



**TOPPENISH CITY COUNCIL  
REGULAR MEETING AGENDA  
MAY 13, 2024 – 7:00 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION  
SPECTRUM CABLE CHANNEL 194

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**1. REGULAR SESSION CALL TO ORDER**

Pledge of Allegiance/Roll Call/Welcome

**2. APPROVE AGENDA**

**3. EMPLOYEE RECOGNITION**

- a. Swearing in of Police Captain Jonathan Schwarder

**4. 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.

**5. CONSENT AGENDA**

All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

- a. Approve Minutes of the April 22, 2024, Regular Meeting  
b. Approve Minutes of the May 6, 2024, Study Session  
c. Approve Payroll Checks Number 36655 through 36666 Electronic Transfers EFTPR3243 through EFTPR3254 in the total amount of \$208,530.01 dated May 7, 2024, and void NREFTPR3244  
d. Approve Claims Checks Number 98826 through 98926 and Electronic Transfer EFTAP377a, EFTAP391 through EFTAP395 in the total amount of \$273,808.78 dated May 13, 2024, and void Checks Number NR96772, NR98771, and NR98823

**6. NEW BUSINESS**

- a. AB 24-037 [Proposed] Ordinance 2024-10, Amending TMC Chapter 2.33 for the Budget and Finance Committee  
b. AB 24-038: Receive Overview of Gordon Thomas Honeywell Government Affairs Services  
c. Set June 10, 2024, as the Date for a Public Hearing for the Six-Year Transportation Improvement Program for Years 2025-2030

**7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

**8. ADJOURNMENT**

**NEXT REGULAR COUNCIL MEETING WILL BE HELD ON TUESDAY, MAY 28, 2024**

## *City of Toppenish Police Department*

### *OATH OF OFFICE*

*I, Jonathan Schwarzer, do solemnly swear, that I will support and defend the Constitution of the United States, and the Constitution of the State of Washington against all enemies, foreign and domestic; that I will bear true allegiance to the Constitution of the United States, to the State of Washington and to the statutes and ordinances of the City of Toppenish. I further solemnly swear that I will diligently discharge all orders and directions of the present, or future, Chief of Police and other superior officers appointed over me according to the rules and regulations of the City of Toppenish Police Department.*

*I further solemnly swear that I will serve honestly and faithfully in the performance of my duties as a police captain and will accept my commission as a symbol of authority and a mark of service to the people of this community.*

*Signed:* \_\_\_\_\_

*Date:* May 13, 2024.

*Subscribed and sworn to before me this 13th day of May, 2024.*

\_\_\_\_\_  
*Heidi Rijoas, CMC, City Clerk*

**TOPPENISH CITY COUNCIL  
Regular Meeting Minutes  
April 22, 2024**

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

**ROLL CALL**

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Duval, George Garcia, Josh Garza, Ezequiel Morfin, and Cristian Sanchez  
Staff: Interim City Manager Dan Ford (ICM Ford), City Attorney Gary Cuillier, Budget and Finance Director Adam Vaughn (FD Vaughn), Chief of Police Joseph Mehline, Interim Public Works Director Shaun Burgess, City Clerk Heidi Riojas (CC Riojas), and Community Television Manager Sean Davido

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

**APPROVE AGENDA**

Councilmember Sanchez moved, seconded by Councilmember Morfin to approve the April 22, 2024, Agenda. Motion carried unanimously.

**PUBLIC COMMENT**

Alexander Mejia, 402 Bolin Drive, Toppenish, expressed his appreciation to the police and fire personnel who responded to his house and spoke to public safety concerns

Dennis Lee, 1121 Queen Avenue, Yakima, spoke to public safety concerns impacting businesses in the downtown area.

**CONSENT AGENDA**

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

- a. Approve Minutes of the April 8, 2024, Regular Meeting
- b. Accept Minutes of the April 15, 2024, Public Safety Committee Meeting
- c. Approve Payroll Checks Numbers 36642 through 36654 and Electronic Transfers EFTPR3227 through EFTPR3242 in the total amount of \$341,335.91 dated April 19, 2024
- d. Approve Claims Checks Numbers 98756 through 98825 and Electronic Transfer EFTAP389 and EFTAP390 in the total amount of \$237,979.47 dated April 22, 2024, and void Check NR98743

Motion carried unanimously.

## NEW BUSINESS

**Mayor Saavedra Read Ordinance 2024-03 into the Record: An Ordinance Amending Chapter 3.43 of the Toppenish Municipal Code, Imposing an Additional Quarter Percent Real Estate Excise Tax, Providing for Severability, Corrections, and Establishing an Effective Date.**

Mayor Pro Tem Belton moved, seconded by Councilmember Duval to adopt Ordinance 2024-03. Motion carried. Councilmember Garcia voted no.

