

UNION GAP CITY COUNCIL

REGULAR MEETING AGENDA

MONDAY DECEMBER 11, 2023 – 6:00 P.M.

CIVIC CAMPUS, 102 W. AHTANUM ROAD, UNION GAP

The public will be allowed to comment on agenda items as they are presented during the meeting. Please signal the chair if you wish to comment on an items. Each speaker will have three (3) minutes to address the city council.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. CONSENT AGENDA: There will be no separate discussion of these items unless a Council Member requests in which event the item will be removed from the Consent Agenda and considered immediately following the Consent Agenda. All items listed are considered to be routine by the Union Gap City Council and will be enacted by one motion

A. Approval of Minutes:

Regular Council Meeting Minutes, dated November 27, 2023, as attached to the Agenda and maintained in electronic format

B. Approve Vouchers:

Payroll Vouchers – EFT’s, and Check No’s 107599 through 107605 for the month of November 2023, in the amount of \$475,562.43

Claim Vouchers – EFT’s, and Check No’s 107525 through 107598 for December 11, 2023, in the amount of \$661,483.62

III. GENERAL ITEMS

Special Presentation

The City Manager will make a special presentation

Finance & Adminstration

1. Ordinance No. - _____ - 2023 Budget Amendment – Infrastructure Reserve Fund Transfers
2. Ordinance No. - _____ - Interfund Loan – Regional Beltway

3. Ordinance No. - _____ - Interfund Loan – Library and Community Center
4. Ordinance No. - _____ - 2023 Budget Amendment – Park Development Reserve Fund – SLFRF Funds Expenditure
5. Ordinance No. - _____ - 2023 Budget Amendment - Lodging Tax Advisory Committee (LTAC) – Valley Mall Advertising
6. Ordinance No. - _____ - 2023 Year-End Budget Amendment
7. Resolution No. - _____ - Purchasing and Contracting Policies and Procedures Update

Public Works & Community Development

1. Ordinance No. - _____ - Approving A Comprehensive Plan Future Land Use Map (FLUM) Amendment And Official Zoning Map Amendment (Rezone)
2. Ordinance No. - _____ - Amending the City Of Union Gap Titles 17.02 And 17.20. Residential Development Within The Airport Safety Overlay (ASO)
3. Ordinance No. - _____ - Amending UGMC 10.08.010 Park Reservations and Fees.
4. Resolution No. - _____ - Yakima Valley Conference of Governments - 2024 Land Use Planning/GIS Analyst Services Contract

City Manager

1. Resolution No. - _____ - Yakima County Development Association - Public Sector Service Agreement
2. Resolution No. - _____ - WA State Department of Revenue – Tourism Promotion Area Collection Agreement
3. Discuss Funding for the Library & Community Center

IV. COMMITTEE REPORTS

V. ITEMS FROM THE AUDIENCE: - Final Opportunity - The City Council will allow comments under this section on items NOT already on the agenda. Each speaker will have three (3) minutes to address the City Council. Any handouts provided must also be provided to the City Clerk and are considered a matter of public record

VI. CITY MANAGER REPORT

VII. COMMUNICATIONS/QUESTIONS/COMMENTS

VIII. DEVELOPMENT OF NEXT AGENDA

IX. ADJOURN REGULAR MEETING



City Council Communication

Meeting Date: December 11, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Special Presentation

SYNOPSIS: The City Manager will be making a special presentation.

RECOMMENDATION: Presentation only.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: N/A



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Ordinance – 2023 Budget Amendment – Infrastructure Reserve Fund Transfers

SYNOPSIS: Two (2) construction projects are ongoing, and interfund loans will need to be taken to cover the year-end progress bill payments until we receive reimbursements in 2024. Since these construction funds do not have a revenue source to pay the interfund loan interest, transfers need to be made to the funds from the Infrastructure Reserve Fund (324) to pay it.

RECOMMENDATION: Adopt an ordinance amending the 2023 budget, to approve the following transfers from the Infrastructure Reserve Fund (324), to pay 2024 interfund loan interest until reimbursements are received:

From	To	Amount
324–Infrastructure Reserve	111–Library and Community Center	\$4,149.87
324–Infrastructure Reserve	305–Regional Beltway	\$14,269.90

LEGAL REVIEW: The City Attorney reviewed this ordinance.

FINANCIAL REVIEW: The principle portion of interfund loan will be repaid with proceeds from reimbursements from the State, and the interest will be paid using the transferred money from the Infrastructure Reserve Fund (324), which has a current balance of \$1,240,440.

BACKGROUND INFORMATION: These transfers were suggested by the State Auditor’s helpdesk, as a good way to provide money to the construction funds for 2024 interfund loan interest payments.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE amending the 2023 budget, transferring up to \$18,419.77 from the Infrastructure Reserve Fund (324) to the Library and Community Center Fund (111), and Regional Beltway Fund (305) to cover the 2024 interest payments for interfund loans.

WHEREAS, work is currently being done on two (2) construction projects; the Library and Community Center, and Regional Beltway; and

WHEREAS, it is likely that we will receive progress bills for year-end work that may not be reimbursed until January 2024; and

WHEREAS, interfund loans will be necessary to cover these expenditures, however the construction funds do not generate revenues, other than reimbursements, so they will be unable to pay the interest on these loans; and

WHEREAS, therefore it is necessary to transfer funds from the Infrastructure Reserve Fund (324) to pay for this interest; and

WHEREAS, a 2023 budget amendment is necessary to transfer money into these funds, based on the 2024 interfund loan interest outlined on “Attachment A” attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE UNION GAP CITY COUNCIL as follows:

Section 1. The 2023 budget is amended to authorize a transfer of up to \$18,419.77 from 324 – Infrastructure Reserve to cover the 2024 interest payments for interfund loans to the funds as follows:

- 111 – Library and Community Center - \$4,149.87
- 305 – Regional Beltway \$14,269.90

Section 2. The 2023 budget is amended to authorize expenditures of up to \$18,419.77 in these funds and amounts as follows:

- 111 – Library and Community Center - \$4,149.87
- 305 – Regional Beltway \$14,269.90

ORDAINED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

Attachment A

Fund	Payment Year	2024 Principal	Interest*	2024 Total Payment
111 - Library & Community Center	2024	192,000.00	4,149.87	196,149.87
305 - Regional Beltway	2024	160,000.00	14,269.90	174,269.90
Total Interest			\$18,419.77	

* Based on the current LGIP interest rate of 5.02% (as of 12/6/2023)



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Ordinance – Interfund Loan - Regional Beltway

SYNOPSIS: Construction of the Regional Beltway is ongoing, and it may be necessary to take an interfund loan of up to \$3,301,096 in the event that December progress billings are not reimbursed until 2024.

RECOMMENDATION: Adopt an ordinance approving an interfund loan from the Transit Fund (128) to the Regional Beltway Fund (305), in the amount of up to \$3,301,096, to cover potential progress billings that are not reimbursed until 2024.

LEGAL REVIEW: The City Attorney reviewed this ordinance.

FINANCIAL REVIEW: The Transit Fund has a current balance of \$5,348,321.64.

BACKGROUND INFORMATION: This was discussed at the December 4, 2023 Council Study Session.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE amending the 2023 Budget authorizing an interfund loan of up to \$3,301,096 from the Transit Fund (128) to the Regional Beltway Fund (305) to cover year end construction costs while awaiting progress billing reimbursements.

WHEREAS, construction is currently being done on the Regional Beltway Project; and

WHEREAS, there will be potential progress billings for December that will not be reimbursed to the City until 2024; and

WHEREAS, an interfund loan is required to cover these expenditures until the reimbursement is received; and

WHEREAS, the Council would like to establish an interfund loan of up to \$3,301,096 from the Transit Fund (128) to the Regional Beltway Fund (305) to cover these expenditures; and

WHEREAS, a 2023 budget amendment is required to authorize the interfund loan and establish the repayment schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1. Interfund Loan.

The 2023 budget is hereby amended to authorize an interfund loan of up to \$3,301,096 from the Transit Fund (128) to the Regional Beltway Fund (305) to cover year- end costs related to the Regional Beltway.

Section 2. Expenditure of Funds.

The 2023 budget is hereby amended to authorize the expenditure of the proceeds of the interfund loan from the Regional Beltway fund (305).

Section 3. Payment on Interfund Loan.

The interfund loan identified above shall be repaid during the years 2024-2028 in five equal annual installments with the inclusion of 5.02% interest per year, from the Regional Beltway Fund (305), as outlined in *Appendix A* attached hereto.

ORDAINED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

Attachment A

Beltway Loan Repayment

	Principal	Interest*	Total Payment
2024	660,219.20	14,269.90	674,489.10
2025	660,219.20	13,983.65	674,202.85
2026	660,219.20	11,129.67	671,348.87
2027	660,219.20	8,275.69	668,494.89
2028	660,219.20	5,421.71	665,640.91
Totals	\$3,301,096.00	\$53,080.62	\$3,354,176.62

* Based on the current LGIP interest rate of 5.02% (as of 12/6/2023), which will be paid from the Infrastructure Reserve Fund (324).



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Ordinance – Interfund Loan – Library and Community Center

SYNOPSIS: Construction of the Library and Community Center is ongoing, and it may be necessary to take an interfund loan of up to \$960,000 in the event that December progress billings are not reimbursed until 2024.

RECOMMENDATION: Adopt an ordinance approving an interfund loan from the Water Improvement Reserve Fund (404) to the Library and Community Center Fund (111), in the amount of up to \$960,000 to cover potential progress billings that are not reimbursed until 2024.

LEGAL REVIEW: The City Attorney reviewed this ordinance.

FINANCIAL REVIEW: The Water Improvement Reserve Fund has a current balance of \$2,161,081.

BACKGROUND INFORMATION: This was discussed at the December 4, 2023 Council Study Session.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE amending the 2023 Budget authorizing an interfund loan of up to \$960,000 from the Water Improvement Reserve Fund (404) to the Library & Community Center Fund (111) to cover year-end construction costs while awaiting progress billing reimbursements.

WHEREAS, construction is currently being done on the Library & Community Center Project; and

WHEREAS, there will be potential progress billings for December that will not be reimbursed to the City until 2024; and

WHEREAS, an interfund loan is required to cover these expenditures until the reimbursement is received; and

WHEREAS, the Council would like to establish an interfund loan of up to \$960,000 from the Water Improvement Reserve Fund (404) to the Library & Community Center Fund (111) to cover these expenditures; and

WHEREAS, a 2023 budget amendment is required to authorize the interfund loan and establish the repayment schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1. Interfund Loan.

The 2023 budget is hereby amended to authorize an interfund loan of up to \$960,000 from the Water Improvement Reserve Fund (404) to the Library & Community Center Fund (111) to cover year-end costs related to the Library & Community Center.

Section 2. Expenditure of Funds.

The 2023 budget is hereby amended to authorize the expenditure of the proceeds of the interfund loan from the Library & Community Center Fund (111).

Section 3. Payment on Interfund Loan.

The interfund loan identified above shall be repaid during the years 2024-2028 in five equal annual installments with the inclusion of 5.02% interest per year, from the Library & Community Center Fund (111), as outlined in *Appendix A* attached hereto.

ORDAINED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

Attachment A

Library and Community Center Loan Repayment

	Principal	Interest*	Total Payment
2024	192,000.00	4,149.87	196,149.87
2025	192,000.00	3,319.89	195,319.89
2026	192,000.00	2,489.92	194,489.92
2027	192,000.00	1,659.95	193,659.95
2028	192,000.00	829.97	192,829.97
Totals	\$960,000.00	\$12,449.60	\$972,449.60

* Based on the current LGIP interest rate of 5.02% (as of 12/6/2023), which will be paid from the Infrastructure Reserve Fund (324).



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance & Administration
Topic/Issue: Ordinance - 2023 Budget Amendment – Park Development Reserve Fund – SLFRF Funds Expenditure

SYNOPSIS: In 2022 the City received Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the State in response to the passage of the American Rescue Plan Act. A portion of these funds was deposited in the Park Development Reserve Fund (306) for mowers and playground equipment. Since the funds were not expended until 2023, a budget amendment is necessary to cover these expenses.

RECOMMENDATION: Adopt an ordinance approving a 2023 budget amendment as follows:

Fund	Amount	For
Park Development Reserve Fund (306)	\$168,000	Mowers and Playground Equipment

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: There is \$177,000 remaining in the Park Development Reserve Fund after purchase of the equipment.

BACKGROUND INFORMATION: This was discussed at the 12/4/2023 Council Study Session

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance
2. Ordinance No. 3021, July 11, 2022, SLFRF Funds

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE amending the 2023 budget authorizing an expenditure of up to \$168,000 from the Park Development Reserve Fund (306), for park mowers.

WHEREAS, in 2022 the City received *Coronavirus State and Local Fiscal Recovery Funds (SLFRF)* from the State in response to the passage of the American Rescue Plan Act; and

WHEREAS, these funds were distributed into several accounts on July 11, 2022, through Ordinance no. 3021; and

WHEREAS, \$168,000 was deposited into the Park Development Reserve Fund (306) for mowers and playground equipment, however these items were not purchased until 2023; and

WHEREAS, since this expenditure was not included in the 2023 budget, a budget amendment is required to cover these costs.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1. The 2023 Budget is hereby amended to increase the Park Development Reserve Fund (306) by \$168,000, for mowers and playground equipment.

Section 2. Expenditure of up to \$168,000 is approved, from the Park Development Reserve Fund, for purchasing mowers and playground equipment, using the proceeds from the SLFRF funds received from the State in 2022.

ORDAINED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. 3021

AN ORDINANCE amending the 2022 budget, accepting Coronavirus State and Local Fiscal Recovery Funds and authorizing the expenditure of those funds.

WHEREAS, in March, 2021 the *Coronavirus State and Local Fiscal Recovery Funds (SLFRF)* program was enacted through the passage of the American Rescue Plan Act; and

WHEREAS, the SLFRF program was developed in response to the State and local economic impacts of COVID-19; and

WHEREAS, through this program, the City of Union Gap was eligible to receive up to \$1,731,563, to be distributed in 2020 and 2021; and

WHEREAS, the City of Union Gap received the first payment on June 25, 2021 and the second payment on July 5, 2022; and

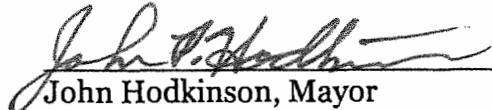
WHEREAS, it is necessary to amend the 2022 budget, recognizing the receipt and expenditure of the SLFRF 2022 distribution of \$866,204.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1. Revenue Acceptance. Authorize acceptance of the SLFRF 2022 distribution of \$866,204.


Section 2. Expenditure Authorized. Authorize the expenditure of the SLFRF monies from the funds outlined on "Exhibit A" attached hereto.

ORDAINED this 11th day of July 2022.



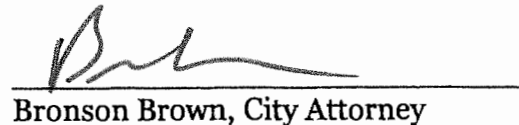
John Hodkinson, Mayor

ATTEST:



Karen Clifton, City Clerk

APPROVED AS TO FORM:



Bronson Brown, City Attorney

Attachment A

July, 2022 SLFRF Fund Expenditures

Expenditure	Amount	Fund
TriCaster Mini (Recording Of Meetings)	\$10,923	120 – City Hall Equip Reserve
Mowers & Playground Equipment	\$168,000	106 – Park Development Reserve
Body Cameras/Tasers	\$103,032	123 – Criminal Justice
Flock Camera System	\$125,250	123 – Criminal Justice
Fire Truck	\$350,000	113 – Fire Truck Reserve
Current Expense Fund	\$108,999	



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance & Administration
Topic/Issue: Ordinance - 2023 Budget Amendment - Lodging Tax Advisory Committee (LTAC) – Valley Mall Advertising

SYNOPSIS: At their November 28, 2023 meeting, the Lodging Tax Advisory Committee (LTAC) voted to amend the 2023 Lodging Tax fund (107) to provide \$5,000 to the Valley Mall to promote the *2023 Valley Mall Winter Wonderland Event*.

RECOMMENDATION: Adopt an ordinance approving a 2023 budget amendment as follows:

Fund	Amount	For
Lodging Tax fund (107)	\$5,000	Advertising for the Valley Mall's <i>2023 Valley Mall Winter Wonderland Event</i>

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: There is \$812,308 remaining in the Lodging Tax Fund.

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE amending the 2023 budget authorizing an expenditure of \$5,000 from the Lodging Tax Fund (107), for advertising for Valley Mall to promote the *2023 Valley Mall Winter Wonderland Event*.

WHEREAS, the Lodging Tax Advisory Committee feels that this event will bring additional tourism from outside of the valley; and

WHEREAS, the committee would like to provide \$5,000 out of the Lodging Tax Fund, to promote this event; and

WHEREAS, a 2023 budget amendment is required to cover this expenditure.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1. The 2023 Budget is hereby amended to increase the Lodging Tax Fund (107) by \$5,000, for advertising cost for the *2023 Valley Mall Winter Wonderland Event*.

Section 2. Expenditure of \$5,000 is approved, from the Lodging Tax Fund (107), for advertising for the *2023 Valley Mall Winter Wonderland Event*.

ORDAINED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Ordinance – 2023 Year-End Budget Amendment

SYNOPSIS: There are funds that may need to be adjusted for unanticipated expenses; therefore, a 2023 Budget Amendment is required.

RECOMMENDATION: Adopt an ordinance amending the 2023 budget to account for unanticipated expenses.

LEGAL REVIEW: The City Attorney reviewed this ordinance.

FINANCIAL REVIEW: These funds could potentially overspend their budgets, and an adopted budget amendment ordinance needs to be in place in the event that adjustments are necessary. If adjustments are needed, the expenditures will be taken from the ending fund balances of their corresponding funds.

BACKGROUND INFORMATION: Unanticipated expenses are as follows:

Unanticipated Expenditures:

Account	Amount	Reason
114 – Senior Activity Fund	\$200.00	Bingo Supplies
402 - Garbage	\$100,000.00	Contracted Services

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE amending the 2023 budget, adjusting certain funds for unforeseen expenditures not included in the 2023 budget.

WHEREAS, there are certain funds that could potentially overspend their budgets, due to unforeseen expenditures; and

WHEREAS, it is necessary to have an adopted budget amendment in place, in the event that a budget amendment is necessary; and

WHEREAS, if an amendment is necessary, the expenditures will be taken from the ending fund balances of their corresponding funds.

NOW, THEREFORE, BE IT ORDAINED BY THE UNION GAP CITY COUNCIL as follows:

Section 1. The 2023 budget is amended to authorize potential expenditures in the funds and amounts as follows:

- 114 – Senior Citizen Activity Fund, in the amount of up to \$200.00 for unanticipated costs for bingo supplies;
- 402 – Garbage Fund, in the amount of up to \$100,000 for unanticipated cost for contracted services.

Section 2. This ordinance shall become effective five (5) days after passage and publication as required by law.

ORDAINED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance & Administration
Topic/Issue: Resolution – Purchasing and Contracting Policies and Procedures Update

SYNOPSIS: During our recent audit, the State Auditor recommended that our *Purchasing and Contracting Policies and Procedures* be updated to include more specific information about requirements for Federal grants and funding.

RECOMMENDATION: Approve a resolution updating the *Purchasing and Contracting Policies and Procedures* to include more specific information about requirements for Federal grants and funding.

LEGAL REVIEW: The City Attorney has reviewed the resolution and policy.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: This was discussed at the 12/4/2023 Council Study Session

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. Red-lined Policy Update

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION amending the *City of Union Gap Purchasing and Contracting Policies and Procedures*.

WHEREAS, during our recent State audit, the Auditor recommended that the *City of Union Gap Purchasing and Contracting Policies and Procedures* be updated to include more specific Federal grant and funding requirements and restrictions , and;

WHEREAS, the *City of Union Gap Purchasing and Contracting Policies and Procedures* needs to be amended to reflect these changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, RESOLVES AS FOLLOWS:

The *City of Union Gap Purchasing and Contracting Policies and Procedures* is amended to include updated language as attached hereto.

RESOLVED this 11th day of December, 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

**CITY OF UNION GAP
PURCHASING AND CONTRACTING
POLICIES AND PROCEDURES**

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City of Union Gap

Purchasing and Contracting Policies and Procedures

INTRODUCTION

All City departments and employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open and fair. Procedures are divided into four major areas: 1) Purchases of Supplies, Materials, and Equipment, 2) Professional Services, 3) Sole/Single Source Purchases, and 4) Public Works Contracts and Professional Services (architectural and engineering).

Reason for Policy/Purpose

Considerable authority has been delegated to departments to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding the City's policies and procedures regarding purchasing, payment, and vendor relations. Purchasing decisions are business decisions made on behalf of the City of Union Gap and therefore should be made with the utmost consideration for what is in the best interest of the City. Purchases also need to be made in the most efficient and cost effective manner. Following policy and procedures ensures that appropriate business processes occur when dealing with outside vendors. Segregation of duties and responsibilities in the purchasing process provides proper controls. As the dollar value and complexity of a purchase increases, so does the level of authority and responsibility required to obligate the City for a purchase. This policy is meant to provide guidance to end users making purchases on behalf of the City of Union Gap.

The Finance Department is charged with developing administrative procedures to implement this policy with input from other City departments. Procedures should ensure the fiscal responsibility of the City in expending resources for good and services for City operations. The procurement procedures of the City are based on guidelines provided in the Revised Code of Washington (RCW), by the Washington State Auditor's Office, and by the Municipal Research and Services Center (MRSC).

Objectives

The objectives of the City's procurement program are as follows:

- To enhance public trust in the procurement process through disciplined purchasing and contracting policies and procedures;
- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among suppliers and contractors;
- To promote effective relationships and clear communication between the City and its suppliers and contractors;
- To comply with Uniform Guidance, 2CFR 200 required for Federal awards made after December 26, 2014; and
- To comply with the comprehensive State procurement statutes which govern expenditures of public funds.

GENERAL POLICY

Code of Ethics

Ethics policies and disciplinary sanctions have been established within the **City's Personnel Policies** and **City Council Rules of Procedure and Conduct**. Public employees must discharge their duties impartially, so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City of Union Gap's procurement function.

No City of Union Gap employee, officer, agent, or any member of his/her immediate family shall receive any benefit, gratuity or reward, directly or indirectly, from any City of Union Gap contract or procurement. This restriction applies to partners of Union Gap employees or to organizations to which they may belong.

No City employee, officer, or agent shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. In compliance with RCW 42.52.150, the following unsolicited gifts may be accepted by City employees:

- Advertising or promotional items of nominal value, such as pens, calendars, and note pads;
- Unsolicited flowers, plants and floral arrangements that are left to decorate the agency's office; and

- Food and beverages consumed at a hosted meeting or reception where the attendance is related to the employee's position at the City.

Conflict of Interest

Organizational conflicts of interest, both real and apparent, shall be avoided to the maximum extent possible. An organizational conflict of interest exists when because of the relationship with a parent company, affiliate, or subsidiary organization, the City is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

If an organizational conflict of interest is determined to exist, the City may, at its discretion, offer the opportunity to correct the organizational conflict of interest, disqualify a Submitter from further participation in procurement, cancel the procurement or, if award has already occurred, the City may cancel the Contract. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the City, the City may terminate the contract for default.

Unauthorized Purchases

Only authorized individuals may financially obligate the City in the acquisition of goods, services and public works. Any financial obligation made by an individual lacking authority to procure on behalf of the City shall not be deemed ratified or approved by any City Official and the City shall not be bound thereby, except as may be required by law. Individuals procuring on behalf of the City without proper authorization may be held personally liable for unauthorized debts incurred.

Enforcement

The City Manager or designee and each Department Director shall be responsible for procurements made for his/her department and ensure all purchases are made in accordance with this policy, state laws and federal regulations. The Finance Director or designee shall monitor the City's procurement policies to enforce compliance with regulations. In the case of an irresolvable dispute between a Department Director and the Finance Director or designee, the City Manager shall make the final determination in consultation with the City Attorney.

