

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

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

**1. Regular Session Call to Order**

Pledge of Allegiance, Roll Call, and Welcome

**2. Approve Agenda**

**3. 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 November 12, 2024, Regular Meeting

[b.](#) Approve Payroll Check Numbers 36840 through 36851, and Electronic Transfers EFTPR3376 through EFTPR3385 in the total amount of \$322,848.06 dated November 22, 2024

[c.](#) Approve Claims Checks Numbers 99865 through 99935 and Electronic Transfers EFTAP431 through EFTAP433 in the total amount of \$649,894.30 dated November 25, 2024, and void Check Number NR99788

**5. Public Hearings**

[a.](#) AB 24-078: Final Public Hearing for 2025 Budget

[b.](#) AB 24-079: Public Hearing for Property Taxes 2025 Levy

**6. Unfinished Business**

[a.](#) AB 24-079: Continued [Proposed] Ordinance 2024-17, Property Taxes 2025 Levy

[b.](#) AB 24-060: [Proposed] Resolution 2024-37, Animal Sheltering Services Agreement

[c.](#) AB 24-061: [Proposed] Resolution 2024-38, Culton Consulting Contract (Federal Lobbyist)

**7. New Business**

[a.](#) AB 24-080: [Proposed] Resolution 2024-48, Gordon Thomas Honeywell Government Relations Contract Renewal (State Lobbyist)

- b. 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
- c. AB 24-081: [Proposed] Resolution 2024-49, Update Fee Schedule
- d. AB 24-082: [Proposed] Resolution 2024-50, Yakima County Local Inmate Housing Agreement Attachment A
- e. AB 24-083: [Proposed] Resolution 2024-51, Inter-Local Agreement with Yakima County Technology Services for 2025

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

**9. Executive Session**

- a.** Purpose: To discuss litigation with legal counsel  
Time: 15 minutes  
Action: None

**10. Adjournment**

**Next Regular Council Meeting Will Be Held on December 2, 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  
November 12, 2024**

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

**ROLL CALL**

Attendees: Mayor Elpidia Saavedra, and Councilmembers Naila Prieto Duval, George Garcia, , Ezequiel Morfin, and Cristian Sanchez  
Absent: Mayor Pro Tem Loren Belton and Councilmember Josh Garza  
Staff: City Manager Dan Ford, City Attorney Daniel B. 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 Economic Development Director Andrew Hattori, Information Technologies Services Manager Van Donley, Fire Fighter Dustin Crist, 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, and Councilmembers Prieto Duval, Garcia, Morfin, and Sanchez responded their attendance during roll call. Mayor Pro Tem Belton and Councilmember Garza were not present at the meeting.

Councilmember Morfin moved, seconded by Councilmember Garcia to excuse Mayor Pro Tem Belton and Councilmember Garza from the November 12, 2024, Regular Meeting. Motion carried unanimously.

**APPROVE AGENDA**

Mayor Saavedra noted that Council received an Amended Agenda with stricken items that will be discussed during the November 25, 2024, Regular Meeting.

Councilmember Sanchez moved, seconded by Councilmember Garcia to approve the November 12, 2024, Amended Agenda. Motion carried unanimously.

**PUBLIC COMMENT**

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

**CONSENT AGENDA**

Councilmember Prieto Duval moved, seconded by Councilmember Sanchez to approve Consent Agenda items a through d:

- 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  
Motion carried unanimously.

**PUBLIC HEARING**

**Public Hearing Regarding the 2025 Preliminary Budget. Receive Staff Presentation and Public Comments on Proposed 2025 Preliminary Budget.**

Mayor Saavedra opened the public hearing at 7:10 p.m.

FD Vaughn reported that this is the first public hearing required by State Statute for the City to conduct for the 2025 Preliminary Budget. For the benefit of the public, he noted that the Budget sets forth the complete financial program, showing expenditures proposed for each department and the sources of revenues to finance those expenditures. FD Vaughn noted the \$1.4 million budget deficit in the General Fund will be discussed further in the upcoming budget meetings.

Sr. Kathleen Ross inquired on revenues and expenditures in the proposed 2025 Preliminary Budget.

There being no further comments from the public, Mayor Saavedra closed the public hearing at 7:14 p.m.

**NEW BUSINESS**

**Metropolitan Park District Election Results**

FD Vaughn presented Council with the outcome of the election with the City’s ballot measure not passing and the impacts with funding programs. He stated that it was staff recommendation for the 2025 Budget to not fund the recreation and aquatics programs and operate parks service at minimum due to the budget deficit.

**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**

Councilmember Morfin moved, seconded by Councilmember Sanchez to approve Resolution 2024-46. Motion carried unanimously.

**Resolution 2024-47: A Resolution Designating 2025 Official Newspaper.**

Councilmember Prieto Duval moved, seconded by Councilmember Garcia to approve Resolution 2024-47. Motion carried unanimously.

## COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

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

## ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:46 p.m.

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ELPIDIA SAAVEDRA, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

# Payroll Check Register

Payroll for Period: 11/1-11/15, 2024

| Fund Number | Description                          | Amount       |
|-------------|--------------------------------------|--------------|
| 001-000-013 | Executive                            | \$11,619.87  |
| 001-000-014 | Finance, Record                      | \$19,281.57  |
| 001-000-017 | Risk Management                      | \$4,578.32   |
| 001-000-018 | Central Services, Personnel Services | \$24,496.22  |
| 001-000-021 | Law Enforcement                      | \$79,610.81  |
| 001-000-022 | Fire Services                        | \$48,315.39  |
| 001-000-024 | Protective Inspections               | \$8,410.29   |
| 001-000-058 | Planning and Community Development   | \$3,240.68   |
| 001-000-076 | Pool, Park Facilities                | \$6,122.59   |
| 030-000-021 | Criminal Justice Fund                | \$36,910.01  |
| 050-000-000 | Special Projects Fund                | \$963.08     |
| 101-000-000 | Street Fund                          | \$5,122.82   |
| 108-000-000 | Cemetery Fund                        | \$5,205.34   |
| 157-000-000 | Cable TV Fund                        | \$5,933.13   |
| 401-000-000 | Water Fund                           | \$20,849.59  |
| 403-000-000 | Wastewater Fund                      | \$25,014.55  |
| 405-000-000 | Solid Waste Fund                     | \$17,173.80  |
| Grand Total |                                      | \$322,848.06 |

## Payroll Checks

Payroll Checks 36840-36851 and Electronic Transfers EFTPR3376-EFTPR3385.

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 21, 2024  
Date

# Accounts Payable Check Register

November 25, 2024

| Number | Vendor Name                              | Account Description                         | Amount       |
|--------|------------------------------------------|---------------------------------------------|--------------|
| 99865  | City of Toppenish                        | City Utility Services - Recreation          | \$171.42     |
|        |                                          | City Utility Services - Swimming Pool       | \$798.04     |
|        |                                          | Check Total:                                | \$969.46     |
| 99866  | Amazon Capital Services                  | Office & Operating Supplies                 | \$100.82     |
|        |                                          | Operating/Maint. Supplies - Park Facilities | \$152.20     |
|        |                                          | Operating/Maintenance Supplies - General    | \$276.58     |
|        |                                          | Check Total:                                | \$529.60     |
| 99867  | Anatek Labs, Inc.                        | Professional Services                       | \$400.00     |
| 99868  | Applied Concepts                         | Capital Purchase - Equipment                | \$1,695.60   |
| 99869  | Blackbird Wraps and Vinyl                | Capital Purchase - Police Vehicle           | \$2,513.33   |
| 99870  | Bud Clary Ford Hyundai                   | Capital Purchase - Police Vehicle           | \$55,178.85  |
| 99871  | CenturyLink                              | Telephone                                   | \$22.31      |
| 99872  | Chandler Distributing Co. Inc.           | Operating/Maintenance Supplies - Vehicles   | \$349.79     |
| 99873  | Cintas Corporation #605                  | Rentals                                     | \$146.27     |
|        |                                          | Uniform Cleaning                            | \$35.19      |
|        |                                          | Check Total:                                | \$181.46     |
| 99874  | City of Sunnyside - Finance Dept.        | Corrections Services Sunnyside              | \$5,544.00   |
|        |                                          | Counsel for Indigents                       | \$17,720.08  |
|        |                                          | Court Services                              | \$17,720.08  |
|        |                                          | Medical Services                            | \$95.73      |
|        |                                          | Check Total:                                | \$41,079.89  |
| 99875  | Columbia Cleaners                        | Uniform Cleaning                            | \$116.91     |
| 99876  | Connetix Engineering, Inc.               | Professional Services                       | \$263.75     |
| 99877  | Department of Ecology - Cashiering Unit  | Intergovernmental Loan Interest - EL170039  | \$31,043.92  |
|        |                                          | Intergovernmental Loan Principal #EL190340  | \$86,091.39  |
|        |                                          | Intergovernmental Loan Principal - EL170039 | \$18,579.83  |
|        |                                          | Memberships- Registrations - Subscriptions  | \$200.00     |
|        |                                          | Check Total:                                | \$135,915.14 |
| 99878  | Department of Licensing                  | Weapon Permit - DOL License                 | \$54.00      |
| 99879  | Dept. of L&I - Elevator Program          | Service Repair/Maintenance City Hall        | \$174.30     |
| 99880  | Elite Towing and Recovery, LLC.          | Professional Services                       | \$1,286.61   |
| 99881  | Federal Express Corporation              | Postage                                     | \$8.97       |
| 99882  | Fire Protection Publications             | Memberships- Registrations - Subscriptions  | \$91.81      |
| 99883  | Granite Construction Company             | Operating/Maintenance Supplies - General    | \$2,180.74   |
| 99884  | Gray & Osborne, Inc.                     | Professional Services                       | \$220.43     |
| 99885  | HLA Engineering and Land Surveying, Inc. | Jackson Street - Eng Services               | \$8,154.99   |
|        |                                          | Jackson-Juniper - Eng Services              | \$10,748.50  |
|        |                                          | Professional Services                       | \$14,875.75  |

|       |                                      |                                                 |              |             |
|-------|--------------------------------------|-------------------------------------------------|--------------|-------------|
|       |                                      |                                                 | Check Total: | \$35,779.24 |
| 99886 | Howard's Tire Factory Inc            | Service Repair/Maintenance - Vehicles           |              | \$83.16     |
|       |                                      | Service Repair/Maintenance Vehicles             |              | \$212.14    |
|       |                                      |                                                 | Check Total: | \$295.30    |
| 99887 | Intermedia.net Inc.                  | Telephone                                       |              | \$157.30    |
| 99888 | Intermountain Cleaning Service, Inc. | Janitorial Services - Police Department         |              | \$2,070.79  |
| 99889 | iSpyFire, Inc                        | Dispatch Services - Fire Suppression            |              | \$475.99    |
| 99890 | JANIE GODINA                         | Recreation Program Costs                        |              | \$21.00     |
| 99891 | Kazcade Engraving & Trophies         | Office & Operating Supplies                     |              | \$77.76     |
| 99892 | Lab Test                             | WWTP Testing Services                           |              | \$350.00    |
| 99893 | Lexipol, LLC                         | Professional Services                           |              | \$5,459.55  |
| 99894 | Masters Telecom LLC                  | Telephone                                       |              | \$17.09     |
| 99895 | MELISA AVILA                         | Recreation Program Costs                        |              | \$21.00     |
| 99896 | Meza, Rosalba                        | Recreation Program Costs                        |              | \$25.00     |
| 99897 | Mobile Modular                       | Police Station Rent                             |              | \$14,870.70 |
| 99898 | Municipal Emergency Services Inc.    | Service Repair/Maintenance Equipment            |              | \$243.00    |
| 99899 | Northwest Code Professionals         | Professional Services                           |              | \$6,095.51  |
| 99900 | ODP Business Solutions, LLC          | Office & Operating Supplies                     |              | \$166.80    |
| 99901 | O'Reilly Auto Parts                  | Operating/Maintenance Supplies - Vehicles       |              | \$20.30     |
|       |                                      |                                                 |              |             |
|       |                                      | Service Repair/Maintenance Equipment            |              | \$45.35     |
|       |                                      | Service Repair/Maintenance Vehicles             |              | \$52.76     |
|       |                                      |                                                 | Check Total: | \$118.41    |
| 99902 | Orkin, LLC                           | Service Repair/Maintenance - Fire Dept Building |              | \$90.72     |
| 99903 | Oxarc, Inc.                          | Chemicals                                       |              | \$58.51     |
| 99904 | Pace Systems, Inc.                   | Software Subscriptions                          |              | \$1,728.00  |
| 99905 | Pacific Office Automation            | Rentals                                         |              | \$591.86    |
| 99906 | Pacific Power & Light Co.            | Electricity                                     |              | \$6,771.01  |
|       |                                      | Electricity - Cemetery                          |              | \$182.54    |
|       |                                      | Electricity - Parks                             |              | \$287.38    |
|       |                                      | Electricity - Street Lights                     |              | \$4,806.47  |
|       |                                      | Electricity - Traffic Signals                   |              | \$251.13    |
|       |                                      | Lift Station Electricity                        |              | \$522.43    |
|       |                                      | WWTP Electricity                                |              | \$9,144.88  |
|       |                                      |                                                 | Check Total: | \$21,965.84 |
| 99907 | Paul Deccio Installations            | Capital Purchase - Police Vehicle               |              | \$4,590.00  |
| 99908 | PepperBall                           | Range Supplies                                  |              | \$773.00    |
| 99909 | Rathbun Iron Works, Inc.             | Operating/Maintenance Supplies - General        |              | \$14.85     |
|       |                                      | Service Repair/Maintenance Equipment            |              | \$32.40     |
|       |                                      |                                                 | Check Total: | \$47.25     |
| 99910 | Richard Paredes                      | Recreation Program Costs                        |              | \$21.00     |
| 99911 | Ringolde                             | Uniforms & Clothing                             |              | \$329.80    |
| 99912 | Summit Law Group                     | Professional Services                           |              | \$1,387.50  |
| 99913 | Sunnyside Sun Media LLC              | Advertising                                     |              | \$243.00    |
| 99914 | Swan Vocational Enterprises          | Recreation Program Costs                        |              | \$2,343.60  |
| 99915 | Systems for Public Safety, Inc.      | Capital Purchase - Police Vehicle               |              | \$1,915.63  |

|       |                                                   |                                             |             |
|-------|---------------------------------------------------|---------------------------------------------|-------------|
| 99916 | U.S. Bank Safekeeping                             | Banking Fees & Charges                      | \$22.00     |
| 99917 | Unmanned Vehicle Technologies, LLC                | Memberships- Registrations - Subscriptions  | \$2,160.00  |
| 99918 | Verizon Wireless                                  | Small Tools & Minor Equipment               | \$26.04     |
|       |                                                   | Telephone                                   | \$3,356.91  |
|       |                                                   | Telephone - Utility Billing                 | \$42.31     |
|       |                                                   | Check Total:                                | \$3,425.26  |
| 99919 | VESTIS                                            | Rentals                                     | \$72.18     |
| 99920 | Vision Municipal Solutions, LLC                   | Professional Services                       | \$1,968.19  |
| 99921 | WA Association of Sheriffs & Police Chiefs        | Memberships- Registrations - Subscriptions  | \$180.00    |
| 99922 | Wapenish Sand & Gravel                            | Operating/Maintenance Supplies - General    | \$1,765.80  |
| 99923 | Washington Association of Public Records Officers | Memberships- Registrations - Subscriptions  | \$125.00    |
| 99924 | Washington State Treasurer                        | Death Investigation Account                 | \$19.15     |
|       |                                                   | DOL Tech Support                            | \$81.53     |
|       |                                                   | Highway Safety Account                      | \$91.28     |
|       |                                                   | Judicial Information Services               | \$384.94    |
|       |                                                   | P: State Building Code Fee - Remit to State | \$109.50    |
|       |                                                   | School Zone Safety                          | \$1.62      |
|       |                                                   | St Gen Fund 93 (WA Auto Theft)              | \$147.36    |
|       |                                                   | State General Fund 40                       | \$1,778.43  |
|       |                                                   | State General Fund 50                       | \$1,043.81  |
|       |                                                   | State General Fund 54                       | \$45.93     |
|       |                                                   | State Patrol Highway Account                | \$108.78    |
|       |                                                   | Trauma Care                                 | \$73.62     |
|       |                                                   | Traumatic Brain Injury Account              | \$73.26     |
|       |                                                   | Check Total:                                | \$3,959.21  |
| 99925 | Weinmann, Gene E.                                 | Office & Operating Supplies                 | \$25.98     |
|       |                                                   | Postage                                     | \$4.14      |
|       |                                                   | Professional Services                       | \$1,980.00  |
|       |                                                   | Check Total:                                | \$2,010.12  |
| 99926 | Wells Fargo Vendor Fin Serv                       | Photocopies                                 | \$75.14     |
|       |                                                   | Rentals                                     | \$383.80    |
|       |                                                   | Check Total:                                | \$458.94    |
| 99927 | Wells Fargo Vendor Fin Serv                       | Rentals                                     | \$239.38    |
| 99928 | Yakima County Department of Corrections           | Corrections Services Yakima County          | \$28,060.85 |
|       |                                                   | Medical Services                            | \$128.19    |
|       |                                                   | Check Total:                                | \$28,189.04 |
| 99929 | Yakima County Financial Services                  | 2% Alcohol Distribution                     | \$655.18    |
| 99930 | Yakima County GIS                                 | IT Services - Community Dev                 | \$85.00     |
| 99931 | Yakima County Treasurer                           | County Crime Victims                        | \$74.46     |
| 99932 | Yakima Humane Society                             | Professional Services                       | \$110.00    |
| 99933 | Yakima Valley Conference of Governments           | Professional Services                       | \$55.13     |
| 99934 | Yakima Waste Systems, Inc.                        | Recycling & Shred Services                  | \$22.38     |
| 99935 | Zackary Williams                                  | Travel                                      | \$133.00    |

|          |                                        |                                            |                         |
|----------|----------------------------------------|--------------------------------------------|-------------------------|
| EFTAP431 | Valley Title Guarantee Inc.            | Capital Improvements - New Police Building | <del>\$226,005.04</del> |
| EFTAP432 | Wex Bank                               | Fuel Consumed Vehicles                     | \$2,102.55              |
|          |                                        | Fuel Vehicles                              | \$7,016.82              |
|          |                                        | Fuel Vehicles - WWTP                       | \$2,495.40              |
|          |                                        | Check Total:                               | \$11,614.77             |
| EFTAP433 | Washington State Department of Revenue | Excise Taxes                               | \$22,678.03             |
|          |                                        | Sales Tax Remitted                         | \$64.49                 |
|          |                                        | Check Total:                               | \$22,742.52             |
| NR99788  | Zachary Williams                       | Travel                                     | (\$340.00)              |
|          | <b>Grand Total</b>                     |                                            | <b>\$649,894.30</b>     |

Accounts Payable Checks 99865-99935, EFTAP431-EFTAP433 & Void Check NR99788

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 21, 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 final public hearing at 7:00 p.m. on November 25, 2024, in the Council Chambers at City Hall. The purpose of the hearing is to consider the 2025 Final 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 última audiencia pública el 25 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 es considerar el Presupuesto Final 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*: November 6, 2024, and November 13, 2024



Request for Council Action

Agenda Bill No.: 24-078

|                         |                                      |
|-------------------------|--------------------------------------|
| Meeting Date:           | November 25, 2024                    |
| Subject:                | Final Public Hearing for 2025 Budget |
| Attachments:            | N/A                                  |
| Presented by:           | Adam Vaughn, Finance Director        |
| Approved for Agenda by: | Dan Ford, City Manager               |

Discussion:

This is the final budget hearing for the 2025 operating budget. The City Council and the public can provide their feedback, and the Council has the opportunity to direct staff to bring back changes for the 2025 budget.

Throughout the last year the Council has had discussions about the City’s budget deficit. As it sits now, the deficit is \$1.4 million in the 2025 budget. While the City has the fund balance to be able to weather that deficit through 2025, the reality of the situation is that the long-term budget is not structurally sustainable. The longer the deficit remains, the worse the City’s financial position will get. As one example, the less money the City has in its fund balance the less of a return it will receive from its investments. Currently the City expects about \$300,000 in investment revenue in 2025. So again, if we do not address the budget deficit soon, we will not be able to utilize investment revenue to the same extent.

As mentioned previously, it is City Staff’s goal to lower utility costs for our citizens. We are constantly reminded of how high our utility prices are for customers compared to surrounding municipalities. We are not overcharging our customers, but perhaps we are offering more services than what our community can reasonably afford.

With these challenges in mind, staff would like to present the following options to the City Council and ask for direction so that staff can take the necessary steps to begin pursuing long-term sustainable solutions.

Option 1 – Cuts to staff and services

This option would cut City Recreation, Aquatics, and Parks services while also reducing 6-8 staff across all City departments. I want to be very clear, when we talk about these options we are not talking about temporary reductions or pauses in services. We have a large gap in revenue available to our City and the expenses that we currently have. This option is not to close the pool and freeze these positions for one year, it is to close the pool indefinitely and to move forward as a City without those positions. As a City there are things that we have to do by function of being a City, and some things that are amenities for our citizen’s to enjoy. We put out the Metropolitan Park District to the Community as an opportunity to provide direct funding for items that are not essential to City operations. It would be an option in the future to go back to the community for alternate funding opportunities for these services, but right now we do not have that directive from the community.

A 6-8 FTE reduction in the City's workforce is not an easy fix, but something that the City could do to be successful in the long-term. This would be about a 12 to 15% reduction in the City's workforce. This would impact every City department.

## Option 2 – Fire Services Modification

The other option would be for the City to pursue an alternative to our current City Fire Services.

"State law does not contain specific requirements regarding the level of fire services to be provided by Washington counties, special districts, cities, or towns. Provision of such services and the level of service is a policy decision for each jurisdiction's legislative body to determine (MRSC.org, Local Government Fire Services – Authority and Requirements)." There is no specific statute in the state constitution that requires cities to provide fire protection services.

The two options within this path are 1.) Annexation into Fire District 5 and 2.) Forming a Regional Fire Authority (RFA). With either option, the City would no longer have a fire department under its direct control. Staff would recommend retaining a fire employee to act as the City's Fire Marshall to continue building fire inspections.

Annexation requires approval from both the City and the District 5 Commission and a public vote that needs a simple majority within the City and Fire District. Upon annexation the residents would pay Fire District 5's property tax levy which is currently \$0.88 per \$1,000 of assessed value.

The formation of a Regional Fire Authority would require cooperation from surrounding municipalities to send representatives to be on the planning committee to develop a plan of operations including funding through property tax and RFA fees. The RFA would be a new municipal organization. It would also require a public vote with all the participating jurisdictions, with a 50% or 60% vote depending on the revenue structure highlighted in the RFA plan. Staff has had initial conversations with surrounding jurisdictions and there is some interest in further discussions and analysis.

With either of these plans, the City will need to commit now to no longer providing fire services in the way that it currently operates. **If this option is chosen, staff would recommend taking steps highlighted in option 1 as temporary steps while work is done to get the annexation or RFA in place, including modifying current fire services.**

## Conclusion

Staff hopes that the Council can provide direction as to an option to pursue. There is uncertainty about both options but there will be gained clarity into the role of our City Government and the services that we provide. While hard, it is easier to make this decision now, with some different flexibility than it would be if we ride it out until we are out of money. Employee retention will be critical throughout this process.

21 West 1st Avenue  
Toppenish, WA 98948

**CITY OF TOPPENISH  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City of Toppenish will hold a public hearing at 7:00 p.m. on November 25, 2024, in the Council Chambers at City Hall. The purpose of the hearing is to review revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues.

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 25 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 es revisar las fuentes de ingresos para el presupuesto del próximo año, incluyendo la consideración del posible aumento en el ingreso por concepto del impuesto a la propiedad.

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*: November 6, 2024, and November 13, 2024



Request for Council Action

Agenda Bill No.: 24-079

|                         |                                   |
|-------------------------|-----------------------------------|
| Meeting Date:           | November 25, 2024                 |
| Subject:                | Public Hearing for Property Taxes |
| Attachments:            | Ordinance 2024-17                 |
| Presented by:           | Adam Vaughn, Finance Director     |
| Approved for Agenda by: | Dan Ford, City Manager            |

**Discussion:**

State statute requires that local governments hold a public hearing on estimated revenue sources for the coming year’s budget, including consideration of increases in property tax revenues. This public hearing must be held prior to the Council voting on the annual property tax levy.

2025 projected revenue without fund balances is as follows:

| 2025 Projected Revenues      | All Funds  |         | General Fund |         |
|------------------------------|------------|---------|--------------|---------|
| 310 - Taxes                  | 6,264,092  | 37.13%  | 5,119,164    | 81.87%  |
| 320 - Licenses & Permits     | 150,785    | 0.89%   | 147,523      | 2.36%   |
| 330 - Intergovernmental      | 595,489    | 3.53%   | 285,162      | 4.56%   |
| 340 - Charges for Services   | 8,236,757  | 48.82%  | 172,661      | 2.76%   |
| 350 - Fines & Forfeitures    | 62,966     | 0.37%   | 62,966       | 1.01%   |
| 360 - Miscellaneous Revenues | 528,091    | 3.13%   | 465,142      | 7.44%   |
| 380 - Non Revenues           | 65,560     | 0.39%   | -            | 0.00%   |
| 390 - Other Financing        | 966,603    | 5.73%   | -            | 0.00%   |
| Total Revenues:              | 16,870,342 | 100.00% | 6,252,617    | 100.00% |

The City’s largest funding source, Charges for Services (48.82%), comes from our Utility fund charges (Water, Sewer, Solid Waste). The second largest funding source is taxes (37.13%) which includes property tax, sales tax, and utility taxes. Property tax makes up about 15% of the City’s General Fund budget and is consistently the most reliable source of revenue for the City. The City has only been able to increase property tax by 1% each year without a levy lid lift. While small, the increase over time is important to maintaining General Fund services.

After the failure of the Metropolitan Park District measure, residents will not have an extra \$0.75 per \$1,000 of assessed value levied on them.

The following table lists the overlapping property tax districts and their estimates for their 2025 levies, showing a more accurate representation of the total property tax that a resident will pay at various house price points.

| Total Assessed Valuation: \$580,599,296 |             | Total Toppenish Tax Requested - \$934,618 |                   |                   |                   |                   |
|-----------------------------------------|-------------|-------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Proposed Tax Year 2024                  | Rate        | \$150,000                                 | \$175,000         | \$200,000         | \$225,000         | \$225,000         |
| County Emergency Medical Service        | 0.24        | 36.00                                     | 42.00             | 48.00             | 54.00             | 60.00             |
| City of Toppenish - Regular             | 1.60        | 240.00                                    | 280.00            | 320.00            | 360.00            | 400.00            |
| County Flood Control                    | 0.05        | 7.50                                      | 8.75              | 10.00             | 11.25             | 12.50             |
| State School Levy Part 1                | 1.32        | 198.00                                    | 231.00            | 264.00            | 297.00            | 330.00            |
| State School Levy Part 2                | 0.83        | 124.50                                    | 145.25            | 166.00            | 186.75            | 207.50            |
| Yakima County Road                      | 1.29        | 193.50                                    | 225.75            | 258.00            | 290.25            | 322.50            |
| Yakima Valley Libraries                 | 0.28        | 42.00                                     | 49.00             | 56.00             | 63.00             | 70.00             |
| Toppenish School District #202          | 3.80        | 570.00                                    | 665.00            | 760.00            | 855.00            | 950.00            |
| <b>Total</b>                            | <b>9.41</b> | <b>\$1,411.50</b>                         | <b>\$1,646.75</b> | <b>\$1,882.00</b> | <b>\$2,117.25</b> | <b>\$2,352.50</b> |

To calculate the property tax for any house, divide the total house value by 1,000 and then multiply it by the property tax rate.

For example:

House Value = \$323,000

Tax Rate = 9.41

$\$323,000 / 1,000 = 323$

$323 \times 9.41 = \mathbf{\$3,039.43}$

#### Fiscal Impact:

\$934,618.19 estimated revenue in the General Fund.

#### Recommendation:

Adopt Ordinance 2024-17 authorizing a 2025 tax levy estimated at \$934,618.19, a 1% increase from 2024

#### Alternatives:

Do not increase the levy by 1%.

## ORDINANCE 2024-17

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
TOPPENISH, WASHINGTON, DETERMINING AND FIXING THE  
AMOUNT OF MONEYS TO BE RAISED BY AD VALOREM TAXES TO  
FINANCE THE MUNICIPAL OPERATIONS FOR THE CITY OF TOPPENISH,  
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the City Council has held a public hearing on November 25, 2024, to consider the City of Toppenish's current (general) expense budget for the 2025 calendar year, pursuant to RCW 84.55.120, and

WHEREAS, the City Council, after the public hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Toppenish requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property, any annexations, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City of Toppenish, and

WHEREAS, the City Council is authorized by RCW 84.69.180, to recover the portion of the City's levy which was reduced within the preceding twelve months due to tax record adjustments such as senior exemptions, DOR exemptions, government exemptions and others, and

WHEREAS the City Council has determined that it is in the best interest of and necessary to meet the expenses and obligations of the City of Toppenish for the property tax revenue to be increased in the next calendar year, and

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

Section 1. That an increase in the regular property tax levy of \$9,173.40 or a 1% increase from the 2024 levy amount, plus any amount resulting from the addition of new construction improvements to property, any annexations, and any increase in the value of state-assessed property, is hereby authorized by the City Council of the City of Toppenish for the 2024 tax levy estimated at \$934,618.19.

Said amount above shall be apportioned to and payable into the various funds for the purpose established in the budget for the City of Toppenish to be hereafter adopted.

Section 2. The Budget and Finance Director is hereby instructed to forthwith certify the amount of said Ad Valorem Taxes hereby determined, fixed, and levied to the Board of Yakima County Commissioners as required by RCW 84.52.020.

Section 3. This Ordinance shall be effective five days after passage, approval and publication as required by law.

PASSED by the City Council at its regular meeting held on November 25, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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



Request for Council Action

Agenda Bill No.: 24-079

|                         |                                   |
|-------------------------|-----------------------------------|
| Meeting Date:           | November 25, 2024                 |
| Subject:                | Public Hearing for Property Taxes |
| Attachments:            | Ordinance 2024-17                 |
| Presented by:           | Adam Vaughn, Finance Director     |
| Approved for Agenda by: | Dan Ford, City Manager            |

Discussion:

State statute requires that local governments hold a public hearing on estimated revenue sources for the coming year’s budget, including consideration of increases in property tax revenues. This public hearing must be held prior to the Council voting on the annual property tax levy.

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| Toppenish School District #202          | 3.80 | 570.00                                    | 665.00     | 760.00     | 855.00     | 950.00     |
| Total                                   | 9.41 | \$1,411.50                                | \$1,646.75 | \$1,882.00 | \$2,117.25 | \$2,352.50 |

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For example:

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$\$323,000 / 1,000 = 323$

$323 \times 9.41 = \$3,039.43$

**Fiscal Impact:**

\$934,618.19 estimated revenue in the General Fund.

**Recommendation:**

Adopt Ordinance 2024-17 authorizing a 2025 tax levy estimated at \$934,618.19, a 1% increase from 2024

**Alternatives:**

Do not increase the levy by 1%.

ORDINANCE 2024-17

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
TOPPENISH, WASHINGTON, DETERMINING AND FIXING THE  
AMOUNT OF MONEYS TO BE RAISED BY AD VALOREM TAXES TO  
FINANCE THE MUNICIPAL OPERATIONS FOR THE CITY OF TOPPENISH,  
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WHEREAS, the City Council, after the public hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Toppenish requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property, any annexations, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City of Toppenish, and

WHEREAS, the City Council is authorized by RCW 84.69.180, to recover the portion of the City's levy which was reduced within the preceding twelve months due to tax record adjustments such as senior exemptions, DOR exemptions, government exemptions and others, and

WHEREAS the City Council has determined that it is in the best interest of and necessary to meet the expenses and obligations of the City of Toppenish for the property tax revenue to be increased in the next calendar year, and

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

Section 1. That an increase in the regular property tax levy of \$9,173.40 or a 1% increase from the 2024 levy amount, plus any amount resulting from the addition of new construction improvements to property, any annexations, and any increase in the value of state-assessed property, is hereby authorized by the City Council of the City of Toppenish for the 2024 tax levy estimated at \$934,618.19.

Said amount above shall be apportioned to and payable into the various funds for the purpose established in the budget for the City of Toppenish to be hereafter adopted.

Section 2. The Budget and Finance Director is hereby instructed to forthwith certify the amount of said Ad Valorem Taxes hereby determined, fixed, and levied to the Board of Yakima County Commissioners as required by RCW 84.52.020.

Section 3. This Ordinance shall be effective five days after passage, approval and publication as required by law.

PASSED by the City Council at its regular meeting held on November 25, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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



Request for Council Action

Agenda Bill No.: 24-060

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|                         |                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting Date:           | November 25, 2024                                                                                                                             |
| Subject:                | Animal Sheltering Services Agreement                                                                                                          |
| Attachments:            | Resolution 2024-37<br>2025 Animal Sheltering Services Agreement<br>August 5, 2024, Memo from Yakima Humane Society Regarding Contract Changes |
| Presented by:           | Joseph Mehline, Chief of Police                                                                                                               |
| Approved for Agenda by: | Dan Ford, City Manager                                                                                                                        |

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**Discussion:**

In November 2023, the Yakima Humane Society notified each agency that they would no longer be providing an animal control officer due to budget issues. They have provided an animal sheltering services agreement in which they will provide a maximum number of impounded and stray animals per month. The new contract allots the City of Toppenish a maximum of (48) forty-eight animals each year.

The City will pay a flat fee of \$1,000.00 per month for the shelter services provided by the Yakima Humane Society (YHS). This fee is applied regardless of how long the animal’s length of stay at YHS.

