



**TOPPENISH CITY COUNCIL
REGULAR MEETING AGENDA
JULY 11, 2022 – 7:00 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION
SPECTRUM CABLE CHANNEL 194

1. REGULAR SESSION CALL TO ORDER

Pledge of Allegiance/Roll Call/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. 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, state your name, and address 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 Regular Meeting Minutes dated June 27, 2022
- b. Approve Special Meeting Minutes dated July 7, 2022
- c. Approve Payroll Checks Number 35776 through 35810 and electronic transfers in the total amount of \$209,763.53 dated July 7, 2022
- d. Approve Claims Checks Number 35774 through 35775 and 95615 through 95676, and EFTAP298-EFTAP299 in the total amount of \$177,796.28 dated July 11, 2022

5. NEW BUSINESS

- a. AB 22-054: Award Bid to DW Excavating, Inc. in the amount of \$2,916,712.80 for Phase II Sewer Improvements Project
- b. AB 22-055: Resolution 2022-33, Approve Change Order No. 3 for Phase III Sewer Improvements Project
- c. AB 22-056: Resolution 2022-34, Approve Master Fee Schedule Update
- d. AB 22-057: Approve Updated Site Locations for Police Department at Pioneer Park
- e. Receive Park Maintenance Update
- f. Set Agenda for August 1, 2022, Study Session

6. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

7. CITY MANAGER REPORT

8. ADJOURNMENT

NEXT REGULAR COUNCIL MEETING WILL BE HELD ON JULY 25, 2022

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
June 27, 2022

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

ROLL CALL

Attendees: Acting Mayor Loren Belton, and Councilmembers Juan Ceja, Naila Duval, George Garcia, and Kyle Pettit
Absent: Mayor Elpidia Saavedra and Mayor Pro Tem Clara Jiménez
Staff: City Manager Debbie Zabell (CM Zabell), Chief of Police John Clary (CP Clary), Interim Public Works Superintendent Shaun Burgess (IPWS Burgess), Code Enforcement Officer Victor Shaul (CEO Shaul), Assistant to the Chief of Police Linda Finley, City Clerk Heidi Riojas (CC Riojas), Deputy City Clerk Sabrina Renfrew, and Cable Television Manager Judy Devall

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Acting Mayor Belton and Councilmembers Ceja, Duval, Garcia, and Pettit responded their attendance during roll call. Mayor Saavedra and Mayor Pro Tem Jiménez were not present at the meeting.

Councilmember Ceja moved, seconded by Councilmember Garcia to excuse Mayor Saavedra and Mayor Pro Tem Jiménez from the June 27, 2022 Regular Meeting. Motion carried unanimously.

APPROVE AGENDA

Councilmember Pettit moved, seconded by Councilmember Garcia to approve the June 27, 2022 Agenda. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Councilmember Ceja moved, seconded by Councilmember Pettit to approve Consent Agenda items a through c:

- a. Approve Regular Meeting Minutes dated June 13, 2022
- b. Approve Payroll Checks Number 35680 through 35706 and electronic transfers in the total amount of \$241,995.58 dated June 21, 2022
- c. Approve Claims Checks Number 35677 through 35679 and 35707 through 35773, and EFTAP296 - EFTAP297 in the total amount of \$160,608.44 dated June 27, 2022 and void Check Number NR35679

Motion carried unanimously.

PUBLIC HEARINGS

Public Hearing Regarding Vacating a Portion of Alley at 523 North Elm Street

Acting Mayor Belton opened the public hearing at 7:05 p.m.

CM Zabell noted the public hearing was to discuss vacating a portion of an alley at 523 North Elm Street. She welcomed CEO Shaul to discuss the proposed alley vacation at 523 North Elm Street, which was submitted by Raul Velasco, who represents 100% of the property owners abutting said alley. A community benefit of the alley vacation is that the adjoining lot will be able to accommodate a new duplex and increase the city's overall assessed valuation. The proposed ordinance vacates all of that portion of the alley as originally platted in Block 33 of Gilberts Third Addition, which runs north and south, and which is abutted on the west by Lots 4 and 5, and on the east by Lots 10 and 11 of said Block.

Homeowner Raul Velasco reported on his intent to improve the city through this action.

There being no further comments from the public, Acting City Mayor Belton closed the hearing at 7:11 p.m.

Public Hearing Regarding Adopting the Six-Year Transportation Improvement Program for the Years 2023 through 2028: Presentation by

Acting Mayor Belton opened the public hearing at 7:12 p.m.

CM Zabell noted the public hearing was required for the adoption of the Six-Year Transportation Improvement Program for years of 2023 through 2028. He discussed the 12 proposed projects that include: Jackson Street Extension Improvements, South Juniper Street and Jackson Street Improvements, the Mural Attraction Sidewalk Improvements, Asotin Avenue Improvements, South Toppenish Avenue Improvements, Idaho Street Extension, Fourth Avenue Reconstruction, King Lane Improvements, Fire Station Improvements, Police Station Improvements, Berger Lane, Adams Avenue, and Brooks Lane Roadway Improvements.

There being no comments from the public, Acting Mayor Belton closed the hearing at 7:15 p.m.

NEW BUSINESS

Acting Mayor Belton Read Ordinance 2022-10 into the Record: An Ordinance of the City of Toppenish, Washington, Vacating a Portion of an Alley in the vicinity of 523 North Elm Street, to Provide for Severability, and to Provide an Effective Date.

Councilmember Duval moved, seconded by Councilmember Pettit to adopt Ordinance 2022-10. Motion carried unanimously.

Resolution 2022-31: A Resolution Adopting the Six Year Transportation Improvement Program for the Years 2023 through 2028.

Councilmember Pettit moved, seconded by Councilmember Garcia to adopt Resolution 2022-31. Motion carried unanimously.

Resolution 2022-32: A Resolution of the City Council of City of Toppenish, Washington Adopting Rules Pertaining to Public Records Requests Submitted Pursuant to the Public Records Act, Chapter 42.56 RCW, and City Responses Thereto.

Councilmember Ceja moved, seconded by Councilmember Garcia to adopt Resolution 2022-32. Motion carried unanimously.

Resolution 2022-33: A Resolution Authorizing the City Manager to Execute an Agreement with Mobile Modular to Provide Temporary Housing for the Police Department.

Councilmember Ceja moved, seconded by Councilmember Garcia to adopt Resolution 2022-33. Motion carried unanimously.

Select Nomination to Serve on Yakima County LEOFF1 Disability Board

None.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

Councilmember Garcia had nothing to report.

Councilmember Ceja had nothing to report.

Councilmember Duval wished everyone a “Happy 4th of July weekend,” and thanked those who will help with all the festivities.

Councilmember Pettit had nothing to report.

Acting Mayor Belton echoed Councilmember Duval’s 4th of July wishes for everyone and reminded everyone of the rodeo, the breakfast in Post Office Park, and the parade. He also commended Legends Casino, as the sponsor for the Toppenish Wild West Parade.

CITY MANAGER REPORT

CM Zabell updated Council on the following:

- Cultural event after the parade at Pioneer Park featuring Pajawarn Michoacán dancers
- Hired two new Public Works employees
- Reviewing applications for the Wastewater Treatment Plant position
- After 25 years, Sergeant Sandra Shah resigned for a position with the Gaming Commission
- Activities Program Coordinator Angie Soto is overseeing pool staff in preparing the swimming pool, the installation of a new pool pump, and swimming lessons
- IPWS Burgess provided required heat exposure training to Public Works and Aquatics staff.
- City applied for four grants for Yakima County ARPA funds.

EXECUTIVE SESSION

At 7:34 p.m. Acting Mayor Belton called for Council to go into Executive Session for the purpose of real estate pursuant to RCW 42.30.110(1)(b); RCW 42.30.110(1)(c) for 20 minutes with potential action.