Planning

It is the responsibility of the City Manager or designee and Department Director to ensure sufficient unexpended budget exists to make the contemplated purchase. Furthermore, it

is the Department Director's responsibility to determine that all procurements are required to meet only the City's needs and to avoid the purchase of unnecessary or duplicative items. The Department Director shall give consideration to consolidation or breaking out items to obtain a more economical purchase.

Where appropriate, an analysis should be made of a lease vs. purchase alternative and any other appropriate analysis, such as, delivery costs, after-market support and service, travel and per diem costs for out of area consultants etc., to determine which approach would be the most economical and provide the greatest return value to the City.

To foster greater economy and efficiency, Department Directors are encouraged to enter into state and local intergovernmental agreements, whenever they are available, for the procurement of common goods and services. Department Directors are also encouraged to evaluate the feasibility and project cost impacts of using federal excess and surplus property in lieu of purchasing new equipment and property.

Controlling Laws

Purchases must comply with appropriate and relevant Federal, State, and local laws and regulations. If the appropriate and relevant Federal, State or local laws, regulations, grants, or requirements are more restrictive than these guidelines, such laws, regulations, grants, or requirements must be followed. For example, the federal competitive proposal process may have more steps and requirements than the one described by RCW. When using federal or state funds there may be elements that require prior written approval from the granting agency before purchases are made.

When procuring items funded by federal grants, City employees shall review and follow the provisions of "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" Title 2 of the Code of Federal Regulations (2 CFR 200) for federal awards made after December 26, 2014.

Buy versus Lease Process

Equipment should almost always be acquired by outright purchase. If leasing is determined to be appropriate, departments should consult with the Finance Department to determine if equipment should be leased. If grant or restricted funds are involved in the acquisition of the equipment, it must first be determined that the source of funding allows for leasing.

Leasing may be advantageous if the total cost of a lease for the period of the equipment's life or the technological life is less than the purchase price. The total cost of the lease should be compared to the total cost of the purchase, taking into account such factors as equipment costs, maintenance costs, interest, taxes, and insurance.

Capital Equipment/Asset Tracking

Capital Equipment is defined as property having a useful life of one or more years from the date of acquisition and a minimum acquisition cost of \$5,000 or more.

Budget Amendments

Each Department Director must ensure purchases are initiated only when appropriations are sufficient to cover the anticipated cost. Requests for budget adjustments must be given to the Finance Director or designee for compilation of a budget amendment request to the City Manager and City Council.

Use of City Bank/Credit Card

For those employees authorized to use a City bank/credit card, the use of the City bank/credit card is strictly limited to official City business, which includes but is not limited to, conference or program registration; travel, lodging, and meals; purchase of materials and supplies, and related expenses. Bank/credit card limits will be established by the City Manager or designee and will depend on approval authority up to \$15,000.

PURCHASING SUPPLIES, MATERIALS, EQUIPMENT AND PROFESSIONAL SERVICES

General

The following section applies to purchases of:

- Supplies, materials, and equipment
- Professional services (does not include architectural and engineering design)
- Non-professional services

This policy does not apply to the acquisition, sale, or lease of real property.

See the *Public Works* section for guidelines for public works contracts and professional services (architectural and engineering services).

Determining Total Purchase Price

Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) should be used to determine the cost of goods or services, and thus which cost threshold and other related purchasing requirements apply.

No “Bid Splitting”

Requirements should not be divided to come up with a lower total cost to avoid competition requirements. If one item being purchased requires another item to “make a whole”, the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which cost threshold applies, unless the two items are not available from a single supplier.

Costs to Include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies.

Include Total Quantity Needed

Requirement for the total quantity of an item (when they can reasonably be projected) should be considered when determining which cost threshold and related purchasing requirements apply.

Multiphase Programs

If a purchase is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

The following cost thresholds apply for purchases of supplies, equipment, *nonprofessional services*, and information services.

They do not apply to the purchase of services that constitute a *public work*. See *Public Works* section for public works projects.

They also do not apply to the purchase of *professional services* (including architectural or engineering services). See the section for professional services or the *Public Works* section for architectural or engineering service contracts.

Approval Authority

Purchasing limits as set forth via the approved City Resolutions states the purchasing limit for all Department Heads shall be that amount as set forth in the department's budget for each fund.

Note: Federal Funds

Federal funds and grants come with their own separate and more restrictive bidding requirements. All projects are audited to the most restrictive of policies and terms of conditions of awards. City staff will make it a practice to read the terms and conditions of each Federal award to ensure specific procurement requirements are followed (e.g. WSDOT's LAG Manual). Competitive bidding may be required by federal agencies, even below the state bid limits and the required competitive process may be more demanding. The purchaser must ensure purchasing rules are followed. A copy of the *Federal Procurement Standards* (2 CFR Part 200 Subpart D, and Appendix II) is included with this policy as "Attachment A", and can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d> and "Attachment B", Contract Provisions for Non-Federal Entity Contracts, can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>.

The City of Union Gap will follow **Federal Procurement Standards** (Found in Attachment A unless otherwise noted) by:

- Making an effort to solicit small and minority businesses, women's business enterprises, and labor surplus area firms (2 CFR 200.321),
- Providing a preference for the purchase of products that are produced in the United States, if possible and practical (2 CFR 200.322),
- Procuring recovered materials if possible and practical (2 CFR 200.323),
- Following Federal contract cost and price regulations if applicable (2 CFR 200.324)
- Cooperating in a Federal or pass-through entity review, if requested (2CFR 200.325),
- Following Federal bonding requirements (2 CFR 200.326),
- Following Federal contract provisions (2 CFR 200 327 described in Appendix II - Attachment B)
- Verifying and documenting that vendors are not suspended or debarred from doing business with the Federal government (Appendix II of 2 CFR 200 - Attachment B).

Cost Threshold Requirements – Supplies, Equipment, Non-Professional Services, and Information Services

Procurement Method	Goods and Professional Services (Excluding architectural and engineering services)
<p>Micro-Purchase – No required quotes. However, must consider price as reasonable based on research, experience or purchase history. To the extent practical, distribute equitably among suppliers.</p>	<p>\$10,000 - Federal Threshold * Below \$5,000 – City Threshold</p> <p>Must use the more restrictive City threshold</p>
<p>Small Purchase – Informal, obtain quotes from qualified sources (three preferred if possible)</p>	<p>\$10,001 - \$250,000 Federal Threshold * \$5,000 - \$7,499 – City Threshold</p> <p>Must use the more restrictive City threshold</p>
<p>Sealed Bids/Competitive Bids – Must choose the lowest responsible bidder</p>	<p>\$250,000 Federal Threshold * \$7,500 - \$15,000 – City Threshold</p> <p>Must use the more restrictive City threshold</p>
<p>Formal Competitive Bids – Require advertising, unless a non-competitive procurement is used, and sealed bids are required.</p>	<p>\$250,000 Federal Threshold * Over \$15,000 – City Threshold</p> <p>Must use the more restrictive City threshold</p>
<p>Competitive Proposals</p>	<p>Used when conditions are not appropriate for the use of sealed bids.</p> <ul style="list-style-type: none"> • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program
<p>Non-competitive Proposals</p>	<p>Appropriate only when:</p> <ul style="list-style-type: none"> • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass-through agency in response to written request from the City of Union Gap • After soliciting a number of sources, competition is deemed inadequate.

* <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

~~**Purchases below \$7,500:**~~

~~Best practice purchasing should be used to assure the City obtains quality goods or services at reasonable prices. Three telephone or written quotes are encouraged for purchases between \$5,000 and \$7,499.~~

~~**Purchases between \$7,500 and \$15,000:**~~

~~For purchases in this price range, competitive sealed bids should be obtained from an adequate number of sources so as to ensure competition.~~

~~The Municipal Research and Services Center (MRSC) vendor list may be used instead of formal competitive bidding. This is a directory maintained by MRSC of vendors who are interested in selling equipment, materials, and supplies to the city.~~

~~**Purchases over \$15,000:**~~

~~Formal competitive bidding must be used for purchases over \$15,000.~~

Other Purchasing Options for Supplies, Equipment, Non-Professional Services and Information

Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price.

Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

Contracting for Services with Other Governmental Agencies

RCW 39.34.030 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "Interlocal Agreement").

Piggybacking on State Contracts and Federal Contracts

The City can piggyback on state and federal purchasing contracts without calling for competitive solicitations. Purchasing contracts awarded by the State of Washington through the Master Contracts Usage Agreement allows the City to access hundreds of state purchasing contracts. The City can also piggyback off many federal contracts administered by the General Services Administration (GSA).

Emergency or Sole/Single Source Purchases

Situations may occur when competition among multiple vendors is not practical. These situations, as outlined in RCW 39.04.280, include:

- There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.
- There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)
- Purchases of insurance or bonds.
- In the event of an *emergency*.

For this policy, sole source is defined as having only one known source for the goods/services required. Single source means there is more than one vendor capable of supplying the goods/services in the open market but only one is recommended because it is more cost effective or beneficial to the City. Purchases may be made from a *sole or single source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole/single source purchase must be submitted to the Finance Department in advance of the purchase. Documentation must show adequate and detailed information to support the proposed procurement method. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole/single source. Purchases in excess of \$5,000 from a sole source vendor require prior approval of the City Manager/designee.

If an emergency exists, the City Council or the person(s) designated by the Council to act in the event of an emergency may;

- Declare an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency situation.

In *non-emergency* situations, RCW 39.04.280 states the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after the purchase.

In emergency situations, RCW 39.04.280 requires a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract.

Professional Services Contracts

Professional services are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

They include, but are not limited to:

- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts

Competitive Process

A competitive process is not required for professional services, other than professional architectural or engineering services for the design of City improvements (see *Public Works* when obtaining these services).

Approval Authority

Amount	Approval Authority
\$0 - \$10,000	Director
\$10,001 - \$25,000	City Manager
\$25,001 and Over	City Council

Contract Amendments

The Department Director may execute an amendment to a professional services agreement without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project.
- Provides for a cost increase that does not exceed the original contract cost (example: authorizing the use of Management Reserve), and is supported by the City's budget.
- Does not substantially change the scope of the original contract.
- Does not exceed approval authority.

Payment Procession

Approvals

Vendor invoices should be signed for approval by the department director or designee before they are processed for payment. Reimbursements payable to City employees should be signed for approval as follows:

- Council – approved by the City Manager or designee.
- Mayor – approved by the City Manager or designee or Finance Director.
- Department Director – approved by the City Manager or designee.
- Other employees – approved by the direct supervisor or Department Director or designee.

Employees may not approve their own reimbursement.

PUBLIC WORKS

General

As defined in RCW 39.04.010, “public works” include, but are not limited to, all work, construction, alterations, repair, or improvement other than ordinary maintenance, engineering analysis, and design and other professional services, executed at the City’s cost, or which is by law a lien or charge on any property therein. All public works will be administered through the Public Works Department.

Ordinary Maintenance is either (1) work not performed by contract and that is performed on a regularly scheduled basis (daily, weekly, monthly, seasonal, semiannually, but at least once per year), to service check, or replace items that are not broken: or (2) work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. (WAC 296-127-010(7)(b)(iii)) By law maintenance requires prevailing wages. ***Only work done by City employees is exempt.***

Public works contracts are in accordance with the current edition of the Standard Plans for Road, Bridge and Municipal Construction as issued by the Washington State of Department of Transportation (WSDOT), the American Public Works Association (APWA), Local Agency Guidelines Manual (LAG), the Department of Labor and Industries and all state, federal and local laws.

Public Works Contracts

Public Works Contracts (under \$300,000) – Small Works

RCW 39.04.155 authorizes the City to use a small works roster to award public works contracts of less than \$300,000.

Public Works Contract (over \$300,000)

Public works projects shall be awarded by competitive sealed bidding if the Project’s estimated cost is over \$300,000.

Prevailing Wage

The City is required by RCW 39.12.040 to require all Contractors to pay prevailing wages on all public works contracts no matter the cost.

Approving Authority

Purchasing limits may be set by City Resolution that states the purchasing limit for all Department Heads which will be that amount as set forth in the department’s budget for each fund.

Cooperative Purchasing

The City Manager or Director or designee shall have authority to enter into cooperative purchasing arrangements with other public agencies, including nonprofit corporations, as allowed under RCW 39.34.030, as now enacted or hereafter amended, when the best interests of the City would be serviced.

Purchases From/Through the United States Government

In accordance with RCW 39.32.090, as now enacted or hereafter amended, this section allows for the purchase of supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United State government without calling for competitive solicitations.

DEFINITIONS

Appropriation

City Council authorization to expend funds for a specific purpose.

Architectural and Engineering Services

Professional services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture, professional practice of engineering and land surveying and or professional practice of landscape architecture.

Award

The formal decision by the City notifying a responsible bidder with the lowest responsive bid of the City's acceptance of the bid and intent to enter into a contract with the bidder.

Bid

The executed document submitted by a bidder in response to a notice inviting bids, a proposal, or a request for quotations.

Bidder

A person or legal entity who submits a bid in response to a solicitation.

Competitive Sealed Bidding

A process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award.

Contract

A contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process.

Emergency

Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

Emergency Contracts

Emergency

An *emergency*, for this section, is defined as unforeseen circumstances beyond the control of the City that are either: a) present a real, immediate threat to the proper performance of essential functions; or b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The City Manager or his/her designee shall declare the situation an emergency. Competitive bidding requirements may be waived once an emergency has been declared. When contracting with a contractor for an emergency public works contract all other state, federal and City laws are still required. A written finding of the existence of an emergency must be made by the City Manager or designee.

Professional Services – Architectural, Design, and Engineering

The City utilizes MRSC to maintain a “Professional Services Roster”. Per RCW 39.80 MRSC will advertise on behalf of the City for architectural, landscape architecture, land surveyor, civil, mechanical, electrical, and structural engineering and construction management firms to annually submit a statement of qualifications and performance data. When services are required the City will select firms from the roster specializing in the specific service needed. The firm will present their Statement of Qualifications specific to the service requested to Public Works. The City selects the firm “most highly qualified”. The price or cost of the service may not be considered by the City when determining which firm is the most highly qualified.

After the most qualified firm has been chosen, the City negotiates a contract with that firm for the services at a price that is determined to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. If a satisfactory contract cannot be negotiated, the City formally terminates the negotiations with that firm and attempts to negotiate a contract with the next most qualified firm. The process continues until an agreement is reached or the search is terminated.

The City may select a firm from the Professional Services Roster who they deem to be the most qualified for a specific project without going through the above mentioned process. The Director must provide a written statement as to why this firm is being selected without going through the process. The statement is to be filed in the project files.

Change Orders and Amendments

For Change Orders/Amendments within City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order/Amendment is necessary and reasonable, the Department Director is authorized to approve any and all Change Orders/Amendments that do not exceed the legally authorized budget limit established by the City Council for the applicable project or contract.

For Change Orders/Amendments in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the Department Director, and demonstration that a Change Order/Amendment is necessary, the change order shall be submitted to the City Council for approval. The Change Order/Budget Amendment Request shall include the amount of requested funds and a written justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Change Order/Budget Amendment Request, the Department Director shall take the necessary action to enact the Change Order/Amendment and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Change Order/Budget Amendment Request, the Department Director shall report back to the City Manager and City Council with options as to how to accomplish the project/contract within the funds allocated.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, and with approval of the City Manager, the Department Director is authorized to enact Change Orders in excess of the legally authorized expenditure level. The Department Director shall timely report such actions to the City Council.

Intergovernmental Agreements

RCW 39.34.030 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "Interlocal Agreement"). Intergovernmental agreements, also known as interlocal agreements, are the exercise of governmental powers in a joint or cooperative undertaking with another public agency. Purchase of goods or services from another public agency (cooperative purchasing) are not included in this section. Intergovernmental agreements shall be approved by the City Council.

Non-Professional Services

Services that are purchased by the City in which the Contractor receives specific instructions and guidance from the City and does not meet the definition of professional services, architectural and engineering services, or public works projects. Examples include machine repair, debt collection services, temporary service agencies, credit card services, equipment service agreements, auctioning services, delivery services, inspections, advertising, etc.

Ordinary Maintenance

Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly – but not less than once per year) to service, check, or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled but is required to maintain an asset so that repair does not become necessary.

Professional Services

Services provided by consultants that provide highly specialized, generally onetime expertise to solve a problem or render professional opinions, judgments or recommendations. The labor and skill involved to perform these types of services are predominately mental or intellectual, rather than physical, or manual. Examples include graphic design, advertising, analysis, financial expertise, accounting, artists, attorneys, bond brokers, computer consultants, insurance brokers, economists, planners, real estate services, etc. This term does not include architectural and engineering services.

Professional Services Roster

Firms engaged in lawful practice of their profession submit a statement of qualifications and performance date with a request to be considered for professional services for Architectural, Landscape Architect, Land Surveyor, Civil, Mechanical, Electrical, Structural Engineering and Construction Management services. The firm will be placed on a roster of which the City will utilize to select professional services.

Public Works

All work, construction alteration repair or improvement other than ordinary maintenance executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract should comply with Chapter 39.12 RCW.

Public Agency Work

The limits set by the state legislature on the amount of public works that can be accomplished using the City's own work force or by hiring day laborers. Limits are expressed as specific dollar amounts for single or multiple craft projects.

Request for Proposal (RFP)

All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Quotations/Qualifications (RFQ)

A document generally used for obtaining a summary of qualifications from prospective providers of professional services.

Small Works Roster

A process through which there is competition for public works contracts following notification, normally through a request for quotes, to some or all public works contractors who have requested placement on a roster kept by the local government agency.

Sole Source

An award for a purchase to the only reasonably known capable supplier due to the unique nature of the requirement, the supplier, or market conditions.

Surplus Property

Any tangible, personal property owned by the City no longer needed or usable, presently or in the foreseeable future.

This content is from the eCFR and is authoritative but unofficial.

Title 2 – Grants and Agreements**Subtitle A – Office of Management and Budget Guidance for Grants and Agreements****Chapter II – Office of Management and Budget Guidance****Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards****Subpart D – Post Federal Award Requirements****Source:** 85 FR 49543, Aug. 13, 2020, unless otherwise noted.**Authority:** 31 U.S.C. 503**Source:** 78 FR 78608, Dec. 26, 2013, unless otherwise noted.**Procurement Standards****§ 200.317** Procurements by states.**§ 200.318** General procurement standards.**§ 200.319** Competition.**§ 200.320** Methods of procurement to be followed.**§ 200.321** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**§ 200.322** Domestic preferences for procurements.**§ 200.323** Procurement of recovered materials.**§ 200.324** Contract cost and price.**§ 200.325** Federal awarding agency or pass-through entity review.**§ 200.326** Bonding requirements.**§ 200.327** Contract provisions.

PROCUREMENT STANDARDS

§ 200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.

§ 200.318 General procurement standards.

- (a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.

- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c)
 - (1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.
 - (2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- (d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.
- (f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- (g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- (h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.214.

- (i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (j)
 - (1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:
 - (i) The actual cost of materials; and
 - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - (2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- (k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

§ 200.319 Competition.

- (a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.
- (b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - (2) Requiring unnecessary experience and excessive bonding;
 - (3) Noncompetitive pricing practices between firms or between affiliated companies;
 - (4) Noncompetitive contracts to consultants that are on retainer contracts;
 - (5) Organizational conflicts of interest;

- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - (7) Any arbitrary action in the procurement process.
- (c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.
- (f) Noncompetitive procurements can only be awarded in accordance with § 200.320(c).

§ 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

- (a) **Informal procurement methods.** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:
- (1) **Micro-purchases** —

- (i) **Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.
 - (ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.
 - (iii) **Micro-purchase thresholds.** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.
 - (iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:
 - (A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;
 - (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
 - (C) For public institutions, a higher threshold consistent with State law.
 - (v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.
- (2) **Small purchases –**
- (i) **Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

- (ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.
- (b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:
- (1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.
 - (i) In order for sealed bidding to be feasible, the following conditions should be present:
 - (A) A complete, adequate, and realistic specification or purchase description is available;
 - (B) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - (ii) If sealed bids are used, the following requirements apply:
 - (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
 - (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
 - (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (E) Any or all bids may be rejected if there is a sound documented reason.
 - (2) **Proposals.** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

- (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;
 - (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and
 - (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.
- (c) **Noncompetitive procurement.** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:
- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
 - (2) The item is available only from a single source;
 - (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
 - (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
 - (5) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§ 200.322 Domestic preferences for procurements.

- (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- (b) For purposes of this section:
 - (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- (c) Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

[85 FR 49543, Aug. 13, 2020, as amended at 88 FR 57790, Aug. 23, 2023]

§ 200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.324 Contract cost and price.

- (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

- (b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
- (d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§ 200.325 Federal awarding agency or pass-through entity review.

- (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- (b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
 - (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- (c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
 - (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

- (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§ 200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§ 200.327 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part.

This content is from the eCFR and is authoritative but unofficial.

Title 2 – Grants and Agreements

Subtitle A – Office of Management and Budget Guidance for Grants and Agreements

Chapter II – Office of Management and Budget Guidance

Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Source: 85 FR 49543, Aug. 13, 2020, unless otherwise noted.

Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.

Authority: 31 U.S.C. 503

Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part

- 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any

other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]



City Council Communication

Meeting Date: December 11, 2023
From: Dennis Henne; Director of Public Works & Community Development
Topic/Issue: Ordinance - Approving A Comprehensive Plan Future Land Use Map (FLUM) Amendment And Official Zoning Map Amendment (Rezone)

SYNOPSIS: An application was filed with the City of Union Gap for a Comprehensive Plan Future Land Use Map Amendment and rezone to change the FLUM designation from Residential to Commercial, and the zoning from R-2 to CBD on Assessor Parcels 191331-33404 and 191331-33405

RECOMMENDATION: Adopt an Ordinance approving a Comprehensive Plan Future Land Use Map Amendment and rezone to change the FLUM designation from Residential to Commercial, and the zoning from R-2 to CBD on Assessor Parcels 191331-33404 and 191331-33405

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS: The Council may either accept or reject the recommendation of the Planning Commission. If the recommendation is accepted, the Council will adopt an ordinance to finalize the action. If the recommendation is rejected, then the City Council must develop their own findings and conclusions before making a decision. If approved the ordinance will amend the Comprehensive Plan Future Land Use Map and rezone.

ATTACHMENTS:

1. Ordinance
2. Planning Commission Minutes
3. Staff Report

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE FOR THE CITY OF UNION GAP, WASHINGTON APPROVING A COMPREHENSIVE PLAN FUTURE LAND USE MAP (FLUM) AMENDMENT AND OFFICIAL ZONING MAP AMENDMENT (REZONE) CHANGING THE FLUM DESIGNATION FROM RESIDENTIAL TO COMMERCIAL AND IMPLEMENTING THAT DESIGNATION THROUGH A REZONE OF THE LANDS FROM SINGLE FAMILY RESIDENTIAL 2 (R-2) TO CENTRAL BUSINESS DISTRICT (CBD).

