

# SELAH CITY COUNCIL

4:00pm June 14, 2016

3:00pm Study Session -  
Comprehensive Water Plan



Selah City Council  
 Regular Meeting  
 Tuesday, June 14, 2016  
 4:00pm  
 City Council Chambers

Mayor:  
 Mayor Pro Tem:  
 Council Members:

Sherry Raymond  
 John Tierney  
 Paul Overby  
 Roy Sample  
 Laura Ritchie  
 Roger Bell  
 Russell Carlson  
 Diane Underwood

CITY OF SELAH  
 115 West Naches Avenue  
 Selah, Washington 98942

City Administrator:  
 City Attorney:  
 Clerk/Treasurer:

Don Wayman  
 Bob Noe  
 Dale Novobielski

**AGENDA**

**AGENDA**

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations **None**
- H. Getting To Know Our Businesses **None**
- I. Communications
  - 1. Oral

This is a public meeting. If you wish to address the Council concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. The Mayor reserves the right to place a time limit on each person asking to be heard.

2. Written

- Joe Henne a. May 2016 Monthly Report for Building Permits, Inspections, and Code Enforcement
- J. Proclamations/Announcements
  - Mayor Raymond 1. City of Selah Independence Day Celebration July 4th, 2016
- K. Consent Agenda

All items listed with an asterisk (\*) are considered routine by the City Council and will be enacted by one motion, without discussion. Should any Council Member request that any item of the Consent Agenda be considered separately, that item will be removed from the Consent Agenda and become a part of the regular Agenda.

- Monica Lake \* 1. Approval of Minutes: May 24, 2016 Study Session & Council Meeting
- Dale N. \* 2. Approval of Claims & Payroll

L. Public Hearings

- Joe Henne 1. Public Hearing to consider the Resolution adopting the Six Year Transportation Improvement Program (TIP) for the years 2017 to 2022

M. General Business

- 1. New Business **None**
- 2. Old Business **None**

N. Resolutions

- Dave Mullen \* 1. Resolution declaring Parks and Recreation property (kayak and paddles) surplus and authorizing disposition of the same
- Joe Henne 2. Resolution adopting the Six Year Transportation Improvement Program for Secondary and Collector Arterial Streets within the City of Selah for the years 2017 to 2022
- Joe Henne 3. Resolution Authorizing the Mayor to sign Addendum No. 1 to Task Order No. 2013-5 for the Third Street Water Main Replacement project between the City of Selah and HLA Engineering and Land Surveying, Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130
- Joe Henne \* 4. Resolution Authorizing the Mayor to sign Task Order 2016-06 between the City of Selah and HLA Engineering and Land Surveying, Inc. for engineering and surveying services for the New City Hall Improvements project
- Dave Mullen 5. Resolution authorizing the Mayor to sign an agreement between the City of Selah and the Recreation and Conservation Office
- Harmit Bedi 6. Resolution Authorizing the Mayor to Sign the Thomas Outside Utility Agreement (File: 171.42.16-01)

O. Ordinances

- Bob Noe 1. Ordinance Amending Section 6.60.050, "Enforcement/Penalties", to Selah Municipal Code Chapter 6.60 "Public Disturbance Noises" to Ensure Efficient Processing of Violations through the Municipal Court; Establishing an Effective Date; and, Providing for Severability
- Bob Noe 2. Ordinance Amending Section 6.75.090 and Section 6.75.095 of the Selah Municipal Code Chapter 6.75 "Code Enforcement" to Provide that Appeals be Processed before the City Council and not a Board of Appeals; Establishing an Effective Date; and, Providing for Severability

P. Public Appearances

Q. Reports/Announcements

- 1. Departments
- 2. Council Members
- 3. City Administrator
- 4. Boards **None**
- 5. Mayor

R. Executive Session **None**

S. Adjournment

Next Study Session July 12, 2016  
 Next Regular Meeting July 12, 2016

Each item on the Council Agenda is covered by an Agenda Item Sheet (AIS)

A yellow AIS indicates an action item.

A blue AIS indicates an information/non-action item.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**STUDY SESSION    INFORMATIONAL ITEM**

**6/14/2016**

**Title:** Comprehensive Water Plan Study Session

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

N/A

**Background / Findings & Facts:**

Review of the City's Comprehensive Water Plan for Council

**Recommended Motion:**

N/A

# **CITY OF SELAH**

## ***WATER SYSTEM PLAN***



**Prepared by:**



**PROJECT NO. 13046**

**OCTOBER 2014**

**INTRODUCTION**

**AND**

**EXECUTIVE SUMMARY**

## **INTRODUCTION**

The City of Selah is located in the upper Yakima Valley, within the northern part of Yakima County. The City lies along Interstate 82, approximately 3 miles north of the City of Yakima, and 36 miles south of the City of Ellensburg, in a dry, sunny area consisting of cultivated lands and sage-covered foothills. Incorporated in 1919, Selah lies against the west foothills of the valley, with over two-thirds of the City varying from 1,100 to 1,200 feet in elevation above mean sea level. Selah's economy depends largely on the agricultural industry; two fruit warehouses and two fruit juice companies provide the majority of employment within the City.

Selah recognizes the need to improve and expand its water system if it is to meet the demands of its system users and to keep pace with other growth-oriented improvements in this vital Yakima County community. Huibregtse, Louman Associates, Inc. (HLA), was authorized by the City of Selah to prepare this Water System Plan, which represents the culmination of planning and data collection efforts.

## **PLANNING REQUIREMENTS**

Water systems with 1,000 or more services are required to have a water system plan approved by the Washington State Department of Health (DOH) pursuant to the Washington Administrative Code, WAC 246-290-100 and WAC 246-291-140.

In order to assist water utilities in preparing their plans, the Department of Health has published the *Water System Planning Handbook* dated April 1997. This handbook identifies information needed to develop a "well-conceived and clearly-stated" water system plan. The handbook is organized into 10 major chapters, with each chapter representing a basic water system plan component. The 10 chapters are:

1. Description of Water System
2. Basic Planning Data and Water Demand Forecasting
3. System Analysis
4. Water Use Efficiency Program and Water Rights
5. Source Water Protection
6. Operation and Maintenance Program
7. Distribution Facilities Design and Construction Standards
8. Improvement Program
9. Financial Program
10. Miscellaneous Documents

Each chapter is divided into several sections to address specific topics in detail. The City of Selah 2014 *Water System Plan* update has been prepared in the format of the Department of Health's *Water System Planning Handbook*.

## **OBJECTIVE**

The principal goal of water system planning is to make efficient use of available resources. This is accomplished by making decisions about water system capital improvements and operations which are in accordance with overall system policies and directions expressed in a utility's water system plan.

An equally important reason for developing a water system plan is to assure orderly growth of the system while maintaining reliable delivery of high quality water. The plan is intended to guide water utility actions in a manner consistent with other activities taking place in the community.

The water system plan is intended to look ahead at least 20 years into the future. Development of a definite improvement schedule and financial program is required for the first six-year period, while the planning approach for the second period may be more conceptual. To continually provide adequate guidance to decision makers, the plan requires updating every six years.

Once adopted by the City of Selah and approved by the Department of Health (DOH), the Water System Plan is considered by DOH "to be a commitment to implement the actions identified in the improvement schedule." Future water system decisions shall be in accordance with the Water System Plan.

**PROJECTED WATER DEMANDS**

To plan for Selah’s future water needs, the following items were examined:

**Basic Planning Data** (CHAPTER 2): Land use, future service area boundary, and population growth are used to evaluate demands on the Selah water system. The City’s 2012 service population was 7,290, and the future population is projected to be 8,764 by the year 2018. Selah’s 2012 number of residential water services was 2,116, and the future number of residential services is projected to be 2,287 by the year 2018.

**Current Water Demands** (CHAPTER 2): Selah’s greatest year of water consumption in the last six years was in 2008 when 870.59 million gallons was consumed. This is equal to an average daily consumption of 2,385,173 million gallons. The maximum month of water consumption was experienced in August 2009, when the average daily consumption for the month was 3,738,190 gallons. Maximum day consumption (based upon the maximum day of water production in the month) was 4,405,417 gallons on August 4, 2009, and peak hour consumption was calculated to be 5,507 GPM.

**Projected Water Demands** (CHAPTER 2): Selah’s water demand forecast for the year 2018, and the City’s current source capacity and water rights are below:

	<u>Projected Year 2018 Demand</u>	<u>Current Source Capacity</u>	<u>Current Water Rights</u>
ERUs	6,014	-----	-----
Annual	883.871 MG	1,865.880 MG	1,550.945 MG
Maximum Day	5.073 MGD	7.920 MGD	7.920 MGD
Peak Hour	6,341 GPM	5,500 GPM	-----

**SUMMARY OF SYSTEM DEFICIENCIES AND RECOMMENDED IMPROVEMENTS**

The following is a listing of the major water system deficiencies and recommended improvements which have been identified in the existing water system. A more detailed description of these deficiencies and related improvements can be found in CHAPTER 8 of this Plan.

**SUPPLY**

**Water Rights** – A City’s water right status is crucial in determining the amount of possible future growth. Currently, Selah has annual rights (Q<sub>a</sub>) of 4,760 acre-feet per year and instantaneous rights (Q<sub>i</sub>) of 5,500 GPM. As discussed in CHAPTER 2 of this Plan, current water rights are adequate in providing for existing and projected year 2032 demands, but will become the limiting factor in the City’s future physical system capacity beyond the 20-year planning horizon. Should population trends and demand projections change, the water rights may be exceeded by year 2032.

As discussed in CHAPTER 1 of this Plan, the City currently requires that any proposed new development, which will exceed the City’s current water right capacity, to transfer any water right the developer may hold to the City, prior to approval of the new development.

The 2008 *Comprehensive Water Plan* describes the need for the City to control large industrial water use and explore the potential of transferring existing water rights owned by industries to the City. Industrial water consumption is still the highest among all user categories and projected future demands will need to be closely monitored by the City.

**Source Well Capacity** – Selah’s source wells are limited by the City’s water rights of 5,500 GPM, but are capable of producing 6,350 GPM should additional water rights be acquired. The year 2012 source capacity is adequate to meet current and anticipated 2032 demands. However, if population trends and demand projections change, the source well capacities may need to be reevaluated for year 2032.

**Booster Pump Stations** – Rehabilitation of the Palm Park booster pump station was identified as a recommended system improvement in the *2008 Comprehensive Water Plan*, but was never implemented. This booster pump station still needs to be rehabilitated to make it a more reliable source of supply to the upper pressure zones. Currently, the Palm Park booster pump is only used continuously at peak times of the year (summer months) when demand is high.

Any future development within Zone 6 north (Valhalla Heights) will require a new booster pump station to serve this pressure zone. Similarly, when anticipated development of Zone 7 occurs, a new booster pump station will be necessary to supply this upper pressure zone. These improvements are shown in Figure 8-1.

## STORAGE

**Storage Capacity** – As discussed previously in this Chapter and in CHAPTER 2 of this plan, the City's reservoir storage capacity is adequate to meet the 20-year projected demand, by nesting fire suppression and standby storage. Therefore, no improvement project is recommended at this time. If future water demands change, the City may need to reevaluate the need for additional storage.

**Reservoir Cleaning and Maintenance** – The North Reservoirs were constructed in 1938 and have some minor cracking and signs of age. The smaller North Reservoir has been offline for some time due to a leak. It is recommended both reservoirs be rehabilitated and the smaller reservoir be reincorporated into the water system.

## DISTRIBUTION

**Service Meters** – The City's existing water service meters are primarily hand-read. It is recommended the City implement radio-read service meters in the future, requiring less labor and more accurate, readily available consumption data. Replacement of older service meters is necessary to improve accuracy and potentially reduce the DSL percentage.

**Fire Flow Capacity** – Figure 3-5 identifies existing system fire flow capacities along with the minimum fire flow requirements for regions within the City. As shown on the figure, some locations are deficient based on the computer hydraulic model. Refer to Figure 8-1 for suggested improvements to address deficiencies.

**Water Main Upsizing and Replacement** – Most of the deficiencies identified shown in Figure 3-5 can be addressed by upsizing water mains. Suggested Improvements for water main upsizing are shown in Figure 8-1.

**Pressure** – Water services currently range in elevation from 1,080 to 1,500 feet, with static pressures ranging from 37 to 97 psi. Higher pressures are experienced at lower portions of the distribution system, at locations furthest away from reservoirs in respective pressure zones. Typically, distribution system pressures should not exceed 100 psi, unless the design engineer can justify the need for the excessive pressure, and verify the pipe material is appropriate. High pressures are beneficial at these locations for fire flow reliability. Few locations experience pressure greater than 100 psi. In those locations, the City will install and maintain individual service PRVs if determined necessary by the Public Works Supervisor.

## TELEMETRY

Selah's telemetry control system was installed in 2001 and is controlled by a master Programmable Logic Controller (PLC), which is located at the City's public works office. The Human Machine Interface (HMI) computer is the City's connection to the master PLC for making operational adjustments to the water system. A new HMI computer was purchased in 2012.

## PROPOSED WATER SYSTEM FINANCIAL PROGRAM

Recommended system improvements are scheduled for completion in annual increments for the next six (6) years, as shown in Table 8-1 and Table 8-2 in CHAPTER 8 of this Plan. Scheduling of the remaining improvements beyond this six-year period needs to be reviewed yearly as priorities and City growth

patterns change and progress. Major recommended improvements for future years (2021 through 2035) have been estimated, but have not been scheduled at this time. The estimated improvement costs are provided in Table 8-1 and Table 8-2, as well as the total projected yearly cost.

In order to fund the recommended water system improvements discussed in this Plan, a proposed financial program has been developed and is provided in Table 9-5 in CHAPTER 9 of this Plan. The proposed financial program incorporates projected operations, improvements, and loan costs for the next six-year period. Projected revenues and expenditures of the water system include growth factors and inflation rates, in addition to the recommended rate increases, to account for estimated growth within the City, as discussed in CHAPTER 9 of this Plan.

The City of Selah will continue annual reviews of the water system's financial program during their budget preparation process. The financial program will also be reviewed and revised as needed during the next update of the *Water System Plan*. This continued review will allow for modifications to the proposed rate and revenue increases, should financial conditions change.

# **CHAPTER 8 - IMPROVEMENT PROGRAM**

# CITY OF SELAH

## Water System Plan Update RECOMMENDED WATER SYSTEM IMPROVEMENTS

### LEGEND

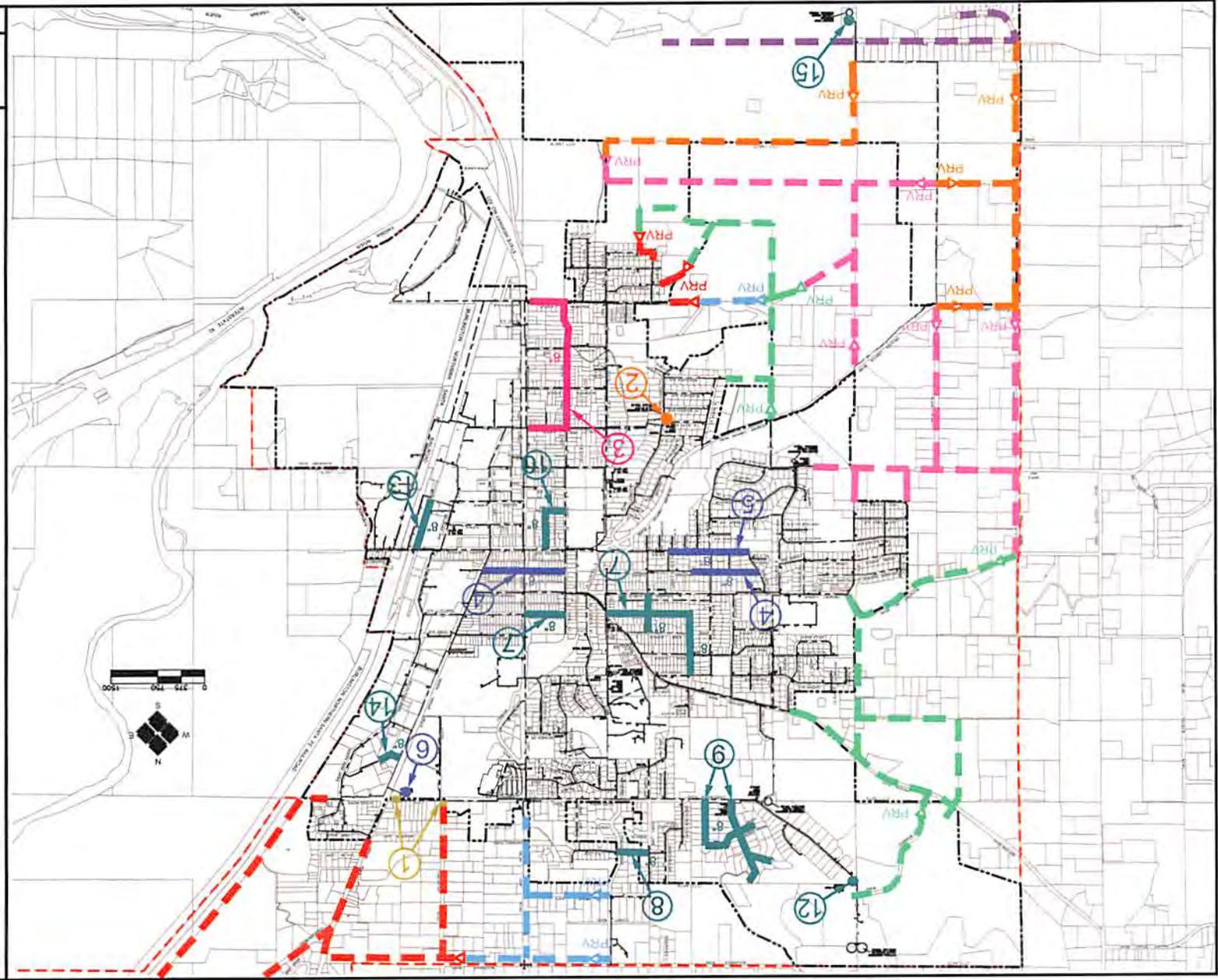
- RETAIL SERVICE AREA BOUNDARY (CITY LIMITS)
- FUTURE SERVICE AREA BOUNDARY (CITY LIMITS)
- - - - - FUTURE SERVICE AREA (URBAN GROWTH AREA)
- POSSIBLE FUTURE ZONE 1 IMPROVEMENTS
- POSSIBLE FUTURE ZONE 2 IMPROVEMENTS
- POSSIBLE FUTURE ZONE 3 IMPROVEMENTS
- POSSIBLE FUTURE ZONE 4 IMPROVEMENTS
- POSSIBLE FUTURE ZONE 5 IMPROVEMENTS
- POSSIBLE FUTURE ZONE 6 IMPROVEMENTS

### RECOMMENDED SYSTEM IMPROVEMENTS

- 1 East Goodlander Road Water Main Improvements (Year 2015 Improvements)
- 2 Palm Park Booster Pump Station Replacement (Year 2017 Improvements)
- 3 Third St Water Main Upsizing (DWSRF Loan Secured) (Year 2019 Improvements)
- 4 Orchard Ave Water Main Replacement and Upsizing (Year 2019 Improvements)
- 5 W Naches Ave. Water Main Replacement and Upsizing
- 6 Well No 7 Improvements
- 7 W Bartlett Ave and N 7th St Water Main Replacement and Upsizing
- 8 Lyle Loop Water Main and PRV Station
- 9 Goodlander Heights Water Main Replacement and Upsizing
- 10 S Second St and Yakima Ave Water Main Replacement and Upsizing
- 11 Zone 6 Booster Pump Station (Not Shown)
- 12 Zone 6 Booster Pump Station (Private)
- 13 Tree Top Ross Plant Water Main Upsizing (Private)
- 14 North Park Center Loop to N Venas Rd (Private)
- 15 Zone 7 Booster Pump Station (Private)



FIGURE 8-1



## 2. PALM PARK BOOSTER PUMP STATION REPLACEMENT

To be more reliable and increase pumping capacity to Zone 3, the Palm Park Booster Pump Station should be reconstructed. Currently, the Palm Park booster pump originally constructed in 1967, is only used continuously at peak times of the year (summer months) when demand is high. This improvement will include replacement of the pump station in full.

Item	Unit	Qty.	Unit Cost	Total Cost
Mobilization	LS	-	-	\$60,000
Clearing and Grubbing	LS	-	-	\$5,000
Demolition of Existing Pump Station	LS	-	-	\$20,000
Pump Building (1,000 sq. ft.)	LS	-	-	\$200,000
Piping, Fittings, and Valves	LS	-	-	\$40,000
(2) 50 HP Booster Pump	LS	-	-	\$60,000
Electrical and Control System	LS	-	-	\$120,000
HVAC System	LS	-	-	\$30,000
Site Grading and Drainage	LS	-	-	\$10,000
Site Piping, Fittings, and Valves	LS	-	-	\$40,000
HMA Surfacing	LS	-	-	\$5,000
Minor Change	FA	-	-	\$10,000
Construction Cost Subtotal				\$600,000
Sales Tax (8.2%)				\$49,200
Subtotal				\$649,200
Contingency (15%)				\$97,400
Subtotal				\$746,600
Engineering & Administration (12%)				\$89,600
Construction Engineering (15%)				\$112,000
<b>TOTAL ESTIMATED COST</b>				<b>\$948,200</b>

**Note:** This estimate does not include any improvements to reservoir supply or overflow piping, chlorination system, generator, or relocation of park features.

### 3. THIRD STREET WATER MAIN UPSIZING

This improvement project will replace the existing 6-inch water main pipes with 8-inch ductile iron pipes throughout the Third Street area. The improvement will improve both fire flow capacity and system reliability in this residential area. Provided below are the estimated project costs:

Item	Unit	Qty.	Unit Cost	Total Cost
Mobilization	LS	-	-	\$40,000
Temporary Traffic Control	LS	-	-	\$40,000
Shoring or Extra Excavation	LF	2,250	\$1	\$2,250
Select Backfill	CY	450	\$35	\$15,750
8-Inch D.I. Water Main	LF	2,250	\$55	\$123,750
8-Inch Gate Valve	EA	13	\$1,400	\$18,200
Water Service Connection	EA	75	\$1,500	\$112,500
HMA Surface Repair	SY	2,100	\$40	\$84,000
Pavement Markings	LS	-	-	\$1,500
Minor Change	FA	-	-	\$10,000
Construction Cost Subtotal				\$447,950
Sales Tax (8.2%)				\$36,740
Subtotal				\$484,690
Contingency (15%)				\$72,560
Subtotal				\$557,250
Engineering & Administration (12%)				\$66,900
Construction Engineering (15%)				\$83,600
DWSRF Loan Fee (1%)				\$7,078
<b>TOTAL ESTIMATED COST</b>				<b>\$714,828</b>

A DWSRF loan was received in 2014 to construct this improvement project. It is anticipated this project will be constructed in conjunction with the Third Street Reconstruction project. Should funding be unavailable for the street reconstruction project, this water improvements project is anticipated to be constructed in 2017.

