

UNION GAP CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY JUNE 24, 2019 – 6:00 P.M.
CITY HALL, 102 W. AHTANUM ROAD, UNION GAP

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 June 10, 2019 as attached to the Agenda and maintained in electronic format

B. Approve Vouchers:

Payroll Vouchers – EFT's, and Voucher Nos. 41639 and 99410 through 99417 for the month of May 2019, in the amount of \$427,689.01

Claims Vouchers – EFT's, and Voucher Nos. 99418 through 99485 for June 24, 2019, in the amount of \$256,695.11

Petty Cash Vouchers – Check Nos. 1898 through 1899 for the month of May 2019, in the amount of \$152.75

Advance Travel Vouchers – Check No. 1294 for the month of May 2019, in the amount of \$120.00

III. ITEMS FROM THE AUDIENCE: - First Opportunity -The City Council will allow comments under this section on items NOT already on the agenda. Where appropriate, the public will be allowed to comment on agenda items as they are addressed during the meeting. Please signal staff or the chair if you wish to take advantage of this opportunity. 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

IV. GENERAL ITEMS

City Manager

1. Resolution No. - _____ - Defining Roles and Responsibilities for the City of Union Gap and the Library and Community Center Committee
2. Resolution No. - _____ - Department of Commerce Readiness Survey for Library and Community Center Grant

Public Works & Community Development

1. Resolution No. - _____ - WA State Department of Commerce – Contract Readiness Survey
2. Resolution No. - _____ - Declare Project Complete and Approve Acceptance – Union Gap Civic Campus Project
3. Resolution No. - _____ - Adopting the 2019 Union Gap Comprehensive Park and Recreation Plan
4. Valley Mall Boulevard Resurfacing Project - Change Order No. 3

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. RECESS TO 20 – MINUTE EXECUTIVE SESSION:

1. To discuss real estate, pursuant to RCW 42.30.110(c); and
2. To discuss litigation, pursuant to RCW 42.30.110(i)

the Council **May Be** taking action afterward

X. ADJOURN REGULAR MEETING



City Council Communication

Meeting Date: June 24, 2019
From: Arlene Fisher, City Manager
Topic/Issue: Resolution – Defining Roles and Responsibilities for the City of Union Gap and the Library and Community Center Committee

SYNOPSIS: Senator Honeyford's budget request was approved and the City was awarded a \$2,000,000 Library and Community Center grant. The City now needs to define the roles and responsibilities of the City of Union Gap and the Library and Community Center Committee, per Senator Honeyford's request.

RECOMMENDATION: Approve a resolution defining the written guidelines, roles, and responsibilities of the City of Union Gap and the Library and Community Center Committee relating to the development and construction of a Library and Community Center.

LEGAL REVIEW: The City Attorney has reviewed this resolution.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Resolution

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION defining the Roles and Responsibilities for the City of Union Gap and the Library and Community Center Committee during the process of building the City of Union Gap's library and community center.

WHEREAS; Senator Jim Honeyford for the 15th Legislative District, requested funding for the project in the 2019-2021 Capital Budget in conjunction with the request from the Library Community Center Committee;

WHEREAS, Senator Jim Honeyford's budget request was approved and the City of Union Gap was awarded \$2,000,000 for the library and community center project. The City of Union Gap will receive \$1,950,000 (less \$50,000 DOC's administrative fee).

WHEREAS, The City of Union Gap will administer all aspects of the grant program and the City Manager, or her designee, per RCW 35A.13, shall serve as Project Manager. The City of Union Gap will include the Library and Community Center Committee throughout the process.

WHEREAS, The City Council has chosen to place on the November Ballot the opportunity to annex into the Yakima Valley Library System;

WHEREAS, if the ballot measure passes, the City will move towards construction;

WHEREAS, The City of Union Gap is a Code City with a Council-Manager form of government per RCW 35.23;

WHEREAS, Under the Union Gap Municipal Code, Chapter 2.48 defines the City Manager and the position shall be filled in accordance with the provision of RCW 35A.13 relating to the council-manager form of government.

WHEREAS, The Union Gap Municipal Code, Chapter 2.48.020 defines the City Manager duties or her designee as the Chief Executive Officer and head of the administrative branch of the city government. The City Manager is responsible to the City Council for the proper administration of all affairs of the City.

WHEREAS, The City Council passed Ordinance No. 2946 creating the Library and Community Center Committee;

WHEREAS, Ordinance No. 2946, section 2.19.010 states the committee was created as an ad hoc advisory committee;

WHEREAS, Ordinance No. 2946, section 2.19.030 states the committee’s purpose and scope shall be to serve in an advisory capacity to the Union Gap City Council on matters regarding the development of a potential Library and Community Center;

WHEREAS, On June 14, 2019 the City of Union Gap received correspondence from Senator Honeyford requesting written guidelines detailing responsibilities of all parties;

WHEREAS, defined below are the written guidelines, roles, and responsibilities;

City of Union Gap and the Library and Community Center Committee Roles and Responsibilities

The City of Union Gap	Library and Community Center Committee (aka the committee)
The city will prepare and complete the DOC Readiness Survey.	The committee shall review the document.
The city will prepare the Ordinance for the Library Board of Trustees requesting annexing into the District	The committee shall review the document.
The city will prepare the ballot measure Ordinance for the November election.	The committee shall review the document.
The city will host in conjunction with the July 22 nd City Council meeting an informational meeting about the ballot measure with the public. The discussion of the tax levy rate will be on the agenda.	The committee shall attend the informational meeting.
The city will prepare and mail out the informational flyers in the July utility bills noting upcoming date and times for community meetings. The mailings will be sent out on June 24, 2019.	The committee shall review the document and select their dates and times for the community meetings.

City of Union Gap and the Library and Community Center Committee Roles and Responsibilities

The City of Union Gap	Library and Community Center Committee (aka the committee)
The City Manager will keep the City Council informed on a regular basis throughout this project.	The committee shall file for their 501c(3) status and begin fundraising for the library and community center.
The city <u>will not</u> participate in any election activities with the exception of providing factual information as requested.	The committee along with other community members if so chosen, may participate in all election activities. An election committee shall be formed for election activities.
If it's decided to host an architectural design contest for the library and community center the city will facilitate that process. The City Council will receive the final recommendations and approve.	The committee shall participate in the selection process and shall make recommendations to the City Council for approval.
The city will prepare the architect Request for Professional Services.	The committee shall review the document.
The city will issue and administrate the contract for architect services.	The committee shall receive a copy of the contract if they so desire. The committee shall participate in the selection process.
The city will advertise, award and administrate all contracts associated throughout the entire project. The city will also facilitate the bid opening process.	The committee is invited to attend the bid opening process.
The city will pursue interim financing for the project and prepare an Ordinance for the City Council's approval.	The City and the Committee will work together with the interior designer.
The city will be responsible for all of the financial activities associated with this project per the DOC and State Audit guidelines.	The committee will host two information public meetings at the City Union Gap Civic Campus on July 18 th and August 8 th at 7:00 p.m.

The city will follow all the required guidelines as described in the DOC rules and documentation.

The committee will be kept apprised of the project's financial activities.

City of Union Gap and the Library and Community Center Committee Roles and Responsibilities

The City of Union Gap	Library and Community Center Committee (aka the committee)
The city is responsible for the management of the project to ensure all goals are accomplished on time and under budget.	
The city will meet with the library and community center committee on a regular basis.	Library and community center committee will meet with the City on a regular basis.
The City Attorney will review and approve all documents associated with this project.	
The City will initiate all aspects of the budget and financial processes.	

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL THE PASSAGE OF THIS RESOLUTION AS WRITTEN.

The resolution shall be in effect immediately upon approval.

PASSED this 24th day of June, 2019.