WHEREAS, Bryan and Tracie Shuel filed an application with the City of Union Gap for a Comprehensive Plan Future Land Use Map Amendment and rezone to change the FLUM designation from Residential to Commercial, and the zoning from R-2 to CBD on Assessor Parcels 191331-33404 and 191331-33405; and,

WHEREAS, the Growth Management Act (GMA), specifically RCW 36.70.040 and 36.70A.030 (7) requires the City to adopt zoning that is consistent with the City's Comprehensive Plan; and,

WHEREAS, in compliance with the GMA, the City of Union Gap adopted a Comprehensive Plan in June of 2017 with Ordinance No. 2921; and,

WHEREAS, the City conducted environmental review for the proposal, resulting in the issuance of a Determination of Non-significance on November 13, 2023; and,

WHEREAS, the City held the necessary public meetings and hearings for the proposal, and provided necessary public notice, which allowed citizens and interested parties to comment on the proposal, which resulted in the public being afforded multiple opportunities to provide comment; and,

WHEREAS, the Union Gap Planning Commission finds that the Comprehensive Plan Future Land Use Map Amendment and Rezone are consistent with the purposes set forth in the Comprehensive Plan, the GMA, and the Union Gap Municipal Code, and that the public use and interest will be served; and,

WHEREAS, the Union Gap Planning Commission recommended to the City Council that the proposed Comprehensive Plan Future Land Use Map Amendment and Rezone be approved on September 26, 2023; and,

WHEREAS, the Washington State Department of Commerce was provided a 60-day Notice of Intent to Adopt Amendment on September 27, 2023, with the 60-day comment period ending on November 26, 2023 with no adverse comments received; and,

WHEREAS, on December 11, 2023, the City Council approved the proposed Comprehensive Plan Future Land Use Amendment and Rezone; and,

WHEREAS, the City Council, upon review of the facts, findings, and recommendations of the Planning Commission, as reflected herein, find that the proposal is in the best interests of the City,

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, as follows:

Section 1: The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including all written and oral testimony before the Planning Commission and the City Council. The Union Gap City Council makes the following findings of facts and conclusions:

- A. The City Council adopts and incorporates the foregoing recitals as fully set forth herein.
- B. The proposal is consistent with the GMA requirement for consistency between comprehensive plans and development regulations.
- C. The action changes both the City of Union Gap’s Future Land Use Map to reflect a change from Residential to Commercial and an amendment to change the Official Zoning Map from Single Family Residential 2 (R-2) to Central Business District (CBD) on Assessor Parcels 191331-33404 and 191331-33405.
- D. The City Council concludes that this proposal bears a substantial relationship to the public health, safety, and welfare.
- E. The public review process for the proposal included open-record public hearings before the Union Gap Planning Commission on September 26, 2023 and an open-record public hearing before the Union Gap City Council on November 27, 2023.
- F. A notice of Environmental Review and preliminary threshold determination was circulated to SEPA reviewing agencies on August 21, 2023. At the end of the 14-day comment period, one comment was received and has been incorporated into the decision. A final Determination of Non-Significance was issued on November 13, 2023.
- G. The public use and interest will be served.

Section 2: Based upon the above-referenced findings and conclusions, the City Council for the City of Union Gap approves the Comprehensive Plan Future Land Use Map Amendment and Rezone.

Section 3: This ordinance, or a summary thereof if allowed by law, shall be published in the official newspaper of the City of Union Gap and shall take effect and be in full force five (5) days after passage and publication.

Section 4: If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity of constitutionality of any other section, sentence, clause, or phrase of this ordinance.

PASSED this 11th day of December 2023.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

**UNION GAP PLANNING COMMISSION
REGULAR MEETING OF
SEPTEMBER 26, 2023**

Call to Order:

The City of Union Gap Planning Commission Regular Meeting was called to order by Chairman Moore at 6:00 p.m.

**Planning Commission
Members Present:**

Chairman Mike Moore, Commissioner Jeff Shoemaker, Commissioner Lorena Fernandez & Commissioner Aubree Reeves were present.

Staff Present:

Director Dennis Henne, City Engineer David Dominguez, Building Official Jason Cavanaugh, Senior Planner with Yakima Valley Conference of Government (YVCOG) Albert Miller & Administrative Secretary Jenny Valle were present.

PUBLIC HEARING:

Chairman Moore called the meeting to order and opened the public hearing on the Shuel Rezone & Comprehensive Plan Amendment and introduced Senior Planner Miller. Senior Planner Miller read the staff report. Being that there were no questions, Chairman Moore closed the hearing. Chairman Moore asked for a motion to approve, deny or table the Shuel Rezone & Comprehensive Plan Amendment. Motion to approve by Commissioner Shoemaker, second by Commissioner Reeves; Motion carried unanimously.

Chairman Moore opened the public hearing on the Text Amendments Regarding Residential Infill in the Airport Safety Overlay and again announced Senior Planner Miller. Senior Planner Miller informed Commissioners this would be the second hearing on such topic as the City had received comments from the Washington State Department of Transportation Aviation, WSDOT, after the first hearing addressing restrictions in certain Airport Safety Overlay zones. Senior Planner Miller read the staff report. Chairman Moore closed the hearing. Chairman Moore asked for a motion to approve, deny or table the Text Amendments Regarding Residential Infill in the Airport Safety Overlay. Motion to approve by Commissioner Reeves, second by Commissioner Fernandez; Motion carried unanimously.

APPROVAL OF MINUTES:

Chairman Moore asked for approval of minutes from the August 22, 2023 Regular Planning Commission Meeting. Motion for approval of minutes by Commissioner Reeves, second by Commissioner Shoemaker; Motion carried unanimously.

REGULAR MEETING:

Chairman Moore moved onto the regular meeting agenda and asked staff what they would be presenting at the next meeting. Building Official Cavanaugh responded that training videos could be an option, unless Commissioners had a topic in mind. Commissioner Shoemaker stated that at the last YVCOG General Membership Meeting they had talked about the upcoming Comprehensive Plan Updates due to the fact that the cities needed to make sure that the infrastructure would be in place addressing items such as charging stations, hydrogen cars, possible drones for package deliveries and so on. Building Official Cavanaugh stated that he was aware that the 2021 Building Code updates address charging stations infrastructure and that the Climate element would definitely be implemented in the Comprehensive Plan. Director Henne informed Commissioners that Senior Planner Miller would work on a document outlining the Comprehensive Plan requirements and due dates to present at the next meeting.

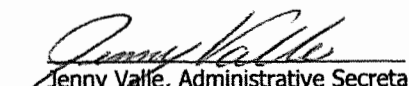
MEETING ADJOURNED:

There being no further discussion, meeting adjourned at 6:25 p.m.



Chairman, Mike Moore

ATTEST:



Jenny Valle, Administrative Secretary

PERMIT INFORMATION:

<u>Project Name:</u>	Shuel Rezone and Comprehensive Plan Amendment
<u>Zoning Designation:</u>	Single Family 2 Residential (R2) to Central Business District (CBD)
<u>Future Land Use Designation:</u>	Residential to Commercial
<u>Subject Parcel Number(s):</u>	191331-33404 and 191331-33405
<u>Property Location:</u>	2108 and 2110 S 2 nd Ave.

<u>Property Owners:</u> Bryan and Tracie Shuel	<u>Mailing Address:</u> 2113 S 3 rd Ave. Union Gap, WA 98903
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<u>Recommendation:</u>	Approved with Conditions
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CITY OF UNION GAP

**STAFF RECOMMENDATION FOR THE SHUEL REZONE AND
COMPREHENSIVE PLAN AMENDMENT**

City of Union Gap
102 West Ahtanum Road · Union Gap, Washington 98903
Phone: (509) 575-3638

FINDINGS AND ANALYSIS:

Based upon information supplied by the applicant, comments from public agencies and a review of the Union Gap Municipal Code and the Union Gap Comprehensive Plan, the Administrative Official enters the following:

1. Project Description:

Bryan and Tracie Shuel are proposing a rezone and comprehensive plan amendment in order to change the future land use designation of the subject parcels from Residential to Commercial, and the zoning from Single-Family 2 (R2) to Central Business District (CBD).

2. Zoning/Land Use:

The Union Gap Future Land Use Map (FLUM) classifies the subject properties as Residential. Nearby FLUM designations include Commercial and Residential. The existing zoning is R-2, which is consistent with the current FLUM designation. The proposed rezone would require the underlying FLUM designation to be amended to Commercial, which is consistent with surrounding land uses.

The current zoning is R-2, the purpose of which is to:

- 1) Establish and preserve residential neighborhoods, primarily for detached single-family dwellings, duplexes, and other uses compatible with the intent of the districts, and

- 2) Locate residential development with densities up to seven dwelling units per net residential acre, in areas receiving a full range of public services including public water and sewer service, police, and fire protection.

The district is characterized by up to fifty (50) percent lot coverage, access via local access streets and collectors, one and two story buildings, some clustering of units, and large front, rear, and side yard setbacks. Typical uses in this district are single-family dwellings and duplexes. The densities in this district generally range up to seven dwelling units per net residential acre. All new development should be served with paved streets with curbs, gutters, and sidewalks.

The proposed zoning is Central Business District (CBD), the purpose of which is to provide a diversity of commercial opportunities, civic facilities, recreation, employment, and residential opportunities. A variety of retail sales, business meetings, neighborhood and regional needs are allowed. Limited manufacturing opportunities, such as electronics assembly and printing plants, may be allowed subject to Class (2) or Class (3) review. Residential opportunities are limited to second floor apartments and townhouses, and residences for the owner or operator of the business establishment. Development must be served by a full range of urban services, with access by paved streets with curb, gutters, and sidewalks.

The area surrounding the subject parcels is comprised of R-2, CBD, and C-1 (Commercial) zoning, and contains a variety of houses, retail spaces, and parking. S 2nd Ave. is currently paved, but does not have curb, gutter, or sidewalk.

The subject parcels are currently undeveloped, and are used as additional parking and storage for the neighboring commercial uses.

Location	FLUM Designation	Zoning	Land Use
North	Residential	Single Family 2 Residential (R-2)	SFR
South	Commercial	Central Business District (CBD)	Lumber retail
East	Residential	Single Family 2 Residential (R-2)	SFR
West	Commercial	Commercial (C-1)	Wholesale and retail butcher

3. **Jurisdiction and Process**

The Union Gap Municipal Code (UGMC) identifies a site-specific rezone as a Type IV review, and a Comp. Plan Amendment as a Type V review. UGMC 18.20.020(B) directs that “an application that involves two or more procedures may be processed collectively under the highest numbered procedure required for any part of the application...” which would be Type V. Type V review requires two open public hearings, one before the Planning Commission and one before City Council. A recommendation will be made to City Council by the Planning Commission regarding this proposal. Public notice has/will be made for each public hearing, for the application itself, and for environmental review. The decision is appealable judicially.

4. **Processing Timeframe**

The application has been processed as follows:

Application Submitted: June 26, 2023

Notice of Application: August 21, 2023

Initial SEPA Threshold Determination: August 21, 2023

Final SEPA Determination: November 13, 2023

Comment Period: August 21, 2023 to September 4, 2023 – One public comment was received

Planning Commission Open Record Hearing: September 26, 2023 – The Planning Commission recommended adoption as proposed

Submission to Department of Commerce for Comments (60 days): September 27, 2023

Commerce Review Period: September 27, 2023 to November 26, 2023

City Council Open Record Hearing: November 27, 2023

5. **Public Comments:**

During the public comment period from August 21, 2023 to September 4, 2023, one public comment was received. It was from the Washington State Department of Ecology, and stated:

“Toxics Cleanup

This project is located within the Yakima Railroad Area. The Yakima Railroad Area is a six-square mile area identified as having a high likelihood of groundwater contaminated with tetrachloroethene (also known as PCE, perc, or perchloroethylene) above state cleanup levels. Concentrations of PCE above cleanup levels in the shallow aquifer have the potential to impact indoor air quality.

If you have questions about the Yakima Railroad Area, please contact Kyle Parker at 509-406-6959 or by email at kyle.parker@ecy.wa.gov.”

6. **Rezone Criteria:**

In considering the proposed rezone, the planning commission and city council shall document the following considerations:

- 1) The testimony at the public hearing;

Staff Finding: This is to be evaluated at the respective hearings for the Planning Commission and City Council, with a recommendation made by the Planning Commission and a final decision made by the City Council.

- 2) The suitability of the property in question for uses permitted under the proposed zoning;

Staff Finding: The proposed parcels abut commercial parcels in the C-1 and CBD zoning district, and are currently being used as storage for commercial uses. Rezoning of the proposed parcels would allow for these uses, as well as other commercial uses, but would restrict residential uses.

- 3) The recommendation from interested agencies and departments;

Staff Finding: One public comment was received regarding this proposal. The applicant will be made aware of the potential existence of tetrachloroethene per Washington State Department of Ecology guidelines.

- 4) The extent to which the proposed amendments are in compliance with and/or deviate from the goals and policies as adopted in the Union Gap comprehensive plan and the intent of this title;

Staff Finding: The proposed zoning would coincide with the proposed change to the Future Land Use Map, providing for commercial zoning on parcels that would be identified as commercial in the Comprehensive Plan. The current FLUM does not identify these parcels as commercial.

- 5) Consistency of the proposed zoning with the future land use map of the Union Gap comprehensive plan;

Staff Finding: The proposed amendment to the FLUM would allow for commercial zoning for the subject parcels.

- 6) The adequacy of public facilities, such as roads, sewer, water and other required public services and whether appropriate measures have been made to maintain the required level of service adopted by the Union Gap comprehensive plan;

Staff Finding: The public services available to the properties are adequate to serve existing and future development of the site.

- 7) The compatibility of the proposed zone change and associated uses with neighboring land uses; and

Staff Finding: The properties adjacent to the subject parcels are both commercial and residential, and currently the parcels are being utilized for commercial storage. Rezoning the parcels would be consistent with neighboring land uses.

- 8) The public need for the proposed change.

Staff Finding: The change reflects the existing use of the property, and is consistent with surrounding land uses. Commercial uses exist to the south and west of the property, and a future change of use would be consistent with the proposed zoning and neighboring uses.

7. Comprehensive Plan Goals and Policies:

The following goals and policies apply to the proposed amendment and rezone:

Goal LU 1: Promote Orderly and cost-effective growth and new development.

Pol. LU 1.1: The City's Future Land Use Map shall designate the areas most suitable for residential development. Parcels in these areas may, at the request of the property owners, be rezoned as R-1, R-2, R-3, or comparable residential zones.

Pol. LU 1.2: The City's Future Land Use Map shall designate the areas most suitable for non residential development or mixed use development. Parcels in these areas may, at the request of the property owners, be rezoned to support commercial or industrial uses.

Staff Finding: The proposed change would reduce residential options on the subject parcels, but expand commercial options. The current existing use for both parcels is commercial, and the parcels neighbor existing commercial zoning.

Goal LU 4: Support a strong and diverse commercial and industrial base.

Staff Finding: The proposed change would support commercial growth on two parcels that neighbor other commercially zoned properties. The current use of the subject parcels is commercial.

8. Planning goals of the Growth Management Act:

The following goals of the Growth Management Act apply to the proposed action:

RCW 36.70A.020

(1) Urban Growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.

(5) Economic Development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

(7) Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.

Staff Finding: The proposed action is consistent with the goals of the Growth Management Act.

CONCLUSIONS:

1. The public notice requirements of the Union Gap Municipal Code have been satisfied.
2. The City of Union Gap has sufficient water, sewer, and street capacity for commercial use on these parcels.
3. As conditioned, surrounding land uses are compatible with the proposed rezone to Central Business District.
4. The proposal is consistent with the goals and policies of GMA, the Union Gap Comprehensive Plan, and the provisions of the Union Gap Municipal Code.
5. The Union Gap Planning Commission recommended approval as proposed with the included condition.
6. The public use and interest will be served.

RECOMMENDATION:

The Yakima Valley Conference of Governments, acting as staff for the City of Union Gap, recommends that the Union Gap City Council approve the proposed rezone from Single Family 2 Residential to Central Business District, and the Future Land Use Map amendment from residential to commercial to City Council, subject to the following conditions of approval:

1. The applicant will be notified of the potential existence and impact of tetrachloroethene (PCE) on the site.



City Council Communication

Meeting Date: December 11, 2023
From: Dennis Henne; Director of Public Works & Community Development
Topic/Issue: Ordinance - Amending City Of Union Gap Titles 17.02 and 17.20. Residential Development Within the Airport Safety Overlay (ASO).

SYNOPSIS: The City wishes to comply with WSDOT Aviation guidelines on residential development in the Airport Safety Overlay. Environmental review for the proposal resulted in the issuance of a Determination of Non-significance on November 13, 2023. The City held the necessary public meetings and hearings for the proposal, and provided public notice to allow citizens and interested parties to comment on the proposal. Union Gap Planning Commission finds that the proposed amendments are consistent with the purposes set forth in the Comprehensive Plan, the GMA, WSDOT Aviation guidance on land use surrounding airports, and the Union Gap Municipal Code. It also finds that the public use and interest will be served. The Union Gap Planning Commission recommended to the City Council that the proposed amendments be approved on September 26, 2023, and the Washington State Department of Commerce and WSDOT Aviation were provided a 60-day Notice of Intent to Adopt Amendment on September 27, 2023, with the 60-day comment period ending on November 26, 2023 with no adverse comments received. On November 27, 2023, a public hearing on the amendments was held and no public comment was received either at the hearing or in writing prior to the hearing.

RECOMMENDATION: Adopt an Ordinance amending Union Gap Municipal Code 17.02 and 17.20

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS: The Council may either accept or reject the recommendation of the Planning Commission. If the recommendation is accepted, the Council will adopt an ordinance to finalize the action. If the recommendation is rejected, then the City Council must develop their own findings and conclusions before making a decision. If approved the ordinance would amend Union Gap Municipal Code 17.02 and 17.20.

ATTACHMENTS:

1. Ordinance
2. September 26th 2023, Planning Commission minutes

**CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____**

AN ORDINANCE FOR THE CITY OF UNION GAP, WASHINGTON TO APPROVE AMENDMENTS MADE TO TITLES 17.02 AND 17.20. THE AMENDMENTS WOULD PROHIBIT RESIDENTIAL DEVELOPMENT WITHIN ZONE 2 OF THE AIRPORT SAFETY OVERLAY (ASO) AND ALLOW FOR RESIDENTIAL DEVELOPMENT AS INFILL IN ZONES 3, 4, AND 5 OF THE ASO.

WHEREAS, periodic updates are necessary to ensure compliance with state and federal regulations; and,

WHEREAS, the WSDOT Aviation Airport Land Use Compatibility Planning Manual prohibits residential development in Zone 2 of Airport Safety Overlays; and,

WHEREAS, the WSDOT Aviation Airport Land Use Compatibility Planning Manual allows for residential infill development in Zones 3, 4, and 5 of the Airport Safety Overlay; and,

WHEREAS, the City wishes to comply with WSDOT Aviation guidelines on residential development in the Airport Safety Overlay; and,

WHEREAS, the City conducted environmental review for the proposal, resulting in the issuance of a Determination of Non-significance on November 13, 2023; and,

WHEREAS, the City held the necessary public meetings and hearings for the proposal, and provided necessary public notice, which allowed citizens and interested parties to comment on the proposal, which resulted in the public being afforded multiple opportunities to provide comment; and,

WHEREAS, the Union Gap Planning Commission finds that the proposed amendments are consistent with the purposes set forth in the Comprehensive Plan, the GMA, and the Union Gap Municipal Code, and that the public use and interest will be served; and,

WHEREAS, the Union Gap Planning Commission recommended to the City Council that the proposed amendments be approved on September 26, 2023; and,

WHEREAS, the Washington State Department of Commerce was provided a 60-day Notice of Intent to Adopt Amendment on September 27, 2023, with the 60-day comment period ending on November 26, 2023 with no adverse comments received; and,

WHEREAS, the City Council, upon review of the facts, findings, and recommendations of the Planning Commission, as reflected herein, find that the proposal is in the best interests of the City,

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

Section 1: The Union Gap Municipal Code (UGMC) Title 17 Zoning Chapters 17.02 and 17.20, is hereby amended as follows:

The following definition for “Infill” shall be added to UGMC section 17.02.020, Definitions:

“Infill” means the practice of developing or redeveloping vacant or underutilized land in the midst of a community, especially land that is surrounded by existing uses similar to the ones proposed. This may mean further subdivisions of existing parcels to accommodate additional growth, redevelopment of under-utilized property to increase its density or intensity, or simply creation of new development on vacant land.

The following amendments shall be made to UGMC section 17.20, Airport Overlay:

17.20.010 Purpose.

The airport safety overlay is intended to protect the airspace around the Yakima Air Terminal and McAllister Field from airspace obstructions or hazards and incompatible land uses, as defined in the Federal Aviation Regulations (FAR, Part 77) in existence as of the effective date of the ordinance codified in this title.

(Ord. 2274 § 1 (part), 2000)

17.20.020 Application of the airport safety overlay.

- A. All zoning districts within the airport safety overlay zones are subject to the requirements of this overlay, except as may otherwise be stated herein.
- B. The airport safety overlay (ASO) zones contains those areas defined by Federal Aviation Regulations (FAR, Part 77) as imaginary surfaces and the runway protection zone as illustrated on the zoning map, and is comprised of two parts:
 - 1. The primary airport safety area addresses land use compatibility with airport operations. It is located in an area bounded by the limits of the runway protection zone and the FAA defined approach and transitional surfaces within the conical surface area; and
 - 2. The secondary airport safety overlay principally addresses structure height. It is bounded by the exterior of the conical surface area and the approach and transitional approach surfaces extending beyond the conical surface.

17.20.030 Airport safety overlay zones.

- A. Zone 1—Runway Protection Zone. This zone encompasses the runway protection zone (RPZ) at each end of the runway and should use the RPZ dimensions established in accordance with FAA standards (RPZ dimensions depend mostly on the visibility minimums for the approach to that runway end). Also, included in the zone are the strips of land immediately adjacent to the runway where FAA standards preclude structures.
- B. Zone 2—Inner Approach/Departure Zone. This zone wraps around and extends beyond zone 1 along the runway centerline. Next to the RPZ, it represents the area where the risk of aircraft accidents is the greatest. On departure, aircraft are typically at full power in the initial phase of climb. On approach, they are at low altitude as they prepare for landing.
- C. Zone 3—Inner Turning Zone. This zone is a wedge-shaped area lying along the sides of zone 2. It is primarily significant at general aviation airports where most of the flights are visual. At airports where most aircraft approach and depart on instrument flight plans, then the close-in turns which are the concern with zone 3 can be a narrow wedge. When operating visually, departing aircraft may begin turning over this area to fly toward their destination or to remain in the traffic pattern. Arriving aircraft often overfly this area as well, especially if they are flying a tight pattern. One type of accident known to occur in this area is a low-altitude stall-spin that can happen if a pilot attempts to make too tight of a turn.
- D. Zone 4—Outer Approach/Departure Zone. This area lies beyond zone 3 along the extended runway centerline. Aircraft flying straight out or in overfly this area at low altitude. The zone is particularly significant on runways where much of the operations are on instrument procedures and at busy airports where elongated traffic patterns are common. The risks in this area are moderate, but less than in zones 1 through 3.
- E. Zone 5—Sideline Zone. Lying in narrow bands along each side of the runway, aircraft do not normally fly over the sideline zone. The principal risk is from aircraft that lose directional control while landing or just after takeoff. The risks are lower than in zones 1 through 3 and similar to those of zone 4.

17.20.040 Airport safety overlay zone uses.

- A. The following category of uses listed in table 17.04.030 as Type I, Type II and Type III permitted uses within the underlying non-residential zoning districts uses may be allowed within airport safety overlay zone 2: agricultural uses, except concentrated feeding operations; manufacturing uses, except for rendering plants; retail trade and service uses, except for bed and breakfast, communication towers, department stores, medical offices and motels and hotels; transportation uses, except for bus terminals; utilities uses; and wholesale trade storage uses.
- B. The following category of uses listed in table 17.04.030 as Type I, Type II and Type III permitted uses within the underlying non-residential zoning districts uses may be allowed within airport safety overlay zone 3: agricultural uses; manufacturing uses, except for rendering plants; retail trade and service uses, except for bed and breakfast, communication towers, department stores, medical offices and motels and hotels; transportation uses, except for bus terminals; utilities uses; and wholesale trade storage uses.

- C. Residential uses such as single family residences and accessory uses related to single family residences, multi-family dwellings, and mixed-use residential that qualify as infill may be allowed in the underlying residential zoning districts in an airport safety overlay zone 3. The density and land use of residential development must adhere to the density allowances and allowable land use of the underlying zoning district.
- D. The following category of uses listed in table 17.04.030 as Type I, Type II and Type III permitted uses within the underlying nonresidential zoning districts uses may be allowed within airport safety overlay zone 4: agricultural uses; manufacturing uses, except for rendering plants; retail trade and service uses, except for bed and breakfast, communication towers, department stores, medical offices and motels and hotels; transportation uses, except for bus terminals; utilities uses; and wholesale trade storage uses.
- E. Residential uses such as single family residences and accessory uses related to single family residences, and mixed-use residential with 40%+ open space that qualify as infill may be allowed in the underlying residential zoning districts in an airport safety overlay zone 4. The density and land use of residential development must adhere to the density allowances and allowable land use of the underlying zoning district.
- F. The following category of uses listed in table 17.04.030 as Type I, Type II and Type III permitted uses within the underlying nonresidential zoning districts uses may be allowed within airport safety overlay zone 5: manufacturing uses, except for rendering plants; retail trade and service uses, except for bed and breakfast, communication towers, department stores, medical offices and motels and hotels; transportation uses, except for bus terminals; utilities uses; and wholesale trade storage uses.
- G. Residential development is allowed in zone 5, as infill development that must adhere to the density and land uses of the underlying zoning district.
- H. Uses allowed in an underlying zoning district that are not allowed in subsections A. through H. above, may be allowed by a Type III (conditional use) provided that such use is approved by the hearings examiner and the application for Type III reviews includes:
 - 1. A statement of compatibility (from the airport manager) when the use is to be located within the airport safety overlay, relative to the impact of the use on airport operations and safety;
 - 2. A statement from the Washington Department of Transportation Aviation Division relative to the impact of the use on airport operations and safety;
 - 3. A determination from the FAA relative to the impact of the use on airport operations and safety.

