



**TOPPENISH CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 13, 2020 – 7:00 P.M.**

1. REGULAR SESSION CALL TO ORDER

Pledge of Allegiance/Roll Call/Welcome

2. PROCLAMATION

a. Martin Luther King, Jr. Week: January 20, 2020 through January 26, 2020.

3. PRESENTATION BY CAMP HOPE DIRECTOR PASTOR DAVE HANSON.

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 December 9, 2019 Regular Council Meeting.
- b. Approve Minutes of the January 6, 2020 Study Session.
- c. Approve Payroll Checks Number 34789 through 34830 and 34842 through 34852 and electronic transfers in the total amount of \$257,811.29 dated December 15, 2019 and void Checks Number 34816 through 34819 and 34822.
- d. Approve Payroll Checks Number 34831 through 34841 and 34853 through 34855 and electronic transfers in the total amount of \$170,085.98 dated December 31, 2019.
- e. Approve Claims Checks Number 91286 and 91320 through 91392 and electronic transfers in the total amount of \$167,804.47 dated January 9, 2020 and void Checks Number 91172 and 91286.
- f. Approve Claims Checks Number 91287 through 91319 and 91393 and electronic transfers in the total amount of \$304,278.55 dated January 13, 2020 and void Check Number 91287.

6. NEW BUSINESS

- a. AB 20-001: Resolution 2020-02, Approving End of Year Accounts Payable Process.
- b. AB 20-002: Resolution 2020-03, Approving the Local Agency Agreement Supplement No. 1 for the Jackson Street Extension Project.
- c. AB 20-003: Award Bid to Low Bidder for the Lincoln, Dayton, Beech Project.
- d. AB 20-004: Approve Architecture Fee Proposal for New Public Works Complex.
- e. Set Agenda for February 3, 2020 Study Session.

7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

8. CITY MANAGER REPORTS

9. ADJOURNMENT

NEXT REGULAR COUNCIL MEETING WILL BE HELD ON JANUARY 27, 2020.



Proclamation

As we prepare to observe the Martin Luther King, Jr., Federal Holiday, we reflect on the history of civil rights in America and honor Dr. King for the power of his intellect, the truth of his words, and the example of his courage. Dr. King called on our Nation to ensure equal justice under law and uphold our founding ideals of life, liberty, and the pursuit of happiness for all people.

Only when our children are free to pursue their full measure of success - unhindered by the color of their skin, their gender, the faith in their heart, the people they love, or the fortune of their birth - will we have reached our destination.

Dr. King believed that all people are made in God's image and created equal. He dedicated his life to empowering people and challenged them to lift up their neighbors and communities. He encouraged Americans to look past their differences and refused to rest until our Nation fulfilled its pledge of liberty and justice for all.

Today, let us ask ourselves what Dr. King believed to be life's most urgent and persistent question: "What am I doing for others?"

NOW, THEREFORE, the City of Toppenish does hereby proclaim the week of January 20, 2020 through January 26, 2020 as

Martin Luther King, Jr. Week

And we encourage all citizens to acknowledge Martin Luther King, Jr. and the principles for which he fought and died.

Dated this 13th day of January, 2020.

Mark Oaks, Mayor

**TOPPENISH CITY COUNCIL
Regular Meeting Minutes
December 9, 2019**

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

ROLL CALL

Present: Acting Mayor Blaine Thorington and Councilmembers George Garcia, Loren Belton, Mark Oaks and Elpidia Saavedra.

Absent: Mayor Clara Jiménez.

Staff Present: City Manager Lance Hoyt (CM Hoyt), City Attorney Gary Cuillier, Administrative Services Director Debbie Zabell (ASD Zabell), City Interpreter Jorge Villaseñor, City Clerk Heidi Riojas and Mid Valley Television Manager Judy Devall.

Councilmember Saavedra moved, seconded by Councilmember Garcia to excuse Mayor Jiménez from the December 9, 2019 Regular Meeting. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Councilmember Oaks moved, seconded by Councilmember Saavedra to approve Consent Agenda items a through e:

- a. Approve Minutes of the November 25, 2019 Regular Meeting.
- b. Approve Minutes of the December 2, 2019 Study Session.
- c. Resolution 2019-49, Approve Addendum No. 3 to Employment Agreement Between the City of Toppenish and Lance Hoyt.
- d. Approve Updated Payroll Register Checks Numbers 34740 through 34756 and electronic transfers in the total amount of \$159,499.23 dated November 7, 2019 and Void Check Number 34755.
- e. Approve Payroll Checks Numbers 34775 through 34788 and electronic transfers in the total amount of \$160,493.91 dated December 6, 2019.
- f. Approve Claims Checks Numbers 91117 through 91214 and electronic transfers in the total amount of \$350,840.24 dated December 9, 2019.

Motion carried unanimously.

PUBLIC HEARING

Public Hearing Regarding 2020 Final Budget. Receive Staff Presentation and Public Comments on the 2020 Final Budget.

Acting Mayor Thorington opened the public hearing at 7:06 p.m.

ASD Zabell reported that this is the final public hearing required by State Statute for the City to conduct for the 2020 Final Budget. For the benefit of the public, she noted that the Budget sets forth the complete financial program, showing expenditures proposed for each department and the sources of revenues to finance those expenditures. She further noted that Council received a balanced Budget without reducing essential public services and without personnel layoffs or furloughs.

There being no comments from the public, Acting Mayor Thorington closed the public hearing at 7:08 p.m.

NEW BUSINESS

Acting Mayor Thorington Read Ordinance 2019-14 into the Record: An Ordinance Adopting the 2020 Budget for the City of Toppenish, Washington.

Councilmember Belton moved, seconded by Councilmember Saavedra to adopt Ordinance 2019-14. Motion carried unanimously.

Acting Mayor Thorington Read Ordinance 2019-15 into the Record: An Ordinance Amending the 2019 Operating Budget and Amending Ordinance 2018-14 and Ordinance 2019-05 for the City of Toppenish, Washington.

Councilmember Oaks moved, seconded by Councilmember Garcia to adopt Ordinance 2019-15. Motion carried unanimously.

Acting Mayor Thorington Read Ordinance 2019-16 into the Record: An Ordinance of the City of Toppenish, Washington to Repeal and Reenact a New Chapter 17.16 of the Toppenish Municipal Code for Zoning Conformance Review.

Councilmember Belton moved, seconded by Councilmember Oaks to adopt Ordinance 2019-16. Motion carried unanimously.

Acting Mayor Thorington Read Ordinance 2019-17 into the Record: An Ordinance of the City of Toppenish, Washington to Repeal and Reenact a New Chapter 17.56 of the Toppenish Municipal Code for Special Property Uses.

Councilmember Belton moved, seconded by Councilmember Saavedra to adopt Ordinance 2019-17. Motion carried unanimously.

Acting Mayor Thorington Read Ordinance 2019-18 into the Record: An Ordinance Establishing a Fund for the Library Fund, by Enacting a New Section 3.11.134 of the Toppenish Municipal Code.

Councilmember Saavedra moved, seconded by Councilmember Belton to adopt Ordinance 2019-18. Motion carried unanimously.

Resolution 2019-50: A Resolution of the City Council of the City of Toppenish, Washington, Updating Cemetery Fees and Establishing New Fire Department Service Fees.