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**Fiscal Impact:** 2025 Budgeted Animal Control Services \$12,000.00

**Recommendation:** Motion to approve Resolution 2024-37 to authorize the City Manager to sign the 2025 Animal Sheltering Services Agreement with the Yakima Humane Society

**Alternatives:** 1) Do not adopt. 2) Forward to Study Session for further review.

RESOLUTION 2024-37

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TOPPENISH, WASHINGTON APPROVING AN ANIMAL SHELTERING  
SERVICES AGREEMENT WITH THE YAKIMA HUMANE SOCIETY  
TO PROVIDE ANIMAL SHELTERING SERVICES FOR THE CITY**

WHEREAS, the Humane Society operates an animal shelter to shelter animals impounded by the City’s Animal Control Officers, and

WHEREAS, the City of Toppenish requires the use of an animal shelter to shelter animals impounded by the City’s Animal Control Officers, and

WHEREAS, the City has previously contracted with the Humane Society for the boarding of impounded animals and other services at the Humane Society’s animal shelter, and

WHEREAS, the Humane Society is willing to continue providing said animal shelter services to the City in accordance with the terms and conditions of this Agreement, and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into a contract for continued animal shelter services in accordance with the terms and conditions of the attached agreement,

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

The attached contract with the Yakima Humane Society is approved and the City Manager is authorized and directed to execute said agreement 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 25, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## **ANIMAL SHELTERING SERVICES AGREEMENT**

This agreement is made and entered into by and between the CITY OF TOPPENISH, a Washington municipal corporation (hereinafter the "City") and the YAKIMA HUMANE SOCIETY, a non-profit corporation (hereinafter the Humane Society).

WHEREAS, the Humane Society operates an animal shelter to shelter dogs and cats impounded by the City's Officers; and

WHEREAS, the City of Toppenish requires the use of an animal shelter to shelter animals impounded by the City's Officers; and

WHEREAS, the City has previously contracted with the Humane Society for the boarding of impounded animals and other services at the Humane Society's animal shelter; and

WHEREAS, the Humane Society is willing to continue providing said animal shelter services to the City in accordance with the terms and conditions of this Agreement; and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into a contract for continued animal shelter services in accordance with the terms and conditions of the attached agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements set forth herein, it is agreed by and between the City and the Humane Society as follows:

### **1. Animal Shelter Services**

a. Impounded Animals. On delivery by the City, the Humane Society shall board all animals impounded by the City's officers at its animal shelter located at 2405 West Birchfield Road. The Humane Society shall keep accurate records of all animals impounded by the City's officers that are delivered to its animal shelter. The Humane Society shall keep records of all animals impounded, the date delivered to the animal shelter, the number of days impounded, the date of release, and/or the date euthanized.

b. Stray Animals. The Humane Society shall keep accurate records of all stray animals picked up within the City limits and delivered to its animal shelter.

c. Owner Surrendered Animals. The Humane Society shall also keep accurate records on all owner-surrendered animals accepted at its animal shelter and originating within the City limits. Pets surrendered by owner must be processed directly to the Humane Society by shelter staff and will not be accept from city officers. The surrender fee will be the responsibility of the pets owner and not the city.

d. Unclaimed Animals. Unclaimed animals impounded by the City and delivered to the animal shelter shall become the property of the Humane Society. Dogs without any form of ID (License, ID Tag, Microchip etc.) will be held for three (3) days. Cats without any form of ID have no hold period. All animals with some form of ID (license, ID Tag, microchip etc.) will be held for five (5) days.

e. Disposal of Dead Animals. The Humane Society shall not receive or dispose of dead animals for the city.

f. Redemption of Animals. The owner of any redeemed animal shall be responsible for the YHS fees for such animal. The City shall not be responsible to the Humane Society for any fee in connection with a redeemed animal. The Humane Society shall not be responsible for the collection of any City fees or licensing requirements expected of the pet owner.

g. Treatment of Animals. The Humane Society shall, at all times, both during and after the impound period, treat animals delivered by the City to its animal shelter in a humane manner. The Humane Society may euthanize, in a humane manner, any animal delivered to its animal shelter by the City, which obviously has a contagious disease, is so injured that it cannot be helped with medical treatment or is otherwise unadoptable due to behavioral issues.

h. Record Retention. The records relating to this Agreement must be made available to the City. They must be produced to third parties, if required pursuant to the Washington State Public Records Act, Chapter 42.56 RCW, or by law. All records related to this Agreement must be retained by the Humane Society for a minimum of 6 years after the end date or termination of this Agreement. The records shall at all times be subject to inspection by and with the approval of the City, and will be provided to the City upon the city's request. This Section shall survive the termination of this Agreement.

i. Maximum Number of Impounded and Stray Animals per Month. The City is allotted the intake amount of (48) forty-eight animals each year. In the event that the city needs to bring in an animal they will notify YHS of the incoming pet for a kennel to be prepaid.

## **2. City Representative**

- a. Upon delivery of impounded animals to the Humane Society animal shelter, a City Representative will complete a form provided by the Humane Society that describes the status of the animal, the location where the animal was picked up, the animal owner's name and contact information (if known), the required duration of the hold (if applicable), and other information deemed necessary by the Humane Society for animal intake.
- b. The City will notify the Humane Society of hold extensions that are beyond the time determined at the time of delivery of the animal to the Humane Society animal shelter.

## **3. Consideration.**

Effective January 1, 2025, the City of Toppenish agrees to compensate the Humane Society an annual amount of twelve thousand dollars (\$12,000) to be paid in monthly installments of (\$1000) one thousand dollars. Invoices over 30 days outstanding will be assessed a 3% late fee for each month outstanding.

4. **Term of Agreement.** The term of this agreement shall commence on January 1, 2025 and shall continue automatically for additional annual terms upon the same terms and conditions set forth herein, unless either party gives the other written notice.
5. **Status of Humane Society.** The Humane Society and the City understand and expressly agree that the Humane Society is an independent contractor in the performance of each and every part of this Agreement. The Humane Society and its employees shall make no claim of City employment nor shall claim against the City any related employment benefits, social security, and/or retirement.
6. **Taxes and Assessments.** The Humane Society shall be solely responsible for compensating its employees and for paying all related taxes, deductions, and assessments, including but not limited to, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement, the Humane Society shall pay the same before it becomes due.
7. **Nondiscrimination Provision.** During the performance of this Agreement, the Humane Society shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, and any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement.
8. **Compliance with Law.** The Humane Society agrees to perform all services under and pursuant to this Agreement in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local or otherwise.
9. **No Insurance.** It is understood that the City does not maintain liability insurance for the Humane Society and/or its employees.
10. **No Conflict of Interest.** The Humane Society represents that neither it nor its employees have any interest and shall not hereafter acquire an interest, direct or indirect, which would conflict in any manner of degree with the performance of this Agreement. The Humane Society further covenants that it will not hire anyone or any entity having such a conflict of interest during the performance of this Agreement.
11. **Indemnification and Hold Harmless.** The Humane Society agrees to protect, defend, indemnify, exonerate, and hold harmless the City, its elected and appointed officials, agents, officers, and employees (hereafter "parties protected") from (1) any and all

claims, demands, liens, lawsuits, administrative and other proceedings, and (2) any and all judgments, awards, losses, liabilities, damages (including punitive or exemplary damages), penalties, fines, costs and expenses (including legal fees, costs, and disbursements) for, and arising out of, or related to any actual or alleged death, injury, damage or destruction to any person or any property (including but not limited to any actual or alleged violations of civil rights) to the extent solely or concurrently caused by, arising out of, or related to any actual or alleged act, action, default, or omission (whether intentional, willful, reckless, negligent, inadvertent, or otherwise) resulting from, arising out of, or related to the Humane Society's provision of services, work or materials pursuant to this Agreement.

## **12. Humane Society Insurance.**

- (a) **Commercial Liability.** On or before the date this Agreement is executed, the Humane Society shall provide the City with a certificate or insurance as proof of liability insurance in the amount of Two Million Dollars (\$2,000,000.00) that clearly states who the provider is, the amount of coverage, the policy number, and when the policy and the provisions provided are in effect (any statement in the certificate to the effect of "this certificate is issued as a matter of information only and covers no right upon the certificate holder" shall be deleted). Said policy shall be in effect for the duration of this Agreement. The policy shall name the City, its elected officials, officers, agents, and employees as additional insured's and shall contain a clause that the insurer will not cancel or change the insurance without first giving the City thirty (30) calendar days prior written notice (any language in the clause to the effect of "but failure to mail such notice shall impose no obligation or liability of any kind upon the company" shall be crossed out and initialed by the insurance agent). The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide and admitted in the State of Washington.
- (b) **Worker's Compensation.** The Humane Society agrees to pay all premiums provided for by the Worker's Compensation Act of the State of Washington. Evidence of the Humane Society's workers' compensation coverage will be furnished to the City. The Humane Society holds the City harmless for any injury or death to the Humane Society's employees while performing this Agreement.
- (c) **Umbrella policy.** The Humane Society shall provide the City with a certificate of insurance as proof of an umbrella insurance policy with a total minimum liability limit of One Million Dollars (\$1,000,000.00). The certificate shall clearly state who the provider is, the coverage amount, the policy number, and when the policy and provisions provided are in effect. Said policy shall continue in effect for the duration of the Agreement. The policy shall name the City, its elected and appointed officials, officers, agents, employees, and volunteers as additional insureds, and shall contain a clause that the insurer will not cancel or change the insurance without first giving the City thirty (30) calendar days prior written notice (any language in the clause to the effect of "but failure to mail such notice shall impose no obligation or liability or any kind upon the company" shall be crossed out and initialed by the insurance agent). The insurance shall be with an insurance company or companies rated A-VII or higher in Best's Guide and admitted in the State of Washington.

13. **Delegation of Services.** The services provided for herein shall be performed by the Humane Society, and no other person other than regular associates or employees of the Humane Society shall be engaged upon such work or services except upon written approval of City.
14. **Assignment.** This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by the Humane Society to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Humane Society as stated herein.
15. **Severability.** If any portion of this Agreement is changed per mutual agreement or any portion is held invalid, the remainder of the Agreement shall remain in full force and effect.
16. **Integration.** This written document constitutes the entire agreement between the City and the Humane Society. No changes or additions to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and executed by both parties. This Agreement supersedes any and all previous agreements between the parties.
17. **Non-Waiver.** The Waiver by the Humane Society or the City of the breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach by either party or prevent either party thereafter enforcing any such provision.
18. **Termination for Cause.** In the event that either party breaches or defaults with respect to any of its duties, obligations and conditions of this Agreement, the other party shall be entitled to terminate this Agreement by providing the preaching/defaulting party with a written termination notice thirty (30) calendar days in advance of the effective termination date. The notice shall describe how the other party is in breach/default of this Agreement. The preaching/defaulting party shall have the right to cure such breach/default during the thirty (30) day notice period.
19. **Modification or Termination of Agreement.** If either party desire to change/modify or terminate this Agreement, such party shall give written notice to the other (90) calendar days in advance of the effective modification/termination date.
20. **Feral Cats.** This contract does not include services for feral or community cats.
  - a. Definition: Feral are free roaming cats that are not owned and are unable to touch. Community cats are unowned cats that live outdoors in the community. They may be friendly but have no owners.

21. **Animal Drop-off Times:** There is no on-call service; meaning City Officers can drop off animals at the shelter between 8 AM-5 PM, seven days a week. Holiday drop off times are 8 AM-12 PM.
22. **Notices.** Unless stated otherwise here, all notices and demands shall be in writing and sent or hand-delivered to the parties to their addresses as follows:

TO CITY:

City of Toppenish  
21 W First Ave  
Toppenish, WA 98948

TO HUMANE SOCIETY:

Yakima Humane Society  
2405 W. Birchfield Road  
Yakima, WA 98901

or to other such addresses as the parties may hereafter designate in writing. Notice and/or demands shall be sent by registered or certified mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when mailed or hand delivered at the addresses specified above.

1. **Survival.** Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.
2. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
3. **Venue.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Yakima County, Washington.

EXECUTED this 1st Day of January, 2025

CITY OF TOPPENISH

By: \_\_\_\_\_

YAKIMA HUMANE SOCIETY

By:  \_\_\_\_\_  
Kelli Peal, Director of Shelter Operations

ATTEST:

By: \_\_\_\_\_

By:  \_\_\_\_\_



To: City and County Partners of Yakima Humane Society

From: Kelli Peal, YHS Director of Shelter Operations

Date: August 5, 2024

Subject: Contract Changes

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Dear Partner,

The Yakima Humane Society will be making changes to our animal control and sheltering contracts going forward. We continue to face major capacity concerns, compounded by the increased costs for both standard and emergency animal care. YHS is in a constant state of crisis management and has to make necessary changes to continue providing care for the animals from your jurisdiction.

YHS is a privately funded no-kill organization, this is an important distinction that we have worked hard to achieve and are proud to uphold. We are the contracted intake facility for twelve cities and two county jurisdictions. YHS does not have the capacity to provide shelter for an unlimited number of animals from so many different areas.

We will need to rework our financial terms as well as establish a maximum number of animals that can be taken from your city each month. By setting a monthly limit, we help everyone in a fair and reasonable manner, without overcommitting our resources. YHS is dedicated to supporting our local municipalities, your contract is incredibly important to insure that YHS can intake not only animals brought in by your city officers but also members of the public who reside within your jurisdiction.

Please accept this memo as our written notice to amend our current contract agreement. Your new 2025 contract is enclosed for your consideration.

Sincerely,

*Kelli Peal*

Kelli Peal  
Director of Shelter Operations  
Yakima Humane Society  
kpeal@yakimahumane.org  
509-457-9296



Request for Council Action

Agenda Bill No.: 24-038

|                         |                                               |
|-------------------------|-----------------------------------------------|
| Meeting Date:           | November 25, 2024                             |
| Subject:                | Culton Consulting Contract (Federal Lobbyist) |
| Attachments:            | Contract                                      |
| Presented by:           | Adam Vaughn, Finance Director                 |
| Approved for Agenda by: | Dan Ford, City Manager                        |

**Discussion:**

The City has hired Gordon Thomas Honeywell (GTH) to assist with state lobbying efforts. The purpose of Culton Consulting is to pursue federal lobbying for the City to receive grant funding and federal appropriations.

Culton Consulting has put in work to take City of Toppenish plans and match up projects with potential federal earmarks. This process is time intensive and requires in-depth knowledge of the federal government fund allocation process that the City does not have the bandwidth to dedicate time to.

As it stands, the City hopes to pursue funding from the state and federal government for its WWTP and Police Station projects. The City will work with both Culton Consulting and GTH to write scopes for each of the projects that allow for flexibility upon funding awards of state, federal, or both.

**Fiscal Impact:**

\$3,000 a month.

**Recommendation:**

Approve Resolution 2024-38 authorizing the City Manager to execute the agreement with Culton Consulting.

**Alternatives:**

Do not fund this service.

RESOLUTION 2024-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TOPPENISH, WASHINGTON APPROVING A CONSULTING SERVICES  
AGREEMENT WITH CULTON CONSULTING LLC  
FOR GOVERNMENT AFFAIRS SERVICES**

WHEREAS, the City of Toppenish desires to pursue federal funding opportunities, and

WHEREAS, the City does not have sufficient staff to perform any necessary government affairs services, and

WHEREAS, Culton Consulting LLC, is a Limited Liability Company, capable of engaging with federal agencies, members of Congress, state agencies, and local stakeholders to enhance the City’s efforts to secure federal funding, and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into a Consulting Services Agreement with Culton Consulting LLC, as attached,

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

The attached Consulting Services Agreement between the City of Toppenish and Culton Consulting LLC is approved, and the City Manager is authorized and directed to execute said agreement 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 25, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## CULTON CONSULTING LLC CONSULTING SERVICES AGREEMENT

THIS CONSULTING SERVICES AGREEMENT ("**Agreement**") is made and entered into effective as of the date of signature, by and between, **Culton Consulting LLC**, a Washington limited liability company ("**Consultant**"), and City of Toppenish, a Washington State City ("**Client**"). Consultant and Client are sometimes referred to herein individually as a "**Party**" and collectively as the "**Parties**." The Parties agree as follows:

### 1. Summary.

The Consultant provides professional consulting services, and the Parties enter into this Agreement to specify the terms and conditions on which Client may engage Consultant to provide services (the "**Services**") described in one or more written statements of work (each, an "**SOW**").

### 2. Definitions.

The following capitalized terms used in this Agreement have the meanings set forth below:

- 2.1 "**Affiliate**" means with respect to any Party, any other Person, which controls, is controlled by, or is under common control with, such Party. "**Control**" means (a) that an entity or company owns, directly or indirectly, more than fifty percent (50%) of the voting stock of another entity, or (b) that an entity, person or group has the actual ability to control and direct the management of the entity, whether by contract or otherwise.
- 2.2 "**Intellectual Property Rights**" means all intellectual property rights and moral rights protectible under any laws or international conventions throughout the world, and in each case including without limitation the right to apply for registrations, certificates, or renewals with respect thereto and the right to prosecute, enforce, obtain damages relating to, settle or release any past, present, or future infringement or misappropriation thereof.
- 2.3 "**Person**" means an individual, corporation, partnership, joint venture, association, trust, unincorporated organization, any federal, state, or local government or any court, administrative or regulatory agency or commission or other governmental authority or agency, domestic or foreign, or other entity.

### 3. Consulting Services.

- 3.1 Services; Deliverables. The initial SOW is attached hereto as Exhibit A and is effective as of the Effective Date. Any subsequent SOW is effective upon mutual execution by Client and Consultant. With respect to each SOW, Consultant shall: (i) perform all Services described therein in accordance with the terms of such SOW, and (ii) shall provide any documents or other items that Consultant is required to deliver to Client under the terms of such SOW (the "**Deliverables**"). Each SOW executed after the Effective Date is incorporated herein by reference.
- 3.2 Performance. Consultant shall perform the Services and provide any Deliverables in a timely, professional, and competent manner in accordance with industry standards using qualified personnel.
- 3.3 Changes. Either Party may request changes to an SOW. Each such request must be in writing, detailed and must include the requesting Party's good faith estimate of the impact of the requested changes (e.g., timing and cost). Any change to an SOW will not become effective unless it is in writing and mutually executed.

### 4. Responsibilities of Client.

- 4.1 Client Assistance. Client shall cooperate with Consultant's requests for information or approval in connection with performance of the Services. Client shall also comply with any additional requirements or obligations set forth in the applicable SOW.
- 4.2 Client Delays. The client acknowledges and agrees that the performance of the Services by Consultant depends upon timely performance of all applicable Client obligations and that Consultant will not be liable for delays caused by Client.

### 5. Payment.

- 5.1 Fees. The client is engaging Consultant on a monthly retainer at a rate of \$3,000 per month for the Services. Consultant will provide Client with invoices (each, an "**Invoice**") for Services based on the fees for such Services and expenses incurred for the applicable time based on the terms of this Agreement and any applicable SOW (collectively, the "**Fees**"). Unless otherwise mutually agreed in writing, Consultant will deliver a monthly Invoice to Client for all Fees. All Fees are non-refundable. Consultant reserves the right to adjust its rates from time to time and such rates will become effective upon thirty (30) days prior written notice to Client.

5.2 **Payment.** Unless otherwise set in an SOW, Client will pay Consultant (by wire transfer or other method mutually acceptable to the Parties) all Fees within thirty (30) days following receipt of the Client-approved Invoice. Overdue payment of Fees may be subject to interest on the past due amount at the lesser of one and one-half percent (1.5%) per month or the maximum rate permitted by applicable law.

5.3 **Taxes.** All Fees are exclusive of, and Client will pay, all taxes, duties, and assessments, however designated, which are levied or imposed upon such Fees or the use or provision of the Services, excluding only taxes based on Consultant's net income (for which Consultant will be responsible).

## **6. Intellectual Property.**

6.1 **Ownership.** Consultant and Client reserve all Intellectual Property Rights not expressly granted herein. The client acknowledges and agrees that any Intellectual Property Rights developed by consultant are and will remain the exclusive property of consultant. Unless otherwise expressly set forth herein, nothing contained in this Agreement shall be construed as conferring any rights by implication, estoppel or otherwise, under any Intellectual Property Rights of either Party.

6.2 **License to Deliverables.** Subject to the terms and conditions of this Agreement, Consultant hereby grants to Client a non-exclusive, irrevocable, perpetual, royalty-free, fully paid up, worldwide, transferable license, including the right to grant sublicenses through multiple tiers, to use, reproduce, distribute, and modify the Deliverables as reasonably necessary or desirable in the normal course of Client's business.

## **7. Confidentiality.**

7.1 **Confidential Information.** "Confidential Information" means any non-public information that one Party (the "Disclosing Party") discloses to the other Party (the "Receiving Party") in connection with this Agreement or the performance of the Services that a reasonable person would recognize as confidential based on the nature of the information and the circumstances of disclosure, whether disclosed orally, visually, electronically or otherwise, but does not include information that; (i) has been legally made public, other than by acts of the Receiving Party; (ii) was or becomes independently known or available on a non-confidential basis from a third-party; or (iii) is developed independently by the Receiving Party without the use of or reference to the Confidential Information of the Disclosing Party. Unless otherwise agreed in writing, all Confidential Information is provided "AS-IS."

7.2 **Nondisclosure of Confidential Information.** The Receiving Party shall use the same degree of care to avoid disclosure of the Disclosing Party's Confidential Information as it employs or would employ with respect to its own Confidential Information that is not meant to be disclosed, but always shall use at least reasonable care to avoid such disclosure. The Confidential Information shall be kept confidential and shall not be disclosed by the Receiving Party in any manner whatsoever, in whole or in part, without written permission by the Disclosing Party except that the Receiving Party may disclose the Confidential Information to its employees, advisors, officers, directors, managers, agents, owners, advisors, and attorneys that have a reasonable need to know such Confidential Information and are subject to nondisclosure obligations no less restrictive than this Agreement (collectively, "Representatives"). Each Party shall be responsible for the acts and omissions of its Representatives with respect to the Confidential Information.

7.3 **Use of Confidential Information.** The Receiving Party shall not use the Confidential Information, directly or indirectly, for any purpose other than as is necessary in connection with performing its obligations or exercising its rights under this Agreement. The Receiving Party shall promptly notify the Disclosing Party of any loss, misuse, or misappropriation of the Confidential Information. Upon termination or expiration of this Agreement, the Confidential Information (and all copies, summaries, and notes of or relating to the Confidential Information) shall be returned to the Disclosing Party by the Receiving Party in accordance with the Disclosing Party's instructions.

7.4 **Required Disclosure.** In the event the Receiving Party is requested, pursuant to subpoena or other legal process, to disclose any of the Confidential Information, the Receiving Party shall provide the Disclosing Party with immediate written notice so that the Disclosing Party may seek a protective order or other appropriate remedy. In the event such protective order or other remedy is not obtained, the Receiving Party (or such other person) shall furnish only that portion of the Confidential Information that is legally required as determined by the Receiving Party in good faith. If the Receiving Party receives a request for disclosure of the Confidential Information through a subpoena or other legal process, the Receiving Party shall provide prompt and

comprehensive written notice to the Disclosing Party. This will allow the Disclosing Party the opportunity to seek a protective order or any other appropriate remedy to prevent the disclosure of the Confidential Information. If such protective order or other remedy is not obtained, the Receiving Party or any other person acting on their behalf shall disclose only the specific portion of the Confidential Information that is legally mandated, as determined by the Receiving Party in good faith. This disclosure shall be made in a timely manner and in compliance with all applicable laws and regulations. The Receiving Party shall also provide the Disclosing Party with a copy of any disclosure made in response to the request.

- 7.5 **DTSA Notice.** Pursuant to 18 USC §1833(b), an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Additionally, an individual suing an employer for retaliation based on the reporting of a suspected violation of law may disclose a trade secret to his or her attorney and use the trade secret information in the court proceeding, so long as any document containing the trade secret is filed under seal and the individual does not disclose the trade secret except pursuant to court order.

8. **Insurance.** For so long as this Agreement remains in effect, Consultant shall, at its sole cost and expense, obtain and maintain in full force and effect commercial general liability insurance (\$2,000,000 per occurrence), errors and omissions insurance (\$1,000,000 per occurrence), and auto insurance (N/A) with Client and the City of Toppenish. Consultant shall, upon request from Client, provide Client with evidence of the insurance required to be maintained hereunder.

9. **Representations and Warranties.**

Each Party represents and warrants to the other Party as follows:

- (a) this Agreement, when executed and delivered by such Party, shall constitute valid and legally binding obligations of such Party, enforceable against such Party in accordance with its terms except (i) as limited by the applicable bankruptcy, insolvency, reorganization, moratorium, fraudulent conveyance, or other laws of general application relating to or affecting the enforcement of creditors' rights generally, (ii) as limited by laws relating to the availability of specific performance, injunctive relief or other equitable remedies;
- (b) the execution and delivery by such Party of this Agreement, and the performance by such Party of its obligations under this Agreement will be duly authorized by all necessary corporate action and does not and will not violate any law, rule, regulation, order, writ, judgment, injunction, decree, determination or award presently in effect having applicability to such Party; and
- (c) The performance by each Party under this Agreement will not conflict with or result in the breach of, or constitute a default under, any contract, loan agreement, indenture, mortgage, deed of trust, lease, or other instrument, agreement, or arrangement (whether written or oral) binding on such Party.

10. **Indemnification.**

- 10.1 **Indemnification by Client.** Client shall defend, indemnify, and hold Consultant and its agents, employees, and owners harmless from and against all liabilities, penalties, costs, losses, damages and expenses, including, without limitation, reasonable attorneys' fees and expenses (collectively, "**Damages**"), in any action or claim brought by a third party arising out of or resulting from: (i) any breach of this Agreement by Client; ii) any violation of applicable law, rules or regulations by Client; or  
(iii) the gross negligence or willful misconduct of Client.
- 10.2 **Indemnification by Consultant.** Consultant shall defend, indemnify, and hold Client, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of Client. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Client, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for

the purposes of this indemnification. The parties have mutually negotiated this waiver. When Client provides the Consultant with notice of a public records request, the Consultant agrees to save, hold harmless, indemnify, and defend Client, its officers, agents, employees, and elected officials from and against all claims, lawsuits, fees, penalties, and costs resulting from the Consultant's violation of the Public Records Act RCW 42.56, or Consultant's failure to produce public records as required under the Public Records Act. The provisions of this section 10.2 shall survive the expiration or termination of this agreement.

10.3 Procedure for Indemnification. A Party entitled to indemnification under this Agreement (an "**Indemnified Party**") shall:

(a) provide the Party that is required to provide indemnification (the "**Indemnifying Party**") with prompt written notice of the lawsuit or action (though any failure to give notice will only affect the Indemnifying Party's obligations to the extent such failure materially impaired the Indemnifying Party's ability to effectively defend or settle the lawsuit or action); (b) give the Indemnifying Party sole control of the defense of the lawsuit or action and any related settlement negotiations (though the Indemnified Party and individuals may participate in the defense and settlement at their own expense, and the Indemnifying Party may not enter into any settlement that adversely affects the indemnified Party and Individuals' respective interests to a material degree without their written consent); and (c) providing to the indemnifying Party (at the Indemnifying Party's expense) all assistance, information and authority reasonably required to effectively defend or settle the lawsuit or action. The provisions of this Section 10 shall survive the termination or expiration of this Agreement.

## **11. Consultant Employees**

11.1 Employee Defined. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

11.2 No Relationship to Client. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of Client, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

11.3 PERS. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement are not currently a member or a retired member of a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. (Please indicate No or Yes below)

☐ No employees supplying work currently are members or are a retired member from a Washington state retirement system.

☒ Yes employees supplying work currently are members or are a retired member from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact is a current member or a retiree of a Washington State retirement system, and because of the misrepresentation the Client is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold Client harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work is a current member or has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide Client with all information required by Client to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

## 12. Term and Termination

- 12.1 Term. This Agreement shall have an initial term commencing on the Effective Date and ending upon the one-year anniversary of such date (the “**Initial Term**”), unless earlier terminated pursuant to Section 12.2. Upon the expiration of the Initial Term, and unless earlier terminated pursuant to Section 12.2, this Agreement shall renew, automatically for up to five subsequent one-year terms, (each, a “**Renewal Term**”) unless either Party provides not less than thirty (30) days written notice of its intent not to renew. The Initial Term and any applicable Renewal Term(s) are referred to herein collectively as the “**Term**.”
- 12.2 Termination for Convenience. Client and Consultant each may, upon not less than thirty (30) days written notice to the other Party, terminate this Agreement.
- 12.3 Effects of Termination or Expiration; Survival. Upon the expiration or termination of this Agreement for any reason: (i) Client shall deliver payment for all Services performed as of such date; and (ii) each Party shall deliver to the other Party any other materials bearing or consisting of the other Party's Confidential Information. The payment obligations of the Parties shall survive termination or expiration of this Agreement. Any provisions stated to survive termination or expiration of this Agreement shall survive for the periods described herein.

## 13. General Terms

- 13.1 Governing Law. This Agreement shall be governed by the laws of the United States and the internal law of the State of Washington, without regard to conflict of law principles that would result in the application of any law other than the law of the State of Washington.
- 13.2 Entire Agreement. This Agreement (including any applicable SOWs) constitutes the full and entire understanding and agreement between the Parties with respect to the subject matter hereof, and any prior written or oral agreements relating to the subject matter hereof existing between the Parties are expressly superseded.
- 13.3 Assignment. This Agreement shall be binding to the benefit of each of the Parties hereto and their respective successors and permitted assigns.
- 13.4 Modification; Waiver. No waiver, modification or amendment to this Agreement will be effective unless in writing and signed by both Parties. No failure on the part of either party hereto to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude any other or future exercise thereof or the exercise of any other right. The remedies herein are cumulative and in addition to any other remedies provided by applicable law.
- 13.5 Publicity. Consultant may include Client in Consultant's customer lists, and Client will participate in Consultant's reference program (e.g., by cooperating to prepare a standard profile of Client, including Company's logo and an executive quote, that Consultant will be permitted to use for marketing purposes).
- 13.6 Notices. All notices and other communications given or made pursuant to this Agreement shall be in writing and shall be deemed effectively given upon the earlier of actual receipt, or (a) personal delivery to the party to be notified, (b) when sent, if sent by electronic mail or facsimile during normal business hours of the recipient, and if not sent during normal business hours, then on the recipient's next business day, (c) seven (7) business days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one (1) business day after deposit with a nationally recognized overnight courier, freight prepaid, specifying next business day delivery, with written verification of receipt. Notices to the Parties shall be addressed as follows:

If to Consultant:  
 Culton Consulting LLC  
 Attention: John Culton  
 24641 E. Mica Peak Road  
 Liberty Lake, WA 99019  
 Email: john@cultonconsulting.com

If to Client:  
 City of Toppenish  
 Attention: Dan Ford  
 21 West 1<sup>st</sup> Avenue  
 Toppenish, WA. 98948  
 Email: dan.ford@cityoftoppenish.us

- 13.7 **Severability.** Any provision of this Agreement, which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.
- 13.8 **Order of Precedence.** In the event of any conflict between this Agreement and the terms of any SOW, the provisions of this Agreement shall control except as otherwise provided herein.
- 13.9 **Force Majeure.** Except for payment obligations, an obligation of a party hereunder shall be temporarily suspended during the period in which such party is unable to perform such obligation by reason of any event or condition that is beyond the reasonable control of such party, and could not, by the exercise of due diligence, have been avoided in whole or part by such person (a “**Force Majeure Event**”), but only to the extent of such inability to perform. Immediately following the occurrence of a Force Majeure Event, a party asserting a suspension of its obligations in connection therewith shall notify the other party of the events giving rise to the assertion, the estimated period of suspension and the degree of disruption of operations. Such notice shall be by the most rapid and effective means available under the circumstances. No Force Majeure Event shall relieve either party from those of its obligations that are not affected by such Force Majeure Event and the obligations of the Parties to perform as provided by this Agreement through any facilities not affected by the Force Majeure Event shall continue. The Parties shall use reasonable efforts to resume normal performance under this Agreement as soon as possible. Prior to such resumption, the Parties shall perform their respective obligations to the extent practicable. In any such case, the Parties shall use reasonable efforts to mitigate any damage resulting therefrom.
- 13.10 **Relationship of Parties.** Nothing in this Agreement shall constitute or be deemed to constitute either party as the legal representative or agent of the other, nor shall either party have the right or authority to assume, create, or incur any liability or any obligation of any kind, express or implied, in the name of or on behalf of the other party. Consultant shall function as an independent contractor under this Agreement and shall maintain complete control over its employees and all its suppliers and contractors, including, without limitation, and nothing contained in this Agreement shall create any contractual relationship between Company and any such employee, supplier, or contractor. Consultant shall perform its obligations hereunder in accordance with its own methods and procedures, subject only to compliance with this Agreement.
- 13.11 **Counterparts.** This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.
- 13.12 **Attorneys’ Fees.** If any legal proceeding (or arbitration) relating to this Agreement or the enforcement of any provision of this Agreement is brought against any party hereto, the prevailing party shall be entitled to recover reasonable attorneys’ fees and costs.

*[Signature Page Follows]*

[SIGNATURE PAGE TO CONSULTING SERVICES AGREEMENT]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**CLIENT:**

City of Toppenish

By: \_\_\_\_\_

Name: Dan Ford, PE      Title: City Manager  
21 West 1st Avenue, Toppenish, WA, 98948

**CONSULTANT:**

CULTON CONSULTING LLC

By: \_\_\_\_\_

Name: John Culton      Title: Sole Member  
Address: 24641 E. Mica Peak Road, Liberty Lake, WA 99019

EXHIBIT A  
STATEMENT OF WORK

This Statement of Work (“SOW”) forms part of the Consulting Services Agreement entered by and between Consultant and Client dated as of XXXX (the “Agreement”) and is subject to the terms and conditions of the Agreement. Any capitalized terms not defined in this Statement of Work have the meanings indicated elsewhere in the Agreement. In the event of any conflict between this SOW and the Agreement, the Agreement shall prevail. Unless otherwise set forth herein, this SOW is effective as of the Effective Date. Consultant and Client agree as follows:

1. General

Client is engaging Consultant to professional consulting services and/or government relations services as further described in this SOW (the “Services”).

2. Services and Deliverables

Services Description:

Culton Consulting will engage with federal agencies, members of Congress, state agencies, and local stakeholders to enhance the City of Toppenish’ efforts in securing federal funding and achieve policy objectives. Our services include:

1. **Direct Engagement with Federal Policymakers:** We will arrange and participate in meetings with key federal and state policymakers to advocate for funding opportunities crucial to the City’s projects. This includes engaging with members of Congress and relevant Executive Agencies to ensure the City’s priorities are effectively communicated and supported.
2. **Strategic Third-Party Engagement:** Culton Consulting will assist in identifying and fostering relationships with third parties who can provide additional support for federal and state funding initiatives. By coordinating with local stakeholders, we aim to build a broad coalition advocating for the City’s funding needs.
3. **Comprehensive Materials Development:** We will work with the city to develop and refine essential materials such as background information, intelligence reports on funding opportunities, and detailed scheduling for advocacy meetings. Additionally, we will collaborate on the development of letters of support and other documentation necessary to strengthen funding requests and demonstrate community support.
4. **Policy Guidance and Advocacy Support:** Our team will provide strategic guidance on navigating federal policymaking processes, ensuring the City is well-positioned to influence policy decisions in its favor. We will advocate for policy objectives that align with the City’s interests and support initiatives aimed at securing federal resources.
5. **Regular Planning and Strategy Sessions:** Culton Consulting will actively participate in planning sessions to continuously refine advocacy strategies and adapt to evolving federal priorities. By maintaining initiative-taking planning, we aim to optimize our advocacy efforts and maximize opportunities for federal funding success.