#### 4. ORCHARD AVENUE WATER MAIN REPLACEMENT AND UPSIZING

This improvement project will replace the existing 4-inch and 6-inch water main pipes with 8-inch ductile iron pipes along Orchard Avenue from North 8<sup>th</sup> Street to 12<sup>th</sup> Street and North 3<sup>rd</sup> Street to North Wenas Ave. The improvement will improve both fire flow capacity and system reliability in this residential area. Provided below are the estimated project costs:

Item	Unit	Qty.	Unit Cost	Total Cost
Mobilization	LS	-	-	\$26,500
Temporary Traffic Control	LS	-	-	\$20,000
Shoring or Extra Excavation	LF	2,470	\$1	\$2,470
Select Backfill	CY	270	\$35	\$9,450
8-Inch D.I. Water Main	LF	2,470	\$55	\$135,850
8-Inch Gate Valve	EA	12	\$1,400	\$16,800
Water Service Connection	EA	62	\$1,500	\$93,000
HMA Surface Repair	SY	1,650	\$40	\$66,000
Minor Change	FA	-	-	\$10,000
Construction Cost Subtotal				\$380,070
Sales Tax (8.2%)				\$31,170
Subtotal				\$411,240
Contingency (15%)				\$61,700
Subtotal				\$472,940
Engineering & Administration (12%)				\$56,800
Construction Engineering (15%)				\$70,900
<b>TOTAL ESTIMATED COST</b>				<b>\$600,640</b>

## 5. WEST NACHES AVENUE WATER MAIN REPLACEMENT AND UPSIZING

This improvement project will replace the existing 6-inch water main pipes with 8-inch ductile iron pipes along West Naches Avenue. The improvement will improve both fire flow capacity and system reliability in this residential area. Provided below are the estimated project costs:

Item	Unit	Qty.	Unit Cost	Total Cost
Mobilization	LS	-	-	\$21,000
Temporary Traffic Control	LS	-	-	\$20,000
Shoring or Extra Excavation	LF	1,300	\$1	\$1,300
Select Backfill	CY	440	\$35	\$15,400
8-Inch D.I. Water Main	LF	1,300	\$55	\$71,500
8-Inch Gate Valve	EA	14	\$1,400	\$19,600
Water Service Connection	EA	40	\$1,500	\$60,000
HMA Surface Repair	SY	1,900	\$40	\$76,000
Pavement Markings	LS	-	-	\$1,500
Minor Change	FA	-	-	\$10,000
<b>Construction Cost Subtotal</b>				<b>\$296,300</b>
Sales Tax (8.2%)				<u>\$24,300</u>
Subtotal				<b>\$320,600</b>
Contingency (15%)				<u>\$48,100</u>
Subtotal				<b>\$368,700</b>
Engineering & Administration (12%)				<b>\$44,200</b>
Construction Engineering (15%)				<u>\$55,300</u>
<b>TOTAL ESTIMATED COST</b>				<b>\$468,200</b>

**6. WELL NO. 7 IMPROVEMENTS**

Due to seasonal water demands, overall water system production varies significantly throughout the year. Of all City wells, Well No. 7 obtains the largest existing water rights, and produces a large percentage of the City's potable water. To accommodate the varying demands, improvements to Well No. 7 include a new variable frequency drive (VFD) and pump motor, pressure transmitter assembly, chlorine control panel, split-system air conditioning unit, and revisions to the telemetry control panel. The approximate cost of this improvement is \$228,100.

<b>Item</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Mobilization	LS	-	-	\$10,000
Existing Electrical Demolition	LS	-	-	\$6,000
150 HP VFD and Appurtenances	LS	-	-	\$40,000
150 HP Pump Motor	LS	-	-	\$30,000
Pressure Transmitter Assembly	LS	-	-	\$3,000
Chlorine Control Panel	LS	-	-	\$12,000
Split-Sytem A/C Unit	LS	-	-	\$12,000
Telemetry Control Panel Revisions	LS	-	-	\$15,000
Minor Change	FA	-	-	\$10,000
<b>Construction Cost Subtotal</b>				<b>\$138,000</b>
<b>Sales Tax (8.2%)</b>				<b>\$11,300</b>
<b>Subtotal</b>				<b>\$149,300</b>
<b>Contingency (15%)</b>				<b>\$22,400</b>
<b>Subtotal</b>				<b>\$171,700</b>
<b>Engineering &amp; Administration (12%)</b>				<b>\$20,600</b>
<b>Programming</b>				<b>\$10,000</b>
<b>Construction Engineering (15%)</b>				<b>\$25,800</b>
<b>TOTAL ESTIMATED COST</b>				<b>\$228,100</b>

**8.3.2 Year 2021 through Year 2035 Prioritized Improvements**

**7. WEST BARTLETT AVENUE AND NORTH SEVENTH STREET WATER MAIN REPLACEMENT AND UPSIZING**

This improvement project will replace the existing 4-inch and 6-inch water main pipes with 8-inch ductile iron pipes along Bartlett Avenue from Ninth Street to Fifth Street and Third Street to North First Street, North Seventh Street from Home Avenue to Fremont Avenue, and North Ninth Street from Bartlett Avenue to Cherry Avenue. The improvement will improve both fire flow capacity and system reliability in this residential area. Provided below are the estimated project costs:

<b>Item</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Mobilization	LS	-	-	\$25,000
Temporary Traffic Control	LS	-	-	\$20,000
Shoring or Extra Excavation	LF	3,640	\$1	\$3,640
Select Backfill	CY	210	\$35	\$7,350
8-Inch D.I. Water Main	LF	3,640	\$55	\$200,200
8-Inch Gate Valve	EA	16	\$1,400	\$22,400
Water Service Connection	EA	70	\$1,500	\$105,000
HMA Surface Repair	SY	2,000	\$40	\$80,000
Gravel Surface Repair	SY	300	\$15	\$4,500
Minor Change	FA	-	-	\$10,000
<b>Construction Cost Subtotal</b>				<b>\$478,090</b>
<b>Sales Tax (8.2%)</b>				<b>\$39,210</b>
<b>Subtotal</b>				<b>\$517,300</b>
<b>Contingency (15%)</b>				<b>\$77,600</b>
<b>Subtotal</b>				<b>\$594,900</b>
<b>Engineering &amp; Administration (12%)</b>				<b>\$71,400</b>
<b>Construction Engineering (15%)</b>				<b>\$89,200</b>
<b>TOTAL ESTIMATED COST</b>				<b>\$755,500</b>

**8. LYLE LOOP WATER MAIN EXTENSION AND PRV STATION**

This improvement project will include the construction of a new 8-inch water main, continuing west on Lyle Loop to Terry Lane. Construction will also include a new pressure reducing valve (PRV) station for connecting Zone 3 and Zone 2. Looping this water main will provide redundancy and improve fire flow capacity in this part of the City. Provided below are the estimated project costs:

<b>Item</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Mobilization	LS	-	-	\$30,000
Temporary Traffic Control	LS	-	-	\$20,000
Shoring or Extra Excavation	LF	500	\$1	\$500
Select Backfill	CY	60	\$35	\$2,100
8-Inch D.I. Water Main	LF	500	\$55	\$27,500
8-Inch Tapping Sleeve and Valve Assembly	EA	1	\$4,000	\$4,000
Water Service Connection	EA	6	\$1,500	\$9,000
PRV Station, Complete	LS	1	\$40,000	\$40,000
Gravel Surface Repair	SY	670	\$15	\$10,050
Minor Change	FA	-	-	\$10,000
<b>Construction Cost Subtotal</b>				<b>\$153,150</b>
<b>Sales Tax (8.2%)</b>				<b>\$12,560</b>
<b>Subtotal</b>				<b>\$165,710</b>
<b>Contingency (15%)</b>				<b>\$24,900</b>
<b>Subtotal</b>				<b>\$190,610</b>
<b>Engineering &amp; Administration (12%)</b>				<b>\$22,900</b>
<b>Construction Engineering (15%)</b>				<b>\$28,600</b>
<b>TOTAL ESTIMATED COST</b>				<b>\$242,110</b>

## 9. GOODLANDER HEIGHTS WATER MAIN REPLACEMENT AND UPSIZING

This improvement project will replace the existing 4-inch water main pipes with 8-inch ductile iron pipes throughout the Goodlander Heights area. The improvement will improve both fire flow capacity and system reliability in this residential area. Provided below are the estimated project costs:

Item	Unit	Qty.	Unit Cost	Total Cost
Mobilization	LS	-	-	\$30,000
Temporary Traffic Control	LS	-	-	\$20,000
Shoring or Extra Excavation	LF	3,400	\$1	\$3,400
Select Backfill	CY	230	\$35	\$8,050
8-Inch D.I. Water Main	LF	3,400	\$55	\$187,000
8-Inch Gate Valve	EA	7	\$1,400	\$9,800
Water Service Connection	EA	50	\$1,500	\$75,000
HMA Surface Repair	SY	2,010	\$40	\$80,400
Minor Change	FA	-	-	\$10,000
Construction Cost Subtotal				\$423,650
Sales Tax (8.2%)				\$34,740
Subtotal				\$458,390
Contingency (15%)				\$68,800
Subtotal				\$527,190
Engineering & Administration (12%)				\$63,300
Construction Engineering (15%)				\$79,100
<b>TOTAL ESTIMATED COST</b>				<b>\$669,590</b>

## 10. SOUTH SECOND STREET AND YAKIMA AVENUE WATER MAIN REPLACEMENT AND UPSIZING

This improvement project will replace the existing 4-inch and 6-inch water main pipes with 8-inch ductile iron water main pipes along South 2<sup>nd</sup> Street, and continuing west along West Yakima Avenue. The improvement will improve both fire flow capacity and system reliability in this residential area. Provided below are the estimated project costs:

Item	Unit	Qty.	Unit Cost	Total Cost
Mobilization	LS	-	-	\$0
Temporary Traffic Control	LS	-	-	\$15,000
Shoring or Extra Excavation	LF	1,100	\$1	\$1,100
Select Backfill	CY	70	\$35	\$2,450
8-Inch D.I. Water Main	LF	1,100	\$55	\$60,500
8-Inch Gate Valve	EA	2	\$1,400	\$2,800
Water Service Connection	EA	23	\$1,500	\$34,500
HMA Surface Repair	SY	730	\$40	\$29,200
Pavement Markings	LS	-	-	\$1,500
Minor Change	FA	-	-	\$10,000
Construction Cost Subtotal				\$157,050
Sales Tax (8.2%)				\$12,880
Subtotal				\$169,930
Contingency (15%)				\$25,500
Subtotal				\$195,430
Engineering & Administration (12%)				\$23,500
Construction Engineering (15%)				\$29,300
<b>TOTAL ESTIMATED COST</b>				<b>\$248,230</b>

## 11. SERVICE METER REPLACEMENT

The City currently has approximately 1,900 service meters and most of these meters are more than 10 years old and are a mix of touch-read and hand-read meters. The City currently budgets to the Auto Meter Read fund approximately \$18,000 a year for service meter replacements. Replacement of older service meters will improve accuracy and potentially reduce the percentage of DSL. Annual replacement meters are still necessary until the City converts all meters to radio-read.

## 12. ZONE 6 BOOSTER PUMP STATION (PRIVATE)

This improvement project will include construction of a 500 GPM booster pump, pump building, and 12-inch transmission main. The improvement will provide water to the north Zone 6, future Valhalla Heights development.

## 13. TREE TOP ROSS PLANT WATER MAIN UPSIZING (PRIVATE)

This improvement project will replace the existing 4-inch water main pipes with 8-inch ductile iron pipes along within the Tree Top Ross Plant. The improvement will improve both fire flow capacity and system reliability in this industrial area.

## 14. NORTH PARK CENTER LOOP TO NORTH WENAS ROAD (PRIVATE)

This improvement project will include the construction of a new 8-inch water main loop connecting North Park Drive to North Wenas Road. The improvement will improve both fire flow capacity and system reliability in this area.

## 15. ZONE 7 BOOSTER PUMP STATION (PRIVATE)

This improvement project will include construction of a 500 GPM booster pump, pump building, and 12-inch transmission main. The improvement will provide water to the Zone 7, future Lookout Point development.

### 8.3.3 Major Capital Improvement Schedule

Table 8-2 provides a six-year schedule for completion of some of the recommended major capital improvements. Scheduling of the remaining improvements beyond this six-year period should be reviewed yearly as priorities and City growth patterns change and progress. The estimated improvement costs are provided in Table 8-2, as well as the total projected yearly cost. The estimated costs in Table 8-2 have been inflated for each year after 2014 to reflect the possible future costs based upon the projected year the improvement will be completed. Improvements that are projected to take place after year 2020 have been inflated to reflect year 2021 costs although many of these improvements will take place after the year 2021.

**TABLE 8-2 SCHEDULE OF RECOMMENDED MAJOR CAPITAL IMPROVEMENTS**

Priority No.	Improvement Description	Estimated Cost in 2014 Dollars	Completion Year							Funding Source	
			2015	2016	2017	2018	2019	2020	2021 to 2035		
1	East Goodlander Road Water Main Improvements	82,520	85,000								City
2	Palm Park Booster Pump Station Replacement	948,200		1,005,950							SRF Loan/City
3	Third Street Water Main Upsizing	714,828			714,828						SRF Loan/City
4	Orchard Avenue Water Main Replacement and Upsizing	600,640					696,310				SRF Loan/City
5	W. Naches Ave. Water Main Replacement and Upsizing	468,200					542,770				SRF Loan/City
6	Well No. 7 Improvements	228,100					264,430				SRF Loan/City
7	W. Bartlett Ave. and N. 7th St. Water Main Replacement and Upsizing	755,500							929,170		SRF Loan/City
8	Lyle Loop Water Main Extension and PRV Station	242,110							297,760		SRF Loan/City
9	Goodlander Heights Water Main Replacement and Upsizing	669,590							823,510		SRF Loan/City
10	S. Second St. and Yakima Ave. Water Main Replacement and Upsizing	248,230							305,290		SRF Loan/City
11	Service Meter Replacement (to Auto Meter Read fund)	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	Delinquent Fees
12	Zone 6 Booster Pump Station	N/A									Private
13	Tree Top Ross Plant Water Main Upsizing	N/A									Private
14	North Park Center Loop to N. Wenas Rd.	N/A									Private
15	Zone 7 Booster Pump Station	N/A									Private
	<b>TOTAL COSTS</b>	<b>3,945,198</b>	<b>103,000</b>	<b>1,023,950</b>	<b>732,828</b>	<b>18,000</b>	<b>1,521,510</b>	<b>18,000</b>	<b>2,373,730</b>		

Note: Improvement costs for years following 2014 include 3% inflation per year.

# **CHAPTER 9 - FINANCIAL PROGRAM**

**TABLE 9-5 PROPOSED WATER OPERATING FUND (FUND 411) FINANCIAL PROGRAM**

Year Ending	2014 <sup>a</sup>	2015	2016	2017	2018	2019	2020
<b>BEGINNING FUND( 411) BALANCE</b>	713,201	542,398	406,743	523,422	602,667	520,443	648,108
<b>REVENUES</b>							
Water Sales	1,597,000	1,660,000	1,726,000	1,795,000	1,866,000	1,921,000	1,978,000
Miscellaneous Revenue	42,100	41,400	41,347	42,264	42,919	42,443	43,437
Subtotal Sales and Misc. Rev.	1,639,100	1,701,400	1,767,347	1,837,264	1,908,919	1,963,443	2,021,437
Misc. Transfers In	20,000	13,000	0	0	0	0	0
Water Reserve (461) Transfers In	0	100,000	0	0	0	0	0
DWSRF Loan Proceeds	2,091,074	0	1,005,950	714,828	0	1,503,510	0
<b>TOTAL - REVENUES</b>	<b>3,750,174</b>	<b>1,814,400</b>	<b>2,773,297</b>	<b>2,552,092</b>	<b>1,908,919</b>	<b>3,466,953</b>	<b>2,021,437</b>
<b>EXPENDITURES</b>							
<b>Water Operations<sup>b</sup></b>							
Other Services and Charges	35,500	0	0	0	30,000	0	0
Salaries and Wages	368,868	424,251	437,000	451,000	465,000	479,000	494,000
Personnel Benefits	147,216	180,241	186,000	192,000	198,000	204,000	211,000
Supplies	110,300	115,300	119,000	123,000	127,000	131,000	135,000
Other Services and Charges	360,924	338,768	349,150	360,310	371,470	382,640	394,810
<b>Subtotal - Water Operations</b>	<b>1,022,808</b>	<b>1,058,560</b>	<b>1,091,150</b>	<b>1,126,310</b>	<b>1,191,470</b>	<b>1,196,640</b>	<b>1,234,810</b>
<b>Capital Outlay</b>							
Machinery, Equipment & Misc.	14,500	19,600	50,000	50,000	50,000	50,000	50,000
Misc. Capital Improvements	0	154,140	35,530	40,970	176,700	20,870	159,400
Major Capital Improvements	2,292,478	85,000	1,005,950	714,828	0	1,503,510	0
<b>Subtotal - Capital Outlay</b>	<b>2,306,978</b>	<b>258,740</b>	<b>1,091,480</b>	<b>805,798</b>	<b>226,700</b>	<b>1,574,380</b>	<b>209,400</b>
<b>Transfers Out</b>							
Fund 110 - City St	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Fund 115 - Local Access St. Imp.	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Fund 171 - PW Equip. Reserve	25,000	5,000	5,000	5,000	5,000	5,000	5,000
Fund 321 - Utility Maint. Facility	0	0	2,000	2,000	2,000	2,000	2,000
Fund 452 - W/S Bond Red.	0	0	0	0	0	0	0
Fund 461 - Water Reserve	240,000	203,000	50,000	50,000	50,000	50,000	50,000
Fund 461 - Res. Delinquent Fees	18,000	18,000	18,000	18,000	18,000	18,000	18,000
<b>Subtotal - Transfers Out</b>	<b>313,000</b>	<b>256,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>
<b>Debt Service</b>							
PWTF Loan (Includes Interest)	183,047	181,352	179,657	177,962	176,268	174,573	172,878
SRF Loan (Includes Interest)	95,144	195,403	189,331	257,776	291,705	288,695	392,190
<b>Subtotal - Debt Service</b>	<b>278,191</b>	<b>376,755</b>	<b>368,988</b>	<b>435,738</b>	<b>467,973</b>	<b>463,268</b>	<b>565,068</b>
<b>TOTAL - EXPENDITURES</b>	<b>3,920,977</b>	<b>1,950,055</b>	<b>2,656,618</b>	<b>2,472,846</b>	<b>1,991,143</b>	<b>3,339,288</b>	<b>2,114,278</b>
<b>ENDING FUND( 411) BALANCE</b>	<b>542,398</b>	<b>406,743</b>	<b>523,422</b>	<b>602,667</b>	<b>520,443</b>	<b>648,108</b>	<b>555,267</b>
<b>NET INCREASE (DECREASE)</b>	<b>(170,803)</b>	<b>(135,655)</b>	<b>116,679</b>	<b>79,246</b>	<b>(82,225)</b>	<b>127,666</b>	<b>(92,841)</b>
Projected Rate Increase at Start of Year	3.0%	4.0%	4.0%	4.0%	4.0%	3.0%	3.0%

<sup>a</sup> 2014 figures are consistent with actual budget by the City.

<sup>b</sup> Water Operations expenditures include 2% inflation per year.

**TABLE 9-6 PROPOSED WATER RESERVE FUND (FUND 461) FINANCIAL PROGRAM**

Year	2014	2015	2016	2017	2018	2019	2020
Beginning General Reserve Fund Balance	191,500	405,610	508,910	561,410	614,210	667,210	720,510
Beginning Reservoir Replacement Fund Balance	66,666	164,461	189,461	216,401	243,401	270,601	297,901
Beginning Auto Meter Read Fund Balance	74,834	128,297	146,297	164,297	182,297	200,297	218,297
<b>Total Beginning Reserve Fund Balance</b>	<b>333,001</b>	<b>698,369</b>	<b>844,669</b>	<b>942,109</b>	<b>1,039,909</b>	<b>1,138,109</b>	<b>1,236,709</b>
Investment Interest	900	300	2,500	2,800	3,000	3,300	3,600
Operating Transfers In	240,000	203,000	50,000	50,000	50,000	50,000	50,000
Cap. Cost Recovery Fee (Reservoir Replacement)	115,500	20,000	20,000	20,000	20,000	20,000	20,000
Plant Investment Fee (Reservoir Replacement)	4,400	5,000	6,000	6,000	6,000	6,000	6,000
Delinquent Fees (Auto Meter Read)	18,000	18,000	18,000	18,000	18,000	18,000	18,000
<b>Total Resources In</b>	<b>378,800</b>	<b>246,300</b>	<b>96,500</b>	<b>96,800</b>	<b>97,000</b>	<b>97,300</b>	<b>97,600</b>
General Reserve Fund Transfers Out	26,790	100,000	0	0	0	0	0
Reservoir Replacement Fund Transfers Out	22,105	0	0	0	0	0	0
Auto Meter Read Transfers Out	(35,463)	0	0	0	0	0	0
<b>Total Transfers Out</b>	<b>13,432</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ending General Reserve Fund Balance	405,610	508,910	561,410	614,210	667,210	720,510	774,110
Ending Reservoir Replacement Fund Balance	164,461	189,461	215,461	242,401	269,401	296,601	323,901
Ending Auto Meter Read Fund Balance	128,297	146,297	164,297	182,297	200,297	218,297	236,297
<b>Total Ending Reserve Fund Balance</b>	<b>698,369</b>	<b>844,669</b>	<b>941,169</b>	<b>1,038,909</b>	<b>1,136,909</b>	<b>1,235,409</b>	<b>1,334,309</b>

**9.4 WATER RATES**

Selah's current water rates and rate structure were adopted in 2014, Resolution No. 2354. The water service rates are split into the following four separate categories:

- a) Within corporate limits
- b) Two-family dwellings, multiple dwellings, group houses and condominiums, apartment houses, and mobile home parks
- c) Low-income senior citizens and low-income disabled persons occupant rate

A summary of the current water service rates for the City is provided below. All consumption beyond the consumption threshold is charged at the overage rate shown per one hundred (100) cubic feet of usage. The complete list of the City's current water rates is provided in Chapter 9.02.190 of the City's municipal code, a copy of which is provided in CHAPTER 10 of this Plan.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      INFORMATIONAL ITEM**

**6/14/2016      I – 2A**

**Title:** May 2016 Monthly Report for Building Permits, Inspections, and Code Enforcement.

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

Informational Only

**Background / Findings & Facts:**

Attached are the Building Permits and Inspections, Code Enforcement reports for May 2016.