17.20.050 Application requirements.

- A. An applicant proposing a use for which an application is required under this chapter shall submit the following information:
 - 1. Property boundary lines as they relate to the boundaries of the primary and secondary airport safety overlay;

2. Location, elevation, and height of all existing and proposed buildings, structures, utility lines, and trees taller than thirty-five (35) feet in height;
 3. A description of the proposed use;
- B. In consideration of an application for a building, structure, or other use which will exceed thirty-five (35) feet in height, the reviewing official may require the applicant to submit either of the following:
1. A certificate, from a registered professional engineer or a licensed land surveyor, which clearly states that no airspace obstruction will result from the proposed use.
 2. The applicant or their representative must provide a determination of “no hazard” from the FAA.
 3. Either or both of the following:
 - a. The maximum elevations of proposed structures based on the airport reference point and USGS datum. Elevations shall be determined by a registered professional engineer or a licensed land surveyor, accurate to plus or minus one foot shown as mean sea level elevation or other available survey data. The engineer or surveyor shall certify the accuracy of all elevations.
 - b. A map of topographic contours with not more than five-foot intervals, showing all land within one hundred (100) feet of the proposed structure(s) for which the permit is being sought. This map shall also bear the verification of a licensed land surveyor or registered professional engineer.

17.20.060 Height limitations and additional requirements.

- A. A building, structure, communication tower, use, or tree that penetrates any of the FAA designated imaginary surfaces constitutes an obstruction within the ASO overlay. Therefore, the allowable height of any building, structure, communication tower, use, or tree within the airport safety overlay shall conform to the following:
1. The ground level elevation, above mean sea level, plus the height of any building, structure, communication tower, use, or tree at its proposed location shall not penetrate any FAR, Part 77 designated imaginary surfaces of the runways of the Yakima Airport.
 2. However, structures thirty-five (35) feet or less in height may penetrate the imaginary surfaces when the administrative official, in consultation with the Washington State Department of Transportation Aviation Division (WSDOT) and the airport manager, can determine that the structure is not likely to constitute a safety hazard.
 3. The reviewing official may require lights or markers as a warning to aircraft on the building, structure, communication tower, use, or tree(s), or to top the tree to reduce its height, when recommended by the FAA, WSDOT Aviation Division or the airport manager. Lights and markers shall meet FAA specifications.
 4. Notwithstanding any other provision of this title, the reviewing official shall not approve any building, structure, communication tower, use, or tree when the FAA has designated such as a hazard to air navigation.

- B. Whenever the height limitations of this section differ from those of any other section of this title, or that adopted by another local ordinance or regulation, the more restrictive limitation shall apply.
- C. No use or activity shall take place within the airport safety overlay in such a manner as to: make it difficult for pilots to distinguish between airport lights and others; result in glare in the eyes of pilots using the airport; impair visibility in the vicinity of the airport; or otherwise create a hazard which may in any way endanger the landing, takeoff, or maneuvering of aircraft using the airport.
- D. The regulations prescribed by this chapter shall not be construed to require the property owner to remove, lower, or make changes or alterations to any structure which legally existed prior to the effective date of the ordinance codified in this title, except as may be compelled by state or federal regulation.
- E. An aviation easement and deed declaration, which recognizes the preexistence of the airport and the right of over flight, shall be recorded for all uses within the approach and transitional surfaces of the conical surface area.

Section 2: The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including all written and oral testimony before the Planning Commission and the City Council. The Union Gap City Council makes the following findings of facts and conclusions:

- A. The City Council adopts and incorporates the foregoing recitals as fully set forth herein.
- B. The proposal is consistent with the GMA requirement for consistency between comprehensive plans and development regulations.
- C. The City Council concludes that this proposal bears a substantial relationship to the public health, safety, and welfare.
- D. The public review process for the proposal included open-record public hearings before the Union Gap Planning Commission on September 26, 2023 and an open-record public hearing before the Union Gap City Council on November 27, 2023.
- E. A notice of Environmental Review and preliminary threshold determination was circulated to SEPA reviewing agencies on August 21, 2023. At the end of the 14-day comment period, one comment was received and has been incorporated into the decision. A final Determination of Non-Significance was issued on November 13, 2023.
- F. The public use and interest will be served.

Section 3: Based upon the above-referenced findings and conclusions, the City Council for the City of Union Gap approves the Comprehensive Plan Future Land Use Map Amendment and Rezone.

Section 4: This ordinance, or a summary thereof if allowed by law, shall be published in the official newspaper of the City of Union Gap and shall take effect and be in full force five (5) days after passage and publication.

Section 5: If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of constitutionality of any other section, sentence, clause, or phrase of this ordinance.

PASSED this 11th day of December 2023.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

**UNION GAP PLANNING COMMISSION
REGULAR MEETING OF
SEPTEMBER 26, 2023**

Call to Order:

The City of Union Gap Planning Commission Regular Meeting was called to order by Chairman Moore at 6:00 p.m.

**Planning Commission
Members Present:**

Chairman Mike Moore, Commissioner Jeff Shoemaker, Commissioner Lorena Fernandez & Commissioner Aubree Reeves were present.

Staff Present:

Director Dennis Henne, City Engineer David Dominguez, Building Official Jason Cavanaugh, Senior Planner with Yakima Valley Conference of Government (YVCOG) Albert Miller & Administrative Secretary Jenny Valle were present.

PUBLIC HEARING:

Chairman Moore called the meeting to order and opened the public hearing on the Shuel Rezone & Comprehensive Plan Amendment and introduced Senior Planner Miller. Senior Planner Miller read the staff report. Being that there were no questions, Chairman Moore closed the hearing. Chairman Moore asked for a motion to approve, deny or table the Shuel Rezone & Comprehensive Plan Amendment. Motion to approve by Commissioner Shoemaker, second by Commissioner Reeves; Motion carried unanimously.

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APPROVAL OF MINUTES:

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REGULAR MEETING:

Chairman Moore moved onto the regular meeting agenda and asked staff what they would be presenting at the next meeting. Building Official Cavanaugh responded that training videos could be an option, unless Commissioners had a topic in mind. Commissioner Shoemaker stated that at the last YVCOG General Membership Meeting they had talked about the upcoming Comprehensive Plan Updates due to the fact that the cities needed to make sure that the infrastructure would be in place addressing items such as charging stations, hydrogen cars, possible drones for package deliveries and so on. Building Official Cavanaugh stated that he was aware that the 2021 Building Code updates address charging stations infrastructure and that the Climate element would definitely be implemented in the Comprehensive Plan. Director Henne informed Commissioners that Senior Planner Miller would work on a document outlining the Comprehensive Plan requirements and due dates to present at the next meeting.

MEETING ADJOURNED:

There being no further discussion, meeting adjourned at 6:25 p.m.



Chairman, Mike Moore

ATTEST:



Jenny Valle, Administrative Secretary



City Council Communication

Meeting Date: December 11, 2023
From: Dennis Henne; Director of Public Works & Community Development
Topic/Issue: Ordinance – Amending Section 10.08.010 of Chapter 10.08 “Reservation Requirements”, and Repealing Section 10.16 of the Union Gap Municipal Code

SYNOPSIS: This ordinance has been revised to include:

- Park Fee Schedule - Exhibit A
- Addition of Inflatables and Amusement Rides

RECOMMENDATION: Adopt an ordinance amending Section 10.08.010 of Chapter 10.08 “Reservation Requirements”, and repealing Section 10.16 of the Union Gap Municipal Code.

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: This topic was discussed at the March 2023 Budget Retreat and August 4th Study Session, and December Study Session.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance
2. Exhibit A

CITY OF UNION GAP, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 10.08.010 OF CHAPTER 10.08 “RESERVATION REQUIREMENTS”, AND REPEALING SECTION 10.16 OF THE UNION GAP MUNICIPAL CODE.

WHEREAS, City Council for the City of Union Gap previously established section 10.08.010 of the Union Gap Municipal Code relating to Reservation Requirements and Fees; and,

WHEREAS, City Council has determined it is now necessary for the park fees to be adjusted to reflect current economic costs and comparable fees in the region.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DOES ORDAIN as follows:

Section 1. **Amendment of Section 10.08.010 of Chapter 10.08 “Reservation Requirements and Fees”**. Section 10.08.010 of Chapter 10.08 of the Union Gap Municipal Code is hereby amended as shown below:

Chapter 10.08 RESERVATION REQUIREMENTS

10.08.010 Reservations—Fees.

Union Gap parks are available to the public on a "first-come, first-served" basis, unless an area is reserved in advance. Reservation permits are in addition to, and do not replace, any other required permits. Specific areas of Union Gap parks have been designated for reservation and may be reserved for use as set forth in this section. The public works director shall have authority to administer the areas being reserved.

(a) The following apply to all reservations:

(1) Exhibit A – The fee schedules contained in Exhibit A as attached herein, are adopted in this title and shall be as established herein. Fees established under this chapter shall be adjusted in January of each year.

Each group reserving park areas, including camping/recreational vehicle permits, shall, at least two weeks prior to the time reserved, show required proof of current liability insurance in an amount not less than one million dollars (\$1,000,000.00) per occurrence, with the city and its officers, officials, employees and agents named as additional insureds.

Reservations must be made at least three (3) weeks prior to the reservation date if alcohol will be served.

Banquet Permits are required if there is alcohol.

Youth Activities Park Buildings are only available by reservations.

- (b) Groups of fifty (50) or more persons must reserve an area of the park by filing a complete reservation application at least two weeks prior to the reservation date, and paying all fees, deposits and shall submit required proof of insurance, at least two weeks prior to the reservation date.
 - (1) Park reservation fees and deposits are nonrefundable.
- (c) Clean-up deposit will not be refunded unless the park is left in a clean and orderly condition after the scheduled use, without damage or defacement. In addition, no other required fees must remain unpaid. No park equipment or property is to be moved or altered without specific authorization from the city. The city reserves the right to collect from any person, including the person filing the reservation application, its actual damages or costs in excess of the cleaning deposit, together with any other legal remedy available to the city, including criminal prosecution.
- (d) Overnight camping or use of recreational vehicles is allowed only by reservation and permit, as follows:
 - (1) A complete overnight camping application must be filed at least two months prior to the reservation date, with all fees and deposits paid at least one month in advance and proof of vehicle insurance filed at least two weeks in advance. The Public Works Director shall have authority to designate which areas may be reserved.
 - (2) Overnight camping and/or use of recreational vehicles are limited to a maximum of five days. Only dry land camping is available.
- (e) Commercial Activities.
 - (1) No person shall sell or offer for sale in any park, any goods, wares, refreshments, or other articles, without the written permit of the City Manager. The Central Washington Antique Farm Equipment Club, associated with the Central Washington Agricultural Museum, is not a commercial use.
 - (2) Any such permit shall be issued only after the applicant exhibits proof to the City Manager that the applicant has complied with all licensing and permit regulations and other laws and regulations applicable to the activity for which a permit is sought, and the use is found by the City Manager to generally conform with intended uses of family oriented public park facilities and will not unreasonably interfere with general public use of the park.
 - (3) The minimum fee for commercial use of a park shall be one hundred fifty dollars (\$150.00) per day. The City Manager shall have discretion to charge a higher fee, based on the specific facilities required, which fee shall be determined by reference to established fees for other local public facilities, such as the Yakima Convention Center, Central Washington State Fairgrounds, or the SunDome.

(f) Inflatables and Amusement Rides

Only vendor supplied inflatable / Amusement Rides are allowed in city parks meeting the definitions and requirements identified in the city's Inflatables and Amusement Rides Guidelines which were established for processing applications.

(g) Discounts

Organized nonprofit youth groups (with more than 50% of the youth under 17 years of age) and senior citizens (with more than 50% of the participants age 60 and over) may subtract 10% from total reservation fees of \$100.00 or more.

Section 2. Repeal of Union Gap Municipal Code Section 10.16. Section 10.16 of the Union Gap Municipal Code is hereby repealed.

Section 3. Severability. If any provision of this Ordinance or its' application to any person or circumstances is held to be invalid, or the remainder of this Ordinance of the application of the provisions to other persons or circumstances, shall not be affected.

Section 4. Effective Date. This ordinance shall take effect on January 1, 2024. It will be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ORDAINED this 11th day of December, 2023.

John Hodkinson, Mayor

ATTEST:

APPROVAL AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

Exhibit "A"

Park Fee Schedule

To City of Union Gap Ordinance No.

January , 2024

YOUTH ACTIVITIES PARK

Building Reservations		Fees & Charges
Activities Building (2-hour rental):		
Full building; includes kitchen and up to one hundred thirty-five (135) parking passes; 300 capacity		
	Weekend rates: April—September	1,040.00
	Weekend rates: October—March	650.00
	Friday set-up only; for Saturday event (if available):	227.50
	One charge for set-up between 4:00 p.m. and 10:00 p.m. May be reserved at time of Saturday building rental; damage deposit will be required.	
	If building is not rented, by one week prior to event, renter may access building on prior business day, between 3:00 p.m. and 4:30 p.m. (earlier times upon approval) during park hours at no charge. If needed after park hours, mid-week rental rate will apply.	
	If building is rented, the prior day, the earliest the renter will be able to access the building is 10:00 a.m. on the day of the rental.	
Youth Barn (2-hour rental):		
Full building; includes kitchen and up to one hundred (100) parking passes; 225 capacity		
	Weekend rates: April—September	780.00
	Weekend rates: October—March	520.00
	Friday set-up only; for Saturday event (if available):	357.00
	One charge for set-up between 10:00 a.m. and 10:00 p.m. May be reserved at time of Saturday building rental; damage deposit will be required.	
	If building is not rented, by one week prior to event, renter may access building on prior business day, between 3:00 p.m. and 4:30 p.m. (earlier times upon approval), during park hours at no charge. If needed after park hours, mid-week rental rate will apply.	
	If building is rented, the prior day, the earliest the renter will be able to access the building is 10:00 a.m. on the day of the rental.	
Building Rental: Extra hours (after first two hours)		
	Each additional hour consecutively (until 10:00 p.m.)	39.00
	Each additional hour consecutively (after 10:00 p.m.)	72.00
Banquet Permit Application: Required if there is alcohol		36.00
Security: Required with any youth-oriented event that involves alcohol where the adults will be consuming alcohol or any event that goes past 10:00 p.m. and involves alcohol.		
Deposit:		
	Non-refundable and non-transferable*; applies to the rental fee. Rental for prior day setup will require a separate deposit.	200.00
	Cleaning/damage deposit (required refundable and non-transferable)*.	500.00

	In the event the city is required to provide cleaning beyond normal routine cleaning, the city will deduct \$150.00. All cleaning, decorations, food and people must be vacated from the Building one hour (1hr) after the event reservation or be subject to a next day reservation fee. Damage repair of facilities will be charged the actual repair costs.	
Mid-Week Rental Rate: Minimum rental three (3) hours; no alcohol; not past 12:00 a.m., including cleanup; Monday through Thursday only, (excluding holidays)		
	Activities Building available: 4:00 p.m.—12:00 a.m.	
	Youth Barn available: 9:00 a.m.—12:00 a.m.	
	Minimum fee (first 3 hours)	273.00
	Each additional hour	39.00
Youth Group and Senior Citizen Discount: Organized non-profit youth groups (with more than 50% of the youth under 17 years of age) and senior citizens (with more than 50% of the participants age 60 and over) may subtract 10% from total reservation fees of \$100.00 or more. * If building rental is cancelled and we are able to re-rent the facility, the deposit, less a \$25.00 processing fee, will be refunded.		
NOTE: All fees receipted are non-refundable and non-transferable unless otherwise noted herein.		

YOUTH ACTIVITIES PARK

Picnic Reservations		Fees & Charges
Group Picnic Areas—Reservation (except picnic shelters)		
	50 people	65.00
	100 people	85.00
	150 people	95.00
	200 people	125.00
	200 or more—Special use area rate	See below **
Picnic Shelter Reservation: All shelters include a built-in barbecue		
	Youth Activities Park (Central Shelter, capacity 200)	145.00
	Youth Activities Park (North and South Shelters, capacity 50 under roof + 50 additional)	85.00
Sports Field Rental:		
	Soccer and other sports field (per 75 yds X 120 yds). Per hour fee.	6.00
	Organized youth athletic groups, which offer team fee scholarships, grants, waivers, and other benefits to the underprivileged, disadvantaged youths from the City and surrounding areas. Per hour fee.	1.50
	**Special Use Areas—Open Event: More than 200 people (plus any requested extra services and actual cost of required items)	150.00
** If determined necessary by the parks department, a special use area may require a written agreement. Cost will be negotiated on the basis of actual cost of services and area required. Groups must comply with requirements and laws appropriate to the event.		

Extra Service Fees:		
	Clean-up and / or damage repair (actual cost of services / to be determined)	TBD
	Banquet permit application	36.00
	Portable barbecue (4 units available / fee for each)	5.00
	Extra tables (for in park use only / each)	2.00
	Serving tables (4 units available / fee for each)	2.00
	Moving fee (for moving park equipment or property, i.e., picnic tables and garbage receptacles, etc): Per hour fee / one hour minimum.	TBD
	Inflatables and Amusement Rides (see inflatables and Amusement Rides Policy's)	25.00
Concessions:		
	Basic fee (includes electricity); per day	36.00
Youth Group and Senior Citizen Discount:		
Organized nonprofit youth groups (with more than 50% of the youth under 17 years of age) and senior citizens (with more than 50% of the participants age 60 and over) may subtract 10% from total reservation fees of \$100 or more.		
NOTE: All fees receipted are non-refundable and non-transferable unless otherwise noted herein.		

FULLBRIGHT PARK

Picnic Reservations		Fees & Charges
Picnic Shelter Reservation:		
	Shelter / Stage (200+) shelter includes built-in picnic tables	\$145.00
Group Picnic Areas—Reservation (except picnic shelters)		
	Corral Area (50)	\$65.00
	North Field (30 acres)	\$100.00
	Entire Park (Shelter / Stage, Corral Area, & North Field)	\$310.00
Extra Service Fees:		
	Clean-up and / or damage repair (actual cost of services / to be determined)	TBD
	Banquet permit application	\$36.00
	Moving fee (for moving park equipment or property, i.e., picnic tables and garbage receptacles, etc): Per hour fee / one hour minimum. Mowing fee	TBD
	Inflatables and Amusement Rides (see inflatables and Amusement Rides Policy's)	\$25.00
Concessions:		
	Basic fee (includes electricity); per day	\$36.00
Youth Group and Senior Citizen Discount:		
No Youth Group and Senior Citizen Discounts offered in Fullbright Park.		
NOTE: All fees receipted are non-refundable and non-transferable unless otherwise noted herein.		



City Council Communication

Meeting Date: December 11, 2023
From: Dennis Henne, Director of Public Works & Community Development
Topic/Issue: Resolution – Yakima Valley Conference of Governments - 2024 Land Use Planning/GIS Analyst Services Contract

SYNOPSIS: The attached Land Use Planning GIS Analyst Services Contract with Yakima Valley Conference of Governments (YVCOG) allows the City to secure certain technical planning assistance in addition to normal Conference activities.

RECOMMENDATION: Approve a resolution authorizing the City Manager to sign a 2024 Land Use Planning/GIS Analyst Services Contract - Yakima Valley Conference of Governments

LEGAL REVIEW: The City Attorney has reviewed the contract and resolution.

FINANCIAL REVIEW: Funding for this contract is included in the 2024 Budget.

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. YVCOG Land Use Planning and/or GIS Analyst Services

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing the City Manager to sign a contract with Yakima Valley Conference of Governments (YVCOG) for Land Use Planning and/or GIS Analyst Services.

WHEREAS, the Yakima Valley Conference of Governments (YVCOG) offers a service to municipalities for Land Use Planning and/or GIS Analyst Services; and

WHEREAS, the City has determined that a need exists to secure certain technical planning assistance in addition to normal Conference activities; and,

WHEREAS, the City may from time to time, and on an as needed basis, seek assistance from YVCOG on Land Use Planning and/or GIS Analyst Services; and,

WHEREAS, the City desires to enter into a contract with YVCOG for certain Land Use Planning and/or GIS Analyst Services;

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

The City Manager is authorized to sign an agreement with the Yakima Valley Conference of Governments for Land Use Planning and/or GIS Analyst Services.

PASSED this 11th day of December, 2023.

John Hodkinson, Mayor

ATTEST:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

City of Union Gap
LAND USE PLANNING AND/OR GIS ANALYST SERVICES

THIS CONTRACT, entered into this 1st day of January, 2024 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, acting hereunto duly authorized, and the City of Union Gap, a municipal corporation, located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by John Hodkinson, Mayor, hereunto duly authorized:

WITNESSETH THAT;

WHEREAS, the City has determined that a need exists to secure assistance in addition to normal Conference activities; and,

WHEREAS, the City is desirous of contracting with the Conference for certain technical planning assistance; and,

WHEREAS, the Conference possesses the technical planning staff with the necessary expertise to provide the required services;

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services. Services performed under this contract may consist of, but are not limited to, the following tasks. Upon mutual agreement by the City and the Conference of a detailed work program and time schedule, the Conference shall, in a satisfactory and proper manner, perform the following types of services:

1.1 Develop or assist in development of grant applications for community projects as requested by the Mayor or City Administrator;

1.2 Assist the City in the review of development proposals such as rezone and variance applications, State Environmental Policy Act (SEPA) reviews, planned unit developments and subdivisions as requested by the Mayor or City Administrator;

1.3 Assist the City Council and Planning Commission with any other activities mutually agreed upon by the City and the Conference.

2. Time of Performance. The services provided by the Conference pursuant to this contract shall:

commence on January 1, 2024 and shall end on December 31, 2024.

Contracted Service Hours per month for land use planning and/or GIS Analyst (includes indirect costs, excludes other direct costs such as travel, copies, postage, etc):

59 hours (time per month) for GIS/Land Use planning services, in the amount of \$. 5,310.00
(initial)

3. Access to Information. It is agreed that all information, data, reports, records and maps as are available and for the carrying out of the work outlined above, shall be furnished to the Conference by the

City. No charge shall be made to the Conference for such information, and the City will cooperate with the Conference in every way possible to facilitate the performance of the work described in this contract.

4. Compensation and Method of Payment. The compensation and reimbursement to be paid by the City hereunder shall be per month for staff services plus any and all additional direct expenses; such as travel, postage, etc. In addition, the City will provide, at no charge to the Conference, photocopy service and secretarial assistance in typing reports for submittal to the Council and Planning Commission. The Conference shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the Social Security, Workmen's Compensation and Income Tax Laws for persons other than City employees performing services pursuant to this contract.

5. Invoicing. The Conference shall submit monthly billings to the City for payment each month. The City agrees to submit reimbursement by the last working day of each month. The final invoice shall be submitted within 15 days after the ending date of the contract.

6. Termination.

6.1. Termination of Contract for Cause. If, through any cause, the City or the Conference shall fail to fulfill in a timely and proper manner the obligations contained within this contract, the non-defaulting party shall, thereupon, have the right to terminate this contract by giving, at least fifteen (15) days before the effective date of such termination, written notice to the other of such termination specifying the effective date thereof.

6.2. Termination for Convenience. Either the City or the Conference may effect termination of this contract upon thirty (30) days written notice by either party to the other party. If the contract is terminated, the City will compensate the Conference for that portion of services extended unto the City.

7. Modification. The terms of this contract may be changed or modified by mutual agreement of the City and the Conference in the form of written amendments to this contract.

8. Contract for Continuation. The City shall give notice of their intent to continue or discontinue the contractual agreement for the year 2024, at least thirty (30) days prior to the completion of this contract.

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

CITY OF UNION GAP
YAKIMA COUNTY

BY: _____
Executive Director

BY: _____
City Manager

ATTEST: _____
Secretary

ATTEST: _____
City Clerk



City Council Communication

Meeting Date: December 11, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Resolution – WA State Department of Revenue – Tourism Promotion Area Collection Agreement

SYNOPSIS: In August 2023 the City of Union Gap received a petition to increase the Tourism Promotion Area (TPA) fee by two dollars (\$2.00) per night of lodging stay. On September 11, 2023 the Council adopted Ordinance No. 3054 setting this additional special assessment of \$2.00 per night of lodging stay. The final step in this process is for the City to enter into a TPA Collection Agreement with the Department of Revenue (DOR).

RECOMMENDATION: Approve a resolution authorizing the City Manager to sign a Tourism Promotion Area Collection Agreement with DOR, for the collection of the new TPA assessment, beginning January 1, 2024.

LEGAL REVIEW: The City Attorney has reviewed this agreement and resolution.

FINANCIAL REVIEW: This new assessment will provide approximately \$118,000 in additional TPA revenue.

BACKGROUND INFORMATION:

1. Petition received August, 2023
2. Public Hearing Held September 11, 2023
3. Ordinance adopted September 11, 2023 setting the new TPA assessment

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. TPA Collection Agreement
3. Ordinance No. 3054, setting the additional TPA assessment

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing the City Manager to execute a public sector service agreement with Yakima County Development Association for professional services related to economic development.

WHEREAS, Yakima County Development Association, (YCDA) provides development services for the Union Gap community;

WHEREAS, YCDA staff possesses the skills, experience and expertise in the economic development community;

WHEREAS, YCDA is the conduit for small and large businesses to access state, federal and local grants for economic development;

WHEREAS, YCDA is the only economic development association in Yakima County to assist businesses with their needs;

WHEREAS, by approving this public sector service agreement, YCDA shall provide economic development services to the City for January 1, 2024 to December 31, 2028.

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

The City Manager is authorized to sign the public sector service agreement with Yakima County Development Association for professional services for January 1, 2024 to December 31, 2028.

PASSED this 11th day of December 2023.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

**YAKIMA COUNTY DEVELOPMENT ASSOCIATION
PUBLIC SECTOR SERVICE AGREEMENT**

AGREEMENT PERIOD: January 1, 2024 to December 31, 2028

THIS AGREEMENT is entered into by the City of Union Gap and the Yakima County Development Association ("YCDA"), a Washington non-profit corporation.

WHEREAS, YCDA is a Washington private non-profit corporation representing a coalition of business, government, labor, and education leadership dedicated to planning, developing, and implementing community economic development programs; and

WHEREAS, economic development programs are coordinated public and private actions which aid in enhancing Yakima County's business environment and livability by planning and building local economic capacity such as: an effective education and training system; sound transportation and physical infrastructure; attractive diverse private and public investments; and competitive and skilled work force; and

WHEREAS, YCDA staff possesses valuable skill, experience and expertise in community economic development; and

WHEREAS, YCDA has been involved in many significant investment decisions in the Union Gap area and Yakima County; and

WHEREAS, The City of Union Gap wishes to utilize the skill, experience, and expertise of YCDA rather than attempting to perform the same services at greater expense; and

WHEREAS, The City of Union Gap wishes to exercise authority granted under RCW 35.21.703 with YCDA to provide economic development assistance to The City of Union Gap; and

WHEREAS, The City of Union Gap desires to have certain services performed by YCDA as described within this Agreement;

THEREFORE, in consideration of payment, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually covenant and agree to the following:

I. SCOPE OF SERVICES

The City of Union Gap desires to continue utilizing services provided by YCDA. The City of Union Gap recognizes that, because of the nature of a private economy, YCDA shall provide economic development programming for the entire Yakima County area and not exclusively for the Union Gap area. The City of Union Gap understands that it will receive economic development benefits from YCDA's efforts within Yakima County because the City of Union Gap is an economic focal point within the County. Such benefits to the City of Union Gap include a more diversified economic base, additional employment opportunities and greater prosperity. The economic development program shall consist of the 2024-2028 Strategic Plan drafted by the YCDA Board of Directors.

YCDA shall maintain a professional staff to carry out an economic development program in Yakima County. During the term of this Agreement, YCDA will dedicate its best efforts to carry out such program.

As additional consideration, beyond its general mission of economic development in Yakima County, YCDA shall dedicate its professional and support staff to specific objectives from 2024 through 2028. YCDA shall:

- A. Market the City of Union Gap and Yakima County as a location for targeted new business investment. Maintain accurate information about the City of Union Gap's costs and opportunities as they relate to new business development. Maintain confidentiality for business clients evaluating sites or facilities within the region.
- B. Work cooperatively with developers, realtors, landowners and other parties within the Union Gap area to maintain up-to-date information about sites and facilities that can meet the needs of new or existing businesses.
- C. Conduct yearly visits with Union Gap-based businesses as part of YCDA's outreach activities. Provide appropriate follow-up assistance to local businesses based on needs identified during the outreach.
- D. Provide the City of Union Gap with a yearly report on the status of local businesses, providing insights on their overall health and feedback on local business climate issues.
- E. Support the City of Union Gap's efforts to prepare industrial sites and facilities through applications to local, state, or federal infrastructure funding programs.
- F. Partner with South Central Workforce, K-12, Higher Education, and other workforce development organizations to create and deliver workforce development programs that meet the needs of local employers.
- G. Provide business development training and resources to Yakima County start-ups, microenterprises, and small businesses so they can grow in the County.
- H. Advise the City of Union Gap, when requested, regarding industrial sector needs relative to the preparation of land use designation and urban development policies.
- I. Advise the City of Union Gap, when requested, on ways to mitigate development impacts from proposed manufacturing or non-retail expansion projects.
- J. Advise the City of Union Gap, when requested, regarding public service planning for light and heavy industrial areas, including comments on streets, water, sewer, and other public facilities.

II. DURATION OF AGREEMENT

This Agreement shall commence on January 1, 2024 and shall terminate on December 31, 2024, and renewed annually through December 31, 2028, subject to performance review and evaluation conducted by the City of Union Gap during the yearly budget review process.

III. COMPENSATION, METHOD OF PAYMENT, RECITYING

YCDA shall receive payment for services as specified in this Agreement in the total amount of One Hundred Thousand Dollars (\$100,000), \$20,000 to be paid each year of the agreement, which amount shall be paid to YCDA in two equal installments of Ten Thousand dollars (\$10,000), with one installment due on Jan 31, and one installment due on July 31. Provided that the Agreement is renewed for each year through 2028, and compensation for services is authorized in the City of Union Gap's yearly budget based upon the annual performance review and evaluation, payments will continue in 2025, 2026, 2027 and 2028 in two equal installments on January 31, and July 31. At its discretion, the City of Union Gap may acquire additional and specific professional economic development services from YCDA for a mutually agreed upon fee.

YCDA shall provide an annual report of its activities for each calendar year. Such report shall contain a description of accomplishments under the applicable scope of the services provision of the Agreement. Each annual report shall indicate the amount of new investment, retention of investment, and new jobs within Yakima County which affect economic development of the City of Union Gap.

IV. INTERNAL CONTROL AND ACCOUNTING SYSTEM

YCDA shall establish and maintain a system of accounting and internal controls which complies with applicable, generally accepted accounting principles, and government accounting and financial report standards.

V. ESTABLISHMENT AND MAINTENANCE OF RECORDS

YCDA shall maintain accounts and records, including personnel, property, financial, and program records, and such other records as the City of Union Gap may deem necessary, to ensure proper accounting for all project funds and compliance with this Agreement.

VI. AUDITS AND INSPECTIONS

A. Records and documents pertaining to all matters covered by this Agreement shall be subject at all times to inspections, review, or audit by the City of Union Gap and/or federal/state officials so authorized, including but not limited to, the Washington State Examiner.

B. YCDA shall have its annual financial statement compiled by an independent certified public accountant. One copy of any such compilation or review performed by an independent certified public accountant shall be provided to the City of Union Gap upon request.

C. YCDA shall provide access of facilities to the City of Union Gap, the state and/or federal agencies or officials at reasonable times to monitor and evaluate the services provided under the Agreement. the City of Union Gap will give advance notice to YCDA in the case of fiscal audits to be conducted by the City of Union Gap.

VII. REVIEW AND EVALUATION

YCDA agrees to cooperate with the City of Union Gap or its agent in the City of Union Gap's annual review and evaluation of YCDA's performance under this Agreement and to make available all information reasonably required by any such evaluation process.

VIII. TERMINATION

This Agreement may be terminated without cause prior to the date specified above in Section II, by either party providing the other party thirty (30) days written notice of the termination. In the event of termination, the amount of compensation shall be prorated monthly to the nearest full month of service.

IX. INSURANCE AND INDEMNIFICATION

YCDA shall procure and maintain at its own expense for the duration of this Agreement insurance against injury to persons or damage to property or rights which may arise from, or in connection with the performance of work hereunder by YCDA, its agents, representatives, employees.

YCDA shall defend, indemnify, and hold the City of Union Gap, its officers, employees, and agents, harmless from any and all liability arising out of the performance of this Agreement.

X. NONDISCRIMINATION

During the performance of this Agreement, YCDA shall not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any sensory, mental or physical handicap in employment or application for employment or in the administration or delivery of services or any other benefits under this Agreement.

XI. CONFLICT OF INTEREST

YCDA covenants that no officer, employee or agent of the City of Union Gap who exercises any functions or responsibilities in connection with the planning and implementation of the program funded herein, or any other person who presently exercises any functions or responsibilities in connection with the planning and implementation of the program funded herein shall have any personal financial interest, direct or indirect, in this Agreement.

None of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

XII. NOTICES

Whenever this Agreement provides for notice to be provided by one party or another, such notices shall be in writing and directed to the executive director of YCDA, P.O. Box 1387, Yakima, WA, 98907, or City Manager of the City of Union Gap, P.O. Box 3008 Union Gap, WA 98903-0008. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

XIII. CHANGES

Either party may request changes to this Agreement. Proposed changes, which are mutually agreed upon, shall be incorporated by written amendments to this Agreement.

XIV. PROHIBITED ACTS

YCDA shall use all consideration provided under this Agreement solely to pay for labor, equipment, materials, and overhead in its operations. It shall not use such consideration as loans, grants, or gifts to public or private entities for any purpose whatsoever nor shall such consideration be used for the purpose of promotional hosting. Violation of the provision of this section shall be cause of immediate termination of this Agreement and YCDA shall repay to the City of Union Gap any funds transferred in violation of this section.

XV. WHOLE AGREEMENT

This Agreement constitutes the whole and entire agreement between the parties.

XVI. ASSIGNMENT

YCDA shall not assign any of its duties under this Agreement without the prior written consent of the City of Union Gap.

XVII. SEVERABILITY

In the event any portion of this Agreement is found to be invalid, it is the intent of the parties to enforce the remainder of the Agreement.

CITY OF UNION GAP

**YAKIMA COUNTY
DEVELOPMENT ASSOCIATION**

Signature

Signature

Sharon Bounds

Name

City Manager

Title

Date

Date

ATTEST

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. 3054

AN ORDINANCE AMENDING CITY OF UNION GAP MUNICIPAL CODE CHAPTER 3.25 TOURISM PROMOTION AREA FUND TO ADD AN ADDITIONAL TWO DOLLARS PER NIGHT OF LODGING STAY

WHEREAS, in 2011, the Union Gap City Council passed Ordinance 2707 establishing the Union Gap Tourism Promotion Area (TPA), and imposing a special assessment on the furnishing of lodging by a lodging business located within the Tourism Promotion Area; and

WHEREAS, in August of 2023, the City Council was presented with a petition filed by the lodging businesses in Union Gap's TPA to increase the TPA fee by two dollars (\$2.00) per night of lodging stay; and

WHEREAS, on August 28th, 2023 the Council adopted a resolution which provided notice of the petition to increase the fees and set a public hearing concerning the same; and

WHEREAS, the City Council, following notice of the public hearing, held the duly scheduled public hearing on September 11, 2023 for the purpose of receiving comments and testimony concerning the increase; and

WHEREAS, after holding the public hearing, the City Council desires to increase the Tourism Promotion Area fee as requested.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DOES ORDAIN as follows:

Section 1. Union Gap Municipal Code Chapter 3.25, titled "Tourism Promotion Area Fund" shall be and hereby is amended and shall read as follows:

Chapter 3.25 TOURISM PROMOTION AREA FUND AND ASSESSMENT RATE

3.25.010 Tourism promotion area fund created.

There is hereby created a new fund to be known as the "Tourism Promotion Area Fund," Fund No. 108. The tourism promotion area assessments will be deposited into said fund.

3.25.020 Purpose.

Said fund shall be used solely for the purposes of collecting tourism promotion area assessments and expending these funds for the purpose they were intended. This shall be a separate fund and budgeted as such.

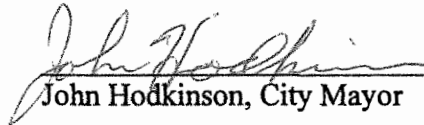
3.25.030 Assessment Rate.

The Special Assessment on the furnishing of lodging by a Lodging Business located within the Union Gap Tourism Promotion Area is \$2.00 per night of lodging stay. In addition, there is a second, additional special assessment of \$2.00 per night of lodging stay furnished by a lodging business located within the Union Gap Tourism Promotion Area, until such time that RCW 35.101.057 shall expire, is repealed, or as modified by ordinance. The charges imposed under this section are not a tax on the "sale of lodging" for the purposes of RCW 82.14.410.

Section 2.

This Ordinance shall take effect and be in force five (5) days after final passage by the City Council and publication.

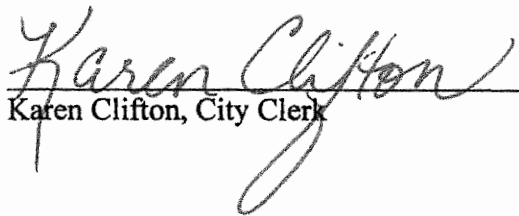
ORDAINED this 11th day of September, 2023.



John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:



Karen Clifton, City Clerk



Jessica Foltz, City Attorney

City Council Communication



Meeting Date: December 11, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Discuss Funding for the Library & Community Center

SYNOPSIS: City Staff has attempted to work with the Friends of the Union Gap Library and Community Center (the "Friends") for the last eight months to come to terms on an MOU that would dictate terms of the parties becoming joint-applicants for funding for the Library and Community Center that will be administered by the US Department of Agriculture (USDA). Unfortunately, an agreement to terms has not been reached and the City no longer believes the parties can work cooperatively on this matter. For that reason, a letter notifying the Friends of the Union Gap Library and Community Center of the City's decision not to move forward with submitting a joint application (and the reasons why) is being presented to City Council for approval.

RECOMMENDATION: Authorize the City Manager to sign a letter notifying the Friends of the Union Gap Library and Community Center of the City's decision not to participate in submitting a joint application for funding to USDA for funding for the Union Gap Library & Community Center Project.

LEGAL REVIEW: The City Attorney drafted the letter.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: The City was previously notified that the Friends had applied for, and been granted, funding that could be used for the Union Gap Library & Community Center project. Once the funding was authorized by the legislature, it went to USDA for administration. Since both the property and the building are owned by the City, USDA is requiring the Friends to have the City join their application to receive the funds. Before work on the application could begin, the City and Friends needed to agree on a Memorandum of Understanding (MOU) which memorializes the roles and responsibilities of each party in submitting the joint grant application. The City and the Friends have been meeting and negotiating for several months and have not been able to come to an agreement to terms. Of additional concern is that it has been determined that the funds would not be under the City's control, which complicates the process for invoicing and reimbursements and could result in financial liability for the City. Discussion of Staff concerns has been relayed to the members of the City Council who serve on the Public Works Committee. All parties agree that the City should forego further efforts to submit a joint application to USDA with the Friends of the Union Gap Library & Community Center for the funding they were awarded for the Library and Community Center Project.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Letter



CITY OF
UNION GAP
1883

Sharon Bounds
City Manager
Office line (509) 248-0432
Direct line (509) 494-6562
sharon.bounds@uniongapwa.gov

December 11, 2023

Friends of the Union Gap Library and Community Center
PO Box 3132
Union Gap, WA 98903-0132

Dear Friends of the Union Gap Library and Community Center:

As I did in our most recent meeting, I want to again express the City's sincere appreciation for the efforts the Friends of the Union Gap Library and Community Center (hereinafter "the Friends") have taken to secure grant funding for the Union Gap Library and Community Center ("Library" or "Project"). Unfortunately, I am sending this letter to let you know that the City has decided against submitting a joint application with the Friends for the funding awarded for Phase II of the Library that will be run through the United States Department of Agriculture (USDA). The reasons for this are explained in more detail below.

Failure to Reach Agreement on an MOU

As you are aware, the City and the Friends have been working diligently over the last eight months to come up with a Memorandum of Understanding (hereinafter "the MOU") memorializing the roles and responsibilities of each party in submitting a joint grant application to USDA. Despite having City staff members attend multiple meetings with the Friends to discuss the terms of the MOU, and despite trading drafts back and forth, an agreement to terms has not been reached. This is in large part due to the fact that the Friends are still focused on items that they desired to be part of the Project in Phase I that had to be abandoned due to Council decision and/or budgetary concerns. Examples of this include: the addition of square footage to the building, adding a commercial kitchen, and the original bid alternates including two fireplaces. Even though it was decided by a vote of Council that these items would not be included (and that at this point it is too late to add them) the Friends continued to reference these items throughout discussions regarding the application process for funding for Phase II. For example, at a November 16th, 2023 meeting the Friends stated they do not trust City Staff to honor the MOU due to staff not including their desired design items (such as those mentioned above) during Phase I of the Project. That distrust led the Friends to condition continued work on the MOU on the City agreeing to a "Side Letter Agreement" which had been submitted alongside some of their proposed changes to the MOU. The "Side Letter Agreement" referenced, among other items, a raised landscape planter and a beverage machine. Although the City communicated with the Friends in 2020 regarding a planter border and provided an exhibit showing an at-grade planter border in January 2021, the Friends are now insisting on the City agreeing to an expanded raised planter design. Regarding the beverage machine, no one on the design team had heard of a request for a beverage machine until just prior to the City receiving the "Side Letter Agreement". Incorporating a beverage machine of the type requested would be a substantial change to the Project given that it would likely require plumbing and potential installation of a sink and counter area. Finally, the Friends have voiced continuing dissatisfaction in response to the City's efforts to recognize donors. The City designed the Project to include an area specifically designated for use by the Friends for recognition of donors, the Friends did not feel the area was adequate and have continued to attempt to expand the size and location of the donor recognition area despite the fact that the City has never received any donated funds and has not been given any record of donations that have been received by the Friends group for the Project. The Friends' continued focus on the above-mentioned items has made it difficult to make any progress on the MOU.

Control of the Project and Cooperation

Although the City appreciates that the Friends care deeply about the Library and have the best of intentions for its completion, it has become apparent to the City that the Friends believe they should have equal or even predominant control over the Project. The Library and Community Center is located on City-owned property and is being built for public purposes to run public programs. For these reasons, it is the City's responsibility to manage the project without interference from outside groups and in accordance with the wishes of all of the citizens of Union Gap as represented by the City Council. The City has made clear that it intends to consider the Friends' input on Phase II of the Project and drafted terms in the MOU to reflect that intention. Although the Friends have said this is agreeable to them, there have been clear indicators to the contrary that are of concern to the City. One example is the Friends proposing language in the MOU that would allow a party to take legal action against the other if the terms of the MOU weren't followed. A second example, which was mentioned earlier, is the comment made by the Friends at the November 16th, 2023 meeting that they do not trust the City. These requests and expressions of distrust have led the City to believe it is unlikely that the City and the Friends will be able to work cooperatively on this issue as they have different expectations as to who will have oversight of the Project and what the roles of each party will be.

Financial Implications

Becoming co-applicants on the USDA grant could have significant financial impacts on the City if the parties are not able to work together throughout the completion of Phase II. Recently, the City met with the Friends and USDA to discuss how and by whom reimbursements would be issued for work done on Phase II of the Project. It was relayed by USDA that because the funding was initially secured by the Friends, the City would essentially be a contractor for funding purposes. That would mean that the Friends would be the party authorized to issue reimbursements and pay invoices under the grant. Although USDA mentioned the possibility that the City could be made responsible for receiving and disbursing funds if that were dictated by the terms of an MOU, that is unlikely for the reasons explained above. Even if the parties were able to come to terms on an MOU and the City was given primary responsibility for reimbursing invoices, both parties would have to authorize them as co-applicants. Given the history of disagreement between the parties regarding the Project and in trying to finalize the MOU, the City has significant concerns about being reliant on the Friends to pay invoices, reimburse the City for invoices the City has paid, or sign off on reimbursements. The risk to the City is substantial as these invoices and reimbursements could amount to several hundred thousand dollars at a time. The City has a responsibility to the taxpayers not to create liability for the City by entering into a partnership that comes with an obligation to work cooperatively with a party whom it has historically had minimal common ground or agreement with.

It is for these reasons that the City has decided not to move forward with a joint application for funding. This decision has not been made lightly and was discussed not only internally but is also supported by the members of Council who sit on the Public Works Committee. At this point, the City will gratefully accept the funding as a donation with no strings attached and/or will gladly apply for the funding as an individual applicant if that can be arranged through USDA. The City believes this is the only avenue to ensure that the funding will be used in accordance with the citizen's wishes and Council directives.

Very truly yours,

Sharon Bounds
City Manager

CONSENT AGENDA

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
November 27, 2023, Regular Meeting
MINUTES

Call to Order Mayor Hodkinson called the Regular Meeting of the Union Gap City Council to order at 6:00 p.m.

Council Members Present Council Members Sewell, Wentz, Galloway, Hansen, Schilling, and Dailey were present.

Staff Present City Manager Bounds, City Attorney Foltz, Police Chief Cobb, Fire Chief Markham, Public Works and Community Director Henne, Building Official Cavanaugh, and Finance & Administration Director Clifton were present.

Audience Present See attached list.

Pledge of Allegiance Council Member Hansen led the pledge of allegiance.

Consent Agenda Motion by Council Member Wentz, second by Council Member Dailey to approve the consent agenda as follows:

Regular Council Meeting Minutes, dated November 13, 2023, as attached to the Agenda and maintained in electronic format.

Claims Vouchers – EFT’s, and Voucher No. 107463 through 107524 for November 27, 2023, in the amount of \$249,059.37.

Motion carried unanimously.

General Items

Public Hearing

Text Amendment to Title 17; Airport Safety Overlay At 6:05 p.m. Mayor Hodkinson opened a Public Hearing regarding the Text Amendment to Title 17; Airport Safety Overlay. Yakima Valley Conference of Governments planner, Albert Miller presented a report, and gave a summary of the findings and amendments, which are consistent with the FAA, WSDOT Aviation, and the Yakima Air Terminal. One comment was received from the City of Yakima and the Air Terminal requesting that the amendments consider Appendix F of the WSDOT aviation airport land use

compatibility planning manual, and that actions taken within the ASO undergo a level of review one higher than they would have otherwise, which is addressed within sections of the Municipal Code, Section 17.09.020c. Miller stated that the Yakima Valley Conference of Governments (YVCOG), acting as planning staff for the City of Union Gap then recommends that The City of Union Gap adopt the amendments as proposed.

Council Member Schilling asked if notifications went out in English and Spanish. Public Works and Community Development Director Henne replied that he believes the publications in the paper were in English and Spanish, giving the opportunity for assistance. Miller replied that because it is a non-project action, it goes to agencies rather than individuals since it has the potential to effect the entire city. For any project that occurs within the area, that notice would go to the individuals. With no other written or oral comments, Mayor Hodkinson closed the Public Hearing at 6:12 p.m.

