



AMENDED
TOPPENISH CITY COUNCIL
STUDY SESSION AGENDA
JUNE 5, 2023 – 5:00 P.M.

1. Call To Order/Roll Call
2. Approve Agenda
3. New Employee Introduction
 - Maria Mayhue
4. Swimming Pool Update
5. **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.

6. AB 23-033: Discussion regarding Six-Year Street Improvement Plan
7. AB 23-034: [Proposed] Resolution 2023-24: Approve Suspension of May Utility Late Fee, Shut Off Fee and Utility Turn-off, and June Utility Late Fee
8. Adjournment

Next Regular Council Meeting will be on June 12, 2023



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 23-033

Meeting Date: June 5, 2023

Subject: 2024-2029 Six-Year Transportation Improvement Plan (TIP)

Attachments: 2024-2029 Six-Year Transportation Improvement Plan Exhibits

Prepared by: Dan Ford, PE – Public Works Director

Presented by: Dan Ford, PE and Stephanie Ray, PE from HLA Engineering

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

As part of the City's effort to provide for the proper and necessary development of a functional transportation network, the City shall, as required by State law (RCW 35.77.010), develop and adopt annually a Six-Year Transportation Improvement Program (Six-Year TIP) with such program acting as a guide for the coordinated development of the City's transportation system. The Six-Year TIP of the City specifically sets forth those projects and programs of both City and regional significance that benefit the transportation system and promote public safety and efficient multi-modal movement.

The Six-Year TIP is consistent with the City's Comprehensive Plan and can be adopted following one or more public hearings before the City Council.

Projects identified in the Six-Year TIP qualify for Federal and/or State funding. The proposed plan includes all types of multi-modal transportation projects. These projects are depicted in the attached document(s). The proposed Six-Year TIP represents those projects that are anticipated to be needed within the next six years. The Six-Year TIP is a planning document and although it does provide high level cost estimates, scheduling projects will be coordinated with available project funding, along with associated utility projects, and timing may be adjusted accordingly.

Update of the Six-Year TIP, and subsequent submission to the State, are statutory requirements, and while our local program is not required to be fiscally constrained, the program should be realistic.

This year's TIP update includes 14 projects. All of the projects have been reevaluated and revised with the latest information and staff's understanding of need.

The TIP update discussion will provide the opportunity for Council to clarify its goals of providing for an efficient and safe multi-modal transportation network for the citizens of Toppenish.

Once adopted, the updated Six-Year TIP will be submitted to the Washington State Secretary of Transportation by the deadline of July 1, 2023 as required by the RCW.

This plan will be presented to the public at the Regular Council Meeting on June 12, 2023 in the form of a public hearing.