Through these services and deliverables, Culton Consulting is committed to supporting the City of Toppenish in its efforts to secure vital federal resources, strengthen community infrastructure, and advance local economic development and policy initiatives.

Deliverables:

1. **Materials Development:**
  - Collaborate on the development of comprehensive materials such as background information, intelligence reports, and scheduling logistics. Including letters of support and other necessary documentation to reinforce funding requests.

2. Policy Guidance and Advocacy:
- Provide guidance on policy matters to enhance engagement with federal policymakers.

○ Advocate for agreed-upon policy objectives and strategies to support funding initiatives.
3. Engagement with Federal Agencies and Congress:
- Arrange and participate in meetings with federal policymakers, including members and staff of Congress and relevant state and Federal Executive Agencies, to advocate for federal and state funding opportunities.

○ Provide guidance on engagement strategies with federal policymakers to advance the City's interests.

○ Offer ongoing information and analysis on activities related to the federal funding strategy.

○ Participate in regular planning sessions to refine advocacy strategies.

○ Provide local government relations services when needed.

3. Timeline and Period of Performance

The period of performance for this SOW will start on the date of signature, and the work tasks are estimated to continue through XXXX, 2025. The specific timeline for the completion of any tasks and the period of performance may be modified by mutual agreement of Consultant and Client.

4. Compensation and Payment

Client shall pay for the Services in accordance with the terms of the Agreement. The client shall reimburse the Consultant for any pre-approved expenses incurred in connection with the Services.

5. Client Contact

Consultant’s point of contact with Client is the following individual (the “Client Representative”):

Name: Dan Ford  
Title: City Manager  
Email address: dan.ford@cityoftoppenish.us  
21 West 1<sup>st</sup> Avenue  
Toppenish, WA. 98948  
509-379-0847

Client may update its Client Representative from time to time by providing written notice to consultant. Consultant is entitled to rely upon the instructions and directions of the Client Representative on behalf of Client in connection with this SOW.

6. Client Responsibilities

Client agrees to cooperate with Consultant’s requests for information or approval in connection with performance of the Services. Client further agrees to provide accurate information to consultant to allow Consultant to make any necessary filings or disclosures required by law or applicable regulations in connection with the Services.

IN WITNESS WHEREOF, the Parties have executed this SOW as of the date set forth above.

**CLIENT:**

City of Toppenish

By: \_\_\_\_\_

Name: Dan Ford, PE      Title: City Manager

21 West 1st Avenue, Toppenish, WA, 98948

**CONSULTANT:**

CULTON CONSULTING LLC

By: \_\_\_\_\_

Name: John Culton      Title: Sole Member

Address: 24641 E. Mica Peak Road, Liberty Lake, WA 99019



# CULTON CONSULTING

Washington, D.C.



Section 6, Item c.

# Federal & State Advocacy



Olympia, WA



# Our Team

The staff at Culton Consulting assist clients in project development by leveraging their extensive knowledge of federal and state funding resources. They create vital connections between a project's needs and the available public and private funding opportunities. This process involves a deep understanding of various grant programs, including their funding ceilings, open and close dates, and local match requirements. Through this expertise, Culton Consulting ensures that clients are well positioned to access the resources necessary to bring their projects to fruition.

# About Culton Consulting

Section 6, Item c.

Culton Consulting is a premier advocacy and consulting firm, navigating state and federal policymaking. Our firm is comprised of a diverse set of experts from fields ranging from city government management, nonprofit leadership, congressional affairs, private sector strategy, state legislative advocacy, and advanced grant writing.

Our firm has a track record of securing significant funding and championing policies to create solutions for our clients. Our team's interdisciplinary approach allows us to leverage successes into continued momentum when securing competitive grants, budget requests, and policy change.

# Services Provided



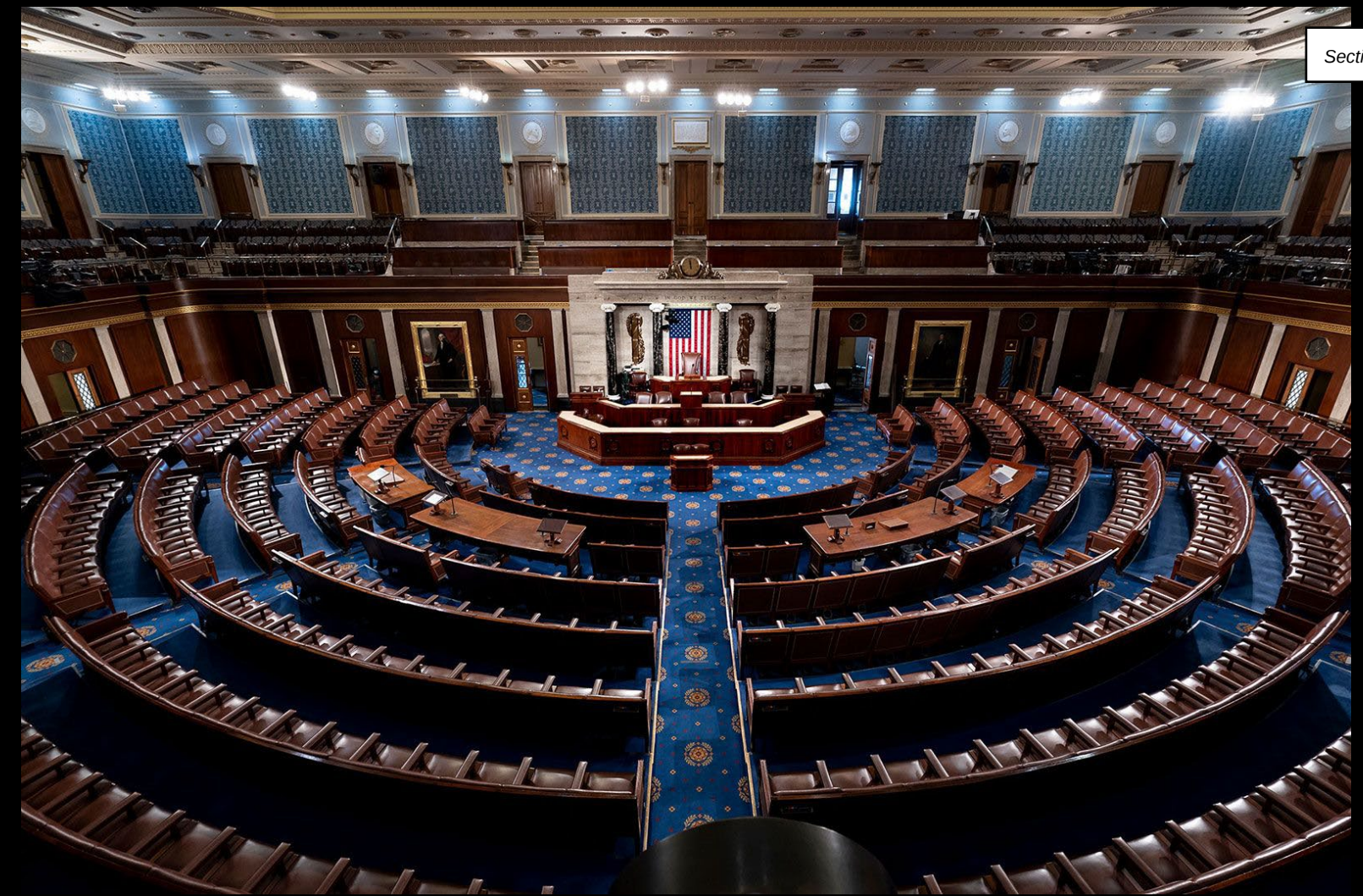
## Advocacy

- ☐ Members of Congress and Staff
- ☐ State Legislators
- ☐ Federal and State Executive Agencies
- ☐ Washington State Governor and Staff
- ☐ Develop Legislative Agendas

## Funding Specialist

- ☐ Congressionally Directed Spending/  
Community Project Funding
- ☐ Washington State Capital, Operating, and  
Transportation Budget Requests
- ☐ Identifying competitive State and Federal  
Grants
- ☐ Grant Writing

# Congressionally Directed Spending Community Project Funding



Section 6, Item c.

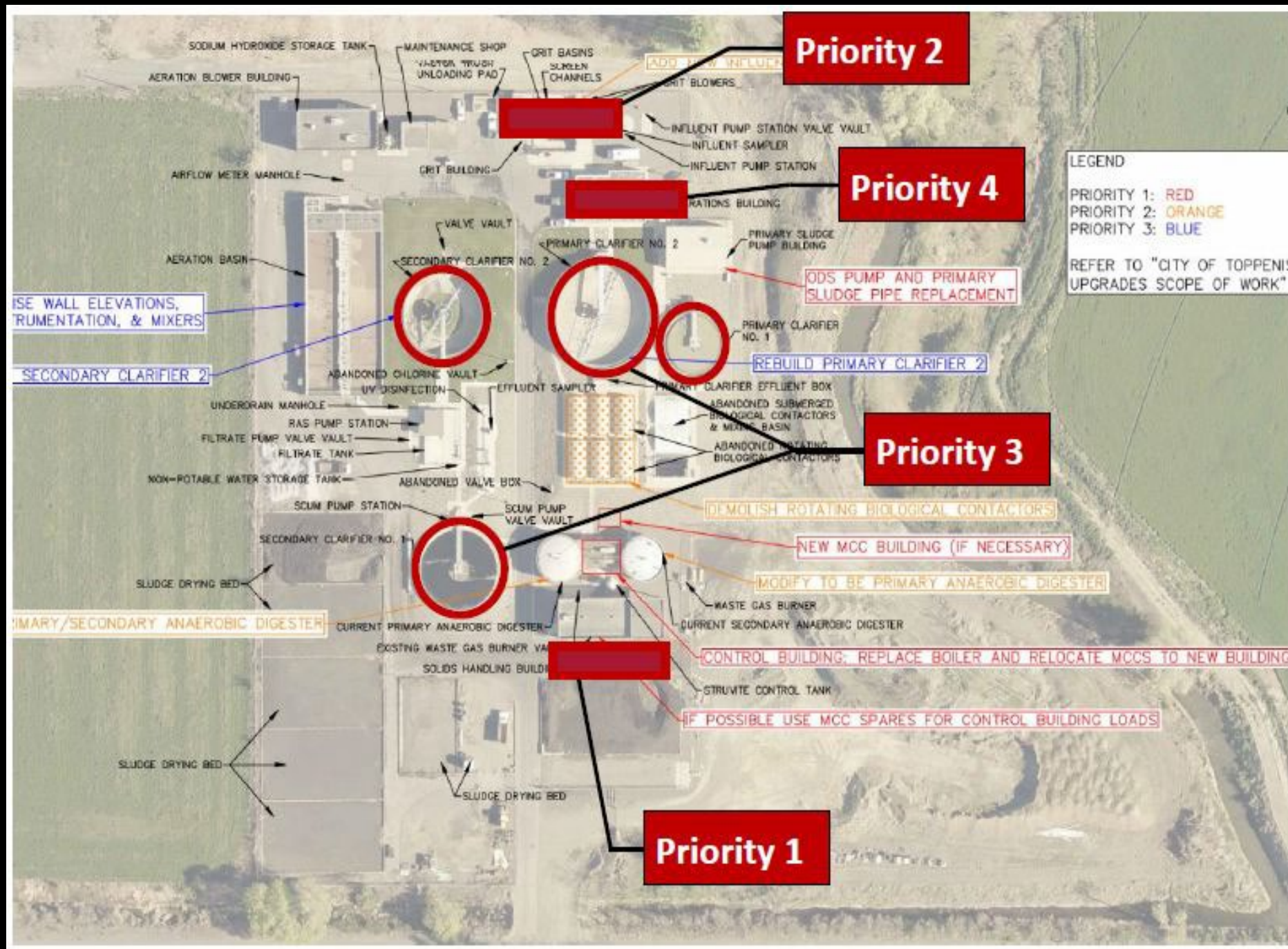
Culton Consulting provides comprehensive support to clients navigating the Congressionally Directed Spending and Community Project Funding processes withing both the U.S. Senate and the House of Representatives. The firm specializes in crafting persuasive advocacy materials, meticulously drafting appropriations requests, and orchestrating strategic meetings with members of Congress and their staff. Through these efforts, Culton Consulting effectively advances projects and policy initiatives that align with clients' priorities, ensuring they receive the attention and support necessary for success.

# Funding Strategy Example: Wastewater Treatment plant

The team at Culton Consulting understands that cities have to balance the need to provide public infrastructure and services to its residents while also being fiscally responsible and navigating the limitations of finite resources. In order to reach those goals working diligently with staff put together a funding strategy to maximize the utilization of state and federal resources.

As an example funding strategy to upgrade the city's Wastewater Treatment Plant, Culton Consulting funding specialists would engage with the following agencies and with elected officials to help the City of Toppenish realize it's project goals.

- State Department of Ecology Water Funding Program
- State Public Works Trust Fund
- State Community Economic Revitalization Board
- State Capital Budget Request
- Federal FEMA Bric Grant
- Federal EDA Public Works Grant
- Federal USDA-RD
- Federal Congressionally Directed Spending/Community Project Funding
- Federal Bureau of Water Reclamation WaterSMART



# Funding Strategy Example – Second Ave Improvements (Division to G)

Second Avenue (Division to G Street) Improvements –  
Funding Needed: \$2.787 Million

- Strategic engagement for resources:
  - State Department of Transportation HSIP Program
  - State Department of Transportation Pedestrian & Bike Program
  - MPO Surface Transportation Block Grant (STBG)
  - State TIB Active Transportation Program
  - State TIB Complete Street Program
  - State Transportation Budget Request
  - Public Works Trust Fund
  - Federal Congressionally Directed Spending/Community Project Funding
  - Federal Department of Transportation Safe Streets and Roads for All (SS4A) Program



# Funding Strategy Example – Toppenish Police Station Improvements



- Police Station Enhancement – Funding Needed: \$2.6 Million
- Strategic engagement for resources:
  - State Public Works Trust Fund
  - State Department of Commerce Energy Efficiency Grant
  - State Department of Commerce Solar Grant
  - State Department of Commerce Community Development Block Grant (CDBG)
  - State Department of Military: BRIC Grant – FEMA Passthrough
  - State Capital Budget Request
  - State Department of Military: Hazard Mitigation Grant – FEMA Passthrough
  - Congressionally Directed Spending/Community Project Funding
  - USDA-RD Community Facilities

# Funding Strategy Example – Toppenish Drinking Water Well #7 Rehab



- Well #7 Rehabilitation– Funding Needed: \$295,740
- Strategic Funding Advocacy:
  - State Public Works Trust Fund
  - State Department of Commerce Community Development Block Grant (CDBG)
  - State Department of Health: Drinking Water State Revolving Fund
  - State Department of Military: BRIC Grant – FEMA Passthrough
  - USDA-RD Water & Environment

# THANK YOU

John Culton  
[john@cultonconsulting.com](mailto:john@cultonconsulting.com)



Request for Council Action

Agenda Bill No.: 24-080

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|                         |                                                      |
|-------------------------|------------------------------------------------------|
| Meeting Date:           | November 25, 2024                                    |
| Subject:                | Gordon Thomas Honeywell Consulting Agreement Renewal |
| Attachments:            | Renewal Contract                                     |
| Presented by:           | Adam Vaughn, Finance Director                        |
| Approved for Agenda by: | Dan Ford, City Manager                               |

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Discussion:

In April of this year the City agreed to hire the firm Gordon Thomas Honeywell (GTH) to assist with state lobbying efforts. This item is a renewal contract to extend the services through 2025.

GTH has assisted the City primarily on its Wastewater Treatment Plant (WWTP) and police station projects. GTH coordinated efforts with the City to apply to the Public Works Trust Fund (PWTF) for funds for our WWTP. As the council knows, the City was awarded funding through this process. GTH has been clear with us through the process that applying with the PWTF is the first step with the state before seeking additional funding.

Now that PWTF funding is secured, the City is looking for ways to fund about \$2 million of the loan portion of the project. The next step in the process is for GTH to lobby state legislators to appropriate funding for the project. GTH has begun this process by inviting various legislators to Toppenish to tour the WWTP. Throughout the legislative session GTH will be active with each of our representatives' offices to make Toppenish's case for funding.

GTH also plans to ask for \$300,000 of funding to renovate the police building property that the City has purchased.

Fiscal Impact:

\$3,000 a month plus \$100 an hour grant writing services on an as needed basis. Cost was included in the 2025 preliminary budget.

Recommendation:

Approve resolution 2024-48 authorizing the City Manager to execute the agreement with GTH.

Alternatives:

Do not fund this service.

RESOLUTION 2024-48

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TOPPENISH, WASHINGTON APPROVING A CONSULTING SERVICES  
AGREEMENT WITH GORDON THOMAS HONEYWELL  
GOVERNMENT RELATIONS  
FOR GOVERNMENT AFFAIRS SERVICES**

WHEREAS, the City of Toppenish desires to pursue state funding opportunities, and

WHEREAS, the City does not have sufficient staff to perform necessary government affairs services, and

WHEREAS, Gordon Thomas Honeywell Governmental Relations, is a Limited Liability Company, capable of engaging with state agencies, and local stakeholders to enhance the City’s efforts to secure state funding, and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into a Consulting Services Agreement with Gordon Thomas Honeywell, as attached,

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

The attached Consulting Services Agreement between the City of Toppenish and Gordon Thomas Honeywell Government Relations is approved, and the City Manager is authorized and directed to execute said agreement 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 25, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## CITY OF TOPPENISH CONSULTING AGREEMENT

This Agreement is entered into by and between City of Toppenish, a Washington Municipal Corporation (“City”) and Gordon Thomas Honeywell Government Relations (hereinafter referred to as “Consultant”), upon the following terms and conditions:

**A. Scope of Work.** Consultant will advise and assist the City of Toppenish in accordance with Consultant’s Scope of Work, described in Attachment “A” hereto and incorporated herein, and Consultant will do and produce such other things as are set forth in the Scope of Work (the “Services”). Consultant’s Services will be consistent with the accepted practices for other similar services and in compliance with applicable laws, regulations, rules, orders, licenses and permits, now or hereinafter in effect, and Consultant shall furnish such documents as may be required to effect or evidence such compliance. Consultant’s Services shall be performed by Briahna Murray and within a time period prescribed by the City and pursuant to the direction of the Mayor or City Administrator or his designee.

**B. Compensation; Expenses.** City of Toppenish will pay Consultant for satisfactorily rendered Services in accordance with the specific terms set forth in Attachment “A.”

**C. Invoices; Payment.** Consultant will furnish City of Toppenish invoices at regular intervals, as set forth in Attachment “A.”

**D. Term.** Consultant shall promptly begin the Services hereunder on the date set forth in Attachment “A” and shall terminate same on the date set forth in Attachment “A,” unless earlier terminated by mutual agreement. City of Toppenish or Consultant may terminate Consultant Services for convenience at any time prior to the termination date set forth in Attachment A, provided that either party provides 30-days’ notice.

**E. Ownership of Work Product.** The product of all work performed under this Agreement, including reports, and other related materials shall be the property of City of Toppenish or its nominees, and City of Toppenish or its nominees shall have the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**F. Independent Contractor.** Consultant is an independent contractor and nothing contained herein shall be deemed to make Consultant an employee of City of Toppenish, or to empower consultant to bind or obligate City of Toppenish in any way. Consultant is solely responsible for paying all of Consultant’s own tax obligations, as well as those due for any employee/subcontractor permitted to work for Consultant hereunder.

**G. Release of Claims; Indemnity.** Consultant hereby releases, and shall defend, indemnify and hold harmless City of Toppenish from and against all claims, liabilities, damages and costs arising directly or indirectly out of, or related to, Consultant’s fault, negligence, strict liability or produce liability of Consultant, and/or that of any permitted employee or subcontract or Consultant, pertaining to the Services hereunder.

**H. Assignment.** Consultant’s rights and obligations hereunder shall not be assigned or transferred without City of Toppenish’s prior written consent; subject thereto, this Agreement shall be binding upon and inure to the benefit of the parties’ heirs, and successors.

**I. Governing Law; Severability.** This Agreement shall be governed by the laws of the State of Washington, U.S.A. (excluding conflict of laws provisions). If any term or provision of this Agreement is determined to be legally invalid or unenforceable by a court with lawful jurisdiction hereover (excluding arbitrators), such term or provision shall not affect the validity or enforceability of any remaining terms or provisions of this Agreement, and the court shall, so far as possible, construe the invalid portion to implement the original intent thereof.

**J. Arbitration.** Should any dispute arise concerning the enforcement, breach or interpretation of this Agreement, the parties shall first meet in a good faith attempt to resolve the dispute. In the event such dispute cannot be resolved by agreement of the parties, such dispute shall be resolved by binding arbitration pursuant to RCW 7.04A, as amended, and the Mandatory Rules of Arbitration (MAR); venue shall be placed in City of Toppenish, Washington, the laws of the State of Washington shall apply, and the prevailing party shall be entitled to its reasonable attorney fees and costs.

**K. Entire Agreement; Etc.** This Agreement, and its incorporated attachments hereto, state the entire agreement between the parties regarding the subject matter hereof and supersede any prior agreements or understandings pertaining thereto. Any modification to this Agreement must be made in writing and signed by authorized representatives of both parties. Any provision hereof which may be reasonably deemed to survive the expiration or termination of this Agreement shall so survive, and remain in continuing effect. No delay or failure in exercising any right hereunder shall be deemed to constitute a waiver of any right granted hereunder or at law by either party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year last written below which shall also be the effective date of this Agreement.

**Consultant:**  
Gordon Thomas Honeywell  
Government Relations

**City of Toppenish:**

\_\_\_\_\_  
Briahna Murray, State Lobbyist, Partner

\_\_\_\_\_  
NAME, TITLE

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT “A” TO CITY OF TOPPENISH CONSULTING AGREEMENT

- A. Scope of Work for State Government Relations Services:** Consultant shall provide City of Toppenish with the following state governmental affairs services:
- Register as the City’s state lobbyist with the Public Disclosure Commission
  - Work with City staff to develop a legislative agenda that advances the city’s interests, but accounts for the political climate.
  - Research financing and funding options for identified projects.
  - Lobby for those items identified on the city’s legislative agenda, and additional items at the request of city leadership.
  - Engage the City’s legislative delegation and key committee members during the legislative interim to inform them of the City’s legislative requests.
  - Identify key opportunities for city staff to travel to Olympia and advance the City's interests.
  - Testify and/or sign-in on behalf of the City on legislation of interest.
  - Schedule meetings with state agencies, the Governor's Office, as necessary to best position the city's legislative agenda items for success.
  - Meet with legislative chairs and leadership to best advance the city's interests.
  - Meet with lobbyists from other interested stakeholders to garner support for the City's agenda items.
  - Monitor AWC activities and report any impact to the city.
  - Provide brief weekly reports to City staff on Olympia activities.
  - Brief City officials on legislative activity and attend City Council and City staff meetings as requested by the City Administrator or their designee.
  - Present an end-of-session report that recaps the legislative session in full.
- B. Compensation/Expenses for State Government Relations Services:** City of Toppenish shall pay the Consultant a monthly fee of \$3,000.00 for the services listed above. Consultant may also bill for travel expenses, including mileage and hotel costs, as approved by the City.
- C. Scope of Work for Grant Writing Services:** Consultant shall provide the City of Toppenish with grant writing services consistent with the following scope of work. The City shall initiate the utilization of grant writing services by notifying GTH-GOV via email or phone. GTH-GOV shall respond affirmatively for grant writing services to commence. Once initiated, the consultant shall:
- Review grant application criteria and communicate with the grantor agency to offer the City guidance on how best to prepare the grant application.

- Advise the City on match requirements and other grant obligations that the City would need to comply with if funds were awarded through a grant program.
  - Prepare emails for city staff requesting the necessary information needed to complete the grant application and follow up on those information requests to meet the necessary deadlines to apply. Convene meetings with city staff/consultants as necessary to gather and clarify information necessary to the grant application.
  - Draft the grant application utilizing information provided by city staff to submit a competitive grant application. If city staff is nonresponsive to requests for information, the Consultant is not obligated to draft the grant application.
  - Once drafted, the City shall have the opportunity to review the application.
  - If the application process allows the Consultant to submit the application, the Consultant shall manage the submittal. If the application requires city staff to submit the application, the Consultant will provide clear directions and guidance on how to formally submit the application. If the City does not provide appropriate authorization information to allow the Consultant to submit the application, the Consultant is not responsible for application submittal.
  - The Consultant will not prepare graphics or otherwise complete “project development” work (early design, etc.), but will work with city staff to outline what project development is necessary to submit a competitive application.
- D. Compensation for Grant Writing Services:** Once grant writing services have been initiated, the City of Toppenish shall pay the Consultant an hourly rate of \$100 to complete the grant writing services outlined above. The total cost of services under this section may not exceed \$2,000 without express authorization from the City of Toppenish.
- E. Invoices/Payments:** (a) Consultant shall furnish City of Toppenish with invoices for services performed on a monthly basis, and (b) City of Toppenish shall pay each of Consultant’s invoices within thirty (30) days after City’s receipt and verification of invoices.
- F. Term of Agreement:** Consultant’s services shall commence on January 1, 2025 and shall terminate on December 31, 2025. This agreement may be amended by mutual agreement to extend the contract for additional one-year terms.



Request for Council Action

Agenda Bill No.: 24-074

|                         |                                         |
|-------------------------|-----------------------------------------|
| Meeting Date:           | November 25, 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:

| Meter Size | <u>Rate Effective<br/>July 1, 2024</u> | <u>Rate Effective<br/>December 16, 2024</u> |
|------------|----------------------------------------|---------------------------------------------|
| 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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></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 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 25, 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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></u> |
|------------------------------------|-----------------------------------------------|----------------------------------------------------|
| Residences, Duplexes<br>(per unit) | <u>\$104.49</u>                               | <u>\$107.62</u>                                    |
| Multi-Family (per<br>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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></u> |
|---------------------------------------------------|-----------------------------------------------|----------------------------------------------------|
| Non-Residential<br>Fixed Charge                   | <u>\$91.61</u>                                | <u>\$94.36</u>                                     |
| Plus rate per<br>100 cubic feet<br>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><b>Rate Effective<br/>July 1, 2024</b></u> | <u><b>Rate Effective<br/>December 16, 2024</b></u> |
|---------------------------------------------------|-----------------------------------------------|----------------------------------------------------|
| Base Rate                                         | <u>\$91.61</u>                                | <u>\$94.36</u>                                     |
| Plus rate per 100<br>cubic feet of<br>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</u><br><u>July 1, 2024</u> | <u>Rate Effective</u><br><u>December 16, 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 25, 2024.

ATTEST:

ELPIDIA SAAVEDRA, Mayor

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<br/>August 1, 2024</u> | <u>Rate Effective<br/>February 16, 2025</u> |
|------------------------------------|-------------------|------------------------------------------|---------------------------------------------|
| All Accounts City-Owned Containers |                   |                                          |                                             |
| First Container                    | Number of Pickups |                                          |                                             |
| 90-gallon                          | 1 per week        | <u>\$26.87</u>                           | <u>\$27.68</u>                              |
| 300-gallon                         | 1 per week        | <u>\$97.55</u>                           | <u>\$100.48</u>                             |
| 350-gallon                         | 1 per week        | <u>\$113.93</u>                          | <u>\$117.35</u>                             |
| 420-gallon                         | 1 per week        | <u>\$135.94</u>                          | <u>\$140.02</u>                             |

| Each Additional Container | Number of Pickups |                     |          |
|---------------------------|-------------------|---------------------|----------|
| 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>Rate Effective<br/>August 1, 2024</u> | <u>Rate Effective<br/>February 16, 2025</u> |
|-------------------------------------------------------|-------------------|------------------------------------------|---------------------------------------------|
| <b>Compost Collection<br/>(Grass and Leaves Only)</b> |                   |                                          |                                             |
| Type of Container                                     | Number of Pickups |                                          |                                             |
| 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 scriveners/clerical errors, and any references thereto.

Section 4. Effective Date: This ordinance shall become effective on February 16, 2025, 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 25, 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 7, Item b.



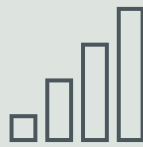
**FCS GROUP**  
**August 2024**  
**Council Meeting**

# Agenda

Section 7, Item b.



**Rate  
Background**



**Rate  
Scenarios**



**Rate  
Comparison**



**Next  
Steps**



# Introduction to Utility Ratemaking

Section 7, Item b.

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

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

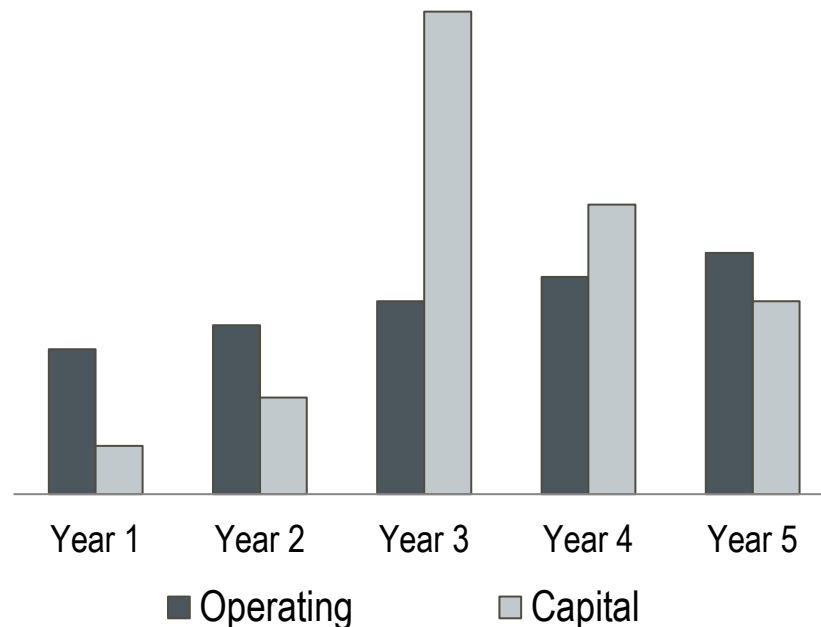
- **Operating costs (regular / ongoing)**

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

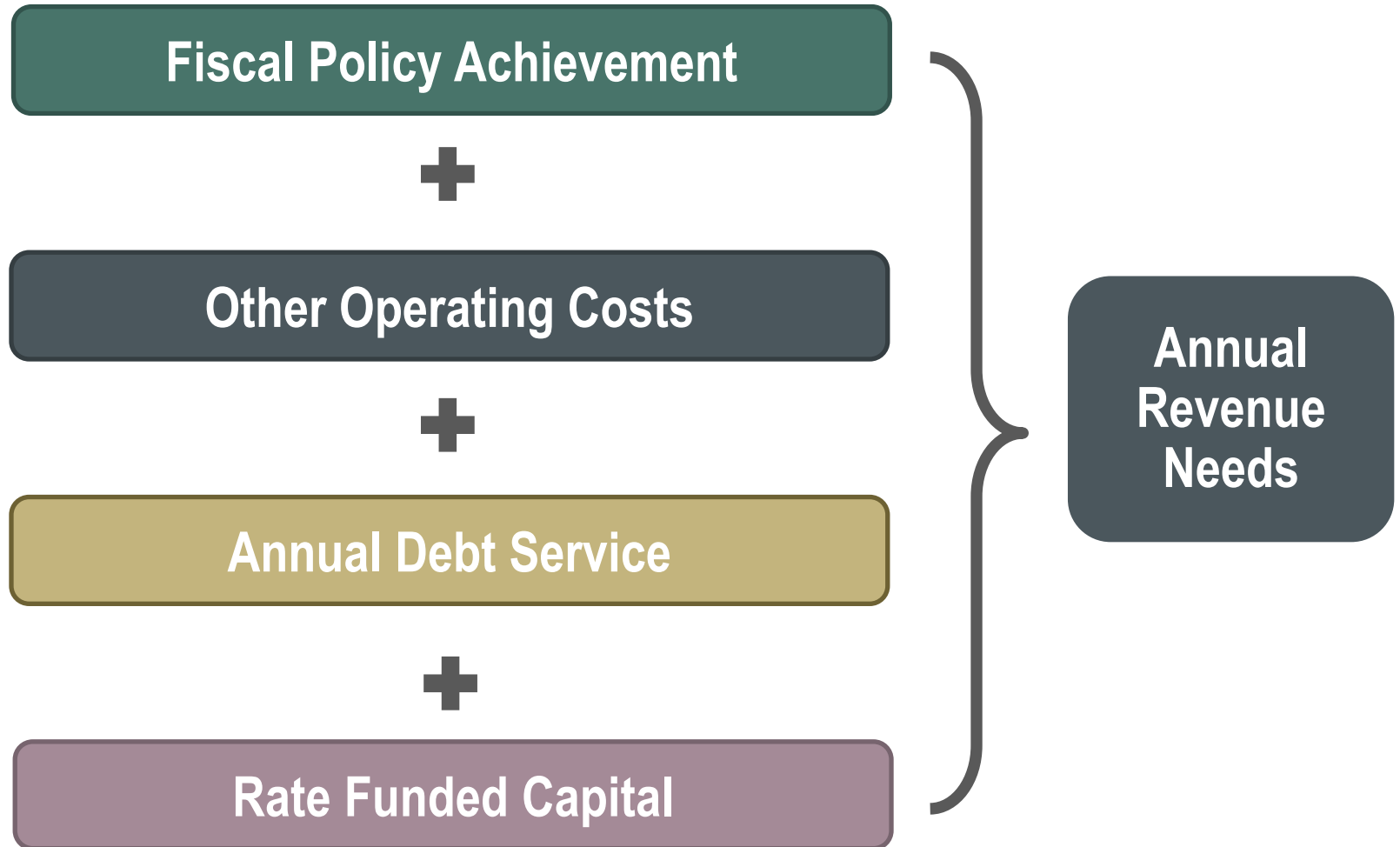
- **Capital costs**

- » 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<br><i>(based on days of operating expenses from the 2024 budget)</i>                                                                  | Water: 90 days ~ \$517,000<br>Sewer: 45-60 days ~ \$317,000-\$422,000<br>Solid Waste: 45 days ~ \$130,000 |
| Capital Reserve            | Emergency repairs, unanticipated capital, and project cost overruns<br><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<br>Sewer: \$200,000<br>Solid Waste: N/A                                             |
| <b>Operating + Capital</b> |                                                                                                                                                                                                            | Water: \$712,000<br>Sewer: \$516,000-\$622,000<br>Solid Waste: \$130,000                                  |