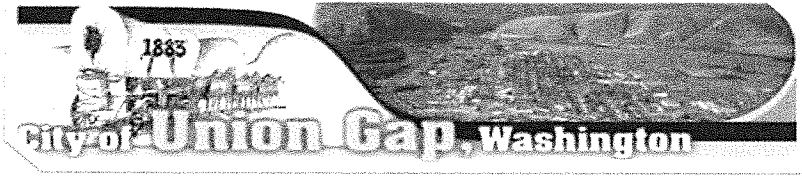
City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Bronson Brown, City Attorney



City Council Communication

Meeting Date: June 24, 2019
From: Arlene Fisher, City Manager
Topic/Issue: Resolution – Department of Commerce Readiness Survey for Library and Community Center Grant

SYNOPSIS: Senator Honeyford's budget request was approved and the City was awarded a \$2,000,000 Library and Community Center grant. The City Manager needs to sign the Contract Readiness Survey and submit it to Department of Commerce.

RECOMMENDATION: Approve a resolution authorizing the City Manager to sign the Contract Readiness Survey for the library and community center grant, which needs to be submitted to the Department of Commerce in order to receive the Library and Community Center Grant funds.

LEGAL REVIEW: The City Attorney has reviewed the resolution.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Resolution
2. Contract Readiness Survey

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

A RESOLUTION; authorizing the City Manager to sign and submit the Department of Commerce Contract Readiness Survey for the Library and Community Center Grant.

WHEREAS, Senator Jim Honeyford for the 15th Legislative District, requested funding for the project in the 2019 – 2021 Capital Budget;

WHEREAS, Senator Jim Honeyford’s budget request was approved and the City of Union Gap was awarded \$2,000,000 for the library and community center project. The City of Union Gap will receive \$1,950,000 (less \$50,000, DOC’s administrative fee);

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

The City Manager is authorized to sign and submit the Department of Commerce Contract Readiness Survey for the Library and Community Center Grant.

PASSED this 24th day of June, 2019.

Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Bronson Brown, City Attorney



Department of Commerce

2019-21 Capital Budget Library Capital Improvement Grant Program

Contract Readiness Survey

Grantee: Union Gap

Project Title: Union Gap Library & Community Center Project

Grant Amount: \$1,950,000

Instructions:

Before you can receive funds, a contract will need to be executed between our agencies. Contract development generally takes two to three weeks once you have met our requirements. Please follow these steps to get the contracting process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Have the Grantee Certification form (attached) signed by the person authorized to sign contracts for your organization;
3. Fill out and have the *LEED Certification Declaration* form (attached) signed;
4. Attach a copy of the project request form/packet that you submitted to the legislature;
5. Compile and mail/email these documents to:

Washington State Department of Commerce
ATTN: Carrie Calleja
PO Box 42525
Olympia, WA 98504-2525

If you have any questions or need additional information, please contact me at 360-725-3175 or at carrie.calleja@commerce.wa.gov.

Thank you for your assistance in making this contract-writing process as quick and easy as possible!

Respectfully,

Carrie Calleja, Program Manager
Dental Clinic & Library Improvement Grant Programs
Community Assistance and Research Unit, Local Government Division



Department of Commerce

SECTION 1. GENERAL INFORMATION

1.1	Grantee Name (Complete Legal Name)	City of Union Gap, Union Gap, Washington	
1.2	Library Listed on local, state, or federal register?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
1.3	Type of Organization / Tax Filing Status	<input checked="" type="checkbox"/> Publicly-Owned <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal <input type="checkbox"/> Other _____	
1.4	Statewide Vendor Number	S	W V # 0013208-00
1.5	Unified Business Identifier	U B I #	39700741000
1.6	Federal Tax ID #	9 1 - 6 0 0 1 2 8 7	
1.7	Project Street Address	102 W. Ahtanum Rd. , Union Gap, WA 98903-0008	
1.8	Project Mailing Address	P.O. Box 3008, Union Gap, WA 98903-0008	
1.9	County	Yakima County	
1.10	Project County Assessor Tax Parcel ID #(s)	19120532552	
1.11	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530)	Longitude (e.g., 120.4510)
		46 33' 25.405"	-120 28' 38.675"
1.12	Legislative District	15th Legislative District	
1.13	Congressional District	4th Congressional District	
1.14	Which legislator(s) took the lead in introducing your appropriation?	Senator Jim Honeyford, 15th District	
1.15	Name of Authorized Person to Sign Contract	Arlene Fisher, City Manager	
	Mailing Address (if different from project mailing address above)	P. O. Box 3008, Union Gap, WA 98903-0008	
	Telephone	(509) 249-9201 (Office); (509) 406-6052 (Cell)	
	Fax	(509) 457-9607	
	Email	Arlene.Fisher@uniongapwa.gov	
1.16	Project Contact / Manager Name	Arlene Fisher, City Manager	
	Mailing Address (if different from project mailing address above)	Same as above.	
	Telephone	Same as above.	
	Fax	Same as above.	
	Email	Same as above.	



Department of Commerce

SECTION 2. PROJECT INFORMATION

PROJECT DESCRIPTION

2.1	Please describe the project to be completed and its anticipated public benefit.
	Several years ago along with the old City Hall, the library was demolished due to environmental issues. The original plan was to rebuild city hall, library and a new police department into a Civic Complex. Today the Civic Complex is complete, but it only houses City Hall and the Police Department. The Library and Community Center is needed to ensure our citizens have access to these services. The new Library facility will be located on the new Civic Campus site near the elementary school. The Community Center will be located closer to City services and will serve our senior residents as well as the entire community.

PROJECT CAPACITY

2.2	Is the building 50 years or older?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	The library and Community Center will be new construction.	

SITE CONTROL

2.3	Do you have control of the project site either through ownership or through a long-term lease (at least 10 years)? If NO, please explain and include the date you expect to have met this condition. IMPORTANT: Provide written evidence of site control through proof of ownership or a long-term lease for a minimum of 10 years after final payment. Site control is required before we can begin writing the contract.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	The City currently owns the site where the facility will be built.	

GOVERNOR EXECUTIVE ORDER 05-05 (EO 05-05) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)

2.4	Does your project involve land acquisition, right-of-way, ground disturbance, or construction or rehabilitation of a building over 50 years old? If YES and your project includes only state and local funds, you will need to go through the EO 05-05 review process. If YES and your project includes federal funds, you will need to go through the Section 106 review process. EO 05-05 will not be sufficient. If NO, please explain. IMPORTANT: If EO 05-05 (or Section 106) applies to your project, you will need to complete this review before we can execute the contract.¹	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	The facility will be new construction on a NEPA exempt site.	

¹ The EO 05-05 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to starting project construction. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 05-05 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact your project manager.



Department of Commerce

LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

2.5	Does your project include construction or renovation of a building or facility?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<p>If YES, indicate if you entered the LEED certification process with the goal of your facility obtaining the silver standard.</p> <p>IMPORTANT: As part of your contracting process, you are required to complete a <i>LEED Certification Declaration</i> form (attached).²</p>		

SCOPE OF WORK

2.6	<p>Describe all the activities and deliverables needed to accomplish this project.</p> <p>IMPORTANT: Provide a description of each activity along with the estimated start and end dates. Your Scope of Work must correspond with your Project Cost / Budget categories and will become part of your contract.</p> <p>Additionally, your Scope of Work must correspond with your project request form/packet that you submitted to the legislature. If there are changes that may significantly alter the project from what was described in the project summary on which the Legislature based its award, please describe in Project Issues in Question 2.10.</p> <p><u>PHASE 1: DESIGN</u></p> <p>A. Project Administration/Management</p> <p style="padding-left: 40px;">The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report (including photos); compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.</p> <p>B. Complete a Standard Form of Agreement between Owner and Architect (November 2019)</p> <ul style="list-style-type: none"> • Discuss the project goals with City staff and obtain any background information, site plans, or analysis that has been completed. • Attend project kick-off meeting with City's staff and committee to finalize the project scope. • Conduct a site visit to inventory the existing conditions and verify the survey. • Prepare status reports, and maintain the project schedule throughout the duration of the project. • Coordinate project-related items with the design team and the City staff and committee as needed to complete the design effort. • Coordinate with power & utility companies. <p style="padding-left: 40px;">• During the planning and design stage and prior to any ground disturbing activities, the</p>
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² LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." Projects that fall under certain facility types and projects demonstrating that it would not "be practicable" to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration* form for more details. If you have questions regarding the LEED process, please contact your project manager.