**Mayor Saavedra Read Ordinance 2024-04 into the Record: An Ordinance Amending Chapter 12.18 of the Toppenish Municipal Code, by Imposing a \$40 Vehicle Fee Authorized RCW 82.80.140, Providing for Severability, Corrections, and Establishing an Effective Date.**

Mayor Pro Tem Belton moved, seconded by Councilmember Garcia to modify Ordinance 2024-04 to reduce the increase to \$10 and bring it back to Council. Motion carried unanimously.

**Mayor Saavedra Read Ordinance 2024-05 into the Record: An Ordinance Adjusting Water Rates by Amending Section 13.16.040 of the Toppenish Municipal Code, Providing for Severability, Corrections, and Establishing an Effective Date.**

Mayor Saavedra moved, seconded by Mayor Pro Tem Belton to adopt Ordinance 2024-05. Motion carried. Councilmember Garcia voted no.

**Mayor Saavedra Read Ordinance 2024-06 into the Record: An Ordinance Adjusting Sewer Rates by Amending Sections 13.44.025, 13.44.030, 13.44.040 And 13.44.045 of the Toppenish Municipal Code, Providing for Severability, Corrections, and Establishing an Effective Date.**

Mayor Pro Tem Belton moved, seconded by Councilmember Duval to adopt Ordinance 2024-06. Motion carried. Councilmembers Garcia, Morfin, and Sanchez voted no.

**Mayor Saavedra Read Ordinance 2024-07 into the Record: An Ordinance Adjusting Solid Waste Rates by Amending Section 8.10.170 of the Toppenish Municipal Code, Providing for Severability, Corrections, and Establishing an Effective Date.**

Councilmember Morfin moved, seconded by Councilmember Sanchez to forward Ordinance 2024-07 to the May 6, 2024, Study Session. Motion carried. Mayor Saavedra, Mayor Pro Tem Belton, and Councilmember Duval voted no.

**Mayor Saavedra Read Ordinance 2024-08 into the Record: An Ordinance of the City of Toppenish, Washington, Amending Certain Sections of Chapter 2.30 of the Toppenish Municipal Code for the Planning Commission, to Provide for Severability, Corrections, and an Effective Date.**

Councilmember Morfin moved, seconded by Mayor Pro Tem Belton to adopt Ordinance 2024-08. Motion carried unanimously.

**Resolution 2024-21: A Resolution Approving Professional Services Contract for Interim City Manager.**

Councilmember Duval moved, seconded by Mayor Pro Tem Belton to approve Resolution 2024-21. Motion carried unanimously.

**Resolution 2024-22: A Resolution Approving a License and Services Agreement Between Tyler Technologies, Inc. and the City of Toppenish, Washington, for Financial and Other City Software Through Sourcewell Contract Numbered #090320-TTI**

Mayor Pro Tem Belton moved, seconded by Councilmember Garza to approve Resolution 2024-22. Motion carried unanimously.

**Resolution 2024-23: A Resolution Authorizing the City Manager to Submit an Application to Yakima Valley Conference of Governments for a Surface Transportation Block Grant in the Amount of \$3,958,000 for the South Toppenish Avenue Reconstruction Improvements Project.**

Councilmember Duval moved, seconded by Councilmember Sanchez to approve Resolution 2024-23. Motion carried unanimously.

**Select Three Councilmembers to Serve on the Budget and Finance Committee for 2024 and 2025.**

Councilmembers Morfin, Duval, and Garica agreed to serve on the Budget and Finance Committee for 2024 and 2025.

**COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

Councilmember Garcia had nothing to report.

Councilmember Sanchez reported his attendance at the Public Safety Committee (PSC) meeting on April 15, 2024.

Councilmember Garza had nothing to report.

Councilmember Duval reported her attendance and appreciation to the people who participated in the Community Safety Network cleanup on April 20, 2024. She noted that soccer was underway and thanked the volunteers for helping out. Also, she reported that the PSC meeting was held on April 15, 2024, and encouraged the public to share their public safety concerns by attending the next PSC meeting on May 20, 2024.

Councilmember Morfin had nothing to report.

Mayor Pro Tem Belton had nothing to report.

Mayor Saavedra reported her attendance at the Mayors' meeting and will be welcoming the participants at the Central Washington Junior Livestock Show.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 8:02 p.m.

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ELPIDIA SAAVEDRA, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL  
Study Session Minutes  
May 6, 2024**

**CALL TO ORDER**

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

**ROLL CALL**

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

Staff Present: Interim City Manager Dan Ford (ICM Ford), City Attorney Gary Cuillier, Chief of Police Joseph Mehline, Fire Chief Tim Smith, Budget and Finance Director Adam Vaughn (FD Vaughn), Interim Public Works Director Shaun Burgess, City Clerk Heidi Riojas, and Human Resources Generalist Mary Beltran (HRG Beltran)

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

**APPROVE AGENDA**

Councilmember Morfin moved, seconded by Councilmember Sanchez to approve the May 6, 2024, Agenda. Motion carried unanimously.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**Mayor Saavedra Read Ordinance 2024-04 into the Record: An Ordinance Amending Chapter 12.18 of the Toppenish Municipal Code, by Imposing a \$40 Vehicle Fee Authorized by RCW 82.80.140, Providing for Severability, Corrections, and Establishing an Effective Date.**

Councilmember Morfin moved, seconded by Councilmember Duval to adopt Ordinance 2024-04. Motion carried. Councilmembers Garcia, Garza, and Sanchez voted no.