Councilmember Oaks moved, seconded by Councilmember Garcia to adopt Resolution 2019-50. Motion carried unanimously.

Submit Park Plan Update to Recreation Conservation Office for Review and Comment.

Councilmember Saavedra moved, seconded by Councilmember Oaks to authorize the City Manager to submit Park Plan Update to the Recreation Conservation Office for review and comment. Motion carried unanimously.

Discussion to Cancel the December 23, 2019 Regular Meeting.

Councilmember Saavedra moved, seconded by Councilmember Belton to cancel the December 23, 2019 Regular Meeting. Motion carried unanimously.

Set Agenda for the January 6, 2020 Study Session.

It was the consensus to set the January 6, 2020 Study Session agenda to have the Oaths of Office for Newly Elected Officials, Select Mayor and Mayor Pro Tem for 2020 and 2021, Council Seating, Boards and Commissions Appointments for 2020 and 2021, and Designate the Official Newspaper.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

Councilmember Oaks nothing to report.

Councilmember Saavedra noted the positive comments she received on the tree lighting and lighted parade on November 30, 2019.

Councilmember Belton thanked City staff for their work during the year and especially CM Hoyt for his success in obtaining funding for capital projects.

Councilmember Garcia expressed his appreciation to CM Hoyt for registering him for the AWC training in Yakima.

Acting Mayor Thorington nothing to report.

CITY MANAGER REPORT

CM Hoyt updated Council on the following:

- Walkability Action Team letter of support for Councilmember Belton to participate on team.
- AWC Elected Officials Essentials training December 7, 2019 in Yakima.
- West 1st Avenue Sidewalk Project Update
- Lincoln, Dayton, Beech Project Update

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:45 p.m.

BLAINE R. THORINGTON, ACTING MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL
Study Session Minutes
January 6, 2020**

CALL TO ORDER

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

ROLL CALL

Present: Mayor Clara Jiménez and Councilmembers Loren Belton, Naila Duval, George Garcia, Mark Oaks, Elpidia Saavedra and Blaine Thorington.
Staff Present: City Manager Lance Hoyt (CM Hoyt), Administrative Services Director Debbie Zabell (ASD Zabell), Accounting Manager Malarey Milner, Permit Coordinator Victor Shaul and City Clerk Heidi Riojas (CC Riojas).

INTRODUCTION OF NEW EMPLOYEES

ASD Zabell introduced to Council Victor Shaul, the new Permit Coordinator and Malarey Milner, the new Accounting Manager.

SWEARING IN OF NEWLY ELECTED OFFICIALS

CC Riojas administered the Oath of Office to newly elected Councilmembers George Garcia for Position #5, Naila Duval for Position #6 and Loren Belton for Position #7, for the term of office from January 1, 2020 through December 31, 2023.

SELECT MAYOR FOR 2020 AND 2021

Mayor Jiménez called for nominations for the position of Mayor.

Mayor Jiménez nominated Councilmember Oaks to be Mayor for 2020 and 2021. There being no further nominations, Mayor Jiménez closed nominations for the position of Mayor. The vote was unanimous to elect Councilmember Oaks as Mayor from January 1, 2020 through December 31, 2021.

SELECT MAYOR PRO TEMPORE FOR 2020 AND 2021

Mayor Oaks called for nominations for the position of Mayor Pro Tem. Councilmember Jiménez nominated Councilmember Thorington as the Mayor Pro Tem for 2020 and 2021. There being no further nominations, Mayor Oaks closed nominations for the position of Mayor Pro Tem. The vote was unanimous to elect Councilmember Thorington as Mayor Pro Tem from January 1, 2020 through December 31, 2021.

SEATING OF COUNCIL

The Councilmembers, according to seniority, chose their seating arrangement.

SELECT MEMBERS AND ALTERNATES FOR 2020 AND 2021

Boards and Commissions Selection Committee – 3 Members

Mayor Pro Tem Thorington, Councilmember Duval and Councilmember Garcia agreed to serve on the Boards and Commissions Selection Committee.

Cable Regulation Board – 1 Member, 1 Alternate

Councilmember Belton agreed to be the member and Mayor Pro Tem Thorington as the alternate to serve on the Cable Regulation Board.

Driving Rural Yakima Valley Economy – 1 Member, 1 Alternate

Councilmember Belton agreed to be the member and Councilmember Garcia as the alternate to serve on the Driving Rural Yakima Valley Economy.

Lodging Tax Advisory Committee – 1 Member

Mayor Oaks agreed to serve on the Lodging Tax Advisory Committee.

Public Safety Committee – 3 Members, 1 Alternate

Mayor Pro Tem Thorington, Councilmember Duval and Councilmember Jiménez agreed to be the members and Councilmember Saavedra as the alternate to serve on the Public Safety Committee.

Yakima Basin Fish and Wildlife Recovery Board, if Asked

Mayor Oaks agreed to be the member and Mayor Pro Tem Thorington as the alternate to serve on the Yakima Basin Fish and Wildlife Recovery Board, if asked.

Yakima County Gang Commission – 1 Member, 1 Alternate

Councilmember Belton agreed to be the member and Councilmember Jiménez as the alternate to serve on the Yakima County Gang Commission.

Yakima County-Wide Planning Policy Committee – 1 Member

Councilmember Belton agreed to serve on the Yakima County-Wide Planning Policy Committee.

SELECT YAKIMA VALLEY CONFERENCE OF GOVERNMENTS MEMBER AND ALTERNATE FOR 2020

Mayor Oaks agreed to be the member and Councilmember Jiménez as the alternate to represent the City for 2020 with the Yakima Valley Conference of Governments.

Resolution 2020-01: A Resolution Designating the Official Newspaper.

Councilmember Jiménez moved, seconded by Councilmember Saavedra to adopt Resolution 2020-01 to designate the *Sunnyside Sun* as the official newspaper for the City of Toppenish for the publication of all official notices during the period from January 1, 2020 through December 31, 2020. Motion carried unanimously.

CM Hoyt updated Council on a new inquiry made by Sunrise Outreach Center of Yakima for a possible Homeless Temporary Shelter at a site owned by the Yakima Valley Farm Workers Clinic at 508 West 1st Avenue. He noted that staff will be meeting at the site tomorrow to meet with the religious organization wanting to use the vacant building for a temporary homeless shelter.

CM Hoyt noted that the AWC Action Days will be in Olympia on January 28 and January 29.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:47 p.m.

MARK OAKS, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period 12/1/2019 - 12/15/2019

Includes: Volunteer Fire Stipend and IAFF Retroactive Pay

Fund Number	Description	Amount
001-000-011	Legislative	\$1,959.23
001-000-013	Executive	\$7,511.62
001-000-014	Finance, Record	\$15,744.33
001-000-018	Central Services, Personnel Services	\$6,971.00
001-000-021	Law Enforcement	\$59,145.07
001-000-022	Fire Services	\$66,817.11
001-000-024	Protective Inspections	\$1,594.77
001-000-058	Planning and Community Development	\$340.69
001-000-076	Pool, Park Facilities	\$5,763.67
030-000-000	Criminal Justice Fund	\$19,508.50
071-000-071	Recreation	\$3,467.94
101-000-000	Street Fund	\$5,977.93
108-000-000	Cemetery Fund	\$4,548.05
401-000-000	Water Fund	\$18,612.11
403-000-000	Wastewater Fund	\$19,959.70
405-000-000	Solid Waste Fund	\$13,189.43
457-000-000	Cable TV Fund	\$4,458.90
611-000-000	Pension Trust Fund	\$2,241.24
Grand Total		\$257,811.29

Payroll checks: [34789 - 34815], [34820-34821], [34823-34830], [34842-34852]
and electronic transfers. [Void checks 34816-34819 & 34822]

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.