**Recommended Motion:**

Informational only.

May 2016 Building Permits and Inspections Report

No.	Name/Project	Address	Type	Date Issued	Fees
NBP-2016-1	Donna Capp	975 Cherry Ave.	Pole Building/New Construction	5/2/2016	\$591.56
NBP-2016-003	Andrew Sybouts	410 N. 10th Street	New Building	5/3/2016	\$498.46
NC-2016-001	Viking Village LLC	115 E. 3rd Ave.	New Commercial	5/4/2016	\$29.87
D&R-2016-001	WA ST DSHS/Yakima Valley School	609 Speyers Rd.	Demolition	5/4/2016	\$79.14
6686	Catholic Bishop Yak Corp	Lookout PT/East, WA	Commercial/Radio Tower	5/5/2016	\$1,033.13
NC-2016-002	WA ST DSHS/Yakima Valley School	609 Speyers Rd.	Commercial	5/6/2016	\$1,715.81
UGS-2016-001	Hogback Selah LLC	405 N. Wenas Rd.	UG Sprinklers	5/9/2016	\$40.48
PL-C-2016-001	BBS Selah LLC	506 S. First Street	Plumbing Commercial	5/10/2016	\$31.12
W/S-HU-2016-001	Joshua Ice	614 & 618 S. 3rd Street	(2) Sewer Hookk-ups	5/10/2016	\$69.75
RR-R-2016-003	David & Christine Cote	20 Driscoll Rd.	Re-Roof Residential	5/11/2016	\$79.14
NC-2016-003	Viking Village LLC	110 E 3rd Ave.	Commercial	5/12/2016	\$350.86
NBP-2016-004	Columbia Ridge Homes LLC	1507 W. Naches Ave	New Building	5/12/2016	\$417.36
M-COM-2016-001	Hogback Selah LLC	405 N. Wenas Rd.	Mechanical Commercial	5/18/2016	\$43.55
NC-2016-004	Selah School District	308 W. Naches Ave.	New Commercial	5/19/2016	\$257.76
M-RES-2016-001	Glenn Gutierrez	513 Stacy Court	Mechanical	5/19/2016	\$53.70
RR-R-2016-004	Kurt Tyrrell	806 W. Pear Ave.	Re-Roof Residential	5/20/2016	\$79.14
NBP-2016-005	Columbia Ridge Homes LLC	1409 W. Naches Ave.	New Building	5/23/2016	\$4,611.45
PL-P-2016-002	Columbia Ridge Homes LLC	1409 W. Naches Ave.	Plumbing	5/23/2016	\$203.89
M-RES-2016-002	Columbia Ridge Homes LLC	1409 W. Naches Ave.	Mechanical	5/23/2016	\$140.17
UGS-2016-002	Columbia Ridge Homes LLC	1409 W. Naches Ave.	UG Sprinklers	5/23/2016	\$40.48
NBP-2016-006	Columbia Ridge Homes LLC	1509 W. Naches Ave.	New Building	5/23/2016	\$4,502.46
PL-P-2016-003	Columbia Ridge Homes LLC	1509 W. Naches Ave.	Plumbing	5/23/2016	\$192.93
M-RES-2016-003	Columbia Ridge Homes LLC	1509 W. Naches Ave.	Mechanical	5/23/2016	\$140.17
UGS-2016-003	Columbia Ridge Homes LLC	1509 W. Naches Ave.	UG Sprinklers	5/23/2016	\$40.48
UGS-2016-004	Harrell Living Trust	208 W. Bartlett Ave.	UG Sprinklers	5/25/2016	\$40.48
UGS-2016-005	Christopher Johnston	702 S. 5th Street	UG Sprinklers	5/26/2016	\$40.48
<b>Total Building Inspections for May 2016: 64</b>					<b>\$15,323.82</b>

Code Enforcement April 2016				
Date	Location	Code Violation	Action	Result
5/2/2016	100 BLK N 5th St	6.58.010 General Nuisance	Letter/Consult w/Owner	Resolved
5/2/2016	300 BLK Selah Ave	6.58.260, Parking on Unimproved Surface; 6.58.080 Dangerous Building; 6.58.180 Landscape Maintenance	Letter/Consult w/representative	Citation
5/3/2016	100 BLK E Bartlett Ave	6.58.050 Certain Growth/6.58.180 landscape maintenance	Complied/Sent Thank you Letter	Resolved
5/3/2016	100 BLK E Bartlett Ave	6.58.050 Certain Growth/6.58.180 landscape maintenance	Complied/Sent Thank you Letter	Resolved
5/3/2016	600 BLK W Home Ave	6.58.050 Certain Growth/6.58.180 landscape maintenance	Complied/Sent Thank you Letter	Resolved
5/3/2016	100 BLK E Bartlett Ave	6.58.050 Certain Growth/6.58.180 landscape maintenance	Complied/Sent Thank you Letter	Resolved
5/5/2016	100 BLK E Bartlett Ave	6.58.060 Uncovered Trash/Abandoned Material	Letter to Owner	Citation
5/5/2016	700 BLK Warnex Lp	6.58.050 Certain Growth	Letter to Owner/Dw Response/City Replied	Resolved
5/5/2016	1400 BLK Fremont Ave	6.58.050 Certain Growth/6.58.180 landscape maintenance	Verbal discussion w/ owner	Resolved
5/5/2016	500 BLK S 1st St	3.02.030 Refuse receptacle Screening	Letter to Owner	
5/5/2016	100 BLK E Fremont Ave	6.58.180 Landscape Maintenance	Letter to Owner	
5/5/2016	600 BLK W Home Ave	6.58.180 Landscape Maintenance	2nd Letter to Owner	Citation
5/5/2016	600 BLK S 1st St	6.58.050 Certain Growth 6.58.180 Landscape Maintenance	Letter to Owner	
5/6/2016	600 BLK N 1st St	6.58.050 Certain Growth	Letter to Owner	Resolved
5/6/2016	100 BLK E Fremont Ave	6.58.050 Certain Growth; 6.58.180 Landscape Maintenance; 6.58.260 Parking on Unimproved Surface	Letter to Owner/Renter	
5/6/2016	500 BLK Sunrise Pl	6.58.180 Landscape Maintenance	Letter to Owner/Renter. 5/10 Renter called	6/3 Extension
5/6/2016	700 BLK W Fremont Ave	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/6/2016	400 BLK S 5th St	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/6/2016	400 BLK S 5th St	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/6/2016	1600 W 1st Ave	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/6/2016	1600 W 1st Ave	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/6/2016	1600 W 1st Ave	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/6/2016	1600 W 1st Ave	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/9/2016	300 BLK N 10th St	6.58.180 Landscape Maintenance	Letter to Owner	Extension
5/9/2016	300 BLK N 10th St	6.58.180 Landscape Maintenance	Letter to Owner	Extension
5/9/2016	500 BLK N 9th St	6.58.180 Landscape Maintenance	Letter to Owner	2nd Letter
5/9/2016	400 BLK Fremont Ave	6.58.180 Landscape Maintenance	Letter to Owner	
5/10/2016	600 BLK S 3rd St	6.58.050 Certain Growth 6.58.180 Landscape Maintenance	Letter to Owner	
5/10/2016	500 BLK Terrace Dr	6.58.250 Growth which obstructs public way	Letter to Owner	Resolved
5/10/2016	800 BLK S 5th St	7.06 Removal of weeds, trees or shrubbery obstructing streets or sidewalks	Letter to Tenant	Resolved
5/10/2016	1000 BLK W Yakima Ave	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/10/2016	400 BLK W Fremont Ave	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/10/2016	300 BLK N 10th St	6.58.180 Landscape Maintenance	Letter To Owner	Extension
5/10/2016	500 BLK N 9th St	6.58.180 Landscape Maintenance	Letter To Owner	2nd Letter
5/10/2016	300 BLK N 10th St	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/11/2016	200 BLK W Selah Ave	6.58.180 Landscape Maintenance; 6.58.060 Abandoned Material; 6.58.260 Parking on an Unimproved surface	Letter to Owner	Partial
5/12/2016	500 BLK Sunrise Pl	6.58.180 Landscape Maintenance; 6.58.060 Uncovered Trash/Abandoned material	Letter to Owner/Renter	
5/13/2016	600 BLK S 3rd St	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/13/2016	600 BLK S 3rd St	6.58.180 Landscape Maintenance	Letter To Owner	
5/13/2016	400 BLK N 13th St	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/17/2016	400 BLK N 10th St	6.58.180 Landscape Maintenance	Letter To Owner	Extension
5/17/2016	400 BLK N 13th St	6.58.180 Landscape Maintenance-Partial Compliance	Letter To Owner	2nd Letter
5/17/2016	900 BLK W Fremont Ave	6.58.180 Landscape Maintenance	Letter To Owner	Extension
5/17/2016	500 BLK Speyers Rd	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/17/2016	200 BLK W Selah Ave	6.58.180 Landscape Maintenance	Letter to Owner	Resolved
5/17/2016	10 BLK N 18th St	6.58.060 Abandoned Material	Letter To Owner	Resolved
5/18/2016	1400 BLK W Orchard Ave	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/18/2016	200 BLK S 3rd St	6.58.260 Parking on Unimproved Surface; 6.58.060 Abandoned Material	Letter To Owner	Resolved
5/20/2016	400 BLK Pleasant Ave	6.58.180 Landscape Maintenance	Letter To Owner	
5/24/2016	100 BLK E 1st Ave	6.58.180 Landscape Maintenance	Letter To Owner	Resolved
5/24/2016	100 BLK E 2nd Ave	6.58.180 Landscape Maintenance	Letter To Owner	
5/24/2016	100 BLK E 2nd Ave	6.58.180 Landscape Maintenance	Letter To Owner	
5/24/2016	100 BLK E Home Ave	6.58.090 Dumping Area; 6.58.260 Parking on Unimproved Surface; 6.58.060 Abandoned Material- 2nd Notice	Letter To Owner	Partial
5/24/2016	500 BLK S 3rd St	ICR 109.1 Non-permitted addition	Letter To Owner	Extension
6/2/2016	200 BLK N 7th St	6.58.090 Littered premises; 6.58.180 Landscape Maintenance	Letter To Owner and tenant	
6/3/2016	100 BLK E Fremont Ave	6.58.180 Landscape Maintenance	Letter To Owner	
6/3/2016	1100 BLK W Cherry Ave	6.58.180 Landscape Maintenance		



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      INFORMATIONAL ITEM**

**6/14/2016      J – 1**

**Title:** Proclamation for the City of Selah Independence Day Celebration July 4th, 2016

**Thru:** Donald Wayman, City Administrator

**From:** David Mullen, Recreation Manager

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

N/A

**Background / Findings & Facts:**

Declaration done in support of the Independence Day Celebration.

**Recommended Motion:**

N/A

## PROCLAMATION

### CITY OF SELAH INDEPENDENCE DAY CELEBRATION JULY 4<sup>th</sup>, 2016

WHEREAS, 240 years ago, our Nation's Founders declared, "these United Colonies are, and of right, ought to be free and independent States"; and

WHEREAS, this declaration marked the United States of America's independence; and

WHEREAS, on this anniversary of the Declaration of Independence, we pay tribute to the courage, determination, dedication and sacrifice of those patriots who established our great country; and

WHEREAS, we celebrate the sacrifice of our American veterans to keep this country free; and

WHEREAS, we celebrate the on-going sacrifice of those Americans who continue to fight to defend our right to life, liberty, and the pursuit of happiness; and

WHEREAS, we also offer immense gratitude to those that have served, are serving and will serve in the greatest fighting force in the world to protect our "unalienable rights"

NOW THEREFORE, I, Sherry Raymond, Mayor of the City of Selah, do hereby proclaim July 4<sup>th</sup>, 2016 as Independence Day.

Done this 14<sup>th</sup> day of June 2016.

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Sherry Raymond, Mayor



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016**

**K – 1**

**Title:** Approval of Minutes: May 24, 2016 Study Session and Council Meeting

**Thru:** Donald Wayman, City Administrator

**From:** Monica Lake, Executive Assistant

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

Approval of Minutes

**Background / Findings & Facts:**

See Minutes for details

**Recommended Motion:**

Motion to approve the Consent Agenda as read. (This item is part of the Consent Agenda)

Study Session Minutes  
Selah City Council  
May 24, 2016  
4:30pm

Mayor Raymond opened the Study Session.

City Administrator Wayman gave a PowerPoint presentation building costs and an estimate of potential changes in bond interest ratings, which has been attached as part of the record for these minutes.

Barbara Klein, Traho Architects, P.S., gave a PowerPoint presentation on what the predesign report will address and the details that it will include, which has been attached as part of the record for these minutes.

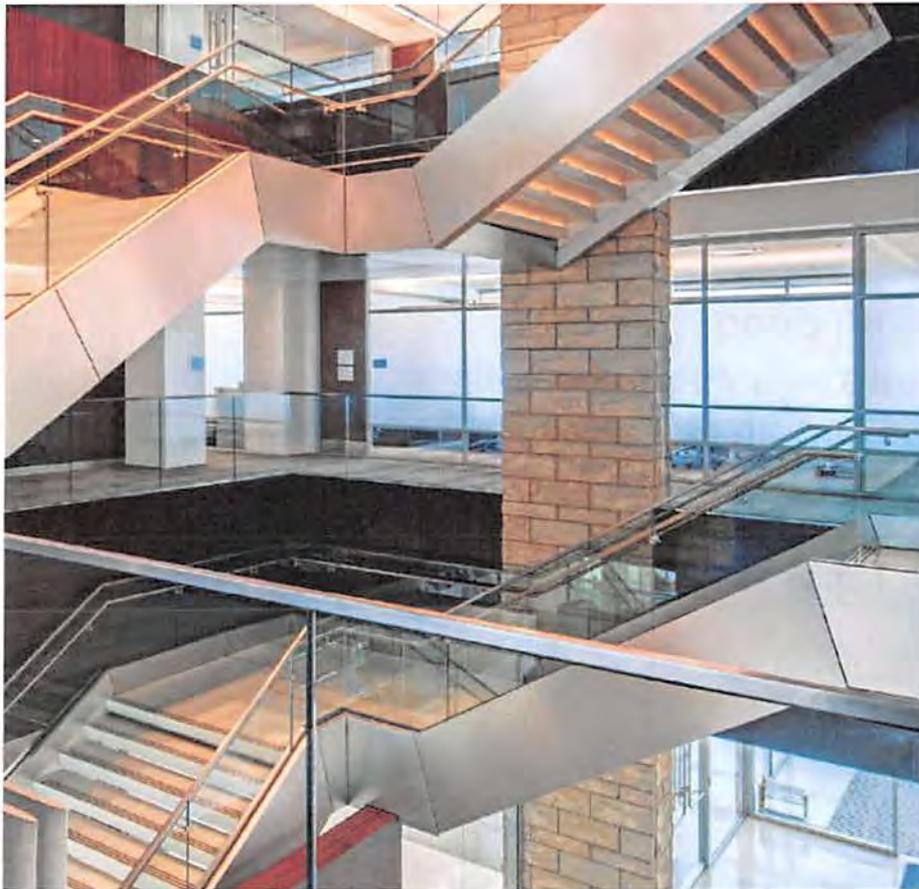
**At 5:29 pm, Council Member Tierney moved, and Council Member Carlson seconded, to extend the Study Session by another thirty minutes. By voice vote, approval was unanimous.**

Nancy Chiron, Traho architects, P.S., gave a PowerPoint presentation on the costs associated with the predesign report, which has been attached as part of the record for these minutes.

The Study Session ended at 6:00pm.

# Opportunity Cost

The following slides demonstrate an anticipated five percent (5%) annual increase in building costs and an estimate of potential changes in bond interest ratings.



Dallas-Fort Worth Airport, Consolidated Headquarters  
Dallas-Fort Worth, Texas

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[www.turnerconstruction.com/cost-index](http://www.turnerconstruction.com/cost-index)

Year	Average Index	Δ%
2015	943	4.5
2014	902	4.4
2013	864	4.1
2012	830	2.1
2011	812	1.6
2010	799	-4.0
2009	832	-8.4
2008	908	6.3
2007	854	7.7
2006	793	10.6
2005	717	9.5
2004	655	5.4
2003	621	0.3

The Turner Building Cost Index is determined by the following factors considered on a nationwide basis: labor rates and productivity, material prices and the competitive condition of the marketplace.

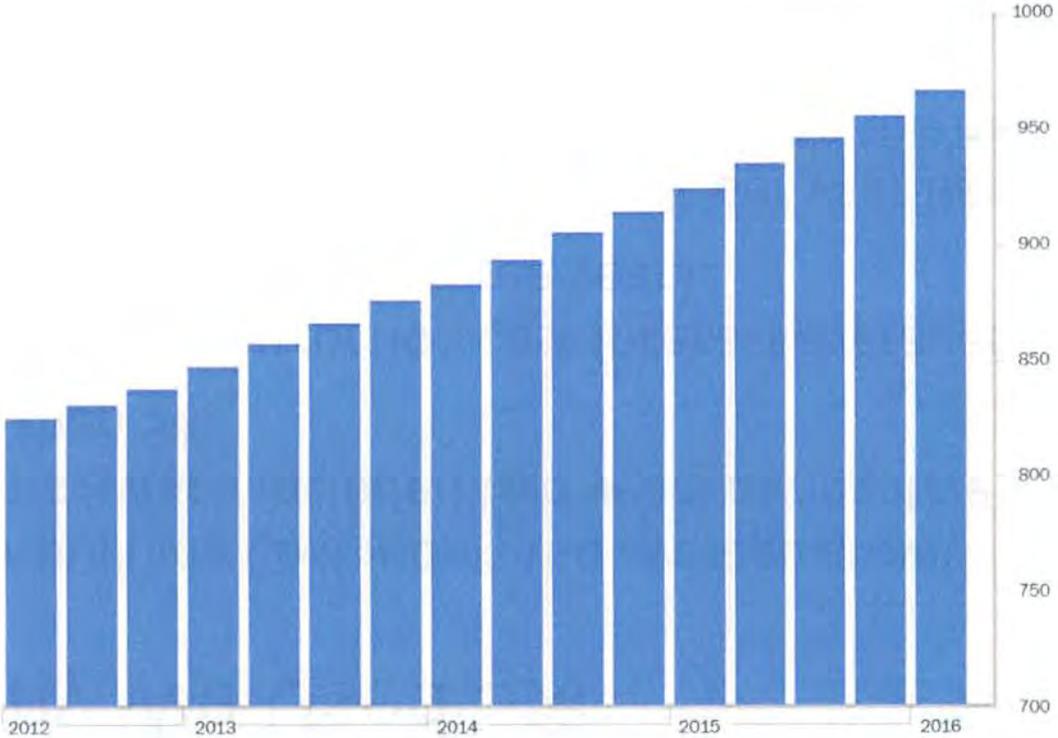
**Turner**

# Turner Building Cost Index

2016 First Quarter Forecast

“The shortage of skilled labor is outweighing the impact of declining material prices. As the volume of work remains relatively high, we expect subcontractors to continue to be strategic in pursuits, ultimately resulting in upward cost pressures.”

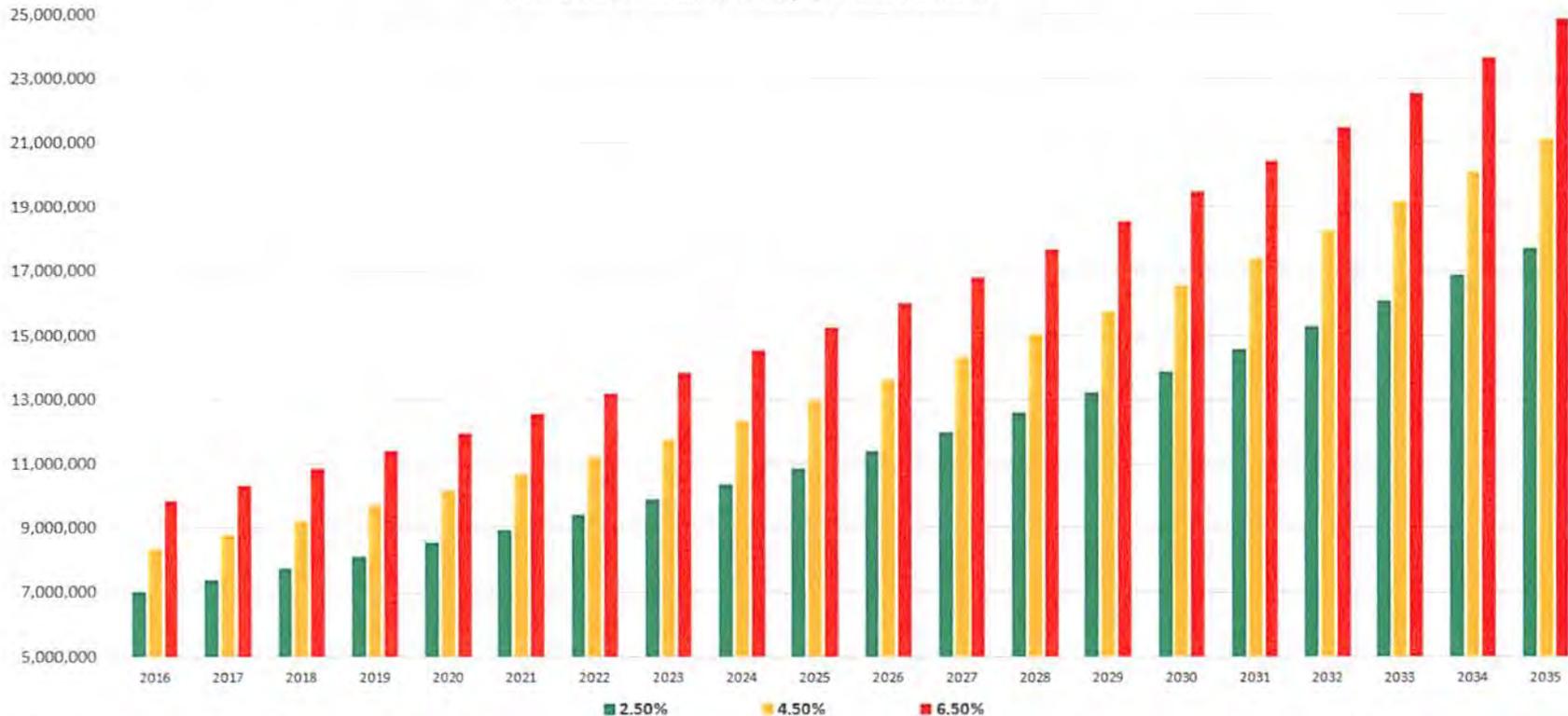
Attilio Rivetti  
Vice President



## Why We Used 5%

1. According to the Turner Building Cost Index, the average growth of cost during the last 12 years (which included two years of negative growth) has been greater than 5%.
  2. Traho has suggested that the construction cost forecast averages range from 4% to 9% annually for the next three years.
  3. In a recent email they recommended, “using a 7.5% per year figure for escalation factor. This is slightly on the high side to get to the mid construction time of Fall 2017.”
- We feel that a 5% annual cost increase is justifiable yet conservative.