**Mayor Saavedra Read Ordinance 2024-07 into the Record: An Ordinance Adjusting Solid Waste Rates by Amending Section 8.10.170 of the Toppenish Municipal Code, Providing for Severability, Corrections, and Establishing an Effective Date.**

Mayor Pro Tem Belton moved, seconded by Councilmember Morfin to adopt Ordinance 2024-07. Motion carried unanimously.

**NEW BUSINESS**

**Mayor Saavedra Read Ordinance 2024-09 into the Record: An Ordinance of the City of Toppenish, Washington, Amending Chapter 2.32 of the Toppenish Municipal Code for the Public Safety Committee, to Provide for Severability, Corrections, and an Effective Date.**

Councilmember Sanchez moved, seconded by Councilmember Duval to adopt Ordinance 2024-09. Motion carried unanimously.

**Resolution 2024-24: A Resolution Approving Professional Services Agreement for Hearing Examiner Services.**

Councilmember Duval moved, seconded by Councilmember Morfin to approve Resolution 2024-24. Motion carried unanimously.

**DISCUSSION OF PLANNING COMMISSION APPOINTMENTS**

ICM Ford noted that during the April 22, 2024, the Council adopted Ordinance 2024-08, to reduce the membership of the Planning Commission from seven to five members. The next step is for the Selection Committee, which consists of Mayor Pro Tem Belton, and Councilmembers Duval and Garcia, to review the applicants to then make recommendations for appointments to serve on the Planning Commission.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 5:54 p.m.

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ELPIDIA SAAVEDRA, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK



# Payroll Check Register

Payroll for Period: 4/16-4/30, 2024

Fund Number	Description	Amount
001-000-011	Legislative	\$3,077.16
001-000-014	Finance, Record	\$13,445.02
001-000-018	Central Services, Personnel Services	\$11,919.24
001-000-021	Law Enforcement	\$48,541.58
001-000-022	Fire Services	\$32,406.14
001-000-024	Protective Inspections	\$3,132.64
001-000-058	Planning and Community Development	\$1,243.45
001-000-071	Recreational Services	\$2,963.13
001-000-076	Pool, Park Facilities	\$5,323.03
030-000-021	Criminal Justice Fund	\$24,867.14
050-000-000	Special Projects Fund	\$794.70
101-000-000	Street Fund	\$4,704.05
108-000-000	Cemetery Fund	\$3,291.70
157-000-000	Cable TV Fund	\$4,481.93
401-000-000	Water Fund	\$16,001.42
403-000-000	Wastewater Fund	\$19,486.55
405-000-000	Solid Waste Fund	\$12,851.13
<b>Grand Total</b>		<b>\$208,530.01</b>

### Payroll Checks

Payroll Checks 36655-36666, Electronic Transfers EFTPR3243-EFTPR3254, and NREFTPR3244.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Adam Vaughn, Finance Director

May 9, 2024

Date

# Accounts Payable Check Register

May 13, 2024

Number	Vendor Name	Account Description	Amount
98826	Dell Marketing L.P.	Computer Equipment - Police	\$6,358.61
98827	True North Equipment	Capital Purchase - Fire Equipment	\$577.18
98828	N-able Technologies LTD	IT Services - Building	\$47.39
		IT Services - City Clerk	\$43.57
		IT Services - Customer Service	\$28.67
		IT Services - Finance	\$396.41
		IT Services - Fire	\$131.05
		IT Services - Legislative	\$101.82
		IT Services - MVTV	\$155.90
		IT Services - Parks	\$7.14
		IT Services - Personnel	\$122.58
		IT Services - Police	\$1,289.26
		IT Services - PW Admin	\$231.48
		IT Services - Recreation	\$21.39
		IT Services - Sewer Treatment	\$90.16
		IT Services - Solid Waste Operations	\$3.57
		IT Services - Water Operations	\$96.90
		Software Subscriptions	\$976.03
		Check Total:	\$3,743.32
98829	Castaneda, Ryan	Travel	\$177.00
98830	Fry, Gloria	Travel	\$59.00
98831	Trevor Pottle	Travel	\$177.00
98832	Vanderhoof, Jordan	Travel	\$177.00
98833	Department of Licensing	Weapon Permit - DOL License	\$57.00
98834	3B Apparel and Design	Uniforms & Clothing	\$108.00
98835	Alba Enterprises	Professional Services - Interpreting/Translation Services	\$300.00
98836	Amazon Capital Services	Capital Purchase - Equipment	\$944.85
		Computer Equipment - PW Office	\$25.81
		Office & Operating Supplies	\$185.21
		Operating/Maint. Supplies	\$90.08
		Operating/Maint. Supplies - Park Facilities	\$90.08
		Operating/Maintenance Supplies - General	\$538.82
		Personal Protective Equipment	\$49.66
		Range Supplies	\$308.24
		Service Repair/Maintenance Parks	\$1,221.69
		Small Tools & Minor Equipment	\$107.98
		Check Total:	\$3,562.42
98837	Association Of Washington Cities	Memberships- Registrations - Subscriptions	\$345.00
98838	Basin Express, LLC	Operating/Maintenance Supplies - General	\$18.20
98839	BCR Environmental Corporation	Rentals	\$15,000.00