Debbie Zabell, Finance Director/City Clerk

January 9, 2020
Date

Payroll Check Register

Payroll for Period 12/16/2019 - 12/31/2019

Fund Number	Description	Amount
001-000-011	Legislative	\$1,457.76
001-000-013	Executive	\$5,653.15
001-000-014	Finance, Record	\$10,869.89
001-000-017	Risk Management	\$11,421.84
001-000-018	Central Services, Personnel Services	\$4,923.18
001-000-021	Law Enforcement	\$45,085.72
001-000-022	Fire Services	\$24,349.60
001-000-024	Protective Inspections	\$1,264.13
001-000-058	Planning and Community Development	\$278.11
001-000-076	Pool, Park Facilities	\$4,285.07
030-000-000	Criminal Justice Fund	\$11,874.15
071-000-071	Recreation	\$2,883.01
101-000-000	Street Fund	\$4,304.91
108-000-000	Cemetery Fund	\$3,265.16
401-000-000	Water Fund	\$12,160.61
403-000-000	Wastewater Fund	\$13,321.08
405-000-000	Solid Waste Fund	\$8,964.30
457-000-000	Cable TV Fund	\$3,724.31
Grand Total		\$170,085.98

Payroll checks 34831 - 34841 and 34853 - 34855 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.


Debbie Zabell, Finance Director/City Clerk

January 9, 2020
Date

Accounts Payable Check Register

January 9, 2020

Number	Vendor Name	Account Description	Amount
91286	Invoice Cloud	Banking Fees & Charges	\$0.01
91320	911 Supply Inc.	Uniforms & Clothing	\$524.14
91321	A WorkSAFE Service, Inc.	Pre-Employment Services	\$35.00
		Professional Services	\$35.00
		Check Total:	\$70.00
91322	Alba Enterprises	Professional Services	\$60.00
91323	Aramark Uniform Services Everett Lockbox	Service Repair/Maintenance City Hall	\$0.00
		Service Repair/Maintenance Police Dept Bldg	\$21.58
		Check Total:	\$21.58
91324	Backflow Management, Inc.	Cross Connection Program	\$2,003.75
91325	BNSF Railway Company (Lease #524335)	Depot Lease	\$4,230.84
91326	BOOT BARN INC.	Personal Protective Equipment	\$193.13
91327	Bruner Painting Inc	Capital Improvements City Hall	\$10,457.67
91328	Budget Septic & Drain LLC	Rentals	\$634.45
91329	Cascade Analytical, Inc.	Professional Services	\$356.38
91330	Cascade Natural Gas Corp.	Fuel for Heating	\$1,372.96
		Fuel for Heating - City Hall	\$221.49
		Fuel for Heating - Library	\$1,185.15
		Fuel for Heating - Police	\$883.59
		Fuel for Heating - Recreation	\$145.66
		Fuel for Heating - Swimming Pool	\$14.60
		Check Total:	\$3,823.45
91331	Centek Laboratories, LLC	Professional Services	\$60.00
91332	Central Washington Asphalt	Retainage Release	\$29,403.92
91333	CenturyLink	Telephone	\$1,584.67
91334	CenturyLink 313081835	Telephone	\$828.14
		Telephone - Utility Billing	\$118.41
		Check Total:	\$946.55
91335	Chandler Distributing Co. Inc.	Fuel Vehicles	\$5,983.03
		Operating/Maintenance Supplies - General	\$23.73
		Check Total:	\$6,006.76
91336	Charter Communications	Internet - Water	\$84.99
		Rentals	\$18.60
		Check Total:	\$103.59
91337	Cintas Corporation #605	Rentals	\$20.55
		Uniform Cleaning	\$234.80
		Check Total:	\$255.35
91338	City of Sunnyside - Finance Dept.	Medical Services	\$40.15
91339	City of Toppenish	City Utility Service - Fire	\$272.22
		City Utility Service - Police	\$621.71
		City Utility Services	\$135.26
		City Utility Services - Cemetery	\$22.75

Number	Vendor Name	Account Description	Amount
		City Utility Services - City Hall	\$324.53
		City Utility Services - Maint & Ops	\$135.25
		City Utility Services - Parks	\$883.72
		City Utility Services - Swimming Pool	\$442.94
		City Utility Services - Treatment Plant	\$474.39
		Check Total:	\$3,312.77
91340	Coastal Farm and Home Supply	Personal Protective Equipment	\$173.11
91341	Cruz, Melissa Sue	Recreation Program Costs	\$99.00
91342	DeVries Business Records Management, Inc.	Miscellaneous Fees & Charges	\$60.00
91343	Federal Express Corporation	Postage	\$64.78
		Protective Clothing	\$4.09
		Check Total:	\$68.87
91344	Financial Consulting Solutions Group, Inc.	Professional Services	\$3,322.50
91345	Gray & Osborne, Inc.	Professional Services	\$198.35
91346	H.D. Fowler Company	Operating/Maintenance Supplies - General	\$8,905.01
91347	Hansen Law PLLC	Counsel for Indigents	\$2,100.00
91348	Howards Tire Factory Inc	Service Repair/Maintenance Vehicles	\$1,000.93
91349	Hoyt, Lance	Memberships & Registrations	\$25.00
91350	Hubert, Al	Memberships & Registrations	\$25.00
91351	Humane Society of Cent WA	Professional Services	\$2,918.00
91352	Ideal Lumber & Hardware, Inc.	Capital Improvements City Hall	\$411.88
		Chemicals	\$21.51
		Fuel Vehicles	\$10.29
		Graffiti Program Supplies	\$8.99
		Office & Operating Supplies	\$58.68
		Operating/Maint. Supplies	\$655.44
		Operating/Maint. Supplies - General	\$95.72
		Operating/Maintenance Supplies - General	\$236.26
		Operating/Maintenance Supplies - Vehicles	\$1.95
		Service Repair/Maintenance Library	\$14.65
		Service Repair/Maintenance MVTV Bldg	\$4.88
		Service Repair/Maintenance Police Dept Bldg	\$69.21
		Small Tools & Minor Equipment	\$14.67
		Check Total:	\$1,604.13
91353	Intermedia.net Inc.	Telephone	\$140.15
91354	Kent D. Bruce CO. LLC	Capital Purchase - Equipment	\$380.14
91355	Law Office of Gary M. Cuillier	2017 Sewer System Improvements - Legal	\$112.00
		Legal Services - City Attorney	\$992.00
		Check Total:	\$1,104.00
91356	Moon Security Service, Inc.	Alarm Monitoring	\$36.69
91357	Mora, Arthur R	Counsel for Indigents	\$7,500.00
91358	Northrup Enterprises, LLC	Abatement Charges	\$746.29
		Capital Improvements City Hall	\$335.21