**Potential Building Costs (Totals)**  
 Including Three (3) Levels of Interest Rates and a 5% Annual Building Cost Increase  
 Baseline: \$7 Million Today at 2.5% Interest



Each bar on the chart represents the estimated total building cost for the City Hall/Police Department Project if that project was started in any given year in the next 20 years at a designated interest rate. Our Baseline (if we started the project this year) is the first green bar in 2016 showing a \$7,000,000 total project cost calculated with a 2.5% interest rate.

For Example: The orange bar in 2020 shows us that if we started the same project 4 years from now at a 4.5% interest rate we would pay over \$10,000,000 or approximately 3 million dollars more than the same building started today.



May 24, 2016  
Centennial Hall

What will Selah's Predesign Report address?

1. What is in Centennial Hall and what will it cost?
2. What will it look like?
3. How will it be built?
4. Documentation

May 24, 2016  
Centennial Hall



What will Selah's Predesign Report address?

1. What is in Centennial Hall and what will it cost?

- a. **Coordinate with City staff to evaluate City Hall and Police Department needs:** current, 5-year and 10 year; consider potential expansion for the future
- b. **Consult on Public Safety issue – the changing face of security;** the 3 circulation pathways required in modern court buildings: public, defendant, judicial/staff; Police processing requirements
- c. **Space needs assessment - determine net and gross square feet requirements**
- d. **Determine parking requirements:** shared parking; events (Community Days, etc.); Police bullpen; public access; adjacent uses (school traffic); emergency egress for Police; code requirements
- e. **Reconfirm "one-stop shop" approach for public access:** community planning including city planner, building permits, code inspections, (engineering) fees for site plan reviews through the city planner, storm drain inspections, business licenses, court clerk functions, utilities payments, dog licenses
- f. **Develop outline list of materials and building systems:** durability/quality (75 years as a goal?), ceiling heights, codes impact, and life cycle cost review such as upfront costs vs. payback timeline and operating costs
- g. **Evaluate site development:** site survey; ground penetrating radar/GPR but no Phase 1 Environmental Site Assessment; identify and budget for offsite infrastructure such as fiber optics to site, sidewalks and street lights; landscape features, power pole relocation, on-site storm drainage, etc.
- h. **Outline total project costs – hard/construction costs plus soft costs such as Furniture, Fixtures and Equipment, security and phone systems, window coverings, project management, design and engineering fees, net loss or gain in staffing due to occupation of a new facility and altered ways in which staff function such as how many cash drawers, etc.**
- i. **Consider future expansion and/or functions at Centennial Hall that don't exist now:** dispatch; indoor range; more meeting/conference rooms if not solely dedicated to personnel - which will function as multi-use space, with secured storage space assigned to each use; and center core/trunk line LAN rooms with branching to each department – i.e. provide access and flexibility to anticipate technology change; adequate interstitial space for ducts, low voltage wiring – or exposed systems; non-combustible construction
- j. **Escalation of construction costs over time**
- k. **Maintenance and operations projections:** need for staff training; efficiency in running HVAC systems such as multi-zone configuration; manageable technology- controls for security and HVAC and lighting and how much of this could/should be capable of remote control



May 24, 2016  
**Centennial Hall**

**What will Selah's Predesign Report address?**

**2. What will it look like?**

- a. **Options** – this is where it gets exciting! Bringing images to the table and sorting them out
- b. **What Image** does Selah want to project? Legacy project with a civic focus: identity for Selah; scale; massing; colors; materials; regional and/or historic references
- c. **Relate to new Ideas** in downtown revitalization: recruitment of retail business, Selah Downtown Association/design committee, First Street trees, green space/portable park, and pedestrian amenities
- d. **Trends In design** of local government projects: (convenient and economically viable) location; think big (relate to neighborhood/town revitalization and planned infrastructure improvements); provide plenty of public gathering areas for neighborhood events, including outdoor amenities; making the design open and welcoming; include local history in the design details
- e. **Transparency, daylight, security/CPTED review, courtyard(s)** – indoor/outdoor connection
- f. **Staff and public access:** necessary separations
- g. **City Hall and Police and Council Chambers/Courtroom access will lead the floor plan development**
- h. **Parking:** convenience as well as security; relate to landscape features, front yard of Centennial Hall – how does the facility appear from the street?
- i. **Durability** of materials; consider economy but make a **civic statement** – project goal is how to get the most value for the City
- j. **"Bubble"** diagrams to define adjacencies
- k. **Public process:** demonstrate the teamwork between the City Council, staff and Traho; (2) Town Halls, (1) presentation to Planning Commission, (1) final study session with the Council
- l. **Perspective drawing** of the selected option



May 24, 2016  
Centennial Hall

What will Selah's Predesign Report address?

**3. How will it be built?**

**a. GCCM: General contractor/construction manager**

- GC as team member
- City staff resources: City Administrator will take the lead
- Qualifications and cost-based selection
- Budget and constructability issues included in design process
- Budget is transparent
- MACC/maximum allowable construction cost will be known in advance

**b. Design-bid-build**

- Dealing with low bidder and potentially more change orders
- Construction cost unknown until bidding
- Development of bid alternates

**c. Schedule development:**

- Contractor selection or bidding
- SEPA checklist – City Planner
- Rezone – City Planner
- Financing method/ timeline
- Accommodate move-in and systems start-up
- City Council approval(s)
- Off-site improvements – phasing?
- Furniture, fixtures and equipment/FF&E: warehousing, checking for damage, installation
- City centennial – some urgency but may not be critical
- Police Department lease – some urgency but may not be critical



May 24, 2016  
Centennial Hall

**What will Selah's Predesign Report address?**

**4A. Documentation: Items provided by City of Selah**

- a. **Site survey** – HLA, City Engineer; Traho will coordinate with HLA
- b. **SEPA checklist** – prepared by City Planner
- c. **Method of construction** will be determined: GCCM or design/bid/build
- d. Completed **Department Information** lists
- e. **Meeting notes from public process** Town Hall meetings
- f. **Building construction description**: narrative of vision and goals; shared with Traho
- g. Prompt response to request(s) for information

**4B. Documentation: Items provided by Traho and subconsultants**

- a. **Project schedule**
- b. **Tours of existing City Hall, Police and Public Works** with summary notes
- c. **Space Program**: outline of rooms/sizes within new Centennial Hall
- d. **Public safety issues addressed/coordination** with the DLR Group
- e. **Building construction description**: narrative of vision and goals; shared with City
- f. **Budget based on space program**
- g. **Adjacency "bubble" diagram site/floor plans** – 2 options
- h. **Public process Town Hall meetings (1<sup>st</sup> meeting)** and Planning Commission meeting (1)
- i. **Scaled floor plan and elevation "massing" sketches**
- j. **Perspective drawing of final option selected/coordination** with 3-D Allusions
- k. **Public process Town Hall meeting (2<sup>nd</sup> meeting)**
- l. **City Council Study Session**
- m. **Compilation of final document**



**May 24, 2016**  
**Centennial Hall**

**DRAFT FEE PROPOSAL – NOT TO EXCEED**

**Billed based upon percentage (%) of project completion**

<b>Traho Architects, P.S.</b>	<b>\$35,328.00</b>
<b>DLR Group</b>	<b>\$ 6,160.00</b>
<b>Wardell Architects</b>	<b>\$ 4,032.00</b>
<b>Perspective Illustrator (estimated)</b>	<b>\$ 3,360.00</b>
<b>GPR Radar Site Investigations</b>	<b>\$ 1,120.00</b>
<b>TOTAL</b>	<b>\$50,000.00</b>

May 24, 2016  
**Centennial Hall**



**What will this Predesign Report cost?**

**1. Predesign reports fees typically run 1% to 1.5% of the project construction cost. The fees are negotiated with professionals and depend on the complexity of the project and the need for a specialized consulting expertise. (Source: Washington State Office of Financial Management- Predesign Manual)**

**Example:** Project budgets includes "non-construction or "Soft Costs" These include design fees, sales taxes, and permits. Soft costs can run from 25% to 50% of a project cost. Construction cost estimated at 4 million, fee for a pre-design report is expected to be \$40,000 to \$60,000.

The Selah Centennial Hall Pre design study is expected to cost less than \$50,000.  
We just gave a draft fee proposal to Don.

**2. Selah's new city building is a 100 years of growth in the making of a Centennial Hall, Police Station and District Court Facilities.**

**3. Predesign Study includes a comprehensive team of contributors and participants:**

**City of Selah:** Administrator, Planning, Public Works, Mayor, Council, and Staff  
**Selah Public**

**Traho Architects:** Project Lead and team coordination

**DLR Group:** Legal and law enforcement planning and program specialist

**Wardell Architects:** Furniture and office furniture systems planning and cost estimate

**Perspective Illustrator:** To be selected

**GPR Radar Site Investigations** identify below ground features

**HLA Engineering:** Site soils, Civil and Utility changes

**4. Predesign Schedule: Summer 2016**

**April and May:** Define project scope. Approval for Predesign Study

**June:** Site investigations and survey. Selah facility tours and confirmation of department space and operation needs.

**July:** Review and approval of site requirements and building areas. Initial design diagrams and site sketches

**August:** Refine project cost and space program, generate images of building and site for city review. Public and council meetings. Address concerns and hire illustrator.

**September:** Present professional illustrations and project costs to City and Public. Package Pre-design study for final complete document.

**5. A comprehensive Predesign study provides a foundation for subsequent Architectural, building and project planning steps through Schematic design, Design Development, Construction Documents and Construction. A/E Fees for remaining services will be based on the OFM A/E fee schedule. A negotiated portion of the Predesign report will be credited toward the remaining A/E fees.**

City of Selah  
Council Minutes  
May 24, 2016

Regular Meeting  
Selah Council Chambers  
115 West Naches Avenue  
Selah, WA 98942

A. Call to Order Mayor Raymond called the meeting to order at 6:05pm.

B. Roll Call

Members Present: Paul Overby; John Tierney; Roy Sample; Laura Ritchie; Roger Bell;  
Russell Carlson; Diane Underwood

Members Absent:

Staff Present: Don Wayman, City Administrator; Bob Noe, City Attorney; Gary Hanna,  
Fire Chief; Bret Reeves, Police Sergeant; Joe Henne, Public Works  
Director; Ty Jones, Public Works Utility Supervisor; Harmit Bedi, City  
Planner; Dale Novobielski, Clerk/Treasurer; Dave Mullen, Recreation  
Manager; Bree Tait, Civic Center Manager; Andrew Potter, Human  
Resources Manager; Monica Lake, Executive Assistant

C. Councilmember Absence – Motion to Excuse **None**

D. Pledge of Allegiance

Ms. Norma Smith led the Pledge of Allegiance.

E. Invocation

Pastor Brad Hill gave the prayer.

F. Agenda Changes

Add to Agenda:

G. Public Appearances/Introductions/ Presentations **None**

H. Getting To Know Our Businesses **None**

I. Communications

1. Oral

Mayor Raymond opened the meeting. Seeing no one rise to speak, she closed the meeting.

2. Written

- a. Selah Downtown Association Monthly Report
- b. Recycling Data Report for the 1st Quarter of 2016

J. Proclamations/Announcements **None**

K. Consent Agenda

**Council Member Ritchie moved, and Council Member Overby seconded, to add N – 3 and N – 4 to the Consent Agenda. By voice vote, approval was unanimous.**

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (\*) were considered as part of the Consent Agenda.

- \* 1. Approval of Minutes: May 10, 2016 Study Session & Council Meeting
- \* 2. Approval of Claims & Payroll:
  - Payroll Checks Nos. 79605 – 79644 for a total of \$191,374.15
  - Claim Checks Nos. 67717 – 67788 for a total of \$218,644.55
- \* 3. Resolution of Support for Yakima River Basin Water Enhancement Project Phase III Act legislation
- \* 4. Resolution authorizing the Mayor to sign contract between the City of Selah and Alpha Pyrotechnics to provide a fireworks show for 4th of July Celebration
- \* 5. Resolution authorizing the Mayor to name the Apple Pie the official pie of the City of Selah
- \* 6. Resolution establishing June 14, 2016 as the Date to Conduct a Public Hearing to consider the Six Year Transportation Improvement Program for the Years 2017 to 2022
- \* 7. Resolution declaring Fire Department property as Surplus and Authorizing its Disposal

**Council Member Overby moved, and Council Member Ritchie seconded, to approve the Consent Agenda as read. By voice vote, approval of the Consent Agenda was unanimous.**

L. Public Hearings **None**

M. General Business

1. New Business

**Council Member Tierney moved, and Council Member Sample seconded, to approve the Mayor to enter into an agreement with Traho Architects, P.S. for a pre-design contract, not exceed \$50,000. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

2. Old Business None

N. Resolutions

- \* 1. Resolution Authorizing the Mayor to Sign Task Order 2016-04 between the City of Selah and HLA Engineering and Land Surveying, INC. to Provide Consultant Services for Site Soil Remediation
- 2. Resolution authorizing the Mayor to sign an Agreement with Intermountain Cleaning Service, Inc. for professional janitorial services

Civic Center Manager Tait addressed N – 2. She said that they are currently in need of better janitorial services at the Civic Center, and after reviewing those available, decided this company would be the way to go, as they have more staff and would put in more effort.

Council Member Carlson wondered if those renting the facility would help cover the increased expenses.

Civic Center Manager Tait responded that they would probably have to make some increases in price, and include those who currently rent the facility for free.

City Administrator Wayman stated that the current janitorial services been found to be inadequate on a typical day, not cleaned up to a level of acceptability for basic cleaning, and that he asked Civic Center Manager Tait to conduct a request for proposals to replace the current provider. He went on to say that she developed a matrix and scored each one of candidates, looking for the most responsible lowest bid, and that they think this is the right agency. He added that, if need be, they will increase user fees to cover cleaning costs, as the Civic Center must be kept to a certain level of cleanliness and sanitation.

Council Member Tierney asked if the two thousand six hundred eighty-five dollars is the amount of the increase.

Civic Center Manager Tait replied that it is an approximate monthly basis, which fluctuates right now but will be a more consistent amount with the new company.

Council Member Tierney inquired as to the overall average increase.

Civic Center Manager Tait responded that it would be approximately one thousand dollars more, not including costs for supplies purchased, as we provide everything but the cleaning supplies.

Council Member Tierney wondered how much fees would increase.

Civic Center Tait replied that big events might increase by five hundred dollars for an event. She went on to say that there are several groups who do not pay to utilize the facility that may be charged less, and they also provide a free place for community members to use the facilities and hang out, although they do not have a janitorial staff during the day.

Council Member Bell pointed out that section one refers to a schedule that is not attached, and that part of the cleaning service agreement refers to an attachment C that is also not attached. He stated that he wishes to see those items for future reference, as the days and hours of service are per attachment C. He noted that the pricing is based on Monday through Friday service only although they provide service seven days a week.

Civic Center Manager Tait responded that for special events they would end up incurring more cost, and that the attachments are a contract she printed off.

Council Member Bell felt it was in conflict with the monthly billing.

Civic Center Manager Tait noted that there is not an event every day of the week, and they do not know how many days of a week will have a special event.

Council Member Bell commented that a line also says they will receive a two percent discount for early payment, and wondered if that applied for additional charges as well.

Civic Center Manager Tait replied that she would look into that. She said that she is looking at them starting at the beginning of the month, and would work out a schedule of when they receive the checks. She did not feel that they would negatively charge the City because of how they send out checks, adding that it is a good faith contract and the wording will change once they have worked out the payments based on the accounts payable process.

Council Member Carlson asked if they are planning on them taking the two percent discount.

Civic Center Manager Tait responded in the affirmative, adding that if there are last minute events they will cover but have an additional charge for that.

Mayor Raymond inquired if the City can charge the group that fee.

City Administrator Wayman stated that they would pass it on.

Civic Center Manager Tait added that they would, as long as they have the Council's blessing on fees.

City Administrator Wayman replied that they do not need council approval for that, as each event will pay for additional cleaning fees; it will be part of the deposit and overall fee.

Council Member Underwood asked if they have very many non-profits who use the facility.

Civic Center Manager Tait responded in the affirmative.

Council Member Underwood wondered if they are being charged.

Civic Center Manager Tait replied that they are currently being billed at half the rate.

City Administrator Wayman observed that they still use the bathrooms and kitchens, and he envisions the cleaning fees to be the same for nonprofits, weddings, etc. He said it would be standardized.

Council Member Tierney inquired about the Kiwanis weekly meeting.

Civic Center Manager Tait responded that they have a contract for the weekly meetings, but will charge for special events.

City Administrator Wayman stated that the Civic Center is one of few activities we have with parentheses at the end for financials, and they are going to do what they need to do to minimize the size of the numbers in parentheses.

Civic Center Manager Tait commented that it is a difficult scenario; they are trying to provide a place for people of all different categories, with such a broad scope that the facility is being utilized for.

**Council Member Overby moved, and Council Member Ritchie seconded, to approve the Resolution authorizing the Mayor to sign an Agreement with Intermountain Cleaning Service, Inc. for professional janitorial services. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

- \* 3. Resolution authorizing the Mayor to sign contract between the City of Selah and Alpha Pyrotechnics to provide a fireworks show for 4th of July Celebration
- \* 4. Resolution authorizing the Mayor to name the Apple Pie the official pie of the City of Selah
- \* 5. Resolution establishing June 14, 2016 as the Date to Conduct a Public Hearing to consider the Six Year Transportation Improvement Program for the Years 2017 to 2022
- 6. A Resolution Authorizing the Mayor to sign a contract with Natural Selection Farms, Inc., for transport and land application of Class A and Class B Biosolids

Public Works Director Henne addressed N – 6. He said that the City currently gives the Class A biosolids to a farmer, but they do not have a way to haul off Class B liquids, and to that end he has been talking with different people about the possibility of contract like this. He went on to say that they ran an ad and National Selection Farms was the only company who sent a proposal in; they want to take Class A material and generate a market for it, and then come back in a year to make an offer for fertilization value. He stated that he would like to move forward with this to have a backup in case of a break down.

Council Member Tierney asked if they ever had a breakdown that required hauling of waste.

Public Works Director Henne responded in the negative, saying that they have been able to repair things before it got to that point.

Council Member Overby wondered if it was cheaper than hauling it down to the Cheyne landfill.

Public Works Director Henne replied that they do not have way to do that, but they do have farmers with permits to take Class A.

Council Member Overby thought it was Class C that was taken down to the Cheyne landfill.

Public Works Director Henne responded in the negative.

Council Member Bell remarked that the contract references the insurance, proposal document, and a proposal for transport as attached, but they are not. He felt they should be included.

Public Works Director Henne said that the proposal was nine hundred nine dollars for hauling off the material and one year for development of a price for Class A material.

Council Member Bell commented that items three and six use the term 'the contract' but it should be 'the contractor'.

City Attorney Noe agreed that those needs to be change to contractor.

Public Works Director Henne added that they would do that.

Council Member Carlson asked if it was mutually exclusive; if they get one they get both.

Public Works Director Henne replied that they would only take Class B if there were a breakdown.

Council Member Carlson wondered about the current person taking Class A.

Public Works Director Henne responded that he would get a notice of discontinuance.

**Council Member Tierney moved, and Council Member Overby seconded, to approve the A Resolution Authorizing the Mayor to sign a contract with Natural Selection Farms, Inc., for transport and land application of Class A and Class B Biosolids. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member**

**Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

- \* 7. Resolution declaring Fire Department property as Surplus and Authorizing its Disposal
- 8. Resolution Authorizing the Mayor to sign Change Order No. 1 for the Third Street Water Main Replacement Contract between the City of Selah and P.O.W. Contracting Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130

Public Works Director Henne addressed N – 8. He said that they discovered two malfunctioning valves last Wednesday while trying to shut down a twelve inch main, and put together the change order to allow the contractor to proceed with the needed repairs this coming Friday. He noted that they were unable to hook up a six-inch main line because of this.

Council Member Sample asked how long the valves were there and who put them in.

Public Works Director Henne responded that the valves are probably thirty years old on Third, and that the reservoir one at Palm Park was done in the fifties, adding that the reservoir one is scheduled for replacement as part of the booster station project.

**Council Member Tierney moved, and Council Member Overby seconded, to approve the Resolution Authorizing the Mayor to sign Change Order No. 1 for the Third Street Water Main Replacement Contract between the City of Selah and P.O.W. Contracting Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

#### O. Ordinances

- 1. Ordinance amending Ordinance No. 1978 regarding the 2016 Salary Schedule for Management, Confidential, and Unrepresented Employees

Human Resources Manager Potter addressed O – 1. He said that this Ordinance is amending the previous salary schedule for employees, and that, due to a news announcement last week that the Department of Labor had signed into contract a higher minimum salary for exempt employees; he realized that they needed to make an adjustment. He noted that the City would not be noncompliant until December 1<sup>st</sup>, but they felt it more appropriate to simply move forward and make the correction.

**Council Member Overby moved, and Council Member Underwood seconded, to approve the Ordinance amending Ordinance No. 1978 regarding the 2016 Salary Schedule for Management, Confidential, and Unrepresented Employees. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

**O. Reports/Announcements**

**1. Departments**

Clerk/Treasurer Novobielski said that he received the sales tax information for May, and he is pleased to announce that the City received eighty-seven thousand four hundred dollars, which is nine thousand more than the previous month, and puts them above average for May based on the last few years.