Shuel Rezone &
Comprehensive Plan
Amendment

At 6:13 p.m., Mayor Hodkinson opened a Public Hearing regarding Shuel Rezone & Comprehensive Plan Amendments. Yakima Valley Conference of Governments planner, Albert Miller gave an overview of a request to change the Land Use designation for two specific parcels from residential to commercial, and the zoning from R2 to CBD (Central Business District). One comment was received from the Department of Ecology, which noted that the applicant should be aware of potential ground water contamination, and impact on indoor air quality from tetrachloroethylene that exists in the area as a result of its proximity to the Yakima Railroad area. In conclusion the Yakima Valley Conference of Governments (YVCOG), acting as planning staff for the City of Union Gap recommends that the Union Gap City Council approve the proposed rezone subject to the condition that the applicant be notified of the potential existence and impact of tetrachloroethylene on the site.

Council Member Schilling again asked if notification was sent in English and Spanish to individuals in the area. Public Works and Community Development director Henne replied that action was taken in the 300 ft. radius, which was fairly limiting in the broadcast of the information, and that the advertisement in the newspaper met all state requirements, and gave instructions if assistance was needed to contact the city, and we would provide that assistance. Council member Hansen asked if there was a shelf life for the tetrachloroethylene. Henne replied that it has been there since the

90's and he wasn't sure if there was a shelf life for it. With no other written or oral comment, Mayor Hodkinson closed the Public Hearing at 6:19 p.m.

2024 Final Budget

At 6:20, Mayor Hodkinson opened a Public Hearing regarding the 2024 final budget. Finance and Administration Director Clifton presented a copy of the Final 2024 Budget and gave an overview. With no written or oral comment, Mayor Hodkinson closed the Public Hearing at 6:24 p.m.

Finance & Administration

Ordinance No. – 3077 –
Adopting the 2024 Budget

Motion by Council Member Wentz, second by Council Member Galloway to adopt Ordinance No. 3077 – adopting the 2024 Budget for the City of Union Gap, Washington. Motion carried unanimously.

Ordinance No. – 3078 – 2024
Cost-of-Living Raises for
Non-Union Employees

Motion by Council Member Wentz, second by Council Member Galloway to adopt Ordinance No. – 3078 – authorizing a 3.0% increase in the salaries and wages for the City Manager, Director of Public Works and Community Development, Civil Engineer, Director of Finance and Administration, Police Chief, Police Lieutenant, and Operations Manager for 2024. Council Member Schilling asked, not for this next year, but for the following year they look at City's our size for a base to talk to our constituents about. Council Member Wentz asked when the last time was that we looked at comparables. City Manager Bounds replied that comparables are done during Union negotiations. Motion carried unanimously.

Police

Resolution No. – 23-60 –
Traffic Safety Interagency
Agreement

Motion by Council Member Wentz, second by Council Member Sewell to approve Resolution No. - 23-60 – authorizing the City Manager to sign an Interagency Agreement with the Washington Traffic Safety Commission, to fund High Visibility Enforcement (HVE) patrols. Motion carried unanimously.

City Manager

Resolution No. – 23-61 –
Approving Agreement for
Professional Services with
Margita Dornay

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 23-61 – authorizing the City Manager to sign a new contract with Margita A. Dornay for Prosecution of Misdemeanor and Gross Misdemeanor Crimes.

Voting on the motion – Ayes – Sewell, Wentz, Galloway, Hansen, Dailey and Hodkinson. Nays - Schilling. Motion passes.

Resolution No. 23-62 –
Approving Agreement for
Professional Services with
Barry Woodard

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 23-62 – authorizing the City Manager to sign a new contract with Barry Woodard for public defence services. Motion carried unanimously.

Resolution No. 23-63 –
YCDA – Funding Agreement
– Airport Contribution

Motion by Council Member Wentz, second by Council Member Dailey to approve Resolution No. – 23-63 – authorizing the City Manager to sign a Funding Agreement with Yakima County development Association (YCDA) to manage the City’s contribution toward additional flights at the Yakima Airport. Motion carried unanimously.

Public Works & Community
Development

Resolution No. – 23-64 –
Declare Project Complete and
Approve Acceptance –
Regional Beltway Area
Utilities Extension Project
Phase 1 – HLA 22038

Motion by Council Member Wentz, second by Council Member Sewell to adopt Resolution No. – 23-64 – authorizing final acceptance and authorizing close-out to the City’s contract agreement related to the Regional Beltway Area Utilities Extension Project Phase I. Council Member Schilling asked what the landowner say about what was done. Public Works and Community development Director replied the he says it’s great, but wasn’t sure. Motion carried unanimously.

Resolution No. – 23-65 –
Consultant Services
Agreement – CWA

Motion by council Member Wentz, second by Council Member Sewell to approve Resolution No. – 23-65 – authorizing the City Manager to sign a consultant services agreement with CWA Consultants of Port Orchard, WA. for the 2024 calendar year. Motion carried unanimously.

Resolution No. – 23-66 –
RH2 Engineering, Inc.
Consultant Agreement; Main
Street Pedestrian Crossing
Improvements Project

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 23-66 – authorizing the City Manager to sign a Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with RH2 Engineering, Inc. Motion carried unanimously.

Committee Reports

Council Member Wentz stated that he had attended the Tourism Board Budget meeting at the Convention Center, reporting that they, like everyone else are tightening their strings and digging into reserves, and that sports had been the highlight, and are making a

profit this year.

Items from the Audience

None.

City Manager Report

City Manager Bounds distributed packets provided by the City of Yakima Manager, asking if the City of Union Gap would like to partner with them on their new aquatic center and the MLK JR. park. They are asking if the City would consider either a million dollar donation, or an annual contribution to the facilities operating costs. In return, they are offering the same residential daily rate entrance as the City of Yakima. Council Member Wentz stated that we are cutting budgets, and he understood that The City of Yakima was doing some significant cutting themselves, that it was poor timing. Council Member Schilling stated that kids were being bussed from the school near Council Member Wentz’s house so the kids could go over there. Wentz replied that it would be nice if it was free, but reminded everyone that Council just raised our citizen’s taxes and could not justify another increase for additional projects. Council Member Galloway stated that a \$1,000,000.00 donation is out of the question, that we are still trying to get things done around here. Council Member Dailey stated that she would like to hear the presentation even though she is hearing that the Council wouldn’t be willing to contribute at this time. After further discussion, Mayor Hodkinson asked that Bounds respond to the City of Yakima to see if they would still be interested in giving their presentation, knowing that we would not be contributing.

Communications/Questions/
Comments

None.

Development of next Agenda

None.

Adjournment of Meeting

Mayor Hodkinson adjourned the regular meeting at 6:41 p.m.

ATTEST:

Sharon Bounds, City Manager

Karen Clifton, City Clerk



City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Payroll Vouchers – November, 2023

SYNOPSIS: Payroll Vouchers for the month of November, 2023

RECOMMENDATION: Request Council to approve EFTs and Voucher Nos. 107599 through 107605, in the amount of \$475,562.43

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Payroll Voucher Register

WARRANT/CHECK REGISTER

CITY OF UNION GAP

Time: 10:43:10 Date: 12/07/2023

01/01/2023 To: 12/31/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
7352	12/08/2023	Payroll	2	EFT	LYNETTE BISCONER	5,059.59	November 2023 Payroll
7353	12/08/2023	Payroll	2	EFT	RYAN L BONSEN	6,037.27	November 2023 Payroll
7354	12/08/2023	Payroll	2	EFT	SHARON R BOUNDS	7,696.28	November 2023 Payroll
7355	12/08/2023	Payroll	2	EFT	JABAN R BROWNELL	6,663.86	November 2023 Payroll
7356	12/08/2023	Payroll	2	EFT	ANTHONY T BRYANT	3,093.63	November 2023 Payroll
7357	12/08/2023	Payroll	2	EFT	CRAIG G BUNTING	4,841.06	November 2023 Payroll
7358	12/08/2023	Payroll	2	EFT	JASON G CAVANAUGH	5,744.05	November 2023 Payroll
7359	12/08/2023	Payroll	2	EFT	NEREDIHT E CHAVEZ	3,430.18	November 2023 Payroll
7360	12/08/2023	Payroll	2	EFT	KAREN CLIFTON	5,624.96	November 2023 Payroll
7361	12/08/2023	Payroll	2	EFT	GREGORY COBB	6,900.69	November 2023 Payroll
7362	12/08/2023	Payroll	2	EFT	BRENT E CORT	3,017.04	November 2023 Payroll
7363	12/08/2023	Payroll	2	EFT	CHRIS DAHL	4,482.27	November 2023 Payroll
7364	12/08/2023	Payroll	2	EFT	SANDY L DAILEY	540.35	November 2023 Payroll
7365	12/08/2023	Payroll	2	EFT	DAVID DOMINGUEZ	6,879.58	November 2023 Payroll
7366	12/08/2023	Payroll	2	EFT	TRAVIS FISCUS	5,295.76	November 2023 Payroll
7367	12/08/2023	Payroll	2	EFT	CHRISTOPHER J FIX	4,967.18	November 2023 Payroll
7368	12/08/2023	Payroll	2	EFT	JACK L GALLOWAY	540.35	November 2023 Payroll
7369	12/08/2023	Payroll	2	EFT	DAVID O HANSEN	540.35	November 2023 Payroll
7370	12/08/2023	Payroll	2	EFT	DENNIS HENNE	6,817.10	November 2023 Payroll
7371	12/08/2023	Payroll	2	EFT	JOHN P HODKINSON JR	540.35	November 2023 Payroll
7372	12/08/2023	Payroll	2	EFT	AMBER M HOYT	4,036.95	November 2023 Payroll
7373	12/08/2023	Payroll	2	EFT	STEPHANIE L HUBERT	3,734.63	November 2023 Payroll
7374	12/08/2023	Payroll	2	EFT	RUDY M JIMENEZ	3,915.13	November 2023 Payroll
7375	12/08/2023	Payroll	2	EFT	ALBA L LEVESQUE	6,154.51	November 2023 Payroll
7376	12/08/2023	Payroll	2	EFT	JO LINDER	3,268.04	November 2023 Payroll
7377	12/08/2023	Payroll	2	EFT	TERESA LOPEZ	4,613.71	November 2023 Payroll
7378	12/08/2023	Payroll	2	EFT	LAURIE ANN MARTINEZ	2,639.45	November 2023 Payroll
7379	12/08/2023	Payroll	2	EFT	VALENTINA MARTINEZ	3,202.06	November 2023 Payroll
7380	12/08/2023	Payroll	2	EFT	HOWARD L MASON	3,508.54	November 2023 Payroll
7381	12/08/2023	Payroll	2	EFT	STACEY J MCKINLEY	4,289.29	November 2023 Payroll
7382	12/08/2023	Payroll	2	EFT	KYLAR MCPHERSON	5,578.18	November 2023 Payroll
7383	12/08/2023	Payroll	2	EFT	ROBERT MCRAE	4,017.08	November 2023 Payroll
7384	12/08/2023	Payroll	2	EFT	MICHAEL R NORTH	6,454.08	November 2023 Payroll
7385	12/08/2023	Payroll	2	EFT	SERGIO E OCHOA	4,165.48	November 2023 Payroll
7386	12/08/2023	Payroll	2	EFT	REBECCA R PINA	3,273.06	November 2023 Payroll
7387	12/08/2023	Payroll	2	EFT	HECTOR A RIVERA	6,324.81	November 2023 Payroll
7388	12/08/2023	Payroll	2	EFT	PAUL K SANDERS	4,613.26	November 2023 Payroll
7389	12/08/2023	Payroll	2	EFT	CURTIS J SANTUCCI	6,465.84	November 2023 Payroll
7390	12/08/2023	Payroll	2	EFT	JULIE SCHILLING	543.35	November 2023 Payroll
7391	12/08/2023	Payroll	2	EFT	GREGORY A SEWELL	540.35	November 2023 Payroll
7392	12/08/2023	Payroll	2	EFT	COLEMAN D SHOGREN	5,294.93	November 2023 Payroll
7393	12/08/2023	Payroll	2	EFT	SEAN C SNYDER	3,898.90	November 2023 Payroll
7394	12/08/2023	Payroll	2	EFT	ROBERT A SPENCER	3,366.86	November 2023 Payroll
7395	12/08/2023	Payroll	2	EFT	AMANDA L TOWLE	4,365.86	November 2023 Payroll
7396	12/08/2023	Payroll	2	EFT	ERIC B TURLEY	5,813.87	November 2023 Payroll
7397	12/08/2023	Payroll	2	EFT	JENNY V VALLE	3,471.65	November 2023 Payroll
7398	12/08/2023	Payroll	2	EFT	CHAD VANOVER	5,637.75	November 2023 Payroll
7399	12/08/2023	Payroll	2	EFT	HANNA L VANSKOY	2,313.35	November 2023 Payroll
7400	12/08/2023	Payroll	2	EFT	GLORIA A WALTMAN	3,539.48	November 2023 Payroll
7401	12/08/2023	Payroll	2	EFT	TERRYL D WAY	6,356.56	November 2023 Payroll
7402	12/08/2023	Payroll	2	EFT	ROGER E WENTZ	527.10	November 2023 Payroll
7412	12/07/2023	Payroll	2	EFT	AFLAC	199.86	Pay Cycle(s) 12/01/2023 To 12/31/2023 - AFLAC; Pay Cycle(s) 12/01/2023 To 12/31/2023 - AFLAC Pre Tax

WARRANT/CHECK REGISTER

CITY OF UNION GAP

Time: 10:43:10 Date: 12/07/2023

01/01/2023 To: 12/31/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
7413	12/07/2023	Payroll	2	EFT	AWC EMPLOYEE BENEFIT TRUST	95,154.90	LEOFF 1 RETIREE MEDICAL BENEFITS - 11/2023; Pay Cycle(s) 12/01/2023 To 12/31/2023 - Medical
7414	12/07/2023	Payroll	2	EFT	INTERNAL REVENUE SERVICE	82,598.46	941 Deposit for Pay Cycle(s) 12/01/2023 - 12/31/2023
7415	12/07/2023	Payroll	2	EFT	MISSION SQUARE RETIREMENT #302189 ROTH	6,546.96	Pay Cycle(s) 12/01/2023 To 12/31/2023 - ROTH - Catch-up; Pay Cycle(s) 12/01/2023 To 12/31/2023 - 457 ROTH; Pay Cycle(s) 12/01/2023 To 12/31/2023 - Pre Ret Catch-up
7416	12/07/2023	Payroll	2	EFT	MISSION SQUARE RETIREMENT #302189	14,109.93	Pay Cycle(s) 12/01/2023 To 12/31/2023 - Retirement Trust
7417	12/07/2023	Payroll	2	EFT	WA STATE DEPT OF SOCIAL	1,367.00	Pay Cycle(s) 12/01/2023 To 12/31/2023 - WSDCS
7418	12/07/2023	Payroll	2	EFT	WA STATE DRS - DCP	50.00	Pay Cycle(s) 12/01/2023 To 12/31/2023 - DRS - DCP - 902B71
7419	12/07/2023	Payroll	2	EFT	WA STATE EMPLOYMENT SECURITY DEPT- LTC	846.22	Pay Cycle(s) 12/01/2023 To 12/31/2023 - LTC
7420	12/07/2023	Payroll	2	EFT	WA STATE EMPLOYMENT SECURITY DEPT-PFML	1,883.34	Pay Cycle(s) 09/29/2023 To 09/29/2023 - WPFML; Pay Cycle(s) 12/01/2023 To 12/31/2023 - WPFML
7421	12/07/2023	Payroll	2	EFT	WA STATE LAW ENFORCEMENT	20,531.41	Pay Cycle(s) 12/01/2023 To 12/31/2023 - LEOFF II - B040
7422	12/07/2023	Payroll	2	EFT	WA STATE PUBLIC EMPLOYEES	28,100.65	Pay Cycle(s) 12/01/2023 To 12/31/2023 - PERS II - 5591; Pay Cycle(s) 12/01/2023 To 12/31/2023 - PERS III - 5591
7423	12/07/2023	Payroll	2	EFT	WESTERN CONFERENCE OF	5,221.13	Pay Cycle(s) 12/01/2023 To 12/31/2023 - Teamster's Pension #414793; Pay Cycle(s) 12/01/2023 To 12/31/2023 - Teamster's Pension #415517
7424	12/07/2023	Payroll	2	107599	EMPLOYEE FUND	246.00	Pay Cycle(s) 12/01/2023 To 12/31/2023 - Employee Fund
7425	12/07/2023	Payroll	2	107600	TEAMSTERS LOCAL 760	939.00	Pay Cycle(s) 12/01/2023 To 12/31/2023 - Teamsters Dues
7426	12/07/2023	Payroll	2	107601	UNION GAP POLICE OFFICERS ASSN	1,400.00	Pay Cycle(s) 12/01/2023 To 12/31/2023 - UGPOA Dues
7427	12/07/2023	Payroll	2	107602	USABLE LIFE	76.56	Pay Cycle(s) 12/01/2023 To 12/31/2023 - USAbLe Life
7428	12/07/2023	Payroll	2	107603	WA STATE COUNCIL OF CNTY	617.50	Pay Cycle(s) 12/01/2023 To 12/31/2023 - AFCSME Dues
7429	12/07/2023	Payroll	2	107604	WA STATE COUNCIL OF	175.00	Pay Cycle(s) 12/01/2023 To 12/31/2023 - WSCOPO Dues
7430	12/07/2023	Payroll	2	107605	WESTERN STATES POLICE MEDICAL TRUST	862.50	Pay Cycle(s) 12/01/2023 To 12/31/2023 - WSPMT

001 Current Expense Fund	380,683.52
101 Street Fund	29,860.29
128 Transit System Fund	5,414.29
401 Water Fund	27,414.38
402 Garbage Fund	2,025.29
403 Sewer Fund	30,164.66

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						475,562.43	Payroll: 475,562.43
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City Council Communication

Meeting Date: December 11, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Claim Vouchers – December 11, 2023

SYNOPSIS: Claim Vouchers Dated December 11, 2023

RECOMMENDATION: Request Council to approve EFTs and Voucher Nos. 107525 through 107598 in the amount of \$661,483.62.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Claim Voucher Register
2. Detailed Claim Voucher Register

WARRANT/CHECK REGISTER

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7218	11/30/2023	Claims	2	EFT	WA STATE DEPT OF LICENSING	15.00	DRIVING RECORD
7237	12/05/2023	Claims	2	EFT	XPRESS BILL PAY	1,099.94	ONLINE PAYMENTS FEE - 11/2023
7270	12/05/2023	Claims	2	EFT	CHASE PAYMENTTECH	2,485.99	ONLINE CREDIT CARD PAYMENTS FEE - 11/2023
7272	12/11/2023	Claims	2	EFT	CENTURY LINK	768.63	PUBLIC WORKS - 11/2023; CIVIC CENTER TRUNK SVC - 11/2023
7273	12/11/2023	Claims	2	EFT	OFFICE DEPOT-CITY HALL	75.08	WIRELESS MOUSE, 2024 WALL CALENDAR, 2024 MONTHLY PLANNING CALENDAR & ADVIL
7274	12/11/2023	Claims	2	EFT	OFFICE DEPOT-PD	316.07	2024 DESKPAD CALENDARS; 2024 DESK CALENDAR, HIGHLIGHTERS, COPY PAPER, DIVIDERS & BALL POINT PENS
7275	12/11/2023	Claims	2	EFT	VERIZON WIRELESS - CH #742100945-0001	384.27	CITY HALL CELL SERVICE - 11/2023
7276	12/11/2023	Claims	2	EFT	VERIZON WIRELESS - PD2#672326319	520.57	PD MODEMS - 11/2023
7277	12/11/2023	Claims	2	EFT	VERIZON WIRELESS - PW #542075407	436.18	PW & BDLG/PLANNING CELL PHONE SERVICE - 11/2023
7211	11/30/2023	Claims	2	107525	UNITED STATES POSTMASTER	750.37	2023 WINTER NEWSLETTER POSTAGE
7278	12/11/2023	Claims	2	107526	ABSOLUTE COMFORT TECHNOLOGY	1,393.08	QUARTERLY WINTER 2023 MAINTENANCE
7279	12/11/2023	Claims	2	107527	AM TEST, INC.	630.00	WASTE WATER SAMPLING - SAMPLE #23-A0018922 - RENEGADE POWDER COATING; WASTE WATER SAMPLING - SAMPLE #23-A0018403
7280	12/11/2023	Claims	2	107528	AMAZON CAPITAL SERVICES, INC	216.40	YUBIKEYS
7281	12/11/2023	Claims	2	107529	ATS AUTOMATION, INC	1,973.57	HVAC UNION GAP CIVIC COMPLEX AGREEMENT - 12/01/2023-02/29/2024
7282	12/11/2023	Claims	2	107530	BASIN DISPOSAL OF YAKIMA LLC	126,386.06	GARBAGE/RECYCLING SERVICE - 11/2023
7283	12/11/2023	Claims	2	107531	SHARON R BOUNDS	285.40	REIMBURSEMENT FOR 12-7-2023 MEET & GREET EVENT - SUPPLIES & FOOD SUPPLIES
7284	12/11/2023	Claims	2	107532	CANON FINACIAL SERVICES	186.28	PD COPIER - 11/2023
7285	12/11/2023	Claims	2	107533	CURT & PEGGY CARTER	215.29	OVERPAYMENT REFUND - UB ACCT #9859 - 3314 1ST STREET
7286	12/11/2023	Claims	2	107534	CASCADE FIRE & SAFETY	581.84	HOSE FOR MAIN LIFT STATION & DRYING BEDS
7287	12/11/2023	Claims	2	107535	CATTRON	7.93	11/30/2023 BILLING STATEMENT FINANCE CHARGE
7288	12/11/2023	Claims	2	107536	CENTRAL WA AG MUSEUM	1,437.15	AG MUSEUM UTILITIES - 10/2023
7289	12/11/2023	Claims	2	107537	CENTRAL WASHINGTON FAIR ASSOC.	2,500.00	SFP SALES/MARKETING - 12/2023
7290	12/11/2023	Claims	2	107538	CENTRAL WASHINGTON FAIR ASSOC.	9,000.00	SFP SALES & MARKETING EXPENSES - 2023
7291	12/11/2023	Claims	2	107539	CHRISTENSEN, INC.	2,154.83	PD FUEL -
7292	12/11/2023	Claims	2	107540	CI SHRED	299.63	CITY HALL SHRED SERVICE - 11/2023; PD SHRED SERVICE - 11/2023
7293	12/11/2023	Claims	2	107541	CINTAS CORP #605	71.99	CIVIC CENTER & PD MAT SERVICE - 12/01/2023