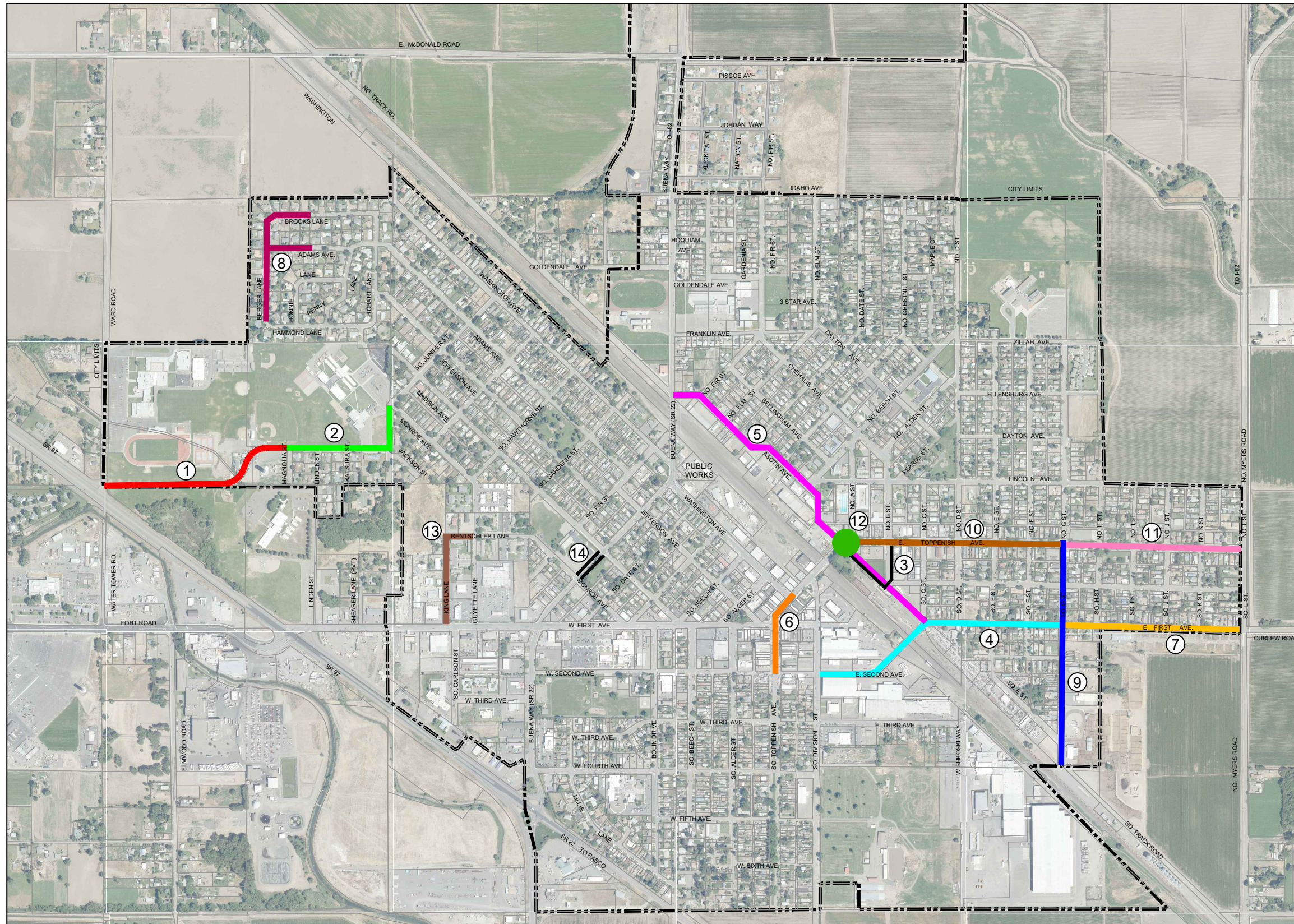
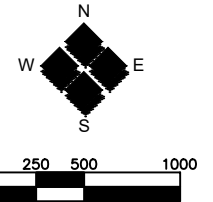
Fiscal Impact: None

Recommendation: Discussion

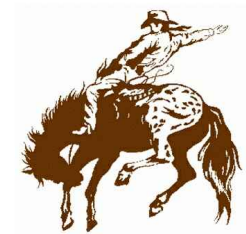
Alternatives: N/A

CITY OF TOPPENISH

2024-2029 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM



- ① JACKSON STREET EXTENSION
- ② S. JUNIPER STREET AND JACKSON STREET IMPROVEMENTS
- ③ MURAL ATTRACTION SIDEWALK IMPROVEMENTS
- ④ SECOND AND FIRST AVENUE RECONSTRUCTION IMPROVEMENTS
- ⑤ ASOTIN AVENUE REALIGNMENT IMPROVEMENTS
- ⑥ S. TOPPENISH AVENUE RECONSTRUCTION IMPROVEMENTS
- ⑦ 1ST AVENUE RECONSTRUCTION IMPROVEMENTS
- ⑧ BERGER LANE LOCAL IMPROVEMENT DISTRICT
- ⑨ G STREET RECONSTRUCTION IMPROVEMENTS
- ⑩ E. TOPPENISH AVENUE RECONSTRUCTION IMPROVEMENTS
- ⑪ E. TOPPENISH AVENUE RECONSTRUCTION IMPROVEMENTS
- ⑫ ASOTIN AVENUE INTERSECTION ROUNDABOUT IMPROVEMENTS
- ⑬ KING AND RENTSCHLER LANE LOCAL IMPROVEMENT DISTRICT
- ⑭ BUENA WAY SAFETY IMPROVEMENTS



