Name

P.O. Box 878 ~or~ 600 S. Sixth St., Sunnyside, WA 98944  
Business Mailing Address

509-837-4500 509-837-6397 legals@sunnysidesun.com  
Phone Number Fax Number Email

The following is to be completed if the Toppenish City Council approves the Resolution to award the above bid and authorizes the City Manager to sign the contract on behalf of the City.

Attest: \_\_\_\_\_  
Dan Ford, City Manager

\_\_\_\_\_  
Heidi Riojas, CMC, City Clerk

Dated: \_\_\_\_\_