At 7:54 p.m. Acting Mayor Belton noted Council will need an additional for 10 minutes in Executive Session

At 8:04 p.m. Acting Mayor Belton reconvened the regular session back to order.

Councilmember Pettit moved, seconded by Councilmember Garcia to authorize the temporary and permanent location of the Police Department at the west side of Pioneer Park. Motion carried unanimously.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 8:07 p.m.

ACTING MAYOR LOREN BELTON

HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL
Special Meeting Minutes
July 7, 2022**

CALL TO ORDER

Mayor Saavedra called the meeting to order at 6:00 p.m.

ROLL CALL

- Present: Mayor Elpidia Saavedra, and Councilmembers Loren Belton, George Garcia, and Kyle Pettit
- Absent: Mayor Pro Tem Clara Jiménez, and Councilmembers Juan Ceja and Naila Duval
- Staff Present: City Manager Debbie Zabell (CM Zabell), City Attorney Gary Cuillier (CA Cuillier), Chief of Police, Public Works Superintendent Shaun Burgess, City Clerk Heidi Riojas (CC Riojas)

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, and Councilmembers Belton, , Garcia, and Pettit responded their attendance during roll call. Mayor Pro Tem Jiménez, and Councilmember Ceja and Duval were not present at the meeting.

Councilmember Pettit moved, seconded by Councilmember Garcia to excuse Mayor Pro Tem Jiménez and Councilmember Duval from the July 7, 2022, Special Meeting. Motion carried unanimously.

PURPOSE

Mayor Saavedra recited the purpose of the Special Meeting to be the following:

1. Call To Order/Roll Call
2. Approve Agenda
3. Public Comment
4. Library HVAC
5. Discussion on Establishing Graffiti and Code Enforcement Programs
6. Executive Session: [RCW 42.30.110(1)(g)]
 - Purpose: Personnel
 - Time: 10 minutes
 - Action: No action
7. Executive Session: [RCW 42.30.110(1)(i)]
 - Purpose: Litigation
 - Time: 20 minutes
 - Action: Potential action
8. Adjournment

APPROVE AGENDA

Councilmember Pettit moved, seconded by Councilmember Garcia to approve the July 7, 2022 Agenda. Motion carried unanimously.

PUBLIC COMMENT

None

LIBRARY HVAC

IPWS Burgess noted staff efforts to receive bids from three HVAC companies on the Small Works Roster to replace the HVAC system in the library. The City was notified by the library on June 27, 2022, that for their staff safety and concerns with high temperatures the library will close while there is no air conditioning.

Councilmember Pettit moved, seconded by Councilmember Belton to authorize the City Manager to sign the HVAC Proposal with Bruce Inc. HVAC for the installation of heat pumps at the library in the amount of \$23,830.00. Motion carried unanimously.

DISCUSSION ON ESTABLISHING GRAFFITI AND CODE ENFORCEMENT PROGRAMS

CM Zabell noted staff efforts regarding graffiti abatement and enhanced code enforcement in the community. CEO Shaul has reviewed the Toppenish Municipal Code relating to graffiti and general code enforcement and compared it with other communities. The proposed graffiti abatement program would be funded 25% from the Special Project Fund. Staff proposes to establish a graffiti abatement program and to establish a code enforcement program similar to City of Sunnyside. The proposed program would give CEO Shaul a limited (police) commission to write enforcement tickets that would be processed through the City’s municipal court.

EXECUTIVE SESSION

At 6:25 p.m. Mayor Saavedra called for Council to go into Executive Session for the purpose of personnel pursuant to RCW 42.30.110(1)(g) for 10 minutes with no action.

At 6:35 p.m. Mayor Saavedra reconvened the special session back to order.

EXECUTIVE SESSION

At 6:35 p.m. Mayor Saavedra called for Council to go into Executive Session for the purpose of litigation pursuant to RCW 42.30.110(1)(i) for 20 minutes with potential action.

At 6:55 p.m. Mayor Saavedra reconvened the special session back to order.

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 6:56 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period 6/16/2022 - 6/30/2022

Fund Number	Description	Amount
001-000-011	Legislative	\$2,463.83
001-000-013	Executive	\$6,051.72
001-000-014	Finance, Record	\$11,293.26
001-000-018	Central Services, Personnel Services	\$5,539.64
001-000-021	Law Enforcement	\$55,812.82
001-000-022	Fire Services	\$27,831.22
001-000-024	Protective Inspections	\$3,872.54
001-000-058	Planning and Community Development	\$210.57
001-000-076	Pool, Park Facilities	\$29,864.80
030-000-021	Criminal Justice Fund	\$14,340.40
071-000-071	Recreation	\$2,525.78
101-000-000	Street Fund	\$5,527.26
108-000-000	Cemetery Fund	\$4,649.04
157-000-000	Cable TV Fund	\$4,053.22
401-000-000	Water Fund	\$13,046.59
403-000-000	Wastewater Fund	\$11,421.50
405-000-000	Solid Waste Fund	\$11,259.34
	Grand Total	\$209,763.53

Payroll Checks 35776-35810 and Electronic Transfers.

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.

Malarey Bethune

Malarey Bethune, Interim Finance Director

7/7/2022

Date

Accounts Payable Check Register

July 11, 2022

Number	Vendor Name	Account Description	Amount
35774	JSR Furniture Company	Service Repair/Maintenance City Hall	\$332.50
35775	Employment Security Department	Unemployment Compensation	\$130.16
95615	Yakima County Auditor	Miscellaneous Fees & Charges	\$209.50
95616	City of Toppenish	Miscellaneous Fees & Charges	\$71.50
95617	911 Supply Inc.	Uniforms & Clothing	\$571.82
95618	AAMCO Transmission	Service Repair/Maintenance Vehicles- Roadway	\$3,243.58
95619	Alba Enterprises	Professional Services	\$250.00
		Professional Services - Translation Services	\$30.00
		Check Total:	\$280.00
95620	Amazon Capital Services	Office & Operating Supplies	\$360.98
		Operating Maintenance Supplies - General	\$42.09
		Operating/Maint. Supplies - General	\$36.69
		Operating/Maint. Supplies - Park Facilities	\$46.43
		Small Tools & Minor Equipment	\$38.87
		Check Total:	\$525.06
95621	Aramark Uniform Services Everett Lockbox	Rentals	\$32.38
95622	Bleyhl Farm Service, Inc.	Electricity	\$360.00
		Leases	\$2,300.00
		Check Total:	\$2,660.00
95623	BNSF Railway Company	Miscellaneous Fees & Charges	\$100.00
95624	Cascade Natural Gas Corp.	Fuel for Heating	\$103.43
		Fuel for Heating - City Hall	\$40.16
		Fuel for Heating - Fire	\$100.90
		Fuel for Heating - Police	\$101.30
		Fuel for Heating - Recreation	\$45.50
		Fuel for Heating - Swimming Pool	\$94.50
		Check Total:	\$485.79
95625	Central Washington Polygraph & Investigations, LLC	Pre-Employment Services	\$523.00
95626	CenturyLink	Telephone	\$2,040.96
95627	CenturyLink 313081835	Telephone	\$866.25
		Telephone - Utility Billing	\$78.76
		Check Total:	\$945.01
95628	Charter Communications	Construction - Capital	\$615.00
		Internet & Cable M/TV	\$181.57
		Internet & Cable City Hall	\$179.98
		Internet & Cable Fire Department	\$179.98
		Internet & Cable Police Department	\$29.88
		Internet & Cable Sewer	\$139.98
		Internet - Parks	\$119.99
		Check Total:	\$1,446.38