City Administrator Wayman remarked that the increased code enforcement efforts has resulted in finding businesses operating without a license, including one that had over seven figures annually, and will have more taxes being paid to the City as a result.

Clerk/Treasurer Novobielski stated that the copier people would be here on Thursday with the four new copiers, which will save the City approximately thirty-five hundred dollar annually. He added that he inquired about a lease price, and was informed that it would have been thirty-five thousand dollars.

Council Member Sample inquired about the date for software installation to process business licenses.

Clerk/Treasurer Novobielski responded that they have to give the Sate a ninety day notification, and as they haven't received an estimated date from Vision as to when they will come out to do the install, he hasn't served notice on the Sate as of yet.

City Planner Bedi said that, at their regular meeting last Tuesday, the Planning Commission unanimously approved a telecommunications project on Outlook summit.

Civic Center Manager Tait had no report.

Public Works Utility Supervisor Jones said that the pool is scheduled to be fully operational this Friday; Carlon Park will have a tournament Friday and Saturday, and another Eddie Allen one Saturday through Monday. He went on to say that the water project is scheduled to be paved next week, and with Community Days over for another year, they will focus on other things like water lines, spraying rights of way, and mowing fields. He noted that they are close to approval with the Valhalla Phase Three plans.

Council Member Carlson asked about State baseball.

Public Works Utility Supervisor Jones responded that it is the Friday and Saturday tournament, the Eddie Allen on will start Saturday as the baseball tournament starts to drop off and fields become available.

Council Member Underwood wondered if they have sprayed sidewalks for weeds.

Public Works Utility Supervisor Jones responded in the affirmative.

Council Member Underwood stated that there is a good amount along Speyers.

Public Works Utility Supervisor Jones replied that they sprayed last week.

City Administrator Wayman added that it would look orange if it had been sprayed.

Council Member Underwood remarked that they do not look orange.

Public Works Utility Supervisor Jones responded that he has a guy out spraying every available moment, and if he has not gotten there he is working on getting there.

Council Member Tierney inquired about hazardous waste testing at the Garner property.

Public Works Utility Supervisor Jones replied that they usually do not test those.

Council Member Tierney wondered if they should, or if it is considered encapsulated.

Public Works Director Henne stated that he had not thought about that, but it is a valid point to consider.

City Administrator Wayman remarked that, if they have to excavate, they would talk to the DOE and follow State requirements.

Public Works Director Henne said that the change order was done Monday to get before Council for approval, as it had to be done.

Human Resources Manager Potter had no report.

City Administrator Wayman thanked Human Resources Manager Potter for the very involved chart he helped develop for the earlier PowerPoint presentation.

Police Sergeant Reeves said that he thought the parade went well this year, extending his thanks to the Public Works crew for getting barricades in the right spots. He thought that people are beginning to like the new parade route. He noted that they put the two newest patrol cars into service this week.

Council Member Underwood remarked that there have been a couple car break-ins on her street and wondered if the Police Department had noticed an increase in them.

Police Sergeant Reeves responded that there has not been a change up or down, nor do they seem to be concentrated in one area.

Council Member Carlson wondered if he saw any issues following the fireworks at Community Days, and whether there was alcohol consumption afterwards.

Police Sergeant Reeves replied that he does not have an answer to that question.

City Administrator Wayman remarked that Police Chief Hayes had indicated a number of stops on First Street and Wenas, and that there was a disturbance at the park but wasn't alcohol related; the individual was arrested on a warrant.

Mayor Raymond commented that the garbage cans at King's Row were full of beer cans.

Council Member Tierney felt that the number of DUI contacts shows that officers were on top of things.

Police Sergeant Reeves pointed out that a lot of those were State Patrol.

Council Member Tierney spoke briefly about a call made to the Selah Police Department last week concerning a vulnerable female in the family, and commended Sergeant Reeves for his good work in expediently resolving the problem.

Fire Chief Hanna spoke briefly about the fire safety training for the kindergartners and Selah Gym Kids then went on to say that crews will be out servicing fire hydrants now. He thanked Public Works for striping at the station prior to Community Days.

Council Member Underwood inquired as to how long they have been teaching at the schools.

Fire Chief Hanna replied that it has been an annual occurrence since before he started in the department.

Recreation Manager Mullen thanked Council Member Carlson for his efforts to make the apple pie the state pie, saying that it shines a bright light on Selah with the apple events in our big events. He gave a brief update regarding the 4<sup>th</sup> of July event and the skateboard park project.

City Administrator Wayman remarked that Recreation Coordinator Rocha did an outstanding presentation for the RCO regarding the skate park; they all remarked about how thorough and professional it was.

Recreation Manager Mullen added that it is completely his project. He spoke about lining two of the older tennis courts for pickle ball, and that the pool will officially open on June 10<sup>th</sup>.

City Administrator Wayman requested that he cover the Civic Center dance schedule.

Recreation Manager Mullen said that they had a dance during Community Days, with approximately forty kids and limited advertising, and that the plan going forward is to make this the summer of the teen, by giving them something to do at least one day a week at the Civic Center, with activities such as playing Xbox, dodge ball, possibly an indoor mini golf course, and have teen dances at night. He added that these activities would be on Wednesdays, with concessions and chaperones for the dances, which will run from 9:30-11:30pm starting in mid-June.

City Attorney Noe spoke briefly regarding the SPRSA, saying that he met with the chairwoman and their attorney last week, to discuss the language for lease and the Interlocal agreement. He thinks they are close to having something penned out that all parties involved would be comfortable with, and when it is ready, they will bring it to Council for consideration.

## 2. Council Members

Council Member Ritchie had no report.

Council Member Overby talked about the SPRSA meeting he attended last Monday, saying that they have sponsored a committee to review RFQs. He noted that there is still some ongoing communication regarding ironing out the specifics of the relationship between them and the City.

Council Member Sample talked briefly about the potato feed the Selah Chamber put on Friday night, which was standing room only.

Council Member Tierney extended his thanks to Public Works, the Police Department, and the Fire Department for doing an outstanding job in getting the community ready and their efforts during Community Days.

Council Member Bell had no report.

Council Member Underwood had no report.

Council Member Carlson said that it was awesome to see so many volunteers come out for Selah Day cleanup. He remarked that they had one hundred eight people come out to volunteer their time. He noted that the parking blocks at the Civic Center are deteriorating, and gave a shout out to Selah baseball, softball, and track for qualifying for state tournaments.

### 3. City Administrator

City Administrator Wayman talked briefly about the design of a new pool facility at Wixson Park, which will be approved by the City prior to construction. He commented that they would have a sit down with the Community Days folks to review how they did this year and how we can help them improve their efficiency next year, as there were some uneven things that went on at Wixson park. He have an update on the progress towards a new city hall and police station, noting that he and one other staff member will undergo the necessary training for GCCM. He discussed the focus on trash containers outside multi-family residences and those on commercial properties, saying that code enforcement is sending out letters regarding requirements for those. He added that he and City Attorney Noe are working on an adjustment to the City's code to require all commercial facilities to screen their containers, which will be brought to Council at a later date.

### 4. Boards

#### a. Planning Commission Minutes for March 15, 2016

### 5. Mayor

Mayor Raymond suggested that people go to Tree Top to see the Popup Park, which will be moving around town all summer. She expressed her support of the activities for youth, telling Council that she would like to see all of them volunteer to chaperone the dances and stop in on Wednesdays to see what they are doing.

P. Executive Session

None

Q. Adjournment

**Council Member Overby moved, and Council Member Ritchie seconded, that the meeting be adjourned. By voice vote, approval was unanimous.**

The meeting adjourned at 7:20 pm.

\_\_\_\_\_  
Sherry Raymond, Mayor

\_\_\_\_\_  
Paul Overby, Council Member

\_\_\_\_\_  
John Tierney, Council Member

\_\_\_\_\_  
Roy Sample, Council Member

\_\_\_\_\_  
Laura Ritchie, Council Member

\_\_\_\_\_  
Roger Bell, Council Member

\_\_\_\_\_  
Russell Carlson, Council Member

\_\_\_\_\_  
Diane Underwood, Council Member

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**  
**6/14/2016                      K – 2**

**Title:** Claims & Payroll

**Thru:** Donald Wayman, City Administrator

**From:** Monica Lake, Executive Assistant

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** See Check Registers

**Funding Source:** Various. See Check Registers.

**Staff Recommendation:**

Approval of Claims & Payroll as listed on Check Registers.

**Background / Findings & Facts:**

See Check Registers.

**Recommended Motion:**

Motion to Approve the Consent Agenda as read. (This item is part of the Consent Agenda)



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**  
**6/14/2016      L - 1**

**Title:** Public Hearing to consider the Resolution adopting the Six Year Transportation Improvement Program (TIP) for the years 2017 to 2022

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Public Hearing / Public Meeting

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

To hold a public hearing on the proposed resolution adopting the Six Year Transportation Improvement Program (TIP) for years 2017 to 2022.

**Background / Findings & Facts:**

N/A

**Recommended Motion:**

Hold a public hearing.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)**

Date:	Action Taken:
5/24/2016	Set a Public Hearing for the Six Year Transportation Program.
6/14/2016	Public Hearing to Consider the Resolution Adopting the Six Year Transportation Improvement Program for the Years 2017 to 2022.

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**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016      N – 1**

**Title:** Resolution declaring Parks and Recreation property (kayak and paddles) surplus and authorizing disposition of the same

**Thru:** Donald Wayman, City Administrator

**From:** David Mullen, Recreation Manager

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** \$300-\$500

**Funding Source:** Not applicable

**Staff Recommendation:**

Parks and Recreation staff is requesting the City Council approve the surplus of the kayak.

**Background / Findings & Facts:**

The kayak was purchased and previously used in the pool, according to verbal history received at the Parks and Recreation Department. After conversations with pool staff and looking into outdoor programs that utilize kayaks, it has been determined that the kayak is no longer needed.

**Recommended Motion:**

Approve surplus of kayak.

**CITY OF SELAH, WASHINGTON**  
**RESOLUTION NO. \_\_\_\_\_**

A **RESOLUTION** declaring Parks and Recreation property (kayak and paddles) surplus and authorizing disposition of the same.

**WHEREAS**, the City of Selah has determined that it no longer has need for a kayak in Parks and Recreation or pool operations;

**WHEREAS**, the City of Selah wishes to surplus and sell the item;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, HEREBY RESOLVES as follows:**

Section 1. The Parks and Recreation property as follows are hereby declared surplus;

- a. (1) Kayak – **Make:** Ocean Kayak **Model:** Malibu Two
- b. (6) Paddles for kayak

Section 2. City staff is authorized to dispose of the surplused items in a commercially reasonable manner.

**PASSED** this 14<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Dale Novobielski, Clerk/Treasurer

\_\_\_\_\_  
Robert F. Noe, City Attorney



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**  
**6/14/2016      N – 2**

**Title:** Resolution adopting the Six Year Transportation Improvement Program for Secondary and Collector Arterial Streets within the City of Selah for the years 2017 to 2022

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** Varied based on tax revenues

**Funding Source:** ½ Cent Gas Tax

**Staff Recommendation:**

Staff is requesting the City Council to approve a Resolution adopting the 2017 to 2022 Six Year Transportation Improvement Program (TIP).

**Background / Findings & Facts:**

N/A

**Recommended Motion:**

Approve a Resolution adopting the 2017 to 2022 Six Year Transportation Improvement Program.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)**

Date:	Action Taken:
5/24/2016	Set a Public Hearing for the Six Year Transportation Program.
6/14/2016	Public Hearing to Consider the Resolution Adopting the Six Year Transportation Improvement Program for the Years 2017 to 2022.

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RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ADOPTING THE SIX YEAR TRANSPORTATION  
IMPROVEMENT PROGRAM FOR SECONDARY AND COLLECTOR  
ARTERIAL STREETS WITHIN THE CITY OF SELAH FOR THE  
YEARS 2017 TO 2022**

WHEREAS, the Session Laws of 1949, State of Washington, require that cities of the State to establish a comprehensive street program for the improvement to secondary and collector arterial streets; and

WHEREAS, the City of Selah desires to make use of the one-half (1/2) cent gas tax funds for the improvements of certain streets; and

WHEREAS, pursuant to the requirements of RCW 35.77.110 and RCW 36.81.121, the City of Selah has prepared a transportation improvement program for the ensuing six years; and

WHEREAS, a notice of Public Hearing for June 14, 2016 has been published in accordance with the laws of the State of Washington;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the transportation street program entitled the "Six Year Transportation Improvement Program, 2017 to 2022 attached hereto and incorporated herein by reference be adopted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 14th day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale Novobielski, Clerk/ Treasurer

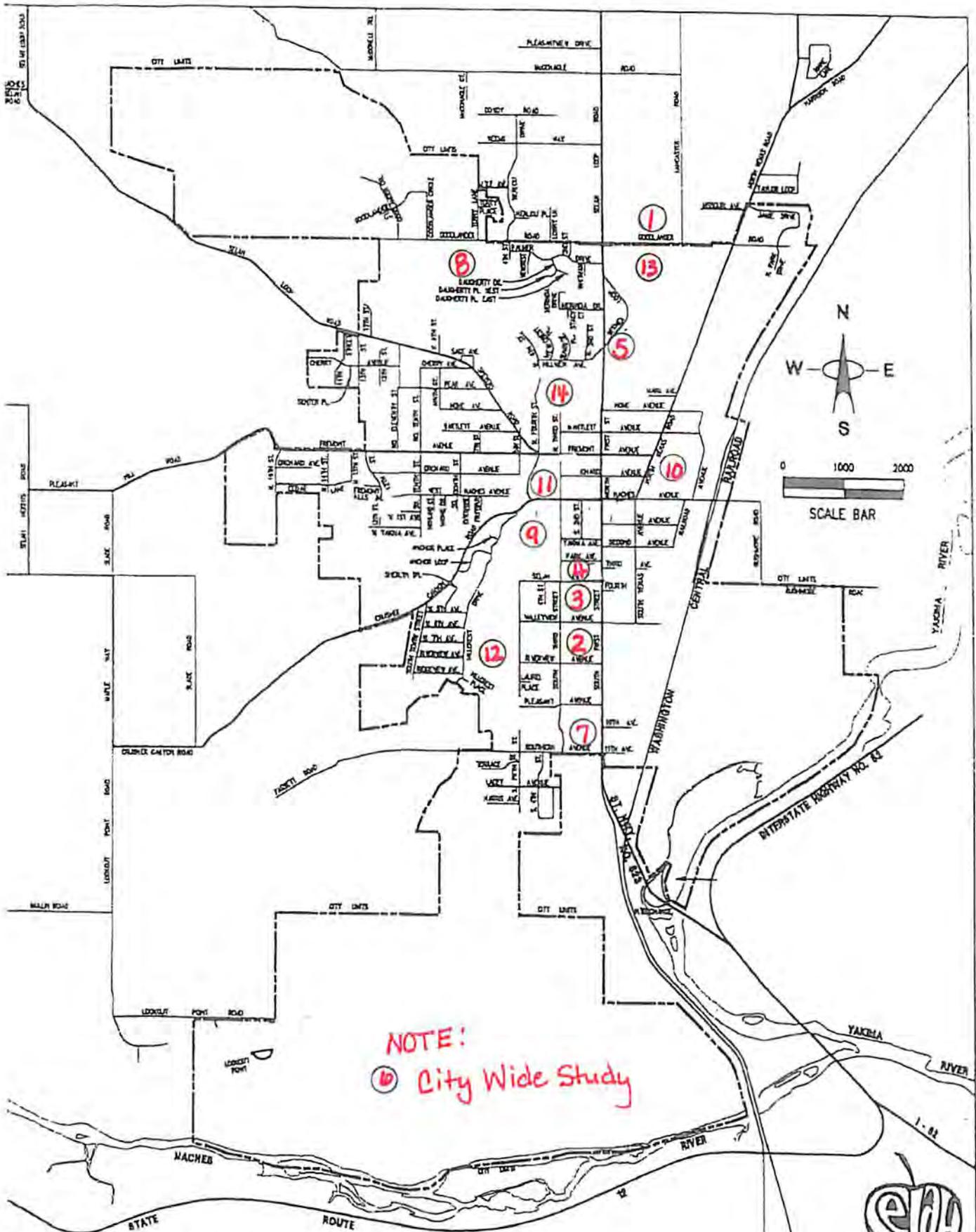
APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Noe, City Attorney

RESOLUTION NO. \_\_\_\_\_

## STATE TRANSPORTATION IMPROVEMENT PROGRAM 2017 TO 2022

- 1) **EAST GOODLANDER ROAD (NORTH FIRST STREET TO NORTH WENAS ROAD)**  
Reconstruct and widen existing two lanes, and add turn lane. Construct sidewalks, curb and gutter, storm drainage, street lights, and update traffic signals.
- 2) **VALLEYVIEW AVENUE/SOUTH THIRD STREET/SOUTHERN AVENUE/SOUTH FIRST STREET**  
Reconstruct and widen existing two lanes. . Acquire right-of-way as needed, construct sidewalks, curb and gutter, storm drainage, street lights & signalization.
- 3) **CIVIC CENTER PARKING IMPROVEMENTS (SELAH AVENUE TO PARK AVENUE)**  
Expand parking lot/park and ride including excavation, gravel base, asphalt, curb and gutter, storm drainage improvements, and illumination.
- 4) **PARK AVENUE (SOUTH FIRST STREET TO SOUTH THIRD STREET)**  
Reconstruct and widen existing two lanes, sidewalk on both sides, curb and gutter, storm drainage and street lighting.
- 5) **NORTH FIRST STREET GRIND & OVERLAY (FREMONT AVENUE TO GOODLANDER ROAD)**  
Plane and overlay asphalt, and replace ADA ramps. Relocate signal pole.
- 6) **SELAH PEDESTRIAN/BICYCLE PATH STUDY**  
Pedestrian/bicycle path study. Use Wixson Park as a park and ride.
- 7) **SOUTHERN AVENUE (SOUTH FIFTH STREET TO SOUTH THIRD STREET)**  
Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, storm drainage, street lights and signalization.
- 8) **WEST GOODLANDER ROAD (NORTH FIRST STREET TO GOODLANDER DRIVE)**  
Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, and storm drainage.
- 9) **SOUTH THIRD STREET (WEST NACHES AVENUE TO VALLEYVIEW AVENUE)**  
Reconstruct road and add curb and gutter, drainage, sidewalks and grading. Acquire right-of-way.
- 10) **EAST NACHES AVENUE (WENAS ROAD TO RAILROAD AVENUE)**  
Drainage, replace curb and gutter, sidewalks on both sides, grading, paving, and street lighting.
- 11) **NORTH FOURTH STREET (WEST FREMONT AVENUE TO WEST NACHES AVENUE)**  
Construct curb and gutter, sidewalk, retaining wall, grading and paving.
- 12) **VALLEYVIEW AVENUE & SOUTH FIFTH STREET (SOUTH THIRD STREET TO SOUTH FIFTH STREET TO SOUTHERN AVENUE)**  
Clearing, grubbing, sidewalk, curb and gutter, storm drainage, and street lighting, grading and paving.
- 13) **EAST GOODLANDER/LANCASTER ROAD TRAFFIC SIGNAL (SPOT IMPROVEMENT TO)**  
Install new four-leg traffic signal with camera detection.
- 14) **THIRD STREET/WEST FREMONT AVENUE SCHOOL ZONE BEACONS (SPOT IMPROVEMENT TO)**  
Furnish and install two new school zone beacons.