Number	Vendor Name	Account Description	Amount
		Check Total:	\$1,081.50
91359	Northstar Chemical, Inc.	Chemicals	\$5,647.98
91360	Northwest Code Professionals	Professional Services	\$2,529.54
91361	Northwest Safety Clean	Protective Clothing	\$20.29
91362	Office Depot Card Plan	Office & Operating Supplies	\$86.66
91363	Ogden Murphy Wallace Attorneys	Legal Services	\$77.00
91364	One Call Concepts, Inc.	Professional Services	\$21.40
91365	Pacheco Bautista, Gilardo	Recreation Program Costs	\$347.82
91366	Pacific Office Automation	Photocopies	\$51.04
		Photocopies - WWTP	\$6.16
		Rentals	\$28.00
		Check Total:	\$85.20
91367	Pacific Power & Light Co.	Electricity	\$175.94
		Electricity - City Hall	\$419.52
		Electricity - Fire	\$575.05
		Electricity - Police	\$820.42
		Electricity - Recreation	\$89.06
		Electricity - Swimming Pool	\$234.87
		Check Total:	\$2,314.86
91368	Paul Deccio Installations	Capital Purchase - Equipment	\$8,575.90
91369	Pitney Bowes Global Financial Services	Rentals	\$460.52
91370	Public Safety Testing, Inc	Pre-Employment Services	\$245.00
91371	Rathbun Iron Works Inc.	Operating/Maintenance Supplies - General	\$149.40
		Operating/Maintenance Supplies - Vehicles	(\$39.61)
		Service Repair/Maintenance Equipment	\$336.21
		Check Total:	\$446.00
91372	RBJ Designs	Professional Services	\$75.00
91373	Safeway, Inc.	Wellness Program Supplies	\$161.05
91374	SHC Medical Center Toppenish	Medical Services	\$15,151.36
91375	Spectrum Communications, Inc.	Capital Purchase - Equipment	\$1,053.43
91376	The Janitor's Closet	Operating/Maint. Supplies	\$384.62
91377	The Lockshop	Office & Operating Supplies	\$43.16
91378	Toppenish Chamber Of Commerce	Tourism Contract - Toppenish Chamber	\$4,556.90
91379	U.S. Bank Corporate Payment System	Advertising	\$200.00
		Employee Appreciation Awards/Supplies	(\$10.00)
		Fuel Vehicles	\$68.54
		Memberships & Registrations	\$1,313.00
		Office & Operating Supplies	\$879.28
		Postage	\$19.95
		Wellness Program Supplies	\$529.19
		Check Total:	\$2,999.96
91380	USA Bluebook	Operating/Maintenance Supplies - General	\$149.89
91381	Vision Municipal Solutions, LLC	Capital Purchase - Equipment	\$5,061.37
91382	Weinmann, Gene E.	Postage	\$24.50

Number	Vendor Name	Account Description	Amount
91383	Yakima Bindery & Printing Co	Office & Operating Supplies	\$42.43
91384	Yakima County Solid Waste	Dump Fees - Street Sweeping	\$15,086.09
		Dump Site Fees	\$23.98
		Check Total:	\$15,110.07
91385	Yakima Herald Republic	Advertising	\$685.72
91386	Yakima Valley Farm Workers	Medical Services	\$204.20
91387	Yakima Valley Radiology	Medical Services	\$547.00
91388	Yakima Valley Rail & Steam Museum	Tourism Contract - Y.V. Rail and Steam	\$4,421.64
91389	Yakima Valley Visitors & Convention Bureau	Tourism Contract - Y.V. Visitor's & Convention Bureau	\$300.00
91390	Yakima Waste Systems, Inc.	Recycling Services	\$95.01
91391	Zabell, Debbie	Operating/Maint. Supplies	\$12.96
91392	Zee Medical Service Inc	Office & Operating Supplies	\$73.33
		Operating/Maintenance Supplies - General	\$101.17
		Check Total:	\$174.50
NR91172	MRSC	Memberships & Registrations	(\$140.00)
NR91286	Invoice Cloud	Banking Fees & Charges	(\$0.01)
EFTPostage12/20	Pitney Bowes Inc.	Postage	\$1,000.00
Grand Total			\$167,804.47
Accounts Payable Checks: 91286 & 91320 - 91392, Electronic Transfer			\$167,804.47
Void Checks: 91172 & 91286			

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.


 Debbie Zabell, Finance Director/City Clerk

January 9, 2020

Accounts Payable Check Register

January 13, 2020

Number	Vendor Name	Account Description	Amount
91287	Fankhauser, Dean R.	Travel	\$110.00
91288	ADT Security Services, Inc.	Alarm Monitoring - 50% Rec Bldg & Pool	\$23.73
		Alarm Monitoring - 50% Rec Building	\$23.74
		Check Total:	\$47.47
91289	Aramark Uniform Services Everett Lockbox	Service Repair/Maintenance City Hall	\$16.19
91290	Association Of Washington Cities	Association of WA Cities	\$6,386.00
		Professional Services	\$805.00
		Workers Comp Retro Program	\$5,229.11
		Check Total:	\$12,420.11
91291	Bleyhl Farm Service, Inc.	Leases	\$2,300.00
91292	CenturyLink Communications, Inc.	Telephone	\$73.49
91293	Costco Membership	Memberships & Registrations	\$120.00
91294	Evergreen Rural Water Of Wa	Memberships & Registrations	\$700.00
91295	H.D. Fowler Company	Operating/Maintenance Supplies - General	\$4,444.04
91296	Holiday Goo	Operating Supplies	\$474.00
91297	Mora, Arthur R	Counsel for Indigents	\$5,100.00
91298	OmniSite	IT Services - Sewer Operations	\$1,104.00
91299	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$59.14
91300	Oxarc, Inc.	Chemicals	\$50.67
91301	Pacific Mobile Structures, Inc.	Rentals	\$1,011.83
91302	Pac-Van, Inc	Rentals	\$184.79
91303	Spectrum	Internet - Recreation	\$49.99
		Internet - Swimming Pool	\$49.99
		Check Total:	\$99.98
91304	Spectrum	Internet - City Hall	\$159.98
91305	Spectrum	Internet - MVTV	\$25.00
91306	Spectrum	Internet - Fire Department	\$159.98
91307	Thyssenkrupp Elevators Corp.	Service Repair/Maintenance City Hall	\$592.60
91308	Vision Municipal Solutions, LLC	IT Services - Building	\$159.93
		IT Services - Cemetery	\$277.21
		IT Services - City Clerk	\$149.27
		IT Services - City Hall	\$85.30
		IT Services - Customer Service	\$364.64
		IT Services - Executive	\$469.13
		IT Services - Finance	\$671.71
		IT Services - Fire	\$1,473.06
		IT Services - MVTV	\$213.25
		IT Services - Parks	\$277.21
		IT Services - Police	\$4,478.04
		IT Services - Recreation	\$170.59
		IT Services - Sewer Operations	\$405.16