Number	Vendor Name	Account Description	Amount
95629	Cintas Corporation #605	Rentals	\$46.92
		Uniform Cleaning	\$460.02
		Check Total:	\$506.94
95630	City of Sunnyside - Finance Dept.	Medical Services	\$7.05
95631	City of Toppenish	City Utility Service - Fire	\$346.52
		City Utility Service - Police	\$544.41
		City Utility Services	\$667.58
		City Utility Services - Cemetery	\$92.90
		City Utility Services - City Hall	\$346.52
		City Utility Services - Parks	\$5,241.76
		City Utility Services - Treatment Plant	\$587.83
		Check Total:	\$7,827.52
95632	DeVries Business Records Management, Inc.	Recycling & Shred Services	\$21.54
95633	EarthCam, Inc.	Alarm Monitoring	\$600.00
95634	Eurofins Microbiology Laboratories, Inc.	Professional Services	\$380.75
95635	Federal Express Corporation	Postage	\$50.10
95636	G.W., Inc.	Personal Protective Equipment	\$320.53
95637	Galls, Inc.	Uniforms & Clothing	\$456.85
95638	Gray & Osborne, Inc.	Sewer System Imp - Engineering	\$74,359.59
95639	Howard's Tire Factory Inc	Repair & Maintenance - Vehicles	\$1,362.59
		Service Repair/Maintenance Vehicles	\$587.90
		Check Total:	\$1,950.49
95640	Ideal Lumber & Hardware, Inc.	Operating Maintenance Supplies - General	\$69.31
		Operating/Maint. Supplies	\$7.83
		Operating/Maint. Supplies - General	\$210.11
		Operating/Maint. Supplies - Park Facilities	\$121.04
		Operating/Maintenance Supplies - General	\$1,007.04
		Operating/Maintenance Supplies - Traffic Control Devices	\$127.30
		Service Repair/Maintenance City Hall	\$72.32
		Service Repair/Maintenance Police Dept Bldg	\$147.96
		Check Total:	\$1,762.91
95641	Intermedia.net Inc.	Telephone	\$137.60
95642	Jays Signs & Designs	Lifeguard Uniforms	\$648.00
95643	Master Meter TDS. Inc.	IT Services - Sewer Treatment	\$750.00
		IT Services - Water Operations	\$750.00
		Check Total:	\$1,500.00
95644	Michael D'Orazio	Operating/Maintenance Supplies - Vehicles	\$32.45
95645	Mobile Fleet Service Inc.	Repair & Maintenance Equipment-Street Cleaning	\$1,907.74
95646	Moon Security Service, Inc.	Alarm Monitoring	\$42.13
95647	Mora, Arthur R	Counsel for Indigents	\$5,100.00
95648	Municipal Emergency Services Inc.	Service Repair/Maintenance Equipment	\$1,682.69

Number	Vendor Name	Account Description	Amount
95649	Northwest Safety Clean	Personal Protective Equipment	\$181.58
95650	Nutrien Ag Solutions, Inc.	Chemicals	\$506.45
95651	ODP Business Solutions, LLC	Office & Operating Supplies	\$48.27
		Operating/Maintenance Supplies - General	\$412.97
		Check Total:	\$461.24
95652	One Call Concepts, Inc.	Professional Services	\$34.24
95653	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$7.75
95654	Pacific Office Automation	Photocopies - WWTP	\$6.35
95655	Petty Cash/City of Toppenish: Malarey Bethune Custodian	Capital Purchase - Police Vehicle	\$61.75
95656	Precision Ag Repair Inc.	Operating/Maintenance Supplies - Vehicles	\$26.25
95657	Prothman	Professional Services	\$8,197.50
95658	Quality Control Services, Inc.	Repair & Maintenance Equipment	\$255.00
95659	Rathbun Iron Works Inc.	Small Tools & Minor Equipment	\$9.17
95660	Simmons, Duane	Employee Longevity	\$935.00
95661	Sunnyside Community Hospital Association	Medical Services	\$319.00
95662	Sunnyside Sun Media LLC	Advertising	\$282.94
		Miscellaneous Fees & Charges	\$48.94
		Sewer System Imp - Advertising	\$268.25
		Check Total:	\$600.13
95663	The Janitor's Closet	Operating/Maint. Supplies - General	\$380.22
95664	Ultimate Training Munitions, Inc	Range Supplies	\$1,725.79
95665	WA St Dept of Licensing	Weapon Permit - DOL License	\$54.00
95666	WA St Dept of Transportation	Service Repair & Maintenance Equipment - Traffic Control Devices	\$134.82
95667	WA St Dept of Transportation	Service Repair & Maintenance Equipment - Traffic Control Devices	\$182.00
95668	Wapenish Sand & Gravel	Operating/Maintenance Supplies - General	\$239.12
95669	Washington Cities Insurance Authority	Memberships- Registrations - Subscriptions	\$100.00
95670	Washington State Patrol	Weapon Permit - State Background Check	\$39.75
95671	Wells Fargo Vendor Fin Serv	Rentals	\$227.53
95672	Yakima County Solid Waste	Dump Site Fees	\$18,918.81
95673	Yakima Generator & Supply LLC	Repair & Maintenance Equipment	\$2,030.40
95674	Yakima Valley Conference of Governments	Professional Services	\$5,112.09
		Professional Services - Developer Eng/Plan Review Services	\$844.59
		Check Total:	\$5,956.68
95675	Yakima Waste Systems, Inc.	Recycling & Shred Services	\$19.38
95676	Yakima Watermill, Inc.	Chemicals	\$77.82
EFTAP298	WA St Dept of Revenue	Excise Taxes	\$22,852.90
		Sales Tax Remitted	\$79.93
		Check Total:	\$22,932.83
EFTAP299	Invoice Cloud	On-Line Utility Payment Charges	<u>\$283.20</u>
	Grand Total		\$177,796.28

Accounts Payable Checks 35774-35775, 95615-95676, & EFTAP298-EFTAP299

Number	Vendor Name	Account Description	Amount
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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.



City Manager

July 8, 2022



**CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 22-054**

**Agenda Item
5a**

Meeting Date: July 11, 2022

Subject: Award Bid for Phase II Sewer Improvements

Attachments: Engineer's Recommendation of Award and Project Bid Summary

Prepared by: Shaun Burgess, Interim Public Works Superintendent

Presented by: Shaun Burgess, Interim Public Works Superintendent

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

As required by the City's Purchasing Policy, notice of a competitive bid for the Phase II Sewer Improvement Project was published in the City's official newspaper (Sunnyside Sun) on June 8 and June 15. The bid opening was held on June 30, 2022.

A total of four responsive sealed bids were received with the lowest responsive bidder at \$2,916,712.80 being offered by DW Excavating Inc., of Davenport, Washington. This low bid is approximately \$613,287.20 below the Engineer's Estimate of \$3,530,000.00.

This is the final phase of the city-wide sewer improvement project that began in 2017. Funds for this portion of the project will be paid from the loan received by the USDA-RD.

Fiscal Impact: \$2,916,712.80 will be drawn from the USDA-RD Loan

Recommendation: Motion to Award Bid for the Phase II Sewer Improvements to DW Excavating, Inc. in the amount of \$2,916,712.80

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



July 1, 2022

Ms. Debbie Zabell
City Manager
City of Toppenish
21 West First Avenue
Toppenish, Washington 98948

SUBJECT: REVIEW OF BIDS, SEWER (PHASE II) IMPROVEMENTS
CITY OF TOPPENISH, YAKIMA COUNTY, WASHINGTON
G&O #18054

Dear Ms. Zabell:

On June 30, 2022, the City of Toppenish received four responsive bids for the Sewer (Phase II) Improvements. The responsive bids ranged from \$2,916,712.80 to \$3,646,714.18. The Engineer’s Estimate was \$3,530,000.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. Two corrections were made; however, these corrections did not change the position of the low bidder. We have provided a bid summary with this letter. The bidders and their respective bid amounts, including sales tax where applicable, are as follows:

- 1. DW Excavating, Inc. (Davenport, Washington)\$2,916,712.80
Engineer’s Estimate\$3,530,000.00
- 2. Premier Excavation, Inc. (Pasco, Washington)\$3,392,285.83
- 3. Apollo, Inc. (Kennewick, Washington).....\$3,444,796.89
- 4. Rotschy, Inc. (Vancouver, Washington).....\$3,646,714.18

The lowest responsive bidder, DW Excavating, Inc. of Davenport, Washington, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, DW Excavating, Inc. of Davenport, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City’s file. We have also reviewed the Supplemental Bidder Criteria information submitted by DW Excavating, Inc. and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.