98840	Blue Sky Market	Operating/Maintenance Supplies - General	\$14.99
98841	Cascade Columbia Distribution	Chemicals	\$8,306.28
98842	Cascade Fire Protection Co.	Professional Services	\$1,060.00
98843	Cascade Natural Gas Corp.	Fuel For Heating	\$38.91
		Fuel for Heating - City Hall	\$106.13
		Fuel for Heating - Fire	\$142.16
		Fuel for Heating - Parks	\$2.12
		Fuel for Heating - Police	\$296.14
		Check Total:	\$585.46
98844	Central Machinery Sales, Inc.	Repair & Maintenance Vehicles	\$3,901.94
98845	CenturyLink	Telephone	\$896.91
		Telephone - Utility Billing	\$81.53
		Check Total:	\$978.44
98846	CenturyLink	Telephone	\$2,360.79
98847	Chandler Distributing Co. Inc.	Operating/Maintenance Supplies - Vehicles	\$349.79
98848	Charter Communications	Internet	\$744.99
		Internet & Cable MVTV	\$192.37
		Internet & Cable City Hall	\$155.86
		Internet & Cable Fire Department	\$179.98
		Internet & Cable Police Department	\$0.63
		Internet & Cable Recreation	\$149.98
		Check Total:	\$1,423.81
98849	Cintas Corporation #605	Personal Protective Equipment	\$34.43
		Rentals	\$24.40
		Uniform Cleaning	\$660.48
		Check Total:	\$719.31
98850	City of Sunnyside - Finance Dept.	Corrections Services Sunnyside	\$10,395.00
98851	City of Toppenish	City Utility Service - Fire	\$360.94
		City Utility Service - Police	\$771.88
		City Utility Services	\$361.89
		City Utility Services - Cemetery	\$92.90
		City Utility Services - City Hall	\$392.68
		City Utility Services - Parks	\$409.05
		City Utility Services - Treatment Plant	\$305.98
		City Utility Services - Welcome Center	\$163.91
		Check Total:	\$2,859.23
98852	Code Publishing, LLC	Codification Services	\$203.04
98853	Correct Equipment, Inc.	Repair & Maintenance Equipment	\$15,698.45
98854	Cummins Inc.	Service Repair/Maintenance Vehicles	\$39.78
98855	Department of Commerce	Intergovernmental Loan Interest - PWTF #7 PW-05-691-PRE-138	\$410.47
		Intergovernmental Loan Principal - PWTF #7 PW-05-691-PRE-138	\$41,046.51
		Check Total:	\$41,456.98
98856	Department of Ecology Cashiering Unit	Intergovernmental Loan Interest - EL150107	\$500.91
		Intergovernmental Loan Principal - EL150107	\$1,810.30