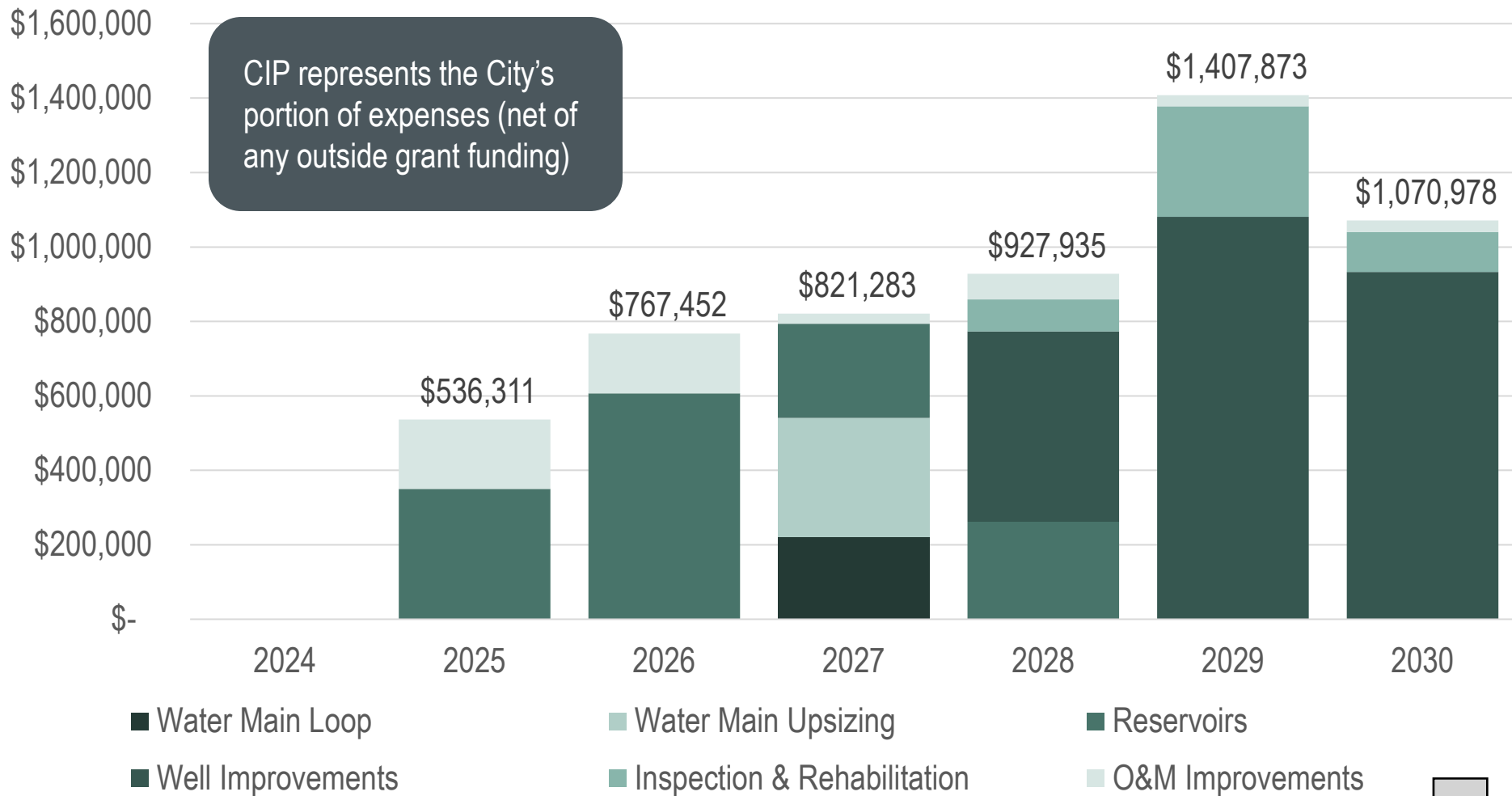
## Water Revenue Requirement



# Water Capital Program (in escalated \$)

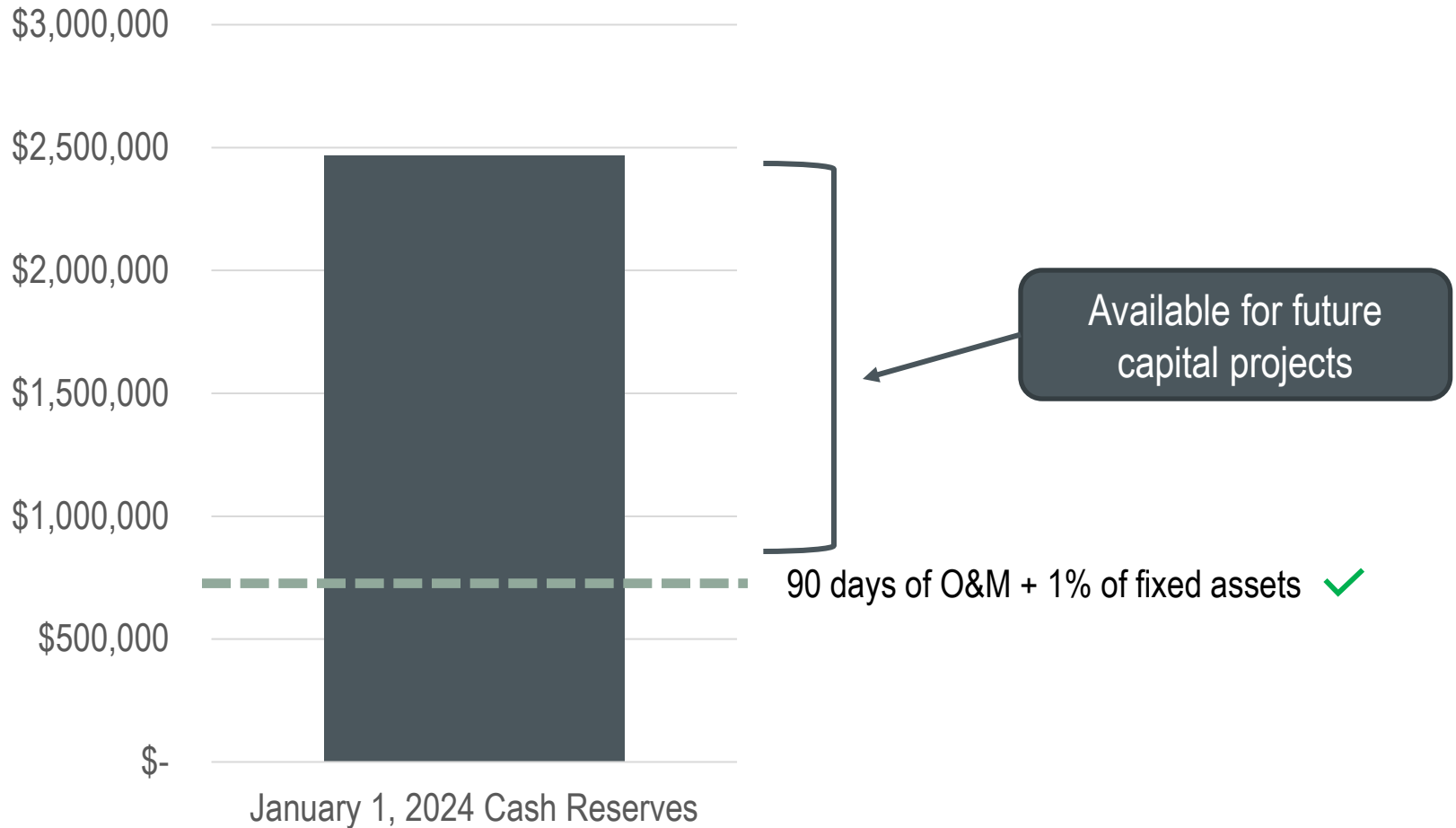
Annual 2025-2030 CIP: \$5.5 M total (average \$800,000 per year)

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



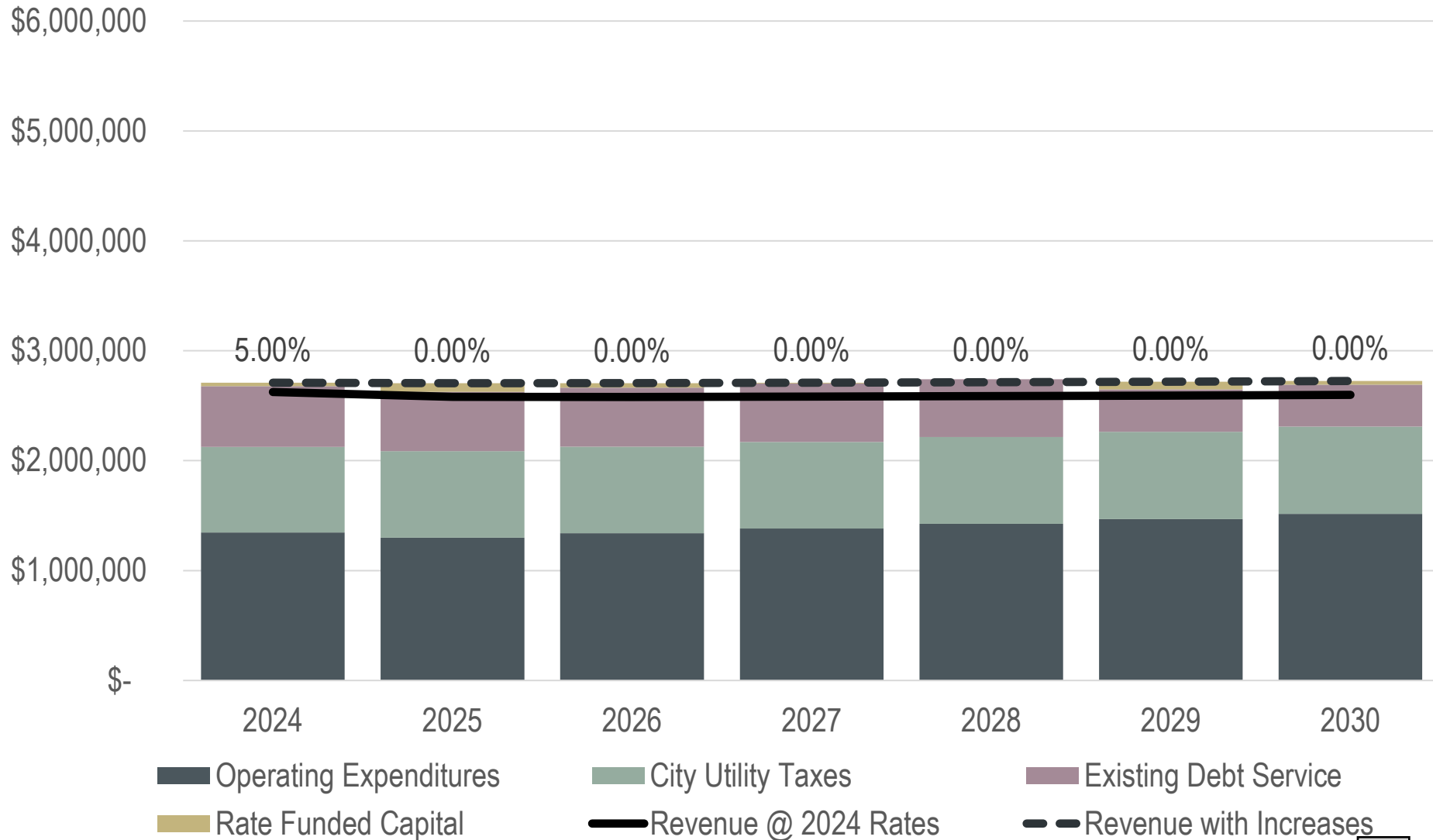


# Water Capital Funding from Reserves



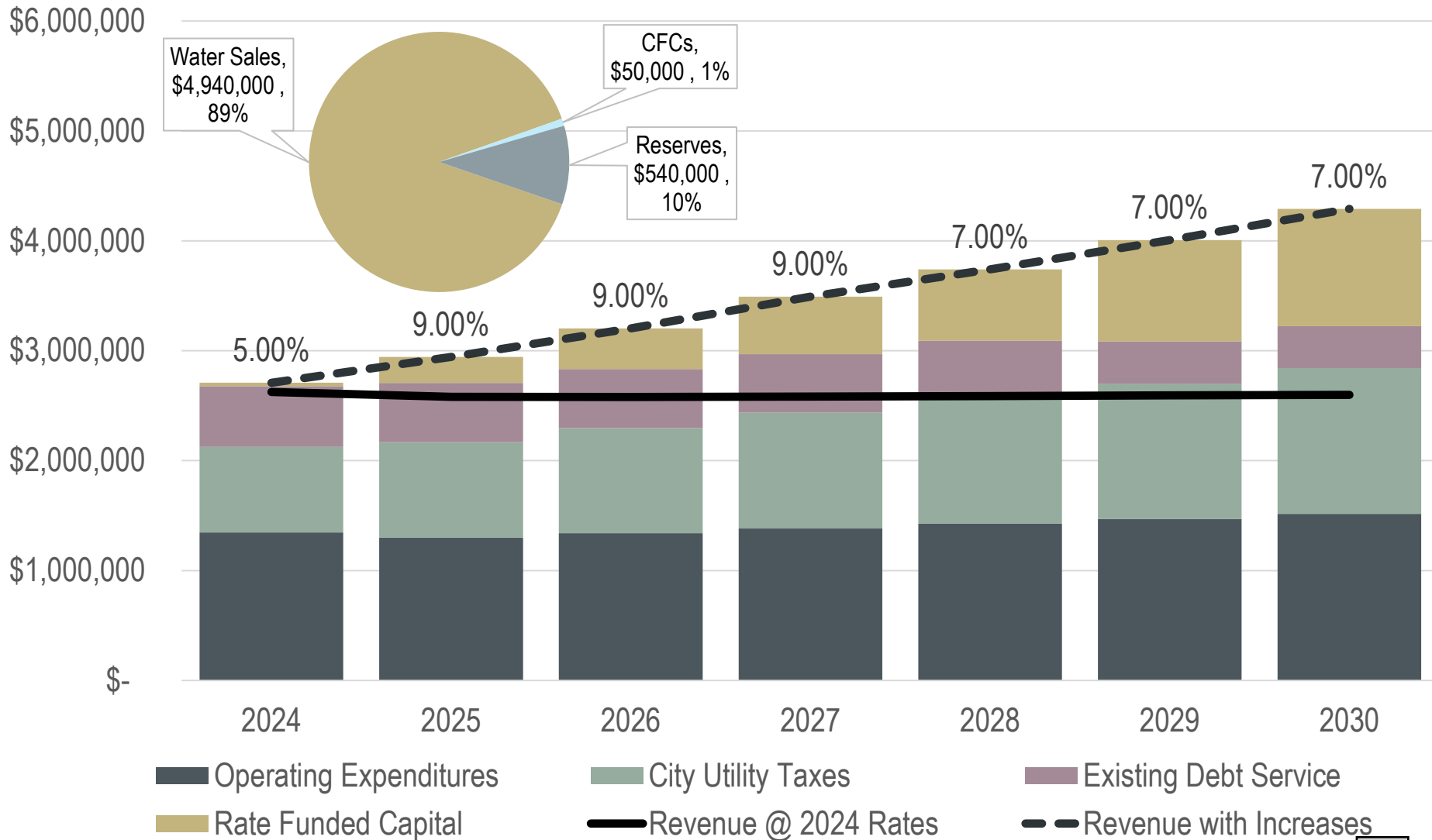


# Water Utility: Current Operating Forecast



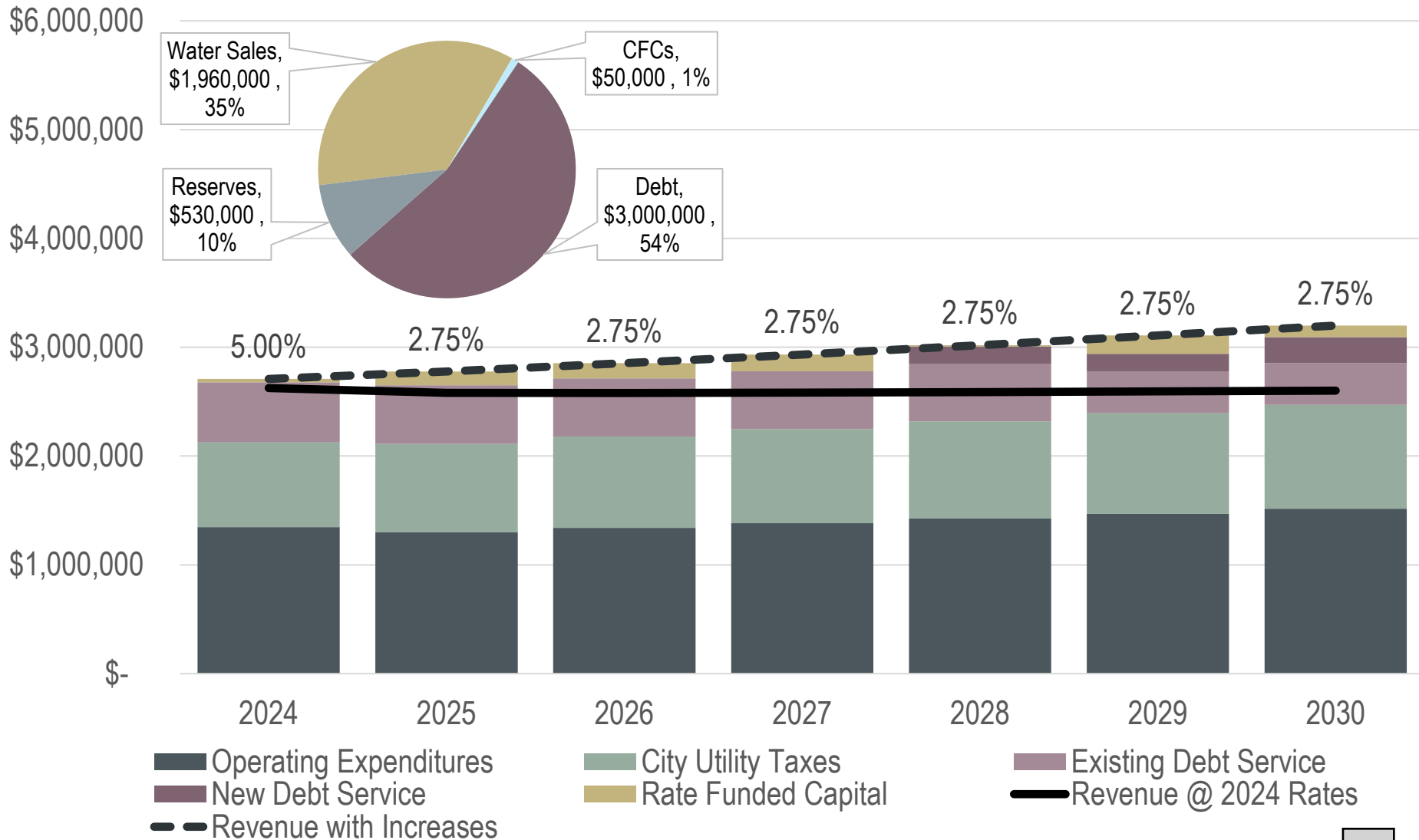


# Water Scenario 1: Cash Funded CIP





# Water Scenario 2: Cash & Debt Funded CIP





# Water Scenario Overview

Section 7, Item b.

## 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%

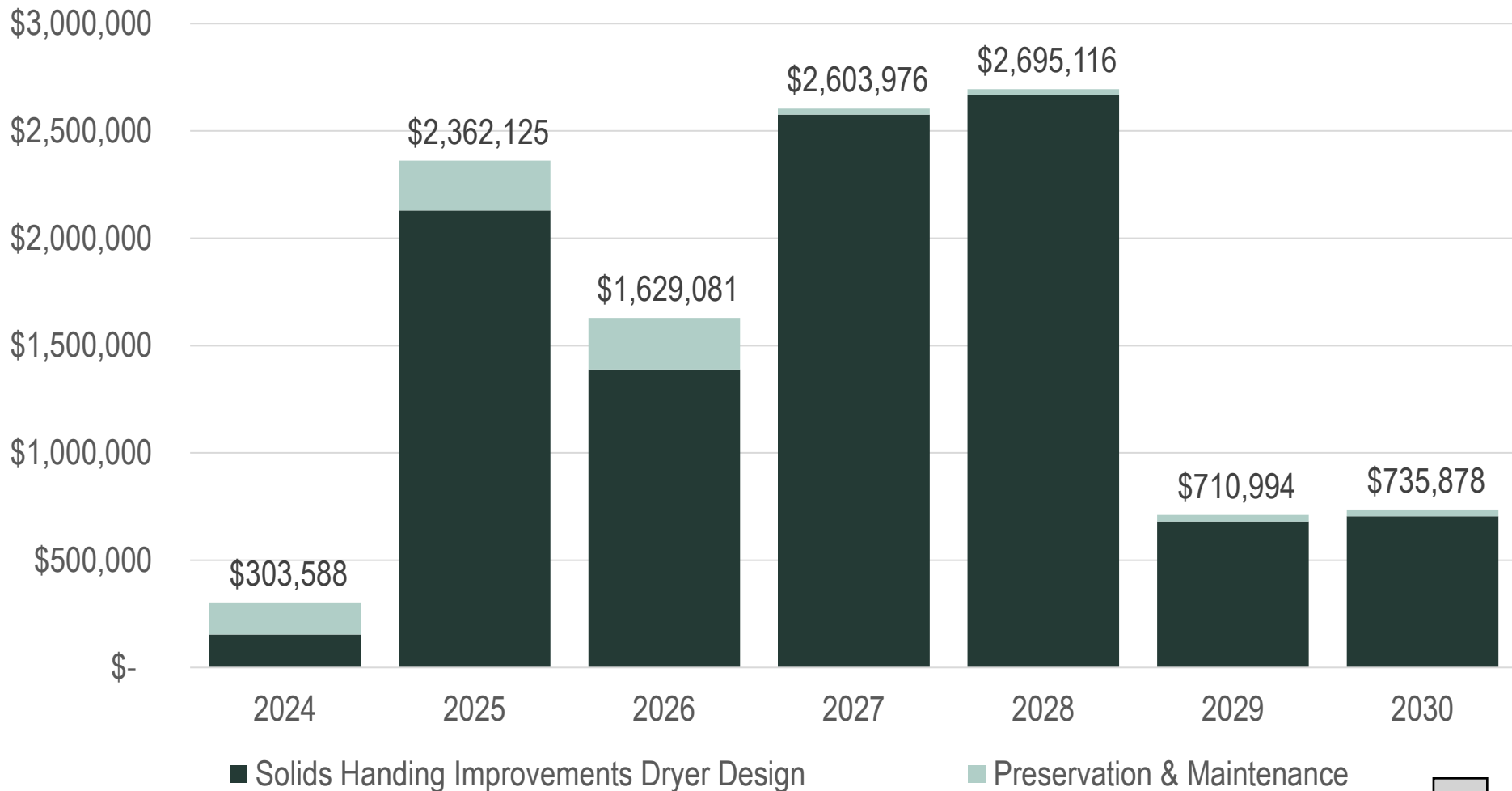


## Sewer Revenue Requirement



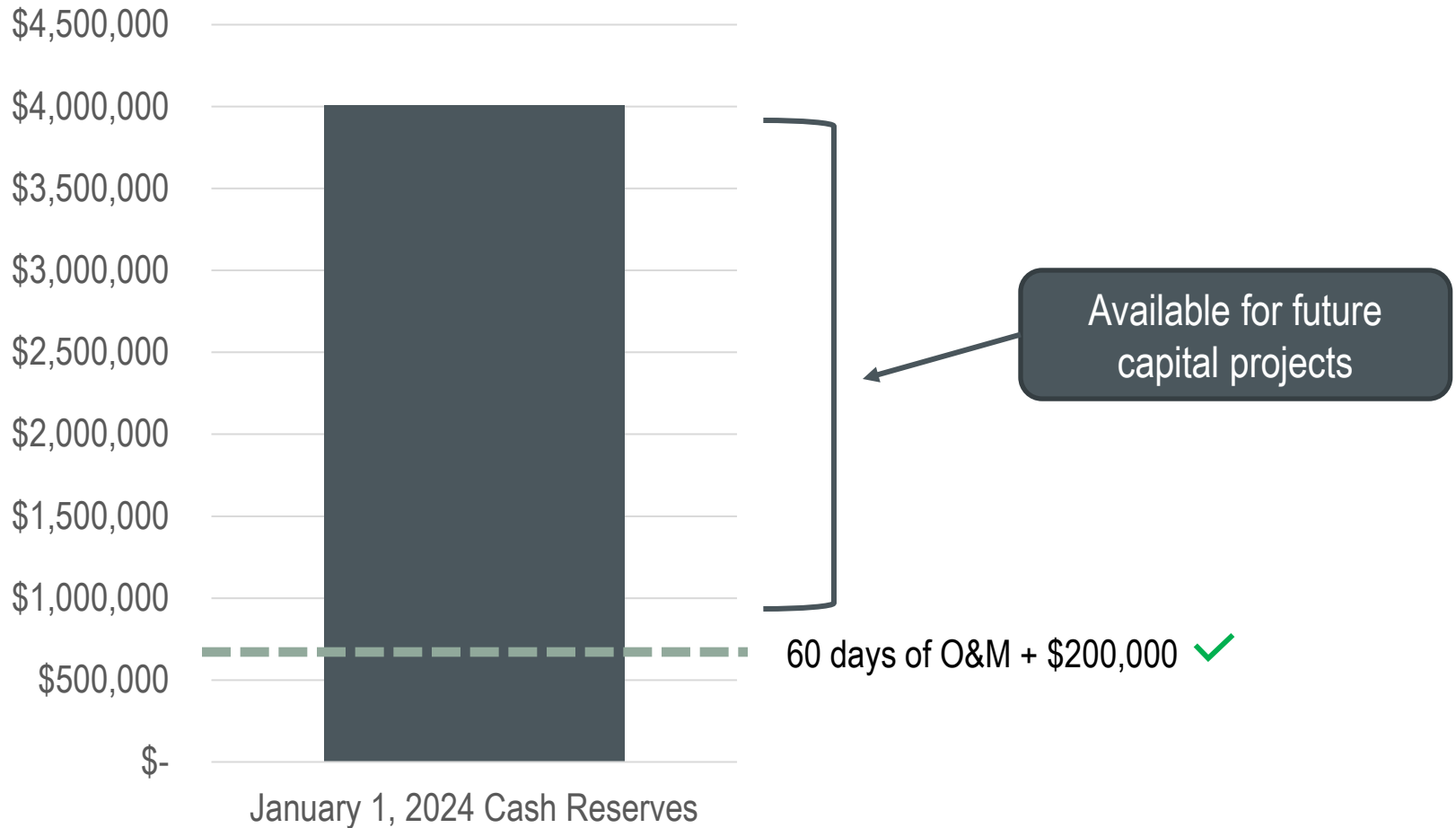
# Sewer Capital Program (in escalated \$)

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



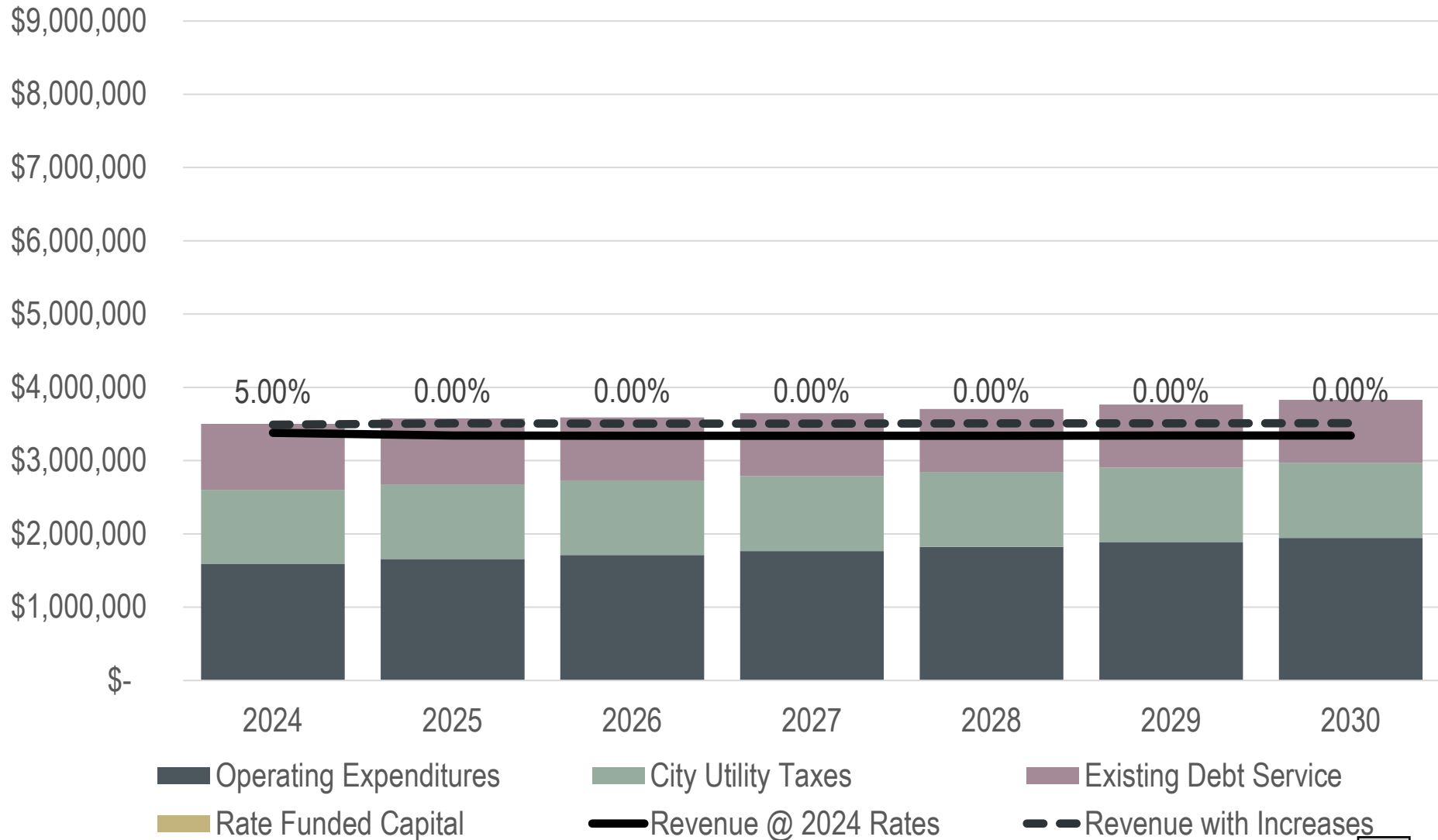


# Sewer Capital Funding from Reserves



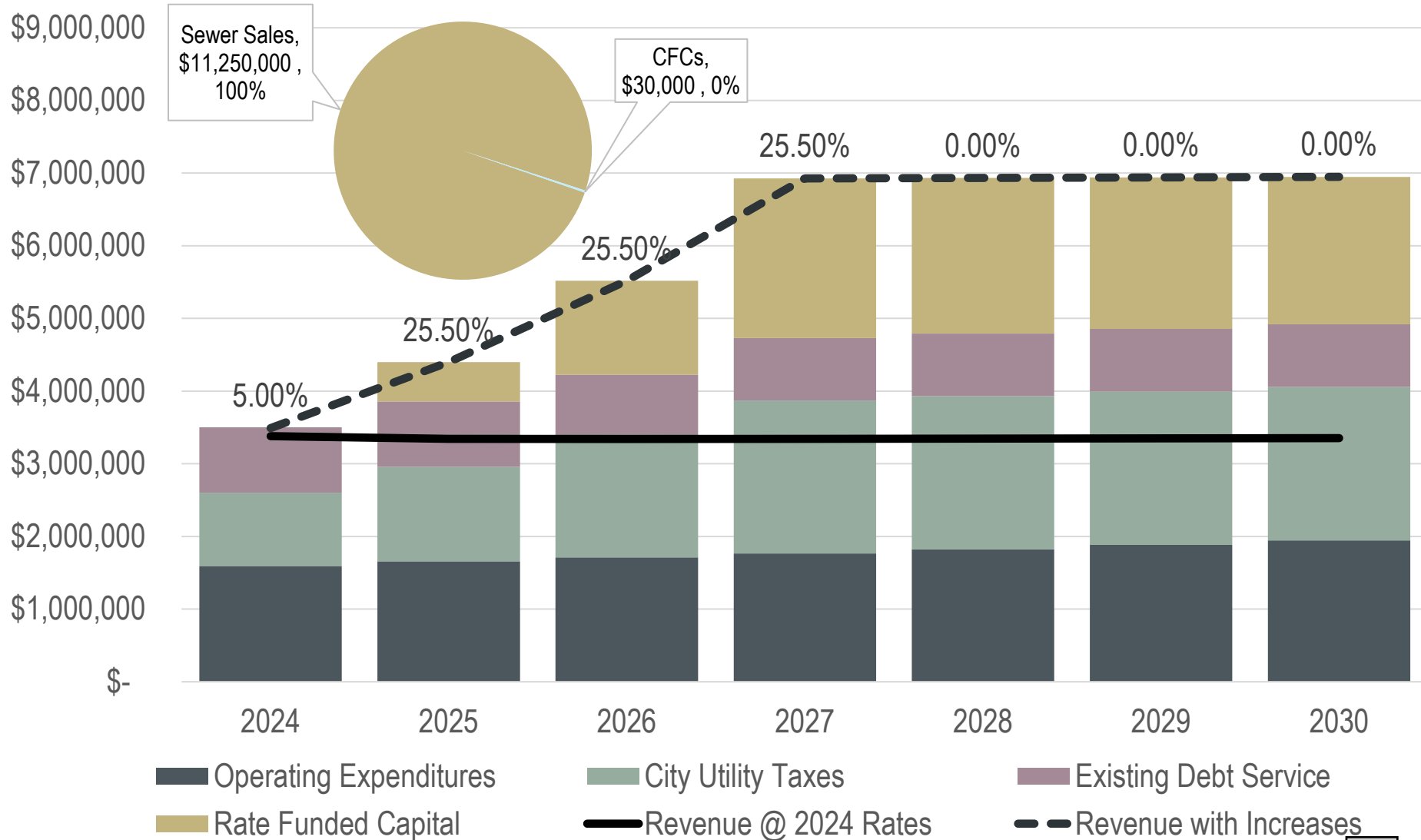


# Sewer Utility: Current Operating Forecast



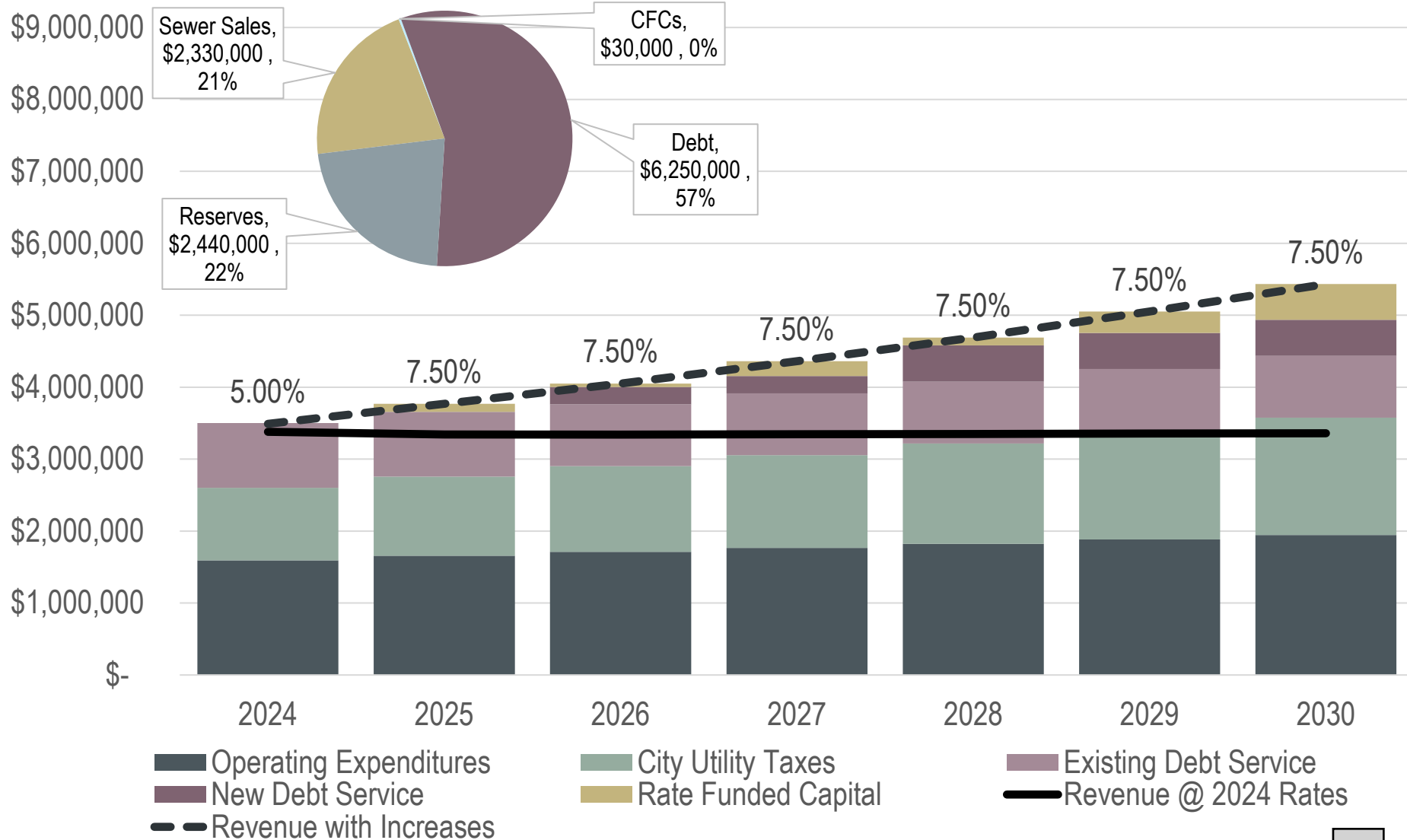


# Sewer Scenario 1: Cash Funded CIP





# Sewer Scenario 2: Cash & Debt Funded CIP





# Sewer Scenario Overview

Section 7, Item b.