Ms. Debbie Zabell
July 1, 2022
Page 2

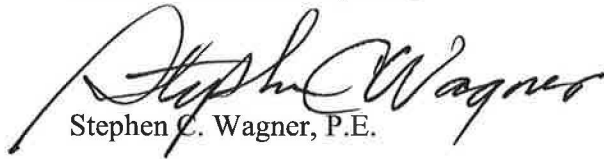
Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

DW Excavating, Inc.
P.O. Box 1089
Davenport, Washington 99122

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.


Stephen C. Wagner, P.E.

SCW/cah
Encl.
By email


cc: United States Department of Agriculture – Rural Development

BIDDER		ENGINEER'S ESTIMATE		DW EXCAVATING, INC.		PREMIER EXCAVATION, INC.		APOLLO, INC.		ROTSCHY, INC.		
BIDDER ADDRESS				P.O. Box 1089		306 East B Circle		1133 West Columbia Drive		7408 NE 113th Circle		
WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.				Davenport, WA 99122		Pasco, WA 99301		Kennewick, WA 99336		Vancouver, WA 98662		
WASHINGTON STATE CONTRACTOR'S REG. NUMBER				600,166-00		172,334-00		442,528-04		548,933-00		
BID BOND OR OTHER GOOD FAITH TOKEN				DWEXCEI856QB		PREMIIE1940B5		APOLLI061KB		ROTSCHI*1200A		
				5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND		
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization and Demobilization	1 LS	\$288,000.00	\$288,000.00	\$432,000.00	\$432,000.00	\$156,900.00	\$156,900.00	\$309,000.00	\$309,000.00	\$228,925.00	\$228,925.00
2	Unexpected Site Changes	1 CALC	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
3	Trench Excavation Safety Systems	1 LS	\$40,000.00	\$40,000.00	\$6,500.00	\$6,500.00	\$45,000.00	\$45,000.00	\$5,000.00	\$5,000.00	\$12,500.00	\$12,500.00
4	Unsuitable Excavation	140 CY	\$55.00	\$7,700.00	\$14.00	\$1,960.00	\$57.57	\$8,059.80	\$80.00	\$11,200.00	\$90.00	\$12,600.00
5	Project Temporary Traffic Control	1 LS	\$70,000.00	\$70,000.00	\$8,300.00	\$8,300.00	\$166,600.00	\$166,600.00	\$70,000.00	\$70,000.00	\$76,000.00	\$76,000.00
6	Erosion Control	1 LS	\$20,000.00	\$20,000.00	\$4,300.00	\$4,300.00	\$37,800.00	\$37,800.00	\$20,000.00	\$20,000.00	\$30,000.00	\$30,000.00
7	SPCC Plan	1 LS	\$5,000.00	\$5,000.00	\$650.00	\$650.00	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
8	Controlled Density Fill	45 CY	\$200.00	\$9,000.00	\$140.00	\$6,300.00	\$240.00	\$10,800.00	\$295.00	\$13,275.00	\$195.00	\$8,775.00
9	Foundation Gravel	10 CY	\$40.00	\$400.00	\$36.00	\$360.00	\$152.00	\$1,520.00	\$67.00	\$670.00	\$140.00	\$1,400.00
10	Bank Run Gravel for Trench Backfill	700 CY	\$48.00	\$33,600.00	\$36.00	\$25,200.00	\$53.00	\$37,100.00	\$56.35	\$39,445.00	\$20.00	\$14,000.00
11	Crushed Surfacing Base Course	1,800 TN	\$40.00	\$72,000.00	\$41.00	\$73,800.00	\$74.00	\$133,200.00	\$37.00	\$66,600.00	\$62.00	\$111,600.00
12	Crushed Surfacing Top Course	940 TN	\$40.00	\$37,600.00	\$45.00	\$42,300.00	\$63.00	\$59,220.00	\$52.60	\$49,444.00	\$62.00	\$58,280.00
13	Commercial HMA, Cl. 3/8 In.	6,530 SY	\$75.00	\$489,750.00	\$42.00	\$274,260.00	\$51.59	\$336,882.70	\$43.50	\$284,055.00	\$28.00	\$182,840.00
14	Surface Restoration	1 LS	\$30,000.00	\$30,000.00	\$14,000.00	\$14,000.00	\$49,500.00	\$49,500.00	\$50,000.00	\$50,000.00	\$130,000.00	\$130,000.00
15	PVC Sanitary Sewer Pipe and Fittings, 8-inch Diameter, Incl. Bedding	10,380 LF	\$70.00	\$726,600.00	\$79.50	\$825,210.00	\$103.30	\$1,072,254.00	\$111.00	\$1,152,180.00	\$105.00	\$1,089,900.00
16	PVC Sanitary Sewer Pipe and Fittings, 10-Inch Diameter	970 LF	\$75.00	\$72,750.00	\$103.50	\$100,395.00	\$105.52	\$102,354.40	\$148.00	\$143,560.00	\$106.00	\$102,820.00
17	PVC Sanitary Sewer Pipe and Fittings, 12-inch Diameter, Incl. Bedding	670 LF	\$85.00	\$56,950.00	\$96.00	\$64,320.00	\$128.56	\$86,135.20	\$120.00	\$80,400.00	\$108.00	\$72,360.00
18	Cured-In-Place Pipe and Fittings for 8-in. Diam.	1,470 LF	\$150.00	\$220,500.00	\$67.50	\$99,225.00	\$69.00	\$101,430.00	\$72.00	\$105,840.00	\$82.00	\$120,540.00
19	Side Sewer Connection for Open Cut	220 EA	\$1,800.00	\$396,000.00	\$860.00	\$189,200.00	\$302.27	\$66,499.40	\$700.00	\$154,000.00	\$2,000.00	\$440,000.00
20	PVC Side Sewer Pipe and Fitting, 4-In. Diam., Incl. Bedding	110 LF	\$55.00	\$6,050.00	\$72.00	\$7,920.00	\$52.82	\$5,810.20	\$94.00	\$10,340.00	\$250.00	\$27,500.00
21	PVC Side Sewer Pipe and Fitting, 6-In. Diam., Incl. Bedding	10 LF	\$65.00	\$650.00	\$80.00	\$800.00	\$69.00	\$690.00	\$205.00	\$2,050.00	\$285.00	\$2,850.00
22	Cement Concrete Sidewalk Repair	20 SY	\$180.00	\$3,600.00	\$68.00	\$1,360.00	\$131.70	\$2,634.00	\$148.00	\$2,960.00	\$170.00	\$3,400.00
23	Cement Concrete Curb and Gutter Repair	800 LF	\$90.00	\$72,000.00	\$61.00	\$48,800.00	\$68.99	\$55,192.00	\$92.00	\$73,600.00	\$40.00	\$32,000.00
24	Manhole 48-Inch Diameter, Type 1	58 EA	\$5,000.00	\$290,000.00	\$3,950.00	\$229,100.00	\$4,243.45	\$246,120.10	\$3,448.00	\$199,984.00	\$4,500.00	\$261,000.00
25	Manhole 48-Inch Diameter, Type 1 Additional Height	9 LF	\$500.00	\$4,500.00	\$200.00	\$1,800.00	\$350.00	\$3,150.00	\$120.00	\$1,080.00	\$200.00	\$1,800.00
26	Manhole 60-inch Diameter, Type 1	1 EA	\$6,500.00	\$6,500.00	\$9,200.00	\$9,200.00	\$10,638.00	\$10,638.00	\$14,532.00	\$14,532.00	\$21,000.00	\$21,000.00

DATE: 7/2022
DRAWN: CH
CHECKED: SW
APPROVED: SW

CITY OF TOPPENISH, WASHINGTON
SEWER (PHASE II) IMPROVEMENTS
GRAY & OSBORNE #18054

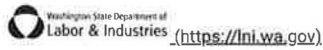
GRAY & OSBORNE, INC.
CONSULTING ENGINEERS

BIDDER		ENGINEER'S ESTIMATE		DW EXCAVATING, INC.		PREMIER EXCAVATION, INC.		APOLLO, INC.		ROTSCHY, INC.	
27	Manhole, 60-inch Diameter, Type 1 Additional Height	6 LF	\$650.00 \$3,900.00	\$240.00	\$1,440.00	\$450.00	\$2,700.00	\$220.00	\$1,320.00	\$300.00	\$1,800.00
28	Locate Existing Utilities	42 EA	\$750.00 \$31,500.00	\$550.00	\$23,100.00	\$325.00	\$13,650.00	\$630.00	\$26,460.00	\$200.00	\$8,400.00
29	Maintaining Sewage Flows	1 LS	\$70,000.00 \$70,000.00	\$20,000.00	\$20,000.00	\$130,000.00	\$130,000.00	\$98,000.00	\$98,000.00	\$120,000.00	\$120,000.00
30	Monument Case and Cover	1 EA	\$1,000.00 \$1,000.00	\$1,800.00	\$1,800.00	\$680.00	\$680.00	\$730.00	\$730.00	\$450.00	\$450.00
31	Electrical Connection	1 LS	\$8,000.00 \$8,000.00	\$8,400.00	\$8,400.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00
Subtotal			\$3,173,550.00	\$2,622,000.00	\$3,049,519.80	\$3,096,725.00	\$3,278,240.00				
TERO @ 3.0 %			\$95,206.50	\$78,660.00	\$91,485.59	\$92,901.75	\$98,347.20				
Subtotal, Including TERO			\$3,268,756.50	\$2,700,660.00	\$3,141,005.39	\$3,189,626.75	\$3,376,587.20				
Sales Tax @ 8.0 %			\$261,500.52	\$216,052.80	\$251,280.43	\$255,170.14	\$270,126.98				
TOTAL CONSTRUCTION COST			\$3,530,257.02	\$2,916,712.80	\$3,392,285.83	\$3,444,796.89	\$3,646,714.18				
Sealed bids were opened at the City of Toppenish, 21 West First Avenue, Washington 98948 on Thursday, June 30, 2022, at 11:00 a.m. (local time).											
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.						DENOTES MATHEMATICAL OR ROUNDING ERROR.					
											
STEPHEN WAGNER, P.E.											

Mandatory Bidder Responsibility Checklist

The following checklist will be used in documenting that a Bidder meets the mandatory responsibility criteria. The Engineer should print a copy of documentation from the appropriate website to include with this checklist in the contract file.

General Information							
Owner/Project Name: City of Toppenish/Sewer (Phase II) Improvements	Project Number: 18054						
Bidder's Business Name: DW Excavating Inc	Bid Submittal Deadline: 6/30/2022, 11:00 am						
Contractor Registration							
https://secure.lni.wa.gov/verify/							
License Number: DWEXCEI856QB	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
Effective Date (must be effective on or before Bid Submittal Deadline): 11-02-2015	Expiration Date: 11/02/2023						
Current UBI Number							
https://secure.lni.wa.gov/verify/							
UBI Number: 603 543 995	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>						
Industrial Insurance Coverage/Worker Compensation							
https://secure.lni.wa.gov/verify/							
Account Number: 600-166-00	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
Employment Security Department Number							
Employment Security Department Number: 377616-00-5							
<ul style="list-style-type: none"> • Has Bidder provided account number on the Bid Form? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • And/or have you asked the Bidder for documentation from Employment Security Department on account number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 							
State Excise Tax Registration Number							
https://secure.lni.wa.gov/verify/							
Tax Registration Number: 26-3077339	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>						
Certification of Compliance with Wage Payment Statutes Clause Signed							
(See Proposal for Required Clause or Signed Certification Form) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>							
Not Disqualified from Bidding							
https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx							
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
Public Works Requirements Training							
https://secure.lni.wa.gov/verify/							
Contractor: <table style="margin-left: 20px; border: none;"> <tr> <td>Is Exempt from this Requirement</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Has Completed Training</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Has Not Completed Training</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Is Exempt from this Requirement	<input checked="" type="checkbox"/>	Has Completed Training	<input type="checkbox"/>	Has Not Completed Training	<input type="checkbox"/>
Is Exempt from this Requirement	<input checked="" type="checkbox"/>						
Has Completed Training	<input type="checkbox"/>						
Has Not Completed Training	<input type="checkbox"/>						
Excluded Parties Listing System (Federal Funded Projects)							
https://www.sam.gov/							
Does the Bidder have an Active Exclusion? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
Checked by:							
Name: Aliyana Avalos	Date: 6/30/2022						



Contractors

DW EXCAVATING INC

License

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

Construction Contractor

Active
Meets current requirements.

License specialties
GENERAL
License no.
DWEXCEI856QB
Effective — expiration
11/02/2015— 11/02/2023

Bond

Old Republic Surety Co \$12,000.00
Bond account no.
YLI5927970

Received by L&I **10/26/2020** Effective date **10/13/2020**
Expiration date **Until Canceled**

Bond history

Insurance

Charter Oak Fire Ins Co \$1,000,000.00
Policy no.
4T-CO-0H97315A-COF-1

Received by L&I **04/12/2022** Effective date **04/14/2019**
Expiration date **04/14/2023**

Insurance history

Savings

No savings accounts during the previous 6 year period.

Lawsuits against the bond or savings

No lawsuits against the bond or savings accounts during the previous 6 year period.

L&I Tax debts

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

License Violations

No license violations during the previous 6 year period.

Certifications & Endorsements

OMWBE Certifications

No active certifications exist for this business.

Apprentice Training Agent

Registered training agent. Check their eligible programs and occupations.

Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

L&I Account ID **Account is current.**

600,166-00

Doing business as

DW EXCAVATING INC

Estimated workers reported

Quarter 1 of Year 2022 "31 to 50 Workers"

L&I account contact

T0 / JULIE SUR (360)902-4715 - Email: SURJ235@lni.wa.gov

Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

Required Training- Effective July 1, 2019

Exempt from this requirement.

Contractor Strikes

No strikes have been issued against this contractor.

Contractors not allowed to bid

No debarments have been issued against this contractor.

Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

Inspection results date

04/15/2022

Inspection no.

317967900

Location

**E Third Ave & Division
Toppenish, WA 98948**

Under appeal. The results of the inspection are being challenged.

Date of appeal

04/20/2022

Inspection results date

03/05/2021

Inspection no.

317962724

Location

**Barker & Euclid
Liberty Lake, WA 99016**

No violations

Inspection results date

08/13/2020

Inspection no.

317960379

Location

**240 4th Ave. SE
Soap Lake, WA 98851**

No violations

Inspection results date

01/31/2019

Inspection no.

317951948

Location

**2102, 1601 S Assembly St.
Spokane, WA 99224**

Violations

Inspection results date

11/08/2018

Inspection no.

317951275

Location

**Horse Lake Rd
Wenatchee, WA 98801**

Violations

6/30/22, 2:37 PM

DW EXCAVATING INC

Inspection results date

09/20/2018

No violations

Inspection no.

317950819

Location

**11919 W. Sprague
Airway Heights, WA 99001**

Inspection results date

05/02/2018

Violations

Inspection no.

317948213

Location

**West Prasch Ave
Yakima, WA 98907**

Inspection results date

11/30/2017

No violations

Inspection no.