		Miscellaneous Fees & Charges	\$294.19
		Check Total:	\$2,605.40
98857	Department of Licensing	Weapon Permit - DOL License	\$57.00
98858	Dept. Of Transportation	Service Repair & Maintenance Equipment - Traffic Control Devices	\$144.10
98859	DeVries Business Records Management, Inc.	Professional Services	\$23.02
98860	Elwood Staffing Services, Inc.	Professional Services - Seasonal Help	\$2,353.02
98861	Employment Security Dept.	Unemployment Compensation	\$927.60
98862	FCS Group	Professional Services	\$11,332.50
98863	Fernando Guzman	Recreation Program Fees - Inside	\$21.00
98864	Good To Go!	Travel	\$8.00
98865	Government Finance Officers Association	Memberships- Registrations - Subscriptions	\$170.00
98866	Gray & Osborne, Inc.	Professional Services - New Police Building	\$899.81
98867	Gregoria Vasquez	Travel	\$202.00
98868	Hach Company	Chemicals	\$1,809.06
98869	Hanks, Michael E	Professional Services	\$155.00
98870	HLA Engineering and Land Surveying, Inc.	Legal Services	\$636.00
		Professional Services	\$3,650.25
		Check Total:	\$4,286.25
98871	Howard's Tire Factory Inc	Repair & Maintenance - Vehicles	\$99.90
98872	Ideal Lumber & Hardware, Inc.	City Utility Services - City Hall	\$43.09
		Graffiti Program Supplies	\$31.91
		Office & Operating Supplies	\$1.18
		Operating Maintenance Supplies - General	\$138.25
		Operating/Maint. Supplies	\$46.99
		Operating/Maint. Supplies - General	\$13.89
		Operating/Maint. Supplies - Park Facilities	\$196.16
		Operating/Maintenance Supplies - General	\$460.43
		Operating/Maintenance Supplies - Vehicles	\$81.45
		Recreation Program Costs	\$129.26
		Service Repair/Maintenance	\$105.43
		Service Repair/Maintenance - Fire Dept Building	\$88.82
		Service Repair/Maintenance 50% Rec Bldg.	\$119.10
		Service Repair/Maintenance City Hall	\$64.34
		Service Repair/Maintenance Equipment	\$5.67
		Service Repair/Maintenance Flag Plaza	\$67.39
		Service Repair/Maintenance MVTV Bldg	\$6.46
		Service Repair/Maintenance Parks	\$184.98
		Service Repair/Maintenance Police Dept Bldg	\$133.17
		Service Repair/Maintenance Pool	\$42.11
		Service Repair/Maintenance Rec Bldg	\$99.97
		Service Repair/Maintenance Vehicles	\$17.62

		Small Tools & Minor Equipment	\$689.18
		Check Total:	\$2,766.85
98873	Intermedia.net Inc.	Telephone	\$286.44
98874	Intermountain Cleaning Service, Inc.	Janitorial Services - Public Works	\$160.77
98875	J.P. Cooke Company	Office & Operating Supplies	\$123.35
98876	James Andrews	LEOFF Out Pocket Medical	\$3,000.00
98877	Jayden Sanchez	Recreation Program Costs	\$500.00
98878	Johnson Controls Security Solutions LLC	Alarm Monitoring	\$2,009.94
98879	Kazcade Engraving & Trophies	Office & Operating Supplies	\$25.92
98880	Kerr Ferguson Law, PLLC	Legal Services	\$300.00
98881	Law Office of Gary M. Cuillier	Legal Services	\$1,160.50
		Legal Services - City Attorney	\$3,061.75
		Professional Services - Legal Services	\$772.75
		Check Total:	\$4,995.00
98882	Life-Assist, Inc.	Operating/Maint Supplies - General	\$67.45
98883	Mansfield Alarm Co. Inc.	Alarm Monitoring	\$185.32
98884	Maribel Reyna	Recreation Program Fees - Inside	\$42.00
98885	McKinney Commercial Glass & Door LLC	Service Repair/Maintenance City Hall	\$7,245.74
98886	Mobile Modular	Police Station Rent	\$12,931.70
98887	Moon Security Service, Inc.	Alarm Monitoring	\$134.15
98888	Morton & Sons, Inc.	Service Repair/Maintenance Parks	\$11,681.28
98889	Municipal Emergency Services Inc.	Small Tools & Minor Equipment	\$765.34
98890	ODP Business Solutions, LLC	Office & Operating Supplies	\$154.30
		Operating Maintenance Supplies - General	\$48.13
		Check Total:	\$202.43
98891	OmniSite	IT Services - Sewer Operations	\$192.27
98892	One Call Concepts, Inc.	Professional Services	\$30.42
98893	O'Reilly Auto Parts	Operating/Maintenance Supplies - General	\$14.21
		Operating/Maintenance Supplies - Vehicles	\$147.37
		Repair & Maintenance - Vehicles	(\$192.83)
		Service Repair/Maintenance Vehicles	\$37.96
		Check Total:	\$6.71
98894	Orkin, LLC	Service Repair/Maintenance - Fire Dept Building	\$90.72
98895	Oxarc, Inc.	Chemicals	\$58.97
98896	Pacific Office Automation	Photocopies	\$207.05
		Photocopies - WWTP	\$8.58
		Rentals	\$37.65
		Check Total:	\$253.28
98897	Pacific Power & Light Co.	Electricity - City Hall	\$312.97
		Electricity - Fire	\$458.16
		Electricity - Police	\$1,033.96
		Electricity - Recreation	\$144.82
		Electricity - Swimming Pool	\$186.30