Number	Vendor Name	Account Description	Amount
		IT Services - Sewer Treatment	\$714.35
		IT Services - Solid Waste Operations	\$803.91
		IT Services - Street	\$420.08
		IT Services - Swim Pool	\$42.65
		IT Services - Water Operations	\$799.65
		Software License & Maint Agreements	\$179.76
		Check Total:	\$12,154.90
91309	Volunteer Firefighters Board	Volunteer Insurance	\$90.00
91310	W.M. Smith & Associates, Inc.	Chemicals	\$12,411.41
91311	WA Municipal Clerks Assoc.	Memberships & Registrations	\$550.00
91312	Washington Cities Insurance Authority	Memberships & Registrations	\$40.00
		WCIA Insurance	\$236,965.00
		Check Total:	\$237,005.00
91313	Washington Finance Officers Association	Memberships & Registrations	\$75.00
91314	WATO	Memberships & Registrations	\$50.00
91315	Wells Fargo Vendor Fin Serv	Photocopies	\$7.02
		Rentals	\$362.53
		Check Total:	\$369.55
91316	Yakima Regional Clean Air Agency	Clean Air Authority Assessment	\$3,636.00
91317	Yakima Valley Conference of Governments	YVCOG	\$7,214.00
91318	Yakima Valley Rail & Steam Museum	Tourism Contract - Y.V. Rail and Steam	\$761.22
91319	Zillah Mini Storage	Leases	\$150.00
91393	Yakama Nation Water Code Admin	Well Permits - Yakama Nation	\$500.00
EFTAP1/2020	Invoice Cloud	Banking Fees & Charges	\$168.20
NR91287	Fankhauser, Dean R.	Travel	<u>(\$110.00)</u>
Grand Total			\$304,278.55
Accounts Payable Checks: 91287 -91319 & 91393, Electronic Transfers and Void Check 91287			\$304,278.55

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.


 Debbie Zabell, Finance Director/City Clerk

January 9, 2020



**CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 20-001**

**Agenda Item
6a**

Meeting Date: January 13, 2020

Subject: End of Year Accounts Payable Process

Attachments: Proposed Resolution 2020-02

Prepared by: Debbie Zabell, Administrative Services Director

Presented by: Debbie Zabell, Administrative Services Director

Approved for Agenda By: Lance Hoyt, City Manager

Discussion:

RCW 35A.33.150 states that accounts for budgetary control for each fiscal year shall be kept open for twenty days after the close of such fiscal year for the purpose of paying and recording claims for indebtedness incurred during such fiscal year; any claim presented after the twentieth day following the close of the fiscal year shall be paid from appropriations lawfully provided for the ensuing period, including those made available by provisions of this section, and shall be recorded in the accounts for the ensuing fiscal year.

Due to the City Council's meeting schedule, the City has not been able to follow this requirement, resulting in the previous year's invoices being approved for payment at the first Regular Council Meeting in January, which at the most could be January 14.

The proposed Resolution authorizes the Administrative Services Director and the City Manager to issue checks and electronic transactions for the prior year claims required to be paid until January 20 of the next calendar year.

RCW 42.24.180 authorizes the issuance of checks before approval of the vouchers by the City Council to expedite the payment of claims. The proposed Resolution includes the requirements as defined in RCW 42.24.180 for allowing this action.

Fiscal Impact: No fiscal impact

Recommendation: Approve Resolution 2020-02 authorizing the City Manager and Administrative Services Director to issue checks and electronic payments for claims prior to the City Council's Approval.

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

RESOLUTION 2020-02

**A RESOLUTION AUDITING OFFER(S) FOR THE PURPOSE OF
AUTHORIZING THE ISSUANCE OF CHECKS AND ELECTRONIC
TRANSACTIONS FOR CLAIMS PRIOR TO THE CITY COUNCIL'S
APPROVAL**

WHEREAS, there may be circumstances when the City of Toppenish City Council does not convene for the last meeting in December and there is a need to approve the payment of claims for the City;

WHEREAS, there is a need by the City to authorize issuance of checks and electronic transactions for prior year claims that are required to be paid until January 20th of the next calendar year, commonly referred to as Period 13;

WHEREAS, there is a need by the City to process checks and electronic payments in a timely and consistent manner;

WHEREAS, it would be of financial benefit to authorize the City Manager and the Administrative Services Director to issue checks and electronic transactions for payment of claims to the City's regular vendors, or contractors of city projects;

WHEREAS, it is of financial benefit to exclude the payment of checks for non-businesses, individuals, or unfamiliar vendors;

WHEREAS, RCW 42.24.180 authorizes the issuance of checks before approval of the vouchers by the City Council to expedite the payment of claims;

WHEREAS, this City shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against the City of Toppenish will be pre-audited and signed by the City Manager and the Administrative Services Director.
2. The City Manager and the Administrative Services Director are covered by the City's Crime/Fidelity Program through the Washington Cities Insurance Authority to assure the faithful discharge of their duties.
3. The City of Toppenish's purchasing policies adopted by Resolution 2015-34 implements effective internal control for issuance of claims and checks.
4. The City Council shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the City Council disapproves some claims, the City Manager and the Administrative Services Director will pursue collection diligently until the amounts are either collected or the City Council approves the claims

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

Section 1: The City Manager and the Administrative Services Director are authorized to issue checks and electronic transactions for claims prior to the City Council's approval from the first Regular City Council Meeting in December until the first Regular City Council Meeting in January of each year.

Section 2: The City Manager and the Administrative Services Director are authorized to issue checks and electronic transactions for prior year claims that are required to be paid until January 20th of the next calendar year, commonly referred to as Period 13.

Section 3: This resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on January 13, 2020.

MARK OAKS, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 20-002

Meeting Date: January 13, 2020

Subject: Jackson Street Extension Project

Attachments: Resolution 2020-03, WSDOT Local Agency Agreement Supplement 1

Presented by: Lance Hoyt, City Manager

Approved for Agenda By: Lance Hoyt, City Manager

Discussion: The project design for the Jackson Street Extension will proceed to the Right of Way (ROW) Phase beginning in 2020.

Jackson Street Extension Improvements: Jackson Street Improvements is a project that will enhance safety, commuter, school routes, goods and services delivery, and emergency/fire/police response from the west side of Toppenish to US 97. With high accident count at the West First Street/US 97 intersection, Yakama Nation Engineering developed a Transportation Safety Plan to close Linden or convert it to a one way/right only street. Jackson Street Extension will create a connector reducing traffic congestion and increasing safety. Potential partners in the project includes Yakama Nation Engineering, BIA-Roads, BIA-WIP, Toppenish Schools, Yakama Nation Schools, Migrant Head Start, WSDOT, Yakima County, and as well as the residents, school employees, emergency services, utility services, freight and visitors to that portion of Toppenish.

- \$129,590 in STP-r Grant Funds for Design Awarded on 3/19/2012.
- \$1,514,110 in STP-r Grant Funds for Construction was awarded on 1/14/2013. Funding available 2023

Preliminary planning/engineering activities are in progress (18%). Construction is planned for the 2023 construction season. ROW discussion is in progress with NEPA (Environmental review) to start early 2020.

The Local Agency Agreement was executed on August 24, 2012. All provisions in the basic agreement will remain in effect except for the Consultant Estimated Cost will increase by \$51,800.00 to pay for the ROW and Design activity. Improvements planned:

- From Juniper Ave to Ward Road, reconstruct existing Jackson Street to Magnolia Street, construct the Jackson Street Extension from Magnolia to Ward.
- Project will include new paved surface, sidewalks on both sides, storm drainage, illumination, 10' pedestrian/bike pathway and new fencing.

The first step to obligate ROW and NEPA process is to approve Resolution 2020-02 to authorize the City Manager to sign the Local Agency Agreement Supplement #1 for HLA Consultant Services.