City of Toppenish
2024 - 2029 Transportation Improvement Program

Project	Project Name	Potential Funding Source	Total Project Cost	Local Match	2024	2025	2026	2027	2028	2029
1	Jackson Street Extension	STBG	\$1,456,311	\$196,602	\$1,456,311					
2	S. Juniper Street and Jackson Street Improvements	TIB/SRTS	\$1,540,100	\$0	\$1,540,100					
3	Mural Attraction Sidewalk Improvements	TIB	\$314,525	\$31,453		\$80,500	\$234,025			
4	Second and First Avenue Reconstruction Improvements	TIB	\$3,230,500	\$323,050		\$372,750	\$2,857,750			
5	Asotin Avenue Realignment Improvements	STBG	\$4,967,000	\$670,546			\$100,000	\$538,500	\$200,000	\$4,128,500
6	S. Toppenish Avenue Reconstruction Improvements	TIB/STBG	\$1,553,500	\$155,350	\$179,250	\$1,374,250				
7	1st Avenue Reconstruction Improvements	TIB	\$2,366,000	\$236,600				\$273,000	\$2,093,000	
8	Berger Lane Local Improvement District	LID	\$2,220,010	\$0		\$256,155	\$1,963,855			
9	G Street Reconstruction Improvements	TIB	\$3,185,000	\$318,500					\$367,500	\$2,817,500
10	E. Toppenish Avenue Reconstruction Improvements	TIB	\$3,087,500	\$308,750			\$356,250	\$2,731,250		
11	E. Toppenish Avenue Reconstruction Improvements	TIB	\$2,619,500	\$261,950				\$302,250	\$2,317,250	
12	Asotin Avenue Intersection Roundabout Improvements	STBG	\$1,300,000	\$130,000		\$150,000	\$1,150,000			
13	King and Rentshler Lane Local Improvement District	LID	\$1,625,000	\$0	\$187,500	\$1,437,500				
14	Buena Way Safety Improvements	SRTS	\$500,500	\$50,050	\$57,750	\$442,750				



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 23-034

Agenda Item

7

Meeting Date: June 5, 2023

Subject: Suspend Utility Late Fee, Shut Off Fee and Utility Turn-off for May and Utility Late Fee for June

Attachments: Proposed Resolution 2023-24

Presented by: Heather Jobe, Administrative Services Director

Approved for Agenda By: Debbie Zabell, City Manager

Discussion:

An error in the April monthly billing (March 16 through April 15 usage) caused the utility bills to show a due date of May 25, 2023, instead of May 1, 2023, resulting in delayed payments by customers. That error has also delayed processing of the May monthly billing (April 16 through May 15), until issues with the April bill are remedied, resulting in the likelihood that customers will be receiving the May monthly billing (April 16 through May 15) bill up to 10 days late.

For the April billing (March 16-April 15) the city applied late fees on Tuesday May 16, 2023, to customers not on automatic bill pay. The city also applied shut-off fees on Monday, May 22, 2023. Based on the circumstances, staff is recommending a reversal of those charges and a waiver of water shut offs for outstanding April billings.

Because the city needs to correct those applied fees, the new bills cannot be processed accurately until the resolution of that process. The city would normally apply the \$10.00 utility late fee after 5:00 p.m. on Thursday, June 15. Based on this circumstance, and the utility customers receiving their utility bills up to 10 days late, staff is recommending Council waive the \$10.00 utility late fee.

Further compounding the issue of timely billing is the turn-over of the utility clerk position, a brand-new accounting manager with no utility billing experience, approximately 61 meters that still must be manually read, and an upload file that is still being manually formatted by Mueller.

Fiscal Impact: Approximate revenue loss of \$3,000.00 in the General Fund for the month of May 2023 and \$2,000 for June 2023.

Recommendation: Approve Resolution 2023-24 Authorizing the Suspension of the \$10.00 utility late fee, the \$20.00 shut off fee and utility turn-off for customers during the month of May 2023; and the suspension of the \$10.00 utility late fee for June 2023.

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

RESOLUTION 2023-24

**A RESOLUTION AUTHORIZING THE SUSPENSION
OF UTILITY LATE FEE AND UTILITY TURN-OFF
DURING THE MONTH OF MAY; AND
THE SUSPENSION OF THE UTILITY LATE FEE FOR JUNE 2023**

WHEREAS an error in the April monthly billing (March 16 through April 15 usage) caused the utility bills to show a due date of May 25, 2023, instead of May 1, 2023, resulting in delayed payments by customers; and

WHEREAS the City Council desires to suspend the \$10.00 utility late fee, the \$20.00 shut off fee, and water turn-off for the April monthly billing; and

WHEREAS such error has additionally resulted in the delay of processing the May utility bill (April 16 through May 15), until issues with the April bill are remedied; and

WHEREAS the City Council has been advised that the customers will be receiving the May monthly billing (April 16 through May 15) up to 10 days late; and

WHEREAS the City Council desires to suspend the \$10.00 utility late fee for the May monthly billing;

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

The City Council authorizes the suspension of the \$10.00 utility late fee, the \$20.00 shut off fee and the utility turn-off for customers during the month of May 2023; and the suspension of the \$10.00 utility late fee during the month of June 2023.

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

PASSED by the Toppenish City Council at its meeting held on June 5, 2023.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk