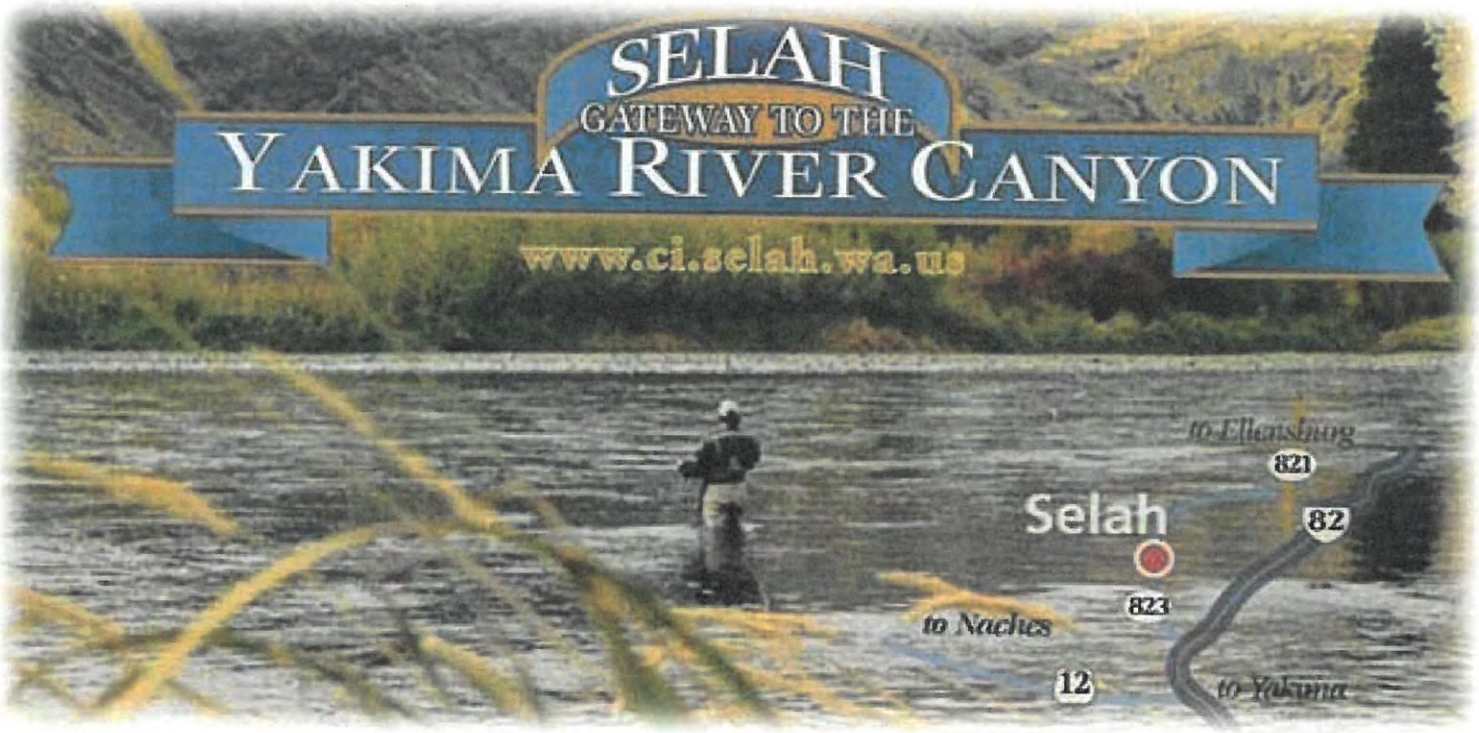

SELAH CITY COUNCIL

4:00pm September 13, 2016

Selah City Council
Regular Meeting
Tuesday, September 13, 2016
4:00pm
City Council Chambers

Mayor:	Sherry Raymond
Mayor Pro Tem:	John Tierney
Council Members:	Paul Overby
	Roy Sample
	Laura Ritchie
	Roger Bell
	Russell Carlson
	Diane Underwood

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

City Administrator:	Don Wayman
City Attorney:	Bob Noe
Clerk/Treasurer:	Dale Novobielski

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

1. Whitney Stohr, Selah Downtown Association

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. August 2016 Monthly Report for Building Permits and Inspections and Code Enforcement

J. Proclamations/Announcements **None**

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: August 23, 2016 Council Meeting
Dale N. * 2. Approval of Claims & Payroll

L. Public Hearings

Joe Henne 1. Public Hearing to consider the resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021

M. General Business

1. New Business

Andrew Potter a. Creation of a New Position

2. Old Business **None**

N. Resolutions

Joe Henne 1. Resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021.

Dave Mullen 2. Resolution authorizing the Mayor to sign agreement between PPC Solutions, Inc. and the City of Selah for security provided in the beer garden during the Selah Autumn Festival and Selah Base Race.

Dave Mullen 3. Resolution authorizing the Mayor to sign agreement between Nana Kate's and the City of Selah in order for Nana Kate's to provide services in the beer garden during the Selah Autumn Fesitval and Selah Base Race

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments
2. Council Members
3. City Administrator
4. Boards

Caprise Groo a. Planning Commission Minutes – July 19, 2016

5. Mayor

R. Executive Session **None**

S. Adjournment

Next Study Session	September 27, 2016
Next Regular Meeting	September 27, 2016

CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **INFORMATIONAL ITEM**

9/13/2016 **I – 2A**

Title: August 2016 Monthly Report for Building Permits and 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 August 2016.

Recommended Motion:

Informational only.

August 2016 Building Permits and Inspections Report

No.	Name/Project	Address	Type	Date Issued	Fees
D&R-2016-004	Graf Investments	219 E. Naches	Demolition	8/1/2016	$79.14
NBP-2016-021	Zucker/Sample Development	120 Lyle Loop	New Building	8/2/2016	$4,834.59
PL-P-2016-015	Zucker/Sample Development	120 Lyle Loop	Plumbing	8/2/2016	$181.97
M-RES-2016-015	Zucker/Sample Development	120 Lyle Loop	Mechanical	8/2/2016	$126.10
PL-R-2016-003	Amanda Ness/Dan Politte	306 S. 3rd Street	Water Line Repair	8/3/2016	$31.12
M-COM-2016-008	Graham Packaging	510 E. Naches Ave.	Mechanical Commercial	8/5/2016	$36.96
RR-R-2016-013	Jammie Reynolds	211 Lookout Point Dr.	Re-Roof Residential	8/5/2016	$79.14
NBP-2016-027	Jose Vergara	1603 W. Naches Ave.	New Building	8/8/2016	$6,488.12
PL-P-2016-021	Jose Vergara	1603 W. Naches Ave.	Plumbing	8/8/2016	$191.97
M-RES-2016-021	Jose Vergara	1603 W. Naches Ave.	Mechanical	8/8/2016	$140.14
UGS-2016-012	Jose Vergara	1603 W. Naches Ave.	UG Sprinklers	8/8/2016	$40.48
RR-R-2016-014	Austin Berk	508 Senter Place	Re-Roof Residential	8/9/2016	$79.14
RR-R-2016-015	Melvin Brink	507 Viewcrest Place	Re-Roof Residential	8/12/2016	$79.14
NBP-2016-022	Aspen Tree LLC	1708 W. Naches Ave.	New Building	8/15/2016	$6,349.49
PL_P-2016-016	Aspen Tree LLC	1708 W. Naches Ave.	New Plumbing	8/15/2016	$203.89
M-RES-2016-016	Aspen Tree LLC	1708 W. Naches Ave.	New Mechanical	8/15/2016	$126.10
NBP-2016-023	Aspen Tree LLC	1608 W. First Ave	New Building	8/15/2016	$6,404.51
PL_P-2016-017	Aspen Tree LLC	1608 W. First Ave	Plumbing	8/15/2016	$203.89
M-RES-2016-017	Aspen Tree LLC	1608 W. First Ave	Mechanical	8/15/2016	$126.10
NBP-2016-025	Aspen Tree LLC	1611 W. First Ave	New Building	8/15/2016	$5,781.76
PL-P-2016-019	Aspen Tree LLC	1611 W. First Ave	Plumbing	8/15/2016	$203.89
M-RES-2016-019	Aspen Tree LLC	1611 W. First Ave	Mechanical	8/15/2016	$126.11
NBP-2016-026	Aspen Tree LLC	1703 W. First Ave	New Building	8/15/2016	$5,781.76
PL-P-2016-020	Aspen Tree LLC	1703 W. First Ave	Plumbing	8/15/2016	$203.89
M-RES-2016-020	Aspen Tree LLC	1703 W. First Ave	Mechanical	8/15/2016	$126.11
RR-NR-2016-002	Tree Top Inc.	205 S. Railroad Ave.	Re-Roof Non Residential	8/16/2016	$375.55
F/F ONLY-2016-07	Don & Heather Wayman	1320 W. Goodlander Rd.	Footing/Foundation ONLY	8/17/2016	$0.00
M-COM-2016-010	James Garner/Rich Goodall	110 E. 3rd Ave.	Mechanical Commercial	8/18/2016	$298.41
NC-2016-013	Scott Faulkner	418 S. First Street	New Commercial	8/18/2016	$722.32
PL-C-2016-004	Scott Faulkner	418 S. First Street	Commercial Plumbing	8/18/2016	$118.80
PL-C-2016-005	Selah Gym Kids	709 North Park	Commercial Plumbing	8/19/2016	$64.00
PL-P-2016-022	James & Amy Stickel	1507 Cedar Lane	Plumbing	8/19/2016	$42.08
M-RES-2016-022	James & Amy Stickel	1507 Cedar Lane	Mechanical	8/19/2016	$31.18
NBP-2016-028	Columbia Ridge Homes	1504 W. First Ave.	New Building	8/22/2016	$6,826.01
PL-P-2016-023	Columbia Ridge Homes	1504 W. First Ave.	Plumbing	8/22/2016	$192.93
M-RES-2016023	Columbia Ridge Homes	1504 W. First Ave.	Mechanical	8/22/2016	$140.17
UGS-2016-013	Columbia Ridge Homes	1504 W. First Ave.	UG Sprinklers	8/22/2016	$40.48
RR-NR-2016-003	Park Village Apartments	554 S. 5th Street	Re-Roof Non-Residential	8/23/2016	$153.79
NC-2016-010	Yakima Valley School	600 Speyers Rd.	Commercial	8/23/2016	$6,278.23

Code Enforcement August 2016				
Date	Location	Code Violation	Action	Result
8/1/2016	200 BLK Park Ave	6.58.180 Landscape Maintenance	Letter to owner	Complied
8/1/2016	1100 BLK W Cherry Ave	9.23 Stormwater-Sediment and dust leaving the construction site	Verbal w/ Owner	Complied
8/1/2016	500 BLK S 1st st	6.58.060 Abdondaned Debris 6.58.200 Parking on an unimproved Surface, 6.58.180 Landscape	Verbal W/ owner	Complied
8/1/2016	USPO	10.34.080 Parking lot Landscape;	Verbal w/ USPM	Pending
8/2/2016	300 BLK Pleasant Ave	6.58.180 Landscape maintenance; 6.58.100 Vegetable (Yard) Waste	Letter to Ow/tenant	Citation
8/5/2016	700 BLK W Goodlander	6.58.170 Grading w/o a permit	Stop work order	
8/4/2016	1600 BLK W Naches Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/4/2016	1600 BLK W Naches Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/4/2016	1600 BLK W Naches Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/4/2016	1600 BLK W Naches Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/4/2016	1600 BLK W Naches Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/5/2016	1600 BLK W 1st Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/5/2016	1600 BLK W 1st Ave	6.58.180 Landscape maintenance; 6.58.050 Certain Growth; 6.58.200 Fire Hazard	Letter To Owner	Complied
8/9/2016	800 BLK Ridgeview Ave	6.58.180 Landscape Maintenenace; 6.58.260 Parking; RCW 46.55.010(5) Junk Vehicle	Extension 8/29	
8/9/2016	700 BLK W Bartlett Ave	6.58.180 Landscape maintenance	Letter to Occupant	Complied
8/9/2016	600 BLK W Home Ave	6.58.180 Landscape Maintenance	Ext to 9/6	Complied
8/23/2016	200 BLK W Pleasant Ave	6.58.030 Litered Premises	Verbal w/ Owner	Extension
8/23/2016	800 BLK W Fremont Ave	6.58.200 Fire Hazard	Letter to Owner	
8/24/2016	400 BLK Pleasant Ave	6.58.180 Landscape Maint.; 6.58.050 Certain Growth	Letter to Owner	Complied
8/24/2016	600 BLK S 1st St	6.58.180 Landscape Maint.; 6.58.050 Certain Growth	Verbal w/ Owner	
8/26/2016	100 BLK E Orchard Ave	6.58.180 Landscape Maint.; 6.58.050 Certain Growth	Letter to Owner	9/14 to comply
8/30/2016	100 BLK N Wenas Rd	Vision Clearance	Letter to Owner	Complied

August 2016 Building Permits and Inspections Report

PL-C-2016-006	Yakima Valley School	600 Speyers Rd.	Commercial/Plumbing	8/23/2016	$31.12
RR-R-2016-016	Dennis Marquis	1396 Jesica Dr.	Re-roof	8/23/2016	$79.14
N P/D-2016-001	John & Karen Piper	1412 Jesica Dr.	New Patio/Deck	8/26/2016	$438.16
RR-R-2016-017	Phillip Tuttle	402 Valleyview Ave.	Re-roof	8/29/2016	$79.14
R-R/A-2016-007	David Van Alstine	404 S. 5th Street	Remodel/Addition	8/30/2016	$618.16
Total Building Inspections for August 2016: 94					$54,555.18

CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **ACTION ITEM**

9/13/2016 **K – 1**

Title: Approval of Minutes: August 23, 2016 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)

City of Selah
Council Minutes
August 23, 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 5:30pm.

B. Roll Call

Members Present: Paul Overby; Roy Sample; Laura Ritchie; Diane Underwood; Russell Carlson

Members Absent: John Tierney; Roger Bell

Staff Present: Don Wayman, City Administrator; Bob Noe, City Attorney; Jim Lange, Deputy Fire Chief; Richard Hayes, Police Chief; 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

C. Councilmember Absence – Motion to Excuse

Council Member Overby moved, and Council Member Sample seconded, to excuse Council Members Tierney and Bell. By voice vote, approval was unanimous.

D. Pledge of Allegiance

Council Member Carlson led the Pledge of Allegiance.

E. Invocation

Pastor Mark Flippin gave the prayer.

F. Agenda Changes

Mayor Raymond added a Public Appearance by Paul Nagle-McNaughton to the agenda.

G. Public Appearances/Introductions/ Presentations

1. Paul Nagle-McNaughton from Northwest Employee Assistance Program

Paul Nagle-McNaughton approached the podium and addressed the Council. He thanked them for the opportunity to address them. He explained that he had been contacted by Human Resources Manager Potter to potentially provide the City of Selah with an Employee Assistance Program (EAP). He stated that Northwest EAP was the largest local provider in the Yakima area who serviced over 8,000 employees and their families. He emphasized that they serve both small and large companies, and the services provided are for an assortment of personal challenges families may face which are generally not covered by regular medical insurance. He explained that the drafted contract was a pay per use contract and would allow a City employee to receive three consultations before being given a referral. He also mentioned that the contract would allow for them to do supervisor trainings and critical incident debriefings.

Council Member Carlson asked whether he had any marketing materials.

Mr. Nagle-McNaughton replied that he had brought some brochures and business cards. He then handed them out to the Council.

2. Employee Award for Outstanding Service

Mayor Raymond requested Mr. Jeff Glaspie approach the podium. She then read a letter of appreciation for his outstanding service to the City of Selah. She then asked Josh Hernandez, Katie Knox, Kyle Dexter, Aaron Pimentel, and Derek Peters to approach to podium and be recognized. She presented Mr. Glaspie with a certificate for his work and a City of Selah pin for all of his crew. She also commented on their great work at the Fourth of July Celebration and thanked Mr. Glaspie for his leadership.

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

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Bill Harris approached the podium and addressed the Council. He emphasized that Mr. Jeff Glaspie and his crew does an incredible job at Carlon Park during softball events. He expressed his feeling that Mayor Raymond and City Administrator Wayman have both been doing a great job supporting local businesses. He then stated that Recreation Manager Mullen has also been doing a great job within the community. He said that he was confident the pool issues would get resolved and that he is excited for Selah to have a nice new pool.

Wayne Worby approached the podium and addressed the Council. He inquired whether citizens wishing to speak concerning the agenda item relating to Bill Callahan should speak now or if they would be allowed to speak later in the meeting.

Mayor Raymond explained that they would be invited to speak at that point in the meeting. Seeing no one else rise to speak, she then closed the meeting.

2. Written

a. Selah Downtown Association Monthly Report

J. Proclamations/Announcements **None**

K. Consent Agenda

Council Member Overby moved, and Council Member Ritchie seconded, to add Resolutions N – 1 to the Consent Agenda. By voice vote, approval was unanimous.

Human Resources Manager Potter read the Consent Agenda.

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

* 1. Approval of Minutes: August 9, 2016 Study Session and Council Meeting

* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 79979 – 80020 for a total of $193,485.51
Claim Checks Nos. 68127 – 68188 for a total of $165,698.74

* 3. Resolution N – 1: Resolution Authorizing the Mayor to accept the Third Street Water Main Replacement Project between the City of Selah and P.O.W. Contracting Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130 as complete and authorize release of retainage

* 4. Resolution N – 2: Resolution establishing September 13, 2016 as the public hearing date to consider the adoption of the "Selah Transit Development Plan" for the Six-year Plan 2016-2021

* 5. Resolution N – 3: Resolution Authorizing the Mayor to sign a Service Contract with Northwest Employee Assistance Program a Division of Comprehensive Healthcare for Employee Assistance Program Services

Council Member Ritchie moved, and Council Member Overby 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

a. City of Selah – First Street Beautification Project

Public Works Director Henne addressed M – 1a. He briefly described the scope of work that would be required to replace the grass, adjust the sprinklers, add electricity conduits, and plant trees. He stated that they are working with an electrical engineer to develop plans and that at the next council meeting he hoped to have cost estimates for the design and electrical costs. He suggested they would save money by having the Public Works crew plant the trees and grass themselves.

Council Member Overby inquired if the power would be metered.

Public Works Director Henne said that they are planning on having electrical pedestals that can be locked to limit their use.

City Administrator Wayman noted that they are looking to put in an underground conduit from Pleasant Avenue to Naches Avenue and that the junction boxes would provide power on the street for special events and to light the trees.

Council Member Overby asked if they discussed whether to have grass at all.

City Administrator Wayman stated that they had discussed using a combination of grass and pavers, based on areas of foot traffic and transit.

Council Member Underwood wondered what percentage of the landscaping would contain pavers.

Public Works Director said he thought about twenty percent, and that he intended to use pavers to protect the sprinkler pipes in areas that have cars driving over them.

Council Member Overby agreed that grass looked nice but was not sure if it served much purpose beyond that. He wondered if the watering and maintenance costs had been evaluated.

Mayor Raymond said that the grass softens the appearance.

Council Member Overby stated that the City of Yakima does not have grass in their downtown, but has used other methods to soften the look of their streets.

Council Member Sample inquired if the trees were going to be a uniform species.

Public Works Director Henne replied in the affirmative.

Council Member Sample asked how much of the stretch was going to have power.

Public Works Director Henne explained that the entire stretch would have electrical and trees throughout.

Council Member Sample wondered if their proposal included large planted boxes designed like apple boxes.

Mayor Raymond stated that they were talking about doing something different from that.

Council Member Sample inquired if they would be running electrical across the street.

Public Works Director Henne responded that they will be running power across Yakima Avenue and will need to use a transformer. He said the other section they will need to run across would be Valleyview, noting the cost related to replacing the transformers and that they could provide power for two blocks.

City Administrator Wayman described the possible funding sources for this project as Fund 310, the Property Reserve Fund, as well as some from both Transit and Solid Waste.

Council Member Underwood asked if there would be power provided in front of the Civic Center.

Public Works Director Henne replied that the power pedestals would run from the North side of the Civic Center to Pingrey Ford, but they would look at putting in electrical outlets when they paved the Civic Center parking lot.

City Administrator Wayman remarked that it was something to consider and that it was not off the table of options.

3. Old Business

   a. Approval to Remove Selah Parks and Leisure Services Board Member

City Administrator Wayman recommended that each citizen be given two minutes to voice their thoughts, and then allow Mr. Callahan to speak, and finally the staff would make their statements.

Mayor Raymond confirmed that they would follow this order and extended the time limit to four minutes.

Leslie Brown approached the podium and addressed the Council. She stated that she was here to support Mr. Callahan and she worried that dismissing him would be sending the wrong message to current and future volunteers. She then read a portion of the city website encouraging people to get involved in the city and finished by encouraging Mayor Raymond to take a step back from the situation and evaluate the impact this would have.

Amy Ozanich approached the podium and addressed the Council. She explained that Selah is a small town and everyone is interconnected with many local interests. She said that she was part of the Selah PTO and has personally seen that it can be hard to find dedicated volunteers. She felt that someone who is a dedicated volunteer should not be removed for his or her personal comments.

Wayne Worby approached the podium and addressed the Council. He felt that the issue the Council was dealing with was based on a conflict of interest. He then went on to give several examples of previous conflicts of interest, including Carl Torkelson, City Administrator Wayman, and Dave Smeback, which he felt were not dealt with impartially. He then referred to a section of one of the Facebook posts by Mr. Callahan referring to City Administrator Wayman as a carpetbagger, suggesting that the statement was accurate based on the definition of carpetbagger from the dictionary.

Kelly Blakney approached the podium and addressed the Council. She said she was there to vouch for Mr. Callahan's character and felt that Mr. Callahan was someone you could count on. She gave an example of Mr. Callahan's effort in organizing the 2013 swim championships here in Selah, which brought many people to the city to support the businesses. She noted that Mr. Callahan supports many different activities and is a volunteer you can count on.

Jessica Cavanaugh approached the podium and addressed the Council. She said she knew Mr. Callahan through the Selah Dolphins Swim Team. She acknowledged that some of the things Mr. Callahan posted on Facebook might have alarmed the Council. She explained that Mr. Callahan was on the original Parks and Recreation board that surveyed the community about what they wanted to have in their city. She remarked that he worked hard on that survey and likely has strong opinions because of that, and that he should be allowed to communicate those opinions.

Eric Neumeyer approached the podium and addressed the Council. He stated that he was also a Board Member on the Parks and Leisure Board. He suggested that one of the most consistent things in Selah have been the members of that board, as they have seen several Mayors, Council Members, and Recreation Directors come and go but that the board has been consistent. He encouraged the City Staff and Council to work together with the Board.

Miles Blakney approached the podium and addressed the Council. He referred to Mr. Callahan's character as both hardworking and passionate, and thought that some of the comments Mr. Callahan has made may have been because of that passion.

Brad Smith approached the podium and addressed the Council. He said he was concerned about the City censoring people. He also reminded the Council Members that they ran so that things that have happened previously would not continue to happen.

Mr. Callahan approached the podium and addressed the Council. He thanked those that spoke on his behalf and reminded the Council that they live in a representative form of government where they are each entitled to their own opinions. He then requested a severance package of one hundred eighty-four thousand, two hundred ninety-seven dollars and fifty cents if he was fired.

City Administrator Wayman encouraged the removal of Mr. Callahan from the Parks and Leisure Services Board by reading the staff recommendation from the AIS in the Council packet.

Council Member Overby asked if Mr. Callahan had a desire to stay on the board, if he was allowed to do so.

Mr. Callahan responded that he was willing to stay because the Board Members have been there longer than some of the staff, and he would like to help inform them about decisions.

Council Member Ritchie felt that Mr. Callahan would not be an effective advisor to the City Administrator.

Mr. Callahan agreed that he would not be an effective advisor if the City Administrator could not professionally receive opinionated comments.

Council Member Underwood inquired when the presented materials were prepared.

City Administrator Wayman explained that it was an extract from the current municipal code and had not been revised.

Council Member Sample felt that Mr. Callahan's remarks on social media were very disrespectful. He said that this position was by appointment by the Mayor of the City and has the right to fire a board member without cause.

Council Member Carlson expressed that the most important concern is Mr. Callahan's ability to make impartial recommendations. He asked Mr. Callahan if he felt he could remain impartial.

Mr. Callahan felt that opinions could not, by their nature, be impartial. He said however that he does have the ability to remain neutral and consider all recreation programs.

Council Member Carlson wondered whether there was much difference in the passion used by Mr. Callahan in comparison to City Administrator Wayman. He clarified that he had seen several emails from Mr. Callahan, regarding being invited to the Council Meeting, which he considered rude.

Mr. Callahan said that what he wrote was not rude and felt that his government should be held accountable to invite him in advance.

Council Member Carlson invited Mr. Callahan to read the emails being discussed.

Mr. Callahan read the email responses that he wrote.

Council Member Carlson asked if he thought his comments were rude.

Mr. Callahan replied in the negative.

Council Member Carlson stated that, whether a person is being paid or not, there are ways to resolve issues on both sides without the rude comments. He emphasized that there are discussions going on with staff members about how to hold conversations with the public.

Mayor Raymond said that the real issue is about her confidence with Mr. Callahan serving on the Parks Board while posting untruths on social media. She reminded Mr. Callahan that in a small town, many people believe the things that you write on social media, and some of the things he said were untrue. She posed a question to the Council as to whether he was going to remain on the board or not.

Council Member Underwood reminded her fellow Council Members that the City does not have a policy regarding social media.

Mayor Raymond reminded her that the policy does allow her to remove Mr. Callahan without cause, with Council approval.

Council Member Underwood replied that she would have liked to receive an email before the Mayor sent a letter to Mr. Callahan. She commented that people have topics that they are passionate about, and that sometimes people's passions override their rationale, but everyone deserves a second chance, and that applies to the people they work with.

Council Member Ritchie said that she had not wanted Mr. Callahan to come present to Council because of what other volunteers might infer from him being fired. She felt that there is a way to voice opinions in a respectful manner even if sometimes they agree to disagree. She continued by saying that they would get nothing done if she posted her concerns directly to social media instead of working those concerns out. She encouraged Mr. Callahan to get answers to his questions without posting on social media. She emphasized her desire to have a social media policy, noting that the City Council still has to approve Mayor Raymond's decision. She doubted that Mr. Callahan could be an effective board member because of the rude comments that he made during the meeting, but felt that the Mayor should have met with him prior to sending a letter dismissing him. She finished by encouraging Mr. Callahan to meet with the Mayor and City Administrator in the future if he had concerns about the way they were handling things.

Council Member Carlson expressed some thoughts on free speech, saying that, even though they are all entitled to their opinions, there are often consequences to sharing those opinions. He opined that Mr. Callahan's rudeness and vindictiveness is an example of his inability to be impartial. He reiterated that no matter where these comments came from, they have affected people's lives. He wished that the community goal was to build others up and work together.

Council Member Overby expressed his opinion that the management of social media is a widespread concern. He remarked that they could not hold volunteers accountable for the things they share with their friends at social engagements. He opined that the reach of their comments made on social media should not be the qualifying factor that they use. He reminded the Council that there were decorum expectations for Council Members, but there was not a policy about decorum for board members. He suggested that it would be a difficult precedent to set to use social media comments against city employees because of their personal beliefs.

Council Member Underwood stated that her comments on social media prior to being a councilwoman were used against her.

Council Member Overby clarified that the reason her comments were used against her was because Council Members sit in a quasi-judicial manner.

Council Member Carlson moved to approve the removal of Mr. Callahan from the Selah Parks and Leisure Services Board. Motion died for lack of second.

Mayor Raymond stated that Mr. Callahan would retain his seat on the board.

N. Resolutions

* 1. Resolution Authorizing the Mayor to accept the Third Street Water Main Replacement Project between the City of Selah and P.O.W. Contracting Inc., for the 2013 DWSRF Water Systems Improvements DM13-952-130 as complete and authorize release of retainage

* 2. Resolution establishing September 13, 2016 as the public hearing date to consider the adoption of the "Selah Transit Development Plan" for the Six-year Plan 2016-2021

* 3. Resolution Authorizing the Mayor to sign a Service Contract with Northwest Employee Assistance Program a Division of Comprehensive Healthcare for Employee Assistance Program Services

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes had no report.

Recreation Manager Mullen gave a summary of the registration for the Selah Base Race, explaining that they were trying to fill the runners' bags with many offers form the community. He also said they had recently received donations of six hundred free haircuts for the runners and donations from Bill Harris for the winner's prizes.

Council Member Underwood asked when the registration deadline was.

Recreation Manager Mullen responded that registration was available until two days beforehand.

Council Member Carlson shared that he had heard the advertisement on the radio earlier in the day and thought it was a good announcement.

Deputy Fire Chief Lange remarked that the Fire Department had been training with the Yakima Training center on their Blackhawk Helicopters and would be continuing next week. He also discussed some recent training he went to at the North Bend Fire Academy, adding that some of the fire department did a CPR training for a Selah High School reunion recently. He said that soon they would be starting hydrant flow testing and would be preparing for new volunteer recruits in the fall.

City Planner Harmit said that he continues to work on the comprehensive plan with the Planning Commission, and there would not be a Planning Commission meeting next Tuesday.

Public Works Director Henne stated that there might be some rough spots on the ground and overlay on North First Street but that his employees, who are not professional pavers, did their very best. He also explained that they had training for confined space entry last week.

Council Member Overby inquired whether anyone had looked into offering more monthly recycling services.

City Administrator Wayman responded that there was a meeting scheduled with BDI to discuss that very thing; they would be looking at the options offered by BDI, and he would give a report when he had more information.

Civic Center Manger Tait reported that they had repaired a door and the air conditioning in the Senior Room at the Civic Center. She also said that Public Works had been managing the project to cut open the concrete floor in the main bathrooms to replace a piece of the sewer line. She thanked Public Works for their diligent effort and the Civic Center users for being so flexible around the project.

City Administrator Wayman emphasized that those repairs were perfect examples of the condition of the Civic Center and that the Council should anticipate more maintenance cost to take place over time. He said that they need to start making decisions regarding the replacements or upgrades that need to be made on the building.

Council Woman Underwood said that she saw the condition of the kitchen and thought it was good.

Civic Center Manager Tait responded that, because the kitchen was installed a while ago, some of it would not pass current code if it had to be held to that standard, and that some elements needed to be updates.

Clerk/Treasurer Novobielski reported on the sales tax revenues, saying that the most recent report shows that this last month was the highest he had seen since late 2014.

Council Member Carlson asked if he could provide a comparison.

Clerk/Treasurer Novobielski replied that he could, and then gave a financial comparison for the same month across a multi-year span of time.

City Attorney Noe had no report.

2. Council Members

Council Member Ritchie had no report.

Council Member Overby had no report.

Council Member Sample expressed his concern that the City needs be working on a social media policy. He then officially resigned from his Council assignments on the Selah Parks and Recreation Service Area Board and the Selah Downtown Association. He explained that, with so many other things going

on in his life, he did not have the energy to continue to participate on those boards, but clarified that he would stay as a member of the Chamber of Commerce Board.

Mayor Raymond thanked Council Member Sample for his service.

Council Member Underwood had no report.

Council Member Carlson said that even though his opinion about removing Bill Callahan was not the most favorable one, he appreciated the process of discussion. He reaffirmed that it is important for citizens to attend the meetings even when there are not concerns. He expressed his appreciation for the hard work Kelliann Ergeson and the SPRSA had been putting in on the pool. He thanked the staff for their diligent effort and pointed out that recently Selah was listed as the sixth safest city in Washington.

3. City Administrator

City Administrator Wayman reminded the council that they would be holding a council retreat on September 9 at the Yakima Convention Center. He encouraged them to provide him with any topics they would like to discuss so he could put them on the agenda. He explained his vision of the outcome of the Council retreat.

Council Member Overby asked what time the meeting would be starting.

Mayor Raymond said that they would gather at 8:00am and would start at 8:30.

City Administrator Wayman reminded the Council that the agenda topics would largely be driven by what they wanted to discuss.

School Board Member Norma Smith reminded everyone the Selah Schools would be starting again next Monday and that everyone should be more careful because of the increase of children near the street.

City Administrator Wayman said that they had worked out an arrangement with the SPRSA, and intended to lease the land to them for $1 annually, but would not sign a formal agreement until the design was finished. He added that the Design Committee will be meeting with the architects on August 31, and that there would be a meeting with a consultant to start discussing the business plan related to the operation of the pool, but that the business plan cannot be completed until after the design is. He noted that, once the design is finished, everything else could move forward quickly.

4. Boards **None**

5. Mayor

Mayor Raymond invited everyone to attend a ribbon cutting ceremony at Tailgaters on August 30 at 9:00am. She also explained that although she is still pursuing fixing the Christmas scene that used to hang on the Civic Center, although the students at Perry Tech would not be able to complete it because they could not find replacement lights.

Council took a five-minute recess.

P. Executive Session

1. 30 Minute Session – Potential Litigation RCW 42.30.110 (1) (i)

Council went into Executive Session at 7:19pm. At 7:49pm, Council went back on the record. Mayor Raymond stated that no action had been taken during the Executive Session.

Q. Adjournment

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

The meeting adjourned at 7:49 pm.

Sherry Raymond, Mayor

Paul Overby, Council Member

EXCUSED
John Tierney, Council Member

Roy Sample, Council Member

Laura Ritchie, Council Member

EXCUSED
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**

9/13/2016 **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**

9/13/2016 **L – 1**

Title: Public Hearing to consider the resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021.

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 to consider the Selah Transit Development Plan

Background / Findings & Facts:

The WSDOT requires that we submit, annually, an official report for the previous year and an updated Six-year plan. This needs to be passed to continue to be eligible for grant funding.

Recommended Motion:

Open the 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:
8/23/2016	Set a public hearing for the Selah Transit Development Plan
8/25/2015	Resolution adopting the Selah Transit Development Plan, including the Annual Report for 2014 and Six-year Plan 2015-2020.
8/25/2015	Public hearing to consider the resolution adopting the Selah Transit Development Plan.
8/11/2015	Set a public hearing for the Selah Transit Development Plan
Click here to enter a date.	Click here to enter text.
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CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **ACTION ITEM**

9/13/2016 **M – 1A**

Title: Creation of a New Position

Thru: Donald Wayman, City Administrator

From: Andrew Potter, Human Resource Manager

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: $14,000 (2016) $56,000 (2017), this is Salary and Benefits

Funding Source: Fund 001

Staff Recommendation:

Recommend approval to add a new position primarily designated to handle the management of all Public Records Requests

Background / Findings & Facts:

The City Council and the Mayor have received information about the complexity and substantial amount of public records requests being received. This information was also presented at the Council Retreat held on September 9, and discussion followed.

This position would manage all requests submitted to the city including police reports and court requests. They would then distribute them to the appropriate department and track them to their completion. They would be responsible to review and redact emails and documents as well as be trained in the official exemptions allowed by the State of Washington. They would work in tandem with Bob Noe and the Kenyon Disend Office to ensure that the requests are

fulfilled in a professional and legal manner. They would train departments on record retention policies and coordinate best management practices reguarding the retention of records in each department.

Recommended Motion:

I move to approve the adding a Public Records Assistant position for managing all public record requests submitted to the City of Selah.

CITY OF SELAH

PUBLIC RECORDS ASSISTANT

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

Department: Administration, Non Union

DEFINITION

Under direction from the City Clerk and in coordination with the other city departments and the city's legal counsel oversees the public disclosure process as well as the implementation and maintenance of all city records.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the City Clerk/Treasurer.
No supervision exercised.

ESSENTIAL JOB FUNCTIONS:

Essential functions and duties include, but are not limited to, the following:

1. Provides public records and information to citizens, civic groups, the media and other agencies as requested.
2. Responsible for document retention and preservation, including the digital archive of City documents. Maintains said records according to the standards & guidelines of the Washington State Archives and the current records retention schedule.
3. Responsible for administering and analyzing the City's public records disclosure policy and assuring the City's compliance with the Public Records Act. Works closely with the City Clerk to assure timely and complete response to public disclosure requests. This position serves as the City's designated Public Records Officer and is responsible for the day-to-day administration of the City's public records functions, including receiving, tracking, and responding to citywide public records requests.
4. Reviews and redacts documents consistent with state and federal laws. Makes arrangements for and coordinates appointments with the public for viewing public records.
5. Assists in developing and administering the City's record and information management policies. Proposes changes as needed to reflect changing technology and City systems.
6. Assists in overseeing the inventory and storage of archived records. Prepares disposition documentation and arranges disposition.
7. Requires regular and reliable attendance.

PERIPHERAL DUTIES:

- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the principles and practices of modern public administration
- Working knowledge of modern records management techniques
- Knowledge of Washington State laws and rules of procedure related to records management, inventory, and retention; public records administration, legal processes, and management;
- Knowledge of municipal organization, policies and operation; Washington State laws related to the Public Records Act; ability to analyze public records requests and to articulate requirements to departments, citizens, agencies and other groups.
- Skill in operation of listed tools and equipment;
- Ability to communicate effectively, both verbally and in writing; establish and maintain effective working relationships with employees, elected officials, and citizens; operate a personal computer and assigned software and maintain accurate data information; and work independently on a variety of tasks simultaneously.
- Ability to maintain a high level of confidentiality.
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Ability to accurately record and maintain records.

TOOLS AND EQUIPMENT USED:

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, phone, copy machine, fax machine. Ability to type 50 WPM at a minimum.

QUALIFICATIONS:

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Some college or university course work in public administration, political science, information science, business management, or a closely related field.

Experience:

- Three (3) years of clerical support experience related experience.
- Any equivalent combination of education, training, and/or experience which provides evidence of the ability to perform the required duties.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License.
- Have or obtain Notary Public certificate within 3 months of taking position

WORKING CONDITIONS

Environmental Conditions:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical Conditions:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

_____ _____

Signature Date

CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **ACTION ITEM**

9/13/2016 **N – 1**

Title: Resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021.

Thru: Donald Wayman, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Staff is recommending the City Council approve the resolution adopting the Selah Transit Development Plan.

Background / Findings & Facts:

The WSDOT requires that we submit, annually, an official report for the previous year and an updated six-year plan. This needs to be passed to continue to be eligible for grant funding.

Recommended Motion:

Move to approve the Resolution adopting the Selah Transit Development Plan, including the Annual Report for 2015 and Six-year Plan 2016-2021.

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:
8/23/2016	Set a public hearing for the Selah Transit Development Plan
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8/25/2015	Public hearing to consider the resolution adopting the Selah Transit Development Plan.
8/11/2015	Set a public hearing for the Selah Transit Development Plan
Click here to enter a date.	Click here to enter text.
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RESOLUTION NO._____

A RESOLUTION ADOPTING THE SELAH TRANSIT DEVELOPMENT PLAN, INCLUDING THE ANNUAL REPORT FOR 2015 AND SIX-YEAR PLAN 2016-2021.

WHEREAS, the Washington State Department of Transportation requires that cities of the State establish and maintain a Transit Development Plan; and

WHEREAS, Yakima transit must have a yearly updated plan on file in order to apply for Department of Transportation Funds;

WHEREAS, a notice of Public Hearing for September 13, 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 transit development plan entitled the "Annual Report for 2015 and Six-year Plan 2016 to 2021" attached hereto and incorporated herein by reference be adopted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 13th day of September, 2016.

_____
Sherry Raymond, Mayor

ATTEST:

_____
Dale Novobielski, Clerk/ Treasurer

APPROVED AS TO FORM:

_____
Robert F. Noe, City Attorney

RESOLUTION NO. _____

City of Selah

Selah Transit Development Plan

Annual Report for 2015

And

Six-year Plan 2016-2021

Reported Annually

Adopted by the Selah City Council: _____ Resolution _____

Table of Contents

Sec.	Title	Page
Introduction		3
I.	Organization	3
II.	Transportation Service	4
III.	Short and Long-Range Priorities For Public Transportation & Capital Improvements	5
IV.	Program Funding	5
V.	Significant Operating Changes Planned For The System, 2016-2021	7
Appendix A:	Operating Financial Data, 2016-2021	8
Appendix B:	Six-Year Transit Improvement Plan - Project List	8
Appendix C:	Public Hearing Notice	9
Appendix D:	Fixed-Route Map	10

Acknowledgements

CITY OF SELAH
Donald Wayman, City Administrator
Joe Henne, Public Works Director
Dale Novobielski, Clerk-Treasurer

YAKIMA TRANSIT
Alvie Maxey, Transit Manager
Kevin Futrell, Project Planner

INTRODUCTION

The Transit Development Plan 2016-2021 and 2015 Annual Report provides updated information to the Washington State Department of Transportation (WSDOT) on Selah Transit's 2014 transportation components and accomplishments and proposed action strategies for 2016 to 2021.

This document is submitted per the requirements of RCW § 35.58.2795. Selah is required to prepare a six-year transit development plan and annual report every year. WSDOT uses this document to prepare an annual report for the Washington State Legislature summarizing the status of public transportation systems statewide. This document is also used to notify the public about projects that have been completed, are in process, or are planned for the future. Following a public hearing, the Selah City Council must approve this document prior to this document going into effect.

History

Selah was officially incorporated on April 3, 1919. Selah has a strong mayor form of government. Selah's base economic activity primarily consists of fruit warehousing/processing facilities, due to the proximity of fruit orchards in the nearby Wenas Valley and access to regional railroad and roadway systems for shipment to markets. Selah is one of the many communities that serve as a "bedroom community" to the city of Yakima to the south.

In 2009, the City of Selah began operating fixed-route bus & par transit services under a contract with the City of Yakima (Yakima Transit) and continues to purchase those services. Selah's Transit services are funded by a voter-approved 0.3% sales tax (2007). Service initially started out with a north-south route through Selah and a trip along the Speyers-Fremont Loop.

In 2010, bus service was expanded to include a second trip along the Speyers-Fremont Loop during the route and frequency increased to hourly service.

In 2014, service was expanded to the Selah Firing Center Park & Ride providing a long-desired connection for military personnel working at the Firing Center and a Yakima-Ellensburg Commuter connection. Frequency reverted back to hourly service with half-hour service during the AM/PM peak hours and only one trip along the Speyers-Fremont Loop during the route.

On July 1, 2015, Selah began participating in funding the Yakima-Ellensburg Commuter, which has a stop at the Selah Civic Center and at the Yakima Firing Center. The Yakima-Ellensburg Commuter bus service is funded with a WSDOT grant, funds from the City of Selah, City of Yakima, and Central Washington University.

SECTION I: ORGANIZATION

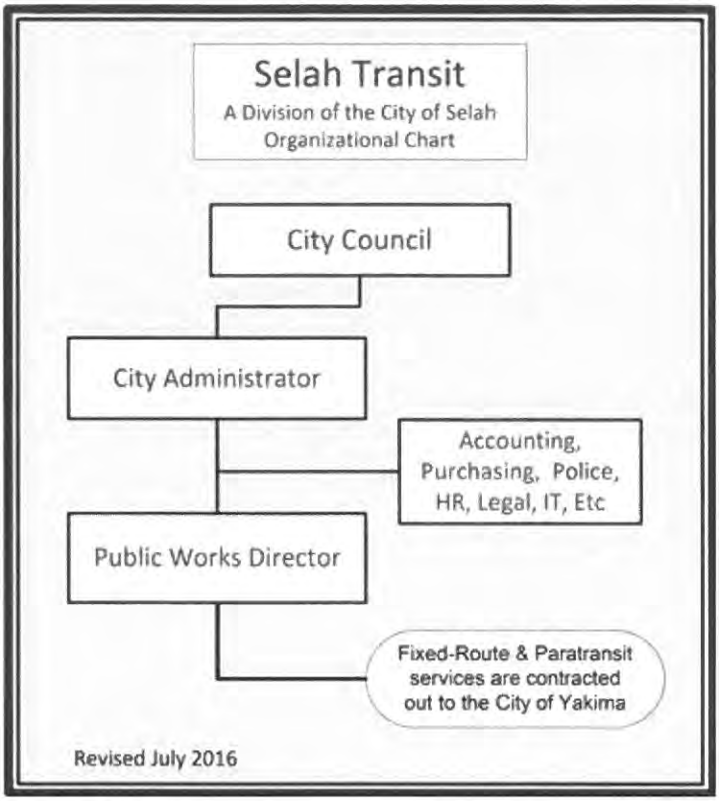
Organizational Structure

The City of Selah does not have any transit-specific employees dedicated to Selah's Transit operations. Selah's transit-related staff consists of administrative personnel that support the City as a whole,

including positions from City Hall and Public Works. The transit contract with the City of Yakima is overseen by the Selah Public Works Director.

Physical Plant

Selah Transit does not have a facility dedicated to only Transit services. Selah Transit is operated incidental to other activities out of Selah City Hall and the Selah Public Works Facility. The only physical site purchased with Transit funds is the park & ride property next to the Selah Civic Center.



SECTION II: TRANSPORTATION SERVICES

Fixed-Route Service

The City of Selah's fixed-route bus service is operated Mon-Fri from 6am-7pm, Saturday from 7am-6pm, and Sundays 8am-4pm all of which is in line with the services offered by the City of Yakima. Transit services are not available on nationally-recognized holidays (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, & Christmas Day).

Selah is served by Yakima Transit's Route 10, which serves both Selah and Yakima. Ridership for Route 10 in 2015 was 100,207 passengers, a slight increase from 2014 (100,099). The increase was relatively low; Yakima Transit's system-wide decrease was 4.4% during the same period. Ridership varies from year to year and is affected by service changes including modifying routes, expanding/contracting service, changes to transfer policies, & increases in fares. Ridership was down across all passengers modes.

	One-way fare	Monthly Passes
Adults *(age 18 and over)*	**$1.00**	**$25.00**
Youths *(age 6 - 17)*	**75¢**	**$18.00**
Reduced Fare *(Persons 62/over, people with disabilities and Medicare Card holders. Reduced Fare ID card with photo required for reduced fare.)*	**50¢**	**$9.00**
Yakima-Ellensurg Commuter	**$5.00**	**$150.00**
Pre-School *(under 6, accompanied by adult)*	**FREE**	
Transfers (See Transfer policy, page 4)	**FREE**	

Several changes have been made to the route since the inception of the program, which have included a second trip per hour along the Fremont Speyer's Loop, changes along N. Wenas Road and Jim Clements

Way, modifications to frequency (from hourly service to half-hour service to hourly-plus-peak service (AM/PM)). The service currently extends a commuter service-type extension out to the Firing Center Park & Ride Lot serving Zirkle Fruit along the way. The city of Selah will continue to make modifications as streets change and passenger transportation needs continue to evolve.

Yakima Transit retains all fares from the fixed-route service as part of the service agreement with Yakima Transit. As part of the consideration of keeping the fare revenue, Selah participates in Yakima Transit's operating grants.

Paratransit

Yakima Transit continued to provide paratransit (Dial-A-Ride) services for Selah in 2015 through an agreement with Medstar. Paratransit services are required under Federal Transit Administration regulations because fixed-route bus service is provided. Door-to-door paratransit services are provided only to individuals who cannot access fixed-route bus service when fixed-route is in service. Selah's paratransit services the areas within the city limits of Yakima and Selah and some trips into the city of Union Gap (many for dialysis). Selah's trips are those trips that start in or return to Selah. Paratransit ridership increased from 3,340 passengers in 2014 to 3,713 passengers in 2015. Paratransit services typically costs around $20 per passenger trip.

SECTION III: SHORT & LONG-RANGE PUBLIC TRANSPORTATION & CAPITAL IMPROVEMENT PRIORITIES

Local Priorities

This plan establishes local priorities for Selah's Transit Services, which include:

1. Connecting Selah's Transit System with Neighboring Transit Systems

   Connections can be made from Prosser to Ellensburg by utilizing the Yakima-Ellensburg Commuter, People For People's Community Connector, & Yakima Transit's fixed-route system. Selah anticipates participation in the Yakima-Ellensburg Commuter potentially through funding support and capital improvements.

2. Providing Efficient and Effective Transit Services throughout Selah

   Selah's constantly looking at ways to provide more effective and efficient service to passengers though route modifications and passenger facilities (park & ride locations and passenger shelters).

Capital Improvements

Selah purchased property behind the City's Civic Center and intends to develop it into a park & ride lot serving not only fixed-route bus service, but also, the Yakima-Ellensburg Commuter.

Additional ADA accessible passenger shelters and sidewalk improvements for passengers are proposed for the future.

SECTION IV: PROGRAM FUNDING & EXPENSES

Operating Revenue

Selah utilizes sales tax revenue & grant funding to maintain transit services. Selah Transit's operating revenue was $326,273 for 2015. Operating revenues for 2016 for Selah are anticipated to be slightly lower than 2015 funding levels.

The city of Selah purchases fixed-route bus and Dial-A-Ride services from the city of Yakima. These services allow Yakima residents to come to Selah to purchase goods and services, as well as work for local employers or access life-necessity services like dental, medical, & social services, and vice versa. Currently, Selah's service consists of a portion of Yakima Transit's Route 10, which travels from the Yakima Downtown Transit Center along N. 1st Street to and throughout the city of Selah. Selah pays for the time that the bus travels within the city of Selah on an hourly rate. Selah pays for paratransit (Dial A Ride) trips on a per trip basis along with allocated insurance and fuel costs.

Selah benefits from Yakima Transit's operating grants as they relate to their service including utilizing a portion of Yakima Transit's annual allocation from the Federal Transit Administration. Service reductions and expansions are at Selah's discretion. Selah's most recent change was to extend services to the Firing Center (7 round trips per weekday) to provide additional support for the Yakima-Ellensburg Commuter, provide local bus service to the Firing Center, and provide service to workers at the Zirkle fruit warehouse & processing facility.

Sales Taxes

The City of Selah has a voter-approved 0.3% sales tax that pays for operating service in Selah, mainly fixed-route and paratransit services contracted for through Yakima Transit. Each 0.1% of sales tax equals approximately $110K in revenue.

Grant Funds

The City of Selah typically participates in Yakima Transit grants relating to Selah's service. In 2015, it included the Federal 5307 annual apportionment grant. Selah has applied for Federal Congestion Mitigation Air Quality funding to pave the planned Park & Ride lot next to the Selah Civic Center.

Washington State Transit Formula Funds

The Washington State Department of Transportation allocates funding to the city of Selah to help off-set the cost of paratransit (Dial A Ride) services. The July 2015 - June 2017 amount was $11,729.

Operating Expenditures

Selah's 2015 operating expenses were $280,279. Selah's contract service rates remained flat in 2015 and are anticipated to increase slightly for 2017. Paratransit services remained relatively close to actual costs for 2015 and are based on a cost-per-trip basis as negotiated by the City of Yakima with Medstar the Dial-A-Ride contractor. The rates the paratransit contractor charges typically increase each year due to a built in cost of living increase. Selah Transit's contracting expenses are anticipated to slightly increase through 2020.

Capital Funds

Selah typically plans to spend $11K year on transit shelters and $5K year on sidewalk repairs and replacement along the fixed-route system in Selah. In 2015, Selah spent $151,601 on capital expenses (Park & Ride $135,601). Except for 2017 (Civic Center Park & Ride development), annual capital expenses are anticipated to be less than $20,000 through 2020.

SECTION V: SIGNIFICANT CHANGES PLANNED, 2016 – 2021

For the 2016-2021 period, the only significant transit project planned is the park and ride lot located next to the Selah Civic Center. Smaller projects include sidewalk improvements, ADA improvements, and new transit shelters along the fixed-route system.

Exhibit A – Transit Financials

Selah Transit - 2015 Annual Report & Budget 2016-2021							
	2015	2016	2017	2018	2019	2020	2021
Beginning Balance	**$285,073**	**$249,466**	**$270,044**	**$187,544**	**$197,044**	**$212,544**	**$212,544**
Operating Revenues							
Sales Tax	$ 349,597	$ 310,000	$ 310,000	$ 310,000	$ 310,000	$ 310,000	$ 310,000
Federal Operating Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -
WSDOT Grants	$ -	$ 11,729	$ 6,000	$ -	$ 6,000	$ 6,000	$ 6,000
WSDOT Formula Funds	$ 4,807	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ 1,869	$ 1,420	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Total Operating Revenue	**$ 356,273**	**$ 323,149**	**$ 317,500**	**$ 311,500**	**$ 317,500**	**$ 317,500**	**$ 317,500**
Operating Expenses							
Fixed-Route P&M	$ 218,050	$ 245,571	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Yakima-Ellensburg Commuter	$ 8,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
Paratransit ADA P&M	$ 54,229	$ 65,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000
Total Operating Expenses	**$ 280,279**	**$ 326,571**	**$ 326,000**	**$ 326,000**	**$ 326,000**	**$ 326,000**	**$ 326,000**
Net Cash Available	**$361,066**	**$246,044**	**$261,544**	**$173,044**	**$188,544**	**$204,044**	**$204,044**
Capital Revenue							
Sales Tax Revenue	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
WSDOT Grant - Capital	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Revenue	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**
Capital Expenditures							
Minor Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Facilities	$ 135,601	$ -	$ 98,000	$ -	$ -	$ -	$ -
Shelters/benches/signs	$ 11,000	$ 11,000	$ 11,000	$ 11,000	$ 11,000	$ 11,000	$ 11,000
Sidewalks	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Total Capital Expenses	$ 151,601	$ 16,000	$ 114,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
Ending Cash Balance 12/31	**$ 249,466**	**$ 270,044**	**$ 187,544**	**$ 197,044**	**$ 212,544**	**$ 228,044**	**$ 228,044**

Appendix B: Six-Year Transit Improvement Plan - Project List

The only planned project in the next six years is the proposed park and ride lot at the Selah Civic Center. The City of Selah is seeking Congestion Mitigation Air Quality funding to assist in building out the park and ride lot. Matching funds for the project will come from Selah Transit Sales Tax.

The sidewalk and shelter projects are ongoing each year.

Selah Transit Six-Year Transportation Improvement Plan - Project List 2015-2021

Priority	Project Identification	Improvement Type	Funded? Y N	Status	Length: Route Loop	Length: Completion Time	(funds shown in thousands): Phase Start (mm/yy)	Fund Source Information: Anticipated Source	Fund Source Information: Federal	Fund Source Information: State	Fund Source Information: Local	Fund Source Information: Total	Expense Schedule Phase: 1st	Expense Schedule Phase: 2nd	Funded Projects Only: Envir. Type	Funded Projects Only: ROW Required
1	**Transit Amenities** - 5 new bus shelters w/ lighting (benches/sign/garbage cans)	C	Y	Planned	10	5yr	10/16				54	54	54		CE	No
2	**Park & Ride** - Pave property previously purchased (Near Selah Civic Center)	C	N	Planned	10	1 yr	3/17	CMAQ	85		13	98	98		CE	No
3	**ADA Sidewalk Improvements** - improve access to transit stops along 1st Street	C	Y	Ongoing	10	5yr					25	25	25		CE	No

APPENDIX C: PUBLIC HEARING NOTICE

Sunday, August 7, 2016

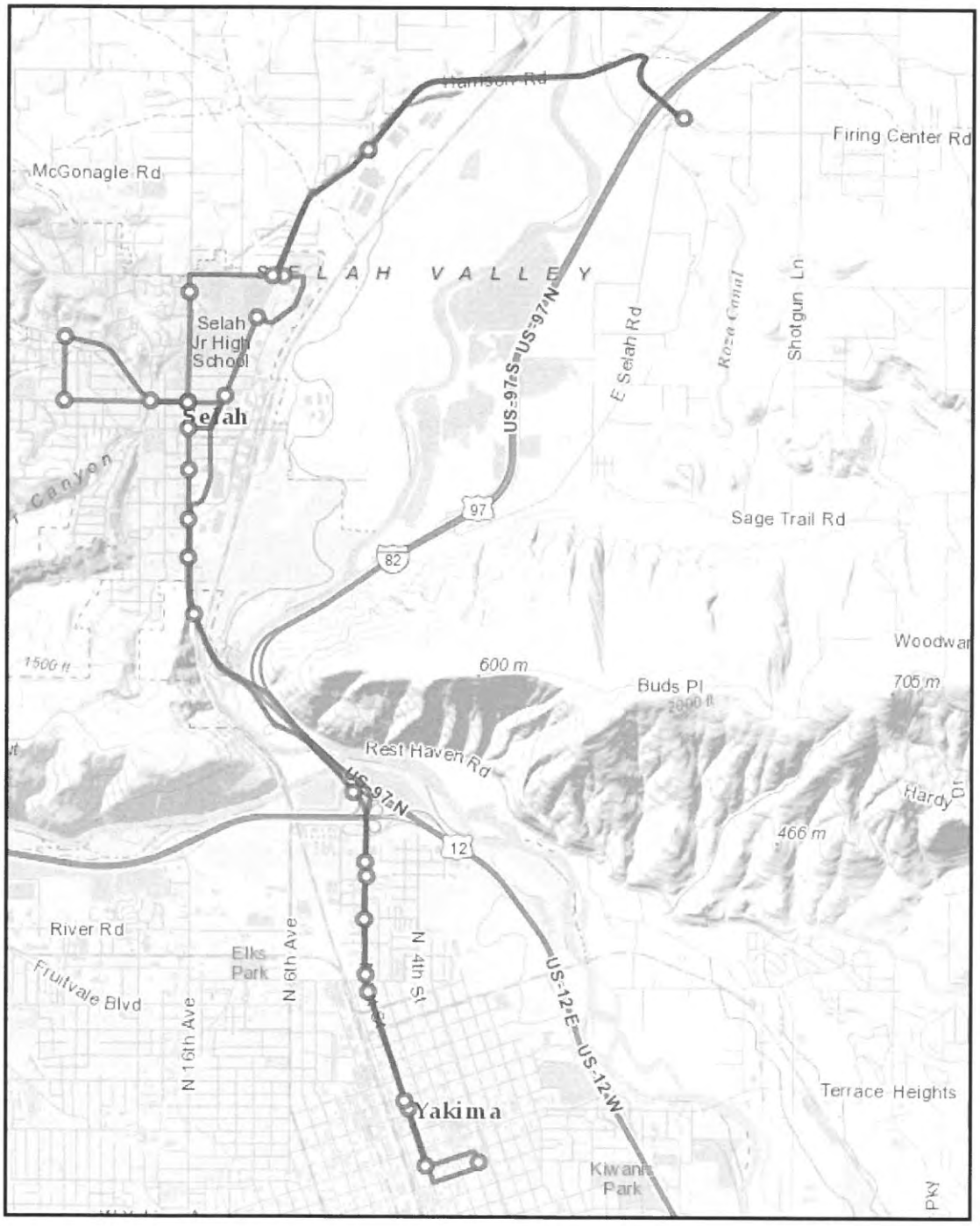
Selah Transit is submitting to the Washington State Department of Transportation its Six-Year Transit Development Plan and Annual Report.

These documents address state and local long and short-range priorities, capital improvements, planned significant operating changes, program funding sources, and the summary of Selah Transit's 2015 operations and proposed changes over the next six years. The proposed program will be the final program, unless amended, satisfies the requirements regarding the final Program Of Projects.

A public hearing on the submittal will be held by the Selah City Council on August 23, 2016.

A draft document is available for public review during normal office hours at the Selah City Hall located at 115 W. Naches Avenue, Selah, WA 98942 or online at www.selahwa.gov/TDP2016.

Appendix D:Fixed-Route Map



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **ACTION ITEM**

9/13/2016 **N – 2**

Title: Resolution authorizing the Mayor to sign agreement between PPC Solutions, Inc. and the City of Selah for security provided in the beer garden during the Selah Autumn Festival and Selah Base Race.

Thru: Donald Wayman, City Administrator

From: David Mullen, Recreation Manager

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: $1,350

Funding Source: 001-000-071-571-20-41-04 / Race Events

Staff Recommendation:

Parks and Recreation staff is requesting the City Council approve the agreement between PPC Solutions, Inc. and the City of Selah for security services provided in the beer garden during the Selah Autumn Festival.

Background / Findings & Facts:

City Council has approved a resolution allowing for alcohol consumption in City parks during the Selah Autumn Festival. The City Staff feels the need to provide extra security within the beer garden during this event to a) ensure extra safety and b) allow Selah Police Department to not be restricted to Carlon Park if an emergency arises.

PPC Solutions, Inc., also known as Phoenix Security, is a known and respected entity in the Yakima Valley. They will provide security and identification

verification throughout the beer garden for Friday, September 16th and Saturday, September 17th.

Recommended Motion:

Approve agreement between the City of Selah and PPC Solutions, Inc.

CITY OF SELAH, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION authorizing the Mayor to sign an agreement between the City of Selah and PPC Solutions, Inc.;

WHEREAS, the City of Selah has agreed to allow alcohol consumption at the Selah Base Race and Selah Autumn Festival on September 16th and September 17th;

WHEREAS, the City of Selah wishes to provide extra security for the beer garden at Carlon Park;

WHEREAS, the City of Selah desires to enter into an agreement with PPC Solutions, Inc. for $1,350;

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

The Mayor is authorized to sign an Agreement with PPC Solutions, Inc. for $1,350 to be used for security purposes.

PASSED this 13h day of September, 2016.

_____
Sherry Raymond, Mayor

ATTEST:

_____
Dale Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

_____
Robert F. Noe, City Attorney

PPC SOLUTIONS, INC.
SPECIAL EVENT SERVICE AGREEMENT

This agreement is entered into this 6th day of September, 2016, between (David S. Mullen Selah Parks and Recreation) 216 South 1st Street Selah WA 98942 509- 698-7301 dmullen@ci.selah.wa.us (hereafter "Customer") and PPC Solutions, Inc. (hereafter "Supplier").

Article I: Scope of Service

A. Supplier agrees to provide uniformed security services for customer as detailed below (hereafter referred to as the "Event").

B. Supplier is an independent contractor.

C. Customer shall notify Supplier of specific work site or Event safety issues or concerns. Nothing in this agreement places Customer or Customer's property under the control of Supplier.

D. Customer warrants that the Event identified below is a private event and that guests will attend by invitation only.

Article II: Payment for Event

A. Service Dates: September 16th, 17th 2016
Service Time: September 16th – 1530-2000
September 17th– 1100-2000
Location: Carlon Park 300 E Goodlander Rd. Selah WA.
Number of Officers: 4 per day

B. Regular Time Rate: $25.00 per officer per hour.

Total due for the Event: $1350.00. **

C. Terms: **City will be invoiced at the conclusion of the event**.

D. Cancellation: 7 or more calendar days notice: 100% of event fees refunded
2-6 calendar days notice: 50% of event fees refunded
1 calendar days notice or less: no refund

E. Notes:

** Customer promises to pay for work on the following holidays at the Overtime/Holiday rate: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. The Overtime/Holiday rate is 150% of the Regular Time Rate. In the event of an emergency, or when extra or special duty assignments (5 hour coverage minimum) are required or requested by Customer with less than twenty-four (24) hours notice to Supplier, Customer agrees to pay overtime rates for all hours requested.

Article III: Duration and Termination

A. The term of this Agreement shall be for the dates of service identified above and may be extended by mutual agreement.

B. Either party may terminate this Agreement any time upon 30 days prior written notice to the other party.

Article IV: **Exculpatory Clause and Customer Indemnification**

A. **EXCULPATORY CLAUSE**. Customer hereby holds Supplier harmless from all costs, injuries, claims, liabilities, and/or damages arising out of the Event for which Supplier is providing security services. Customer accepts full responsibility for all costs, injuries, claims, liabilities and/or damages whatsoever arising out of the Event, unless caused by the sole or concurrent negligence of Supplier, its officer, agents or employees.

B. **CUSTOMER INDEMNIFICATION OF SUPPLIER**. Customer agrees to defend, indemnify, and hold Supplier harmless from and against any and all suits, claims, actions, losses, costs, damages, and judgments of every kind or nature arising out of this Service Agreement and/or the Event, to the extent such claims, action, losses, costs, damages and judgments are caused by the sole or concurrent negligence of Customer. Supplier agrees to defend, indemnify, and hold Customer harmless for all suits, claims, actions, losses, costs, damages, and judgments arising out of any sole or concurrent negligent act(s) and/or omission(s) of Supplier. The duties to defend, indemnify, and hold harmless shall also include payment of attorney fees, court costs, and other related expenses.

C. Survival of Clauses. The terms of this Agreement survive this Agreement, including any termination.

Article V: Other Terms

A. This Agreement shall not be amended except in writing and signed by Customer and Supplier.

B. The terms and conditions of this Agreement shall be governed by and interpreted under the case and statutory law of the State of Washington. In the event any action is brought arising out of this Agreement, jurisdiction and venue shall be in Yakima County Superior Court, Washington exclusively.

C. In the event Customer or Supplier brings an action arising out of this Agreement, the prevailing party in such action shall be entitled to recover from the other party its reasonable attorneys' fees and all court costs in addition to all other appropriate relief.

D. PPC Solutions, Inc. has the right to assign this agreement.

E. Payment and notifications to PPC Solutions, Inc. will be made to:

PPC Solutions, Inc.
1519 E. Nob Hill Blvd.
Yakima, WA 98901

Customer (Sign) _____ Date September 13, 2016_____

Customer's name (printed): Sherry Raymond, Mayor, City of Selah_____

PPC Solutions, Inc.

By: Gabe Villanueva _____

Its: Region Manager_____ Date: _9/6/2016_____

Site Contact Information:

Name: David Mullen Address: 216 South 1st Street

City: Selah, State: WA, Zip: 98942

Emergency Number: (509) 406-7786

CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **ACTION ITEM**

9/13/2016 **N – 3**

Title: Resolution authorizing the Mayor to sign agreement between Nana Kate's and the City of Selah in order for Nana Kate's to provide services in the beer garden during the Selah Autumn Fesitval and Selah Base Race

Thru: Donald Wayman, City Administrator

From: David Mullen, Recreation Manager

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: 0

Funding Source: 001-000-071-571-20-41-04 / Race Events

Staff Recommendation:

Parks and Recreation staff is requesting the City Council approve the agreement between Nana Kate's and the City of Selah to provide services at the beer garden during the Selah Autumn Festival and Selah Base Race.

Background / Findings & Facts:

Catherine Platt has extensive experience in running events and catering during events similar to the Selah Autumn Festival and Selah Base Race. Her advice and knowledge during planning sessions especially regarding the planning, layout, and marketing of the beer garden, has been extensive. Mrs. Platt has taken the lead role in planning of the beer garden and is solely responsible for adding local wineries and breweries to the festival. Mrs. Platt has agreed to donate the money invoiced for services provided to The Soldiers Project.

CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

The Soldiers Project provides free mental health counseling to post-9/11 veterans suffering from post traumatic stress disorder and traumatic brain injury. The most recent statistics show that 22 veterans per day are committing suicide due to a myriad of reasons including not getting treatment, treatment being unavailable or treatment being too expensive. Every $1,000 donated to The Soldiers Project is the equivalent of one year of free mental health counseling.

Recommended Motion:

Approve agreement between the City of Selah and Nana Kate's.

CITY OF SELAH, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION authorizing the Mayor to sign an agreement between the City of Selah and Nana Kate's;

WHEREAS, the City of Selah recognizes that the owner of Nana Kate's has extensive experience in beer garden type settings;

WHEREAS, the City of Selah wishes to allow Nana Kate's to run the beer garden during the Selah Base Race and Selah Autumn Festival;

WHEREAS, the City of Selah desires to enter into an agreement with Nana Kate's and Nana Kate's will provide a donation to The Soldier's Project for services rendered in the beer garden during the Selah Base Race and Selah Autumn Festival;

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

The Mayor is authorized to sign an Agreement with Nana Kate's.

PASSED this 13h day of September, 2016.

_____
Sherry Raymond, Mayor

ATTEST:

_____
Dale Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

_____
Robert F. Noe, City Attorney

AGREEMENT
BETWEEN CITY OF SELAH, WA and NANA KATE'S
FOR SERVICES PROVIDED AT SELAH BASE RACE and AUTUMN FESTIVAL

This AGREEMENT made as of September 13, 2016 by and between the City of Selah, Washington, and Nana Kate's WITNESS THAT:

WHEREAS, the City will host the upcoming Selah Base Race and Selah Autumn Festival on Friday, September 16, and Saturday, September 17, 2016, at Carlon Park, located at 300 East Goodlander Road, Selah, Washington, 98942; and

WHEREAS, City has asked Nana Kate's to provide services including planning, acquiring wineries and breweries, layout, and all logistics pertaining to the beer garden;

WHEREAS, Nana Kate's will invoice City for $1.00 per attendee of the beer garden;

WHEREAS, Nana Kate's has agreed to donate the money it receives for services it provides to The Soldiers Project, a not-for-profit corporation, that provides Post-9/11 veterans with free mental health counseling.

NOW THEREFORE, the parties do mutually agree to these terms on this 13th day of September, 2016.

Catherine Platt, Owner of Nana Kate's

Sherry Raymond, Mayor

CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY

COUNCIL MEETING **INFORMATIONAL ITEM**

9/13/2016 **Q – 4A**

Title: Planning Commission Minutes for July 19, 2016

Thru: Donald Wayman, City Administrator

From: Caprise Groo, Department Assistant

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Information Only

Background / Findings & Facts:

Information Only

Recommended Motion:

Information Only

City of Selah
Planning Commission Minutes
Of
July 19, 2016

Selah Council Chambers
115 W. Naches Ave.
Selah, Washington 98942

A. Call to Order

The meeting was called to order by Vice Chairman Smith at 5:31 p.m.

B. Roll Call

Members Present:	Commissioners: Morehead, Miller, Smith, and Pendleton.
Members Absent:	Commissioner Torkelson.
Staff Present:	Harmit Bedi, City Planner, Caprise Groo, Secretary
Guest:	Shawn Conrad, Senior Planner, Yakima Valley Conference of Government.

Carl Miller

C. Agenda Changes : None

D. Communications

1. Oral- Vice Chairman Smith stated that there were no attendees.
2. Written- None

E. Approval of Minutes
1. May 17, 2016

Vice Chairman Smith approved the minutes and stated that if the minutes need to be brought up next month then the Commission could do that.

Mr. Bedi suggested that Commissioner Morehead introduce herself.

Vice Chairman Smith welcomed Commissioner Morehead.

Commissioner Christina Morehead stated that she has been a resident of Selah most of her life, she has been in Real Estate for 18 years at fidelity title company and that she owns a business in Selah.

Vice Chairman Smith stated that the Mayor had appointed her the new chairman of the Commission since Mr. Quinnell retired.

F. Public Hearings

1. Old Business – None

2. New Business –Review of Draft Capital Facilities Element of Selah Comprehensive Plan.

Mr. Bedi introduced Mrs. Shawn Conrad with Yakima Valley Conference of Government.

Chairman Smith requested that the record show that Commissioner Torkelson was able to attend the meeting.

Commissioner Miller pointed out changes on pages 15 and 17 to Mrs. Conrad

Mrs. Conrad pointed out that this was a Facilities and Utilities Element chapter. Mrs. Conrad started by going over the Staff report. She then proceeded to highlight and discuss the draft of Chapter 8 Capital Facilities and Utilities Element. (Staff report and Chapter 8 Capital Facilities and Utilities Element attached) Mrs. Conrad highlighted each section of chapter 8. She stated that the chapter listed the inventory and needs of the City.

Sections: Introduction-Page 1
GMA Requirements-Page 1
Concurrency-Page 2
Transportation-Page 2
Water System-Page 2
Water System Capital Improvements-Page 4

Mr. Bedi stated that this was all prepared through the Public Works Department and City Engineers.

Mrs. Conrad continued to the next section.

Sanitary Sewer System-Page 5
Sanitary Sewer System Capital Improvement Needs-Page 6
Solid Waste-Page 7
Police and Fire Protection-Page 7 map at the end of the Chapter.

Discussion-Fire needs.

Mrs. Conrad continued on to the next section.

Schools-Page 8-9

Discussion-School needs and how funding, planning differ and population differ.

Mrs. Conrad moved on to the next section.

Parks and Recreation-Page 9
Parks and Recreation Facilities-Page 10
Parks and Recreation Facilities Capital Improvement Program-Page 11

Discussion about pool maintenance and operation costs.

Mrs. Conrad continued to the next section.

Public Facilities-Page 12
Government Facilities Capital Improvement Program-Page 13
Utilities-Page 13
Six-Year Capital Facilities Program-Page 14-17
Funding Sources-Page 17
Grant and loan Programs-Page 18-21

Mrs. Conrad stated that the block grant section needed to be removed from the document due to eligibility.

Discussion- page 19, Transportation Benefit District and how to fund road work.

Mrs. Conrad stated that was it for this Chapter.

Chairman Smith asked how many more components needed reviewed.

Mrs. Conrad stated about 3 more elements.

Chairman Smith asked Mr. Bedi if there was anything else he would like to review on the agenda.

G. General Business

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

H. Reports/Announcements

1. Chairman- None
2. Commissioners- None
3. Staff-

Mr. Bedi requested to have a discussion about City Council retreat and how the Planning Commission would like to participate in the day operation.

Chairman Smith and Commissioner Torkelson approved the May 17th 2016 minutes.

I. Adjournment

Commissioner Miller motioned to adjourn the meeting, Commissioner Torkelson seconded the motion. Chairman Smith adjourned the meeting at 6:22 pm with a voice vote of 5-0.

Chairman Smith

STAFF REPORT

TO:	Planning Commission, City of Selah
FROM:	Shawn Conrad, Senior Planner, Yakima Valley Conference of Governments
DATE:	July 19, 2016
SUBJECT:	Comprehensive Plan Update: Draft Capital Facilities Element
ACTION REQUESTED:	None; review and discussion only

Background

The Growth Management Act (GMA) requires fully planning jurisdictions to review and update their comprehensive plans, development regulations, and critical areas ordinance (CAO), every eight years as established by RCW 36.70A.130(5)(c). Selah's next GMA periodic update is due June 30, 2017. After this date, without a completed update, Selah will be unable to access Washington State road and water/wastewater infrastructure grants and loans.

As part of the GMA periodic update process, staff is now reviewing and updating the current Selah Comprehensive Plan – Capital Facilities Element.

Capital Facilities Element Review

Capital facilities are physical structures owned or operated by a government entity which provides or supports a public service. The Capital Facilities Element sets policy direction for determining capital improvement needs and evaluating proposed capital facilities projects. Because it is the mechanism the City of Selah uses to coordinate its physical and fiscal planning, the Capital Facilities Element serves as a check on the practicality of achieving other elements of the Comprehensive Plan. It also establishes funding priorities and a strategy for using various funding alternatives.

The Capital Facilities Element includes:

- An inventory of publicly owned capital facilities, including their locations and capacities;
- A forecast of the future needs for such facilities;
- The proposed locations and capacities of new or expanded capital facilities;
- A six year (minimum) plan for financing such facilities within projected funding capacities, clearly identifying sources of public money for such purposes; and
- Inclusion of park and recreation facilities in the capital facilities element.

In addition, in the event that probable capital facilities funding falls short of meeting existing needs, the Land Use Element must be reassessed to ensure that the Capital Facilities Element and the Land Use Element are coordinated and consistent.

The current Capital Facilities Element draft includes updated six-year capital facilities improvement plans for water, wastewater, roads, parks, police services, and fire services.

CHAPTER EIGHT

Capital Facilities and Utilities Element

Introduction

Community facilities and services are important factors in the quality of life within the City of Selah and the UGA. For City residents and businesses, these facilities and services provide for the day-to-day needs, such as street networks, water and sewer, recreation, police, fire and schools. It is essential to review existing facilities and services in order to determine future provisions. These facilities and services must accommodate the incorporated area now and ultimately the unincorporated urban lands. If future service areas are not planned and designed to be consistent with the existing service area, it will become a time consuming and costly process to update and expand systems, which can restrict growth potential. Monitoring and planning for these future service areas must be done in compliance with Yakima County, which is responsible coordinating services within the unincorporated portion of the Selah UGA.

This section addresses the need for detailed planning and implementation of future capital facilities and utilities. Detailed facilities planning will be conducted in future studies. This section discusses the need for repairs, upgrades and maintenance of existing facilities, as well as future facilities and the factors to consider in their development. The location of future services and facilities is important to make sure that they are compatible with surrounding areas. The projected age composition of the community also affects the type of facilities that are necessary.

Special attention should focus on those facilities and services, such as public safety, schools and recreational activities that enhance the City of Selah and could draw new families to the community. The overall potential of the City is represented in the facilities and services it offers its residents. It also creates an opportunity for the community to develop landmarks and focal points that will enhance and define the City.

GMA Requirements

To comply with the Growth Management Act, the Comprehensive Plan must have a Capital Facilities Plan element consisting of:

- An inventory of publicly owned capital facilities, including their locations and capacities;
- A forecast of the future needs for such facilities;
- The proposed locations and capacities of new or expanded capital facilities;
- A six-year (minimum) plan for financing such facilities within projected funding capacities, clearly identifying sources of public money for such purposes; and
- A reassessment of the land use element. The land use element must be reassessed if the probable funding falls short of meeting existing needs. Also, the land use element must be reassessed to ensure that the land use plan, the capital facilities plan, and the financing plan are coordinated and consistent.

In addition, the Comprehensive Plan must have a Utilities Element consisting of the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.

The Selah Comprehensive Plan combines the capital facilities and utilities planning requirements into the Capital Facilities and Utilities Element.

Concurrency

The concurrency requirement in the GMA states that "…..public facilities and services…shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards" (RCW 36.70a.020). Concurrency requires that capital facilities be provided concurrent with development. In simple terms, this means that a city must ensure that public facilities and services are in place to serve the proposed use at the LOS set by the community. For example, this could include securing proof of available water supply before a building permit can be issued, or mitigating the impacts of development where it causes the LOS set for the transportation system to decline. The GMA only requires concurrency for transportation facilities but local governments can choose to require levels of service for other facilities as well. At this time, the City of Selah has chosen to only require that transportation facilities meet concurrency requirements (see the Transportation Element).

Transportation

Characteristics of the street system and other transportation facilities and services, as well as current and projected traffic levels of service, are discussed in the Transportation Element. Selah reviews and adopts a six-year Transportation Improvement Program (TIP) on an annual basis. The most recent TIP was adopted June 14, 2016 for the years 2017-2022. See Table 7, page 15 for a list of transportation projects, their estimated costs, and funding sources.

Water System

Existing Conditions

Distribution

The City of Selah provides water service to City customers. Existing conditions and projected needs are discussed in the City of Selah's October 2014 Water System Plan prepared by HLA Inc., incorporated herein by reference, as amended. The purpose of the 2014 Water System Plan was to update the 2008 Waster System Plan and continue to meet the City's future water demands under GMA. The majority of this section draws from the 2014 Water System Plan, with revisions from City staff to bring the information up to date.

A water system is essential to the growth and development of a city. It is composed of three major components that are integrated to allow the system to function properly: supply, storage and distribution. The City is supplied water from five primary source wells on City-owned property with the combined pumping capacity of 6,350 gallons per minute (gpm), or 9.14 million

gallons per day (mgd). Normal production is limited to 5,550 GPM or 7.92 mgd.

The existing water system serves a combination of residential, commercial, industrial and public users within the City. The existing service area consists of approximately 1,460 acres, the majority of which is within the incorporated City. Approximately 61% (1, 707 acres) of the service area is zoned for residential development. As of this writing, there were 2,573 water connections in the service area.

The City's unincorporated UGA consists of an additional approximately 1,699 acres and represents the future water service area for the City of Selah.

Water pressures zones are geographic sections of a water distribution that are determined by elevation, and wherein a maximum pressure is established by pumping stations. The lowest pressure level (Zone 1) is served by three reinforced concrete reservoirs with the combined capacity of 1,022,000 gallons. Water from Zone 1 is boosted into the Zone 3 pressure level through three booster pump stations with a combined capacity of 2,850 gpm. Two reinforced concrete reservoirs serve Zones 2 and 3 with the combined capacity of 1,200,000 gallons. Zone 2 is supplied from Zone 3 through pressure reducing valves. Water from Zone 2 is boosted into the Zone 6 South pressure level through one duplex booster pump station with a capacity of 1,000 tgpm. One steel reservoir serves Zones 4 and 6 with a capacity of 1,192,000 gallons. Water from Zone 3 is also boosted into the Zone 5 North pressure level through one duplex booster pump station with a capacity of 500 gpm. Zone 4 North is supplied from Zone 5 North through pressure reducing valves. Two reinforced concrete reservoirs serve Zone 5 North with a total capacity of 317,000 gallons. Selah's total reservoir capacity is 3,731,000 gallons.

Water Consumption

Water consumption categories are single-family residential, commercial, industrial, political subdivision, outside single-family residential, apartment, mobile home court, irrigation only federal or state government, outside commercial, and city. Overall, the categories with the highest levels of water consumption are industrial and single-family residential. The average day water consumption for single-family residential uses in 2012 was 373 gallons per single-family residential service per day. From 2007 to 2012, the average day water consumption 406 gallons per single-family residential service per day. Annual single-family residential water consumption declined from 2007 to 2011 and then increased from 2011 to 2012. Industrial expansion and growth contributes to a steady demand for water. A large component of water consumption is due to irrigation of residential lands.

The industrial sector's major user in the City of Selah is the fruit industry, including two fruit warehouses and two fruit juice companies. The fruit warehouses account for the largest industrial consumption of water, which has peak water consumption in late fall/early winter peak use. Residential irrigation use increases during the warmer months of July and August.

Water Rights

Currently, the City has annual water rights of 4,760 acre-feet per year and instantaneous rights of 5,500 gpm. The Selah Water System Plan anticipates that water rights will become a limiting

factor in the City's future capacity beyond the 20-year planning horizon of 2032 used in the Water System Plan. If population trends and demand projections change, water rights may be exceeded before 2032. Currently, the City requires that any proposed new development that will exceed the City's current water right capacity transfer any water rights held by the developer to the City prior to approval of the new development.

Anticipated Growth

Future residential construction will most likely occur within Zones 2 through 5, which are between 1,200 and 1,560 feet (see Figure 3-1, 2014 Water System Plan – Static Pressure Zone Map). The Selah UGA was used in the water plan for locating and sizing future system components.

Water will continue to be a current and future issue for the City of Selah. Capital improvements and conservation methods should be addressed. To accommodate future growth, alternative sources of water or additional ground water rights for existing wells should be secured.

Chapter 9.15 of the Selah Municipal Code includes provisions and criteria for the City to provide water and sewer services outside of City limits.

Water System Needs

Table 1 summarizes Selah's water system six-year capital improvement needs. Selah is also currently in ongoing discussions regarding the possibility of direct connectivity with water and sewer systems at the Yakima Training Center, a U.S. Army training center approximately three miles east of Selah. This project is in the very early stages of consideration and will continue to be further developed during the several years.

In addition, during the 20-year planning period, Selah would like to make improvements to sewer infrastructure in the older parts of town and plan for the preferred areas of infrastructure expansion into the UGA as annexations occur.

Table 1. Water System Capital Improvement Needs

Priority	Improvement	Estimated Cost	Estimated Start	Funding Source
1	Orchard Avenue Water Main Replacement and Upsizing	$696,310	2019	DWSRF Loan/City
2	W. Naches Ave. Water Main Replacement and Upsizing	$542,770	2019	DWSRF Loan/City
3	W. Bartlett Ave. and N. 7th St. Water Main Replacement and Upsizing	$929,170	2021-2035	DWSRF Loan/City
4	Lyle Loop Water Main Extension and PRV Station	$297,760	2021-2035	DWSRF Loan/City

Priority	Improvement	Estimated Cost	Estimated Start	Funding Source
5	Goodlander Heights Water Main Replacement and Upsizing	$823,510	2021-2035	DWSRF Loan/City
6	S. Second St. and Yakima Ave. Water Main Replacement and Upsizing	$305,290	2021-2035	DWSRF Loan/City
7	Service Meter Replacement (to Auto Meter Read fund)	$18,000/year	2015-2035	Delinquent Fees
8	Zone 6 Booster Pump Station	NA	2015-2035	Private
9	Tree Top Ross Plant Water Main Upsizing	NA	2015-2035	Private
10	North Park Center Loop to N. Wenas Rd.	NA	2015-2035	Private

Sanitary Sewer System

The City of Selah sanitary sewer system needs are discussed in the 2012 Selah Capital Facilities Plan, prepared by HLA Inc. and incorporated herein by reference, as amended. The plan includes a Sewer System Capital Improvement Program with recommended improvements through the year 2017. The Capital Improvement Program was updated through year 2023 by Selah staff.

The City of Selah wastewater facilities consist of a sewage collection system and a wastewater treatment facility. The existing sewage collection system serves a combination of residential, commercial, industrial, and public users within the City Limits. The existing wastewater service area boundary generally corresponds to the City Limits and is equal to approximately 2,800 acres. The current area served by the wastewater system includes approximately 1,560 acres. The sewage collection system consists of approximately 132,000 linear feet (LF) of pipe, of which about 125,000 LF is gravity sewer pipe. The majority of the pipe is 8-inch diameter.

The main wastewater treatment facility was originally constructed in 1936, with upgrades and expansions occurring in 1949, 1968, 1975, 1987, 1990, 2002, and 2003. Today the plant is an activated sludge plant operated in an extended aeration configuration, treating both municipal and industrial wastewaters. An industrial pretreatment facility for the pretreatment of food processing wastes was constructed in 1985. In 2008, Selah added to the pretreatment facility by constructing an industrial pretreatment clarifier.

The Selah main wastewater treatment facility receives municipal wastewater from the City and pretreated industrial wastewater from the City's industrial pretreatment facility. Wastewater from the south part of the City is lifted at the South Lift Station, and combines with effluent from the industrial pretreatment system. These then mix with municipal wastewaters from the north part of the City before entering the treatment plant at the influent building. Wastewater entering the influent building normally passes through a mechanically-cleaned perforated fine screen, with a screenings washer/press. After screening, wastewater is lifted into the aeration basins where,

after mixing with return activated sludge (RAS) from the clarifiers, most of the biological treatment occurs. Activated sludge exits the aeration basins and gravity flows to one of two center-feed final clarifiers (activated sludge settling tanks), where the denser (sludge) portion of the activated sludge is separated from the clarified effluent portion. Effluent from the clarifiers gravity flows to the UV disinfection channels. Disinfected effluent is gravity discharged to Selah Ditch.

Solids which settle in the clarifiers are either pumped back to the aeration basins as RAS for use in treating influent waste, or are removed from the process as WAS by pumping to the aerobic digester where solids undergo additional biological decomposition and stabilization. Sludge not recycled to the aeration basins is pumped to a holding tank and then aerated by two blowers. From the holding tank, the sludge is pumped to a centrifuge and eventually to the sludge dryer.

In 2007, the Washington Department of Ecology (WDOE) issued National Pollutant Discharge Elimination System (NPDES) Permit No. WA-002103-2 to the City of Selah for waste discharges.

Recommended Sanitary Sewer System Improvements

Table 2 summarizes sanitary sewer system capital improvement needs for the City of Selah.

Table 2. Sanitary Sewer System Capital Improvement Needs

Priority	Improvement	Estimated Cost	Estimated Start	Funding Source
1	Wixson Park, Park Avenue to South Third Street: Install 330 LF of 12" sewer main	$84,000	2017	City
2	Fremont Ave.: Install 1,920 LF of 10" sewer main, including six manholes, connect to existing manhole at North Fourth Street	$355,000	2017	City
3	Crusher Canyon 12" sewer main: Slade Road to existing 12" sewer main	$700,000	2017	City
4	Southern Avenue/Eleventh Ave.: Install 250 LF of 15" sewer to connect to existing sewer under South First Street	$64,000	2019	City
5	Manhole replacement/installation, 5 New Manholes: various locations	$29,000	2020	City
6	Railroad Avenue, Bartlett Avenue/Naches Avenue Vicinity: Install 900 LF of 15" industrial pretreatment sewer main	$224,000	2021	City
7	Railroad Avenue, Bartlett Avenue to Naches Avenue: Install 1,010 LF of 15" sewer main	$268,000	2022	City
8	Railroad Avenue, Naches Avenue to Third Avenue: Install 1,270 LF of 18" sewer main	$355,000	2023	City
9	BNSF R/W, Beginning at Eleventh Avenue Install 2,975 LF of 18" sewer main	$791,000	2017	City

Solid Waste

The currently adopted regional waste management plan is the June 2010 Yakima County Solid and Moderate Risk Waste Management Plan, incorporated herein by reference. It is important to note the Solid Waste Management Plan applies Countywide, and that limited figures are given for the Selah UGA. For planning purposes, it has been assumed that the solid waste stream generated within these areas is typical of the waste stream generated Countywide.

The City of Selah contracts with Basin Disposal Industries for its residential and commercial solid waste collection. The solid waste is transported eight miles to the Terrace Heights Landfill (THLF). The THLF began operations in 1972. Principal users of the landfill include the Cities of Selah, Moxee, Union Gap, Yakima, and Tieton; the Town of Naches; Yakima Waste Systems; agricultural, construction, and food processing firms; self-haul businesses; and residential households. Yakima County maintains two transfer stations – the Lower Valley Transfer Station and the Terrace Heights Transfer Station.

The Solid and Moderate Risk Waste Management Plan estimates that Phase I of the THLF will reach capacity in about 2020. Phase 2 is estimated to reach capacity in 2016, but Yakima County may choose to reserve this area for emergency use. According to the Solid and Moderate Risk Waste Management Plan, the actual timing of closure will be affected by waste generation, recycling, and disposal rates, as well as landfill operations and design factors.

The Selah Landfill, operated by the Yakima County Health District until 1972 and by the Yakima County Public Works Department until its closure and abandonment in 1977, is listed as a hazardous site by the Washington State Department of Ecology. Based on an Ecology site assessment conducted in 1991, this site has minimal potential for groundwater contamination.

As part of the 2002 Yakima County Solid Waste Management Plan, a Solid Waste Advisory Committee (SWAC) was formed. The SWAC defines goals relating to recycling and waste reduction, and have developed standards and guidelines for the Solid and Moderate Risk Waste Management Plan.

Police and Fire Protection

Police Protection

The Selah Police Department is currently located in one station at 617 S. 1st Street (see Figure 1, page 0) and has 15 full-time commissioned police officers and two civilian employees. The Police Department also has reserve officer and chaplaincy programs, which consists of eight commissioned reserve officers and three police chaplains. The Department has three divisions: Patrol Operations, Investigations, and Community Services. Officers receive extensive training in various areas of crime scene and criminal investigations, interviewing and interrogation, and various specialty fields such as firearm instructor, defensive tactics instructor, E.V.O.C. (Emergency Vehicle Operations Course), and special assault investigations. The Police Department currently serves only the area within the City of Selah's city limits. The Department responds to emergency situations outside the City limits when requested by a law enforcement

agency having the primary responsibility. Calls for service/assistance have been steadily increasing.

The Police Department typically purchases two patrol vehicles for approximately $120,000 annually, funded by Selah utilities fees. The Police Department is also considering pursuing a taser program which would cost approximately $496, with tasers replaced every five years.

The City of Selah is currently considering alternatives for building a new police station, which would be part of a new City Hall complex. Estimated construction would be approximately $7 to $8 million. The City has hired consultants to complete a feasibility study for the project.

Fire

Fire protection services are provided throughout the entire Selah UGA by the City of Selah and Yakima County Fire District No. 2. District 2 covers approximately 65 square miles, including the City of Selah. The combined population of the City and District is approximately 23,000. Approximately 40% of District 2's budget pertains to Selah, while the remaining 60% pertains to the rest of District 2. The Fire Department responds to approximately 1,400 calls per year; on average, 70% are EMS and 30% are fire-related calls. Station No. 1 and the District's administrative office are located at the intersection of West Fremont Avenue and North 3rd Street, at 406 West Fremont (Figure 8-1).

There are currently four working stations in the District: Station 21 at 206 West Fremont Avenue, Station 22 at 1830 Harrison Road, Station 24 at 4251 North Wenas Road, and Station 26 at 121 Fink Road. The response time is 6.25 minutes, depending on the location of the station. The Selah Fire Department has approximately 57 personnel, including 51 paid-call volunteers and 6 career employees. Of the 51 volunteer firefighters, there are five Captains and five Lieutenants. Currently, the existing manpower is meeting the needs of the community, however, the Selah Fire Department anticipates adding one or two positions within the next four to six years.

Schools

Public schools are among Selah's most important facilities and play a significant role in the quality of life of the community. Selah's schools are summarized below.

Table 3. Educational Facilities, Selah School District, 2015-2016 School Year

Name of School	Address	Grades	Teachers	Enrollment (Average)	Capacity
Selah High School	801 N. First Street	9-12	43	983	1,000
Selah Middle School	411 North First Street	6-8	46	837	900
Selah Intermediate	1401 W. Fremont Ave.	3-5	43	759	900

Name of School	Address	Grades	Teachers	Enrollment (Average)	Capacity
John Campbell Primary	408 North First Street	K-2	55	809	Assessment needed
Preschool and Alternative Programs	104 W. Naches Ave., Suite H; 411 North First Street	Pre-K, 9-12	110 Pre-K, 86 Selah Academy	86	125 Pre-K, 80 Selah Academy

On February 14, 2012, Selah voters passed a $30.5 million Selah School District Bond Measure to expand the Selah High School building to accommodate the addition of 9th grade, build a new 115,000-square-foot Selah Middle School for grades 6-8 to replace the existing Selah Junior High School, convert existing office space into school administration office space, and demolish the existing Robert Lince Elementary School. The High School expansion included addition of six classrooms and a gymnasium.

These improvements resulted in grade reconfiguration throughout the schools and decreased the number of school campuses from five to four. The Selah High School expansion and the new Selah Middle School construction projects were completed in time for the 2015-2016 school year.

According Selah School District administration, student enrollment throughout the District averaged 3,500 for the 2015-2016 school year.

Currently, the John Campbell Primary school has a very pressing need for more space. An assessment of current capacity is needed, which is made more difficult by the fact that many students are currently housed in portables. The need for space is partly driven by State legislation passed in 2014, the Washington Class Size Reduction Measure, which requires kindergarten through third grade classrooms to have no more than 17 students, if school districts intend to continue receiving Washington State education funds. The School District is currently preparing to embark on a feasibility study to explore solutions, and the District's Facility Committee will reconvene in fall 2016 to address capacity issues and solutions.

Since Selah's school system has a primary role in the City of Selah, as employer and partner in city service provision, improvements and maintenance of schools are very important. The City should continue to work with the school district because it is a critical element in the character and the quality of life of the community.

Parks and Recreation

The City of Selah parks and recreation needs are discussed in the Selah Comprehensive Parks and Recreation Plan 2014-2019, incorporated herein by reference, as amended. The plan includes a Parks and Recreation Capital Improvement Program with recommended improvements through the year 2019. This section includes updated information from City staff to bring the current needs up to date through 2023.

The City of Selah owns and operates 10 City parks encompassing approximately 45 acres, which are used for many types of outdoor recreational activities. The City and Selah School District signed an agreement authorizing joint use of these parks and recreational areas. In addition, the City owns and operates a public pool, civic center, and youth center.

Table 4 summarizes the characteristics of the existing parks and recreations facilities in the City of Selah.

Table 4. Parks and Recreation Facilities, Selah UGA

Park	Size (Acres)	Amenities
Carlon Park	16.5	4 softball fields, 1 youth softball field, high school baseball field, 8 tennis courts, playground, skate park, storage buildings, restrooms, picnic tables, walking path, paved parking lot, grassy areas
Legion Park	0.8	Lighted flagpole, open grassy area, parking, designated bike lane to park
McGonagle Park (Selah Little League)	9.8	4 little league baseball fields, storage building, concession stand, restrooms, picnic tables, walking path, paved parking lot, grassy areas
Playland Park	2.8	Playground, picnic shelter, grills, electrical outlets, drinking fountain, pit toilet, children's play set, sand volleyball court, walking path, paved parking lot, river viewing deck, grassy areas, river access
Palm Park	1.0	Playground, picnic tables, paved basketball court, open grassy area
Sunrise Park	0.3	Picnic table, open grassy area
Trolley Park	0.25	Gazebo, bench seat, open grassy area, historical pictures, paved parking area
Veteran's Park	0.5	Open grassy area, tribute flags, flower garden
Volunteer Park	5.0	Walking path, dog park (currently undeveloped)
Wixson Park	8.0	Pool, spray pool, slides, concession stand, playground, storage buildings, restrooms, picnic shelters, grills, electrical outlets, water, paved parking lot, grassy areas
Total	**44.95**	

In 2012, Selah passed a maintenance and operations bond for the existing pool. In November 2015, Selah passed a bond to construct two new swimming pools and other amenities at Wixson Park. The 20-year bond raised property taxes to cover the construction cost. The City is currently developing designs for the pool and anticipates construction will begin in 2017.

The Selah Parks and Recreation Six-Year Capital Improvement Program is summarized below. In the longer term, Selah would like to continue working toward the priorities outline in the Selah Comprehensive Parks and Recreation Plan, including increasing recreational

programming, promoting park improvement activities that encourage tourism, and creating a bicycle-friendly community.

Table 5. Parks and Recreation Facilities Capital Improvement Program

Priority	Improvement	Estimated Cost	Estimated Start	Funding Source
1	Pool: Develop Plans and Construct New Pool	$5,000,000	2017	Grants, Bond
2	Wixson Park Improvements: Covered Gazebo	$40,000	2018	City
3	Centennial Park Project: Develop and Construct	$200,000	2018	Private
4	Warning Track Material, Infield Conditioner	$8,000	2018	City
5	Carlon Park Improvements: Playground (big toy set)	$50,000	2019	City, Grants
6	Legion Park Improvements: Benches, bike rack	$20,000	2019	Legion Grant
7	Wixson Park Improvements: Concrete sidewalk to restrooms	$60,000	2019	City
8	Civic Center: Sound & Projection System, Re-key (electronic)	$10,000	2019	City, Grants
9	McGonagle Park Improvements: Pave lower parking lot	$90,000	2020	City
10	Overlay Civic Center Parking Lot	$90,000	2020	City
11	Infield Conditioner	$6,500	2020	City
12	McGonagle Park Improvements: Playground (Big Toy Set)	$50,000	2021	City, Grants
13	Develop Green Space for Youth Sports Complex	$1,000,000	2021	City
14	Greenway Extension Playland Park	$500,000	2021	ALEA/Bond
15	Playland Park Improvements: Restroom	$40,000	2022	City, Grants
16	Volunteer Park Improvements: Develop/construct park	$400,000	2022	RCO/City
17	Carlon Park Improvements Replace Lighting Hardball Field	$300,000	2023	Local Partners
18	Palm Park Improvements Playground(Big Toy Set)	$50,000	2023	City

Public Facilities

The existing public facilities operated by the City of Selah are described below and are mapped in Figure 1, page 0 and discussed below. The Police Station and Fire Station were discussed previously under Police and Fire Protection and the Selah Swimming Pool was discussed previously under Parks and Recreation.

Library

In 2005, the City annexed to the Yakima Valley Libraries system. Prior to 2010, the Selah Library was located in City Hall. In 2010, due to growth of the City, Selah entered a joint agreement with the Yakima Valley Libraries to co-lease a new building space. The new 4,000-square-feet Selah Library is located at 2016 South Second Street. The five-year lease included a purchase option which was exercised by Yakima Valley Libraries in 2015.

City Hall

City Hall is located at 115 West Naches Avenue and houses the city administrative offices: clerk's office; finance department; and municipal courts (see Figure 1, page 0). In addition, the Mayor, City Administrator, and City Attorney have offices in City Hall.

Currently, Selah is looking at financing options for a new City Hall because the current City Hall is overcrowded and outdated. The new City Hall complex would include a new police station. Construction is estimated to occur in 2019, with a preliminary budget of $7-8 million. Currently, City-hired consultants are undertaking a feasibility study for the project.

Public Works

The newly constructed Public Works Office/Shop is located at 222 South Rushmore Road and houses the public works offices and shop bays. The facility also includes covered storage areas. The Public Works Department is responsible for water, sewer, streets, City planning and park maintenance.

Civic Center

The Selah Civic Center is located at 216 S. 1st Street. The Civic Center consists of a large banquet room and two smaller meeting rooms, a fully equipped kitchen, dining room, and foyer.

The current Civic Center is outdated and not sufficient for Selah's needs. The City has identified either renovation or replacement of the Civic Center as a mid-term need. Currently, possible funding options are being considered but there are no firm plans in place.

Youth Center

The Selah Youth Center is located at the Selah Civic Center, and includes recreational

equipment, arts and crafts, popcorn and snow cone machines, computers, outdoor sports equipment, and tables.

Table 6. Government Facilities Capital Improvement Program

Priority	Improvement	Estimated Cost	Estimated Start	Funding Source
1	City Hall / Police Station	$7-$8 million	2019	Local funds, grants
2	Reconstruct or renovate Civic Center	Unknown	Unknown	Local funds, grants

Utilities

Telecommunications

Ellensburg Telephone provides local telephone service. Ellensburg Telephone is an independent local exchange carrier founded in 1908. In addition to providing local telephone service, Ellensburg Telephone also offers nationwide long distance service, and Internet access featuring high speed DSL.

As communities grow, facilities are upgraded to ensure adequate service levels. To make additional services available, facilities are frequently upgraded with new technology. Local construction plans are submitted to obtain needed permits and authorizations from local government planning and public works departments.

Ellensburg Telephone currently provides telecommunications service to the Selah area, and does not expect difficulties in continuing to provide services to the future residents of Selah over the next twenty years.

Cellular communications services are included as a part of this element due to the increasingly important role they play in day-to-day transfer of information, and communication for business, emergency, and personal use. Cellular telephone service is provided by a number of companies, including AT&T, Nextel, Cingular, and Sprint. The increase in cellular use will require additional transmission site facilities, and the need for coordinated planning to ensure that permits and application are processed in a timely manner, and in a manner consistent with the Land Use Element of this Plan. It is expected that increased service and options will be available to Selah residents in the future.

Cable television service is provided by Charter Communications. Charter Communications foresees no capacity problems for providing service to future boundaries of Selah. The distribution system will need to expand, allowing for services to the areas experiencing development as a result of population growth.

Electricity

Electrical system are provided by Pacific Power. The substation that serves Selah is located along Goodlander Road. Pacific Power is currently meeting the needs of Selah and the UGA and plans to continue to do so during the planning period.

In 2009, Pacific Power built a new substation between Sunnyside and Grandview, which the company expects will upgrade capacity for the entire Yakima Valley and improve reliability. Pacific Power also plans to construct a new 40-mile, 230-kilovolt line connecting the Bonneville Power Administration substation near Vantage with Pacific Power's Pomona Heights power substation near Selah. The goal of the new line is to enhance operating flexibility and security of the regional electricity transmission grid. Alternatives under consideration for the project include routing the line around the northern or southern boundaries of the Yakima Training Center Military Reservation east of Selah. Pacific Power estimates that the line will be constructed in mid to late 2016.

Natural Gas

Cascade Natural Gas Corporation (CNG) builds, operates, and maintains the natural gas facilities serving Selah. CNG is an investor-owned utility, serving customers in sixteen counties within Washington State. Cascade Natural Gas provides natural gas for residential, commercial and industrial uses in Selah and the UGA.

Customer hook-up to the distribution system is governed by CNG's tariffs as filed with and approved by the Washington Utilities and Transportation Commission (WUTC). Connection to CNG's distribution system is solely demand driven. Connections cannot be planned in advance; rather, connections are initiated by customer requests.

Currently the existing natural gas system is fully functional and meeting the needs of the customers in Selah. Cascade Natural Gas Corporations Least Cost Plan, as filed with the WUTC, addresses the adequacy of service to be provided within the company's certified service area.

As the current provider of natural gas to the Selah UGA, Cascade Natural Gas Corporation is planning to continue meeting the needs of the Selah UGA during the planning period.

Six-Year Capital Facilities Program

Capital facilities are long-term fixed assets that have a significant long-term life cycle and substantial cost (i.e., the municipal domestic water distribution and sewage collection systems, sewage treatment plant and transportation network). These facilities require a policy for long-term financing rather than the annual budget cycle.

The six-year Capital Facilities Program will assist with annual budget decisions to incrementally fund these facilities. The six-year Capital Facilities Program is not a substitute, but a budgetary *tool,* for making budgetary decisions. A summary of identified capital facility requirements to implement the Selah UGA Comprehensive Plan is contained in Table 7 below. Since the comprehensive planning process is a continuing, evolving process, this six-year Capital Facilities Program will be continually reviewed and updated.

Selah's Six Year Transportation Improvement Program, Water System Plan, Comprehensive Parks and Recreation Plan, and Capital Facilities Plan identified recommended projects, cost estimates, potential funding sources, and timing for project completion. These documents are incorporated by reference. In addition, staff provided updates to these plans to reflect recently completed projects or newly identified needs.

Table 7. Six-Year Capital Facilities Program

Need / Recommended Project	Estimated Timing	Estimated Cost	Potential Funding Source(s)
Transportation			
Old Inland Empire Highway Improvements	2021	$2,193,900	Local Funds, STP
Wine Country Road Pavement Preservation – Elm St. to Fir St.	2016-2017	$243,000	Local Funds, TIB[2]
Wine Country Road Improvements – Ash Ave. to Fir St.	2017	$3,914,000	Local Funds, STP
Wine Country Rd. & McCreadie Rd. Signalization	2018	$395,000	Local Funds, TIB
Larson St. Improvements – S. Fifth St. to Queen St.	2019	$400,000	Local Funds, TIB
Stassen St. Improvements – Hillcrest to Velma Ave.	2019	$342,000	Local Funds, TIB, PWTF
Birch Ave. Improvements – Wine Country Road to E. Third St.	2020	$475,000	Local Funds, TIB, PWTF
Highland Rd. Improvements – Elm St. to E. City Limits	2021	$3,000,000	Local Funds, TIB, PWTF
Water System			
OIEH and Elm St. Water Main Loop and Upsizing	2017	$900,900	Local Funds, DWSRF, CDBG, other grant/loan
Cedar St. Water Main Upsizing	2018	$371,363	Local Funds, DWSRF, CDBG, other grant/loan
N. Elm St. Water Main Upsizing	2018	$255,480	Local Funds, DWSRF, CDBG, other grant/loan
W. 3rd St. Water Main Upsizing	2018	$359,726	Local Funds, DWSRF, CDBG, other grant/loan
W. 4th St. Water Main Upsizing	2018	$233,024	Local Funds, DWSRF, CDBG, other grant/loan
Glen St. Water Main Upsizing	2018	$205,105	Local Funds, DWSRF, CDBG, other grant/loan
Future Well A/C	2020	$1,772,936	Local Funds, DWSRF, CDBG, other grant/loan
New Reservoir and Transmission Main	2021	$6,187,937	Local Funds, DWSRF, CDBG, other grant/loan

Need / Recommended Project	Estimated Timing	Estimated Cost	Potential Funding Source(s)
Wastewater System			
Wixson Park, Park Avenue to South Third Street: Install 330 LF of 12" sewer main	2017	$64,000	City
Fremont Ave.: Install 1,920 LF of 10" sewer main, including six manholes, connect to existing manhole at North Fourth Street	2017	$355,000	City
Crusher Canyon 12" sewer main: Slade Road to existing 12" sewer main	2017	$29,000	City
Southern Avenue/Eleventh Ave.: Install 250 LF of 15" sewer to connect to existing sewer under South First Street	2019	$224,000	City
Manhole replacement/installation, 5 New Manholes: various locations	2020	$84,000	City
Railroad Avenue, Bartlett Avenue/Naches Avenue Vicinity: Install 900 LF of 15" industrial pretreatment sewer main	2021	$268,000	City
Railroad Avenue, Bartlett Avenue to Naches Avenue: Install 1,010 LF of 15" sewer main	2022	$355,000	City
Railroad Avenue, Naches Avenue to Third Avenue: Install 1,270 LF of 18" sewer main	2023	$791,000	City
Water System			
Orchard Avenue Water Main Replacement and Upsizing	2019	$696,310	DWSRF Loan/City
W. Naches Ave. Water Main Replacement and Upsizing	2019	$542,770	DWSRF Loan/City
W. Bartlett Ave. and N. 7th St. Water Main Replacement and Upsizing	2021-2035	$929,170	DWSRF Loan/City
Lyle Loop Water Main Extension and PRV Station	2021-2035	$297,760	DWSRF Loan/City
Goodlander Heights Water Main Replacement and Upsizing	2021-2035	$823,510	DWSRF Loan/City
S. Second St. and Yakima Ave. Water Main Replacement and Upsizing	2021-2035	$305,290	DWSRF Loan/City
Service Meter Replacement (to Auto Meter Read fund)	2015-2035	$18,000/year	Delinquent Fees
Zone 6 Booster Pump Station	2015-2035	NA	Private
Tree Top Ross Plant Water Main Upsizing	2015-2035	NA	Private
North Park Center Loop to N. Wenas Rd.	2015-2035	NA	Private
Parks and Recreation			
Swim Pool Development or Renovation	2015-2017	$2,165,000-$5,165,000	Local Funds, CDBG, RCO[6]

Need / Recommended Project	Estimated Timing	Estimated Cost	Potential Funding Source(s)
New Restrooms or Replacement	2015-2016	$70,000	Local Funds, CDBG, RCO
Playground Equipment Upgrades	2017-2020	$70,000	Local Funds, CDBG, RCO
Museum Facility	2015-2016	$320,000	Local Funds, CDBG, RCO
Soccer Field Goal Posts	2016-2017	$6,000	Local Funds, CDBG, RCO
Bike/Pedestrian Path Development	2018-2020	$450,000	Local Funds, CDBG, RCO
Country Park Chip Seal/Parking Lot	2016	$23,000	Local Funds, CDBG, RCO
Benches for Swim Pool at Westside Park	2015	$6,000	Local Funds, CDBG, RCO
Swim Pool Underwater Light Replacement at Westside Park	2015	$3,000	Local Funds, CDBG, RCO
Public Facilities			
City Hall / Police Station	2019	$7-$8 million	Local funds, grants
Reconstruct or renovate Civic Center	Unkown	Unknown	Local funds, grants

Funding Sources

The six-year capital facilities program reflects those improvements which the Comprehensive Plan elements identify as necessary to implement the Plan, along with potential funding sources. To identify these potential funding sources, it is important to review how capital improvements have been financed by the City in the past.