## 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%

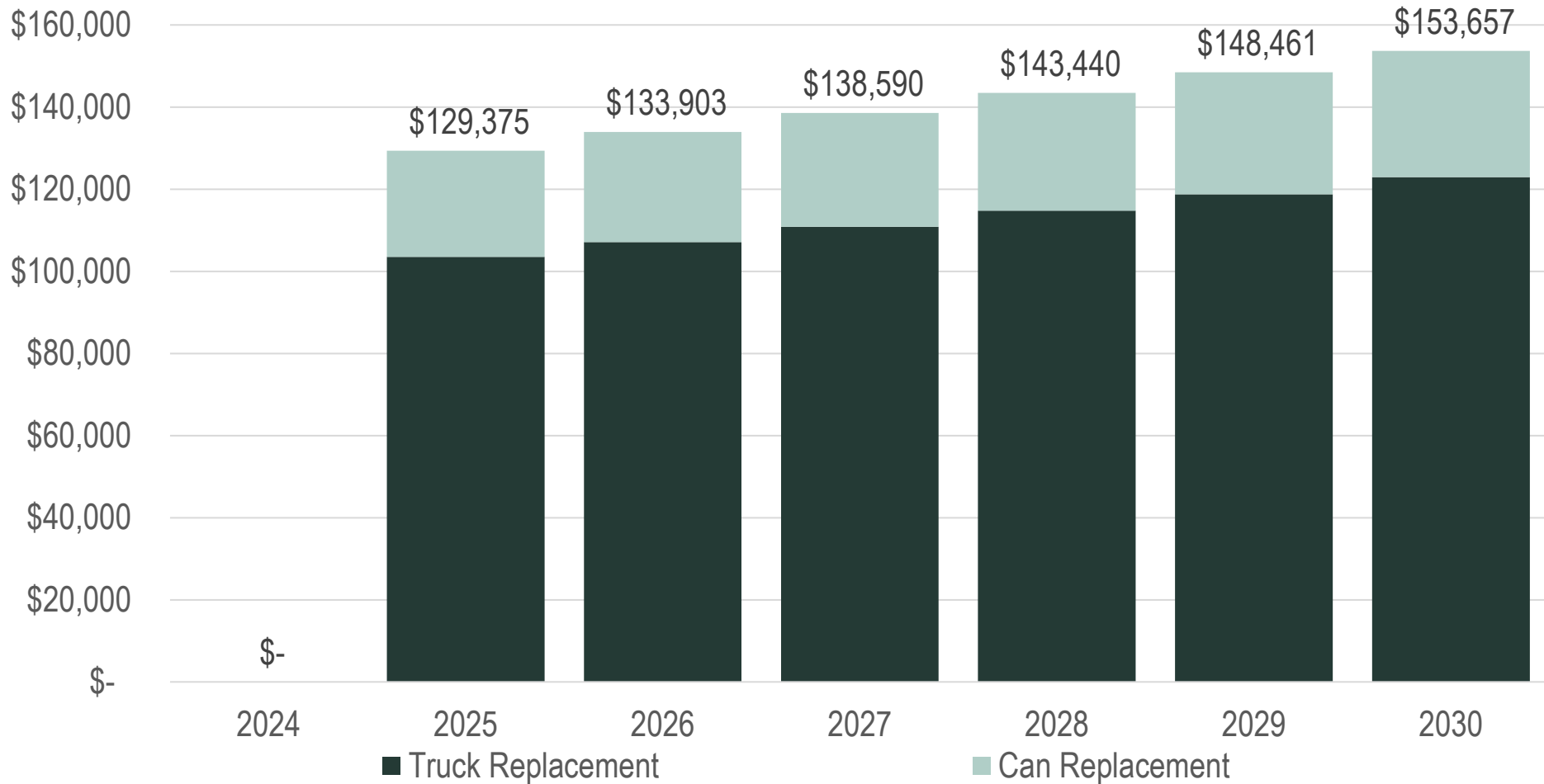


## Solid Waste Revenue Requirement



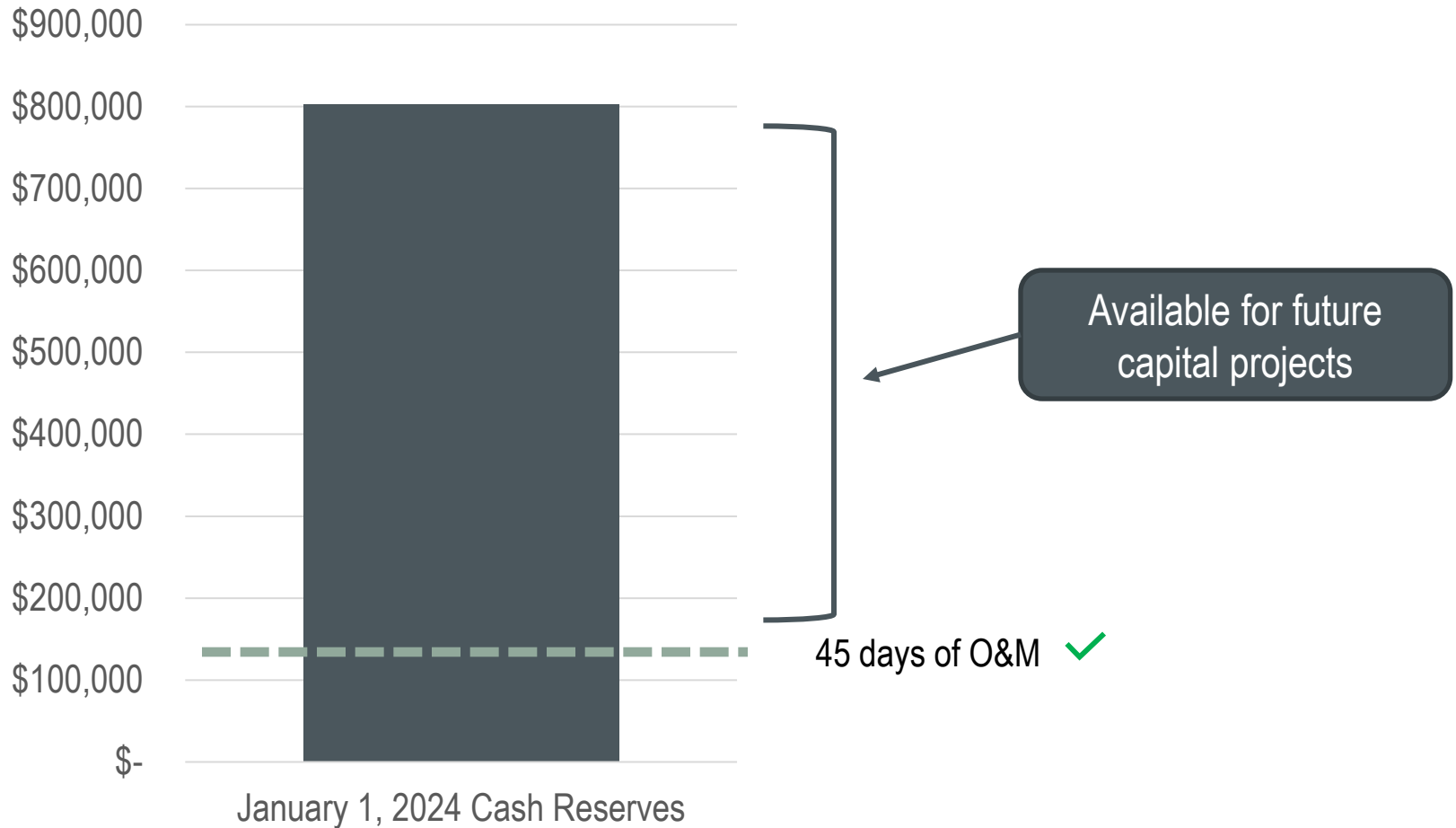
# Solid Waste Capital Program (in escalated \$)

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



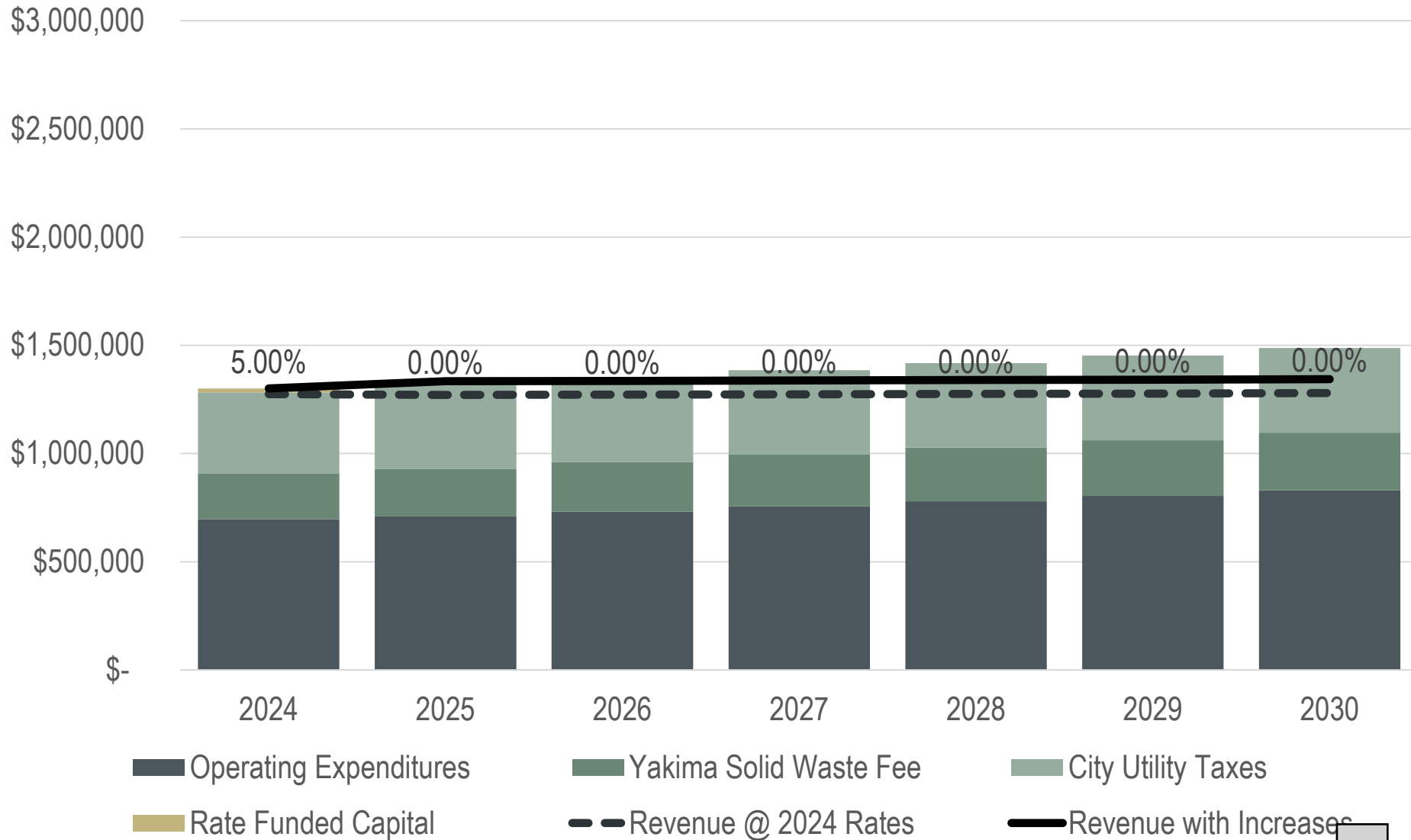


# Solid Waste Capital Funding from Reserves



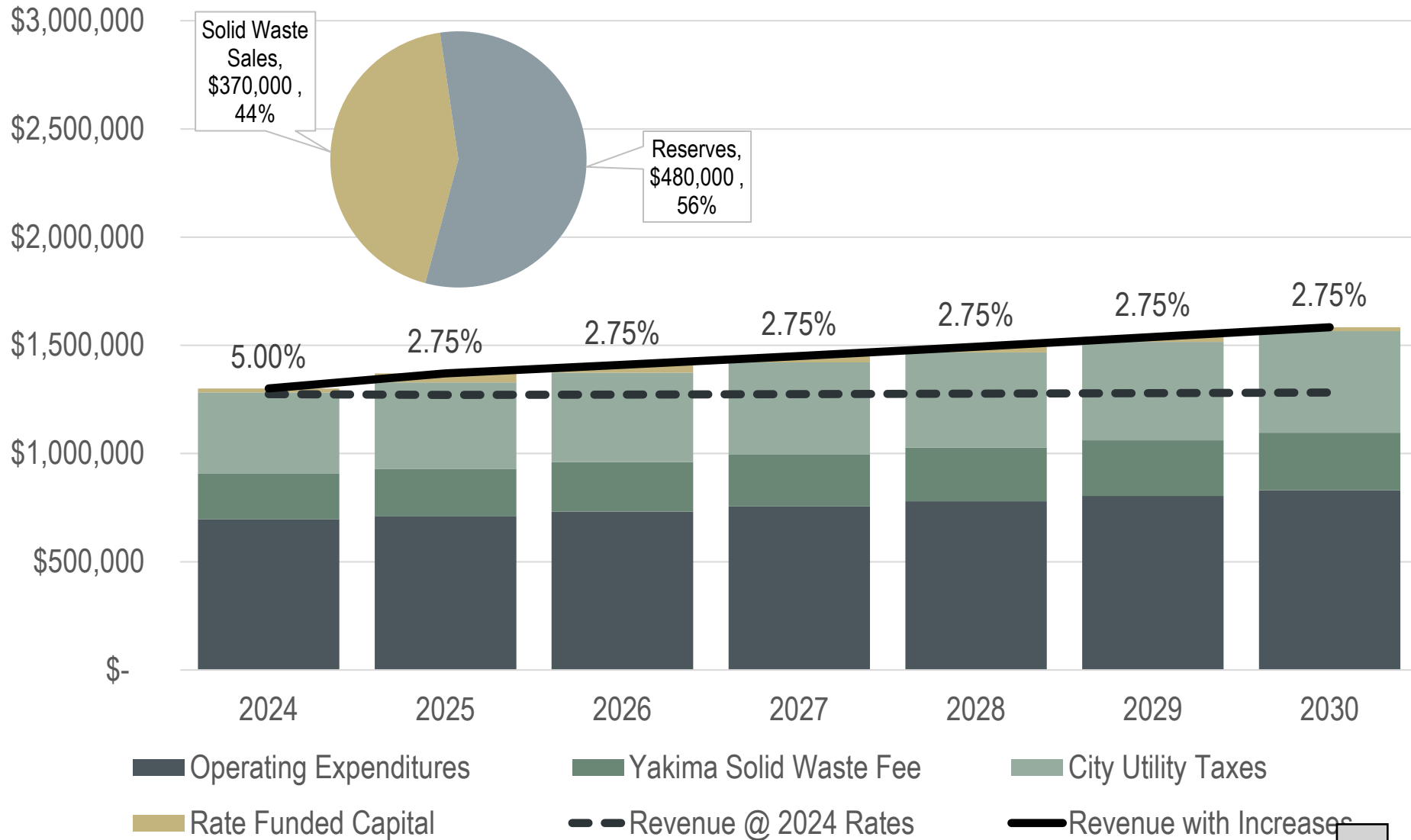


# Solid Waste Utility: Current Operating Forecast





# Solid Waste Scenario 1: Cash Funded CIP





# Solid Waste Scenario Overview

Section 7, Item b.

## 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%



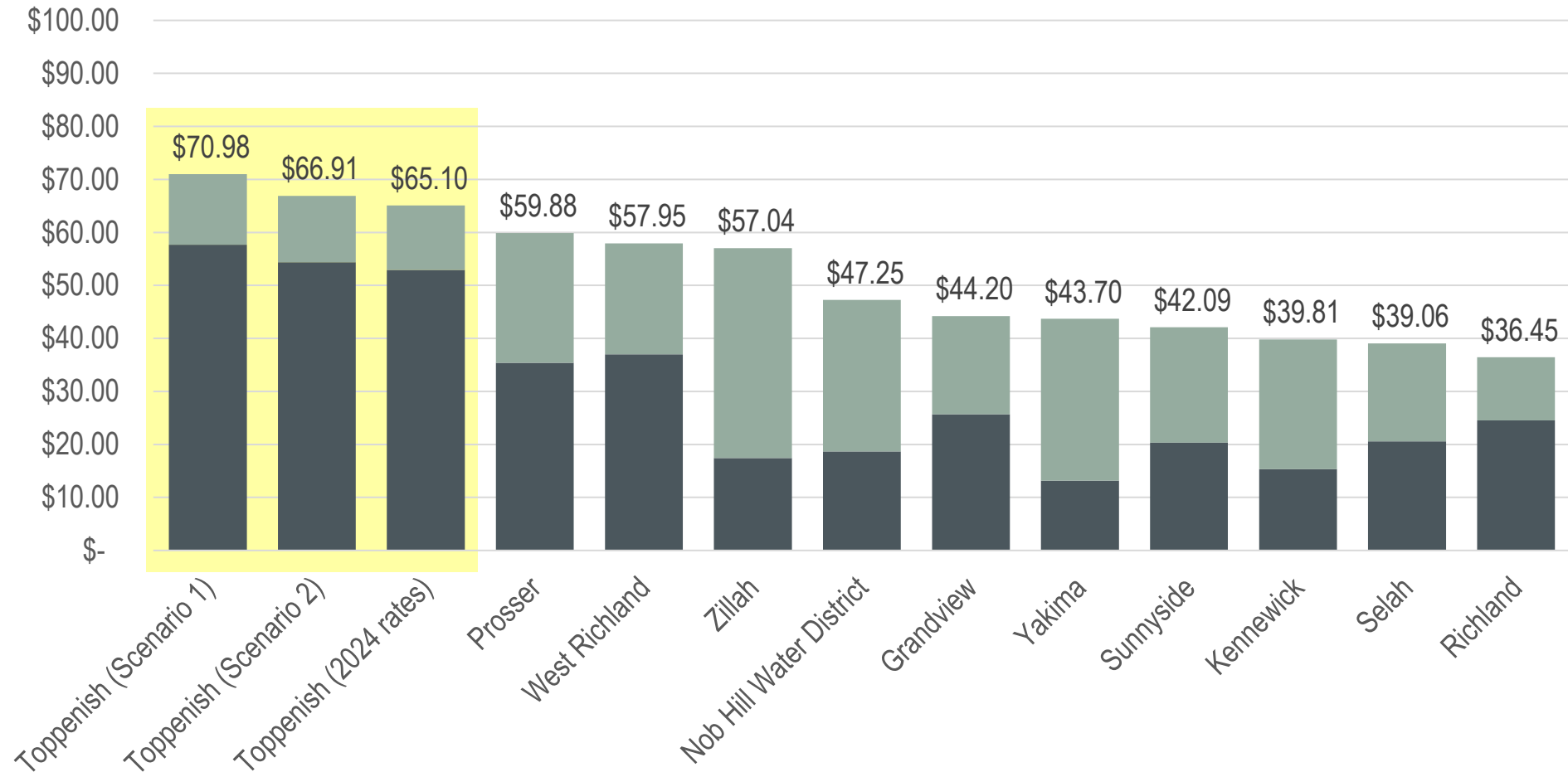
## Jurisdictional Survey & Next Steps



# Water Monthly Bill Comparison

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

Section 7, Item b.

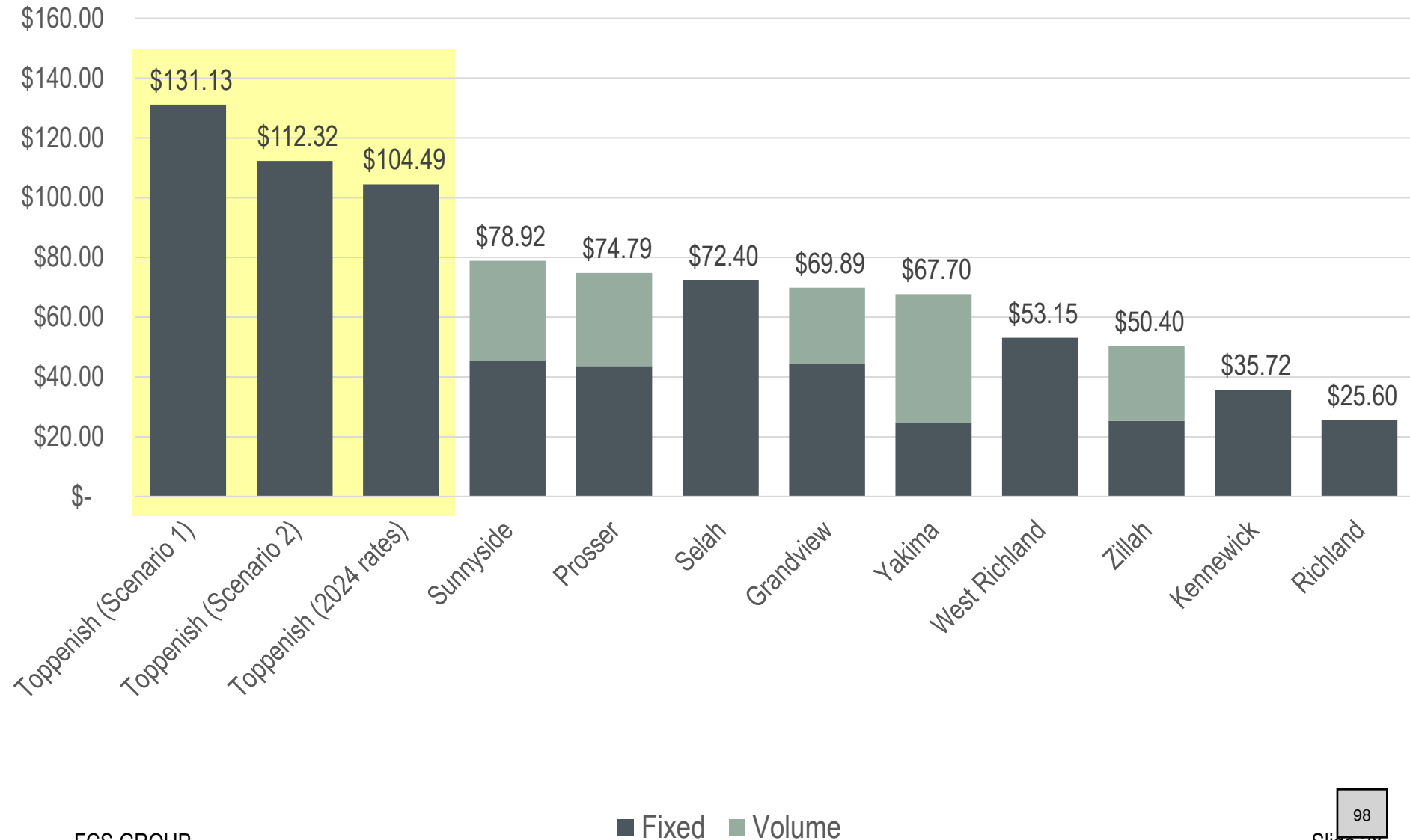




# Sewer Monthly Bill Comparison

Single Family (Residential customer, 12 ccf of flow)

Section 7, Item b.





# Solid Waste Monthly Bill Comparison

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

Section 7, Item b.



## **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)

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Vice President / Principal  
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[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.: 24-081

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Meeting Date:           | November 25, 2024                                                                  |
| Subject:                | Update Fee Schedule                                                                |
| Attachments:            | Fee Schedule A and B, Resolution 2024-49, Fee Schedule Presentation, 2024 ICC Fees |
| Presented by:           | Adam Vaughn, Finance Director                                                      |
| Approved for Agenda by: | Dan Ford, City Manager                                                             |

Discussion:

Each budget cycle the City Council updates the fee schedule for the following year. The two categories that have been modified by staff this year are Cemetery fees and Planning/Building Fees. An item was also added under “Miscellaneous Fees and Charges” which is \$10 per CD or Tape requested through a public records request.

Over the last couple of years, the City has been required to fund the Cemetery through the General Fund. The last few fee schedules have increased the Cemetery rates by 2% and the Perpetual Care rates by 10%. To lessen the load of the General Fund, staff recommends increasing Cemetery rates by 5% and perpetual care rates by 15%. In addition to these rate increases, staff recommends usage of the perpetual care funds to start funding the portion of the cemetery covered by these funds. About 77% of the plots in the cemetery have been sold or are not to be sold.

The last time that the planning and building fees have been updated was in 2019. Since that time, the City has been substantially outpaced by its peer communities. The City of Yakima’s planning fees are about 8 times more than the City of Toppenish. When compared to some of the smaller surrounding communities the City’s fees are about 2.3 times less. As such, staff recommends increasing its fees by about 75%. Additionally, staff recommends adopting the 2024 International Code Council (ICC) fee building valuation. The City’s current building code fees are based off of the 2022 ICC valuation rates, bringing the valuation rates up to 2024 is about a 17% increase.

Fiscal Impact:

The City generates about \$100,000 from licenses and permits each year, but the revenue is dependent on activity within the City. These increases will generate more revenue than if they were not in place. With these fees in place staff expects about a \$10,000 - \$20,000 increase in revenue.

A 5% increase in Cemetery fees would potentially increase revenue by about \$7,500 - \$10,000.

Recommendation:

Approve Resolution 2024-49 adopting updated fee schedule.

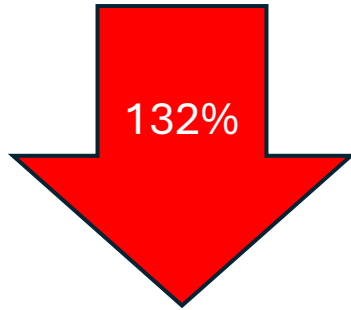
Alternatives:

Forward to Study Session.

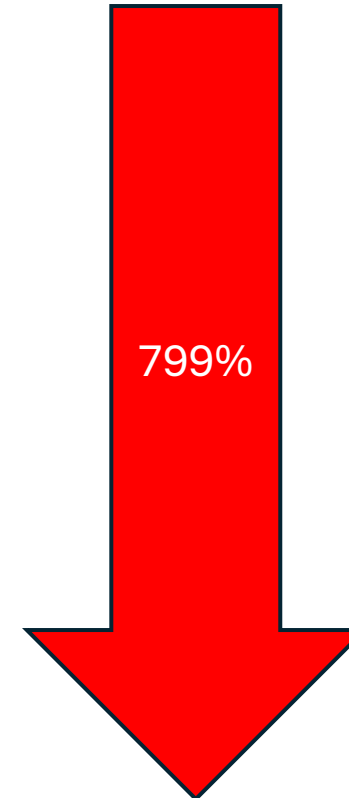
# Fee Schedule

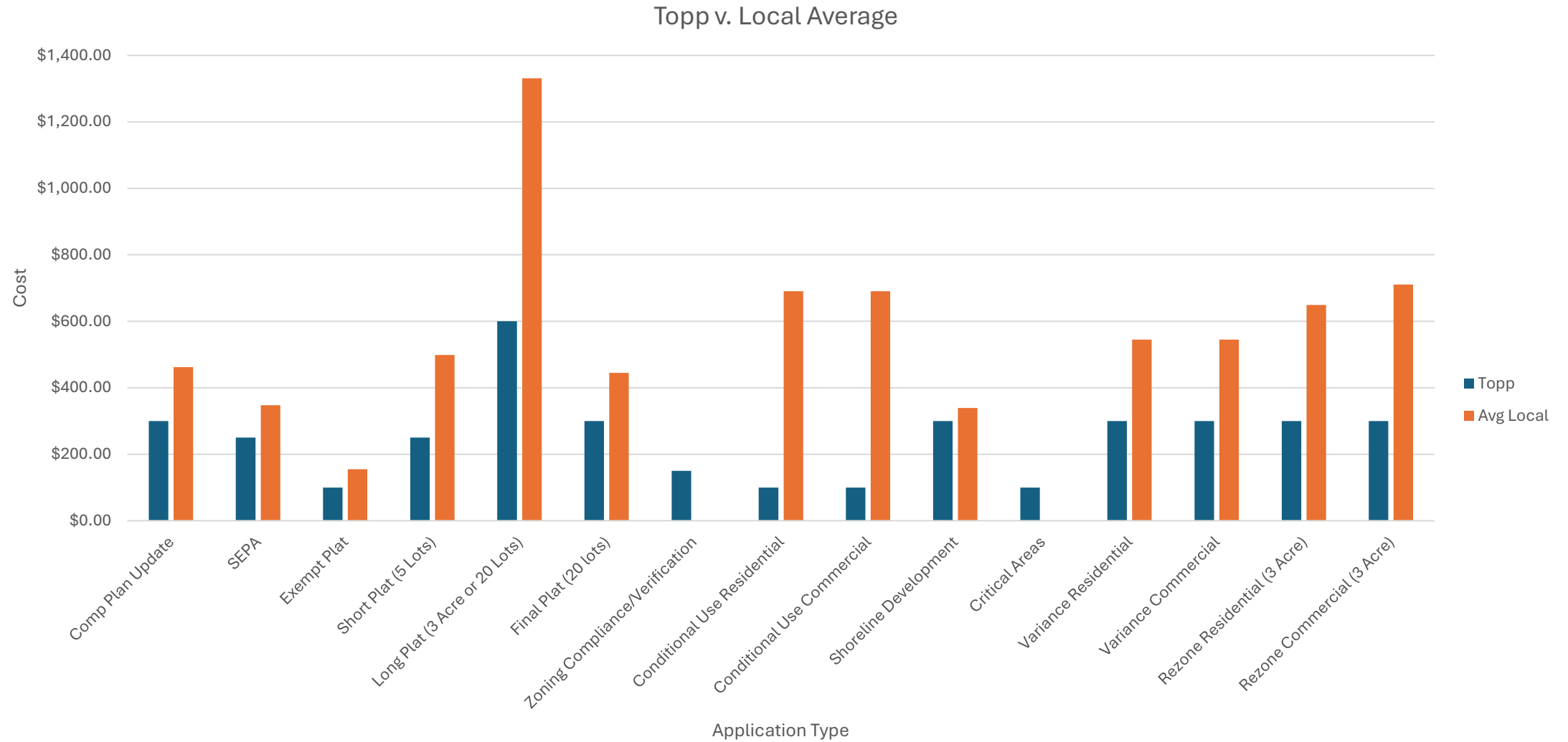
# Planning Application Fees (Toppenish has lower Fees)

- Toppenish vs. \*Local



- Toppenish vs. Yakima

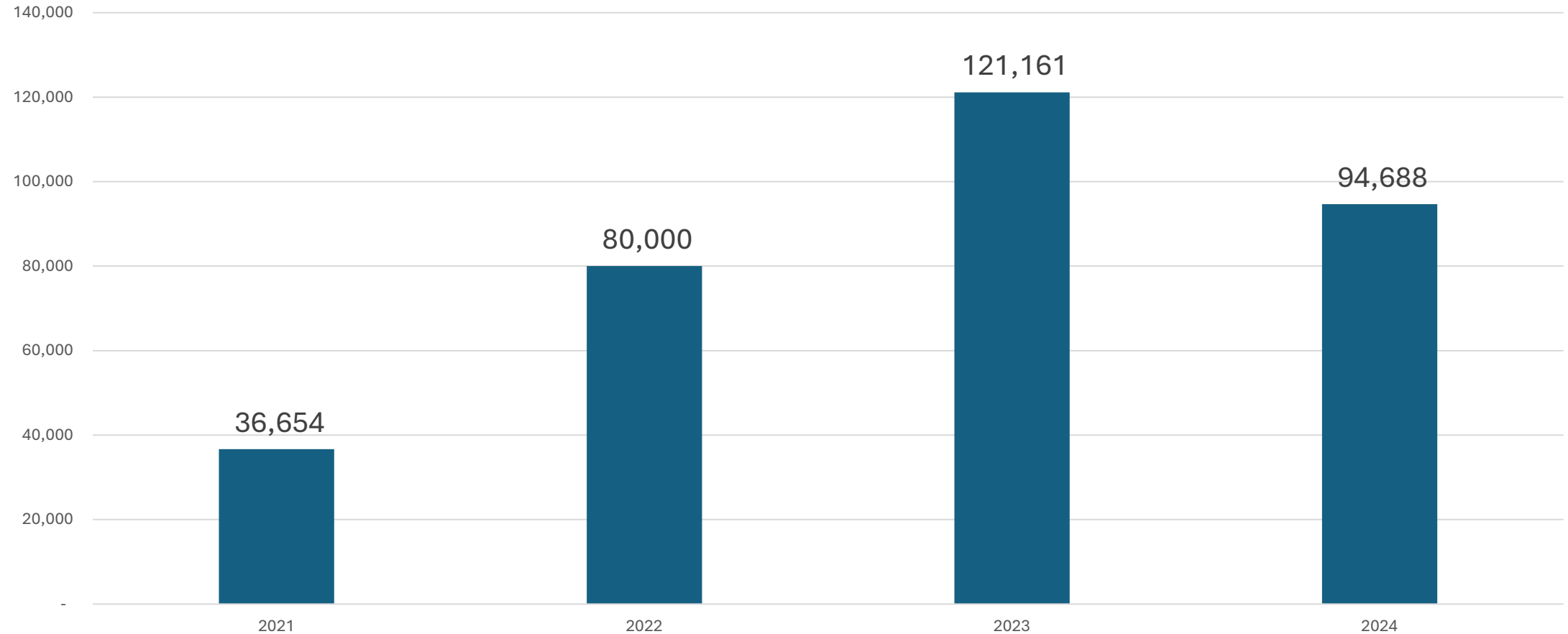




# Recommendation

- 75% increase to Planning Application fees
- Update Schedule B to 2024 International Code Council (ICC) rates
  - 17% average increase

# Cemetery General Fund Subsidy



# Recommendation

- Cemetery Fee Increase 5% (Previous 2%)
- Perpetual Care Increase 15% (Previous 10%)
- Use of Perpetual Care rather than General Fund
  - Can only be used for portion of the cemetery under perpetual care (77% of total plots have been sold or are not available)

RESOLUTION 2024-49

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TOPPENISH, WASHINGTON UPDATING  
MASTER FEE SCHEDULES A AND B**

WHEREAS, the City Council finds that the following fee schedule sets forth fees that are reasonable and necessary until same shall be revised,

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

Section 1. Effective January 1, 2025, the attached Schedule A and Schedule B of fees set forth herein are hereby adopted.