317946962

Location

**3rd Ave. & Holly St.
Moses Lake, WA 98837**

Inspection results date

01/25/2017

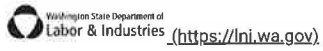
Violations

Inspection no.

317941754

Location

**B ST
Pullman, WA 99163**



Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:

WA UBI Number: 603 543 995

License Number:

Principal:

RCW: All

From: MM/DD/YYYY To: MM/DD/YYYY

Penalty Due:

All

Wage Due:

All

Download all debarment data

Show 25 per page

Showing 0 records

FirstPreviousNextLast

Company Name UBI License Principals Status RCW Debar Begins Debar Ends Penalty Due Wages Due

There are no records that match your search criteria.

Show 25 per page

Showing 0 records

FirstPreviousNextLast

An official website of the United States government
[Here's how you know](#)



You have 2 new alerts
[Show / Hide Alerts](#)



Search

All Words

e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Exclusions


Filter By




Keyword Search

For more information on how to use our keyword search, visit our help guide

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"DW Excavating" ✕

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

Reset

Sort by

Relevance

Showing 1 - 4 of 4 results

Haas Excavating Contractors, Inc. Active

Unique Entity ID

Z4BVMBN1GM13

CAGE Code

(blank)

Physical Address

1812 Route 206, Vincentown, NJ 08088 USA

Exclusion

Classification

Special Entity Designation

Activation Date

Jan 16, 2013

Termination Date

Jan 15, 2023

HARDROCK EXCAVATING LLC Active

Unique Entity ID

LW67DCKETQ41

CAGE Code

(blank)

Physical Address

2761 SALT SPRINGS RD, YOUNGSTOWN, OH 44509 USA

Exclusion

Classification

Firm

Activation Date
May 28, 2015
Termination Date
Indefinite

Benedict William Lupo Active

Unique Entity ID
(blank)
CAGE Code
(blank)
Physical Address
Ayer, MA 01432 USA

Exclusion

Classification
Individual
Activation Date
Aug 5, 2014
Termination Date
Indefinite

Mark Goff Active

Unique Entity ID
(blank)
CAGE Code
(blank)
Physical Address
Newton Falls, OH 44444 USA

Exclusion

Classification
Individual
Activation Date
Jul 7, 2014
Termination Date
Indefinite



Feedback

Our Website
Our Partners
Policies
Customer Service



General Services Administration

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



**CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 22-055**

**Agenda Item
5b**

Meeting Date: July 11, 2022

Subject: Proposed Change Order No.3 for Phase III Sewer Improvement Project

Attachments: Resolution 2022-33, Proposed Change Order No. 3 and Supporting Documentation

Prepared by: Shaun Burgess, Interim Public Works Superintendent

Presented by: Shaun Burgess, Interim Public Works Superintendent

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

Proposed Change Order No. 3 is to provide an extension of time for the following:

1. Twenty working days added to the Substantial Completion, and completion and readiness for final payment Contract Times, for the work associated with the unit price bid items Unexpected Site Charges.
 - a. Justification: The contractor performed additional work on the project resulting from changed site conditions, utility conflicts, minor landscaping, minor drainage improvements, and special surface restoration.
2. Five working days added to the Substantial Completion, and completion and readiness for final payment Contract Times, for work associated with Change Order No. 2.
 - a. Justification: The hot mix asphalt pavement repair revisions associated with Change Order No. 2 require additional Contract Time for completion.

Change to Contract Price:

This Change Order marks no change in Contract Price.

Change to Contract Time:

Substantial Completion Contract Time will be increased by twenty-five working days.

Updated Substantial Completion Date: 08/05/2022

Fiscal Impact: This change order has no fiscal impact

Recommendation: Approve Resolution 2022-33 authorizing the City Manager to sign Phase III Sewer Improvement Project Changer Order No. 3

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

RESOLUTION 2022-33

**A RESOLUTION APPROVING CHANGE ORDER NO. 3
TO CONTRACT WITH DW EXCAVATING, INC.
FOR THE SEWER IMPROVEMENTS PROJECT, PHASE III**

WHEREAS, the City of Toppenish, has a contract with DW Excavating, Inc. for the Sewer Improvements Project, Phase III; and

WHEREAS, additional working days is justified for all reasons set forth in Change Order No. 3; and

WHEREAS, changes to the project and to the contract documents are necessary, causing an increase to the contracted working days; and

WHEREAS, the revised, increased contracted working days will not have a fiscal impact;

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

Change Order No. 3 to City's contract with DW Excavating, Inc. for additional working days for unforeseen delays on the Sewer Improvement Project, Phase III, resulting in an increase in the contracted working days, totaling twenty-five (25) days, is approved and the City Manager is authorized and directed to execute said Change Order on behalf of City of Toppenish.

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

PASSED by the Toppenish City Council at its regular meeting held on July 11, 2022.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

CHANGE ORDER NO: 3

Owner:	City of Toppenish	Owner's Project No.:	18054
Engineer:	Gray & Osborne Inc.	Engineer's Project No.:	18054
Contractor:	DW Excavating	Contractor's Project No.:	
Project:	Sewer (Phase III) Improvements		
Contract Name:	Sewer (Phase III) Improvements		
Date Issued:		Effective Date of Change Order:	

The Contract is modified as follows upon execution of this Change Order:

Description: Extension of Contract Time

- Twenty (20) working days are added to the Substantial Completion and completion and readiness for final payment Contract Times for work associated with the unit price bid items Unexpected Site Changes.

Justification: The Contractor performed additional work on the project resulting from changed site conditions, utility conflicts, minor landscaping, minor drainage improvements, and special surface restoration.

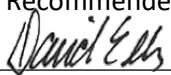
- Five (5) working days are added to the Substantial Completion and completion and readiness for final payment Contract Times for work associated with Change Order No. 2.

Justification: The hot mix asphalt pavement repair revisions associated with Change Order No. 2 require additional Contract Time for completion.

Attachments: None.

Change in Contract Price	Change in Contract Days
Original Contract Price: \$ <u>6,356,921.10</u>	Original Contract Times: Substantial Completion: <u>140</u> Ready for final payment: <u>180</u>
Increase from previously approved Change Orders: \$ <u>86,566.02</u>	Increase from previously approved Change Orders: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price prior to this Change Order: \$ <u>6,443,487.12</u>	Contract Times prior to this Change Order: Substantial Completion: <u>140</u> Ready for final payment: <u>180</u>
Estimated Increase this Change Order: \$ <u>0</u>	Increase this Change Order: Substantial Completion: <u>25</u> Ready for final payment: <u>25</u>
Contract Price incorporating this Change Order: \$ <u>6,443,487.12</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>165</u> Ready for final payment: <u>205</u>

Note: The amounts shown above include TERO and Sales Tax.

Recommended by Engineer (if required)
By: 
Title: Project Engineer
Date: 7-5-2022

Accepted by Contractor

Project Manager
7-5-2022

Authorized by Owner
By: _____
Title: _____
Date: _____

Approved by Funding Agency



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 22-056

Agenda Item
5c

Meeting Date: July 11, 2022

Subject: Proposed Fee Resolution Update

Attachments: Proposed Resolution 2022-34

Prepared by: Debbie Zabell, City Manager

Presented by: Debbie Zabell, City Manager

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

The City Council has adopted a comprehensive Fee Schedule that is updated annually at the last council meeting of the current year and as needed throughout the year through the passing of a Resolution. The proposed Fee Schedule reflects the change in the hourly rates for additional plan review, inspections, and the addition of a reinstatement/extension fee for an issued building permit.