		Check Total:	\$2,136.21
98898	Pacific Power & Light Co.	Electricity	\$6,219.54
		Electricity - Cemetery	\$83.02
		Electricity - Parks	\$413.10
		Electricity - Street Lights	\$4,836.25
		Electricity - Traffic Signals	\$252.54
		Lift Station Electricity	\$477.93
		WWTP Electricity	\$10,076.44
		Check Total:	\$22,358.82
98899	Pacific Steel & Recycling	Service Repair/Maintenance	\$1,103.76
98900	Pollos Car Audio LLC	Service Repair/Maintenance Vehicles	\$594.00
98901	Precision Ag Repair Inc.	Service Repair/Maintenance Vehicles	\$102.66
98902	PROCOM LLC	Pre-Employment Services	\$50.00
98903	Public Safety Testing, Inc	Pre-Employment Services	\$204.00
98904	Rathbun Iron Works, Inc.	Operating/Maintenance Supplies - Vehicles	\$43.52
		Repair & Maintenance Equipment	\$541.86
		Service Repair/Maintenance Vehicles	\$55.81
		Check Total:	\$641.19
98905	Ruggles Auto Repair, Inc	Service Repair/Maintenance Vehicle	\$1,410.17
98906	Schreiner Title Company	Sewer Sales Residential	\$87.58
		Solid Waste Services	\$22.52
		Water Sales Residential	\$44.38
		Check Total:	\$154.48
98907	Screening Mimies	Personal Protective Equipment	\$1,049.43
98908	Sound Uniform Solutions	Uniforms & Clothing	\$606.42
98909	Sunnyside Sun Media LLC	Advertising	\$81.00
98910	The Bunker Tri-Cities LLC	Personal Protective Equipment	\$904.38
98911	The Janitor's Closet	Office & Operating Supplies	\$242.06
98912	U.S. Bank Safekeeping	Banking Fees & Charges	\$26.00
98913	Valley Dust and Ice LLC C/O Marvin Goldade	Utility Deposits	\$900.00
98914	VESTIS	Rentals	\$68.51
98915	Vision Municipal Solutions, LLC	Postage	\$1,232.25
		Professional Services	\$2,338.21
		Check Total:	\$3,570.46
98916	Washington Fire Chiefs	Memberships- Registrations - Subscriptions	\$816.00
98917	Washington State Patrol	Recreation Program Costs	\$231.00
98918	Wells Fargo Vendor Fin Serv	Rentals	\$227.53
98919	Wheeler Rock Products LLC	Service Repair/Maintenance Parks	\$996.63
98920	Yakima Bindery & Printing Co	Office & Operating Supplies	\$144.61
98921	Yakima County Auditor	Election Costs	\$12,751.68
98922	Yakima County Department of Corrections	Corrections Services Yakima County	\$17,887.52
		Medical Services	\$4.85
		Check Total:	\$17,892.37
98923	Yakima County Fire District 5	Operating/Maint Supplies - General	\$219.62
		Professional Services	\$315.25
		Service Repair/Maintenance Vehicles	\$1,631.90

		Service/Maintenance Agreements	\$186.72
		Check Total:	\$2,353.49
98924	Yakima County GIS	IT Services - Community Dev	\$85.00
98925	Yakima Herald Republic	Advertising	\$44.70
		Pre-Employment Services	\$59.40
		Check Total:	\$104.10
98926	Yakima Waste Systems, Inc.	Recycling & Shred Services	\$22.38
EFTAP377a	Washington State Department of Revenue	Excise Taxes	(\$17.65)
EFTAP391	City of Toppenish	Prior Period Adjustment	\$1,310.20
EFTAP392	USDA RD DCFO Loan Payment (EFT)	Intergovernmental Loan Interest USDA/RD	\$5,062.72
		Intergovernmental Loan Principal USDA/RD	\$6,789.28
		Check Total:	\$11,852.00
EFTAP393	Invoice Cloud (EFT)	On-Line Utility Payment Charges	\$533.00
EFTAP394	Safeguard Business Systems	Deposit Tickets	\$162.77
EFTAP395	Invoice Cloud (EFT)	On-Line Utility Payment Charges	\$562.20
NR96772	Dell Marketing L.P.	Computer Equipment - Police	(\$6,358.61)
NR98771	Department of Licensing	Weapon Permit - DOL License	(\$54.00)
NR98823	Yakima Herald Republic	Advertising	\$102.20
		Advertising - Capital	\$70.00
		Check Total:	(\$172.20)
<b>Grand Total</b>			<b>\$273,808.78</b>

Accounts Payable Checks 98826-98926, and EFTAP377a, EFTAP391-EFTAP395 and voided checks NR96772, NR98771, NR98823

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

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Adam Vaughn, Finance Director

May 10, 2024



**CITY OF TOPPENISH**  
**REQUEST FOR COUNCIL ACTION**  
**Agenda Bill No.: 24-037**

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**Meeting Date:** May 13, 2024

**Subject:** Amending Toppenish Municipal Code Chapter 2.33 - Budget and Finance Committee

**Attachments:** Ordinance 2024-10

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

**Approved For Agenda By:** Dan Ford, Interim City Manager

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**Discussion:**

During the May 6, 2024, Study Session, the City Council received an update that staff will be presenting a proposed ordinance amending the Budget and Finance Committee to have the City staff be consistent with the changes to the Public Safety Committee.

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**Fiscal Impact:** No Fiscal Impact.