Section 2. Unless otherwise specifically stated, prior fee Resolutions are hereby rescinded and superseded by this Resolution.

Section 3. Washington State Sales Tax will be added to fees listed in the attached Schedule A of this Resolution where required by State law.

Section 4. The City Clerk is authorized to make necessary corrections to Schedule A and Schedule B of this Resolution including, but not limited to, the correction of scrivener's/clerical errors, references, Resolution numbering, section/subsection numbering and any references thereto.

Section 5. All loose coins used to pay bills or fines from the City of Toppenish must be packaged in bank coin rolls, if more than 50 of any coin is used for payment. Each coin roll used must be identified with the customer's name and phone number. Any loose coin used for payment contrary to the above policy will be refused by the city staff.

Section 6. Cemetery and perpetual care fees shall be adjusted January 1 of each year as follows: 5% increase for cemetery fees; and 15% increase for perpetual care.

PASSED by the Toppenish City Council at its regular meeting held on November 25, 2024.

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

ATTEST:

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

**City of Toppenish**  
**2025 MASTER FEE SCHEDULE**

| <b>BUILDING, PLUMBING, MECHANICAL PERMIT FEES AND CHARGES</b> |                                                                                                                                                                                                          |                   |                                                                                                                                            |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 15.01.050                                                     | <b>Building Permit Fees</b> <i>(see Schedule B to determine valuation)</i>                                                                                                                               |                   |                                                                                                                                            |
| <b>Total Valuation</b>                                        |                                                                                                                                                                                                          | <b>Permit Fee</b> |                                                                                                                                            |
| \$0                                                           | to                                                                                                                                                                                                       | \$500             | <b>\$24.00</b> for the first \$500                                                                                                         |
| \$501                                                         | to                                                                                                                                                                                                       | \$2,000           | <b>\$24.00</b> for the first \$500 plus <b>\$3.00</b> for each additional \$100 or fraction thereof to and including \$2,000               |
| \$2,001                                                       | to                                                                                                                                                                                                       | \$40,000          | <b>\$69.00</b> for the first \$2,000 plus <b>\$11.00</b> for each additional \$1,000 or fraction thereof to and including \$40,000         |
| \$40,001                                                      | to                                                                                                                                                                                                       | \$100,000         | <b>\$487.00</b> for the first \$40,000 plus <b>\$9.00</b> for each additional \$1,000 or fraction thereof to and including \$100,000       |
| \$100,001                                                     | to                                                                                                                                                                                                       | \$500,000         | <b>\$1,027.00</b> for this first \$100,000 plus <b>\$7.00</b> for each additional \$1,000 or fraction thereof to and including \$500,000   |
| \$500,001                                                     | to                                                                                                                                                                                                       | \$1,000,000       | <b>\$3,827.00</b> for the first \$500,000 plus <b>\$5.00</b> for each additional \$1,000 or fraction thereof to and including \$1,000,000  |
| \$1,000,001                                                   | to                                                                                                                                                                                                       | \$5,000,000       | <b>\$6,327.00</b> for the first \$1,000,000 plus <b>\$3.00</b> for each additional \$1,000 or fraction thereof to an including \$5,000,000 |
| \$5,000,001                                                   | and                                                                                                                                                                                                      | over              | <b>\$18,327.00</b> for the first \$5,000,000 plus <b>\$1.00</b> for each additional \$1,000 or fraction thereof                            |
|                                                               | Building Plan Review Fee: 65% of permit fee as calculated using the above table                                                                                                                          |                   |                                                                                                                                            |
|                                                               | <b>Refund of Building Plan Review Fee:</b><br>No time in review 20% non-refundable - 80% refundable<br>Review started 20% non-refundable - balance of refund based on the percentage of review completed |                   |                                                                                                                                            |
| 15.01.050                                                     | <b>Other Building Permit and Inspection Fees:</b>                                                                                                                                                        |                   |                                                                                                                                            |
|                                                               | Additional plan review required for: changes, additions, revisions to approved plans OR for re-instating or extending an issued permit - per hour, (minimum 2 hours)                                     |                   | \$98.00                                                                                                                                    |
|                                                               | Commercial Coach - Single Section                                                                                                                                                                        |                   | \$450.00                                                                                                                                   |
|                                                               | Commercial Coach - Each Additional Section                                                                                                                                                               |                   | \$75.00                                                                                                                                    |
|                                                               | Demolitions                                                                                                                                                                                              |                   | \$65.00                                                                                                                                    |
| 15.20.030                                                     | Fence permit (all fences new, addition to or electric fence)                                                                                                                                             |                   | \$30.00                                                                                                                                    |
|                                                               | Inspections outside of normal business hours (minimum charge two hours), per hour, or actual cost, whichever is greatest                                                                                 |                   | \$88.00                                                                                                                                    |
|                                                               | Inspections for which no fee is specifically indicated, per hour, or actual cost, whichever is                                                                                                           |                   | \$100.00                                                                                                                                   |
|                                                               | Investigation Fee: building, structure, gas, mechanical or plumbing work commencing before permit issuance (IBC Sec 109.4 & IRC Sec R108.6)                                                              |                   | 50% of actual permit                                                                                                                       |
|                                                               | Manufactured Homes - Single Wide                                                                                                                                                                         |                   | \$280.00                                                                                                                                   |
|                                                               | Manufactured Homes - Double Wide                                                                                                                                                                         |                   | \$320.00                                                                                                                                   |
|                                                               | Manufactured Homes - Triple Wide                                                                                                                                                                         |                   | \$360.00                                                                                                                                   |
| 15.05.020                                                     | Moving Permit (building moved within or through City)                                                                                                                                                    |                   | \$100.00                                                                                                                                   |
|                                                               | Outside consultants for plan checking, inspections, or both, including administrative and overhead cost (when used)                                                                                      |                   | Actual Cost                                                                                                                                |
|                                                               | Remodel or Repair building permits <i>(see Schedule B for valuation determination)</i>                                                                                                                   |                   |                                                                                                                                            |
|                                                               | Re-inspection fees, per hour, or actual cost, whichever is greatest                                                                                                                                      |                   | \$78.00                                                                                                                                    |
|                                                               | Re-Roofing - Residential, one- and two-family units                                                                                                                                                      |                   | \$75.00                                                                                                                                    |
|                                                               | Re-Roofing - Non-Residential, square feet up to 10,000                                                                                                                                                   |                   | \$125.00                                                                                                                                   |
|                                                               | Re-Roofing - Non-Residential, per each additional 10,000 square feet or fraction thereof                                                                                                                 |                   | \$75.00                                                                                                                                    |
|                                                               | Shipping container placement permit fee - per container                                                                                                                                                  |                   | \$234.00                                                                                                                                   |
|                                                               | Shipping container placement plan review fee (65% of permit fee)                                                                                                                                         |                   | \$152.10                                                                                                                                   |
|                                                               | Swimming Pools (depth of 24" or more - IBC Sec. 105.2.9 & IRC Sec. R105.2.7)                                                                                                                             |                   | \$110.00                                                                                                                                   |
|                                                               | Exempt: Spas, saunas, or hot tubs with safety covers                                                                                                                                                     |                   |                                                                                                                                            |

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                                          | <b>Flood Development Permit Fee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Section 7, Item c.      |
| 15.30.110                                | Flood development permit, new or addition residential and nonresidential construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$100.00                |
| 15.30.160(F)                             | Flood development permit detached garages, small storage sheds and small water tanks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0.00                  |
| 15.01.050                                | <b>Mechanical Permit Fees:</b> (see Schedule B for permit fees)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |
|                                          | <b>Other Mechanical Inspection Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |
|                                          | Additional plan review required by changes, additions or revisions to approved plans, per hour for minimum one-half hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$78.00                 |
|                                          | Inspections for which no fee is specifically indicated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$20.00                 |
|                                          | Reinspection (after one inspection and one reinspection)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$25.00                 |
|                                          | Inspections outside normal business hours, per hour for minimum of two hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$100.00                |
| 15.01.050                                | <b>Plumbing Permit Fees:</b> (see Schedule B for permit fees)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
|                                          | <b>Other Plumbing Inspections and Fees :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |
|                                          | Additional plan review required by changes, additions or revisions to approved plans, per hour for minimum one-half hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$78.00                 |
|                                          | Inspections outside normal business hours, per hour for minimum of two hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$100.00                |
|                                          | Reinspection (after one inspection and one reinspection)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$25.00                 |
|                                          | <b>Development Review Fees and Reimbursable Charges:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |
| 17.24.020 & 2.85.030(D)                  | <p>Development review billing fees provide for reimbursement of consultant peer review costs, legal review costs, hearing examiner costs, special studies, copying expenses and other related costs for land use permits, new commercial or multi-family buildings, grading, right-of-way and first-time tenant improvement projects. Billing is not used for single family residential building permits, unless there are permits other than building, plumbing or mechanical associated with the project.</p> <p>Depending on the size and complexity of the project, the fee required may be more than the minimum stated. Payment is due to the City upon demand. Billing is used for all phases of review and any other permit review or inspection cost that is not covered by plan review or permit fees. The actual review time varies for each project. If direct costs are less than the development review fee, the City shall refund to the applicant any remaining portion of the fee. If the direct costs exceed the development review fee, the applicant is required to submit additional funds to cover the direct costs and to ensure there are sufficient funds to cover all remaining work for the project.</p> | Minimum Deposit \$2,500 |
| <b>BUSINESS LICENSE FEES AND CHARGES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |
| 5.01.070                                 | 17.16.020 Zoning conformance review required. Prior to obtaining any business license, building permit or lot line adjustment, the applicant shall request the zoning administrator or his/her designee to determine whether the use, building or lot change complies with all provisions of this title, any applicable use permit and that all permit conditions have been satisfied.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |
|                                          | <b>Business License Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
|                                          | Regardless of the number of employees, the fee for the license shall not be more than \$600.00. Employees mean full-time employees, including the owner of the business, (two part-time employees are equal to one full-time employee.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |
| 5.01.120(A)                              | Annual base rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$40.00                 |
| 5.01.120(B)                              | Each employee (including the business owner)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$10.00                 |
| 5.01.120(B)                              | In addition to the base rate and the amount per employees, an additional fee/s shall be assessed and paid for amusement machines, (video game or pinball, card table, pool table, horse trolley vehicle and tavern or restaurant which serves liquor and provides dancing or entertainment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |
| 5.01.120(B)                              | Each amusement machine, such as video game or pinball                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$10.00                 |
| 5.01.120(B)                              | Each Card table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$10.00                 |
| 5.01.120(B)                              | Each Pool table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$10.00                 |
| 5.01.120(B)                              | Each Horse trolley vehicle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$25.00                 |
| 5.01.120(B)                              | Tavern or restaurant which serves liquor and provides entertainment, such as dancing or a floor show                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$50.00                 |

|              | <b>Other Business Activity License Fees:</b>                                                                                                                                                                                                                                                                                                                    |                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 5.10.010     | Carnival - per day                                                                                                                                                                                                                                                                                                                                              | \$100.00            |
| 5.10.010     | Carnival and Fair Inspection/Investigation Fee                                                                                                                                                                                                                                                                                                                  | \$50.00             |
| 5.01.120(C)  | Circus - per event, up to three consecutive days                                                                                                                                                                                                                                                                                                                | \$100.00            |
| 5.01.120(C)  | Dance Hall - per year                                                                                                                                                                                                                                                                                                                                           | \$150.00            |
| 5.01.120(C)  | Public Dance (Dances that are not part of ordinary course of business) - per day                                                                                                                                                                                                                                                                                | \$50.00             |
| 5.01.120(C)  | Flea market (per year or \$50.00 per day)                                                                                                                                                                                                                                                                                                                       | \$150.00            |
| 5.01.120(C)  | Home Occupation - per year<br>See TMC 17.56.050 Home Occupation zoning approval required prior to issuance of Home Occupation business license                                                                                                                                                                                                                  | \$30.00             |
| 5.01.120(C)  | Residential rental license base rate (includes one unit)                                                                                                                                                                                                                                                                                                        | \$40.00             |
|              | Each additional residential unit over one                                                                                                                                                                                                                                                                                                                       | \$15.00             |
| 5.01.120(C)  | Shows, exhibitions or fairs (per day)                                                                                                                                                                                                                                                                                                                           | \$50.00             |
| 5.01.120(C)  | Transient merchant, hawker and peddler<br>(per month per wagon, cart or stand, or \$150.00 per year)                                                                                                                                                                                                                                                            | \$50 or<br>\$150.00 |
|              | <b>Master License Fees:</b>                                                                                                                                                                                                                                                                                                                                     |                     |
| 5.01.130(A)  | Within Toppenish Rodeo and Livestock Grounds - per year                                                                                                                                                                                                                                                                                                         | \$300.00            |
|              | Within Toppenish Rodeo and Livestock Grounds - per event                                                                                                                                                                                                                                                                                                        | \$50.00             |
| 5.01.130(B)  | Nonprofit community organizations - per organization per year                                                                                                                                                                                                                                                                                                   | \$200.00            |
|              | Nonprofit community organizations - per organization per event                                                                                                                                                                                                                                                                                                  | \$50.00             |
|              | Certain uses, because of their nature, are classified as "special events." These special events shall be allowed by special events permit granted by the city manager or designee. See Special Event below.                                                                                                                                                     |                     |
| 5.01.120(E)  | Late Fee (more than 30 days past renewal)                                                                                                                                                                                                                                                                                                                       | \$25.00             |
|              | <b>Mobile Home Parks and Recreational Vehicle Parks Fees:</b>                                                                                                                                                                                                                                                                                                   |                     |
| 15.15.360(A) | Mobile Home Parks Annual Application and License Fee, not refundable; using the monthly average of spaces occupied and unoccupied the month prior to application<br>Base license fee plus per space charge                                                                                                                                                      | \$75.00             |
|              | In addition to the base rate an additional fee will be charged for each occupied space.                                                                                                                                                                                                                                                                         | \$50.00             |
|              | In addition to the base rate and the fee for each occupied space, an additional fee will be charged for each unoccupied space                                                                                                                                                                                                                                   | \$5.00              |
| 15.15.360(B) | Recreational Vehicle Parks (not refundable) - per year                                                                                                                                                                                                                                                                                                          | \$75.00             |
|              | In addition to the base rate an additional fee will be charged for each space.                                                                                                                                                                                                                                                                                  | \$20.00             |
| 5.60.040     | <b>Entertainment License Fees:</b>                                                                                                                                                                                                                                                                                                                              |                     |
|              | It is unlawful for any person to be employed as or act as an entertainer without a valid license. The fee for a license shall be included with the initial application and each application renewal. In addition, a nonrefundable application fee must be paid at the time of filing an application in order to defray the costs of processing the application. |                     |
|              | Entertainer's Application                                                                                                                                                                                                                                                                                                                                       | \$50.00             |
|              | Entertainer's License - per year                                                                                                                                                                                                                                                                                                                                | \$100.00            |
| 5.50.023     | <b>Yard and Garage Sales Fees:</b>                                                                                                                                                                                                                                                                                                                              |                     |
|              | Yard and Garage Sales Permit (three per property per calendar year - Jan thru Dec)                                                                                                                                                                                                                                                                              | \$10.00             |
| 5.65.120     | <b>Special Event Fees:</b> Parades, Athletic Events, Family Reunions, Weddings                                                                                                                                                                                                                                                                                  |                     |
|              | Certain uses are classified as "special events". Special events permit are granted by the city manager or designee.                                                                                                                                                                                                                                             |                     |
|              | Application submitted 30 days or more before the event - Resident                                                                                                                                                                                                                                                                                               | \$50.00             |
|              | Application submitted 30 days or more before the event - Non Resident                                                                                                                                                                                                                                                                                           | \$63.00             |
|              | Application submitted less than 30 days before the event - Resident                                                                                                                                                                                                                                                                                             | \$75.00             |
|              | Application submitted less than 30 days before the event - Non Resident                                                                                                                                                                                                                                                                                         | \$94.00             |
|              | Non-Profit organizations - 50% of the above fees                                                                                                                                                                                                                                                                                                                |                     |
|              | City staff required for each event - current hourly billing rate                                                                                                                                                                                                                                                                                                |                     |
|              | Plus costs for garbage removal - quote provided by Public Works Superintendent                                                                                                                                                                                                                                                                                  |                     |

|                                       |                                                                                                                                                                                                                                                                                                                                                              |                    |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                                       |                                                                                                                                                                                                                                                                                                                                                              | Section 7, Item c. |
| 5.45.410(L)                           | <b>Wireless Communication Facilities Deposit:</b><br>If the actual costs to the City are less than the application fee deposit, then the City shall refund to the applicant any remaining portion of the fee deposit. If the actual costs to the City exceed the application fee deposit, then the City may request that the applicant increase its deposit. | \$3,000.00         |
| 17.85.190(D)(2)                       | <b>Small Wireless Facility:</b>                                                                                                                                                                                                                                                                                                                              |                    |
|                                       | Non-Refundable Application Fee for Collocation per Small Wireless Facility                                                                                                                                                                                                                                                                                   | \$100.00           |
|                                       | Non-Refundable Application Fee for New Pole per Small Wireless Facility                                                                                                                                                                                                                                                                                      | \$1,000.00         |
| <b>2025 CEMETERY FEES AND CHARGES</b> |                                                                                                                                                                                                                                                                                                                                                              |                    |
|                                       | <b>Grave Site Fees:</b>                                                                                                                                                                                                                                                                                                                                      |                    |
| 2.65.060(A)                           | Adult Plot                                                                                                                                                                                                                                                                                                                                                   | \$964.89           |
|                                       | Infant Plot                                                                                                                                                                                                                                                                                                                                                  | \$422.14           |
|                                       | Cremation Plot                                                                                                                                                                                                                                                                                                                                               | \$373.89           |
| 2.65.060(A)                           | <b>Mausoleum Tomb Fees:</b>                                                                                                                                                                                                                                                                                                                                  |                    |
|                                       | Adult Plot                                                                                                                                                                                                                                                                                                                                                   | \$1,599.32         |
|                                       | Infant Plot                                                                                                                                                                                                                                                                                                                                                  | \$1,599.32         |
|                                       | Cremation Plot                                                                                                                                                                                                                                                                                                                                               | \$1,599.31         |
|                                       | <b>Perpetual Care &amp; Maintenance Fees:</b>                                                                                                                                                                                                                                                                                                                |                    |
| 2.65.060(A)                           | Adult Plot                                                                                                                                                                                                                                                                                                                                                   | \$775.40           |
| 2.65.060(A)                           | Infant Plot                                                                                                                                                                                                                                                                                                                                                  | \$320.46           |
| 2.65.060(A)                           | Cremation Plot                                                                                                                                                                                                                                                                                                                                               | \$257.72           |
| 2.65.060(A)                           | <b>Interment Fees: (opening &amp; closing) includes temporary marker</b>                                                                                                                                                                                                                                                                                     |                    |
|                                       | Adult Plot                                                                                                                                                                                                                                                                                                                                                   | \$774.33           |
|                                       | Infant Plot                                                                                                                                                                                                                                                                                                                                                  | \$319.63           |
|                                       | Cremation Plot (interment into cremation plot or into occupied single adult plot)                                                                                                                                                                                                                                                                            | \$282.23           |
|                                       | Mausoleum Plot                                                                                                                                                                                                                                                                                                                                               | \$325.65           |
| 2.65.060(A)(3)                        | First interred in a double deep adult plot<br>(additional charge payable with the opening/closing cost of the first grave)                                                                                                                                                                                                                                   | \$1,179.58         |
| 2.65.060(A)                           | <b>Grave Liner Fees: (sales tax is required for grave liners)</b>                                                                                                                                                                                                                                                                                            |                    |
|                                       | Full Size                                                                                                                                                                                                                                                                                                                                                    | \$675.42           |
|                                       | Infant                                                                                                                                                                                                                                                                                                                                                       | \$369.08           |
|                                       | Cremation                                                                                                                                                                                                                                                                                                                                                    | \$276.19           |
|                                       | Extra Large Liner                                                                                                                                                                                                                                                                                                                                            | \$783.34           |
|                                       | <b>Removal of Remains Fees:</b>                                                                                                                                                                                                                                                                                                                              |                    |
|                                       | From one grave to another in Elmwood<br>Opening and closing of two plots. *Requires replacement liner.                                                                                                                                                                                                                                                       |                    |
| 2.65.060(B)                           | *Adult Plot                                                                                                                                                                                                                                                                                                                                                  | \$1,548.67         |
|                                       | *Infant Plot                                                                                                                                                                                                                                                                                                                                                 | \$639.25           |
|                                       | *Cremation Plot                                                                                                                                                                                                                                                                                                                                              | \$564.45           |
|                                       | From Elmwood to be moved outside of Elmwood                                                                                                                                                                                                                                                                                                                  | \$0.00             |
|                                       | Adult Plot                                                                                                                                                                                                                                                                                                                                                   | \$940.77           |
|                                       | Infant Plot                                                                                                                                                                                                                                                                                                                                                  | \$492.09           |
|                                       | Cremation Plot                                                                                                                                                                                                                                                                                                                                               | \$325.65           |
|                                       | <b>Marker &amp; Vase Installation Fees: Maximum depth all markers 12"</b>                                                                                                                                                                                                                                                                                    |                    |
| 2.65.080(A)                           | Flat Markers up to and including 12" x 24"                                                                                                                                                                                                                                                                                                                   | \$376.91           |
| 2.65.080(B)                           | Flat Markers 12" x 25" up to and including 12" x 36"                                                                                                                                                                                                                                                                                                         | \$492.09           |
| 2.65.080(C)                           | Flat Markers 12" x 37" up to and including 12" x 40"                                                                                                                                                                                                                                                                                                         | \$571.69           |
| 2.65.080(E)                           | Upright Markers with base up to and including 24" long                                                                                                                                                                                                                                                                                                       | \$571.69           |
| 2.65.080(F)                           | Upright Markers with base a over 24" and up to and including 36" long                                                                                                                                                                                                                                                                                        | \$651.32           |
| 2.65.080(G)                           | Upright Markers with base over 36" and up to and including 40" long                                                                                                                                                                                                                                                                                          | \$738.14           |
| 2.65.080(D)                           | Setting for each vase                                                                                                                                                                                                                                                                                                                                        | \$48.25            |
|                                       | <b>Other Burial Fees:</b>                                                                                                                                                                                                                                                                                                                                    |                    |
| 2.65.090                              | Saturday or Non-City Workday Service                                                                                                                                                                                                                                                                                                                         | \$571.69           |

**DOG LICENSE FEES AND CHARGES**

|              |                                                                                                    |          |
|--------------|----------------------------------------------------------------------------------------------------|----------|
| 6.05.020     | Unaltered Female or Male - per year, per dog, *for the first 3 dogs                                | \$30.00  |
| 6.05.020     | Altered Female or Male - per year, per dog, *for the first 3 dogs                                  | \$15.00  |
| 6.05.025     | Unaltered Female or Male - per year, per dog, *for the 4th thru 6th dogs                           | \$50.00  |
| 6.05.025     | Altered Female or Male - per year, per dog, *for the 4th thru 6th dogs                             | \$25.00  |
| 6.05.025     | Unaltered Female or Male - per year, per dog, *for the 7th and more dogs                           | \$70.00  |
| 6.05.025     | Altered Female or Male - per year, per dog, *for the 7th and more dogs                             | \$35.00  |
|              | <i>*Owner with 7 dogs total = \$30. + \$30. + \$30. + \$50. + \$50. + \$50. + \$70. = \$310.00</i> |          |
| 6.05.055(A3) | Potentially restricted (dangerous dog) registration fee (in addition to license fee)               | \$100.00 |
| 6.05.055(A4) | Restricted (dangerous dog) registration fee (in addition to license fee)                           | \$250.00 |
| 6.05.045(A)  | Late Fee (31 or more days late)                                                                    | \$7.50   |
| 6.05.030(F)  | Replacement tag                                                                                    | \$5.00   |
| 6.15.030     | Annual Commerical Kennel Inspection Fee                                                            | \$250.00 |

**FIRE PERMITS, ALARMS AND TRAINING FEES AND CHARGES**

|             |                                                                                          |             |
|-------------|------------------------------------------------------------------------------------------|-------------|
| 3.01.070(C) | <b>Fire Service Fees:</b>                                                                |             |
|             | Annual Fire Inspection Fees:                                                             |             |
|             | E, I, F, H, M, S Occupancy: 0 to 5,000 square feet                                       | \$80.00     |
|             | E, I, F, H, M, S Occupancy: 5,001 to 10,000 square feet                                  | \$105.00    |
|             | E, I, F, H, M, S Occupancy: 10,001 and over                                              | \$130.00    |
|             | A, B, R Occupancy: 0 to 5,000 square feet                                                | \$55.00     |
|             | A, B, R Occupancy: 5,001 to 10,000 square feet                                           | \$80.00     |
|             | A, B, R Occupancy: 10,001 and over                                                       | \$105.00    |
|             | Compliance Fire, Life, Safety Reinspection Fees:                                         |             |
|             | 1st reinspection                                                                         | \$0.00      |
|             | 2nd reinspection                                                                         | \$55.00     |
|             | 3rd reinspection                                                                         | \$105.00    |
|             | 4th reinspection                                                                         | \$155.00    |
|             | 5th reinspection                                                                         | \$205.00    |
|             | 6th reinspection and each inspection thereafter                                          | \$255.00    |
|             | Emergency DUI Response                                                                   | Actual Cost |
|             | DUI Cost Recovery-Emergency Response Annual Yakima Co. Fire District Cost Recovery Rates |             |
|             | Fire Reports                                                                             | \$15.00     |
|             | First Aid/CPR Training (per person)                                                      | \$65.00     |
|             | Fire Extinguisher Training (per person)                                                  | \$25.00     |
|             | <b>False Alarm Fees:</b>                                                                 |             |
| 8.08.040    | First response (per year)                                                                | \$0.00      |
| 8.08.040    | Second through fifth response (per response per year)                                    | \$50.00     |
| 8.08.040    | Sixth through ninth response (per response per year)                                     | \$100.00    |
| 8.08.040    | Tenth through fourteenth response (per response per year)                                | \$150.00    |
| 8.08.040    | Each response in excess of fourteen (per response per year)                              | \$200.00    |
|             | <b>Nuisance Alarm Fees:</b>                                                              |             |
| 8.08.040    | First response (per year)                                                                | \$0.00      |
| 8.08.040    | Second through fifth response (per response per year)                                    | \$50.00     |
| 8.08.040    | Sixth through ninth response (per response per year)                                     | \$100.00    |
| 8.08.040    | Tenth through fourteenth response (per response per year)                                | \$150.00    |
| 8.08.040    | Each response in excess of fourteen (per response per year)                              | \$200.00    |

|           |                                                                                                                                                                                                                                                   |     |        |          |          |            |          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|----------|----------|------------|----------|
|           | <b>Fire Permit Fees:</b>                                                                                                                                                                                                                          |     |        |          |          |            |          |
| 15.01.050 | Permit Fee Schedule - based on square fee and Occupancy Group as defined in Article 2 of the International Fire Code                                                                                                                              |     |        |          |          |            |          |
|           | B, R, U - Offices, professional services, motels, apartments, agricultural buildings                                                                                                                                                              |     |        |          |          |            |          |
|           | A, E, M - Assembly of people, education centers, mercantile                                                                                                                                                                                       |     |        |          |          |            |          |
|           | F, H, I, S - Factories, high hazard material locations, institutions, warehouses                                                                                                                                                                  |     |        |          |          |            |          |
|           | Square Feet                                                                                                                                                                                                                                       |     |        | B, R, U  | A, E, M  | F, H, I, S |          |
|           | 1                                                                                                                                                                                                                                                 |     | 1,000  | \$58.50  | \$77.10  | \$95.95    |          |
|           | 1,001                                                                                                                                                                                                                                             | to  | 2,500  | \$80.60  | \$108.05 | \$135.30   |          |
|           | 2,501                                                                                                                                                                                                                                             | to  | 5,000  | \$116.65 | \$153.95 | \$193.35   |          |
|           | 5,001                                                                                                                                                                                                                                             | to  | 7,500  | \$172.90 | \$231.15 | \$289.05   |          |
|           | 7,501                                                                                                                                                                                                                                             | to  | 10,000 | \$230.90 | \$307.80 | \$384.80   |          |
|           | 10,001                                                                                                                                                                                                                                            | to  | 12,500 | \$290.00 | \$384.80 | \$480.45   |          |
|           | 12,501                                                                                                                                                                                                                                            | to  | 15,000 | \$347.20 | \$461.70 | \$577.95   |          |
|           | 15,001                                                                                                                                                                                                                                            | to  | 17,500 | \$403.60 | \$538.65 | \$673.65   |          |
|           | 17,501                                                                                                                                                                                                                                            | to  | 20,000 | \$461.70 | \$615.85 | \$769.25   |          |
|           | 20,001                                                                                                                                                                                                                                            | and | higher | \$519.75 | \$692.55 | \$865.10   |          |
| 15.01.050 | Reinspection Fee - 50% of original permit fee                                                                                                                                                                                                     |     |        |          |          |            |          |
|           | Fire Plan Review Fee is 65% of permit fee as shown above:                                                                                                                                                                                         |     |        |          |          |            |          |
|           | Refund of Fire Plan Review Fee: No time in review 20% non-refundable - 80% refundable. Review started 20% non-refundable - balance of refund based on the percentage of review completed                                                          |     |        |          |          |            |          |
|           | Additional Plan Review Fee, per hour                                                                                                                                                                                                              |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$65.17  |
| 15.01.050 | <b>Detection and Suppression System Fees:</b>                                                                                                                                                                                                     |     |        |          |          |            |          |
| 15.01.050 | Fire Sprinkler System Permit                                                                                                                                                                                                                      |     |        |          |          |            |          |
|           | Permit Fee: for every 5,000 Square Feet or portion thereof                                                                                                                                                                                        |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$87.35  |
|           | Plan Review Fee: 65% of the Fire Sprinkler System Fee                                                                                                                                                                                             |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$56.78  |
|           | Inspection of maintenance and upgrades (existing system)                                                                                                                                                                                          |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$100.00 |
| 15.01.050 | Fire Alarm System Permit                                                                                                                                                                                                                          |     |        |          |          |            |          |
|           | Permit: for every 5,000 Square Feet or portion thereof                                                                                                                                                                                            |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$87.35  |
|           | Plan Review Fee: 65% of the Fire Alarm System Fee                                                                                                                                                                                                 |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$56.78  |
|           | Inspection of maintenance and upgrades (existing system)                                                                                                                                                                                          |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$100.00 |
|           | Suppression System Permit                                                                                                                                                                                                                         |     |        |          |          |            |          |
|           | Self Contained Systems - Hood and Duct, Paint Booth, etc.                                                                                                                                                                                         |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$87.34  |
|           | Plan Review Fee: 65% of the Fire Sprinkler System Fee                                                                                                                                                                                             |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$56.77  |
| 15.01.050 | <b>Flammable/Combustible Liquid and Gas Storage Tank Fees:</b>                                                                                                                                                                                    |     |        |          |          |            |          |
|           | 1 to 124 gallon tanks - No Permit Required                                                                                                                                                                                                        |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            |          |
|           | 125 to 300 gallon tanks                                                                                                                                                                                                                           |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$74.87  |
|           | 301 to 600 gallon tanks                                                                                                                                                                                                                           |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$87.35  |
|           | 601 to 1,000 gallon tanks                                                                                                                                                                                                                         |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$99.83  |
|           | 1,001 to 5,000 gallon tanks                                                                                                                                                                                                                       |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$112.31 |
|           | 5,001 to 10,000 gallon tanks                                                                                                                                                                                                                      |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$124.78 |
|           | 10,001 to 20,000 gallon tanks                                                                                                                                                                                                                     |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$137.27 |
|           | 20,001 gallon tanks and larger                                                                                                                                                                                                                    |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$149.74 |
|           | Underground Tank Removal Fee, per tank                                                                                                                                                                                                            |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$62.42  |
|           | Temporary Membrane Structures, Tents & Canopy Fee (air-supported temporary membrane structures or tents with an area in excess of 200 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.) |     |        |          |          |            |          |
|           |                                                                                                                                                                                                                                                   |     |        |          |          |            | \$94.00  |