The City of Selah typically does not allocate general fund revenues for large capital facility projects. Rather, these are funded through bond issues, state and federal grants, the real estate excise tax, and accumulated water and sewer enterprise fund reserves.

The preferred method of funding public works capital improvements is through the accumulation of reserve funds from user fees. The main advantage of the "pay as you go" approach with reserve funds is that the City does not have to pay interest on borrowed money, and, in turn, can earn interest on the accumulated reserves.

Typically, large capital projects are financed through long-term bonded debt and other grants and loans.

General Obligation Bonds. General obligation bonds are backed by the value of the property within the jurisdiction (its full faith and credit). There are two types of general obligation bonds: voter-approved and councilmanic. Voter-approved bonds will increase the property tax rate, with the increased revenues dedicated to paying principal and interest on the bonds. Councilmanic bonds do not use a dedicated funding source. As a result, general fund monies required for payback will not be available for other government operations.

The Washington State Constitution places limits on the amount of bond indebtedness that any

city can incur. No city may incur debt in excess of 1.5% of the taxable property unless 3/5 of the voters of the community approve additional indebtedness. The additional indebtedness may be as much as 5% of the value of the taxable property for all types of capital projects, while an additional 5% may be allotted for projects supplying the city with water, artificial lights and sewer. School districts are also allowed an additional 5 percent for capital outlays, providing the extra 5 percent is voter-approved. Capital outlays include expenses for buildings, facilities, and major equipment.

In addition, the Washington State Legislature sets statutory debt limitations based on what the Legislature believes is a safe and reasonable amount of each type of jurisdiction to carry. For cities and towns, the statutory limit on non-voted general obligation debt is 1.5%, and 7.5% for the total general obligation debt. For school districts, the statutory limits are 0.375% and 5.0%, respectively.

Revenue Bonds. Revenue bonds are backed by the revenues received from the project that the bonds helped to fund. Such bonds are commonly used to fund utility improvements. A portion of the utility charge is set aside to pay off the bonds.

Special Assessment Bonds. (Local Improvement Districts, Transportation Benefit Districts, and Utility Improvement Districts). Special assessment bonds, repaid by assessments against the property benefited by the improvements, are used to finance projects within a specific geographic area, as opposed to those that will serve the entire jurisdiction.

Grant and Loan Programs

A variety of state and federal grant and loan programs fund capital facilities. Those most commonly used by central Washington municipalities include:

Department of Ecology Water Quality Funds. State grant and loan programs administered by the Department of Ecology include the Centennial Clean Water grant program, the Clean Water Act Section 319 program, the Revolving Fund loan program, and the Stormwater Financial Assistance grant program. Grants can be used for hardship wastewater facilities, nonpoint source activities, stormwater activities, stormwater facilities, and on-site sewage system projects. Loans fund wastewater facilities, stormwater activities and facilities, nonpoint source activities, and on-site sewage systems, as well as planning activities.

Department of Health Drinking Water State Revolving Fund (DWSRF). Department of Health DWSRF programs include the Pre-Construction Grant Program, Consolidation Grant Program, and Pre-Construction Loan Program. These programs fund water planning activities, engineering and design, environmental review, and other types of projects.

Washington Recreation and Conservation Office (RCO). RDO administers a variety of grant programs. The program most frequently used by local governments is the Land and Water Conservation Fund, which provides funding for local parks and recreational facilities.

Community Development Block Grant (CDBG). The Washington State CDBG program offers a

variety of funding programs. General Purpose Grants are available for planning and construction of public infrastructure, community facility, affordable housing, and economic development projects.

Washington Transportation Improvement Board (TIB). TIB has several grant programs for urban areas (cities with population greater than 5,000), including the Urban Arterial Program, Urban Sidewalk Program, and Urban Preservation Program.

WSDOT Safe Routes to School and Pedestrian and Bicycle Programs. The Safe Routes to School funds projects within one mile of schools that serve to increase the ability of children to walk or bike to school. The Pedestrian and Bicycle Program funds projects that improve safety and accessibility for bikers and walkers of all ages.

Federal Road Funding Programs. Federal road funding programs are enable by federal transportation legislation. The current federal transportation bill is FAST Act. The most significant funding programs for local governments are the Surface Transportation Program (STP) block grant, which funds road projects; and the Congestion, Mitigation, and Air Quality (CMAQ) program, which funds transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

Federal Non-motorized Transportation Funding. FAST Act also provides non-motorized transportation funding. Under former federal transportation bills, this funding was called Transportation Enhancements, and then the Transportation Alternatives Program. Under FAST Act, non-motorized transportation funding is part of the STP Block Grant.

The below summarizes how City of Selah plans to fund the water, sewer, and road projects.

Roadway Funding. Proposed funding of the recommended roadway projects is the continued use of a combination of tax monies (local funds), the State programs, and the Federal FAST Act programs. Over the past several years, TIB has been an attractive source of funds for smaller rural communities, but this attractiveness has generated a large number of applicants and resulted in increases competition for funding. The street budget should be reviewed annually and adjustments made to optimize the use of available funds.

Selah could also consider formation of a Transportation Benefit District (TBD). In 1987, the Legislature created Transportation Benefit Districts (TBD) as an option for local governments to fund transportation improvements. Since 2005, the Legislature has amended the TBD statute to expand its uses and revenue authority. Most recently in 2015, the Legislature amended the TBD statute to authorize TBDs to impose vehicle license fees of up to $50 without a public vote, and also made it possible for cities to absorb the TBD in cases where the TBD has the same boundaries as the city.

A TBD is a quasi-municipal corporation and independent taxing district created for the sole purpose of constructing, improving and funding transportation improvements within the district. The legislative authority of a county or city may create a TBD by ordinance following the procedures set forth in RCW 36.73. The county or city proposing to create the TBD may include

other counties, cities, or transit districts through interlocal agreements.

A TBD can fund any transportation improvement contained in any existing state or regional transportation plan that is necessitated by existing or reasonably foreseeable congestion levels. TBD funds can be used for maintenance, preservation and reconstruction improvements to city streets and county roads. Funds can also be used for public transportation and transportation demand management strategies. TBDs have several revenue options that are subject to voter approval, and other revenue options that can be imposed without voter approval. However, to impose fees those are not subject to voter approval, the TBD boundaries must be countywide or citywide, or if applicable, unincorporated countywide.

Water System Funding. The 2014 Water System Plan recommended increases between 3-4% each year from 2014 to 2020 to continue a positive water fund balance and construct the recommended system improvements. The Water System Plan recommended improvements be funded through a combination of DWSRF loans, City water funds, and funds from the private sector paying for infrastructure associated with proposed development.

Sanitary Sewer System Funding. Selah annually reviews its sewer rates to ensure there is adequate revenue to operate the system, as well as fund necessary improvements. The City will continue to investigate funding improvements through grants and low-interest loan programs such as the Public Works Trust Fund, the Centennial Clean Water Fund, the State Revolving Fund, and other sources.

Storm Drainage System Funding. Storm drainage facilities are often constructed and funded as part of a street improvement project and this method should be continued in Selah. Other options for funding storm water drainage projects include:

- Formation of Storm Drain Utility. The utility would function as an enterprise fund, charging a monthly rate for commercial, industrial, and private individual users. Reserves in the utility fund would be accumulated from the excess revenues from user fees. The amount of the reserves would depend on the balance of operation and maintenance costs of the system verse the total revenue generated by the fees. The reserves could be used to finance any storm drain project authorized by the City Council or applied as a match to a major funding source.

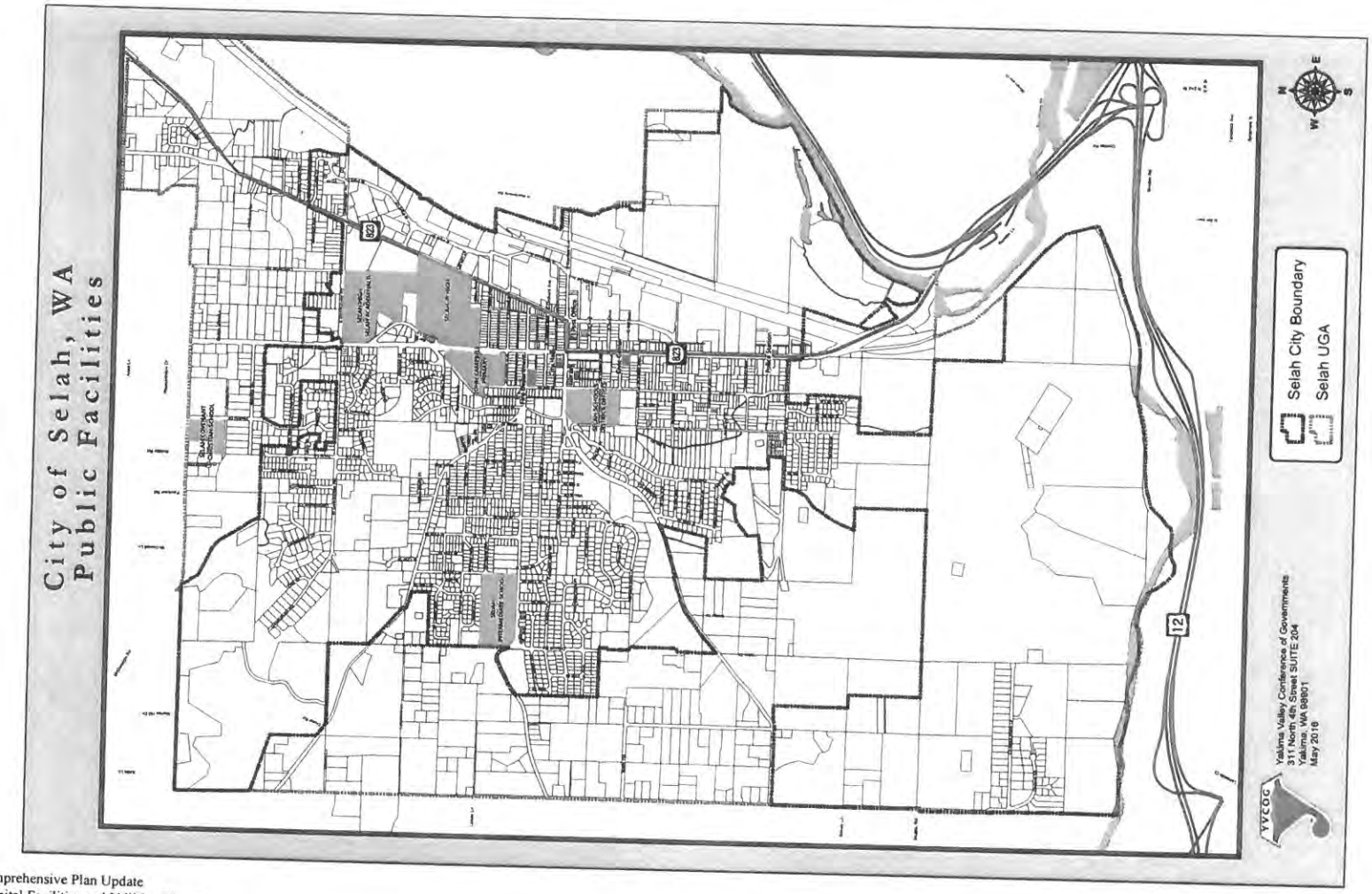
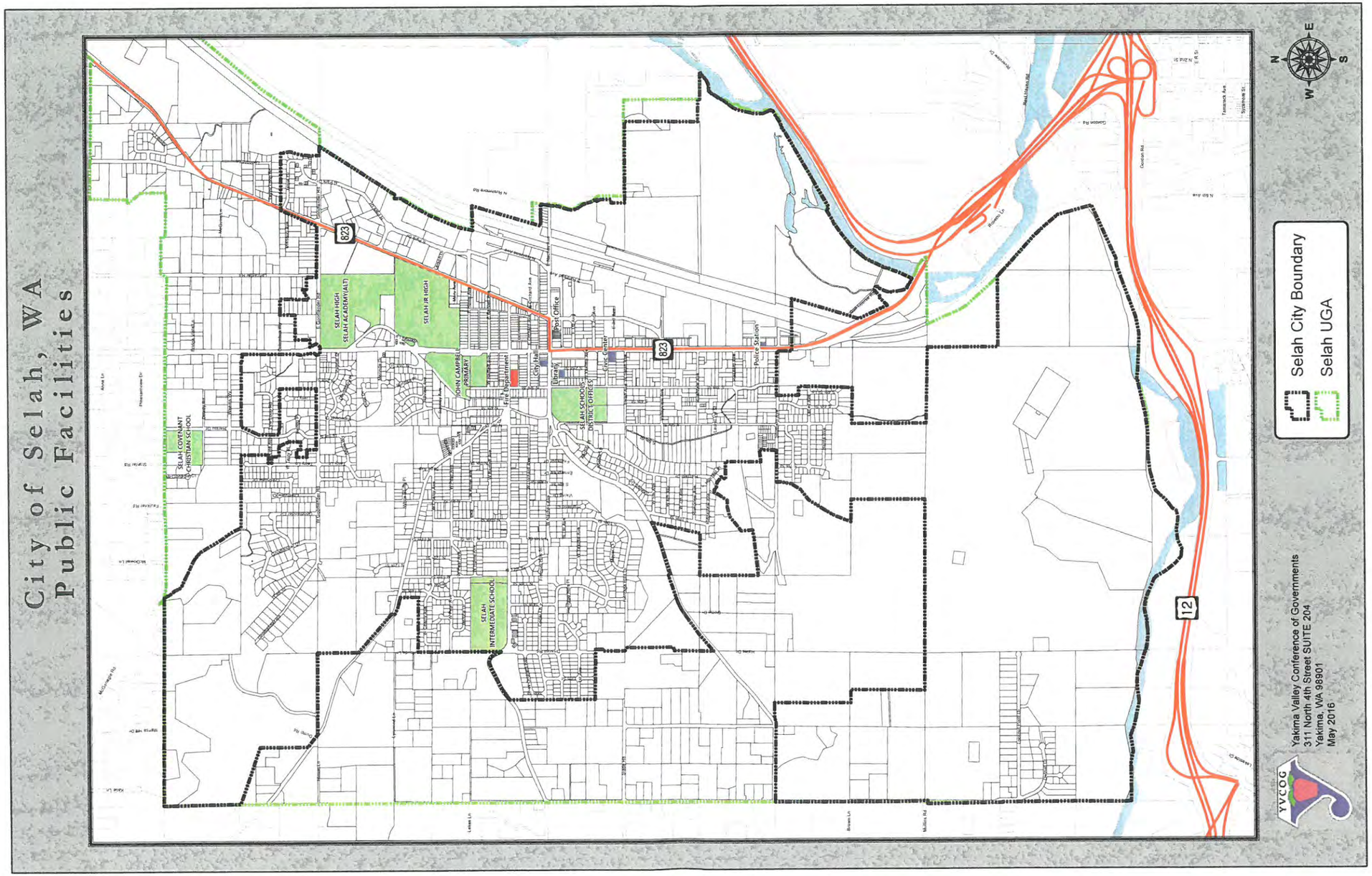
- Use of Local Public Powers. If a Storm Drain Utility were formed, it would have the power to issue revenue bonds, but the City would be faced with paying interest as well as principal on those bonds. Other funding sources include the use of City street funds, general obligation bonds, and formation of local improvement districts to finance drainage improvements. However, general obligation bonds are typically reserved for general municipal needs, and it is difficult to generate support for local improvement districts when property which often creates runoff does not itself have a flooding problem.

- State Assisted Resources. Roadway projects that are financed in part by State (TIB programs) of Federal (FAST Act programs) funds contain provisions for improving the

storm drain system. This method should be continued for financing storm drain improvements. Other State and/or Federal funding programs associated with water quality improvement and enhancement may, in the future, make storm water treatment systems eligible for financial assistance.

- Private development. Expansion of storm drain facilities to newly developed areas is a common requirement of private developers. Construction of storm drain facilities is normally part of the roadway construction and is financed by the private developer.

Figure 1. City of Selah Public Facilities and Schools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