Project Costs:	Design	Construction	Local Agency	Date
Previous Agreement:	\$170,400.00	0	\$47,802.00	2012
Supplement #1:	\$ 51,800.00	0	\$ 0	2021
Total:	\$222,200.00	0	\$ 47,802.00	

Fiscal Impact: STP grant funded (86.5%) (\$1,643,700) project with Local Agency match (13.5%) (\$222,000).

Recommendation: Approve Resolution 2020-03 to authorize the City Manager to sign the Local Agency Agreement Supplement No. 1.

Alternatives: 1) If no approval, City would have to reimburse funds spent on Phase 1 and Phase 2 Design. 2) Forward to Study Session for further review.

RESOLUTION 2020-03

**RESOLUTION APPROVING THE LOCAL AGENCY AGREEMENT
SUPPLEMENT NO. 1 WITH THE WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION AND FOR THE JACKSON
STREET EXTENSION PROJECT**

WHEREAS the City has an agreement with the Washington State Department of Transportation (WSDOT) dated August 24, 2012 for professional engineering services for the Jackson Street Extension Project, and

WHEREAS the WSDOT is the administrator of said project on behalf of the Federal Government and the Federal Highway Administration, and

WHEREAS the estimated cost of the professional engineering services for delaying the construction phase multiple years and inflation of costs for said project increased from \$170,400.00 to \$222,200.00, of which Federal funds will pay \$174,398.00, and

WHEREAS the estimated cost to the City for the work to be performed is \$47,802.00,

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

The Local Agency Agreement Supplement No. 1 between the City of Toppenish and the Washington State Department of Transportation for the Jackson Street Extension Project is approved, and the City Manager is authorized and directed to execute said agreement on behalf of the City.

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

PASSED by the Toppenish City Council at its regular meeting held on January 13, 2020.

MARK OAKS, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk



Agency City of Toppenish		Supplement Number 1
Federal Aid Project Number STPUS-6423(001)	Agreement Number LA-7768	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on August 24, 2012. All provisions in the basic agreement remain in effect except as modified by this supplement. The Local Agency certifies that it is not excluded from receiving Federal funds by a Federal suspension or debarment (2 CFR Part 180). Additional changes to the agreement are as follows:

Project Description

Name Jackson Street Extension Length 0.55 miles

Termini Juniper Street to Ward Road

Description of Work No Change

Reason for Supplement

Add PE funds for additional services performed.

Are you claiming indirect cost rate? Yes No

Project Agreement End Date 12/31/2021

Does this change require additional Right of Way or Easements? Yes No Advertisement Date:

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 86.5 %	a. Agency				
			0.00		
	b. Other Consultant				
	149,816.00	51,800.00	201,616.00	27,218.00	174,398.00
Federal Aid Participation Ratio for PE	c. Other Non-Participating				
	19,584.00	0.00	19,584.00	19,584.00	0.00
	d. State				
	1,000.00	0.00	1,000.00	1,000.00	0.00
	e. Total PE Cost Estimate (a+b+c+d)				
	170,400.00	51,800.00	222,200.00	47,802.00	174,398.00
Right of Way %	f. Agency				
			0.00		
	g. Other				
			0.00		
Federal Aid Participation Ratio for RW	h. Other				
			0.00		
	i. State				
			0.00		
	j. Total R/W Cost Estimate (f+g+h+i)				
	0.00	0.00	0.00	0.00	0.00
Construction %	k. Contract				
			0.00		
	l. Other				
			0.00		
	m. Other				
			0.00		
Federal Aid Participation Ratio for CN	n. Other				
			0.00		
	o. Agency				
			0.00		
	p. State				
			0.00		
	q. Total CN Cost Estimate (k+l+m+n+o+p)				
	0.00	0.00	0.00	0.00	0.00
	r. Total Project Cost Estimate (e+j+q)				
	170,400.00	51,800.00	222,200.00	47,802.00	174,398.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By
Title City Manager

By
Director, Local Program
Date Executed

Agency City of Toppenish		Supplement Number 1
Federal Aid Project Number STPUS-6423(001)	Agreement Number LA-7768	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Exhibit E-1
Consultant Fee Determination - Summary Sheet
(Lump Sum, Cost Plus Fixed Fee, Cost Per Unit of Work)

Project: Jackson Street Extension (Toppenish)

Direct Salary Cost (DSC):

<u>Classification</u>	<u>Man Hours</u>		<u>Rate</u>		<u>Cost (\$)</u>	
Senior Principal Engineer	56	x	\$79.00	=	\$4,424.00	
Licensed Principal Engineer	240	x	\$60.00	=	\$14,400.00	
Licensed Professional Engineer	500	x	\$45.00	=	\$22,500.00	
Licensed Principal Land Surveyor	104	x	\$70.00	=	\$7,280.00	
Licensed Professional Land Surveyor	166	x	\$39.00	=	\$6,474.00	
CAD Technician	560	x	\$28.00	=	\$15,680.00	
Surveyor	120	x	\$33.00	=	\$3,960.00	
Contract Administrator	140	x	\$32.60	=	\$4,564.00	
Word Processing Technician	140	x	\$25.50	=	\$3,570.00	
Total DSC					=	<u>\$82,852.00</u>

Overhead (OH Cost - including Salary Additives):

OH Rate x DSC	131.29%	x	\$82,852.00	=	<u>\$108,776.39</u>
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Fixed Fee (FF):

FF Rate x DSC	35.00%	x	\$82,852.00	=	<u>\$28,998.20</u>
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Reimbursables:

State					\$1,000.00
Mileage (\$0.58/mile)	989	x	\$0.58	=	<u>\$573.62</u>
					\$1,573.62

Grand Total					<u>\$222,200.21</u>
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Prepared by: Stephen S. Hazzard, PE

Date: 4/22/2019



**CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 20-003**

**Agenda Item
6c**

Meeting Date: January 13, 2020

Subject: Award Bid for Lincoln Avenue, Dayton Avenue, and Beech Street Improvements Project.

Attachments: Engineer's Recommendation to Award Bid for the Lincoln Avenue, Dayton Avenue, and Beech Street Improvements Project

Prepared by: Rocky Wallace, Public Works Superintendent

Presented by: Rocky Wallace, Public Works Superintendent

Approved For Agenda By: Lance Hoyt, City Manager

Discussion:

The bid opening for the Lincoln Avenue, Dayton Avenue, and Beech Street Improvements Project was held on December 18, 2019. A total of six sealed bids were received with the low bid of \$1,389,964.40, being offered by Tapani, Inc., of Battle Ground, Washington. The bid is approximately seventeen percent below the Engineer's Estimate of \$1,683,437.15.

Fiscal Impact: \$1,389,964.40., No City Match Required.

Recommendation: Award Bid to Tapani, Inc. for the Lincoln Avenue, Dayton Avenue, and Beech Street Improvements Project in the amount of \$1,389,964.40.