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7294	12/11/2023	Claims	2	107542	CITY OF UNION GAP	753.85	AG MUSEUM DIRECTIONAL SIGNS - SIGN MANUFACTURING, MATERIALS & LABOR
7295	12/11/2023	Claims	2	107543	CITY OF YAKIMA	75,388.62	WHOLESALE SEWER 3 PARTY AGREEMENT - 10/2023
7296	12/11/2023	Claims	2	107544	COLEMAN OIL COMPANY	2,727.38	PW FUEL/CED FUEL - 11/2023
7297	12/11/2023	Claims	2	107545	CONCORD CONSTRUCTION, INC.	173,808.62	LIBRARY & COMMUNITY CENTER PROJECT - APPLICATION #2302-08 THRU 11/30/2023
7298	12/11/2023	Claims	2	107546	ANA CONTRERAS	22.41	OVERPAYMENT REFUND - UB ACCT #9274 - 2205 S. 10TH AVENUE
7299	12/11/2023	Claims	2	107547	E3 SOLUTIONS, INC	32.46	SECURITY ALARM MONITORING - 3007 2ND STREET - PD IMPOUND BLDG - 12/2023
7300	12/11/2023	Claims	2	107548	EDGE CONSTRUCTION SUPPLY	79.07	HI-VIS RAINSUITS - H. VANSKOY & B. CORT
7301	12/11/2023	Claims	2	107549	FEDERAL EASTERN INTERNATIONAL	1,169.64	VISION AXBIIIA CARRIER - S. SNYDER
7302	12/11/2023	Claims	2	107550	GALLS, LLC	155.42	DUTY GEAR - ACCUMOLD ELITE EQUIP BELT & UNIVERSAL RADIO HOLDER - S. SNYDER
7303	12/11/2023	Claims	2	107551	GRANT J HUNT COMPANY	4,522.74	TOURISM EXPENSES; DESIGN & MARKETING - 11/2023
7304	12/11/2023	Claims	2	107552	MD AMIR HOSSAIN	96.54	WATER DEPOSIT REFUND - UB ACCT #13875 - 532 RICHARDS CIRCLE
7305	12/11/2023	Claims	2	107553	HYUNDAI OF YAKIMA	29.95	LUBE, OIL & FILTER - VEH #221
7306	12/11/2023	Claims	2	107554	INLAND POTABLE SERVICES, INC.	5,318.03	CLEAN & INSPECT FULLBRIGHT PARK RESERVOIR
7307	12/11/2023	Claims	2	107555	JONDERFIN, LLC	467.50	2023 WINTER NEWSLETTER DESIGN
7308	12/11/2023	Claims	2	107556	JUB ENGINEERS INC	80,714.29	AHTANUM RD PEDESTRIAN RAILROAD CROSSING - PROJ #07-23-089 - SVCS THRU 10/28/2023; REGIONAL BELTWAY CONNECTOR PHASE 2 - PROJ #07-23-041 - 10/01/2023-10/28/2023
7309	12/11/2023	Claims	2	107557	KELLEY CONNECT	10,841.68	OKI C330 TONER CARTRIDGES - BLACK & MAGENTA; HP DESIGN JET XL 3600DR 36-IN MFP PRINTER
7310	12/11/2023	Claims	2	107558	KNOBELS ELECTRIC INC	681.71	INSTALL SEASON'S GREETING SIGN
7311	12/11/2023	Claims	2	107559	LOWES COMPANY INC	15.41	RANGE SUPPLIES - 1-INCH ARBORED HOLE SAW
7312	12/11/2023	Claims	2	107560	MEDSTAR CABULANCE, INC.	75,637.13	DIAL A RIDE/FIXED ROUTE - 11/2023
7313	12/11/2023	Claims	2	107561	MINUTEMAN PRESS	427.01	UB STATEMENTS - 11/2023; UB WINDOW ENVELOPES
7314	12/11/2023	Claims	2	107562	MORTONS SUPPLY	56.97	2" BRASS GATE VALVE FORY HYDRANT METER REPAIR
7315	12/11/2023	Claims	2	107563	OFFICE SOLUTIONS NORTHWEST	967.27	HP 962 XL MAGENTA INK CARTRIDGE; ASTROBRIGHT PINK COPY PAPER FOR UB BILLING STATEMENT INSERTS; PILOT G2 RETRACTABLE GEL PENS; ASTROBRIGHT PINK COPY PAPER FOR UB STATEMENT INSERTS; HP 952XL BLACK INK C

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7316	12/11/2023	Claims	2	107564	ONE CALL CONCEPTS INC	24.61	UTILITY LOCATES - 11/2023
7317	12/11/2023	Claims	2	107565	PEOPLE FOR PEOPLE	2,300.00	SENIOR NUTRITION TEMPORARY SITE MANAGER - 11/2023
7318	12/11/2023	Claims	2	107566	CARY PITTACK	157.89	OVERPAYMENT REFUND - UB ACCT #6910 - 3406 2ND STREET
7319	12/11/2023	Claims	2	107567	RACOM CORPORATION	101.43	SERVICE LABOR - PC/PRINTER ISSUE ON PD VEH #123
7320	12/11/2023	Claims	2	107568	MA PAULA RENDON GONZALEZ	17.11	WATER DEPOSIT REFUND - UB ACCT #13954 - 408 W. AHTANUM ROAD
7321	12/11/2023	Claims	2	107569	REPUBLIC PUBLISHING CO	2,022.70	SUMMARY OF ORDINANCES PASSED - NO.'S 3072, 3073, 3074, 3075 & 3076; NOTICE OF PUBLIC HEARING 11/27/2023 - FINAL BUDGET; MITIGATED DETERMINATION OF NONSIGNIFICANCE & PUBLIC HEARING 11/06/2023 - SHUEL;;
7322	12/11/2023	Claims	2	107570	RIO FOLTZ PLLC	8,500.00	CITY ATTORNEY - 11/2023
7323	12/11/2023	Claims	2	107571	SAN DIEGO POLICE EQUIPMENT CO INC	271.58	PD 9MM SIMUNITION ROUNDS
7324	12/11/2023	Claims	2	107572	SHERWIN-WILLIAMS COMPANY	1,449.34	STREET PAINT - 50 5-GALLONS OF PRO PARK WB WHITE
7325	12/11/2023	Claims	2	107573	STATE AUDITOR'S OFFICE	13,009.13	2020-2022 AUDIT - AUDIT #59135
7326	12/11/2023	Claims	2	107574	THE PRINT GUYS INC.	924.07	2023 WINTER NEWSLETTER
7327	12/11/2023	Claims	2	107575	THE REAL YELLOW PAGES	208.65	PARK AD - WHITE & YELLOW PAGES - 11/2023
7328	12/11/2023	Claims	2	107576	PATRICK THOMPSON	164.90	MEDICARE PREMIUM - 12/2023
7329	12/11/2023	Claims	2	107577	TRAVELING TESSIE	93.32	UG TOURISM EXPENSES - TRAVEL WRITER MEAL REIMBURSEMENTS 10/21/2023 & 10/22/2023
7330	12/11/2023	Claims	2	107578	U.S. LINEN & UNIFORM	907.28	PW UNIFORM SERVICE - 11/2023
7331	12/11/2023	Claims	2	107579	UNION GAP WATER FUND & SEWER	3,017.96	PARKS - 11/21/2023 FINAL BILLS FOR 2023 SEASONAL IRRIGATION SEASON; FIRE DEPT - 11/2023; CIVIC CAMPUS - 11/2023; PARKS - 11/2023, STREETS - 11/2023 & CITY SHOP - 11/2023
7332	12/11/2023	Claims	2	107580	UNITED STATES POSTAL SERVICE	226.00	PD P.O. BOX #3228 RENEWAL
7333	12/11/2023	Claims	2	107581	UNUM LIFE INSURANCE	135.30	LEOFF 1 LONG TERM CARE - 12/2023
7334	12/11/2023	Claims	2	107582	UPS	110.78	PD SHIPPING - 11/2023
7335	12/11/2023	Claims	2	107583	LORENA VALENCIA	12.39	WATER DEPOSIT REFUND - UB ACCT #14009 - 3403 2ND STREET
7336	12/11/2023	Claims	2	107584	VALLEY FORD SALES	8.44	VENDOR REVISED INVOICE #6167522 - 11/13/2023 PAID \$207.23 BUT SHOULD HAVE BEEN \$205.72; SEAL - BC3Z 8590 PA - VEH #1020
7337	12/11/2023	Claims	2	107585	HANNA L VANSKOY	128.88	2023 SAFETY BOOT REIMBURSEMENT - H. VANSKOY
7338	12/11/2023	Claims	2	107586	VIC'S AUTO & SUPPLY UNION GAP - PW	392.55	SPARK PLUG FOR LEAF VAC & FLUID FILTERS & DELO 400 15W40 OIL FOR PARK MOWERS; WINDSHIELD WASHER FLUID & 21" ICE SCRAPER/SNOW BRUSHES

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7339	12/11/2023	Claims	2	107587	WA STATE CRIMINAL JUSTICE	75.00	FIELD TRAINING OFFICER INSTRUCTOR COURSE - 11/03/2023 - C. VANOVER
7340	12/11/2023	Claims	2	107588	WA STATE DEPT OF LICENSING	54.00	CPLS - NOVEMBER 2023
7341	12/11/2023	Claims	2	107589	WA STATE DEPT OF TRANSPORTATION	3,451.72	SIGNAL MAINTENANCE, REPAIR & ADDITIONS - 10/2023
7342	12/11/2023	Claims	2	107590	WA STATE PATROL	13.25	BACKGROUND CHECKS - 11/2023
7343	12/11/2023	Claims	2	107591	WAPRO	25.00	WAPRO MEMBERSHIP - BISONER
7344	12/11/2023	Claims	2	107592	BARRY M WOODARD	17,642.00	PUBLIC DEFENDER & INTERPRETING SERVICE - 11/2023
7345	12/11/2023	Claims	2	107593	YAKIMA CO DEVELOPMENT ASSN	5,000.00	2023 SEMI-ANNUAL PLEDGE TO YCDA
7346	12/11/2023	Claims	2	107594	YAKIMA CO DEVELOPMENT ASSN	10,000.00	AIR SERVICE PLEDGE
7347	12/11/2023	Claims	2	107595	YAKIMA CO PUBLIC SERVICES	83.16	YARD WASTE & GARBAGE DISPOSAL
7348	12/11/2023	Claims	2	107596	YAKIMA COOPERATIVE ASSN	2,183.89	BULK PROPANE - 287.5000 GALLONS/AHTANUM YOUTH PARK & 273.9000 GALLONS/YOUTH BARN; PD FUEL - 11/17/2023 - 8.4770 GALLONS - T. WAY; PURCHASE/RETURN OF MSHDWR SAFE STEP 8300 ICE MELT FOR CIVIC CAMPUS; MS
7349	12/11/2023	Claims	2	107597	YAKIMA PRINTING COMPANY	178.53	NOTICES FOR IMPOUNDMENT
7350	12/11/2023	Claims	2	107598	YAKIMA VALLEY TOURISM	487.51	FACEBOOK ADVERTISING - HALLOWEEN FUN & FRIGHTS
						81,053.73	
						8,133.59	
						6,652.22	
						12,237.55	
						173,808.62	
						13,096.64	
						1,169.64	
						75,879.60	
						67,617.65	
						10,252.87	
						127,977.18	
						83,424.29	
						126.04	
						54.00	
						661,483.62	Claims: 661,483.62
						661,483.62	

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7218	11/30/2023	Claims	2	EFT	WA STATE DEPT OF LICENSING	15.00	DRIVING RECORD
					401 - 534 50 49 00 - MISCELLANEOUS	5.00	
					403 - 535 50 49 00 - MISCELLANEOUS	5.00	
					402 - 537 50 49 00 - MISCELLANEOUS	5.00	
7237	12/05/2023	Claims	2	EFT	XPRESS BILL PAY	1,099.94	ONLINE PAYMENTS FEE - 11/2023
					001 - 524 20 49 00 - MISCELLANEOUS-BUILDING	219.98	
					401 - 534 50 49 00 - MISCELLANEOUS	219.99	
					403 - 535 50 49 00 - MISCELLANEOUS	219.99	
					402 - 537 50 49 00 - MISCELLANEOUS	219.99	
					001 - 558 60 49 00 - MISCELLANEOUS	219.99	
7270	12/05/2023	Claims	2	EFT	CHASE PAYMENTECH	2,485.99	ONLINE CREDIT CARD PAYMENTS FEE - 11/2023
					001 - 524 20 49 00 - MISCELLANEOUS-BUILDING	231.48	
					401 - 534 50 49 00 - MISCELLANEOUS	597.19	
					403 - 535 50 49 00 - MISCELLANEOUS	597.19	
					402 - 537 50 49 00 - MISCELLANEOUS	597.18	
					001 - 558 60 49 00 - MISCELLANEOUS	231.48	
					001 - 576 80 49 00 - MISCELLANEOUS	231.47	
7272	12/11/2023	Claims	2	EFT	CENTURY LINK	768.63	PUBLIC WORKS - 11/2023; CIVIC CENTER TRUNK SVC - 11/2023
					001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC	30.90	
					001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN	43.10	
					001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER	38.75	
					001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL	18.75	
					001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTIL	392.41	
					001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN	19.79	
					401 - 534 50 42 00 - COMMUNICATION	38.92	
					401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATE	17.95	
					403 - 535 50 42 00 - COMMUNICATION	38.92	
					403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEI	13.03	
					402 - 537 50 42 00 - COMMUNICATION	38.92	
					402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB	1.37	
					101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	2.47	
					101 - 543 30 42 00 - COMMUNICATION	38.93	
					101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	6.59	
					128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRAN'	5.52	
					001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLAN'	17.17	
					001 - 576 80 47 01 - CIVIC CAMPUS UTILITIES-PARK	5.14	
7273	12/11/2023	Claims	2	EFT	OFFICE DEPOT-CITY HALL	75.08	WIRELESS MOUSE, 2024 WALL CALENDAR, 2024 MONTHLY PLANNING CALENDAR & ADVIL
					001 - 514 23 31 00 - SUPPLIES	26.61	
					001 - 514 30 31 00 - SUPPLIES	26.61	
					001 - 517 91 31 00 - SUPPLIES	21.86	
7274	12/11/2023	Claims	2	EFT	OFFICE DEPOT-PD	316.07	2024 DESKPAD CALENDARS; 2024 DESK CALENDAR, HIGHLIGHTERS, COPY PAPER, DIVIDERS & BALL POINT PENS
					001 - 521 10 31 00 - PD ADMIN SUPPLIES	64.64	
					001 - 521 10 31 01 - PD CLERICAL SUPPLIES	39.80	
					001 - 521 10 31 01 - PD CLERICAL SUPPLIES	211.63	
7275	12/11/2023	Claims	2	EFT	VERIZON WIRELESS - CH #742100945-0001	384.27	CITY HALL CELL SERVICE - 11/2023
					001 - 511 60 42 01 - COMMUNICATION	332.17	
					001 - 513 10 42 01 - COMMUNICATION	52.10	
7276	12/11/2023	Claims	2	EFT	VERIZON WIRELESS - PD2#672326319	520.57	PD MODEMS - 11/2023
					001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS	520.57	

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7277	12/11/2023	Claims	2	EFT	VERIZON WIRELESS - PW #542075407	436.18	PW & BDLG/PLANNING CELL PHONE SERVICE - 11/2023
					001 - 524 20 42 00 - COMMUNICATION-BUILDING	21.03	
					401 - 534 50 42 00 - COMMUNICATION	78.82	
					403 - 535 50 42 00 - COMMUNICATION	78.82	
					402 - 537 50 42 00 - COMMUNICATION	78.82	
					101 - 542 30 42 00 - COMMUNICATIONS	78.82	
					001 - 558 60 42 00 - COMMUNICATION	21.03	
					001 - 576 80 42 00 - COMMUNICATION	78.84	
7211	11/30/2023	Claims	2	107525	UNITED STATES POSTMASTER	750.37	2023 WINTER NEWSLETTER POSTAGE
					001 - 511 60 42 01 - COMMUNICATION	750.37	
7278	12/11/2023	Claims	2	107526	ABSOLUTE COMFORT TECHNOLOGY	1,393.08	QUARTERLY WINTER 2023 MAINTENANCE
					001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-	70.22	
					001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-	97.95	
					001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-	88.08	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	42.62	
					001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M	891.85	
					001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-	44.98	
					401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-	40.79	
					403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-	29.68	
					402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-	3.10	
					101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-	5.61	
					101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-	14.98	
					128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-	12.54	
					001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-	39.01	
					001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE	11.67	
7279	12/11/2023	Claims	2	107527	AM TEST, INC.	630.00	WASTE WATER SAMPLING - SAMPLE #23-A0018922 - RENEGADE POWDER COATING; WASTE WATER SAMPLING - SAMPLE #23-A0018403
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	355.00	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	275.00	
7280	12/11/2023	Claims	2	107528	AMAZON CAPITAL SERVICES, INC	216.40	YUBIKEYS
					001 - 511 60 31 01 - SUPPLIES	24.04	
					001 - 513 10 31 00 - SUPPLIES	24.08	
					001 - 514 23 31 00 - SUPPLIES	24.04	
					001 - 514 30 31 00 - SUPPLIES	24.04	
					001 - 524 20 31 00 - SUPPLIES-BUILDING	24.04	
					401 - 534 50 31 00 - SUPPLIES	24.04	
					403 - 535 50 31 00 - SUPPLIES	24.04	
					402 - 537 50 31 00 - SUPPLIES	24.04	
					001 - 558 60 31 00 - SUPPLIES	24.04	
7281	12/11/2023	Claims	2	107529	ATS AUTOMATION, INC	1,973.57	HVAC UNION GAP CIVIC COMPLEX AGREEMENT - 12/01/2023-02/29/2024
					001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-	99.48	
					001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-	138.76	
					001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-	124.78	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	60.38	
					001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M	1,263.48	
					001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-	63.72	
					401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-	57.79	
					403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-	42.03	
					402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-	4.40	
					101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-	7.95	
					101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-	21.22	

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			128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-			17.77	
			001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-			55.27	
			001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE			16.54	
7282	12/11/2023	Claims	2	107530	BASIN DISPOSAL OF YAKIMA LLC	126,386.06	GARBAGE/RECYCLING SERVICE - 11/2023
			402 - 537 60 49 00 - CONTRACTED SERVICES			126,386.06	
7283	12/11/2023	Claims	2	107531	SHARON R BOUNDS	285.40	REIMBURSEMENT FOR 12-7-2023 MEET & GREET EVENT - SUPPLIES & FOOD SUPPLIES
			001 - 513 10 31 00 - SUPPLIES			285.40	
7284	12/11/2023	Claims	2	107532	CANON FINACIAL SERVICES	186.28	PD COPIER - 11/2023
			001 - 591 21 71 09 - SBITA TECH LEASE - POLICE CLE			186.28	
7285	12/11/2023	Claims	2	107533	CURT & PEGGY CARTER	215.29	OVERPAYMENT REFUND - UB ACCT #9859 - 3314 1ST STREET
			401 - 582 10 04 01 - 210-10) WATER REFUNDS			215.29	
7286	12/11/2023	Claims	2	107534	CASCADE FIRE & SAFETY	581.84	HOSE FOR MAIN LIFT STATION & DRYING BEDS
			401 - 534 50 31 00 - SUPPLIES			581.84	
7287	12/11/2023	Claims	2	107535	CATTRON	7.93	11/30/2023 BILLING STATEMENT FINANCE CHARGE
			403 - 535 50 49 00 - MISCELLANEOUS			7.93	
7288	12/11/2023	Claims	2	107536	CENTRAL WA AG MUSEUM	1,437.15	AG MUSEUM UTILITIES - 10/2023
			107 - 571 00 47 00 - UTILITIES-AG MUSEUM			1,437.15	
7289	12/11/2023	Claims	2	107537	CENTRAL WASHINGTON FAIR ASSOC.	2,500.00	SFP SALES/MARKETING - 12/2023
			108 - 557 30 44 01 - ADVERTISING-STATE FAIR PARK			2,500.00	
7290	12/11/2023	Claims	2	107538	CENTRAL WASHINGTON FAIR ASSOC.	9,000.00	SFP SALES & MARKETING EXPENSES - 2023
			108 - 557 30 44 11 - ADVERTISING-STATE FAIR PARK			9,000.00	
7291	12/11/2023	Claims	2	107539	CHRISTENSEN, INC.	2,154.83	PD FUEL - 11/16/2023-11/30/2023
			001 - 521 10 32 00 - PD ADMIN FUEL			388.67	
			001 - 521 21 32 00 - INVESTIGATION FUEL			252.40	
			001 - 521 22 32 00 - PATROL FUEL			1,513.76	
7292	12/11/2023	Claims	2	107540	CI SHRED	299.63	CITY HALL SHRED SERVICE - 11/2023; PD SHRED SERVICE - 11/2023
			001 - 511 60 41 01 - PROFESSIONAL SERVICES			16.93	
			001 - 513 10 41 01 - PROFESSIONAL SERVICES			16.93	
			001 - 514 23 41 00 - PROFESSIONAL SERVICES			16.93	
			001 - 514 30 41 00 - PROFESSIONAL SERVICES			16.93	
			001 - 521 50 41 00 - PD FACILITIES PROFESSIONAL S			198.28	
			001 - 524 20 41 00 - PROFESSIONAL SERVICES-BUILL			8.46	
			401 - 534 50 41 00 - PROFESSIONAL SERVICES			3.39	
			403 - 535 50 41 00 - PROFESSIONAL SERVICES			3.39	
			402 - 537 50 41 00 - PROFESSIONAL SERVICES			3.39	
			101 - 542 30 41 00 - PROFESSIONAL SERVICES			3.39	
			001 - 558 60 41 00 - PROFESSIONAL SERVICES			8.46	
			001 - 576 80 41 03 - PROFESSIONAL SERVICES			3.15	
7293	12/11/2023	Claims	2	107541	CINTAS CORP #605	71.99	CIVIC CENTER & PD MAT SERVICE - 12/01/2023
			001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-			3.63	
			001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-			5.06	
			001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-			4.55	
			001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-			2.20	
			001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M			46.09	

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			001 - 524 20 48 01		- CIVIC CAMPUS MAINTENANCE-	2.32	
			401 - 534 50 48 01		- CIVIC CAMPUS MAINTENANCE-	2.11	
			403 - 535 50 48 01		- CIVIC CAMPUS MAINTENANCE-	1.54	
			402 - 537 50 48 01		- CIVIC CAMPUS MAINTENANCE-	0.16	
			101 - 542 30 48 01		- CIVIC CAMPUS MAINTENANCE-	0.29	
			101 - 543 30 48 01		- CIVIC CAMPUS MAINTENANCE-	0.77	
			128 - 547 10 48 01		- CIVIC CAMPUS MAINTENANCE-	0.65	
			001 - 558 60 48 01		- CIVIC CAMPUS MAINTENANCE-	2.02	
			001 - 576 80 48 01		- CIVIC CAMPUS MAINTENANCE	0.60	
7294	12/11/2023	Claims	2	107542	CITY OF UNION GAP	753.85	AG MUSEUM DIRECTIONAL SIGNS - SIGN MANUFACTURING, MATERIALS & LABOR
			107 - 557 30 31 04		- MAIN ST SIGN - AG MUSEUM	753.85	
7295	12/11/2023	Claims	2	107543	CITY OF YAKIMA	75,388.62	WHOLESALE SEWER 3 PARTY AGREEMENT - 10/2023
			403 - 535 50 41 03		- INTERGOVERNMENTAL PROFES	75,388.62	
7296	12/11/2023	Claims	2	107544	COLEMAN OIL COMPANY	2,727.38	PW FUEL/CED FUEL - 11/2023
			001 - 524 20 32 00		- FUEL-BUILDING	14.40	
			001 - 524 20 32 00		- FUEL-BUILDING	-0.08	
			403 - 531 30 32 00		- STORMWATER FUEL	108.55	
			403 - 531 30 32 00		- STORMWATER FUEL	-0.58	
			401 - 534 50 32 00		- FUEL	758.93	
			401 - 534 50 32 00		- FUEL	-4.10	
			401 - 534 50 32 00		- FUEL	14.40	
			401 - 534 50 32 00		- FUEL	-0.08	
			403 - 535 50 32 00		- FUEL	863.86	
			403 - 535 50 32 00		- FUEL	-4.49	
			403 - 535 50 32 00		- FUEL	14.40	
			403 - 535 50 32 00		- FUEL	-0.08	
			402 - 537 50 32 00		- FUEL	89.03	
			402 - 537 50 32 00		- FUEL	-0.51	
			101 - 542 30 32 00		- FUEL	290.94	
			101 - 542 30 32 00		- FUEL	-1.60	
			101 - 542 30 32 00		- FUEL	14.40	
			101 - 542 30 32 00		- FUEL	-0.08	
			101 - 542 66 32 00		- FUEL	156.54	
			101 - 542 66 32 00		- FUEL	-0.74	
			101 - 542 67 32 00		- FUEL	35.09	
			101 - 542 67 32 00		- FUEL	-0.20	
			101 - 542 70 32 00		- FUEL	144.69	
			101 - 542 70 32 00		- FUEL	-0.77	
			128 - 547 10 32 00		- FUEL CONSUMED	82.21	
			128 - 547 10 32 00		- FUEL CONSUMED	-0.44	
			001 - 558 60 32 00		- FUEL	14.39	
			001 - 558 60 32 00		- FUEL	-0.06	
			001 - 576 80 32 00		- FUEL	140.09	
			001 - 576 80 32 00		- FUEL	-0.73	
7297	12/11/2023	Claims	2	107545	CONCORD CONSTRUCTION, INC.	173,808.62	LIBRARY & COMMUNITY CENTER PROJECT - APPLICATION #2302-08 THRU 11/30/2023
			111 - 594 10 41 43		- COMMERCE - LIBRARY/COMM	83,428.15	
			111 - 594 10 41 50		- YAK COUNTY ARPA-PROF SERV	38,237.90	
			111 - 594 10 41 51		- CDBG - PROF SERVICES	52,142.57	
7298	12/11/2023	Claims	2	107546	ANA CONTRERAS	22.41	OVERPAYMENT REFUND - UB ACCT #9274 - 2205 S. 10TH AVENUE
			401 - 582 10 04 01		- 210-10) WATER REFUNDS	22.41	
7299	12/11/2023	Claims	2	107547	E3 SOLUTIONS, INC	32.46	SECURITY ALARM MONITORING - 3007 2ND STREET - PD IMPOUND BLDG - 12/2023
			001 - 521 50 41 00		- PD FACILITIES PROFESSIONAL S	32.46	