Department of Commerce

RECIPIENT will submit to the Commerce Project Manager one of the following:

- a. If Cultural Resources Review (Executive Order 05-05) is complete, a copy of the letter of concurrence from the Department of Archaeology and Historic Preservation (DAHP) and correspondence from any tribes.
- b. If Cultural Resources Review (Executive Order 05-05) is not complete, the RECIPIENT will submit a DAHP EZ-1 form to the DEPARTMENT's Project Manager to initiate review of project activities by DAHP and tribal governments.

C. Prepare Bid Documentation and Technical Specifications for Final Bid Documents for Union Gap Library & Community Center Project (June 2020)

- Prepare preliminary and final plans and specifications and submit to the City of Union Gap and committee. Two plan reviews are assumed.
- Develop a detailed construction cost estimate for final bid documents.

D. Advertise Bid and Contractor Selection

(August 2020)

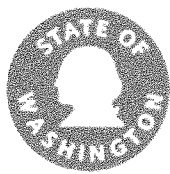
- Prepare a bid package for advertisement to contractors.
- Send bid packages.
- Answer contractor questions during the bidding.
- Review the bids and provide recommendation of the bids to the City staff.

PHASE 2: CONSTRUCTION

Perform construction architectural tasks

(October 2020)

- The Architect shall advise and consult with the City during construction services.



Department of Commerce

PROJECT COSTS / BUDGET

2.7 Complete the Project Costs table below. A list of eligible and ineligible costs is attached at the end of this survey. **IMPORTANT: Your Total Project Costs / Budget must equal your Total Funding in Question 2.9. The cost categories must correspond with the activities listed on your Scope of Work. The Project Costs / Budget table will become part of your contract. Please note that this is a reimbursement grant; only costs incurred after July 1, 2016 will be reimbursed.**

Additionally, your Total Project Costs / Budget must correspond with your project request form/packet that you submitted to the legislature. If there are changes that may significantly alter the project costs from what was described in the project summary on which the Legislature based its award, please describe in Project Issues in Question 2.9.

Cost Category	Amount
Design, Architectural, and Engineering	\$296,404
Cultural and Historical Resources Review (Executive Order 05-05, Section 106)	\$4,000
Environmental Review	\$600
Land / Building Acquisition	
Permits	\$15,477
Public Involvement/Information	
Bid Documents	
Demolition / Site Preparation	
Construction	\$1,763,823
Renovation	
Equipment	\$92,700
Department of Commerce 3% Administrative Fee of Grant (up to \$50,000)	
Other: Utilities	\$11,850
Other: Construction Testing	\$10,300
Other: Data / Communications / Fiber Optic	\$20,600
Other: Signage	\$5,150
Other:	\$22,557
TOTAL PROJECT COSTS / BUDGET (must match 2.8 Total Project Funding)	\$2,243,461.00



Department of Commerce

PROJECT FUNDING

2.8 Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:

- **Committed:** funds are considered committed if a formal notice of approval for the funds is in place from the funding source. Local Revenue must be in an approved budget or be appropriated by your council or commission to be considered committed. Attach documentation such as copies of award letters, council appropriations, etc.
- **In-Hand:** funds are considered in-hand if you have already received the funds.

IMPORTANT: Your Total Project Funding must equal your Total Project Costs / Budget in Question 2.8.

Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
Library Improvement Grant	Department of Commerce	\$1,950,000	Committed
Other Grants (State/Federal Agency or Organization)			
Other Grant #1			
Other Grant #2			
Other Grant #3			
Total Other Grants			
Loans (State/Federal, Private Agency or Organization)			
Loan #1			
Loan #2			
Loan #3			
Total Loans			
Local Revenue (Rates, General Fund, Levies, Reserves, Assessments, Appropriations, etc.)			
Local Revenue #1		\$293,461	Committed
Local Revenue #2			
Local Revenue #3			
Total Local Revenue			
Other Funds			
Other Funds #1			
Other Funds #2			
Total Local Revenue			
TOTAL PROJECT FUNDING (must match 2.7 Total Project Costs / Budget)		\$2,243,461.00	



Department of Commerce

PROJECT ISSUES

2.9	Describe any changes that may significantly alter the project that was described in the project summary on which the Legislature based its award. For example: Project description, scope of work, financing, other.
	NONE
	Describe any challenges or issues that may delay or prevent the project from moving forward.
	NONE

PROJECT STATUS

2.10	Has the project started or construction begun?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	If YES, what is the date construction began? _____ What % of the construction is complete? _____%	
	If construction is 100% complete, what date was project/construction completed?	
	If construction has NOT begun, when is the estimated project/construction start date?	10/01/2019
	When is the estimated project/construction completion date?	6/30/2021
	<i>Each appropriation in the 2019-2021 Capital Budget must be completed by June 30, 2021. Commerce will automatically request a re-appropriation for any unspent funds. However, we cannot guarantee that the Legislature will agree to extend funding.</i>	



Department of Commerce

GRANTEE CERTIFICATION

The Grantee certifies that:

- The information and financial data provided in this document are true and correct to the best of their belief and knowledge and it is understood that Commerce staff may independently verify information, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds or termination of grant contract;
- Records supporting the information provided in this document are on file and will be made available by the Grantee upon request;
- There are no outstanding liens against this project;
- There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described project; and
- The Grantee intends to enter into a grant contract with the Department of Commerce, provided that the terms and conditions for a Department of Commerce grant are satisfactory to both parties.

Signed: _____

Name: Arlene Fisher

Title: City of Union Gap, City Manager

Phone Number: (509) 249-9201

Date: _____

Attest: _____ **Dennis Henne**



Department of Commerce

Eligible Costs

Capital Budget funds for Library Improvement Grants can only be used for the following eligible costs, that have incurred as far back as July 1, 2016:

- construction labor and materials;
- demolition/site preparation;
- equipment directly associated with the library facilities;
- capitalized equipment and initial furnishings*;
- information technology infrastructure (cables and wiring);
- construction management and observation (from external sources only) **;
- landscaping.
- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review; and
- real property when purchased specifically for the project, and associated costs.***

Ineligible Costs

The following costs are not eligible for reimbursement under this program:

- internal administrative activities;
- mortgage or loan payments;
- project management (from any sources);
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- any maintenance or operating costs;
- property leases (including long-term);
- the moving of equipment, furniture, etc., between facilities; and

* Furnishings and equipment are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

** Construction management and observation, for the purpose of this program, is defined as on-site management and/or supervision of the work site and workers thereon. Construction management does not include work typically performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above.

*** Costs directly associated with property acquisition include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

Note: Please do not include operating costs in your project scope and budget.



Department of Commerce

The LEED Certification Declaration Is Required of All Capital Budget Projects

The 2005 Washington State Legislature passed a law that may require our grant recipients to comply with what has been termed "high-performance" or "green" building standards (RCW 39.35D).

The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." LEED (which stands for Leadership in Energy and Environmental Design) is a certification program run by the U.S. Green Building Council.

According to the American Institute of Architects, high-performance buildings are cheaper to operate, save water and energy, and improve worker performance.

These building principles offer the most savings when incorporated early in the design process. That's why ***we strongly encourage you to talk with your architect as soon as possible.***

The first issue you may wish to explore is whether your project is required to meet the LEED silver standard. The law offers two types of exemptions.

EXEMPTION 1: *Facility Types*

Four facility types are exempt:

- acquisition-only projects;
- new construction less than 5,000 gross square feet of occupied or conditioned space as defined by the Washington State Energy Code;
- renovation projects whose costs are less than 50 percent of the facility's assessed value *and* are less than 5,000 gross square feet of occupied or conditioned space; or
- facilities such as transmitter buildings; pumping stations; hospitals; research facilities primarily used for laboratory experimentation, research, or training in research methods; or similar building types.

EXEMPTION 2: 'Not Practicable'

We may exempt grantees who demonstrate that it would be "not practicable" for them to meet the LEED silver standard.