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
County: Yakima  
MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	1	/ 4710(001) EAST GOODLANDER ROAD East Goodlander Road North First Street to North Wenas Road Reconstruct and widen existing two lanes to add a turn lane. Phase 2 of this project to be funded when STP(U) funds become available. Construct sidewalks, curb and gutter, storm drainage, street lights, and update traffic signals.	WA-00185					03	CGPST	0.400	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2020	STP(US)	1,148,817		0	178,983	1,325,800
<b>Totals</b>				<b>1,148,817</b>		<b>0</b>	<b>178,983</b>	<b>1,325,800</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	0	0	1,325,800	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,325,800</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Seish  
 County: Yakima  
 MPO/RTPO: YVCOG

Y Inacio

N Outédo

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	2	VALLEYVIEW AVENUE/SOUTH THIRD ST/SOUTHERN AVE/SOUTH FIRST ST Valleyview Avenue South First Street to South Third Street to Southern Ave to South First St Reconstruct and widen existing two lanes. Acquire r/w as needed, construct sidewalks, curb and gutter, storm drainage, street lights and signalization	WA-05835					03	CGPT	0.650	EA	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	RW	2021	STP(US)	87,350		0	13,650	101,000
P	CN	2022	STP(US)	1,711,400		0	267,100	1,978,500
<b>Totals</b>				<b>1,798,750</b>		<b>0</b>	<b>280,750</b>	<b>2,079,500</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
RW	0	0	0	0	101,000
CN	0	0	0	0	1,978,500
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,079,500</b>



# Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah

County: Yakima

MPO/RTPG: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	R/W Required
00	3	Civic Center Parking Improvements Civic Center Selah Avenue to Park Avenue Expand parking lot / park and ride including excavation, gravel base, asphalt, curb and gutter, storm drainage improvements, and illumination.	WA-06891					23			CN	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017	CMAQ	19,200		0	3,000	22,200
P	CN	2017	CMAQ	309,100		0	48,280	357,380
<b>Totals</b>				<b>328,300</b>		<b>0</b>	<b>51,280</b>	<b>379,580</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	22,200	0	0	0	0
CN	357,380	0	0	0	0
<b>Totals</b>		<b>379,580</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
County: Yakima  
MPORTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	4	<p><b>PARK AVENUE</b> Park Avenue South First Street to South Third Street Reconstruct and widen existing two lanes, sidewalk on both sides, curb and gutter, storm drainage and street lighting.</p>	WA-00188					03	C G P T	0.120	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0	OTHER	41,200	10,300	51,500
P	CN	2019		0	OTHER	274,320	68,880	342,800
<b>Totals</b>				<b>0</b>		<b>315,520</b>	<b>79,180</b>	<b>394,400</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	51,500	0	0	0
CN	0	0	342,800	0	0
<b>Totals</b>	<b>0</b>	<b>51,500</b>	<b>342,800</b>	<b>0</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
 County: Yakima  
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
16	5	NORTH FIRST STREET GRIND AND OVERLAY North First Street Fremont Avenue to Goodlander Road Plane and overlay asphalt, and replace ADA ramps. Relocate traffic signal pole.	WA-00189					OS		0.630	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0	OTHER	59,970	15,000	74,970
P	CN	2017		0	OTHER	592,720	148,160	740,880
<b>Totals</b>				<b>0</b>		<b>652,690</b>	<b>163,160</b>	<b>815,870</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	74,970	0	0	0	0
CN	740,900	0	0	0	0
<b>Totals</b>	<b>815,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
 County: Yakima  
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environment Type	R/W Required
00	6	SELAH PEDESTRIAN/BICYCLE PATH STUDY  to Pedestrian/bicycle path study. Use Wixson Park as park and ride.	WA-00263					38			EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018	STP(E)	45,800		0	7,200	53,000
<b>Totals</b>				<b>45,800</b>		<b>0</b>	<b>7,200</b>	<b>53,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	63,000	0	0	0
<b>Totals</b>	<b>0</b>	<b>63,000</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
County: Yakima  
MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	7	SOUTHERN AVENUE Southern Avenue South Fifth Street to South Third Street Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, storm drainage, street lights and signalization.	WA-00193					03	CGPT	0.150	EA	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021		0	OTHER	40,240	10,060	50,300
P	RW	2021		0	OTHER	85,780	21,440	107,220
P	CN	2021		0	OTHER	308,330	77,070	385,400
<b>Totals</b>				<b>0</b>		<b>434,350</b>	<b>108,570</b>	<b>542,920</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	50,300
RW	0	0	0	0	107,220
CN	0	0	0	0	385,400
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>542,920</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PDN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termind F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	8	<b>WEST GOODLANDER ROAD</b> West Goodlander Road North First Street to Goodlander Drive Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, storm drainage.	WA-00185					03	C P S T W	0.710	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2022		0		0	239,000	239,000
P	CN	2022		0		0	2,895,000	2,895,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>3,134,000</b>	<b>3,134,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	239,000
CN	0	0	0	0	2,895,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,134,000</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
 County: Yakima  
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Term/MI F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	R/W Required
17	9	SOUTH THIRD STREET South Third Street Nachos Avenue to Valleyview Avenue Reconstruct road add curb and gutter, drainage, sidewalks and grading. Acquire right of way.	WA-00188					03	C G P T	0.380	EA	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2022	STP(US)	133,210		0	20,780	154,000
P	RW	2022	STP(US)	123,444		0	19,266	142,710
P	CN	2022	STP(US)	1,236,950		0	193,050	1,430,000
<b>Totals</b>				<b>1,493,604</b>		<b>0</b>	<b>233,106</b>	<b>1,726,710</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	154,000
RW	0	0	0	0	142,710
CN	0	0	0	0	1,430,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,726,710</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Belah  
County: Yakima  
MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearings	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RTV Required
17	10	EAST NACHES AVENUE East Naches Avenue Wenas Road - East to Railroad Avenue Drainage, replace curb and gutter, sidewalk on both sides, grading, paving and street lighting.	WA-00197					04	CGPT	0.300	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2022		0	OTHER	69,000	22,000	111,000
P	CN	2022		0	OTHER	1,028,000	250,000	1,278,000
<b>Totals</b>				<b>0</b>		<b>1,117,000</b>	<b>272,000</b>	<b>1,389,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	111,000
CN	0	0	0	0	1,278,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,389,000</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Soleh  
County: Yakima  
MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID  C. Structure ID	Meeting	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environment Type	R/W Required
17	11	NORTH FOURTH STREET North Fourth Street Fremont Avenue to West Naches Avenue Construct curb and gutter, sidewalk, retaining wall, grading and paving.	WA-00188					04	CGPT	0.130	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2022		0		0	38,000	38,000
P	CN	2022		0		0	457,000	457,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>495,000</b>	<b>495,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	38,000
CN	0	0	0	0	457,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>495,000</b>



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
 County: Yakima  
 NPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	R/W Required
17	12	<b>VALLEY VIEW AVENUE &amp; SOUTH FIFTH STREET</b> Valley View Avenue & S Fifth Street Beginning at S Third Avenue & Valley View Avenue to S Fifth Street & South to Southern Avenue Clearing, grubbing, sidewalk, curb and gutter, storm drainage, street lighting, grading and paving.	WA-00199					04	CGPT	0.520	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2022		0		0	178,000	178,000
P	CN	2022		0		0	2,108,000	2,108,000
<b>Totals</b>				0		0	2,284,000	2,284,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	178,000
CN	0	0	0	0	2,108,000
<b>Totals</b>	0	0	0	0	2,284,000



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Sotah  
County: Yalima  
MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	13	East Goodlander/Lancaster Road Traffic Signal  spot improvement to install new four-log traffic signal with camera detection.	WA-08535					21	COPST W		CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2019		0		0	39,000	39,000
P	CN	2019		0		0	286,000	286,000
<b>Totals</b>				0		0	325,000	325,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	39,000	0	0
CN	0	0	286,000	0	0
<b>Totals</b>	0	0	325,000	0	0



## Six Year Transportation Improvement Program From 2017 to 2022

Agency: Selah  
 County: Yakima  
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PDN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	14	Third Street/W. Fremont School Zone Beacons  spot improvement to Furnish and install two new school zone beacons.	WA-08538					21	C G P S T W		CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2018		0		0	20,000	20,000
<b>Totals</b>				0		0	20,000	20,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	20,000	0	0	0
<b>Totals</b>	0	20,000	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
<b>Grand Totals for Selah</b>	4,813,271	2,510,588	7,031,849	14,984,750



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**  
**6/14/2016      N - 3**

**Title:** Resolution Authorizing the Mayor to sign Addendum No. 1 to Task Order No. 2013-5 for the Third Street Water Main Replacement project between the City of Selah and HLA Engineering and Land Surveying, Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130.

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** \$12,700.00

**Funding Source:** Fund 411.000.059.594.65.39

**Staff Recommendation:**

Acceptance and approval.

**Background / Findings & Facts:**

During construction on the Third Street Water Main Replacement Project, the City discovered the 12" water main on Valleyview at Third Street could not be isolated from the system due to faulty valves. Change Order No. 1 was approved to allow P.O.W. Contracting, Inc. to complete the new water main. Staff is now requesting an additional 8 working days of construction contract time be added to the original Task Order No. 2013-5 between HLA Engineering and Land Surveying, Inc. for professional engineering services in conjunction with the project.



**CITY OF SELAH**  
***CITY COUNCIL***  
***AGENDA ITEM SUMMARY***



**Recommended Motion:**

To approve the resolution and authorize the Mayor to sign Addendum No. 1 to Task Order No. 2013-5 for the Third Street Water Main Replacement between the City and HLA.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)**

Date:	Action Taken:
5/24/2016	Resolution authorizing the Mayor to sign Change Order No. 1 for the Third Street Water Main Replacement Contract between the City of Selah and P.O.W. Contracting Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130.
2/9/2016	Resolution authorizing the Mayor to sign a Construction Contract between the City of Selah and P.O.W. Contracting Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130.

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RESOLUTION \_\_\_\_\_

**RESOLUTION AUTHORIZING THE MAYOR TO SIGN ADDENDUM NO. 1 TO TASK ORDER NO. 2013-5 FOR THE THIRD STREET WATER MAIN REPLACEMENT BETWEEN THE CITY OF SELAH AND HLA ENGINEERING AND LAND SURVEYING, INC. FOR THE 2013 DWSRF WATER SYSTEMS IMPROVEMENTS DM13-952-130**

WHEREAS, the City of Selah acquired a loan from the Drinking Water State Revolving Fund for the Third Street Water Main Replacement Project; and

WHEREAS, the scope of work described in Task Order No. 2013-5 will be expanded to include 8 additional working days of construction contract time; and

WHEREAS, the additional 8 working days are required for the completion of the project due to recognized delays; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor is authorized to sign Addendum No. 1 to Task Order No. 2013-5 for the Third Street Water main Replacement Contract between the City of Selah and HLA Engineering and Land Surveying, Inc. for the 2013 DWSRF Water Systems Improvements DM13-952-130

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 14<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Noe, City Attorney

RESOLUTION NO. \_\_\_\_\_

RESOLUTION NO. 2363

RESOLUTION AUTHORIZING THE MAYOR TO APPROVE TASK ORDER  
2013-5 BETWEEN THE CITY OF SELAH AND HUIBREGTSE, LOUMAN &  
ASSOCIATES INC. FOR PROFESSIONAL ENGINEERING AND  
SURVEYING SERVICES FOR THE SOUTH THIRD STREET WATER MAIN  
REPLACEMENT PROJECT

WHEREAS, the City of Selah wishes to improve the water main on South Third Street;

WHEREAS, the City of Selah contracts with Huibregtse, Louman & Associates (HLA) for general professional engineering and surveying services; and

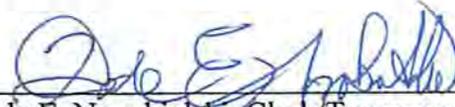
WHEREAS, the City of Selah desires to enter into a task order with HLA relating to the project;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, the Mayor be authorized to sign Task Order No 2013-5 with HLA for the South Third Street Water Main Replacement project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 14<sup>th</sup> day of January, 2014.

  
\_\_\_\_\_  
John Gawlik, Mayor

ATTEST:

  
\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Robert F. Noe, City Attorney

**TASK ORDER NO. 2013-5**

**REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH  
AND**

**HUIBREGTSE, LOUMAN ASSOCIATES, INC.**

**PROJECT DESCRIPTION:**

**Third Street Water Main Replacement  
HLA Project No. 13126E**

The City of Selah has applied for and received 2013 Drinking Water State Revolving Funds (DWSRF) to replace approximately 2,100 linear feet of 70-year old deteriorated 6-inch water main on Third Street with new 8-inch ductile iron water main. The project also includes replacement of all associated valves, hydrants, and water services.

**SCOPE OF SERVICES:**

At the direction of the City of Selah (CITY), Huibregtse, Louman Associates, Inc. (HLA), shall provide professional engineering, and surveying services for the Third Street Water Main Replacement project (PROJECT). HLA services shall include:

**PHASE 1 – PROJECT ADMINISTRATION**

- A. If applicable, assist CITY with financial and construction management requirements of funding agency.
- B. Assist the CITY with securing approval of such governmental authorities as have jurisdiction over design criteria applicable to the PROJECT.
- C. Monitor the Contractor's compliance with State and Federal labor standards.
- D. If applicable, assist CITY with funding agency reimbursement process.
- E. If applicable, assist CITY with funding agency project closeout process.
- F. If applicable, assist CITY with completion of the federal audit process.

**PHASE 2 – ENVIRONMENTAL COMPLIANCE**

- A. Assist CITY with State Environmental Review Process (SERP) requirements, including preparation of a SEPA checklist for transmittal to lead agency for review and action. Prepare an Archaeological Resource Survey if required, for review by controlling authority. An Environmental Impact Statement (EIS) is not anticipated to be required for this PROJECT. Should it be determined that an EIS must be prepared, it will be added as a separate and additional phase of work.

**PHASE 3 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE**

- A. Perform field investigations necessary to design the identified improvements.
- B. Conduct a topographic survey of the project area as required to complete design, plans, and specifications for publicly bid improvements.
- C. Prepare preliminary design plans and specifications for transmittal to the Department of Health (DOH) for review and approval, if required.

- D. Review and discuss preliminary plans with CITY staff.
- E. Prepare final design, and complete plans and specifications for publicly-bid improvements, as authorized by the CITY.
- F. Prepare the Engineer's Estimate of construction cost.
- G. Furnish forty (40) copies of the final plans and specifications for bidding and construction. It is anticipated the ENGINEER will prepare one (1) complete set of Plans and Specifications for one bid call; additional bid packages will be considered additional services.
- H. Send advertisement for bids to the Paper of Record and other papers selected by the CITY. CITY shall pay all advertisement fees.
- I. Answer and supply such information as is requested by prospective bidders.
- J. Prepare and issue addenda, if necessary.
- K. Attend bid opening and participate in the prospective bidder evaluation process.
- L. Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- M. Make recommendation to the CITY of construction contract award to the lowest responsible bidder.

#### **PHASE 4 – SERVICES DURING CONSTRUCTION**

- A. Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
- B. Furnish a qualified resident engineer who shall make construction observations and be on the job site at all times that significant work is in progress, whose duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications.
- C. Prepare and file progress reports on the PROJECT with the CITY and provide monthly progress estimates to the CITY.
- D. Consult and advise the CITY during construction and make a final report of the completed work.
- E. The CITY is required to monitor the Contractor's payment of prevailing wage rates. As part of construction services, HLA will monitor General Contractor and Subcontractor compliance with State labor standards during the construction phase of this project. This work includes checking monthly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.
- F. Review Contractor's submission of samples and shop drawings, where applicable.
- G. Recommend progress payments for the Contractor to the CITY.
- H. Prepare and submit proposed contract change orders when applicable.
- I. Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor. If as-built drawings from the Contractor are not received by HLA within thirty (30) calendar days from the date of the letter of recommendation of project acceptance, HLA will submit the reproducible record drawings to the CITY with a note stating that no as-built information was received by HLA.
- J. Participate in the 11th month warranty inspection and make recommendations to Contractor for warranty work that needs to be addressed.

## **PHASE 5 – ADDITIONAL SERVICES**

- A. Provide professional engineering and surveying services for additional work requested by the CITY that is not included in Phases 1 through 4.

## **ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY**

The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the PROJECT.
- B. Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- C. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
- D. Obtain approval of all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from such other Individuals or bodies as may be necessary for completion of the PROJECT.
- E. Pay for project bid advertisement costs.

## **TIME OF PERFORMANCE:**

The services called for under the various phases of this Agreement shall be completed as follows:

### **PHASE 1 – PROJECT ADMINISTRATION**

Project administration services shall begin immediately upon notice of authorization to proceed and continue until all funding and labor compliance closeout requirements for the PROJECT have been satisfied.

### **PHASE 2 – ENVIRONMENTAL COMPLIANCE**

Environmental and cultural resource review and compliance information shall be prepared and submitted to the controlling authority/authorities within 90 calendar days after the date of authorization to proceed.

### **PHASE 3 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE**

Project reports, plans, specifications, and estimates for all project elements shall be provided within 180 calendar days after the date of authorization to proceed.

### **PHASE 4 – SERVICES DURING CONSTRUCTION**

Engineering services during construction for the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through the completion of construction, and completion of as-constructed drawings and labor documentation closeout. A maximum of 45 working days has been assumed for the construction of improvements. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the 45 working days shall be considered additional services.

PHASE 5 – ADDITIONAL SERVICES

Time of completion for work directed by the CITY under additional services shall be negotiated and mutually agreed to at the time of service request by the CITY.

**FEE FOR SERVICE:**

For the services furnished by HLA as described under this Agreement, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

PHASE 1 – PROJECT ADMINISTRATION

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement plus reimbursement for non-salary expenses with an estimated amount of \$10,000.00.

PHASE 2 – ENVIRONMENTAL COMPLIANCE

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement plus reimbursement for non-salary expenses with an estimated amount of \$10,000.00.

PHASE 3 – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

All work for this phase shall be performed for the lump sum fee of \$65,700.00.

PHASE 4 – SERVICES DURING CONSTRUCTION

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement plus reimbursement for non-salary expenses with an estimated amount of \$71,500.00.

PHASE 5 – ADDITIONAL SERVICES

Any additional work requested by the CITY that is not included in Phases 1 through 4 shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with the services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, and outside engineers.

Proposed: Jeffrey T. Louman \_\_\_\_\_ Date 12/3/13  
Huibregtse, Louman Associates, Inc.  
Jeffrey T. Louman, PE, President

Approved: John Gawlik \_\_\_\_\_ Date 1/14/14  
City of Selah  
John Gawlik, Mayor

**ADDENDUM NO. 1**  
**TASK ORDER NO. 2013-5**

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF SELAH  
AND  
HLA ENGINEERING AND LAND SURVEYING, INC.

**PROJECT DESCRIPTION:**

**City of Selah - Third Street Water Main Replacement**  
**HLA Project No. 13126E**

The City of Selah has applied for and received 2013 Drinking Water State Revolving Funds (DWSRF) to replace approximately 2,100 linear feet of 70-year old deteriorated 6-inch water main on Third Street with new 8-inch ductile iron water main. The project also includes replacement of all associated valves, hydrants, and water services.

**SCOPE OF SERVICES:**

The original scope of services shall remain as described in Task Order No. 2013-5. The professional engineering services for the additional scope of work shall include:

**Phase 4 – Services During Construction**

The scope of work described in Task Order No. 2013-5 will be expanded to include 8 additional working days of construction contract time.

**Items to be Furnished and Responsibility of the CITY**

As described in Task Order No. 2013-5.

**TIME OF PERFORMANCE:**

The services called for under the Phase 4 as described in Task Order No. 2013-5 and the following:

**Phase 4 - Services During Construction**

8 additional working days are required for the completion of the project due to recognized delays for additional work, including Change Order No. 1. A maximum of 53 working days will be allowed for completion of construction.

**FEE FOR SERVICES:**

For the services furnished by the Engineer as described in this Task Order Addendum No. 1, the CITY agrees to pay the Engineer the fees as set forth herein. The maximum amounts listed below may be revised only by written agreement of both parties.

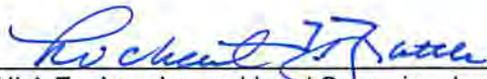
**Phase 4 - Services During Construction**

All work shall be performed on a time-spent basis in accordance with Exhibit A - Schedule of Hourly Rates attached to the General Services Agreement, with an estimated additional amount of \$12,700.00. A summary of the total phase fee to date is below:

Phase 4 - Services During Construction	
Task Order 2013-5	\$71,500.00
Addendum No. 1	\$12,700.00
<b>New Maximum Amount</b>	<b>\$84,200.00</b>

**Additional Services**

As described in Task Order No. 2013-5.

Proposed:  5/27/2016  
 HLA Engineering and Land Surveying, Inc. Date  
 Michael T. Battle, PE, President

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 City of Selah  
 Sherry Raymond, Mayor



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016      N – 4**

**Title:** Resolution Authorizing the Mayor to sign Task Order 2016-06 between the City of Selah and HLA Engineering and Land Surveying, Inc. for engineering and surveying services for the New City Hall Improvements project.

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** \$12,7000.00

**Funding Source:** Fund 310 CE Building/Property

**Staff Recommendation:**

Staff is requesting the City Council approve Task Order 2016-06 for the New City Hall Improvements project.

**Background / Findings & Facts:**

The City wishes to construct a new City Hall on City-owned property located at the intersection of West Naches and Fourth Street. The City has selected Traho Architects to provide the professional architectural services. HLA will be working directly with Traho to provide professional engineering and survey services insupport of their architectural design efforts.



**CITY OF SELAH**  
***CITY COUNCIL***  
***AGENDA ITEM SUMMARY***



**Recommended Motion:**

Approve Task Order 2016-06.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)**

<b>Date:</b>	<b>Action Taken:</b>
5/24/2016	Council members at the May 24 <sup>th</sup> City Council Meeting, approved the Mayor to enter into an agreement with Traho Architects, P.S. for a pre-design contract, not to exceed \$50,000.00.
2/14/2016	RFQ for Architectural Services ad placed in the Yakima Herald Republic newspaper on 2/14/2016.

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK  
ORDER 2016-06 BETWEEN THE CITY OF SELAH AND HLA  
ENGINEERING AND LAND SURVEYING, INC. FOR  
ENGINEERING AND SURVEYING SERVICES FOR THE NEW  
CITY HALL IMPROVEMENTS PROJECT**

WHEREAS, the City of Selah desires to construct a new City Hall on City-owned property located at the intersection of West Naches and Fourth Street in Selah, Washington; and

WHEREAS, the City has selected Traho Architects., P.S., to provide professional architectural services; and

WHEREAS, the City of Selah currently uses HLA Engineering and Land Surveying, Inc. for professional civil engineering and consulting work and will be working directly with Traho Architects, P.S., to provide engineering and land surveying services in support of their architectural design efforts; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign Task Order No 2016-06 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the New City Hall Improvements Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 14th day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Noe, City Attorney

RESOLUTION NO. \_\_\_\_\_

**TASK ORDER NO. 2016-06**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

**PROJECT DESCRIPTION:**

**New City Hall Improvements**  
**HLA Project No. 16096E**

The City of Selah (CITY) desires to construct a new City Hall on City-owned property located at the intersection of West Naches Avenue and Fourth Street in Selah, Washington. The City has selected Traho Architects, P.S., to provide professional architectural services. HLA Engineering and Land Surveying, Inc., will be working directly with Traho Architects, P.S., to provide professional engineering and survey services in support of their architectural design efforts.

**SCOPE OF SERVICES:**

At the direction of the City of Selah (CITY), HLA Engineering and Land Surveying, Inc. (HLA) shall provide engineering and land surveying services for the New City Hall Improvements (PROJECT). HLA services shall include:

**Boundary and Topographic Survey for Yakima County Tax Parcel No. 181435-41454**

- A. HLA will field survey the above referenced parcel and locate site improvements such as existing parking areas, utilities, trees, fences, adjacent roadways, and site topography. At a minimum, the following features will be included in the topographic survey:
  - a. Depths of existing sanitary sewer and stormwater pipelines as available by accessing manholes, catch basins, etc.
  - b. Street lights and underground conduits
  - c. Natural gas pipelines
  - d. Overhead and underground power, telephone, and cable
  - e. All existing features – structures, fences, trees, surfacing, and similar
  - f. Striping, traffic islands, and street signs in Naches Avenue and Fourth Street
  - g. School property driveway access points on the south side of Naches Avenue
- B. The topographic survey will extend beyond the property boundaries to include frontage improvements across Naches Avenue along the school property to the south, the alley and frontage improvements to the east, and across Fourth Street to the west. The topographic survey will stop at the north property line.
- C. HLA will prepare a boundary and topographic survey of the parcel showing field located site improvements, 1-foot contours, property lines, and underground and above ground utilities. Underground utilities shown will be based on tone marks provided by the local "Call Before You Dig" service and record drawings. No excavation is planned for locating underground utilities.
- D. HLA will show easements of record for the property based on a title report provided by the CITY.
- E. HLA will provide the CITY with an AutoCAD file of the survey and six paper copies.

Pre-Design Assistance

- A. HLA will work with the project architect and provide input on civil-related elements of the preliminary site layout.
- B. HLA will provide recommendations for providing water and sewer service to the site.
- C. HLA will identify possible utility conflicts.
- D. HLA will assist with parking lot, driveway, and sidewalk layout.
- E. HLA will examine impacts of driveway locations on adjacent access points.
- F. HLA will provide recommendations for site grading and controlling stormwater in accordance with City of Selah Standards.
- G. HLA will develop engineer's options of construction cost for civil-related project elements.
- H. HLA will provide estimates for preparing civil engineering plans for bidding and construction for the project.