Hourly Rate:

The City's contracted plan review and building inspection agreement states that the hourly rate for additional plan review and inspections outside of the normal charges is \$88.00 per hour. The proposed master fee schedule has been updated as to reflect the change the fee the city pays:

- Additional inspection fee increases from \$78.00 to \$88.00 per hour, for inspections outside normal business hours.
- Additional plan review fee increases from \$78.00 to \$98.00 per hour. An additional \$10.00 is being included to cover the city's administrative costs of processing additional plan reviews. The scope of work under additional plan review has been increased to include re-instating or extending issued building permits. There will be minimum charge of 2 hours.

These fees are found on page 1 of the Master Fee Resolution.

Fiscal Impact: Minimal annual fiscal impact due to the majority of the fee collected is paid to the contracted service.

Recommendation: Approve Resolution 2022-34 Adopting the Master Fee Schedule.

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

RESOLUTION 2022-34

**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 July 12, 2022, 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: 2% increase for cemetery fees; and 10% increase for perpetual care.

PASSED by the Toppenish City Council at its regular meeting held on July 11, 2022.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

City of Toppenish
MASTER FEE SCHEDULE
Resolution 2022-34 Schedule A

BUILDING, PLUMBING, MECHANICAL PERMIT FEES AND CHARGES			
15.01.050	Building Permit Fees (see Schedule B to determine valuation)		
Total Valuation		Permit Fee	
\$0	to	\$500	\$24.00 for the first \$500
\$501	to	\$2,000	\$24.00 for the first \$500 plus \$3.00 for each additional \$100 or fraction thereof to and including \$2,000
\$2,001	to	\$40,000	\$69.00 for the first \$2,000 plus \$11.00 for each additional \$1,000 or fraction thereof to and including \$40,000
\$40,001	to	\$100,000	\$487.00 for the first \$40,000 plus \$9.00 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001	to	\$500,000	\$1,027.00 for this first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof to and including \$500,000
\$500,001	to	\$1,000,000	\$3,827.00 for the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001	to	\$5,000,000	\$6,327.00 for the first \$1,000,000 plus \$3.00 for each additional \$1,000 or fraction thereof to an including \$5,000,000
\$5,000,001	and	over	\$18,327.00 for the first \$5,000,000 plus \$1.00 for each additional \$1,000 or fraction thereof
Building Plan Review Fee: 65% of permit fee as calculated using the above table			
Refund of Building 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			
15.01.050	Other Building Permit and Inspection Fees:		
	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 greatest. This includes pre-permitting inspections. IBC Sec 110.2 & IRC 109.1.5		\$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 (see Schedule B for valuation determination)		

	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) Exempt: Spas, saunas, or hot tubs with safety covers	\$110.00
	Flood Development Permit Fee:	
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	Mechanical Permit Fees: (see Schedule B for permit fees)	
	Other Mechanical Inspection Fees:	
	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	Plumbing Permit Fees: (see Schedule B for permit fees)	
	Other Plumbing Inspections and Fees :	
	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
	Development Review Fees and Reimbursable Charges:	
17.24.020 & 2.85.030(D)	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. 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.	Minimum Deposit \$2,500
BUSINESS LICENSE FEES AND CHARGES		
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.	
	Business License Fees:	

	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
	Other Business Activity License Fees:	
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 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 (per month per wagon, cart or stand, or \$150.00 per year)	\$50 or \$150.00
	Master License Fees:	
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
	Mobile Home Parks and Recreational Vehicle Parks Fees:	
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 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	Entertainment License Fees:	
	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	Yard and Garage Sales Fees:	
	Yard and Garage Sales Permit (three per property per calendar year - Jan thru Dec)	\$10.00
5.65.120	Special Event Fees: 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	
5.45.410(L)	Wireless Communication Facilities Deposit: 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)	Small Wireless Facility:	
	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
CEMETERY FEES AND CHARGES		
	Grave Site Fees:	
2.65.060(A)	Adult Plot	\$883.26
	Infant Plot	\$386.43
	Cremation Plot	\$342.26
2.65.060(A)	Mausoleum Tomb Fees:	
	Adult Plot	\$1,464.01
	Infant Plot	\$1,464.01
	Cremation Plot	\$1,464.01
	Perpetual Care & Maintenance Fees:	
2.65.060(A)	Adult Plot	\$557.24
2.65.060(A)	Infant Plot	\$230.30
2.65.060(A)	Cremation Plot	\$185.21
2.65.060(A)	Interment Fees: (opening & closing) includes temporary marker	
	Adult Plot	\$708.82
	Infant Plot	\$292.59
	Cremation Plot (interment into cremation plot or into occupied single adult plot)	\$258.35
	Mausoleum Plot	\$298.10
2.65.060(A)(3)	First interred in a double deep adult plot (additional charge payable with the opening/closing cost of the first grave)	\$1,079.79
2.65.060(A)	Grave Liner Fees: (sales tax is required for grave liners)	

	Full Size	\$618.28
	Infant	\$337.85
	Cremation	\$252.83
	Extra Large Liner	\$717.65
	Removal of Remains Fees:	
	From one grave to another in Elmwood Opening and closing of two plots. *Requires replacement liner.	
2.65.060(B)	*Adult Plot	\$1,417.65
	*Infant Plot	\$585.17
	*Cremation Plot	\$516.70
	From Elmwood to be moved outside of Elmwood	
	Adult Plot	\$861.18
	Infant Plot	\$450.46
	Cremation Plot	\$298.10
	Marker & Vase Installation Fees: Maximum depth all markers 12"	
2.65.080(A)	Flat Markers up to and including 12" x 24"	\$370.97
2.65.080(B)	Flat Markers 12" x 25" up to and including 12" x 36"	\$450.46
2.65.080(C)	Flat Markers 12" x 37" up to and including 12" x 40"	\$523.33
2.65.080(E)	Upright Markers with base up to and including 24" long	\$523.33
2.65.080(F)	Upright Markers with base a over 24" and up to and including 36" long	\$596.21
2.65.080(G)	Upright Markers with base over 36" and up to and including 40" long	\$675.69
2.65.080(D)	Setting for each vase	\$44.17
	Other Burial Fees:	
2.65.090	Saturday or Non-City Workday Service	\$523.33
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)	Fire Service Fees:	
	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 DUI Cost Recovery-Emergency Response Annual Yakima Co. Fire District Cost Recovery Rates					Actual Cost		
	Fire Reports					\$15.00		
	First Aid/CPR Training (per person)					\$65.00		
	Fire Extinguisher Training (per person)					\$25.00		
8.08.040	False Alarm Fees:							
	First response					\$0.00		
	Each response in excess of one per year					\$50.00		
	Nuisance Alarm Fees:							
	First Response					\$0.00		
	Each response in excess of one per year					\$50.00		
	Fire Permit Fees:							
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	Detection and Suppression System Fees:							
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	Flammable/Combustible Liquid and Gas Storage Tank Fees:	
	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		
	Collection Fees and Late Charges:	
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.	
	Volume (Cubic Yards)	Plan Review
	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
		Permit Fee
		\$0.00
		\$18.73
		\$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,

	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	\$247.46 for the first 10,000 cy plus \$60.50 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	\$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)	Copy Charges per RCW 42.56.120:		
	(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
	Other Fees and Charges:		
	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)	Park Facilities Rentals:		
	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
PLANNING AND ZONING FEES AND CHARGES			
	Development Review Fees and Reimbursable Charges:		
17.24.020 & 2.85.030(D)	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. 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.		Minimum Deposit \$2,500
2.85.020	Planning & Zoning Fees and Charges:		
	Comprehensive plan amendment		\$300.00
	Substantial development permit under the shoreline master program		\$300.00
	Critical areas permit		\$100.00
14.10.010	SEPA - Environmental Review Fees:		
	Environment Checklist Review when public notice is stand alone		\$250.00
	Environment Checklist Review when public notice is combined with other required public notices		\$100.00