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7300	12/11/2023	Claims	2	107548	EDGE CONSTRUCTION SUPPLY	79.07	HI-VIS RAINSUITS - H. VANSKOY & B. CORT
					401 - 534 50 21 00 - UNIFORMS & EQUIPMENT	13.18	
					403 - 535 50 21 00 - UNIFORMS & EQUIPMENT	39.54	
					101 - 542 30 21 00 - UNIFORMS & EQUIPMENT	13.18	
					001 - 576 80 21 00 - UNIFORMS & EQUIPMENT	13.17	
7301	12/11/2023	Claims	2	107549	FEDERAL EASTERN INTERNATIONAL	1,169.64	VISION AXBHIA CARRIER - S. SNYDER
					123 - 521 22 21 23 - CJ UNIFORMS & EQUIP	1,169.64	
7302	12/11/2023	Claims	2	107550	GALLS, LLC	155.42	DUTY GEAR - ACCUMOLD ELITE EQUIP BELT & UNIVERSAL RADIO HOLDER - S. SNYDER
					001 - 521 22 21 00 - PATROL UNIFORMS & EQUIPMI	155.42	
7303	12/11/2023	Claims	2	107551	GRANT J HUNT COMPANY	4,522.74	TOURISM EXPENSES; DESIGN & MARKETING - 11/2023
					107 - 557 30 31 01 - SUPPLIES-GRANT J HUNT	218.90	
					107 - 557 30 41 01 - PROF SERVICES-GRANT J HUNT	4,000.00	
					108 - 557 30 44 10 - ADVERTISING-GRANT J HUNT	154.84	
					107 - 557 30 49 00 - MISCELLANEOUS	149.00	
7304	12/11/2023	Claims	2	107552	MD AMIR HOSSAIN	96.54	WATER DEPOSIT REFUND - UB ACCT #13875 - 532 RICHARDS CIRCLE
					414 - 582 10 04 14 - DEPOSIT REFUND	96.54	Refund Utility Deposit
7305	12/11/2023	Claims	2	107553	HYUNDAI OF YAKIMA	29.95	LUBE, OIL & FILTER - VEH #221
					001 - 521 22 48 00 - PATROL REPAIRS & MAINT	29.95	
7306	12/11/2023	Claims	2	107554	INLAND POTABLE SERVICES, INC.	5,318.03	CLEAN & INSPECT FULLBRIGHT PARK RESERVOIR
					401 - 534 50 41 00 - PROFESSIONAL SERVICES	5,318.03	
7307	12/11/2023	Claims	2	107555	JONDERFIN, LLC	467.50	2023 WINTER NEWSLETTER DESIGN
					001 - 511 60 41 01 - PROFESSIONAL SERVICES	467.50	
7308	12/11/2023	Claims	2	107556	JUB ENGINEERS INC	80,714.29	AHTANUM RD PEDESTRIAN RAILROAD CROSSING - PROJ #07-23-089 - SVCS THRU 10/28/2023; REGIONAL BELTWAY CONNECTOR PHASE 2 - PROJ #07-23-041 - 10/01/2023-10/28/2023
					305 - 595 10 41 26 - REGIONAL BELTWAY-PE	67,617.65	
					121 - 595 10 41 56 - AHTANUM RD PEDESTRIAN CR	13,096.64	
7309	12/11/2023	Claims	2	107557	KELLEY CONNECT	10,841.68	OKI C330 TONER CARTRIDGES - BLACK & MAGENTA; HP DESIGN JET XL 3600DR 36-IN MFP PRINTER
					001 - 514 23 31 00 - SUPPLIES	40.59	
					001 - 514 30 31 00 - SUPPLIES	40.59	
					001 - 524 20 49 00 - MISCELLANEOUS-BUILDING	2,152.10	
					401 - 594 34 64 01 - MACHINERY & EQUIPMENT	1,345.06	
					403 - 594 35 64 00 - MACHINERY & EQUIPMENT - SI	3,766.18	
					001 - 594 58 64 00 - MACHINERY & EQUIPMENT	2,152.10	
					101 - 595 43 64 00 - MACHINERY & EQUIPMENT	1,345.06	
7310	12/11/2023	Claims	2	107558	KNOBELS ELECTRIC INC	681.71	INSTALL SEASON'S GREETING SIGN
					101 - 542 30 41 00 - PROFESSIONAL SERVICES	681.71	
7311	12/11/2023	Claims	2	107559	LOWES COMPANY INC	15.41	RANGE SUPPLIES - 1-INCH ARBORED HOLE SAW
					001 - 521 40 31 00 - PD TRAINING SUPPLIES	15.41	
7312	12/11/2023	Claims	2	107560	MEDSTAR CABULANCE, INC.	75,637.13	DIAL A RIDE/FIXED ROUTE - 11/2023
					128 - 547 10 49 00 - TRANSIT SERVICE PAYMENT	75,637.13	

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7313	12/11/2023	Claims	2	107561	MINUTEMAN PRESS	427.01	UB STATEMENTS - 11/2023; UB WINDOW ENVELOPES
		401 - 534 50 31 00 - SUPPLIES				81.23	
		401 - 534 50 41 00 - PROFESSIONAL SERVICES				61.11	
		403 - 535 50 31 00 - SUPPLIES				81.23	
		403 - 535 50 41 00 - PROFESSIONAL SERVICES				61.11	
		402 - 537 50 31 00 - SUPPLIES				81.22	
		402 - 537 50 41 00 - PROFESSIONAL SERVICES				61.11	
7314	12/11/2023	Claims	2	107562	MORTONS SUPPLY	56.97	2" BRASS GATE VALVE FORY HYDRANT METER REPAIR
		401 - 534 50 48 00 - REPAIRS & MAINTENANCE				56.97	
7315	12/11/2023	Claims	2	107563	OFFICE SOLUTIONS NORTHWEST	967.27	HP 962 XL MAGENTA INK CARTRIDGE; ASTROBRIGHT PINK COPY PAPER FOR UB BILLING STATEMENT INSERTS; PILOT G2 RETRACTABLE GEL PENS; ASTROBRIGHT PINK COPY PAPER FOR UB STATEMENT INSERTS; HP 952XL BLACK INK C
		001 - 511 60 31 01 - SUPPLIES				0.12	
		001 - 511 60 31 01 - SUPPLIES				0.25	
		001 - 513 10 31 00 - SUPPLIES				1.11	
		001 - 513 10 31 00 - SUPPLIES				2.22	
		001 - 514 23 31 00 - SUPPLIES				47.48	
		001 - 514 23 31 00 - SUPPLIES				9.18	
		001 - 514 23 31 00 - SUPPLIES				10.24	
		001 - 514 23 31 00 - SUPPLIES				30.29	
		001 - 514 23 31 00 - SUPPLIES				20.59	
		001 - 514 30 31 00 - SUPPLIES				9.18	
		001 - 514 30 31 00 - SUPPLIES				22.26	
		001 - 514 30 31 00 - SUPPLIES				30.28	
		001 - 514 30 31 00 - SUPPLIES				44.46	
		001 - 521 10 31 00 - PD ADMIN SUPPLIES				0.41	
		001 - 521 10 31 00 - PD ADMIN SUPPLIES				0.82	
		001 - 524 20 31 00 - SUPPLIES-BUILDING				14.71	
		001 - 524 20 31 00 - SUPPLIES-BUILDING				29.37	
		401 - 534 50 31 00 - SUPPLIES				89.73	
		401 - 534 50 31 00 - SUPPLIES				89.73	
		401 - 534 50 31 00 - SUPPLIES				20.51	
		401 - 534 50 31 00 - SUPPLIES				0.63	
		401 - 534 50 31 00 - SUPPLIES				29.49	
		401 - 534 50 31 00 - SUPPLIES				1.25	
		403 - 535 50 31 00 - SUPPLIES				89.73	
		403 - 535 50 31 00 - SUPPLIES				89.73	
		403 - 535 50 31 00 - SUPPLIES				20.51	
		403 - 535 50 31 00 - SUPPLIES				0.59	
		403 - 535 50 31 00 - SUPPLIES				29.49	
		403 - 535 50 31 00 - SUPPLIES				1.18	
		402 - 537 50 31 00 - SUPPLIES				89.74	
		402 - 537 50 31 00 - SUPPLIES				89.74	
		402 - 537 50 31 00 - SUPPLIES				20.52	
		402 - 537 50 31 00 - SUPPLIES				0.59	
		402 - 537 50 31 00 - SUPPLIES				29.48	
		402 - 537 50 31 00 - SUPPLIES				1.18	
		001 - 576 80 31 00 - SUPPLIES				0.16	
		001 - 576 80 31 00 - SUPPLIES				0.32	
7316	12/11/2023	Claims	2	107564	ONE CALL CONCEPTS INC	24.61	UTILITY LOCATES - 11/2023
		401 - 534 50 41 00 - PROFESSIONAL SERVICES				12.31	
		403 - 535 50 41 00 - PROFESSIONAL SERVICES				12.30	
7317	12/11/2023	Claims	2	107565	PEOPLE FOR PEOPLE	2,300.00	SENIOR NUTRITION TEMPORARY SITE MANAGER - 11/2023

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			001 - 571 21 41 00 - PROF SERVICES - PEOPLE FOR P			2,300.00	
7318	12/11/2023	Claims	2	107566	CARY PITTACK	157.89	OVERPAYMENT REFUND - UB ACCT #6910 - 3406 2ND STREET
			401 - 582 10 04 01 - 210-10) WATER REFUNDS			157.89	
7319	12/11/2023	Claims	2	107567	RACOM CORPORATION	101.43	SERVICE LABOR - PC/PRINTER ISSUE ON PD VEH #123
			001 - 521 22 48 00 - PATROL REPAIRS & MAINT			101.43	
7320	12/11/2023	Claims	2	107568	MA PAULA RENDON GONZALEZ	17.11	WATER DEPOSIT REFUND - UB ACCT #13954 - 408 W. AHTANUM ROAD
			414 - 582 10 04 14 - DEPOSIT REFUND			17.11	Refund Utility Deposit
7321	12/11/2023	Claims	2	107569	REPUBLIC PUBLISHING CO	2,022.70	SUMMARY OF ORDINANCES PASSED - NO.'S 3072, 3073, 3074, 3075 & 3076; NOTICE OF PUBLIC HEARING 11/27/2023 - FINAL BUDGET; MITIGATED DETERMINATION OF NONSIGNIFICANCE & PUBLIC
			001 - 511 60 44 00 - OFFICIAL PUBLICATIONS			114.80	
			001 - 511 60 44 01 - ADVERTISING			188.70	
			108 - 557 30 44 14 - ADVERTISING-GENERAL (LTAC I			95.20	
			001 - 558 60 44 00 - ADVERTISING			576.80	
			001 - 558 60 44 00 - ADVERTISING			464.80	
			001 - 558 60 44 00 - ADVERTISING			582.40	
7322	12/11/2023	Claims	2	107570	RIO FOLTZ PLLC	8,500.00	CITY ATTORNEY - 11/2023
			001 - 515 31 41 01 - LEGAL SERVICES-CIVIL - CITY AT			8,500.00	
7323	12/11/2023	Claims	2	107571	SAN DIEGO POLICE EQUIPMENT CO INC	271.58	PD 9MM SIMUNITION ROUNDS
			001 - 521 40 31 00 - PD TRAINING SUPPLIES			271.58	
7324	12/11/2023	Claims	2	107572	SHERWIN-WILLIAMS COMPANY	1,449.34	STREET PAINT - 50 5-GALLONS OF PRO PARK WB WHITE
			101 - 542 64 31 00 - SUPPLIES			1,449.34	
7325	12/11/2023	Claims	2	107573	STATE AUDITOR'S OFFICE	13,009.13	2020-2022 AUDIT - AUDIT #59135
			001 - 514 23 41 01 - AUDIT COSTS			13,009.13	
7326	12/11/2023	Claims	2	107574	THE PRINT GUYS INC.	924.07	2023 WINTER NEWSLETTER
			001 - 511 60 41 01 - PROFESSIONAL SERVICES			924.07	
7327	12/11/2023	Claims	2	107575	THE REAL YELLOW PAGES	208.65	PARK AD - WHITE & YELLOW PAGES - 11/2023
			001 - 576 80 44 00 - ADVERTISING			208.65	
7328	12/11/2023	Claims	2	107576	PATRICK THOMPSON	164.90	MEDICARE PREMIUM - 12/2023
			001 - 521 10 22 00 - LEOFF 1 BENEFITS			164.90	
7329	12/11/2023	Claims	2	107577	TRAVELING TESSIE	93.32	UG TOURISM EXPENSES - TRAVEL WRITER MEAL REIMBURSEMENTS 10/21/2023 & 10/22/2023
			107 - 557 30 49 00 - MISCELLANEOUS			93.32	
7330	12/11/2023	Claims	2	107578	U.S. LINEN & UNIFORM	907.28	PW UNIFORM SERVICE - 11/2023
			401 - 534 50 21 00 - UNIFORMS & EQUIPMENT			190.54	
			403 - 535 50 21 00 - UNIFORMS & EQUIPMENT			190.54	
			402 - 537 50 21 00 - UNIFORMS & EQUIPMENT			63.50	
			101 - 542 30 21 00 - UNIFORMS & EQUIPMENT			190.54	
			128 - 547 10 21 00 - UNIFORMS & EQUIPMENT			117.93	
			001 - 576 80 21 00 - UNIFORMS & EQUIPMENT			154.23	

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7331	12/11/2023	Claims	2	107579	UNION GAP WATER FUND & SEWER	3,017.96	PARKS - 11/21/2023 FINAL BILLS FOR 2023 SEASONAL IRRIGATION SEASON; FIRE DEPT - 11/2023; CIVIC CAMPUS - 11/2023; PARKS - 11/2023, STREETS - 11/2023 & CITY SHOP - 11/2023
					001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC	32.42	
					001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN	45.22	
					001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER	40.67	
					001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL	19.68	
					001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTIL	411.76	
					001 - 522 50 47 00 - FD FACILITIES - UTILITIES	188.50	
					001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN	20.77	
					401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATE	18.83	
					403 - 535 50 47 00 - UTILITIES	748.54	
					403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEI	13.69	
					402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB	1.43	
					101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	2.59	
					101 - 543 30 47 00 - UTILITIES	27.18	
					101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	6.92	
					128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRAN!	5.79	
					001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLANI	18.01	
					001 - 576 80 47 00 - UTILITIES	211.78	
					001 - 576 80 47 00 - UTILITIES	1,198.79	
					001 - 576 80 47 01 - CIVIC CAMPUS U TILITIES-PARK	5.39	
7332	12/11/2023	Claims	2	107580	UNITED STATES POSTAL SERVICE	226.00	PD P.O. BOX #3228 RENEWAL
					001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS	226.00	
7333	12/11/2023	Claims	2	107581	UNUM LIFE INSURANCE	135.30	LEOFF 1 LONG TERM CARE -
					001 - 521 10 22 00 - LEOFF 1 BENEFITS	135.30	
7334	12/11/2023	Claims	2	107582	UPS	110.78	PD SHIPPING - 11/2023
					001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS	110.78	
7335	12/11/2023	Claims	2	107583	LORENA VALENCIA	12.39	WATER DEPOSIT REFUND - UB ACCT #14009 - 3403 2ND STREET
					414 - 582 10 04 14 - DEPOSIT REFUND	12.39	Refund Utility Deposit
7336	12/11/2023	Claims	2	107584	VALLEY FORD SALES	8.44	VENDOR REVISED INVOICE #6167522 - 11/13/2023 PAID \$207.23 BUT SHOULD HAVE BEEN \$205.72; SEAL - BC3Z 8590 PA - VEH #1020
					001 - 521 21 48 00 - INVESTIGATION REPAIRS & MA	-1.51	
					401 - 534 50 48 00 - REPAIRS & MAINTENANCE	3.98	
					403 - 535 50 48 00 - REPAIRS & MAINTENANCE	1.49	
					101 - 542 30 48 00 - REPAIRS & MAINTENANCE	1.49	
					101 - 542 66 48 00 - REPAIRS & MAINTENANCE	0.50	
					101 - 542 67 48 00 - REPAIRS & MAINTENANCE	0.50	
					101 - 542 70 48 00 - REPAIRS & MAINTENANCE	1.49	
					128 - 547 10 48 00 - REPAIRS & MAINTENANCE	0.50	
7337	12/11/2023	Claims	2	107585	HANNA L VANSKOY	128.88	2023 SAFETY BOOT REIMBURSEMENT - H. VANSKOY
					403 - 535 50 21 00 - UNIFORMS & EQUIPMENT	128.88	
7338	12/11/2023	Claims	2	107586	VIC'S AUTO & SUPPLY UNION GAP - PW	392.55	SPARK PLUG FOR LEAF VAC & FLUID FILTERS & DELO 400 15W40 OIL FOR PARK MOWERS; WINDSHIELD WASHER FLUID & 21" ICE SCRAPERS/SNOW BRUSHES
					401 - 534 50 31 00 - SUPPLIES	11.14	
					403 - 535 50 31 00 - SUPPLIES	11.14	

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			402 - 537 50 31 00 - SUPPLIES			11.14	
			101 - 542 30 31 00 - SUPPLIES			11.14	
			001 - 576 80 31 00 - SUPPLIES			11.16	
			001 - 576 80 48 00 - REPAIRS & MAINTENANCE			336.83	
7339	12/11/2023	Claims	2	107587	WA STATE CRIMINAL JUSTICE	75.00	FIELD TRAINING OFFICER INSTRUCTOR COURSE - 11/03/2023 - C. VANOVER
			001 - 521 40 49 00 - PD TRAINING MISCELLANEOUS			75.00	
7340	12/11/2023	Claims	2	107588	WA STATE DEPT OF LICENSING	54.00	CPLS - NOVEMBER 2023
			630 - 589 30 02 01 - WEAPONS PERMIT STATE SHAR			54.00	
7341	12/11/2023	Claims	2	107589	WA STATE DEPT OF TRANSPORTATION	3,451.72	SIGNAL MAINTENANCE, REPAIR & ADDITIONS - 10/2023
			101 - 542 64 41 00 - INTERGOVERNMENTAL PROFES			3,451.72	
7342	12/11/2023	Claims	2	107590	WA STATE PATROL	13.25	BACKGROUND CHECKS - 11/2023
			001 - 521 10 41 00 - PD ADMIN PROFESSIONAL SER'			13.25	
7343	12/11/2023	Claims	2	107591	WAPRO	25.00	WAPRO MEMBERSHIP - BISCONER
			001 - 514 30 49 00 - MISCELLANEOUS			25.00	
7344	12/11/2023	Claims	2	107592	BARRY M WOODARD	17,642.00	PUBLIC DEFENDER & INTERPRETING SERVICE - 11/2023
			001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC DEFEN			17,500.00	
			001 - 517 91 41 00 - PROFESSIONAL SERVICES			142.00	
7345	12/11/2023	Claims	2	107593	YAKIMA CO DEVELOPMENT ASSN	5,000.00	2023 SEMI-ANNUAL PLEDGE TO YCDA
			001 - 511 60 49 12 - YAKIMA COUNTY DEVELOPMEN			5,000.00	
7346	12/11/2023	Claims	2	107594	YAKIMA CO DEVELOPMENT ASSN	10,000.00	AIR SERVICE PLEDGE
			001 - 511 60 49 12 - YAKIMA COUNTY DEVELOPMEN			10,000.00	
7347	12/11/2023	Claims	2	107595	YAKIMA CO PUBLIC SERVICES	83.16	YARD WASTE & GARBAGE
			001 - 576 80 49 00 - MISCELLANEOUS			83.16	
7348	12/11/2023	Claims	2	107596	YAKIMA COOPERATIVE ASSN	2,183.89	BULK PROPANE - 287.5000 GALLONS/AHTANUM YOUTH PARK & 273.9000 GALLONS/YOUTH BARN; PD FUEL - 11/17/2023 - 8.4770 GALLONS - T. WAY; PURCHASE/RETURN OF MSHDWR SAFE STEP 8300 ICE MELT FOR CIVIC CAMPUS; MS
			001 - 511 60 31 01 - SUPPLIES			89.35	
			001 - 511 60 31 01 - SUPPLIES			-89.35	
			001 - 511 60 31 01 - SUPPLIES			76.58	
			001 - 513 10 31 00 - SUPPLIES			89.35	
			001 - 513 10 31 00 - SUPPLIES			-89.35	
			001 - 513 10 31 00 - SUPPLIES			76.58	
			001 - 514 23 31 00 - SUPPLIES			89.35	
			001 - 514 23 31 00 - SUPPLIES			-89.35	
			001 - 514 23 31 00 - SUPPLIES			76.58	
			001 - 514 30 31 00 - SUPPLIES			89.35	
			001 - 514 30 31 00 - SUPPLIES			-89.35	
			001 - 514 30 31 00 - SUPPLIES			76.58	
			001 - 521 22 32 00 - PATROL FUEL			33.90	
			001 - 521 50 31 00 - PD FACILITIES SUPPLIES			89.35	
			001 - 521 50 31 00 - PD FACILITIES SUPPLIES			-89.35	
			001 - 521 50 31 00 - PD FACILITIES SUPPLIES			76.58	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			89.35	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			-89.35	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			76.58	

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			401 - 534 50 31 00 - SUPPLIES			89.35	
			401 - 534 50 31 00 - SUPPLIES			-89.35	
			401 - 534 50 31 00 - SUPPLIES			76.58	
			403 - 535 50 31 00 - SUPPLIES			89.35	
			403 - 535 50 31 00 - SUPPLIES			-89.35	
			403 - 535 50 31 00 - SUPPLIES			76.58	
			402 - 537 50 31 00 - SUPPLIES			89.35	
			402 - 537 50 31 00 - SUPPLIES			-89.35	
			402 - 537 50 31 00 - SUPPLIES			76.58	
			101 - 542 30 31 00 - SUPPLIES			89.35	
			101 - 542 30 31 00 - SUPPLIES			-89.35	
			101 - 542 30 31 00 - SUPPLIES			76.58	
			101 - 542 30 31 00 - SUPPLIES			54.36	
			001 - 558 60 31 00 - SUPPLIES			89.35	
			001 - 558 60 31 00 - SUPPLIES			-89.35	
			001 - 558 60 31 00 - SUPPLIES			76.58	
			001 - 576 80 31 00 - SUPPLIES			89.32	
			001 - 576 80 31 00 - SUPPLIES			-89.32	
			001 - 576 80 31 00 - SUPPLIES			76.55	
			001 - 576 80 32 00 - FUEL			1,176.70	
7349	12/11/2022	Claims	2	107597	YAKIMA PRINTING COMPANY LLC	178.53	NOTICES FOR IMPOUNDMENT
					001 - 524 60 31 00 - CODE ENFORCEMENT SUPPLIES	178.53	
7350	12/11/2022	Claims	2	107598	YAKIMA VALLEY TOURISM	487.51	FACEBOOK ADVERTISING - HALLOWEEN FUN & FRIGHTS
					108 - 557 30 44 08 - ADVERTISING-YAK VALLEY TOU	487.51	

001 Current Expense Fund	81,053.73	
101 Street Fund	8,133.59	
107 Convention Center Reserve Fund	6,652.22	
108 Tourism Promotion Area Fund	12,237.55	
111 Library & Community Center Fund	173,808.62	
121 Street Development Reserve Fund	13,096.64	
123 Criminal Justice Fund	1,169.64	
128 Transit System Fund	75,879.60	
305 Regional Beltway Connector Fund	67,617.65	
401 Water Fund	10,252.87	
402 Garbage Fund	127,977.18	
403 Sewer Fund	83,424.29	
414 Water Deposits	126.04	
630 General State/County-Shared Rev Fund	54.00	
	661,483.62	Claims: 661,483.62