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



December 19, 2019

City of Toppenish
21 West 1st Avenue
Toppenish, WA 98948

Attn: Mr. Lance Hoyt
City Manager

Re: City of Toppenish
LINCOLN AVENUE, DAYTON AVENUE, AND BEECH STREET IMPROVEMENTS
FED Aid No.: STPUS-6417(001)
TIB Project No.: P-E-178(004)-1
HLA Project No.: 14042
Recommendation of Award

Dear Lance:

The bid opening for the above referenced project was held at Toppenish City Hall at 10:00 a.m. on Wednesday, December 18, 2019. A total of six (6) bids were received with the low bid of \$1,389,964.40, being offered by Tapani, Inc., of Battle Ground, Washington. This low bid is approximately seventeen (17) percent below the Engineer's Estimate of \$1,683,437.15.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Toppenish award a construction contract to Tapani, Inc., in the amount of \$1,389,964.40, contingent on approval by WSDOT Highways and Local Programs approval. Please send us a copy of the City of Toppenish Council minutes authorizing award of this project.

Enclosed are copies of the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Very truly yours,



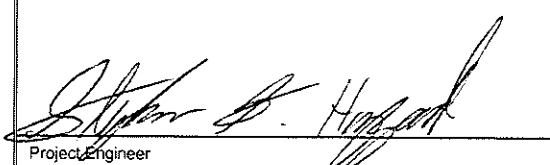

Stephen S. Hazzard, PE

SSH/crf

Enclosures

Copy: Debbie Zabell, Administrative Services Director (Email)
Heidi Riojas, CMC, City Clerk (Email)
Christa Draggie, PE, TIB (Email)
Bill Preston, PE, WSDOT Local Programs (Email)
Caroline Fitzsimmons, HLA
Marcy Howard, HLA

BID SUMMARY						BIDDER #1		BIDDER #2		BIDDER #3	
Owner:		CITY OF TOPPENISH				Tapani, Inc.		Advantage Dirt Contractors, Inc.		Selland Construction, Inc.	
Project:		LINCOLN AVENUE, DAYTON AVENUE, AND BEECH STREET IMPROVEMENTS				1904 SE 6th Place		P.O. Box 1011		P.O. Box 119	
HLA Project No.:		14042		FED AID NO.: STPUS-6417(001)		Battle Ground, WA 98604		Kititas, WA 98934		Wenatchee, WA 98807	
Bid Opening Date:		December 18, 2019		TIB PROJECT NO.: P-E-178(P04)-1							
Item No.	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				Unit Price	Amount						
1	Minor Change	FA	EST.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	SPCC Plan	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,835.00	\$2,835.00	\$500.00	\$500.00
3	Mobilization	LS	1	\$135,000.00	\$135,000.00	\$130,000.00	\$130,000.00	\$140,400.00	\$140,400.00	\$40,000.00	\$40,000.00
4	Project Temporary Traffic Control	LS	1	\$140,000.00	\$140,000.00	\$25,000.00	\$25,000.00	\$68,530.00	\$68,530.00	\$175,000.00	\$175,000.00
5	Clearing and Grubbing	LS	1	\$30,000.00	\$30,000.00	\$18,000.00	\$18,000.00	\$17,730.00	\$17,730.00	\$1,500.00	\$1,500.00
6	Removal of Structures and Obstructions	LS	1	\$30,000.00	\$30,000.00	\$12,000.00	\$12,000.00	\$29,180.00	\$29,180.00	\$15,000.00	\$15,000.00
7	Unclassified Excavation Incl. Haul	CY	3,500	\$35.00	\$122,500.00	\$30.00	\$105,000.00	\$27.50	\$96,250.00	\$38.00	\$133,000.00
8	Crushed Surfacing Base Course	TON	3,450	\$30.00	\$103,500.00	\$22.00	\$75,900.00	\$33.00	\$113,850.00	\$27.00	\$93,150.00
9	Crushed Surfacing Top Course	TON	1,200	\$35.00	\$42,000.00	\$40.00	\$48,000.00	\$30.00	\$36,000.00	\$42.00	\$50,400.00
10	HMA Cl. 1/2-Inch PG 64S-28	TON	2,325	\$90.00	\$209,250.00	\$80.00	\$186,000.00	\$89.90	\$209,017.50	\$90.00	\$209,250.00
11	Storm Sewer Pipe 8 In. Diam.	LF	460	\$70.00	\$32,200.00	\$62.00	\$28,520.00	\$63.50	\$29,210.00	\$85.00	\$39,100.00
12	Storm Sewer Pipe 12 In. Diam.	LF	305	\$65.00	\$19,825.00	\$58.00	\$17,690.00	\$48.50	\$14,792.50	\$70.00	\$21,350.00
13	Pretreatment Manhole 48 In. Diam.	EA	4	\$13,000.00	\$52,000.00	\$13,000.00	\$52,000.00	\$17,050.00	\$68,200.00	\$15,000.00	\$60,000.00
14	Catch Basin Type 1	EA	11	\$2,000.00	\$22,000.00	\$1,500.00	\$16,500.00	\$1,280.00	\$14,080.00	\$2,100.00	\$23,100.00
15	Catch Basin Type 2	EA	1	\$3,500.00	\$3,500.00	\$4,200.00	\$4,200.00	\$3,815.00	\$3,815.00	\$3,500.00	\$3,500.00
16	Adjust Manhole	EA	9	\$800.00	\$7,200.00	\$500.00	\$4,500.00	\$1,055.00	\$9,495.00	\$750.00	\$6,750.00
17	Adjust Catch Basin	EA	3	\$700.00	\$2,100.00	\$300.00	\$900.00	\$359.00	\$1,077.00	\$750.00	\$2,250.00
18	Rectangular Solid Metal Cover	EA	1	\$1,000.00	\$1,000.00	\$300.00	\$300.00	\$1,260.00	\$1,260.00	\$700.00	\$700.00
19	Shoring or Extra Excavation	LF	40	\$2.00	\$80.00	\$3.00	\$120.00	\$2.10	\$84.00	\$100.00	\$4,000.00
20	Select Backfill, as Directed	CY	100	\$50.00	\$5,000.00	\$15.00	\$1,500.00	\$57.50	\$5,750.00	\$45.00	\$4,500.00
21	D.I. Pipe for Water Main 6 In. Diam	LF	40	\$100.00	\$4,000.00	\$60.00	\$2,400.00	\$121.00	\$4,840.00	\$95.00	\$3,800.00
22	Adjust Valve Box	EA	24	\$500.00	\$12,000.00	\$150.00	\$3,600.00	\$495.00	\$11,880.00	\$750.00	\$18,000.00
23	Abandon Water Valve	EA	1	\$1,000.00	\$1,000.00	\$600.00	\$600.00	\$344.00	\$344.00	\$500.00	\$500.00
24	Tapping Sleeve and Valve Assembly 6 in.	EA	1	\$3,000.00	\$3,000.00	\$8,000.00	\$8,000.00	\$8,565.00	\$8,565.00	\$9,000.00	\$9,000.00
25	Hydrant Assembly	EA	1	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$5,850.00	\$5,850.00	\$5,500.00	\$5,500.00
26	Resetting Existing Hydrant	EA	2	\$3,000.00	\$6,000.00	\$2,000.00	\$4,000.00	\$1,410.00	\$2,820.00	\$1,800.00	\$3,600.00
27	Moving Existing Hydrant	EA	1	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	\$1,450.00	\$1,450.00	\$3,300.00	\$3,300.00
28	Relocate Water Meter	EA	6	\$1,500.00	\$9,000.00	\$800.00	\$4,800.00	\$740.00	\$4,440.00	\$1,200.00	\$7,200.00
29	Service Connection 1-In. Diam.	EA	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,810.00	\$1,810.00	\$2,200.00	\$2,200.00
30	ESC Lead	Day	20	\$200.00	\$4,000.00	\$60.00	\$1,200.00	\$148.00	\$2,960.00	\$125.00	\$2,500.00
31	Erosion/Water Pollution Control	FA	EST.	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
32	Landscape Restoration	FA	EST.	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
33	Imported Topsoil	TON	125	\$50.00	\$6,250.00	\$60.00	\$7,500.00	\$101.00	\$12,625.00	\$100.00	\$12,500.00
34	Sod Installation	SY	250	\$10.00	\$2,500.00	\$8.00	\$2,000.00	\$36.50	\$9,125.00	\$25.00	\$6,250.00
35	Irrigation System	LS	1	\$3,500.00	\$3,500.00	\$2,000.00	\$2,000.00	\$1,900.00	\$1,900.00	\$2,000.00	\$2,000.00