However, we are not permitted to offer this solely because of cost- or timing-related issues. If your project (or the phase of the project you applied for) does not include any construction or renovation of a building or facility, you may request this exemption.

If you are seeking a "not practicable" exemption, in the declaration form you will need to provide a rationale for your request (your architect may be helpful here).



Department of Commerce

LEED Certification Declaration

2019-2021 Capital Budget Grant Programs

Directions: All recipients of state Capital Budget grants are required to fill out this form. Please type your responses in the electronic version of this form, and then have it signed by both your architect (if applicable) and the person who is authorized to sign contracts for your organization.

Project Name: Union Gap Library and Community Center
Organization: City of Union Gap
Date Submitted: June.....,2019

STEP 1: Is your project an exempt facility type?

1.1 Does your project only involve a land acquisition and does not include any construction or renovation of a building or facility?
If Yes, you are exempt and you may skip to Step 5 and sign the form.
Yes No

1.2 If your project is a new construction, is it less than 5,000 gross square feet of occupied or conditioned space?
Yes No If Yes, what is the square footage?

1.3 If your project is a renovation, is it less than 50 percent of the facility's assessed value⁴, **and** less than 5,000 gross square feet of occupied or conditioned space? Yes No
If Yes, what is the renovation total budget? \$ _____ What is the facility's assessed value? \$ _____

1.4 Is your facility a transmitter building, pumping station, hospital, or research facility⁵? Yes NO
Is it a similar building type? Yes No
If Yes, describe: _____

You are exempt if you answered Yes to ANY question in Step 1. If you are exempt, you may skip Steps 2, 3, and 4, but please fill out Step 5 and sign the form.

STEP 2: Is meeting the LEED silver standard 'not practicable'?

The Department of Commerce may exempt state Capital Budget grant awardees who demonstrate that it would not be practicable for them to meet the LEED silver standard. We are not permitted to offer this exemption solely because of cost or time constraints, but we may if:

- a. The project (or this phase of the project) does not involve the construction or renovation of a building or facility;
- b. A renovation is piecemeal in nature; and/or
- c. Unusual aspects of the building do not lend themselves to LEED standards.

2.1 Does your project (of this phase of the project) involve the construction or renovation of a building or facility? Yes No

³ Gross square feet as defined by the Washington State Energy Code.
⁴ Assessed value includes the building and land.
⁵ Primarily used for sponsored laboratory experimentation, laboratory research, or laboratory training in research methods.



Department of Commerce

2.2 Has design begun? Yes No If Yes, date design began: _____
 Percentage of pre-design or design complete: _____ %
 Has construction begun? Yes No If Yes, date construction began: _____
 Percentage of construction complete: _____ %

2.3 Would you like to apply for this exemption? Yes No If Yes, please explain why. _____

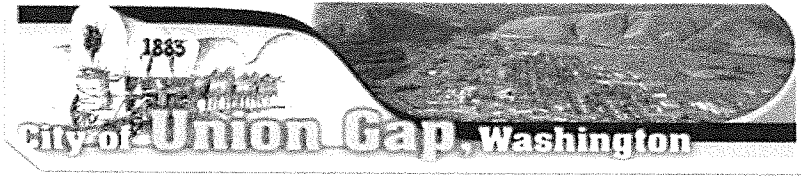
STEP 3: Are you planning to enter the LEED process?

3.1 Have you already entered the LEED certification process? Yes No As of what date? _____
 3.2 If you answered No to 3.1, were you planning to enter the LEED certification process? Yes No
 3.3 If you are entering the LEED process, what standard are you attempting to reach?
 Certified Silver Gold Platinum

STEP 5: Certification of LEED Declaration

Grantee Representative's Name: ARLENE FISHER
 Title: CITY MANAGER
 Signature: _____
 Date: JUNE 20, 2019
 Phone: (509) 249-9201 Email: ARLENE.FISHER@UNIONGAPWA.GOV
 Organization: CITY OF UNION GAP
 Mailing Address: P.O. BOX 3008, UNION GAP, WA 98903
 Project Location (if different from above): 102 W. Ahtanum Road
 Union Gap, WA. 98903
 Applicant Architect's Name: _____
 Title: _____
 Signature: _____
 Date: _____

The Grantee and its architect, by the above signatures, certify that all of the information provided in this LEED Certification Declaration is accurate and complete to the best of their knowledge. The Grantee understands that The Department of Commerce staff may independently verify information provided, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds.



City Council Communication

Meeting Date: June 24, 2019
From: Dennis Henne, Director of Public Works & Community Development
Topic/Issue: Resolution – WA State Department of Commerce - Contract Readiness Survey

SYNOPSIS: Senator Jim Honeyford, 15th District requested a 2019-2021 Capital Budget, Library Capital Improvement Grant for the Union Gap Library and Community Center project.

Before the City can receive funds, a contract will need to be executed between the City and state Department of Commerce.

RECOMMENDATION: Approve a resolution authorizing submission of the Contract Readiness Survey to the state Department of Commerce, committing City participation of up to \$293,461.

LEGAL REVIEW: The City Attorney has reviewed the resolution.

FINANCIAL REVIEW: The approximate cost will be \$293,461.00, which will be taken out of the General Fund or other, authorized accounts.

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. Contract Readiness Survey

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO . _____

A RESOLUTION; the City of Union Gap has received 2019-2021 Capital Budget, Library Capital Improvement Grant Funding and is authorized to apply to the state Department of Commerce for a grant contract.

WHEREAS, the City of Union Gap Library Committee has identified a library and community center priority need for which to seek funding; and;

WHEREAS, the 2019-2021 State Capital Budget included a Library Capital Improvement Grant for a Union Gap Library and Community Center project; and;

WHEREAS, the City shall execute a contract with the state Department of Commerce to receive the funds; and;

WHEREAS, the estimated Library and Community Center project costs, exceed the Library Capital Improvement Grant by \$293,461.

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

Section 1. be it resolved that the City of Union Gap authorizes submission of this Contract Readiness Survey to the State Department of Commerce to enter into a contract for up to \$1,950,000 to fund design and construction of the Union Gap Library and Community Center project.

Section 2. the City of Union Gap also authorizes an expenditure from the General Fund or other authorized account of up to \$293,461 to cover the estimated project shortfall.

Section 3. the City of Union Gap designates Arlene Fisher, City Manager or her designee as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this contract and the City of Union Gap's participation in the State of Washington Library Capital Improvement Grant Program.

Section 4. This resolution shall be in effect immediately upon approval.

PASSED this 24th day of June, 2019.

Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Bronson Brown, City Attorney



Department of Commerce

2019-21 Capital Budget Library Capital Improvement Grant Program

Contract Readiness Survey

Grantee: Union Gap

Project Title: Union Gap Library & Community Center Project

Grant Amount: \$1,950,000

Instructions:

Before you can receive funds, a contract will need to be executed between our agencies. Contract development generally takes two to three weeks once you have met our requirements. Please follow these steps to get the contracting process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Have the Grantee Certification form (attached) signed by the person authorized to sign contracts for your organization;
3. Fill out and have the *LEED Certification Declaration* form (attached) signed;
4. Attach a copy of the project request form/packet that you submitted to the legislature;
5. Compile and mail/email these documents to:

Washington State Department of Commerce
ATTN: Carrie Calleja
PO Box 42525
Olympia, WA 98504-2525

If you have any questions or need additional information, please contact me at 360-725-3175 or at carrie.calleja@commerce.wa.gov.

Thank you for your assistance in making this contract-writing process as quick and easy as possible!