	Preparation of a Draft EIS				\$500.00
	Preparation of an EIS Scoping				\$200.00
	Preparation of a Final EIS				\$200.00
	Sign Permit - Zoning Review Fees:				
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)	Subdivision Qualified Exemption Application Fees:				
	First action				\$100.00
	Each additional action				\$25.00
	Subdivision Fees:				
	Short Plat: 2 to 6 lots				\$250.00
	Formal (long) Plat Application: 7 or more lots				\$300.00 plus \$15.00 per lot
	Extend preliminary plat deadline				\$100.00
	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)				\$300.00
17.16.050	Certificate of Zoning Compliance Certificate Fees:				
	New application				\$150.00
	Renewal				\$25.00
	Conditional Property Use Permit Fees:				
	Development Review Deposit Required				\$100.00
17.56	Special Property Use Permit Fees:				
	Development Review Deposit Required				\$100.00
	Mobile home parks Crematories Churches Fraternal Lodges	Grange halls Clubs Philanthropic Institutions	Schools Daycare Centers (not in home) Nursing Homes	Temporary facilities Permitted special uses in B3 zones.	\$350.00
TMC.56.050	Home occupations				
	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.				
	Variance Applications Fees: 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				\$50.00
15.15.320	Mobile home/RV park variances				
	Zoning Code Amendments: 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				\$400.00
	Amendment to zoning or subdivision ordinance text				\$300.00
17.24.030(E)	Similar use determination				
17.24.030(F)	Applicant's request for special planning commission meeting				
	Administrative appeal				\$300.00

	Reconsideration of hearing examiner decision	\$300.00
	Rescheduling by applicant of hearing before planning commission, hearing examiner or city council	\$150.00
17.26.080	Design District Planning Review	\$150.00
17.85.120	Application subject to Public Hearing	\$300.00
	Application subject to Administrative Review	\$50.00
	Application to Vacate Public Right of Way, plus applicable costs of appraisal, land and recording fees	\$300.00
POLICE AND LAW ENFORCEMENT FEES AND CHARGES		
1.16.040	Booking Fee	\$23.00
	Fingerprinting (Fee set by WA State DOL and WSP) Fees	
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
	Case Reports or Misc. Reports Fees	
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
	Accident Report Fees	
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
	Concealed Pistol License (Fee set by WA State DOL and WSP) Fees	
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
	False Alarm Fees:	
8.08.040	First response	\$0.00
8.08.040	Each response in excess of one per year	\$50.00
RECREATION AND SWIMMING PROGRAM FEES AND CHARGES		
2.75.010	Recreation Programs Fees:	
	Youth - resident	\$21.00
	Adult - resident	\$21.00
	Youth - nonresident	\$25.00
	Adult - nonresident	\$25.00
	Adult Fitness Class Fees:	
	Per session	\$3.00
	Per month	\$30.00
	Aquatics Fees:	
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	Pool Rental Fees:	
	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
	Aquatic Class Fees:	
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 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.	
SEWER PERMIT FEES AND CHARGES		
	Sewer Fees & Charges:	
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
STREET PERMIT FEES AND CHARGES		
	Road and Street Fees and Charges:	
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
	Storm and Surface Water Connection Fees:	

	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
WATER PERMIT FEES AND CHARGES		
	Water Fees & Charges:	
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
	Water Meter and Service Connection Fees:	
	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
	Fire Hydrant Meter Fees:	
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
	Other Water Fees and Charges:	
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
	Fire Sprinkler Suppression Fees: – monthly charge	
13.20.050	Inside City Limits	
	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	Outside City Limits	
	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
MASTER FEE SCHEDULE
Resolution 2022-34 Schedule B

ICC Building Valuation Data February 2022 - 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	309.06	298.66	291.64	250.58	263.98	255.82	272.02	244.08	237.02
A-1	Assembly, theaters without stage	282.85	272.45	265.42	254.37	327.77	229.61	245.81	218.59	210.80
A-2	Assembly, nightclubs	237.21	230.23	242.56	215.36	202.99	197.40	207.69	183.68	177.40
A-2	Assembly, restaurants, bars, banquet halls	236.31	229.23	222.56	214.36	200.99	196.40	206.69	181.68	176.40
A-3	Assembly, churches	286.90	276.49	269.47	258.42	242.23	243.07	249.86	223.05	215.26
A-3	Assembly, general, community halls, libraries, museums	244.77	234.37	226.34	216.29	198.94	191.79	207.73	179.77	172.98
A-4	Assembly, arenas	281.85	271.45	263.42	253.37	235.77	228.61	244.81	216.59	209.80
B	Business	240.90	232.07	223.51	214.08	194.91	187.36	205.68	172.02	164.34
E	Educational	257.70	248.89	242.35	231.09	216.47	205.54	232.92	189.21	183.31
F-1	Factory and industrial, moderate hazard	144.93	138.11	130.39	125.40	112.49	107.10	120.02	92.69	86.88
F-2	Factory and industrial, low hazard	143.93	137.11	130.39	125.40	112.49	106.10	119.02	92.69	85.88
H-1	High hazard, explosives	135.29	128.47	121.75	115.76	104.14	97.75	110.39	84.34	No permit
H-2, 3, 4	High hazard	135.29	128.47	121.75	115.76	104.14	97.75	110.39	84.34	77.53
H-5	HPM	240.90	232.07	223.51	214.08	194.91	187.36	205.68	172.02	164.34
I-1	Institutional, Supervised environment	244.45	236.08	229.06	219.82	202.16	196.58	220.10	181.25	175.81
I-2	Institutional, incapacitated, hospitals, nursing homes	401.22	392.40	383.83	374.40	254.29	No permit	366.00	331.40	No permit
I-3	Institutional, restrained	273.40	264.57	256.00	264.57	229.13	220.58	238.17	206.24	196.56
I-4	Institutional, day care facilities	244.45	236.08	229.06	219.82	202.16	196.58	220.10	181.25	175.81
M	Mercantile	177.02	196.94	163.27	155.07	142.48	137.88	147.40	123.17	177.89
R-1	Residential, hotels	246.94	238.56	231.54	222.30	204.35	198.77	222.58	183.44	178.00
R-2	Residential, multifamily	206.81	198.43	191.41	182.17	165.41	159.83	182.46	144.50	139.06
R-3	Residential, one and two-family	192.85	187.37	182.53	178.04	172.85	166.59	175.01	160.35	150.87
R-4	Residential, care or assisted living facilities	244.45	236.08	229.06	219.82	202.16	196.58	220.10	181.25	175.81
S-1	Storage, moderate hazard	134.29	127.47	119.75	114.76	102.14	96.75	109.39	82.34	76.53
S-2	Storage, low hazard	133.29	126.47	119.75	113.76	102.14	95.75	108.39	82.34	75.53
U	Utility, miscellaneous	104.98	99.04	93.31	89.21	80.44	74.45	85.33	63.42	60.43

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.

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

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	\$150.87
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	
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	
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



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 22-057

Meeting Date: July 11, 2022

Subject: Update Location of Temporary and Permanent Placement of Police Building

Attachments: None

Prepared by: John Clary, Chief of Police

Presented by: John Clary, Chief of Police and Shaun Burgess, Interim Public Works Superintendent

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

After an onsite visit and determining utility locations, it has been determined that the most cost-effective location for the temporary placement of the police portables is on the west side of the Fire Station. This is due to all needed utilities (except for power) are already located in the area, and it would be easier to bring the site back to its original condition when the buildings are taken away.

The onsite visit also determined that the permanent location of the police building would be better suited on the east side of the Visitor Center. This is due to the grade of that area requiring less excavation and there would be minimal disruption to the parking lot, green space, and walking path.

Fiscal Impact: No fiscal impact.

Recommendation: Motion to Approve locating the temporary police portables the west side of the Fire Department and locating the permanent police structure to the east side of the Visitor's Center, at Pioneer Park

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

Pioneer Park

Potential Locations

- 5,000sf

- 10,000sf

- 12,000 sf

- 7,500 sf