**Recommendation:** Adopt Ordinance Amending Toppenish Municipal Code Section 2.33 for the Budget and Finance Committee.

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



ORDINANCE 2024-10

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON, AMENDING CHAPTER 2.33 OF THE TOPPENISH MUNICIPAL CODE FOR BUDGET AND FINANCE COMMITTEE, PROVIDING FOR SEVERABILITY, CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS the Toppenish City Council has decided to make adjustments to the staffing to serve the Budget and Finance Committee in an effort to better serve the needs of the community,

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

Section 1: Section 2.33.070 of the Toppenish Municipal Code is amended as follows:

**2.33.070 City Staff.**

Attendance by City staff at Committee meetings shall be determined by the meeting agenda and the City Manager, who shall require such City personnel to attend as shall best serve the needs of the Committee with its deliberation of the topics on the meeting agenda. Unless excused by the Committee, the Budget and Finance Director, ~~Deputy City Clerk, and the City Manager, or designee,~~ shall attend all Committee meetings.

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

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

Section 4. Effective Date: That this Ordinance shall be effective five (5) days after passage, approval and publication as required by law.

PASSED by the Toppenish City Council at its regular meeting held on the \_\_\_\_ day of May, 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
GARY M. CUILIER, City Attorney



**CITY OF TOPPENISH**  
**REQUEST FOR COUNCIL ACTION**  
**Agenda Bill No.: 24-038**

**Agenda Item**  
**6b**

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**Meeting Date:** May 13, 2024

**Subject:** Government Affairs Services Presentation from Gordon Thomas Honeywell Government Relations

**Attachments:** PD & WWTP Draft Fact Sheets

**Presented by:** Dan Ford, Interim City Manager

**Approved For Agenda By:** Dan Ford, Interim City Manager

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**Discussion:**

Briahna Murray and Holly Sanabria from Gordon Thomas Honeywell Government Relations (GTH) will present on their efforts associated with two of the biggest Capital Improvement Projects currently facing the City.

The is City facing large funding obstacles associated with required improvements to the Waste Water Treatment Plant (WWTP) and the construction of a new Police Facility. Services from Gordon Thomas Honeywell are in place to assist actively representing this need to the Washington State's legislature.

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**Fiscal Impact:** No additional impact as (GTH) is already under contract for this work.

**Recommendation:** Discussion

**Alternatives:** N/A



***City of Toppenish***  
***Police Station Facilities***

*21 West 1<sup>st</sup> Ave*  
*Toppenish, WA*

**CONTACT INFORMATION:**

**509-509-865-6319 (City Administration)**

**City of Toppenish:** Mayor Elpidia Saavedra  
**Police Chief:** Joseph Mehline

**Interim City Manager:** Dan Ford P.E.  
**Budget and Finance Director:** Adam Vaughn

Toppenish is a small city with a population of 8,854 in eastern Yakima County, the City is located within the bounds of the Yakama Indian Nation Reservation. Toppenish was officially incorporated on April 29, 1907.

The Toppenish Police Department currently has (14) commissioned officers and (3) professional staff which make up the following divisions: Administration, Animal Control, Domestic Violence and Sexual Assault, Investigations Unit, Field Operations Division, Records Unit, and Corrections. Until recently the Police Department was housed in an assemblage of buildings constructed in the 1910s through 1920s, located at 1 West 1st Avenue. The facility was closed in August of 2023 due to unsafe conditions. The unsafe conditions at the 1st Avenue property were well documented (KIMA CBS Yakima, April 18, 2022; NBC Right Now News, December 5 2022) and were documented in a May 2022 Hazardous Materials Inspection Report (Fulcrum Environmental Consulting, Inc.). Recently the Department moved to a temporary facility which consists of a series of linked 60'x60' pre-engineered portable buildings located within the City's Pioneer Park adjacent the Toppenish Fire Department.

The Toppenish Police Department is in need of a permanent home to best achieve its mission of protection of constitutional guarantees, public safety, maintenance of public order, crime prevention and suppression, and dutiful response to the needs of the community. The current infrastructure is insufficient to handle the increasing crime rate and the growing demands of the population. A new building would facilitate better coordination and collaboration with community stakeholders and law enforcement partners. Further, a modern public safety building will serve as a community hub for public safety education and outreach, strengthening the bond between law enforcement and our community. With this facility, the City aims to ensure that Toppenish becomes a safe, inviting place for families, businesses, and visitors. The Department has visions of becoming a regional facility where collaboration with other law enforcement agencies could occur such as Yakama Nation Tribal Police, Yakima County Sheriff's office, and the Federal Bureau of Investigations. Not only to work for the greater safety of the City of Toppenish, but also the surrounding County and Reservation lands.

The 2022 Annual Report published by the Washington Association of Sheriffs and Police Chiefs (2023) compiled data from 281 statewide law enforcement agencies, ranking Toppenish with the fifth-highest crime rate per 1,000 residents at 151. This statistic supports the critical need for a new police facility to enhance public safety within the community. A modernized police facility will improve investigative processes, especially during interviews, providing infrastructure that would comply with best practices for evidence handling, and assist with supporting victims' families, which are vital components that the City needs to accommodate.