Respectfully,

Carrie Calleja, Program Manager
Dental Clinic & Library Improvement Grant Programs
Community Assistance and Research Unit, Local Government Division



Department of Commerce

SECTION 1. GENERAL INFORMATION

1.1	Grantee Name (Complete Legal Name)	City of Union Gap, Union Gap, Washington	
1.2	Library Listed on local, state, or federal register?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
1.3	Type of Organization / Tax Filing Status	<input checked="" type="checkbox"/> Publicly-Owned <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal <input type="checkbox"/> Other _____	
1.4	Statewide Vendor Number	S	W V # 0013208-00
1.5	Unified Business Identifier	U B I # 39700741000	
1.6	Federal Tax ID #	9 1 - 6 0 0 1 2 8 7	
1.7	Project Street Address	102 W. Ahtanum Rd. , Union Gap, WA 98903-0008	
1.8	Project Mailing Address	P.O. Box 3008, Union Gap, WA 98903-0008	
1.9	County	Yakima County	
1.10	Project County Assessor Tax Parcel ID #(s)	19120532552	
1.11	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530) 46 33' 25.405"	Longitude (e.g., 120.4510) -120 28' 38.675"
1.12	Legislative District	15th Legislative District	
1.13	Congressional District	4th Congressional District	
1.14	Which legislator(s) took the lead in introducing your appropriation?	Senator Jim Honeyford, 15th District	
1.15	Name of Authorized Person to Sign Contract	Arlene Fisher, City Manager	
	Mailing Address (if different from project mailing address above)	P. O. Box 3008, Union Gap, WA 98903-0008	
	Telephone	(509) 249-9201 (Office); (509) 406-6052 (Cell)	
	Fax	(509) 457-9607	
	Email	Arlene.Fisher@uniongapwa.gov	
1.16	Project Contact / Manager Name	Arlene Fisher, City Manager	
	Mailing Address (if different from project mailing address above)	Same as above.	
	Telephone	Same as above.	
	Fax	Same as above.	
	Email	Same as above.	



Department of Commerce

SECTION 2. PROJECT INFORMATION

PROJECT DESCRIPTION

2.1	Please describe the project to be completed and its anticipated public benefit.	Several years ago along with the old City Hall, the library was demolished due to environmental issues. The original plan was to rebuild city hall, library and a new police department into a Civic Complex. Today the Civic Complex is complete, but it only houses City Hall and the Police Department. The Library and Community Center is needed to ensure our citizens have access to these services. The new Library facility will be located on the new Civic Campus site near the elementary school. The Community Center will be located closer to City services and will serve our senior residents as well as the entire community.
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PROJECT CAPACITY

2.2	Is the building 50 years or older?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	The library and Community Center will be new construction.	

SITE CONTROL

2.3	Do you have control of the project site either through ownership or through a long-term lease (at least 10 years)? If NO, please explain and include the date you expect to have met this condition. IMPORTANT: Provide written evidence of site control through proof of ownership or a long-term lease for a minimum of 10 years after final payment. Site control is required before we can begin writing the contract.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	The City currently owns the site where the facility will be built.	

GOVERNOR EXECUTIVE ORDER 05-05 (EO 05-05) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)

2.4	Does your project involve land acquisition, right-of-way, ground disturbance, or construction or rehabilitation of a building over 50 years old? If YES and your project includes only state and local funds, you will need to go through the EO 05-05 review process. If YES and your project includes federal funds, you will need to go through the Section 106 review process. EO 05-05 will not be sufficient. If NO, please explain. IMPORTANT: If EO 05-05 (or Section 106) applies to your project, you will need to complete this review before we can execute the contract.¹	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	The facility will be new construction on a NEPA exempt site.	

¹ The EO 05-05 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to starting project construction. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 05-05 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact your project manager.



Department of Commerce

LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

2.5	Does your project include construction or renovation of a building or facility?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<p>If YES, indicate if you entered the LEED certification process with the goal of your facility obtaining the silver standard.</p> <p>IMPORTANT: As part of your contracting process, you are required to complete a <i>LEED Certification Declaration form (attached)</i>.²</p>			

SCOPE OF WORK

2.6	<p>Describe all the activities and deliverables needed to accomplish this project.</p> <p>IMPORTANT: Provide a description of each activity along with the estimated start and end dates. Your Scope of Work must correspond with your Project Cost / Budget categories and will become part of your contract.</p> <p>Additionally, your Scope of Work must correspond with your project request form/packet that you submitted to the legislature. If there are changes that may significantly alter the project from what was described in the project summary on which the Legislature based its award, please describe in Project Issues in Question 2.10.</p> <p><u>PHASE 1: DESIGN</u></p> <p>A. Project Administration/Management</p> <p style="padding-left: 40px;">The RECIPIENT will administer the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report (including photos); compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.</p> <p>B. Complete a Standard Form of Agreement between Owner and Architect (November 2019)</p> <ul style="list-style-type: none"> • Discuss the project goals with City staff and obtain any background information, site plans, or analysis that has been completed. • Attend project kick-off meeting with City's staff and committee to finalize the project scope. • Conduct a site visit to inventory the existing conditions and verify the survey. • Prepare status reports, and maintain the project schedule throughout the duration of the project. • Coordinate project-related items with the design team and the City staff and committee as needed to complete the design effort. • Coordinate with power & utility companies. <ul style="list-style-type: none"> • During the planning and design stage and prior to any ground disturbing activities, the
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² LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." Projects that fall under certain facility types and projects demonstrating that it would not "be practicable" to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration form* for more details. If you have questions regarding the LEED process, please contact your project manager.



Department of Commerce

RECIPIENT will submit to the Commerce Project Manager one of the following:

- a. If Cultural Resources Review (Executive Order 05-05) is complete, a copy of the letter of concurrence from the Department of Archaeology and Historic Preservation (DAHP) and correspondence from any tribes.
- b. If Cultural Resources Review (Executive Order 05-05) is not complete, the RECIPIENT will submit a DAHP EZ-1 form to the DEPARTMENT's Project Manager to initiate review of project activities by DAHP and tribal governments.

C. Prepare Bid Documentation and Technical Specifications for Final Bid Documents for Union Gap Library & Community Center Project (June 2020)

- Prepare preliminary and final plans and specifications and submit to the City of Union Gap and committee. Two plan reviews are assumed.
- Develop a detailed construction cost estimate for final bid documents.

D. Advertise Bid and Contractor Selection

(August 2020)

- Prepare a bid package for advertisement to contractors.
- Send bid packages.
- Answer contractor questions during the bidding.
- Review the bids and provide recommendation of the bids to the City staff.

PHASE 2: CONSTRUCTION

Perform construction architectural tasks

(October 2020)

- The Architect shall advise and consult with the City during construction services.



Department of Commerce

PROJECT COSTS / BUDGET

2.7 Complete the Project Costs table below. A list of eligible and ineligible costs is attached at the end of this survey. **IMPORTANT: Your Total Project Costs / Budget must equal your Total Funding in Question 2.9. The cost categories must correspond with the activities listed on your Scope of Work. The Project Costs / Budget table will become part of your contract. Please note that this is a reimbursement grant; only costs incurred after July 1, 2016 will be reimbursed.**

Additionally, your Total Project Costs / Budget must correspond with your project request form/packet that you submitted to the legislature. If there are changes that may significantly alter the project costs from what was described in the project summary on which the Legislature based its award, please describe in Project Issues in Question 2.9.

Cost Category	Amount
Design, Architectural, and Engineering	\$296,404
Cultural and Historical Resources Review (Executive Order 05-05, Section 106)	\$4,000
Environmental Review	\$600
Land / Building Acquisition	
Permits	\$15,477
Public Involvement/Information	
Bid Documents	
Demolition / Site Preparation	
Construction	\$1,763,823
Renovation	
Equipment	\$92,700
Department of Commerce 3% Administrative Fee of Grant (up to \$50,000)	
Other: Utilities	\$11,850
Other: Construction Testing	\$10,300
Other: Data / Communications / Fiber Optic	\$20,600
Other: Signage	\$5,150
Other:	\$22,557
TOTAL PROJECT COSTS / BUDGET (must match 2.8 Total Project Funding)	\$2,243,461.00



Department of Commerce

PROJECT FUNDING

2.8 Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:

- **Committed:** funds are considered committed if a formal notice of approval for the funds is in place from the funding source. Local Revenue must be in an approved budget or be appropriated by your council or commission to be considered committed. Attach documentation such as copies of award letters, council appropriations, etc.
- **In-Hand:** funds are considered in-hand if you have already received the funds.

IMPORTANT: Your Total Project Funding must equal your Total Project Costs / Budget in Question 2.8.

Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
Library Improvement Grant	Department of Commerce	\$1,950,000	Committed
Other Grants (State/Federal Agency or Organization)			
Other Grant #1			
Other Grant #2			
Other Grant #3			
Total Other Grants			
Loans (State/Federal, Private Agency or Organization)			
Loan #1			
Loan #2			
Loan #3			
Total Loans			
Local Revenue (Rates, General Fund, Levies, Reserves, Assessments, Appropriations, etc.)			
Local Revenue #1		\$293,461	Committed
Local Revenue #2			
Local Revenue #3			
Total Local Revenue			
Other Funds			
Other Funds #1			
Other Funds #2			
Total Local Revenue			
TOTAL PROJECT FUNDING (must match 2.7 Total Project Costs / Budget)		\$2,243,461.00	



Department of Commerce

PROJECT ISSUES

2.9	Describe any changes that may significantly alter the project that was described in the project summary on which the Legislature based its award. For example: Project description, scope of work, financing, other.
	NONE
	Describe any challenges or issues that may delay or prevent the project from moving forward.
NONE	

PROJECT STATUS

2.10	Has the project started or construction begun?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	If YES, what is the date construction began? _____ What % of the construction is complete? _____%	
	If construction is 100% complete, what date was project/construction completed?	
	If construction has NOT begun, when is the estimated project/construction start date?	10/01/2019
When is the estimated project/construction completion date?		6/30/2021
<i>Each appropriation in the 2019-2021 Capital Budget must be completed by June 30, 2021. Commerce will automatically request a re-appropriation for any unspent funds. However, we cannot guarantee that the Legislature will agree to extend funding.</i>		



Department of Commerce

GRANTEE CERTIFICATION

The Grantee certifies that:

- The information and financial data provided in this document are true and correct to the best of their belief and knowledge and it is understood that Commerce staff may independently verify information, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds or termination of grant contract;
- Records supporting the information provided in this document are on file and will be made available by the Grantee upon request;
- There are no outstanding liens against this project;
- There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described project; and
- The Grantee intends to enter into a grant contract with the Department of Commerce, provided that the terms and conditions for a Department of Commerce grant are satisfactory to both parties.

Signed: _____

Name: _____

Arlene Fisher

Title: _____

City of Union Gap, City Manager

Phone Number: _____

(509) 249-9201

Date: _____

Attest: _____

Dennis Henne



Department of Commerce

Eligible Costs

Capital Budget funds for Library Improvement Grants can only be used for the following eligible costs, that have incurred as far back as July 1, 2016:

- construction labor and materials;
- demolition/site preparation;
- equipment directly associated with the library facilities;
- capitalized equipment and initial furnishings*;
- information technology infrastructure (cables and wiring);
- construction management and observation (from external sources only) **;
- landscaping.
- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review; and
- real property when purchased specifically for the project, and associated costs.***

Ineligible Costs

The following costs are not eligible for reimbursement under this program:

- internal administrative activities;
- mortgage or loan payments;
- project management (from any sources);
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- any maintenance or operating costs;
- property leases (including long-term);
- the moving of equipment, furniture, etc., between facilities; and

* Furnishings and equipment are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

** Construction management and observation, for the purpose of this program, is defined as on-site management and/or supervision of the work site and workers thereon. Construction management does not include work typically performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above.

*** Costs directly associated with property acquisition include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

Note: Please do not include operating costs in your project scope and budget.



Department of Commerce

The LEED Certification Declaration Is Required of All Capital Budget Projects

The 2005 Washington State Legislature passed a law that may require our grant recipients to comply with what has been termed "high-performance" or "green" building standards (RCW 39.35D).

The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." LEED (which stands for Leadership in Energy and Environmental Design) is a certification program run by the U.S. Green Building Council.

According to the American Institute of Architects, high-performance buildings are cheaper to operate, save water and energy, and improve worker performance.

These building principles offer the most savings when incorporated early in the design process. That's why ***we strongly encourage you to talk with your architect as soon as possible.***

The first issue you may wish to explore is whether your project is required to meet the LEED silver standard. The law offers two types of exemptions.

EXEMPTION 1: *Facility Types*

Four facility types are exempt:

- acquisition-only projects;
- new construction less than 5,000 gross square feet of occupied or conditioned space as defined by the Washington State Energy Code;
- renovation projects whose costs are less than 50 percent of the facility's assessed value *and* are less than 5,000 gross square feet of occupied or conditioned space; or
- facilities such as transmitter buildings; pumping stations; hospitals; research facilities primarily used for laboratory experimentation, research, or training in research methods; or similar building types.

EXEMPTION 2: 'Not Practicable'

We may exempt grantees who demonstrate that it would be "not practicable" for them to meet the LEED silver standard.

However, we are not permitted to offer this solely because of cost- or timing-related issues. If your project (or the phase of the project you applied for) does not include any construction or renovation of a building or facility, you may request this exemption.

If you are seeking a "not practicable" exemption, in the declaration form you will need to provide a rationale for your request (your architect may be helpful here).



Department of Commerce

LEED Certification Declaration

2019-2021 Capital Budget Grant Programs

Directions: All recipients of state Capital Budget grants are required to fill out this form. Please type your responses in the electronic version of this form, and then have it signed by both your architect (if applicable) and the person who is authorized to sign contracts for your organization.

Project Name: Union Gap Library and Community Center
Organization: City of Union Gap
Date Submitted: June.....,2019

STEP 1: Is your project an exempt facility type?

- 1.1 Does your project only involve a land acquisition and does not include any construction or renovation of a building or facility?
If Yes, you are exempt and you may skip to Step 5 and sign the form.
Yes No X
- 1.2 If your project is a new construction, is it less than 5,000 gross square feet of occupied or conditioned space?³
Yes No X If Yes, what is the square footage?
- 1.3 If your project is a renovation, is it less than 50 percent of the facility's assessed value⁴, and less than 5,000 gross square feet of occupied or conditioned space? Yes No X
If Yes, what is the renovation total budget? \$ _____ What is the facility's assessed value? \$ _____
- 1.4 Is your facility a transmitter building, pumping station, hospital, or research facility⁵? Yes NO X
Is it a similar building type? Yes No X
If Yes, describe: _____

You are exempt if you answered Yes to ANY question in Step 1. If you are exempt, you may skip Steps 2, 3, and 4, but please fill out Step 5 and sign the form.

STEP 2: Is meeting the LEED silver standard 'not practicable'?

The Department of Commerce may exempt state Capital Budget grant awardees who demonstrate that it would not be practicable for them to meet the LEED silver standard. We are not permitted to offer this exemption solely because of cost or time constraints, but we may if:

- a. The project (or this phase of the project) does not involve the construction or renovation of a building or facility;
- b. A renovation is piecemeal in nature; and/or
- c. Unusual aspects of the building do not lend themselves to LEED standards.

2.1 Does your project (of this phase of the project) involve the construction or renovation of a building or facility? Yes X No

³ Gross square feet as defined by the Washington State Energy Code.

⁴ Assessed value includes the building and land.

⁵ Primarily used for sponsored laboratory experimentation, laboratory research, or laboratory training in research methods.



Department of Commerce

2.2 Has design begun? Yes No If Yes, date design began: _____
 Percentage of pre-design or design complete: _____%
 Has construction begun? Yes No If Yes, date construction began: _____
 Percentage of construction complete: _____%

2.3 Would you like to apply for this exemption? Yes No If Yes, please explain why. _____

STEP 3: Are you planning to enter the LEED process?

3.1 Have you already entered the LEED certification process? Yes No As of what date? _____

3.2 If you answered No to 3.1, were you planning to enter the LEED certification process? Yes No

3.3 If you are entering the LEED process, what standard are you attempting to reach?
 Certified Silver Gold Platinum

STEP 5: Certification of LEED Declaration

Grantee Representative's Name: ARLENE FISHER
 Title: CITY MANAGER
 Signature: _____
 Date: JUNE 20, 2019
 Phone: (509) 249-9201 Email: ARLENE.FISHER@UNIONGAPWA.GOV
 Organization: CITY OF UNION GAP
 Mailing Address: P.O. BOX 3008, UNION GAP, WA 98903
 Project Location (if different from above): 102 W. Ahtanum Road
Union Gap, WA. 98903
 Applicant Architect's Name: _____
 Title: _____
 Signature: _____
 Date: _____

The Grantee and its architect, by the above signatures, certify that all of the information provided in this LEED Certification Declaration is accurate and complete to the best of their knowledge. The Grantee understands that The Department of Commerce staff may independently verify information provided, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds.



City Council Communication

Meeting Date: June 24, 2019
From: Dennis Henne; Director of Public Works & Community Development
Topic/Issue: Resolution - Declare Project Complete and Approve Acceptance – Union Gap Civic Campus Project

SYNOPSIS: On July 24, 2017 the Civic Campus Project was awarded to MH Construction in the amount of \$7,637,589.30 including tax.

The work performed by MH Construction has been completed satisfactorily and is now ready for final acceptance. The City's Architect - ARC Architects - are recommending the City accept this project as complete.

RECOMMENDATION: Adopt a resolution accepting the Union Gap Civic Campus Project as complete and authorize release of retainage to MH Construction after all conditions in the attached letter, from ARC Architects, are met.

LEGAL REVIEW: Reviewed by the City Attorney

FINANCIAL REVIEW:	Award amount	\$7,637,589.30 w/tax
	Final amount	\$7,991,223.82 w/tax

BACKGROUND INFORMATION:

- City Council awarded the project: July 24, 2017
- Construction began: August 15, 2017
- Construction completed: December 15, 2018

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. Letter from ARC Architects
3. Notice of Completion

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing final acceptance and authorizing close-out to the City's contract agreement related to the Union Gap Civic Campus Project.

WHEREAS, MH Construction entered into a Construction Contract Agreement with the City of Union Gap for the Union Gap Civic Campus Project; and

WHEREAS, all additions and changes have been completed satisfactorily and the City Architect – ARC Architects is recommending the project is now ready for final acceptance; and

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

The work performed by MH Construction has been completed satisfactorily and is hereby accepted as final and completed to the City's satisfaction and the City authorizes release of the retainage.

PASSED this 24th day of June, 2019.

Roger Wentz, City Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Bronson Brown, City Attorney

June 13, 2019

Attn: Dennis Henne, City of Union Gap
Submitted via e-mail to Dennis.Henne@uniongapwa.gov



Re: Statement of Final Completion

Dear Dennis

As requested on June 12, 2019, this attached memo serves as ARC Architect's *Statement of Final Completion* for the City of Union Gap Civic Campus project, the design scope of which was contracted w/ between ARC Architects and the City of Union Gap via our Standard Form of Agreement Between Owner and Architect (AIA B101-2007) dated March 25th, 2016, and subsequently constructed by MH Construction (General Contractor).

I, the undersigned Architect of the above designated project, do hereby state that:

1. The construction provided for pursuant to CONTRACT DOCUMENTS including all approved amendments and Change Orders, hereafter called the WORK between the OWNER and CONTRACTOR has been completed and to the best of my knowledge and belief, is in substantial compliance with the provisions of the CONTRACT DOCUMENTS.
2. The final payment authorized hereto and made a part hereof is a complete and accurate summary of the WORK performed in accordance with the CONTRACT DOCUMENTS.
3. The total cost of the WORK as completed is \$7,991,223.82 as recorded on the Notice of Completion of Public Works Contract issued 6/11/2019. Once the OWNER has accepted the project, the OWNER is to send the Notice of Completion to the Department of Revenue, Department of Labor and Industries and Employment Security Department. The contract retainage on this project should be released to the CONTRACTOR after the OWNER has received Notice of Completion Clearance from the above agencies.

I recommend, under the provisions of the CONTRACT DOCUMENTS, that the WORK be accepted and that the final payment be made once clearance is confirmed.

Regards,

A handwritten signature in black ink, appearing to read 'Jeff Wandasiewicz'.

Jeff Wandasiewicz | Principal, AIA

ARC Architects | Architecture Resource Collaborative
119 S Main St, Suite 200, Seattle, WA 98104-2579
O: (206) 322-3322
D: (206) 900-0326
www.arcarchitects.com



Original
 Revised # _____

NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Date: 6/11/2019

Contractor's UBI Number: 603 069 508

Name & Mailing Address of Public Agency
City of Union Gap PO Box 3008 Union Gap, WA 98903 UBI Number: <u>397007410</u>

Department Use Only
Assigned to: _____
Date Assigned: _____

Notice is hereby given relative to the completion of contract or project described below

Project Name Union Gap Civic Campus	Contract Number 2016006	Job Order Contracting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Description of Work Done/Include Jobsite Address(es) 23,500 square foot City Hall and Police Department		
Federally funded transportation project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, provide Contract Bond Statement below)		
Contractor's Name MH Construction Inc.	E-mail Address alex@mhc-gc.com	Affidavit ID* 841039
Contractor Address 106010 E. iWiser Parkway, Kennewick, WA 99338		Telephone # 509-308-6489
If Retainage is not withheld, please select one of the following and List Surety's Name & Bond Number. <input type="checkbox"/> Retainage Bond <input type="checkbox"/> Contract/Payment bond (valid for federally funded transportation projects)		
Name: _____		Bond Number: _____
Date Contract Awarded 8/7/2017	Date Work Commenced 8/15/2017	Date Work Completed 12/15/2018
		Date Work Accepted 3/25/2019
Were Subcontracters used on this project? If so, please complete Addendum A. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Affidavit ID* - No L&I release will be granted until all affidavits are listed.		

Contract Amount	\$ 7,065,300.00	
Additions (+)	\$ 378,182.82	Liquidated Damages \$ _____
Reductions (-)	\$ 51,046.00	Amount Disbursed \$ <u>7,614,385.82</u>
Sub-Total	\$ <u>7,392,436.82</u>	Amount Retained \$ <u>376,838.00</u>
Sales Tax Rate	8.1 %	

(If various rates apply, please send a breakdown)

Sales Tax Amount	\$ 598,787.00	
TOTAL	\$ <u>7,991,223.82</u>	TOTAL \$ <u>7,991,223.82</u>

NOTE: These two totals must be equal

Comments: 103 W Ahtanum Road, Union Gap, WA 98903

Note: The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.
 NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.

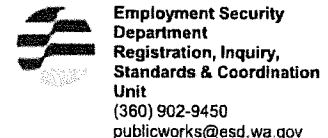
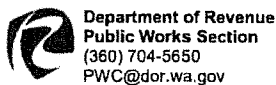
Submitting Form: Please submit the completed form by email to all three agencies below.

Contact Name: Mr. Dennis Henne

Title: Public Work Director

Email Address: dennis.henne@uniongapwa.gov

Phone Number: 509-249-9206



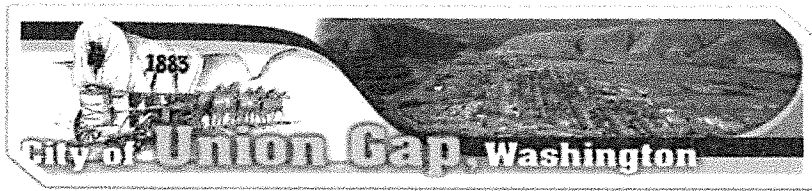
Addendum A: Please List all Subcontractors and Sub-tiers Below

This addendum can be submitted in other formats.

Provide known affidavits at this time. No L&I release will be granted until all affidavits are listed.