| GARBAGE AND SOLID WASTE FEES AND CHARGES |                                                                                                                                                                                                      |                                                                                              |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|                                          | <b>Collection Fees and Late Charges:</b>                                                                                                                                                             |                                                                                              |
| 8.10.050(B)                              | Private Collection Permit (per year)                                                                                                                                                                 | \$25.00                                                                                      |
| 8.10.170(D)                              | Callback Fee: 90 Gallons                                                                                                                                                                             | \$15.00                                                                                      |
|                                          | Callback Fee: 300 Gallons                                                                                                                                                                            | \$20.00                                                                                      |
|                                          | Callback Fee: 350 Gallons                                                                                                                                                                            | \$25.00                                                                                      |
|                                          | Callback Fee: 420 Gallons                                                                                                                                                                            | \$30.00                                                                                      |
| 8.10.170(E)                              | Extra Hauling Fee (special items outside of containers - call for quote)                                                                                                                             | Actual cost                                                                                  |
| 8.10.170(G)                              | Overfull Container: 90 Gallons                                                                                                                                                                       | \$15.00                                                                                      |
|                                          | Overfull Container: 300 Gallons                                                                                                                                                                      | \$20.00                                                                                      |
|                                          | Overfull Container: 350 Gallons                                                                                                                                                                      | \$25.00                                                                                      |
|                                          | Overfull Container: 420 Gallons                                                                                                                                                                      | \$30.00                                                                                      |
| 8.10.170(I.)                             | Unscheduled Pickup (extra pickup): 90 Gallons                                                                                                                                                        | \$15.00                                                                                      |
|                                          | Unscheduled Pickup (extra pickup): 300 Gallons                                                                                                                                                       | \$20.00                                                                                      |
|                                          | Unscheduled Pickup (extra pickup): 350 Gallons                                                                                                                                                       | \$25.00                                                                                      |
|                                          | Unscheduled Pickup (extra pickup): 420 Gallons                                                                                                                                                       | \$30.00                                                                                      |
| 8.10.185                                 | Late Fee – per month                                                                                                                                                                                 | \$10.00                                                                                      |
| 8.10.190                                 | Delinquent Fee                                                                                                                                                                                       | \$20.00                                                                                      |
| GRADING FEES AND CHARGES                 |                                                                                                                                                                                                      |                                                                                              |
| 15.01.050                                | Based on the size and complexity of the project, the applicant may be required to pay the development review fee (minimum \$2,500 deposit) in addition to the grading fees and charges listed below. |                                                                                              |
|                                          | <b>Volume (Cubic Yards)</b>                                                                                                                                                                          | <b>Plan Review</b>                                                                           |
|                                          | 50 cubic yards or less                                                                                                                                                                               | \$0.00                                                                                       |
|                                          | 51 to 100 cubic yards                                                                                                                                                                                | \$18.73                                                                                      |
|                                          | 101 to 1,000 cubic yards                                                                                                                                                                             | \$28.12                                                                                      |
|                                          | 1,001 to 10,000 cubic yards                                                                                                                                                                          | \$37.45                                                                                      |
|                                          | 10,001 to 100,000 cubic yards                                                                                                                                                                        | \$37.45 for the first 10,000 cy plus \$11.22 for each add'l 10,000 cy or fraction thereof    |
|                                          | 100,001 to 200,000 cubic yards                                                                                                                                                                       | \$205.99 for the first 100,000 cy plus \$11.22 for each add'l 10,000 cy or fraction thereof  |
|                                          |                                                                                                                                                                                                      | \$54.30 for the first 100 cy plus \$13.14 for each add'l 100 cy or fraction thereof,         |
|                                          |                                                                                                                                                                                                      | \$146.52 for the first 1,000 cy plus \$11.22 for each add'l 1,000 cy or fraction thereof,    |
|                                          |                                                                                                                                                                                                      | \$247.46 for the first 10,000 cy plus \$60.50 for each add'l 10,000 cy or fraction thereof,  |
|                                          |                                                                                                                                                                                                      | \$701.92 for the first 100,000 cy plus \$28.122 for each add'l 10,000 cy or fraction thereof |
| MISCELLANEOUS FEES AND CHARGES           |                                                                                                                                                                                                      |                                                                                              |
| 3.01.070(A)                              | <b>Copy Charges per RCW 42.56.120:</b>                                                                                                                                                               |                                                                                              |
|                                          | (i) Photocopies of public records or printed copies of electronic public records, per page, or actual cost if documents are sent out for copying                                                     | \$0.15                                                                                       |
|                                          | (ii) Public records scanned into an electronic format requests, per page                                                                                                                             | \$0.10                                                                                       |
|                                          | (iii) Scanned public records uploaded to e-mail or data storage service or other means of electronic delivery, per every four electronic record                                                      | \$0.05                                                                                       |
|                                          | (iv) Per gigabyte transmission charge for electronic records                                                                                                                                         | \$0.10                                                                                       |
|                                          | (v) Communication tapes and cd's                                                                                                                                                                     | \$10 per item                                                                                |
|                                          | <b>Other Fees and Charges:</b>                                                                                                                                                                       |                                                                                              |
|                                          | Maps                                                                                                                                                                                                 | Actual cost                                                                                  |
| 3.01.070(A)                              | Non-sufficient funds (NSF) check handling fee                                                                                                                                                        | \$30.00                                                                                      |
|                                          | Personnel Services Fee: miscellaneous inspections and municipal services                                                                                                                             | Time and Material                                                                            |

| PARK FEES AND CHARGES                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 2.80.050(B)                          | <b>Park Gazebo Rental:</b> Pioneer, Olney, Allen, & Post Office Parks (2 picnic tables included in rental).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
|                                      | Inside City Rate: Per hour, in four hour increments, minimum four hours/\$40.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$10.00                          |
|                                      | Outside City Rate: Per hour, in four hour increments, minimum four hours/\$48.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$12.00                          |
|                                      | <b>Picnic Tables:</b> Delivery to and pickup from all parks, events, or additional tables for gazebo rentals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  |
|                                      | 1 to 2 tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$42.00                          |
|                                      | 3 to 4 tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$84.00                          |
|                                      | 5 to 6 tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$126.00                         |
|                                      | 7 to 8 tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$168.00                         |
|                                      | 9 to 10 tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$210.00                         |
| PLANNING AND ZONING FEES AND CHARGES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
|                                      | <b>Development Review Fees and Reimbursable Charges:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
| 17.24.020 & 2.85.030(D)              | <p>Development review billing fees provide for reimbursement of consultant peer review costs, legal review costs, hearing examiner costs, special studies, copying expenses and other related costs for land use permits, new commercial or multi-family buildings, grading, right-of-way and first-time tenant improvement projects. Billing is not used for single family residential building permits, unless there are permits other than building, plumbing or mechanical associated with the project.</p> <p>Depending on the size and complexity of the project, the fee required may be more than the minimum stated. Payment is due to the City upon demand. Billing is used for all phases of review and any other permit review or inspection cost that is not covered by plan review or permit fees. The actual review time varies for each project. If direct costs are less than the development review fee, the City shall refund to the applicant any remaining portion of the fee. If the direct costs exceed the development review fee, the applicant is required to submit additional funds to cover the direct costs and to ensure there are sufficient funds to cover all remaining work for the project.</p> | Minimum Deposit<br>\$2,500       |
| 2.85.020                             | <b>Planning &amp; Zoning Fees and Charges:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                                      | Comprehensive plan amendment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$400.00                         |
|                                      | Substantial development permit under the shoreline master program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$600.00                         |
|                                      | Critical areas permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$200.00                         |
| 14.10.010                            | <b>SEPA - Environmental Review Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
|                                      | Environment Checklist Review when public notice is stand alone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$400.00                         |
|                                      | Environment Checklist Review when public notice is combined with other required public notices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$200.00                         |
|                                      | Review of a Draft EIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$1,000.00                       |
|                                      | Review of an EIS Scoping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$400.00                         |
|                                      | Review of a Final EIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$400.00                         |
|                                      | <b>Sign Permit - Zoning Review Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
| 15.10.020(G)                         | Up to 25 sq. ft. sign                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$30.00                          |
| 15.10.020(G)                         | Each additional sq. ft over 25 sq. ft.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$0.50                           |
| 16.08.060(B)                         | <b>Subdivision Qualified Exemption Application Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
|                                      | First action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$100.00                         |
|                                      | Each additional action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$25.00                          |
|                                      | <b>Subdivision Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
|                                      | Short Plat: 2 to 6 lots                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$500.00                         |
|                                      | Formal (long) Plat Application: 7 or more lots                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$500.00 plus<br>\$30.00 per lot |
|                                      | Extend preliminary plat deadline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$200.00                         |
|                                      | Final Plat Application:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                  |
|                                      | Short and Long Subdivision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$300.00                         |
| 16.18.010(3)(g)                      | Alter, Amend, or Vacate Plat Application (including street/right-of-way)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$600.00                         |

|                                                    |  |                                                                                                                                                                                                                                                                                                                                                          |                                                        |                                                              |                                                                |          |
|----------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------|----------|
| 17.16.050                                          |  | <b>Certificate of Zoning Compliance Certificate Fees:</b>                                                                                                                                                                                                                                                                                                |                                                        |                                                              | Section 7, Item c.                                             |          |
|                                                    |  | New application                                                                                                                                                                                                                                                                                                                                          |                                                        |                                                              |                                                                | \$300.00 |
|                                                    |  | Renewal                                                                                                                                                                                                                                                                                                                                                  |                                                        |                                                              |                                                                | \$50.00  |
|                                                    |  | <b>Conditional Property Use Permit Fees:</b>                                                                                                                                                                                                                                                                                                             |                                                        |                                                              |                                                                | \$100.00 |
|                                                    |  | Development Review Deposit Required                                                                                                                                                                                                                                                                                                                      |                                                        |                                                              |                                                                |          |
| 17.56                                              |  | <b>Special Property Use Permit Fees:</b>                                                                                                                                                                                                                                                                                                                 |                                                        |                                                              | \$500.00                                                       |          |
|                                                    |  | Development Review Deposit Required                                                                                                                                                                                                                                                                                                                      |                                                        |                                                              |                                                                |          |
|                                                    |  | Mobile home parks<br>Crematories<br>Churches<br>Fraternal Lodges                                                                                                                                                                                                                                                                                         | Grange halls<br>Clubs<br>Philanthropic<br>Institutions | Schools<br>Daycare Centers<br>(not in home)<br>Nursing Homes | Temporary facilities<br>Permitted special uses in B3<br>zones. | \$500.00 |
| TMC.56.050                                         |  | <b>Home occupations</b>                                                                                                                                                                                                                                                                                                                                  |                                                        |                                                              | \$150.00                                                       |          |
|                                                    |  | Special property permit issued for business performed from a residence in R1 & R2 and is clearly incidental and secondary to the use of the premises as a dwelling place and does not change the character thereof. This occupation shall be carried on or conducted only by members of a family residing in the dwelling with no outside help employed. |                                                        |                                                              |                                                                |          |
|                                                    |  | <b>Variance Applications Fees:</b> plus applicable costs of all additional public notifications and/or staff time resulting from applicant requested changes based on the judgement of the administrator                                                                                                                                                 |                                                        |                                                              |                                                                |          |
|                                                    |  | First action on parcel                                                                                                                                                                                                                                                                                                                                   |                                                        |                                                              | \$300.00                                                       |          |
|                                                    |  | per each additional related action on same parcel                                                                                                                                                                                                                                                                                                        |                                                        |                                                              | \$100.00                                                       |          |
| 15.15.320                                          |  | Mobile home/RV park variances                                                                                                                                                                                                                                                                                                                            |                                                        |                                                              | \$600.00                                                       |          |
|                                                    |  | <b>Zoning Code Amendments:</b> plus applicable costs of all additional public notifications and/or staff time resulting from applicant requested changes based on the judgement of the administrator.                                                                                                                                                    |                                                        |                                                              |                                                                |          |
|                                                    |  | Sites up to one acre                                                                                                                                                                                                                                                                                                                                     |                                                        |                                                              | \$300.00                                                       |          |
|                                                    |  | Sites more than one acre                                                                                                                                                                                                                                                                                                                                 |                                                        |                                                              | \$500.00                                                       |          |
|                                                    |  | Amendment to zoning or subdivision ordinance text                                                                                                                                                                                                                                                                                                        |                                                        |                                                              | \$600.00                                                       |          |
| 17.24.030(E)                                       |  | Similar use determination                                                                                                                                                                                                                                                                                                                                |                                                        |                                                              | \$300.00                                                       |          |
| 17.24.030(F)                                       |  | Applicant's request for special planning commission meeting                                                                                                                                                                                                                                                                                              |                                                        |                                                              | \$75.00                                                        |          |
|                                                    |  | Administrative appeal                                                                                                                                                                                                                                                                                                                                    |                                                        |                                                              | \$600.00                                                       |          |
|                                                    |  | Reconsideration of hearing examiner decision                                                                                                                                                                                                                                                                                                             |                                                        |                                                              | \$600.00                                                       |          |
|                                                    |  | Rescheduling by applicant of hearing before planning commission, hearing examiner or city council                                                                                                                                                                                                                                                        |                                                        |                                                              | \$300.00                                                       |          |
| 17.26.080                                          |  | Design District Planning Review                                                                                                                                                                                                                                                                                                                          |                                                        |                                                              | \$300.00                                                       |          |
| 17.85.120                                          |  | Application subject to Public Hearing                                                                                                                                                                                                                                                                                                                    |                                                        |                                                              | \$600.00                                                       |          |
|                                                    |  | Application subject to Administrative Review                                                                                                                                                                                                                                                                                                             |                                                        |                                                              | \$100.00                                                       |          |
|                                                    |  | Application to Vacate Public Right of Way, plus applicable costs of appraisal, land and recording fees                                                                                                                                                                                                                                                   |                                                        |                                                              | \$600.00                                                       |          |
| <b>POLICE AND LAW ENFORCEMENT FEES AND CHARGES</b> |  |                                                                                                                                                                                                                                                                                                                                                          |                                                        |                                                              |                                                                |          |
| 1.16.040                                           |  | Booking Fee                                                                                                                                                                                                                                                                                                                                              |                                                        |                                                              | \$23.00                                                        |          |
|                                                    |  | <b>Fingerprinting (Fee set by WA State DOL and WSP) Fees</b>                                                                                                                                                                                                                                                                                             |                                                        |                                                              |                                                                |          |
| 3.01.070(B)                                        |  | 1st card - resident                                                                                                                                                                                                                                                                                                                                      |                                                        |                                                              | Actual Cost                                                    |          |
| 3.01.070(B)                                        |  | each additional card - resident                                                                                                                                                                                                                                                                                                                          |                                                        |                                                              | Actual Cost                                                    |          |
| 3.01.070(B)                                        |  | 1st card - nonresident                                                                                                                                                                                                                                                                                                                                   |                                                        |                                                              | Actual Cost                                                    |          |
|                                                    |  | each additional card - nonresident                                                                                                                                                                                                                                                                                                                       |                                                        |                                                              | Actual Cost                                                    |          |
|                                                    |  | <b>Case Reports or Misc. Reports Fees</b>                                                                                                                                                                                                                                                                                                                |                                                        |                                                              |                                                                |          |
| 3.01.070(B)                                        |  | Insurance Company                                                                                                                                                                                                                                                                                                                                        |                                                        |                                                              | \$15.00                                                        |          |
| 3.01.070(B)                                        |  | Citizen - per page                                                                                                                                                                                                                                                                                                                                       |                                                        |                                                              | \$0.15                                                         |          |
| 3.01.070(B)                                        |  | Victim - per page                                                                                                                                                                                                                                                                                                                                        |                                                        |                                                              | \$0.15                                                         |          |
|                                                    |  | <b>Accident Report Fees</b>                                                                                                                                                                                                                                                                                                                              |                                                        |                                                              |                                                                |          |
| 3.01.070(B)                                        |  | Insurance Company                                                                                                                                                                                                                                                                                                                                        |                                                        |                                                              | \$15.00                                                        |          |
| 3.01.070(B)                                        |  | Citizen - per page                                                                                                                                                                                                                                                                                                                                       |                                                        |                                                              | \$0.15                                                         |          |
| 3.01.070(B)                                        |  | Victim - per page                                                                                                                                                                                                                                                                                                                                        |                                                        |                                                              | \$0.15                                                         |          |
| 3.01.070(B)                                        |  | Communication Tapes/CD's                                                                                                                                                                                                                                                                                                                                 |                                                        |                                                              | \$10.00                                                        |          |

|                                                         |                                                                                                                                                                                                  |                    |                    |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
|                                                         | <b>Concealed Pistol License (Fee set by WA State DOL and WSP) Fees</b>                                                                                                                           |                    | Section 7, Item c. |
| 3.01.070(B)                                             | Original                                                                                                                                                                                         | Actual Cost        |                    |
| 3.01.070(B)                                             | Renewal                                                                                                                                                                                          | Actual Cost        |                    |
| 3.01.070(B)                                             | Late Renewal                                                                                                                                                                                     | Actual Cost        |                    |
| 3.01.070(B)                                             | Replacements                                                                                                                                                                                     | Actual Cost        |                    |
|                                                         | <b>False Alarm Fees:</b>                                                                                                                                                                         |                    |                    |
| 8.08.040                                                | First response (per year)                                                                                                                                                                        | \$0.00             |                    |
| 8.08.040                                                | Second through fifth response (per response per year)                                                                                                                                            | \$50.00            |                    |
| 8.08.040                                                | Sixth through ninth response (per response per year)                                                                                                                                             | \$100.00           |                    |
| 8.08.040                                                | Tenth through fourteenth response (per response per year)                                                                                                                                        | \$150.00           |                    |
| 8.08.040                                                | Each response in excess of fourteen (per response per year)                                                                                                                                      | \$200.00           |                    |
| <b>RECREATION AND SWIMMING PROGRAM FEES AND CHARGES</b> |                                                                                                                                                                                                  |                    |                    |
| 2.75.010                                                | <b>Recreation Programs Fees:</b>                                                                                                                                                                 |                    |                    |
|                                                         | Youth - resident                                                                                                                                                                                 | \$21.00            |                    |
|                                                         | Adult - resident                                                                                                                                                                                 | \$21.00            |                    |
|                                                         | Youth - nonresident                                                                                                                                                                              | \$25.00            |                    |
|                                                         | Adult - nonresident                                                                                                                                                                              | \$25.00            |                    |
|                                                         | <b>Adult Fitness Class Fees:</b>                                                                                                                                                                 |                    |                    |
|                                                         | Per session                                                                                                                                                                                      | \$3.00             |                    |
|                                                         | Per month                                                                                                                                                                                        | \$30.00            |                    |
|                                                         | <b>Aquatics Fees:</b>                                                                                                                                                                            |                    |                    |
| 2.75.010                                                | General Admission per Session:                                                                                                                                                                   |                    |                    |
|                                                         | Youth (up to 12 years old, includes sales tax)                                                                                                                                                   | \$2.00             |                    |
|                                                         | Adult (13 years and older, includes sales tax)                                                                                                                                                   | \$3.00             |                    |
|                                                         | 10-Punch Card: <i>(Inside City 20% discount) (Outside City 10% discount)</i>                                                                                                                     |                    |                    |
|                                                         | Inside City Youth Punch Card + tax                                                                                                                                                               | \$16.00            |                    |
|                                                         | Outside City Youth Punch Card + tax                                                                                                                                                              | \$18.00            |                    |
|                                                         | Inside City Adult Punch Card + tax                                                                                                                                                               | \$24.00            |                    |
|                                                         | Outside City Adult Punch Card + tax                                                                                                                                                              | \$27.00            |                    |
| 2.75.010                                                | 2022 Individual Season Pass: <i>(Inside City 30% discount) (Outside City 20% discount)</i>                                                                                                       |                    |                    |
|                                                         | Inside City Youth & Honored Citizen + tax                                                                                                                                                        | \$56.00            |                    |
|                                                         | Outside City Youth & Honored Citizen + tax                                                                                                                                                       | \$64.00            |                    |
|                                                         | Inside City Adult + tax                                                                                                                                                                          | \$84.00            |                    |
|                                                         | Outside City Adult + tax                                                                                                                                                                         | \$96.00            |                    |
|                                                         | Toppenish Swim Team Practice Pass + tax                                                                                                                                                          | \$56.00            |                    |
|                                                         | 2022 Family Pass: <i>(Inside City 40% discount) (Outside City 30% discount)</i>                                                                                                                  |                    |                    |
|                                                         | Inside City 2 or more people in same household + tax                                                                                                                                             | Per Person \$60.00 |                    |
|                                                         | Outside City 2 or more people in same household + tax                                                                                                                                            | Per Person \$70.00 |                    |
|                                                         | *Honored citizen is for those who are 62 years or older, possess a State of Washington Handicapped Parking Placard (wallet card), SSI Disabled, or active duty military and veterans of America. |                    |                    |
| 2.75.010                                                | <b>Pool Rental Fees:</b>                                                                                                                                                                         |                    |                    |
|                                                         | Up to 50 swimmers: Inside City (per hour) Two hour minimum + tax                                                                                                                                 | \$128.00           |                    |
|                                                         | Each swimmer over 50 swimmers: Inside City (per hour) + tax                                                                                                                                      | \$1.00             |                    |
|                                                         | Up to 50 swimmers: Outside City (per hour) Two hour minimum + tax                                                                                                                                | \$160.00           |                    |
|                                                         | Each swimmer over 50 swimmers: Outside City (per hour) + tax                                                                                                                                     | \$1.25             |                    |
|                                                         | <b>Aquatic Class Fees:</b>                                                                                                                                                                       |                    |                    |
| 2.75.010                                                | Water Safety Class (Swim Lessons) - resident                                                                                                                                                     | \$30.00            |                    |
|                                                         | Water Safety Class (Swim Lessons) - non-resident                                                                                                                                                 | \$37.50            |                    |
|                                                         | Lifeguard Training – Initial Certification                                                                                                                                                       | \$135.00           |                    |
|                                                         | Lifeguard Training – Re-certification                                                                                                                                                            | \$75.00            |                    |

**SEWER, STREET, AND WATER REVIEW FEES AND CHARGES**

|                                       |                                                                                                                                                                                                               |                              |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
|                                       | Based on the size and complexity of the project, the applicant may be required to pay the development review fee (minimum \$2,500) in addition to the sewer, street, and water fees and charges listed below. |                              |
| <b>SEWER PERMIT FEES AND CHARGES</b>  |                                                                                                                                                                                                               |                              |
|                                       | <b>Sewer Fees &amp; Charges:</b>                                                                                                                                                                              |                              |
| 2.85.030(B)(1)                        | Sewer video inspection                                                                                                                                                                                        | \$50.00                      |
| 2.85.030(B)(1)                        | Per foot of main inspected                                                                                                                                                                                    | \$2.50                       |
| 2.85.030(A)(1)                        | Sewer Tap & Inspection, per tap (from main line to property)                                                                                                                                                  | \$250.00                     |
| 13.46.020                             | Sewer System Connection Charge per connection                                                                                                                                                                 | \$2,000.00                   |
| 13.34.010                             | Side Sewers Connection Permit (from property line to structure)                                                                                                                                               | \$250.00                     |
|                                       | Side Sewer Repair Permit (from property line to structure)                                                                                                                                                    | \$50.00                      |
| 13.44.050                             | Late Fee – per month                                                                                                                                                                                          | \$10.00                      |
| 13.44.055                             | Non-payment sewer shut-off fee                                                                                                                                                                                | \$20.00 plus time & material |
| <b>STREET PERMIT FEES AND CHARGES</b> |                                                                                                                                                                                                               |                              |
|                                       | <b>Road and Street Fees and Charges:</b>                                                                                                                                                                      |                              |
| 2.85.020                              | Permit to occupy right-of-way                                                                                                                                                                                 | \$100.00                     |
| 16.18                                 | Vacation of public right-of-way plus cost of appraisal and land (outside of plat)                                                                                                                             | \$225.00                     |
| 12.04.080                             | Sidewalk Construction Permit                                                                                                                                                                                  | \$100.00                     |
| 12.04.170                             | Driveway Permit                                                                                                                                                                                               | \$100.00                     |
| 12.08.010                             | Excavation/Right-of-Way Permit                                                                                                                                                                                | \$100.00                     |
| 13.04.060(B)                          | Pavement Cut per square foot for paved or oiled streets                                                                                                                                                       | \$6.00                       |
|                                       | <b>Storm and Surface Water Connection Fees:</b>                                                                                                                                                               |                              |
|                                       | Connection Fee (as prescribed in TMC 13.60.040)                                                                                                                                                               | See 13.60.040                |
| 2.85.030(A)(3)                        | Storm Drain improvement inspection (from main property)                                                                                                                                                       | \$250.00                     |
| <b>WATER PERMIT FEES AND CHARGES</b>  |                                                                                                                                                                                                               |                              |
|                                       | <b>Water Fees &amp; Charges:</b>                                                                                                                                                                              |                              |
| 2.85.030(A)(2)                        | Water main improvement inspection service, per lot or parcel                                                                                                                                                  | \$200.00                     |
| 2.85.030(B)(2)                        | Water main pressure testing, per test                                                                                                                                                                         | \$50.00                      |
| 2.85.030(B)(3)                        | Water main bacterial test, per test                                                                                                                                                                           | \$100.00                     |
|                                       | <b>Water Meter and Service Connection Fees:</b>                                                                                                                                                               |                              |
|                                       | Water Meter & Connection to Water Service: main tap, excavation, pipe, meter & set-up                                                                                                                         |                              |
| 13.04.060(A)                          | 3/4" service                                                                                                                                                                                                  | \$1,300.00                   |
| 13.04.060(A)                          | 1" service                                                                                                                                                                                                    | \$1,600.00                   |
| 13.04.060(A)                          | 1 1/2" service                                                                                                                                                                                                | \$2,200.00                   |
| 13.04.060(A)                          | 2" service                                                                                                                                                                                                    | \$2,900.00                   |
| 13.04.060(A)                          | Over 2" (actual cost deducted from deposit)                                                                                                                                                                   | \$3,500.00                   |
|                                       | Water Meter Only (existing water service to the property)                                                                                                                                                     |                              |
|                                       | 5/8 " or 3/4" service                                                                                                                                                                                         | \$340.00                     |
|                                       | 1" water meter only                                                                                                                                                                                           | \$438.00                     |
|                                       | 1 1/2" water meter only                                                                                                                                                                                       | \$712.00                     |
|                                       | 2" water meter only                                                                                                                                                                                           | \$905.00                     |
| 13.04.090                             | Water Facility Charges - per connection                                                                                                                                                                       | \$2,000.00                   |
|                                       | <b>Fire Hydrant Meter Fees:</b>                                                                                                                                                                               |                              |
| 13.16.040(E)                          | Hydrant Permit                                                                                                                                                                                                | \$75.00                      |
|                                       | Water Usage per 1,000 gallons (minimum 1,000 gallons)                                                                                                                                                         | \$14.45                      |
|                                       | Meter damage deposit                                                                                                                                                                                          | \$900.00                     |
|                                       | Meter monthly rental (minimum one month)                                                                                                                                                                      | \$50.00                      |

|           | <b>Other Water Fees and Charges:</b>                                                                                                                       |             |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 13.08.080 | Tampering with or turning water off or on at the water meter. Cost to remove and replace water lines and water meter - charges assessed to utility account | Actual Cost |
| 13.08.130 | Improper connection – Residential Penalty                                                                                                                  | \$100.00    |
|           | Improper connection – Commercial Penalty                                                                                                                   | \$250.00    |
|           | Improper connection – Fire Hydrant Penalty                                                                                                                 | \$500.00    |
| 13.12.020 | Water meter testing deposit, per customer request                                                                                                          | \$20.00     |
| 13.16.060 | Late Fee (per month)                                                                                                                                       | \$10.00     |
| 13.16.070 | Non-payment water shut-off fee                                                                                                                             | \$20.00     |
| 13.16.070 | Meter tampering shut-off fee and lock (1st offense) assessed to utility account                                                                            | \$40.00     |
| 13.16.070 | Meter tampering shut-off fee and meter pull (2nd offense) assessed to utility account                                                                      | \$100.00    |
| 13.16.110 | After hours nonemergency turn-on/turn off                                                                                                                  | \$110.00    |
|           | Meter re-read                                                                                                                                              | \$10.00     |
|           | Final meter read                                                                                                                                           | \$10.00     |
|           | Customer request water shut-off fee                                                                                                                        | \$10.00     |
|           | Collection agency assignment fee                                                                                                                           | As assigned |
|           | <b>Fire Sprinkler Suppression Fees: – monthly charge</b>                                                                                                   |             |
| 13.20.050 | <b>Inside City Limits</b>                                                                                                                                  |             |
|           | 2” Service - inside city limits                                                                                                                            | \$3.89      |
|           | 3” Service - inside city limits                                                                                                                            | \$5.69      |
|           | 4” Service - inside city limits                                                                                                                            | \$11.38     |
|           | 6” Service - inside city limits                                                                                                                            | \$33.46     |
|           | 8” Service - inside city limits                                                                                                                            | \$71.27     |
| 13.20.060 | <b>Outside City Limits</b>                                                                                                                                 |             |
|           | 2” Service - outside city limits                                                                                                                           | \$4.86      |
|           | 3” Service - outside city limits                                                                                                                           | \$7.11      |
|           | 4” Service - outside city limits                                                                                                                           | \$14.23     |
|           | 6” Service - outside city limits                                                                                                                           | \$41.83     |
|           | 8” Service - outside city limits                                                                                                                           | \$89.09     |

**City of Toppenish**  
**2025 MASTER FEE SCHEDULE**

ICC Building Valuation Data February 2024 - Square Foot Construction Costs

| Occupancy |                                                        | Construction Type |        |        |        |        |        |        |        |        |
|-----------|--------------------------------------------------------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Type      | Description                                            | I A               | I B    | II A   | II B   | III A  | III B  | IV     | V A    | V B    |
| A-1       | Assembly, theaters with stage                          | 330.56            | 318.80 | 309.39 | 297.20 | 277.71 | 269.67 | 287.04 | 258.79 | 248.89 |
| A-1       | Assembly, theaters without stage                       | 303.49            | 291.73 | 282.32 | 270.13 | 250.88 | 242.84 | 259.97 | 231.96 | 222.06 |
| A-2       | Assembly, nightclubs                                   | 272.51            | 264.43 | 256.91 | 248.19 | 232.76 | 226.12 | 239.28 | 211.57 | 204.72 |
| A-2       | Assembly, restaurants, bars, banquet halls             | 271.51            | 263.43 | 254.91 | 247.19 | 230.76 | 225.12 | 238.28 | 209.57 | 203.72 |
| A-3       | Assembly, churches                                     | 308.01            | 296.25 | 286.84 | 274.65 | 255.52 | 247.48 | 264.49 | 236.60 | 226.71 |
| A-3       | Assembly, general, community halls, libraries, museums | 258.66            | 246.90 | 236.50 | 225.30 | 205.06 | 198.01 | 215.15 | 186.13 | 177.24 |
| A-4       | Assembly, arenas                                       | 302.49            | 290.73 | 280.32 | 269.13 | 248.88 | 241.84 | 258.97 | 229.96 | 221.06 |
| B         | Business                                               | 289.51            | 279.23 | 269.21 | 257.82 | 235.42 | 227.07 | 247.91 | 210.39 | 200.78 |
| E         | Educational                                            | 276.33            | 266.73 | 258.30 | 247.60 | 231.08 | 219.28 | 239.09 | 202.46 | 195.97 |
| F-1       | Factory and industrial, moderate hazard                | 160.20            | 152.78 | 143.34 | 138.64 | 123.55 | 117.41 | 132.48 | 102.44 | 95.93  |
| F-2       | Factory and industrial, low hazard                     | 159.20            | 151.78 | 143.34 | 137.64 | 123.55 | 116.41 | 131.48 | 102.44 | 94.93  |
| H-1       | High hazard, explosives                                | 149.46            | 142.04 | 133.60 | 127.90 | 114.12 | 106.97 | 121.74 | 93.00  | N.P.   |
| H-2, 3, 4 | High hazard                                            | 149.46            | 142.04 | 133.60 | 127.90 | 114.12 | 106.97 | 121.74 | 93.00  | 85.50  |
| H-5       | HPM                                                    | 289.51            | 279.23 | 269.21 | 257.82 | 235.42 | 227.07 | 247.91 | 210.39 | 200.78 |
| I-1       | Institutional, Supervised environment                  | 262.22            | 252.95 | 244.31 | 235.67 | 215.42 | 209.47 | 235.71 | 193.82 | 187.73 |
| I-2       | Institutional                                          | 455.16            | 444.88 | 434.86 | 423.47 | 399.17 | N.P.   | 413.57 | 374.14 | N.P.   |
| I-2       | Institutional, nursing homes                           | 315.97            | 303.75 | 293.73 | 282.34 | 261.43 | N.P.   | 272.44 | 236.40 | N.P.   |
| I-3       | Institutional, restrained                              | 338.01            | 327.73 | 317.71 | 306.32 | 285.40 | 276.05 | 296.41 | 260.38 | 248.77 |
| I-4       | Institutional, day care facilities                     | 262.22            | 252.95 | 244.31 | 235.67 | 215.42 | 209.47 | 235.71 | 193.82 | 187.73 |
| M         | Mercantile                                             | 203.29            | 195.21 | 186.69 | 178.98 | 163.28 | 157.64 | 170.06 | 142.09 | 136.24 |
| R-1       | Residential, hotels                                    | 264.67            | 255.41 | 246.77 | 238.13 | 218.35 | 212.40 | 238.17 | 196.75 | 190.67 |
| R-2       | Residential, multifamily                               | 221.32            | 212.06 | 203.42 | 194.78 | 175.96 | 170.01 | 194.82 | 154.36 | 148.28 |
| R-3       | Residential, one and two-family                        | 209.61            | 203.74 | 198.94 | 195.12 | 188.41 | 181.45 | 191.77 | 175.86 | 165.67 |
| R-4       | Residential, care or assisted living facilities        | 262.22            | 252.95 | 244.31 | 235.67 | 215.42 | 209.47 | 235.71 | 193.82 | 187.73 |
| S-1       | Storage, moderate hazard                               | 148.46            | 141.04 | 131.60 | 126.90 | 112.12 | 105.97 | 120.74 | 91.00  | 84.50  |
| S-2       | Storage, low hazard                                    | 147.46            | 140.04 | 131.60 | 125.90 | 112.12 | 104.97 | 119.74 | 91.00  | 83.50  |
| U         | Utility, miscellaneous                                 | 114.09            | 107.37 | 99.89  | 95.60  | 85.13  | 79.54  | 90.99  | 67.39  | 64.19  |

**Remodel or Repair Valuation**

Remodel or repair valuation is based on the following table. When the construction does not fit into the table, the estimated value or work provided by the applicant or contractor will be used.

| <b>Extent of Alteration</b> | <b>% of Building Valuation</b> | <b>DEFINITION<br/>Examples</b>                                                                                                                                                                                                                                                                                |
|-----------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minor                       | 25%                            | <ul style="list-style-type: none"> <li>•Work involving less than 25% of the structure</li> <li>•Replacement of up to 25% of windows</li> <li>•Minor remodel of one or two rooms</li> <li>•Incidental or limited structural work</li> </ul>                                                                    |
| Major                       | 50%                            | <ul style="list-style-type: none"> <li>•Work involving up to 50% of the structure</li> <li>•Replacement of up to 50% of the windows</li> <li>•Addition, removal or moving of many walls</li> <li>•Major interior remodel leaving some walls in place</li> <li>•Some exterior or structural changes</li> </ul> |
| Full                        | 75%                            | <ul style="list-style-type: none"> <li>•Demolition of non-structural features leaving a structural shell</li> <li>•Significant structural upgrade or repair<br/>ex. Roof truss, floor joists, foundation</li> <li>•Significant interior changes</li> <li>•Significant exterior changes</li> </ul>             |

The square foot will be calculated on the combined floor area where the alterations will be made.