ITEMS TO BE FURNISHED AND RESPONSIBILITY OF CITY

The CITY will provide or perform the following:

- A. Provide record utility drawings if available.
- B. Provide a current title report for the property.

**TIME OF PERFORMANCE:**

HLA will complete the services referenced hereon in a timely manner based on the scheduling requirements established by Traho Architects, P.S.

**FEE FOR SERVICE:**

For the services furnished by HLA as described under this Agreement, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

Boundary and Topographic Survey

All work shall be performed on a time-spent basis at normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses with an estimated amount of \$5,200.00.

Pre-Design Assistance

All work shall be performed on a time-spent basis at normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses with an estimated amount of \$7,500.00.

**Proposed:**



HLA Engineering and Land Surveying, Inc.  
Theodore W. Pooler, PE, Vice President



Date

**Approved:**

City of Selah  
Sherry Raymond, Mayor

Date



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016      N – 5**

**Title:** Resolution authorizing the Mayor to sign an agreement between the City of Selah and the Recreation and Conservation Office

**Thru:** Donald Wayman, City Administrator

**From:** David Mullen, Recreation Manager

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** +\$500 for first year through skate competitions / skate camps

**Funding Source:** Recreation and Conservation Office

**Staff Recommendation:**

Parks and Recreation staff is requesting the City Council approve the application for authorization of funds through the Recreation and Conservation Office for improvements to Selah Skate Park.

**Background / Findings & Facts:**

The current skate park was built in 2008 and there have been no improvements to the park since with the exception of new paint on an annual basis. The current skate park was funded strictly through private donations led by Allen Schmid and the Selah Skate Park Association. The addition of a mini-pipe and a pump track will increase the usage of the park by making the park available to all “wheel sports” to include bike riders. Additionally, the improvements to the skate park will allow the Parks and Recreation Department to hold competitions and skate parks throughout the year as the Parks and Recreation



**CITY OF SELAH**  
***CITY COUNCIL***  
***AGENDA ITEM SUMMARY***



Department is attempting to make programs available to all youth within the Yakima Valley. Furthermore, the Parks and Recreation Department recognizes that skateboarding is a growing sport and has been added to the 2020 Olympics.

**Recommended Motion:**

Approve agreement between the City of Selah and the Recreation and Conservation Office.

**CITY OF SELAH, WASHINGTON**  
**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION** authorizing the Mayor to sign an agreement between the City of Selah and the Recreation and Conservation Office;

**WHEREAS**, the City of Selah notices a need to improve programs within the Parks and Recreation Department in order to be inclusive to all citizens in the Community;

**WHEREAS**, the City of Selah wishes to improve the current skate park facilities;

**WHEREAS**, the City of Selah desires to enter into an agreement with the Recreation and Conservation office for \$35,000 in grant money;

**WHEREAS**, the City of Selah will receive private donations through fundraisers and other events to match the \$35,000 grant from the Recreation and Conservation office;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, HEREBY RESOLVES** as follows:

The Mayor is authorized to sign an Agreement with the Recreation and Conservation Office for \$35,000 of grant money to be used on skate park improvements.

**PASSED** this 14<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Dale Novobielski, Clerk/Treasurer

\_\_\_\_\_  
Robert F. Noe, City Attorney

**Recreation and Conservation Office  
Youth Athletic Facilities (YAF)  
Application Resolution/Authorization**

Organization Name\_City of Selah\_\_\_\_\_Resolution No. (if applicable)\_\_\_\_\_

Project Name and Number (s) City of Selah Skate Park / WWRP161973

This form authorizes submitting application(s) for grant funding assistance for Youth Athletic Facilities (YAF) project(s) to the Recreation and Conservation Funding Board as provided in 79A.25 RCW, WAC 286, and other applicable authorities.

WHEREAS, under provisions of the YAF program, state grant assistance is requested to aid in financing the cost of \$35,000 [choose all that apply: acquisition, facility development or renovation]; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s).

NOW, THEREFORE, BE IT RESOLVED that:

1. The Recreation Coordinator / Jose Rocha is authorized to make formal application to the Recreation and Conservation Funding Board for grant assistance.
2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's web site at: <http://www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf> and authorizes Mayor Sherry Raymond to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement. The sample project agreement may be revised periodically by the Recreation and Conservation Office. Our organization recognizes that such changes might occur prior to our authorized representative signing the actual project agreement, and we accept the responsibility and the presumption that our authorized representative shall have conferred with us as to any such changes before he/she executes the project agreement on behalf of our organization and so executes with our authorization.
3. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
4. Our organization expects our matching share of project funding will be derived from private donations and labor donations and that pursuant to WAC 286-13-040 we must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash commitments to this project should they not materialize.
5. We acknowledge that if the Recreation and Conservation Funding Board approves grant assistance for the project(s), the Recreation and Conservation Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Recreation and Conservation Office after we incur eligible and allowable costs and pay them. The Recreation and Conservation Office may also determine an amount of retainage and hold that amount until the project is complete.
6. [Acquisition Projects Only] We acknowledge that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of

Rights" for other than fee acquisitions (which documents will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.

7. *[Acquisition Projects Only]* We acknowledge that any property acquired in fee title must be immediately made available to the public unless the Recreation and Conservation Office director or the Recreation and Conservation Funding Board agrees to other restrictions in the project agreement or an amendment thereto.
8. *[Development or Renovation Projects only]* We acknowledge that any property not owned by our organization that is developed, renovated or restored with grant assistance must be dedicated for the purpose of the grant for at least twenty (20) years after the project is complete unless otherwise provided and agreed to by our organization and the Recreation and Conservation Funding Board in the project agreement or an amendment thereto.
9. *[Nonprofit Nature Conservancy Organizations Only]* Our organization certifies it is a registered nonprofit corporation with the Washington Secretary of State and has been active in managing similar types of projects for a minimum of three (3) years. Should our organization dissolve or disband during the period of this project, we agree to name a successor organization pursuant to Recreation and Conservation Funding Board policy.
10. This application authorization becomes part of a formal application to the Recreation and Conservation Funding Board for grant assistance.
11. We provided appropriate opportunity for public comment on this application.
12. We certify that this application authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

*[Native American Tribes, Local Governments, and Nonprofit Organizations Only]* This application authorization was adopted by our organization during the meeting held:

Location Selah Council Chambers, 115 West Naches Avenue, Selah, WA 98942 Date June 14, 2016

*[All Applicants]* Signed and approved on behalf of the resolving body of the organization by the following authorized representative:

Signed \_\_\_\_\_

Title Mayor, City of Selah Date June 14, 2016

Washington State Attorney General's Office

Approved as to form  March 18, 2016

*Assistant Attorney General*

*Date*

*You may reproduce this form in your own format; text however may not change.*

Selah Skate Park Grant Time Line

**Aug 2016-** Back to the state capital to finalize Skate Park grant in person

**Aug 5<sup>th</sup> 2016-** Selah Skate Park taco feed fundraiser at Selah Civic Center

**Aug 6<sup>th</sup> 2016-** Set out donation jars around town at local businesses

**December 2016-** \$10,000 goal of matched funds is raised

**February 2017-** Contact businesses and local community members to confirm and pledge donation money

**April 2017-** \$35,000 matching funds is raised

**July 2017-** \$35,000 from the state is awarded to us

**July 2017-** Contact American Ramp Company and order the Mini Pipe and pump track

**September 2017-** 2<sup>nd</sup> week of the month Job Corps will prep site of concrete pour. Ideally Popoff will come pour the concrete

**September 2017-** 3<sup>rd</sup> week of the month Job Corps will come back out to assemble and attach Skate Ramps

# City of Selah Skate Park

WWRP 16-1973



# Regional Location Map



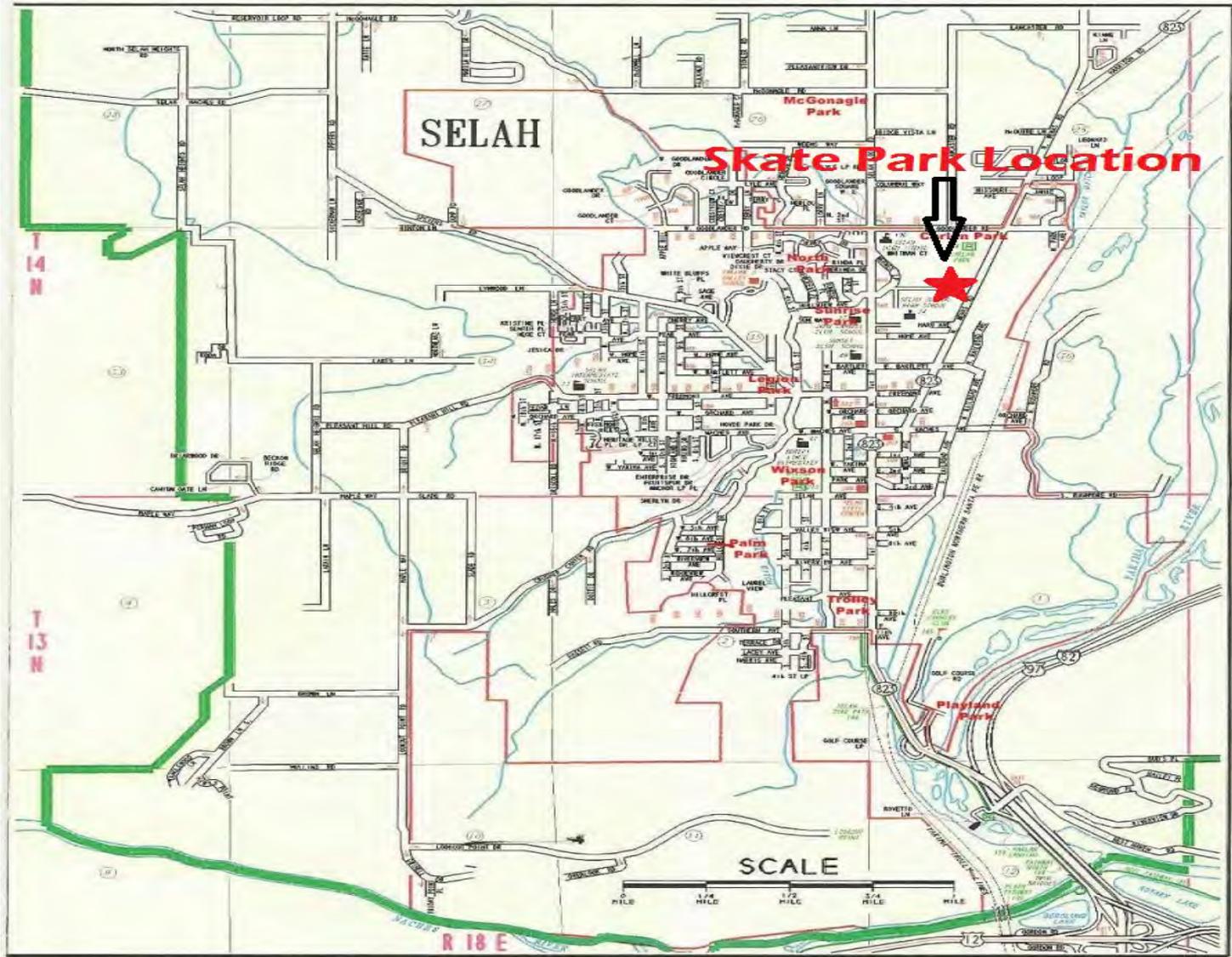
## Washington



# City of Selah



# Site Location Map



# Service Area



# Public Need- Current Outdoor Recreation Areas

Selah Pool



# Public Need- Current Outdoor Recreation Areas



Playland Park

Wixson Park



# Public Need- Current Outdoor Recreation Areas



Carlton Park



# Public Need- Current Outdoor Recreation Areas



- Current skate park with location of proposed additions



# Project Scope

Two new ramps will make the park accessible to all wheeled extreme sports. Instead of just Skateboarding and Rollerblading



**ARC** SELAH SKATEPARK #6186 SELAH, WA

20 YEAR WARRANTY    FASTENER FREE RIDING SURFACE    **PRO**    MAXGRIP™ POLYESTER POWDERCOAT 3/16" STEEL RIDING SURFACE

[WWW.AMERICANRAMPCOMPANY.COM](http://WWW.AMERICANRAMPCOMPANY.COM)

# Project Scope



# SCORP Priorities



- This park is non-discriminatory and is available to people regardless of age, ethnicity, sex and/or religion
- The skate parks purpose is to encourage exercise and a safe, healthy lifestyle

# Project Design



The speed ring is the entry level smallest possible track to build with only one possible layout. It is a great “starter” track as it can be added to over the years to become a larger track. This is a perfect track to learn how to ride pumptrack or fine-tune your skills. Track length is 125 feet.

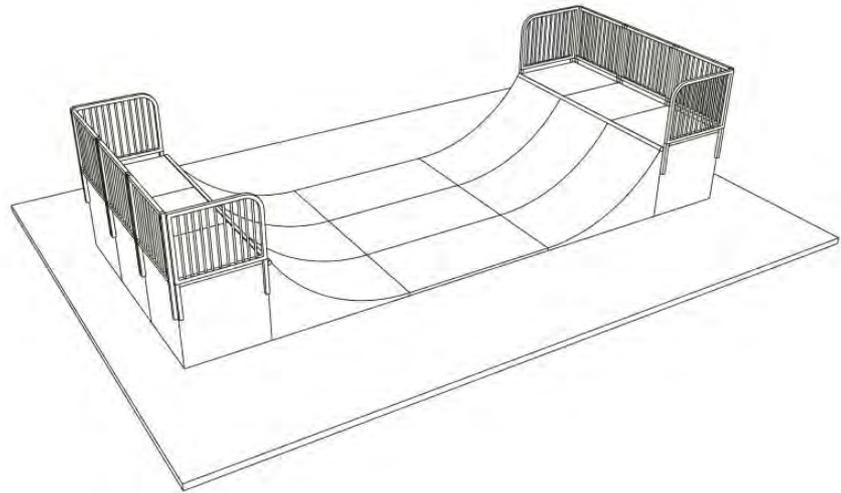
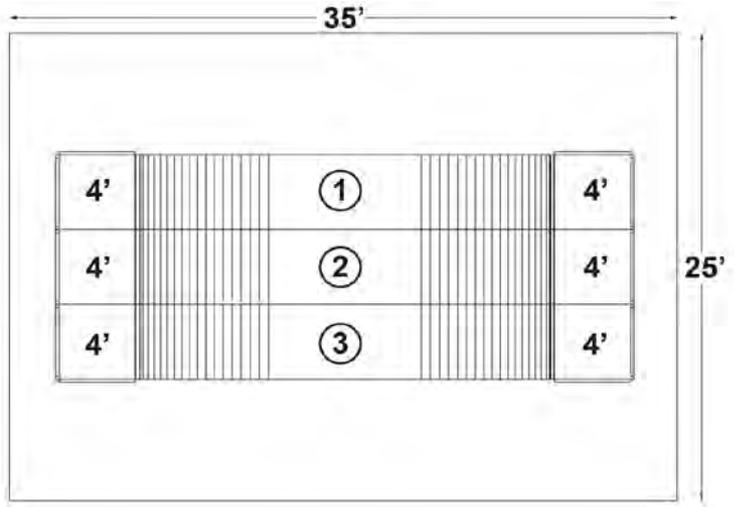


Pump Track will be set on grass. It will be installed by Job Corps.



Job Corps will preform site prep and concrete pour and finish. Job Corps will also assemble and install the mini pipe.

# Project Design



# Project Design

Total cost for both ramps is \$55,158.21.  
Total money allocated for concrete is \$4,841.79 .



# Sustainability and Environmental Stewardship



# Expansion or Renovation



Adding to the all ready allocated space of the skate park will enable unused land to now be used for skate board exercise.





# Project Support

- The City of Selah has been rapidly growing just in the past 4 years. The city has out grown its current skate park years ago. An update to the park is long over due and is needed to accommodate the city's growth as well as the growth of the skateboarding sport in Selah. This new addition will keep illegal skateboarding off of the streets and into a public, safe and legal environment . Not only will this skate park accommodate skaters and youth but also adults and any extreme wheeled athlete. This park ensures safe and sound structures to withstand the environment and the park will not need an update for at least one decade. The local skaters have been asking for an addition and the representation and voice has been heard and met.



# Cost Efficiencies



- Job Corps is providing all labor
- Estimated \$5,000 of donated labor and materials from Job Corps. (concrete will be partially donation the rest bought from local cement dealers)
- Ramp cost is approximately \$55,158.21
- \$35,000 from grant
- \$30,000 will be fundraised by the Parks & Recreation Department
- Donation cans will be utilized
- Cash donations from people and businesses will be sought
- Revenue from newly organized teen programs will be the main source of money for grant matching money
- \$5,000 of labor will be donated
- Money will be fundraised/ accepted up until matching money is collected

# Current Skate Park



# Half Pipe Location



# Speed Pump Ramp Site



# Selah Skate Park



- Selah Skate Park is set to open summer of 2017. It will be a fun and safe place for the youth to have fun, grow together, be mentored and interact with people from all different walks of life. This addition to the park will ensure all extreme athletes an updated and durable park. The Parks & Recreation Department looks forward to all the opportunities for skate camps and competitive events with this addition to our park. With a bigger park, it keeps skaters and wheeled athletes off the streets and in a safe and legal environment to practice.



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016      N – 6**

**Title:** Resolution Authorizing the Mayor to Sign the Thomas Outside Utility Agreement (File: 171.42.16-01)

**Thru:** Donald Wayman, City Administrator

**From:** Harmit Bedi, City Planner

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** The applicant agrees to pay the water connection expenses.

**Funding Source:** Mr. and Mrs. Thomas, the applicants.

**Staff Recommendation:**

Approval to allow connection to the city water supply with conditions to abandon the existing well and accept irrevocable property covenant.

**Background / Findings & Facts:**

The existing well at the subject property is not meeting the potable water standards. The residents request the City to allow city water connection and supply. The property is located outside the city limits. The City has a 12” water line running through Lorry Lane and can provide the water service.

**Recommended Motion:**

I make a motion to Approve the request for City Water connection at the subject property with Outside Utility Agreement and recommended conditions.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE MAYOR TO SIGN  
THE THOMAS OUTSIDE UTILITY AGREEMENT  
(FILE: 171.42.16-01)**

**WHEREAS**, on June 14, 2016 the City Council of the City of Selah, WA. Approved a municipal water Outside Utility Agreement (OUA) for petitioners Donald K. Thomas and Erin L.Thomas; and,

**WHEREAS**, the municipal water OUA is limited in scope to serve the existing single family residence located on property legally described in the OUA on the date of execution of this agreement. Any future division of the property, or the construction of addition to the existing structure, or the construction of additional structures on the property (if said property is not located within the City) shall require new outside utility agreement or the amendment of this agreement.

This Outside Utility Agreement is subject to the following two (2) specific conditions:

1. The existing on-site well is to be abandoned in accordance with Yakima Health District regulations and City of Selah regulations.
2. Accept and sign the Irrevocable Property Covenant.

This agreement affects the Yakima County Tax Parcel Number: **181426-44411**.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON**, that the Mayor is authorized to sign the Thomas (171.42.16-01) Outside Utility Agreement in the form as is attached hereto and incorporated herein by reference and that this resolution and the outside utility agreement to be recorded in the office of the Yakima Auditor.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, THIS 14<sup>TH</sup> day of June, 2016.**

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

\_\_\_\_\_  
Robert F. Noe, City Attorney

**RESOLUTION NO. \_\_\_\_\_**

**DEPARTMENT OF PLANNING**

**LIST OF ATTACHMENTS**

**FILE NO.: 171.42.16-01**

**Outside Utility Agreement (Water)**

**Donald and Erin Thomas**

**90 Lorry Lane, Selah**

**ATTACHMENTS:**

- Summary Staff Report
- Location Map
- Request Letter
- Staff Report
- Outside Utility Agreement
- Irrevocable Property Covenant
- Decommission Well Agreement
- The Resolution

**CITY OF SELAH**  
**PLANNING DEPARTMENT**  
**CITY COUNCIL**  
**SUMMARY STAFF REPORT**

**June 14, 2016**

**FILE NO.:** 171.42.16-01

**PROPOSAL:** Water Outside Utility Agreement to serve an existing single family dwelling.

**PROPONENT:** Donald Thomas and Erin Thomas

**ADDRESS:** 90 Lorry Lane, Selah, Washington 98942

**TAX PARCEL:** 181426-44411

**The Request:** Mr. and Mrs. Donald and Erin Thomas have submitted a request to connect to the City Water Service.

**Zoning:** The subject property is within unincorporated area of Yakima County. The zoning is R-1(Single Family).

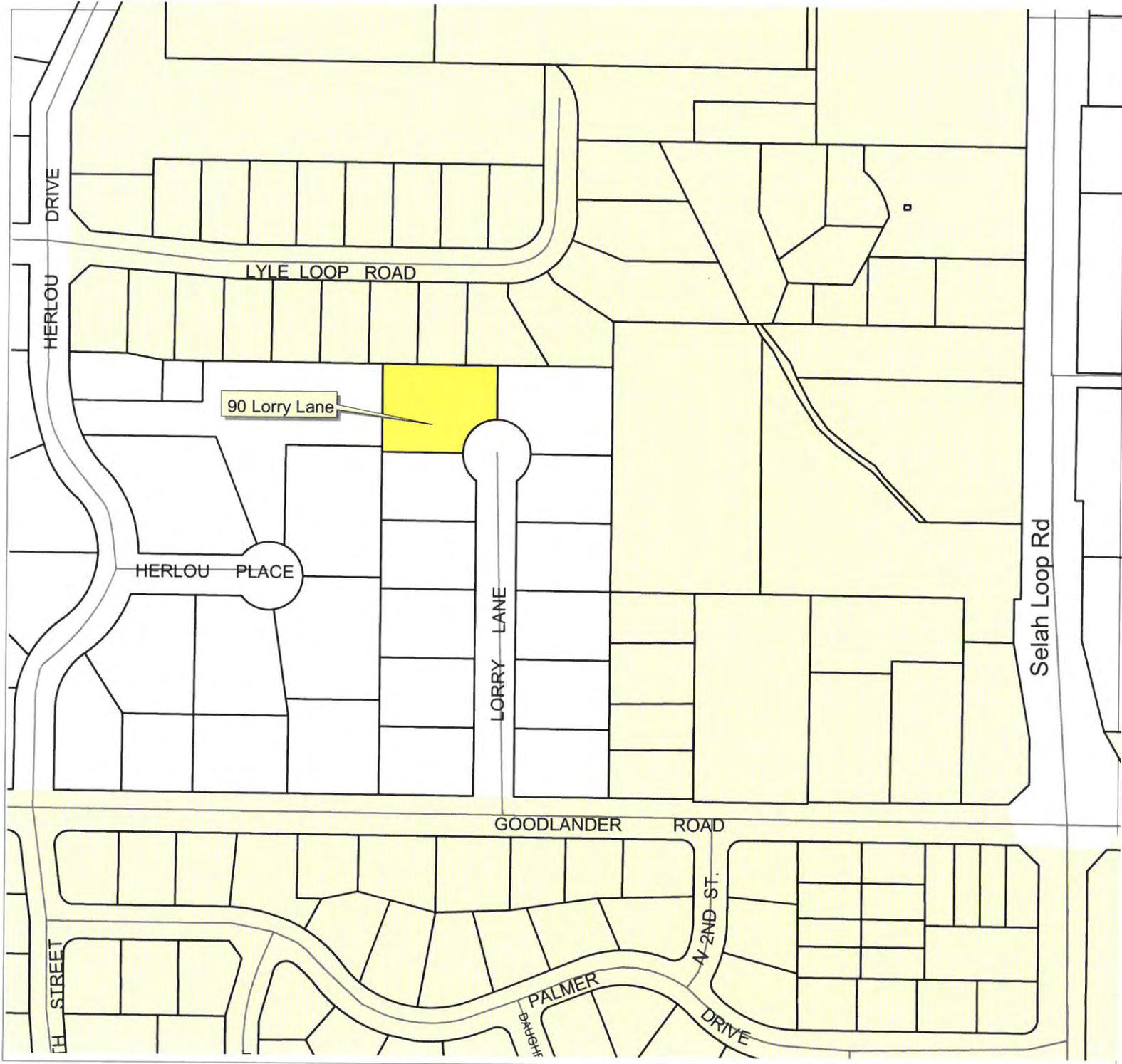
**Background:** The applicant has reported problems with the potable water supply from the existing well system.