BID SUMMARY						BIDDER #1		BIDDER #2		BIDDER #3	
Owner: CITY OF TOPPENISH Project: LINCOLN AVENUE, DAYTON AVENUE, AND BEECH STREET IMPROVEMENTS HLA Project No.: 14042 FED AID NO.: STPUS-6417(001) Bid Opening Date: December 18, 2019 TIB PROJECT NO.: P-E-178(P04)-1						Tapani, Inc. 1904 SE 6th Place Battle Ground, WA 98604		Advantage Dirt Contractors, Inc. P.O. Box 1011 Kititas, WA 98934		Selland Construction, Inc. P.O. Box 119 Wenatchee, WA 98807	
Item No.	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				Unit Price	Amount						
36	Cement Conc. Traffic Curb and Gutter	LF	4,000	\$20.00	\$80,000.00	\$15.00	\$60,000.00	\$16.50	\$66,000.00	\$20.00	\$80,000.00
37	Monument Case and Cover	EA	1	\$750.00	\$750.00	\$400.00	\$400.00	\$670.00	\$670.00	\$500.00	\$500.00
38	Cement Conc. Sidewalk 6-inch Thick	SY	850	\$65.00	\$55,250.00	\$65.00	\$55,250.00	\$67.00	\$56,950.00	\$70.00	\$59,500.00
39	Cement Conc. Sidewalk 4-inch Thick	SY	2,000	\$60.00	\$120,000.00	\$55.00	\$110,000.00	\$55.50	\$111,000.00	\$57.00	\$114,000.00
40	Cement Conc. Curb Ramp	EA	20	\$2,000.00	\$40,000.00	\$1,600.00	\$32,000.00	\$1,605.00	\$32,100.00	\$1,600.00	\$32,000.00
41	Mailbox Support, Type 1	EA	10	\$1,500.00	\$15,000.00	\$300.00	\$3,000.00	\$369.00	\$3,690.00	\$300.00	\$3,000.00
42	Mailbox Support, Type 2	EA	1	\$2,500.00	\$2,500.00	\$600.00	\$600.00	\$585.00	\$585.00	\$600.00	\$600.00
43	Illumination System, Complete	LS	1	\$225,000.00	\$225,000.00	\$250,000.00	\$250,000.00	\$209,600.00	\$209,600.00	\$200,000.00	\$200,000.00
44	Permanent Signing	LS	1	\$13,000.00	\$13,000.00	\$7,500.00	\$7,500.00	\$12,360.00	\$12,360.00	\$15,000.00	\$15,000.00
45	Pavement Markings	LS	1	\$12,000.00	\$12,000.00	\$7,500.00	\$7,500.00	\$11,840.00	\$11,840.00	\$15,000.00	\$15,000.00
BID TOTAL					\$1,634,405.00		\$1,349,480.00		\$1,484,960.00		\$1,529,000.00
TERO FEE 3%					\$49,032.15		\$40,484.40		\$44,548.80		\$45,870.00
BID TOTAL INCLUDING TERO FEE					\$1,683,437.15		\$1,389,964.40		\$1,529,508.80		\$1,574,870.00
ENGINEER'S REPORT						ADDITIONAL BID TOTALS					
Competitive bids were opened on December 18, 2019. All bids have been reviewed by this office. We recommend the contract be awarded to: Tapani, Inc.						BIDDER		BID TOTAL			
 Project Engineer						Apollo, Inc.		\$1,615,964.94			
						Granite Construction Company		\$1,896,974.69			
						DW Excavating, Inc.		\$2,171,445.49			
						*Highlighted amounts have been corrected.					



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 20-004

Agenda Item
6d

Meeting Date: January 13, 2020

Subject: New PW Complex; BORA Architecture; Basic Schematic Design & Electrical Study/Preparation of Existing /Reuse drawings.

Attachments: Architect Fee Proposal for Basic Schematic Design & Electrical Study/Preparation of Existing /Reuse drawings; Dated: 1/8/2020

Presented by: Lance Hoyt, City Manager

Approved For Agenda By: Lance Hoyt, City Manager

Discussion:

BORArchitecture has submitted the following fee proposal for the development of the selected design for the new Public Work Complex. The scope of work has been finalized and with it the Project Budget. We would like to request basic architectural and engineering services fee in the amount of \$175,000.

Project Scope:

- Schematic site plan, floor plan, roof plan and elevations
- Project Schedule revisions

BORArchitecture requests the following extra services totaling \$32,000 for:

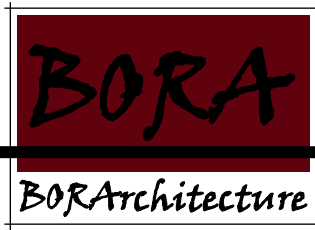
Electrical Study & Preparation of Existing/Reuse drawings

- Interior Communications / Fire Alarm / Security / Door Access Systems
- Interior Design
- Rendering, if desired
- Landscape Architecture

Fiscal Impact: Begin Schematic Design and Electrical Study/Preparation of Existing/Reuse drawings for the new Public Works Complex.

Recommendation: Authorize the City Manager approval to sign the BORArchitecture fee proposal to initiate Schematic Design Phase service for the new Public Works Complex.

Alternatives: 1) If no approval, Design will cease. 2) Forward to Study Session for further review.



January 8, 2020

Lance Hoyt, City Manager
City of Toppenish
21 West First Avenue
Toppenish, WA 98948

RE: Toppenish Public Works Complex

Dear Mr. Hoyt,

BORArchitecture is pleased to submit the following fee proposal for the development of the selected design for the new Public Works Complex.

The scope of work has been finalized and with it the Project Budget. We would like to request basic architectural and engineering services fee in the amount of \$175,000. At this time we would also like to request the following extra services totaling \$32,000.

- Electrical Study & Preparation of Existing/Reuse drawings
- Interior Communications / Fire Alarm / Security / Door Access Systems
- Interior Design
- Rendering, if desired
- Landscape Architecture

We are pleased to have the opportunity to provide professional services for the City of Toppenish. It is very important to us to work within the budget restraints and to propose fees that are manageable. Please review the above fee as it relates to the project and contact me with any questions or comments. If this proposal meets with your approval, please sign and return a copy to our office. Once signed, we will use this letter as the basis to prepare a formal contract.

Accepted: Lance Hoyt

Date

Best regards,

BORArchitecture, pllc

A handwritten signature in black ink, appearing to read "S. Brockway", is written over the typed name.

Sherilyn M. Brockway