The percentage of building valuation based on City of Toppenish Fee Schedule.

If the work cannot be categorized in the table, the valuation may also be based on the contractors valuation of work.

**Residential Construction**

|     |                                                                                     |          |
|-----|-------------------------------------------------------------------------------------|----------|
| R-3 | Residential, one and two-family                                                     | \$165.67 |
| R-3 | Attics (walk around) unfinished storage only for R-3 only                           | \$43.26  |
| R-3 | Basement (unfinished) for R-3 only                                                  | \$27.63  |
| R-3 | Enclosed sleeping or service porch for R-3 only                                     | \$80.10  |
| R-3 | Balcony for R-3 only                                                                | \$44.76  |
| R-3 | Conversion of attached garage into living space for R-3 only                        | \$87.28  |
| R-3 | Deck—no cover for R-3only                                                           | \$13.76  |
| R-3 | Porches or deck covers for R-3 only                                                 | \$43.00  |
| R-3 | Footings/Stem wall (replacement or for moved building—per lineal foot) for R-3 only | \$60.19  |
| U   | Residential Carport—open all sides for R-3 only for R-3 only                        | \$35.59  |
| U   | Carport—partially enclosed (one or more walls) for R-3 only                         | \$43.86  |
| U   | Garage—private use (wood frame and pole type) for R-3 only                          | \$69.25  |

# Mechanical Permits

Section 7, Item c.

|                                                                                                                                      |          |
|--------------------------------------------------------------------------------------------------------------------------------------|----------|
| Base Mechanical Permit Fee                                                                                                           | \$30.00  |
| Mechanical Unit Fees: Unit fees are in addition to Base Mechanical Permit for any installation, replacement, or relocation, per unit | Unit Fee |
| A/C Unit                                                                                                                             | \$10.36  |
| Air Handling Unit <10,000 CFM                                                                                                        | \$13.54  |
| Air Handling Unit >10,000 CFM                                                                                                        | \$18.41  |
| Commercial Incinerator                                                                                                               | \$104.37 |
| Domestic Incinerator                                                                                                                 | \$25.85  |
| Dryer Vent                                                                                                                           | \$10.36  |
| Electric, Baseboard, or Suspended Heaters                                                                                            | \$17.51  |
| Evaporative Cooler                                                                                                                   | \$13.54  |
| Exhaust/Vent Fan (bath, kitchen, laundry)                                                                                            | \$10.36  |
| Furnace/Htr <100,000 BTU                                                                                                             | \$17.51  |
| Furnace/Htr >100,000 BTU                                                                                                             | \$20.69  |
| Gas Boiler <100,000 BTU                                                                                                              | \$17.58  |
| Gas Boiler >100,001 <500,000 BTU                                                                                                     | \$29.38  |
| Gas Boiler >500,001 <1,000,000 BTU                                                                                                   | \$39.00  |
| Gas Boiler >1,000,001 <1,750,000 BTU                                                                                                 | \$53.18  |
| Gas Boiler >1,750,001 BTU                                                                                                            | \$89.02  |
| Gas Fireplace/Log/Heat Stove                                                                                                         | \$17.51  |
| Gas Grill                                                                                                                            | \$10.36  |
| Gas Piping 1-4 outlets                                                                                                               | \$8.04   |
| Gas Piping 5+ each additional                                                                                                        | \$3.20   |
| Gas Range                                                                                                                            | \$10.36  |
| Haz Piping 1-4 outlets                                                                                                               | \$5.00   |
| Haz Piping 5+ outlets, each                                                                                                          | \$2.50   |
| Heat Pump                                                                                                                            | \$10.36  |
| LP Tank/Residential <125 gal                                                                                                         | \$10.36  |
| Miscellaneous                                                                                                                        | \$10.36  |
| Non Haz Piping 1-4 outlets                                                                                                           | \$5.00   |
| Non Haz Piping 5+ outlets, each                                                                                                      | \$2.50   |
| Pellet Stove                                                                                                                         | \$37.06  |
| Refrigeration systems                                                                                                                | \$18.00  |
| Repair/Alt./Addn. to a listed appliance                                                                                              | \$19.45  |
| Residential Tank Abandoned                                                                                                           | \$23.86  |
| Supplemental Permit Fee                                                                                                              | \$7.29   |
| Type I/II Commercial Hood                                                                                                            | \$17.51  |

# Plumbing Permits

Section 7, Item c.

|                                                                                                                                  |          |
|----------------------------------------------------------------------------------------------------------------------------------|----------|
| Base Plumbing Permit Fee                                                                                                         | \$30.00  |
| Plumbing Unit Fees: Unit fees are in addition to Base Plumbing Permit for any installation, replacement, or relocation, per unit | Unit Fee |
| Atmospheric Breaker                                                                                                              | \$8.00   |
| Backflow Device (RPBA or DCVA) >2"                                                                                               | \$25.00  |
| Bathtub/Shower (each)                                                                                                            | \$11.00  |
| Clothes Washer                                                                                                                   | \$11.00  |
| Dishwasher                                                                                                                       | \$11.00  |
| Drinking Fountain                                                                                                                | \$11.00  |
| Floor Drain                                                                                                                      | \$11.00  |
| Hose Bib                                                                                                                         | \$11.00  |
| Pretreatment Interceptor                                                                                                         | \$19.00  |
| Repair/Alt. Drain/Vent Piping                                                                                                    | \$11.00  |
| Roof Drain                                                                                                                       | \$11.00  |
| Sampling Port                                                                                                                    | \$11.00  |
| Sewage Pump                                                                                                                      | \$11.00  |
| Side Sewer/Clean Out (structure connection to side sewer)                                                                        | \$21.00  |
| Sink (each)                                                                                                                      | \$11.00  |
| Supplemental Permits                                                                                                             | \$16.00  |
| Urinal                                                                                                                           | \$11.00  |
| Water Closet (each)                                                                                                              | \$11.00  |
| Water Heater                                                                                                                     | \$11.00  |
| Water Piping/Service                                                                                                             | \$11.00  |
| Devices regulated by this code but not classed in other categories, per device                                                   | \$11.00  |



Request for Council Action

Agenda Bill No.: 24-082

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| Meeting Date:           | November 25, 2024                                         |
| Subject:                | Yakima County Local Inmate Housing Agreement Attachment A |
| Attachments:            | Resolution 2024-50<br>Attachment A 2025 Rate Increase     |
| Presented by:           | Joseph Mehline, Chief of Police                           |
| Approved for Agenda by: | Dan Ford, City Manager                                    |

Discussion:

The City contracts for corrections/detention services through an Interlocal Agreement (ILA) with the Yakima County Department of Corrections (YCDOC). YCDOC has prepared and presented Attachment A to the original contract to increase the per-day rate from \$114.11 to \$119.29 per day per inmate and \$154.04 to \$161.03 for intensive management inmates who have serious medical, mental health, or behavioral conditions that require special housing or treatment. This is an increase of 4.54%.

Pursuant to the current Inmate housing Agreement, Yakim County reserves the right to increase the daily rate with the understanding that they will provide Toppenish Police Department ninety (90) days written notification prior to said increase.

Based on the increasing costs for goods and services, as well as increased personnel costs, staff recommends the City Council approve the proposed Resolution 2024-50.

Fiscal Impact: YCDOC Inmate Housing included in the 2025 Budget

Recommendation: Approve Resolution 2024-50, authorizing the City Manager to sign Attachment A to the ILA with the Yakima County Department of Corrections for the housing of inmates.

Alternatives: 1) Do Not Adopt 2) Forward to Study Session for further review.

RESOLUTION 2024-50

**A RESOLUTION APPROVING THE ATTACHMENT A TO  
THE INTERLOCAL AGREEMENT BETWEEN THE YAKIMA COUNTY  
DEPARTMENT OF CORRECTIONS AND THE CITY OF TOPPENISH,  
WASHINGTON, FOR THE HOUSING/DETENTION OF INMATES**

WHEREAS, Chapter 3934.180 of the Revised Code of Washington (RCW) requires that the City is responsible for the incarceration of misdemeanor and gross misdemeanor offenses committed by adults in the City’s jurisdiction, and

WHEREAS, the Toppenish City Council has determined that it is in the best interest of the community to contract for the housing of Toppenish inmates, and

WHEREAS, the City of Toppenish and its Police Department wish to utilize the Yakima County Department of Corrections for the custody of prisoners arrested by the Toppenish Police Department, and

WHEREAS, the Yakima County Department of Corrections is willing to continue to make its jail facility available for use by the Toppenish Police Department with an inmate housing rate increase of 4.54%,

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

The Attachment A to Interlocal Agreement between the Yakima County Department of Corrections and the City of Toppenish, Washington for the housing of inmates is approved and the City Manager is authorized and directed to execute said attachment 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 25, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**Attachment A**

**YAKIMA COUNTY  
LOCAL INMATE HOUSING AGREEMENT - 2025 Rate Increase**

**Detention/Correction Rates:**  
**Daily Housing:**

In consideration of Yakima County’s commitment to house City Inmates, the City/County shall pay the County a base rate of \$119.29 per day per inmate.

Intensive Management Inmates (IMI) who have serious medical, mental health or behavioral conditions and require special housing or treatment, as determined by the County will be housed at a rate of \$161.03.

**Set Bed Agreement:**  
Due to a limited amount of space, should your agency wish to guarantee a certain number of beds, a set bed agreement can be initiated.

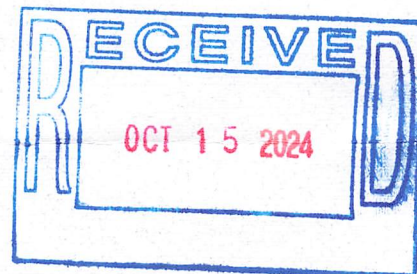


## YAKIMA COUNTY DEPARTMENT OF CORRECTIONS

111 North Front Street Yakima, Washington 98901 (509) 574-1700

October 10<sup>th</sup>, 2024

Chief Joseph Mehline  
Toppenish Police Department  
516 West 2<sup>nd</sup> Avenue  
Toppenish, WA 98948



### RE: 2025 Daily Rate Increase Notification

Dear Chief Mehline:

This letter will serve as your official written notification of our inmate housing rate increase of 4.54% effective **February 1<sup>st</sup>, 2025**.

This rate increase is primarily due to our increased operating costs.

Please see attached the Detention/Corrections rate sheet that has been established for 2025. Pursuant to the current Inmate Housing Agreement, Yakima County reserves the right to increase the daily rate with the understanding that they will provide your agency ninety (90) days written notification prior to said increase.

Upon review, please do not hesitate to contact me if you have any questions. I can be reached at 574-1758, or you can contact Sandra Bess at 574-1704.

We look forward to our continued success working together to meet your inmate housing needs.

Respectfully,

Jeremy Welch, Director  
JW:sb

C: Board of County Commissioners  
Contract Notebook



Request for Council Action

Agenda Bill No.: 24-083

|                         |                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------|
| Meeting Date:           | November 25, 2024                                                                       |
| Subject:                | Inter-Local Agreement with Yakima County Technology Services                            |
| Attachments:            | Resolution 2024-51<br>2025 Inter-Local Agreement with Yakima County Technology Services |
| Presented by:           | Joseph Mehline, Chief of Police                                                         |
| Approved for Agenda by: | Dan Ford, City Manager                                                                  |

**Discussion:**

The City currently partners with Yakima County Technology Services to provide necessary IT services to the Toppenish Police Department. The inter-local agreement outlines the services provided which include application support, internet access, and Absolute Secure Access (required software for patrol vehicle mobile data computers, commonly referred to as MDC's).

Once signed, the inter-local agreement remains in force for a period of one (1) year. Rates are reviewed and adjusted annually.

In response to enhanced cybersecurity measures by the Federal Government, multifactor authentication is now required to access law enforcement records. As a result, IT service costs through County IT increased from \$6,591.37 to \$8,471.69, which represents an increase of 28.53%.

**Fiscal Impact:** 2025 Budgeted Yakima County IT Services \$8,471.69,

**Recommendation:** Motion to approve Resolution 2024-51 authorizing the City Manager to sign the Inter-Local Agreement with Yakima County Information Technology Services for law enforcement IT services.

**Alternatives:** 1) Do not adopt. 2) Forward to Study Session for further review.

RESOLUTION 2024-51

**A RESOLUTION APPROVING INTER-LOCAL AGREEMENT  
BETWEEN YAKIMA COUNTY INFORMATION TECHNOLOGY  
SERVICES AND THE TOPPENISH POLICE DEPARTMENT RELATING  
TO LAW ENFORCEMENT INFORMATION TECHNOLOGY SERVICES**

WHEREAS the City of Toppenish Police Department desires to partner with Yakima County Technology Services for law enforcement information technology services, and

WHEREAS the City of Toppenish Police Department and Yakima County Technology Services wish to enter into an Inter-Local Agreement for law enforcement information technology and data storage, retention, and support services,

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

The Inter-Local Agreement between Yakima County Technology Services and the City of Toppenish Police Department relating to law enforcement technology services, is approved and the City Manager is authorized and directed to execute said agreement on behalf of the City of Toppenish, in care of the Toppenish Police Department.

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

PASSED by the Toppenish City Council at its regular meeting held on November 25, 2024.

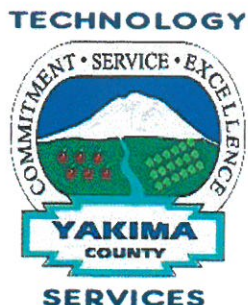
\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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



# Yakima County Information Technology Services

Yakima County Information Technology Building  
217 North 1st Street  
Yakima, WA 98901

Phone: (509)574-2000 - FAX: (509)574-2001

Internet: [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

Section 7, Item e.

## INTER-LOCAL AGREEMENT

Yakima County Information  
Technology Services  
217 N First Street  
Yakima, WA 98901

Agency Toppenish Police Department

|                  |                     |
|------------------|---------------------|
| Street Address   | 516 W. 2nd Avenue   |
| City, State, Zip | Toppenish, WA 98948 |

### 1. Purpose

This Inter-Local Agreement Number, 2025-029 (ILA) is executed by Yakima County Information Technology Services (YCITS) and Toppenish Police Department. This ILA sets forth the obligations of the parties with respect to YCITS' provision of business related technology services. Toppenish Police Department will be referred to in this document as 'the Customer', and Yakima County will be referred to as 'the County'.

### 2. Term and Termination

The term of this ILA is effective upon the date of execution by both parties and shall remain in full force and effect for one year (January 1, 2025 through December 31, 2025). Renewal will occur upon customer signing a new Inter-Local Agreement Attachment C: Service Locations and Costs form which the county will send out yearly. The attachment C renewal form will include any price changes.

This Agreement will not be in effect during any period of interruption to YCITS' processing capability which is caused by a disaster, as declared by the Director of YCITS.

### 3. Scope of Agreement

The scope of this agreement includes the Inter-Local Agreement and Attachment A: Terms of Service Services, Locations and Costs, Attachment B: Disclosure, and Attachment C: Services, Locations and Costs.

All information and data produced by and for the customer is the property of the customer who is solely responsible for its stewardship, retention and production, according to the applicable laws and statutes of the State of Washington. Data and information will be made available to the customer in an agreed to form suitable to migration, should this ILA be terminated.

### 4. Service Costs, Billing and Termination Liability

The customer agrees to pay YCITS all nonrecurring costs (purchase, configuration and installation) and recurring yearly costs, fees, and charges associated with the Services that are requested. The rates for the yearly charges for the 2025 fiscal year are listed in Attachment C.

YCITS will bill the customer: Annual ☒ Monthly ☐ Quarterly ☐

for these services, with billing commencing on the date of acceptance of services to that site. Recurring yearly costs for services are recalculated each year. By signing attachment C yearly, the customer agrees to pay for services at that year's prices.

Customer agrees to pay any termination liability assessed by a third party vendor on YCITS.

#### **5. Information Technology Services Help Desk**

The YCITS Help Desk is staffed 8 hours per day, 5 days a week. The Help Desk telephone number is 509-574-2000.

There may be some shifts during normal business hours when a technician is not immediately available. If the phone is busy or if the technician is away from the phone working on other problems, the caller will be asked to leave a voice mail message.

Helpdesk tickets can also be created by sending an email with a description of the problem in the body of the email to [TS-Help@co.yakima.wa.us](mailto:TS-Help@co.yakima.wa.us).

#### **6. Network Maintenance**

YCITS reserves the right to schedule and to perform system maintenance as necessary. Notification is typically provided by e-mail five days in advance unless an emergency exists.

#### **7. Problem Management**

##### Problem Reporting

The YCITS Help Desk will collect information from the customer and open an electronic trouble ticket. Information needed for problem reporting and tracking will include:

- a. name of person reporting problem
- b. return call telephone number
- c. person and location experiencing the problem
- d. description of the problem
- e. when the problem started

The YCITS Help Desk typically refers problem tickets to technicians, during working hours, within ½ hour of initial receipt of the problem report. All requests for service should be routed through the County help desk.

Most problems will be resolved during business hours. Those issues that are deemed to be critical in nature may be addressed after hours when approved by YCITS.

##### Problem Resolution

A problem will be considered resolved when the service becomes fully functional again and service performance is acceptable to the customer.

#### **8. Inter-local Agreement Changes**

The ILA may be modified at any time upon mutual written agreement of the parties. All such modifications will be made as an amendment to the ILA and will take precedence over the original ILA. No modifications will be effective until they are attached to the Inter-Local Agreement and mutually executed by both parties.

#### **9. Authorization/Acceptance**

This ILA constitutes the entire agreement between the parties and supersedes all other communication, written or oral, related to the subject matter of this ILA. Customer hereby authorizes YCITS to perform the services described. The Parties hereby acknowledge and accept the terms and conditions of the ILA.

#### 10. Contact Information

ILA management and correspondence regarding this ILA should be directed to:

| Customer Contact |                                   | YCITS Contact    |                                               |
|------------------|-----------------------------------|------------------|-----------------------------------------------|
| Name             | Joseph Mehline                    | Name             | Dale Panattoni                                |
| Agency Name      | Toppenish Police Department       | Agency Name      | Yakima County Information Technology Services |
| Street Address   | 516 W. 2nd Avenue                 | Street Address   | 217 N. First Street                           |
| City, State, Zip | Toppenish, WA 98948               | City, State, Zip | Yakima WA 98901                               |
| Phone:           | 509 865-1629                      | Phone:           | 509-574-2005                                  |
| Email:           | Joseph.Mehline@cityoftoppenish.us | Email:           | dale.panattoni@co.yakima.wa.us                |

Here is the list of address of all servicing location (s).

| Servicing Location (s) Address: |                                       |
|---------------------------------|---------------------------------------|
| 1                               | 516 W. 2nd Avenue Toppenish, WA 98948 |

Please provide a point of contact to coordinate technical services, maintenance windows, planned outages and unexpected issues.

| Technical Customer Contact |                               |
|----------------------------|-------------------------------|
| Name                       | Van Donley                    |
| Position                   | IT Manager                    |
| Telephone                  | 509 854-4292                  |
| Alternate Phone:           | 509 865-4500                  |
| Email:                     | van.donley@cityoftoppenish.us |

Please provide the point of contact for billing.

| Billing Customer Contact |                                |
|--------------------------|--------------------------------|
| Name                     | Adam Vaughn                    |
| Street Address           | 516 W. 2nd Avenue              |
| City, State, Zip         | Toppenish, WA 98948            |
| Phone:                   | 509 865-1632                   |
| Email:                   | Adam.Vaughn@cityoftoppenish.us |

## Attachment A ILA Toppenish Police Department 2025-029

### Terms of Service

- 1. Ownership of equipment:**
  - a. Customer will be the owner of all equipment
  - b. County will be steward of all network equipment regardless of ownership.
- 2. Purchase of equipment:**
  - a. If owned by customer then customer must pay vendor in full
  - b. If County owned County must pay and bill as appropriate
- 3. Maintenance of equipment:**
  - a. Maintenance will be defined as those activities required to keep the domain running at peak efficiency. This will include configuration, repair and troubleshooting.
- 4. Administration of equipment:**
  - a. County to administer domain operations
  - b. Replacement funding
    - i. If County owned, county responsibility
    - ii. If customer owned, customer responsibility
  - c. Administration costs
    - i. Included in customer rates for normal administration
    - ii. Billable for extraordinary operations
      1. Negotiated prior to operation taking place
      2. Billed at then current rates
- 5. Specific deliverables:**
  - a. Operations
    - i. Yakima County agrees to provide all services listed in Attachment C on a best effort basis. Yakima County maintains emergency outage protocols, alternate network pathways and spare equipment but does not guarantee operational uptime or speed of data transmission.
    - ii. The customer agrees to provide a list of persons authorized to approve operational changes in services to include user accounts, security settings, for additions, modifications and deletions.
    - iii. The customer agrees to provide a mutually agreed upon individual contact for service delivery issues.
    - iv. The customer agrees to provide adequate workspace, furniture and phone for on-site county workstation support personnel.
    - v. The customer agrees to provide a site location acceptable to the County for placing Yakima County equipment related to the delivery of services provided for in this agreement.
    - vi. Virus protection will be purchased by the customer, installed at the computer level and the customer's responsibility to keep virus definition files updated to the latest version. It shall be the responsibility of the County to keep the virus definition files updated to the latest version, if said service is contracted with the county.
    - vii. County and the customer agree to cooperate together in good faith to accomplish operational goals that benefit the customer and County constituents.

6. Administration

- a. Inform County Information Technology Services Admin regarding any changes of status in writing
  - i. Email will work as long as it has all of the required elements.
    - 1. What is changing
    - 2. When is it scheduled to change
    - 3. Who will be affected
    - 4. How will they be affected
    - 5. Who will make the change
    - 6. Why is change necessary
    - 7. How long will the change take
    - 8. CC will be sent to all persons for all changes.

b. Hours of operations

|                          |                                          |
|--------------------------|------------------------------------------|
| Normal Business hours:   | 8:00 AM to 5:00 PM Monday through Friday |
| Critical business hours: | To be determined with customer           |

c. Troubleshooting after business hours

- i. Call Out
  - 1. Specific procedures will be provided to the customer in writing
  - 2. Updates will be provided by County as necessary
  - 3. All initial calls will be directed to County Help Desk at 574-2000 at all hours.
- ii. Response time window
  - 1. 30 Minutes from time of initial call to first returned call
  - 2. Subsequent actions will be based upon Yakima County's priority matrix which will be provided to the customer.
- iii. Response procedures will be provided to the customer in writing and updated as necessary by County
- iv. Troubleshooting by County that is found to be caused by the customer will be reimbursed at the customer's expense.
- v. Mileage will be charged and reimbursed at current county rate, if appropriate.
- vi. Access to the customer's facilities and equipment to be ensured by the customer.
- vii. Hourly charge for a call out outside of normal business hours is identified in Attachment C.

## Attachment B ILA Toppenish Police Department 2025-029

### Disclosure

#### 1. Nondisclosure of Confidential and Personal Information

Yakima County acknowledges that some of the material and information that may come into its possession or knowledge in connection with this contract or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW, or other state or federal statutes ("confidential information"). Confidential information includes, but is not limited to, names, addresses, Social Security numbers, financial profiles, credit card information, driver's license numbers, medical data, agency source code or object code, agency security data, etc or information identifiable to an individual that relates to any of these types of information. Yakima County agrees to hold confidential information in strictest confidence and not to make use of confidential information for any purpose other than the performance of this contract, to release it only to authorized employees or subcontractors requiring such information for the purposes of carrying out this contract, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without purchaser's express written consent or as provided by law unless such disclosure is required by law. Yakima County agrees to release such information or material only to employees or subcontractors who have signed a non-disclosure agreement, the terms of which have been previously approved by purchaser. Yakima County agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "protected health information" (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), individuals' social security numbers collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. Yakima County must comply with all HIPAA requirements and rules when determined applicable by the purchaser. If purchaser determines that (1) purchaser is a "covered entity" under HIPAA, and that (2) Yakima County will perform "business associate" services and activities covered under HIPAA, then at purchaser's request, Yakima County agrees to execute purchaser's business associate contract in compliance with HIPAA.

Yakima County shall ensure its directors, officers, employees, subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein.

Yakima County and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and demand for return of all personal information. Yakima County agrees to indemnify and hold harmless the State of Washington and the purchaser for any damages related to both: (1) Yakima County's unauthorized use of personal information and (2) the unauthorized use of personal information by unauthorized persons as a result of Yakima County's failure to sufficiently protect against unauthorized use, disclosure, modification, or loss.

2. Compelled Disclosure of Information

Notwithstanding anything in the foregoing to the contrary, Yakima County may disclose data pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that Yakima County promptly notifies, to the extent practicable, the customer in writing of such demand for disclosure so that the customer, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the information; provided that Yakima County will disclose only that portion of the requested information that, in the written opinion of its legal counsel, it is required to disclose. Yakima County agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the customer with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the customer is unable to obtain or does not seek a protective order and Yakima County is legally requested or required to disclose such information, disclosure of such information may be made without liability.

3. Public Information Requests

- a. The customer will be responsible for providing the tools to recover email for a public information request.
- b. The County will install and maintain those tools as a part of the process of supporting the customer's email system.
- c. The customer will be responsible for using those tools to recover email for a public information request.
- d. Customer agrees that fulfillment of a Public Information Request will result in addition hourly costs at the current hourly rate.

IN WITNESS WHEREOF, the parties have executed this Inter-local Agreement.

APPROVED  
Yakima County Information Technology  
Services

APPROVED  
City of Toppenish

\_\_\_\_\_  
*Signature*  
Dale A. Panattoni, Director

\_\_\_\_\_  
*Signature*  
Dan Ford, City Manager

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

# Attachment C

## ILA - Toppenish Police Department 2025-029

### Services, Locations, and Costs

Annual Cost of Services Provided to Customer

by Yakima County

Prepared On: 10-25-2024

| Description Of Services Offered                                     | Quantity | Unit Cost    | Annual Cost |
|---------------------------------------------------------------------|----------|--------------|-------------|
| <b>Datacenter Rack Space</b>                                        |          |              |             |
| Rack space - full rack                                              | 0        | \$ 10,694.25 | \$ -        |
| Rack space - 1/3 rack (14u)                                         | 0        | \$ 4,189.50  | \$ -        |
| Rack space - per U                                                  | 0        | \$ 336.00    | \$ -        |
| <b>Dedicated Internet Access</b>                                    |          |              |             |
| Dedicated Internet Access (10Mbps). Includes static IP /29 (5       | 0        | \$ 1,320.00  | \$ -        |
| Dedicated Internet Access (25Mbps). Includes static IP /29 (5       | 0        | \$ 2,310.00  | \$ -        |
| Dedicated Internet Access (50Mbps). Includes static IP /29 (5       |          |              |             |
| addresses).                                                         |          |              |             |
| Circuit ID: INT523                                                  | 1        | \$ 3,850.00  | \$ 3,850.00 |
| Dedicated Internet Access (100Mbps). Includes static IP /29 (5      | 0        | \$ 5,492.00  | \$ -        |
| Dedicated Internet Access (500Mbps). Includes static IP /29 (5      | 0        | \$ 11,000.00 | \$ -        |
| Dedicated Internet Access (1Gbps). Includes static IP /29 (5        | 0        | \$ 13,750.00 | \$ -        |
| Static IP Address                                                   | 0        | \$ 240.00    | \$ -        |
| <b>Dedicated Ethernet Access</b>                                    |          |              |             |
| Dedicated Ethernet 10 Mbps. (1 year contract)                       |          |              |             |
| Circuit ID: ETH266.3 (Sunnyside to Toppenish Water Tower for        |          |              |             |
| Police Dispatch)                                                    | 1        | \$ 1,320.00  | \$ 1,320.00 |
| Dedicated Ethernet 25 Mbps. (1 year contract)                       | 0        | \$ 4,620.00  | \$ -        |
| Dedicated Ethernet 100 Mbps. (1 year contract)                      | 0        | \$ 15,400.00 | \$ -        |
| Dedicated Ethernet 500 Mbps. (1 year contract)                      | 0        | \$ 19,800.00 | \$ -        |
| Dedicated Ethernet 1Gbps. (1 year contract)                         | 0        | \$ 22,440.00 | \$ -        |
| <b>Email Services</b>                                               |          |              |             |
| Email Administration (1-5 mailboxes). Not to exceed 8 hours/year    | 0        | \$ 517.50    | \$ -        |
| Email Administration (6-15 mailboxes). Not to exceed 16 hours/year  | 0        | \$ 1,035.00  | \$ -        |
| Email Administration (16-30 mailboxes). Not to exceed 24 hours/year | 0        | \$ 1,552.50  | \$ -        |
| Email Administration (31-50 mailboxes). Not to exceed 32 hours/year | 0        | \$ 2,070.00  | \$ -        |
| FireEye email protection                                            | 0        | \$ 42.12     | \$ -        |
| Microsoft Email license - E2 Includes MFA, EMS, and P2 licenses     | 0        | \$ 256.64    | \$ -        |
| <b>Application and Hardware Support</b>                             |          |              |             |
| Acella Permit Management System - per license?                      | 0        | \$ 726.00    | \$ -        |
| MS PowerBI License                                                  | 0        | \$ 182.93    | \$ -        |
| Backup Administration                                               | 0        | \$ 517.50    | \$ -        |
| Beast licensing by Porter Lee                                       | 0        | \$ 1,076.35  | \$ -        |
| Beast Support                                                       | 0        | \$ 947.60    | \$ -        |
| Data Storage Backup - per Tb                                        | 0        | \$ 50.00     | \$ -        |
| Dedicated Virtual Server                                            | 0        | \$ 2,060.00  | \$ -        |

|                                             |    |    |          |           |                 |
|---------------------------------------------|----|----|----------|-----------|-----------------|
| Desktop Support                             | 0  | \$ | 1,165.18 | \$        | -               |
| Desktop Telephone                           | 0  | \$ | 575.00   | \$        | -               |
| Duo                                         | 22 | \$ | 50.65    | \$        | 1,114.30        |
| Firewall setup, maintenance, and operations | 0  | \$ | 517.50   | \$        | -               |
| Malware Bytes                               | 0  | \$ | 24.00    | \$        | -               |
| MDT Support                                 | 0  | \$ | 517.50   | \$        | -               |
| Microsoft desktop software license - E3/G3  | 0  | \$ | 329.30   | \$        | -               |
| Netmotion Vendor Support                    | 17 | \$ | 128.67   | \$        | 2,187.39        |
| Ricoh AX                                    | 0  | \$ | 105.55   | \$        | -               |
| Ricoh Kofax                                 | 0  | \$ | 61.15    | \$        | -               |
| Security Cameras Software license           | 0  | \$ | 9.17     | \$        | -               |
| Server Support                              | 0  | \$ | 1,552.50 | \$        | -               |
| Smartnet for Cisco                          | 0  | \$ | 123.60   | \$        | -               |
| Veeam Backup license                        | 0  | \$ | 60.08    | \$        | -               |
| Workday ERP License                         | 0  | \$ | 741.61   | \$        | -               |
| <b>Total</b>                                |    |    |          | <b>\$</b> | <b>8,471.69</b> |

Rates are reviewed and adjusted annually. Call out for support outside of normal business hours will be charged at \$200/hour with one hour minimum. After hours support may require additional costs for overtime and other expenses.

Only services and/or support items listed are included in this agreement. YCITS has the right to decline any work requests not listed in this agreement. Accepted requests made by the customer to YCITS for items not listed in this agreement will be charged at \$150/hour at quarter hour increments for services provided during working hours. Outside normal business hours will be charged \$200/hour in quarter hour increments, with a minimum one hour charge. Other services and support may be negotiated upon request.

APPROVED

Yakima County Information Technology

APPROVED

Toppenish Police Department

\_\_\_\_\_  
Signature

Dale A. Panattoni, Director

\_\_\_\_\_  
Signature

Dan Ford, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date