**EXISTING INFRASTRUCTURE:** The City has existing 12" water line running through Lorry Lane, connecting Goodlander Road and Lyle Loop.

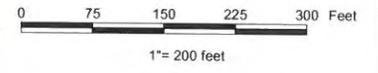
**City Policy:** The City has exercised a policy of authorizing OUA's to serve the residence with failing well-water system. In this instance it is the property owners' desire to connect to the City system.

**Recommendation:** Approval with conditions.

# City Water Connection 90 Lorry Lane



Parcel Lot lines are for visual display only. Do not use for legal purposes.



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This map was derived from several databases. The County cannot accept responsibility for any errors. Therefore, there are no warranties for this product.

Donald K. & Erin L. Thomas

90 Lorry Lane

Selah, WA 98942

509-697-4034

May 19, 2016

Mayor, City of Selah

115 W. Naches Avenue

Selah, WA 98942

Dear Mayor,

We are writing to request a city water connection for our residence at the above address, which is located in an unincorporated area. We would like to proceed with annexation, and hope to expedite the water connection.

Sincerely,

*Donald K. Thomas*  
*Erin L. Thomas*

Donald K. Thomas

Erin L. Thomas

**CITY OF SELAH  
PLANNING DEPARTMENT**

**CITY COUNCIL  
STAFF REPORT**

**June 14, 2016**

**FILE NO.:** 171.42.16-01  
**PROPOSAL:** Water Outside Utility Agreement to serve an existing single family dwelling.  
**PROPONENT:** Donald Thomas and Erin Thomas  
**ADDRESS:** 90 Lorry Lane, Selah, Washington 98942  
**Tax Parcel:** 181426-44411





**HISTORY:** -The owners, on May 19, 2016, submitted written request for the City Water connection.

-The existing well is not providing satisfactory water supply to the residents.

-Lorry Lane is a dirt road.

-City does not provide sewer service along Lorry Lane.

**ZONING:** -The property is located in the unincorporated area of Yakima County.

-The subject property is zoned R-1 in Yakima County.

-The subject property has a single family dwelling with .46 acreage.

**2005 SELAH URBAN GROWTH AREA COMPREHENSIVE PLAN:** The site and adjacent properties are designated Low Density Residential on the Optimal Land Use Map.

**ENVIRONMENTAL REVIEW:** Not required.

**APPLICATION AUTHORITY:** Selah Municipal Code, Chapter 9.15 Service Outside City Limits.

# CRITERIA FOR WATER/SEWER SERVICE OUTSIDE CITY LIMITS

City water or sewer service may, at the discretion of the council, be extended outside the city of Selah limits, upon the following events occurring:

1. The area to be served lies within the "Area of Mutual Planning Concern" as established by Resolution 986 (*Staff Comments: Site within urban growth area boundary*).
2. That the proposed extension of city water or sewer mains and system appurtenances conform to the City's comprehensive plans;
3. That the applicant has executed an outside utility agreement containing the following conditions:
  - A. The agreement shall be executed by the property owner(s) and shall be recorded and constitute a covenant upon the land. (*Staff comments: Agreement Executed*)
  - B. The owner(s) shall pay all connection charges, service fees, and other associated fees as prescribed by the city ordinance when the service is applied for. (*Staff Comments: All charges to be paid once OUA approved*)
  - C. The owner(s) shall assist the city in taking the necessary steps to obtain the approval of the Yakima Boundary Review Board. (*Staff comments: Included in executed Agreement*)
  - D. The owner(s) shall comply with city ordinances concerning short or long platting and shall construct all improvements to city standards as if the property affected by this agreement were situated within the boundaries of the city. (*Staff comments: Included in executed Agreement. The Agreement limits service to the existing single family residence*)
  - E. The owner(s) agree to sign in favor of any and all notices, petitions and any other documents requested concurrent with this agreement or at any time requested by the city leading to the annexation to the city of the property. (*Staff comments: Included in executed Agreement*)
  - F. The agreement may also contain other conditions or covenants, as determined by the council to assure the orderly, planned development of the area. (*Staff comments: Specific conditions and a covenant is included with the Agreement*)

# **CITY OF SELAH OUTSIDE UTILITY AGREEMENT**

## **I. PARTIES:**

CITY OF SELAH, hereafter City; and,

OWNERS, Donald Thomas and Erin Thomas as his/her separate estate, husband/wife hereafter OWNER and her successors and assign.

## **II. OWNER'S PROPERTY:**

**Tax Auditor's Tax Parcel No.: 181426-44411**

**Selandia Lot 12.**

## **III. RECITALS:**

1. The CITY owns and operate a municipal water utility. This utility provides service to properties within the jurisdictional boundaries of the CITY.
2. OWNERS applied to the CITY for municipal water service to the property above described, which is currently outside the CITY's jurisdictional boundary, and in consideration of the furnishing of that service OWNERS makes the following subjoined agreements.
3. The CITY is authorized to enter into agreements to provide services to properties outside its jurisdiction (Outside Utility Agreement) pursuant to Selah Municipal Code 9.15.020.

## **IV. AGREEMENT:**

1. OWNERS agrees this outside utility agreement is appurtenant only to the existing parcel and the single residence located thereon that exists on the date of execution of this agreement. Any future division of the property or the construction of addition to the existing structure or the construction of additional structures (if said property is not located within the CITY) shall require a new utility agreement or the amendment of this agreement.

2. OWNERS shall pay, when due, to the CITY, all connection charges, service fees, plant investment fees, future local improvement district assessments, if any, and any and all other charges and fees required by law to be paid for the service of which OWNERS apply.
3. OWNERS shall take all necessary steps in cooperation with the CITY to obtain the approval of the Yakima County Boundary Review Board for the extension of utility service pursuant to the requirements of RCW 36.93.090(4).
4. OWNERS agrees that any future new construction, or future alterations, addition or repair, shall conform to any and all then applicable construction and zoning codes and all required permits shall be obtained from CITY prior to the commencement of any work, all as if the property affected by this agreement were situated in the CITY; provided, no permit fees shall be charged or collected by the CITY for any permit for which a fee is charged by Yakima County. The CITY is granted the right to make reasonable inspections at reasonable times of the subject property, existing buildings, structures and improvements on the property.
5. OWNERS shall comply with CITY laws concerning short platting and platting as if the property affected by this agreement were situated within boundaries of the CITY.
6. OWNERS agrees to sign any and all offered petitions for annexation and any other documents requested by the CITY concerning annexation and OWNERS agrees TO NOT OPPOSE the annexation of the property herein previously described into the CITY.
7. OWNERS agree to oppose the formation of any future water, sewer, or street local improvement district (LID) which would benefit said property herein previously described.
8. OWNERS agrees that upon execution of this agreement that this agreement shall be recorded with the Yakima County Auditor, and shall constitute an agreement and covenant running with the property shall be binding upon the OWNERS, his or her heirs, successors and assigns. Further, the OWNERS shall affirmatively disclose to any prospective successor in interest to this property that this agreement exists.
9. OWNERS, agree that in the event of a sale or transfer of ownership of the property affected by this agreement, OWNERS will, as a condition of such sale or transfer, require the purchaser, or other new owner, to sign a duplicate of this Outside Utility Agreement.
10. OWNERS agrees that in the subject property, shall be developed to conform to the requirements of Selah Municipal Code Title 10 entitled "Zoning" and Title 11 entitled "Building Code" together with any amendments to those Chapters

preceding the development of the property as if the property were situated with the boundaries of the CITY.

11. In the event of breach by OWNERS of any provisions of this agreement, the OWNERS agree that the CITY may, at its discretion, summarily terminate or disconnect service.

SIGNED BY OWNERS this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

OWNER: (Signed) \_\_\_\_\_

(Print Name)

OWNER: (Signed) \_\_\_\_\_

(Print Name)

\_\_\_\_\_  
Sherry Raymond, Mayor

\_\_\_\_\_  
ATTEST: Dale Novobielski, Clerk/Treasurer

STATE OF WASHINGTON )

) ss.

COUNTY OF YAKIMA )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ (Owner) is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington.

My Commission expires: \_\_\_\_\_

**CITY OF SELAH**  
**DEPARTMENT OF PLANNING**  
**IRREVOCABLE PROPERTY COVENANT**

Name of the applicant: Donald Thomas and Erin Thomas, husband and wife, hereafter OWNERS, herein imposes covenants stated in Paragraphs 1 and 2 against the property legally described in Paragraph 3:

Paragraph 1: OWNERS, his or her successors and/or assigns in interest, agrees to sign all annexation petitions submitted to OWNERS and agrees to not oppose the annexation of property described in Paragraph 3 to the CITY OF SELAH.

Paragraph 2: OWNERS, his or her successors and/or assigns in interest, agree to not oppose the formation of any future water, sewer, and/or street improvement local improvement district (LID) which would benefit said property described in Paragraph 3.

Paragraph 3: Yakima County Tax Parcel Number: **181426-44411**

SIGNED BY THE OWNER this \_\_\_\_\_ day of \_\_\_\_\_, 2016

OWNER: \_\_\_\_\_

NAME

NAME

STATE OF WASHINGTON )

) ss.

COUNTY OF YAKIMA )

I certify that I know or have satisfactory evidence that Donald Thomas and Erin Thomas (Owners) is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington.

My Commission expires: \_\_\_\_\_

AFTER RECORDING RETURN COPY TO:  
CITY OF SELAH PLANNING DEPARTMENT  
222 South Rushmore Road  
Selah, Washington 98942

DOCUMENT TITLE: AGREEMENT TO DECOMMISSION EXEMPT WELL AND  
TRANSFER WATER RIGHTS IN EXCHANGE FOR CONNECT TO CITY WATER  
SERVICE.

GRANTOR(S): Donald Thomas and Erin Thomas, 90 Lorry Lane, Washington, 98942

GRANTEES: CITY OF SELAH, WASHINGTON, A Municipal Corporation

ASSESSOR'S TAX/PARCEL NUMBER(S) OF AFFECTED PROPERTIES:

**181426-44411**

LEGAL DESCRIPTION:

**Selandia Lot 12.**

**AGREEMENT TO DECOMMISSION EXEMPT WELL  
AND TRANSFER WATER RIGHTS IN EXCHANGE FOR CONNECTION TO CITY  
WATER SERVICE**

This Agreement is entered into between the City of Selah (“City”) and Donald Thomas and Erin Thomas (“Owners”), the owner of real property described on Exhibit 1 (“Parcel”), for the purpose of securing water service to the Parcel from the City.

WHEREAS, the Parcel currently utilizes an exempt well under RCW 90.44.050 for its domestic water;

WHEREAS, Owner wishes to connect to the City’s water system for domestic water;

WHEREAS, the City will permit connection upon agreement that the exempt well on the Parcel will be decommissioned and those water rights transferred to the City, among other things;

WHEREAS, the City agrees to the transfer and agrees to provide water service to the Parcel on the following terms and conditions:

1. Owner shall pay all fees and charges applicable to a new water service connection with the City, including costs associated with permits and physical connection to the City water system.
2. Owner shall abide by the rules and regulations of the City and shall pay in a timely manner the reasonable charges and fees assessed by the City for water service.
3. After Owner’s Parcel has connected to the City water system, Owner shall cause or will permit the City to permanently cap and decommission the exempt well located on the Parcel in accordance with applicable rules and regulations regarding the decommissioning of wells. Owner agrees that no new well will be drilled on the Parcel in the future.
4. Owner hereby transfers to the City all water rights related to the Parcel, and hereby conveys and assigns to the City all water rights or claims to water rights the Owner may have under state law or otherwise, arising out of Owner’s purchase, ownership, use, or occupation of the Parcel or arising out of the use of water on the Parcel by any person.

The agreements, restrictions and covenants of this Agreement shall be covenants that run with the land, and shall be binding upon the Parcel, and shall bind the parties in interest thereto and their heirs, assigns, personal representatives, and successors in interest. Accepting an interest in and to any portion of the Parcel shall constitute an agreement by any such person, firm, corporation or entity accepting such interest, that they and each of them shall be bound by and subject to the provisions hereof.

CITY OF SELAH

OWNER

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

Name: Sherry Raymond, Mayor

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

Name: Donald Thomas

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

Name: Erin Thomas

Date: June 14, 2016

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

STATE OF WASHINGTON )

) ss.

COUNTY OF YAKIMA )

I certify that I know or have satisfactory evidence that Donald Thomas and Erin Thomas (Owners) are the persons who appeared before me, and said persons acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC in and for the

State of Washington.

My Commission expires: \_\_\_\_\_



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016      O – 1**

**Title:** Ordinance Amending Section 6.60.050, “Enforcement/Penalties”, to Selah Municipal Code Chapter 6.60 “Public Disturbance Noises” to Ensure Efficient Processing of Violations through the Municipal Court; Establishing an Effective Date; and, Providing for Severability

**Thru:** Donald Wayman, City Administrator

**From:** Robert F. Noe, City Attorney

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** varied

**Funding Source:** Persons convicted of a misdemeanor

**Staff Recommendation:**

Approval of Ordinance

**Background / Findings & Facts:**

Staff wishes to amend the current code to allow for efficient processing of violators through the Selah Municipal Court

**Recommended Motion:**

Approval of Ordinance

# ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 6.60.050, "ENFORCEMENT/PENALTIES", TO SELAH MUNICIPAL CODE CHAPTER 6.60 "PUBLIC DISTURBANCE NOISES" TO ENSURE EFFICIENT PROCESSING OF VIOLATIONS THROUGH THE MUNICIPAL COURT; ESTABLISHING AN EFFECTIVE DATE; AND, PROVIDING FOR SEVERABILITY

WHEREAS, there is a need to amend the penalty provision within Chapter 6.60, Public Disturbance Noises, of the Municipal Code so that violations of the Chapter can be efficiently processed through the Selah Municipal Court;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DOES ORDAIN as follows:

Section 1. Selah Municipal Code Section 6.60.050, "Enforcement/Penalties", Amended.

Selah Municipal Code Section 6.60.050 is amended as follows:

6.60.050 - Violation—Penalty.

(a) Any person, company or organization violating any of the provisions of this chapter is guilty of a misdemeanor and upon ~~a first~~ conviction shall be punished by imprisonment not to exceed 90 days and/or a fine not to exceed one thousand dollars.

~~(b) Any person violating any of the provisions of this chapter shall, upon conviction for a second or subsequent offense, be punished by a fine not to exceed five hundred dollars or imprisonment not to exceed ninety days, or by both such fine and imprisonment.~~

Section 2. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any other section, clause or phrase of this Ordinance.

ORDAINED this 14th day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Noe, City Attorney

ORDINANCE NO. \_\_\_\_\_



**CITY OF SELAH  
CITY COUNCIL  
AGENDA ITEM SUMMARY**



**COUNCIL MEETING      ACTION ITEM**

**6/14/2016      O – 2**

**Title:** Ordinance Amending Section 6.75.090 and Section 6.75.095 of the Selah Municipal Code Chapter 6.75 “Code Enforcement” to Provide that Appeals be Processed before the City Council and not a Board of Appeals; Establishing an Effective Date; and, Providing for Severability

**Thru:** Donald Wayman, City Administrator

**From:** Robert F. Noe, City Attorney

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

Approval of Ordinance

**Background / Findings & Facts:**

Staff wishes to amend the current code to allow the City Council to hear Appeals regarding Code Enforcement

**Recommended Motion:**

Approval of Ordinance

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTION 6.75.090 AND SECTION 6.75.095 OF THE SELAH MUNICIPAL CODE CHAPTER 6.75 “CODE ENFORCEMENT” TO PROVIDE THAT APPEALS BE PROCESSED BEFORE THE CITY COUNCIL AND NOT A BOARD OF APPEALS; ESTABLISHING AN EFFECTIVE DATE; AND, PROVIDING FOR SEVERABILITY**

**WHEREAS**, City staff wishes to utilize the Notice and Order procedure found in Chapter 6.75, Code Enforcement, to address specific code enforcement issues;

**WHEREAS**, one process under Chapter 6.75 provides that the Code Enforcement Officer may issue a Notice and Order to gain code compliance and that there is appeal available to persons receiving such a Notice and Order;

**WHEREAS**, the current appeal provisions, sections 6.75.090 and 6.75.095, provide that appeals will go before and be processed by a Board of Appeals;

**WHEREAS**, the City currently does not have a Board of Appeals and such a Board would be comprised of differing individuals depending upon the nature of the alleged code violation; for instance, a building code violation would be processed before a Board comprised of 5 persons, three of whom are professionals in the building industry, whereas a plumbing code violation would be processed before a Board of 5 persons, all of whom must have plumbing certifications or plumbing backgrounds;

**WHEREAS**, the City Council has the option of establishing each of the various Boards of Appeal, hearing the appeals themselves, action as an appellate body in a quasi-judicial process, or authorizing such appeals to be heard by the City’s Hearing Examiner;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DOES ORDAIN** as follows:

**Section 1.** Section 6.75.090 and 6.75.095 relating to code enforcement appeals to a Board of Appeals are amended.

Section 6.75.090, Right of Appeal – Timeliness, amended as follows:

6.75.090 - Right of appeal—Timeliness.

(a) Any person aggrieved by the code enforcement officer's action (defined as an order, decision, ruling or interpretation by the code enforcement officer), may appeal the code enforcement officer's action by filing a written request for appeal with the code enforcement officer within ten calendar days after receiving or otherwise being served with notice of the code enforcement officer's action. When the last day of the period so computed is a Saturday, Sunday, or state

recognized holiday, the period shall run until four-thirty p.m. on the next business day. Failure to file a written request for appeal within time prescribed will result in the code enforcement officer's action becoming a final order and the appellant shall be bound thereby.

(b) A timely filed appeal will be heard by the ~~board of appeals~~ City Council. Any appeal of the code enforcement officer's action may be affirmed, reversed, or modified in the ~~board of appeals'~~ City Council's final order. The decision of the ~~board of appeals~~ City Council shall be a final order and the appellant and the code enforcement officer shall be bound thereby unless, within twenty-one days from the date of the issuance of the ~~board of appeals'~~ City Council's final order, a person with standing to appeal files a petition to the superior court. The cost for transcription of all records ordered certified by the superior court for such review shall be borne by the appellant.

Section 6.75.095, Appeal Procedure, amended as follows:

6.75.095 - Appeal procedure.

(a) An aggrieved person who desires to file an appeal of the code enforcement officer's action must do so pursuant to the provisions set forth in this section. The appeal process set forth in this section replaces an appeal to the Board of Appeals provided for in each of the International Codes, which the City of Selah has adopted by reference under section 11.02.010 of the Selah Municipal Code. The appellant shall file a written appeal to the code enforcement officer within the time period prescribed in Section 6.75.090(a) and shall pay a filing fee of fifty dollars. The written appeal shall contain the following information:

- (1) The names of all appellants participating in the appeal;
- (2) A brief statement of the specific code enforcement officer's action protested, together with any material facts claimed to support the contentions of the appellant;
- (3) A brief statement of the relief sought, and the reason why it is claimed the protested code enforcement officer's action should be reversed, modified, or otherwise set aside;
- (4) The signatures of all parties named as appellants and their mailing addresses; and
- (5) The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal.

(b) Upon the receipt of the appeal and the filing fee, the code enforcement officer shall schedule an appeal hearing before the ~~board of appeals~~ City Council and give due notice thereof to the appellants and general public.

(c) At or after the appeal hearing, the ~~board of appeals~~ **City Council** may affirm, reverse, or modify the code enforcement officer's action or continue the hearing to a date certain for receipt of additional information.

(d) The ~~board of appeals~~ **City Council** shall issue a written decision within thirty days after the hearing and shall cause copies thereof to be sent to the code enforcement officer and appellants.

(e) All written orders by the ~~board of appeals~~ **City Council** pursuant to this section and Section 6.75.090 shall include a report giving findings of fact, conclusions, and the ~~board of appeals'~~ **City Council's** decision.

(f) The written decision of the ~~board of appeals~~ **City Council** shall be a final order, and the appellant and the code enforcement officer shall be bound thereby unless the order is appealed to superior court within the time period prescribed in Section 6.75.090(b) by a person with standing to appeal.

**Section 2.** Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**Section 3.** Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any other section, clause or phrase of this Ordinance.

ORDAINED this 14th day of June, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Noe, City Attorney

ORDINANCE NO. \_\_\_\_\_