The City is in the process of completing an architectural feasibility study that explores the reuse of the existing site, the purchase and remodel of an existing building as well as a new building. The City has worked through the planning and architectural programming to determine the most cost-effective solution to the problem. Based on the study's findings, the most cost-effective approach is to build a new 10,000 SF facility in the downtown area. The existing site will be repurposed for maintenance, impound and evidence storage.

The total cost of the project has been estimated to be \$10,500,000. The City does not have the reserve funds nor the capacity to incur significant debt to fund the much-needed project. The City struggles to meet its yearly obligations due to a variety of unfunded mandates and its location within the Yakama Nation which subjects the City to unique federal regulatory oversight, which is costly, and puts further strain on the finances of the City and its citizens.

**City of Toppenish at A Glance:**

- 8900 Residents served by the City of Toppenish's Police Department
  - 63.57 % of the population is Low-to Moderate Income per HUD Standards
  - 82% of the population is minority.
  - All students at the public schools are on free and reduced lunch programs.

## *City of Toppenish*

### *Wastewater Treatment Facility – Solids Handling Improvements*

**City of Toppenish:** Mayor Elpidia Saavedra

**Interim City Manager:** Dan Ford P.E.

**Public Works Superintendent:** Shaun Burgess

**Budget and Finance Director:** Adam Vaughn

The City of Toppenish owns and operates a wastewater treatment facility (WWTF) that serves the City of Toppenish, a Yakama Indian Nation (YIN) Housing Authority residential park, and, on a part-time basis, the YIN Complex (Nation Offices/Headquarters). Due to the City's location on the YIN Reservation, the City is issued an NPDES discharge permit at the federal level by EPA's Region 10. The City's wastewater is treated and the liquid stream is discharged to the Toppenish Drain which eventually flows to the Yakima River.

The City has recently completed a Facility Plan Amendment to evaluate the solids handling system. The City's solids treatment facilities are largely over 27 years old with some components over 50 years old. The City's boiler/heat exchanger has failed beyond repair and in addition several pumping operations have failed due to the City's inability to procure sufficient parts for repair (many of the parts are no longer manufactured). As a result, the City has struggled to properly process solids which has caused numerous plant upsets and permit violations. This project will include the design of a new boiler/heat exchanger building, new primary digester roof, new gas handling system and a new gas scrubber treatment system. In addition to the solids handling facilities the design will include a new primary and secondary clarifiers as the current process units are 70 and 50 years old respectively and a new operations building. The current operations building is 70 years old and in need of significant remediation (lead/asbestos) and repairs.

The total cost of the project has been estimated to be \$17,480,000. The City does not have the reserve funds nor the capacity to incur more debt to fund the much-needed project. Over the past 20 years the City has spent considerable resources to update their wastewater collection and treatment systems. In 2008 they embarked on a \$15 million project to upgrade the WWTF to be in compliance with new ammonia permit limits. In 2018 they embarked on a \$23 million project to replace sewers and reduce the inflow and infiltration (clean water) into the WWTF. Through the course of these upgrades the City was not always able to comply with the permit limits and as a result they were monetarily fined by the EPA while trying to upgrade their facilities.

The City's EPA issued NPDES permit is the most restrictive in the Yakima Basin requiring ultra-low levels for metals removal and it is the only facility in the Yakima Basin with a phosphorous limit. The City has continually planned and improved their collection system and treatment facilities to comply with the EPA's permit requirements, however, this has resulted in significant debt service and the highest sewer rates in Yakima County (one of the highest in Washington State).

The City has applied for design funds through the Ecology Water Quality Funding Program. Currently the City is listed to receive \$1.4 million in grant/loan funds for the design of the facilities. This City still needs \$16,080,00 in construction funding. The rate payers are already burdened with rates over 2% of the median household income (the index for which affordability is determined by HUD). The City needs significant grant assistance to complete the important project and remain in compliance with the EPA issued NPDES permit and avoid further fines and regulatory action by the EPA.

#### **City of Toppenish At A Glance:**

- The EPA issued NPDES permit is the most restrictive in the Yakima Basin.
  - The only plant in Yakima Basin with a phosphorous limit.
- 8900 Residents served by the City of Toppenish's WWTF.
  - 70 YIN Residential Housing Park units are served by the City of Toppenish's WWTF.
  - The City of Toppenish WWTP can accept bypass wastewater from YIN, this is often utilized.
  - 63.57 % of the population is Low-to Moderate Income per HUD Standards
  - 82% of the population is minority.
- Current sewer rates: \$99.51 base rate for a residential unit.
  - Highest rate in Yakima County, rates are over 2% of the Median Household Income
- All students in the Toppenish Public School system are on free and reduced lunch programs.