Subcontractor's Name:	UBI Number: (Required)	Affidavit ID*
Aden Masonry Incorporated	601754126	791248
All Valley Sheet Metal Inc	602085580	802591
Amos Construction Company Inc	602350292	780862
Bagley Landscape Construction Inc.	602017784	833029
Bruce Mechanical Inc.	602489281	853418
CPM Development Corporation	601006854	811511
CC Comcl Curbing Tri-Cities LLC	604095637	837481
Columbia Asphalt & Gravel	600204527	827864
Columbia Asphalt & Ready-Mix	600204527	833233
Continental Door Company LLC	602381864	847717
CSI of Yakima LLC	604259746	804124
DKB Inc.	601878831	836317
D10 Signs & Graphics	602312846	828565
Delta systems Integration Inc.	601693552	837830
Dennis Clark's Acoustical Ceiling Systems	601246386	836360
Diversification Inc.	601133014	828326
Diversions	602699830	814818
DLM Inc.	600183684	837518
Dupree Building Specialities	600573285	805799
E3 Solutions Inc.	602307117	835278
ECB Corp	602825919	828644
Eddie Ford's Janitorial	601487186	813298
Frontier Fence	600144110	822981
G&T Construction Inc.	604043394	828537
Garrett Electric Co	600517895	827891
Generation Plastering LLC	601899176	751672
Genothen Holdings LLC	602313763	827878
Great Floors	602049236	829119
H B Painters Inc.	034003739	827816
High Desert Drywall LLC	604025612	851816
Huber Bros Rebar Inc	601680045	794255
IWI Insulation Inc.	601187009	802927
Inland Alarm LLC	602427967	831619
Inland Fire Protection Inc.	600527235	827743
Inline Steel Fabricators Inc.	601481260	813819
Interstate Sawing/Drilling Inc.	602901191	827841
Lodestar Construction Svs Inc.	604128161	827851
M G Wagner Co Inc.	397017132	783938
McGee Plumbing Co Inc.	601673651	828795
MH Construction Inc.	603069508	841039
North Country Concrete Inc.	603088815	771232
Perfection Glass Inc.	600193383	837211
Perimeter Security Group LLC	603201446	836755
Picatti Solutions LLC	604105757	787770
Poppoff Inc.	600229554	827836

For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.



City Council Communication

Meeting Date: June 24, 2019
From: David Dominguez, City Engineer
Topic/Issue: Resolution – Adopting the 2019 Union Gap Comprehensive Park and Recreation Plan

SYNOPSIS: The City conducts a Public Hearing prior to adopting an amended Comprehensive Park and Recreation Plan, as required.

RECOMMENDATION: Approve a Resolution adopting an amended 2019 Union Gap Comprehensive Park and Recreation Plan for the City of Union Gap.

LEGAL REVIEW: The City Attorney has reviewed the resolution.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. Notice of Public Hearing - Park and Recreation Plan

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** adopting the City's 2019 Comprehensive Park and Recreation Plan.

WHEREAS, the 2017 Comprehensive Plan was adopted by the City of Union Gap in accordance with the provisions of the Washington State Growth Management Act (GMA); and

WHEREAS, the GMA requires that the City's Comprehensive Plan include a parks and recreation element that implements and is consistent with, the capital facilities element of the Comprehensive Plan; and

WHEREAS, state agencies such as the Washington State Recreation and Conservation Funding Board (WSRCFB) require that cities periodically update their Parks and Recreation Plans in order to remain eligible to receive grant funding for park improvements; and

WHEREAS, the City of Union Gap had previously adopted a Parks and Recreation Plan in 2007; and

WHEREAS, the work program to update the City's Parks and Recreation Plan included an inventory and analysis of existing facilities, a community survey, and an assessment of community needs; and

WHEREAS, the Parks Board has forwarded to the City Council an updated Parks and Recreation Plan prepared in accordance with guidelines provided by the WSRCFB and the Department of Community Trade and Economic Development; and

WHEREAS, this updated Parks and Recreation Plan includes new Goals and Policies and a Capital Facilities Plan that are consistent with the City's updated Comprehensive Plan; and

WHEREAS, it is the intent of the Union Gap City Council to incorporate the updated Parks and Recreation Plan into the City's updated 2017 Comprehensive Plan and to utilize limited local resources to the greatest extent possible to leverage outside funding to improve City Parks; and

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

The 2019 Union Gap Comprehensive Parks Plan is hereby adopted by reference for inclusion in the City's 2017 Comprehensive Plan.

PASSED this 24th day of June, 2019.

ATTEST:

Roger Wentz, Mayor

Karen Clifton, City Clerk

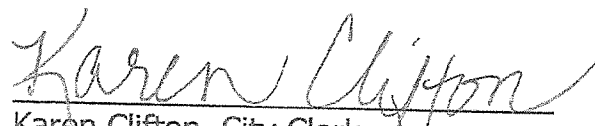
Bronson Brown, City Attorney

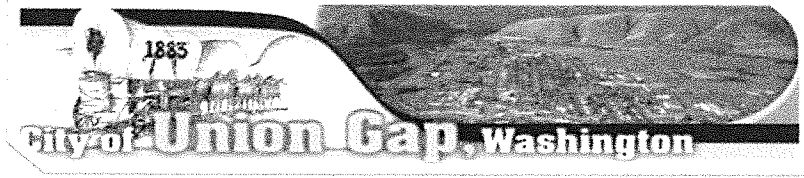
**UNION GAP CITY COUNCIL
NOTICE OF ADOPTION OF THE UPDATED
PARK AND RECREATIONAL PLAN
CITY OF UNION GAP, WASHINGTON**

NOTICE IS HEREBY GIVEN that a public hearing will be held on the adoption of the updated Park and Recreational Plan on Monday, June 10, 2019, at 6:00p.m. in the City Hall Council Chambers, located at 102 W. Ahtanum Rd., Union Gap, Washington.

Citizens attending the hearing will have the right to provide written and oral comments concerning the Park and Recreational Plan. Comments may also be submitted to the City Clerk at Karen.Clifton@uniongapwa.gov or by mail to P. O. Box 3008, Union Gap, Washington 98903 prior to 5:00 p.m. on June 10, 2019.

DATED this 28th day of May, 2019.


Karen Clifton, City Clerk



City Council Communication

Meeting Date: June 24, 2019
From: David Dominguez; Civil Engineer
Topic/Issue: Valley Mall Boulevard Resurfacing Project - Change Order No. 3

SYNOPSIS: In regards to the Valley Mall Boulevard Resurfacing Project, HLA Engineers has provided the City with the following Change Order for review and approval.

Change Order No. 3 Total \$323,268.70

RECOMMENDATION: Consider approving Valley Mall Boulevard Resurfacing Project Change Order No. 3, as provided by HLA Engineers.

LEGAL REVIEW: The City Attorney has reviewed.

FINANCIAL REVIEW: Project remains within authorized budget

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Change Order No. 3

Valley Mall Boulevard Resurfacing

16-Jun-19

Fed Aid Project No. NHPP-4554(006)

HLA Project No. 18031C

Project Cost Summary

	Federal (86.5%)	City (13.5%)	Total	
Original Budget	\$ 1,900,288	\$ 296,577	\$ 2,196,865	
PE	\$ 154,662	\$ 24,138	\$ 178,800	
CE	\$ 103,151	\$ 16,099	\$ 119,250	
Construction Contract	\$ 1,306,756	\$ 203,945	\$ 1,510,701	Projected Final Estimate including C.O. #1 and #2
C.O. #3	\$ 279,628	\$ 43,641	\$ 323,269	
CE for C.O. #3	\$ 15,570	\$ 2,430	\$ 18,000	Construction Administration for C.O. #3
Material Testing	\$ 8,613	\$ 1,344	\$ 9,957	Baer Testing
<u>WSDOT</u>	<u>\$ 4,472</u>	<u>\$ 698</u>	<u>\$ 5,170</u>	
Totals	\$ 1,872,852	\$ 292,295	\$ 2,165,147	Total Estimated Project Costs

CHANGE ORDER NO. 3

OWNER: City of Union Gap
 PROJECT NAME: VALLEY MALL BOULEVARD RESURFACING
 FED. AID NO.: NHPP-4554(006)
 HLA PROJECT NO.: 18031C
 CONTRACTOR: Columbia Asphalt & Ready-Mix

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENT:

Original Contract Price:	\$1,713,840.00
Current Contract Price Adjusted by Previous Change Order(s):	\$1,739,607.00
Change in Contract Price Due to This Change Order:	\$323,268.70
Adjusted Contract Price Due to This Change Order:	\$2,062,875.70

Original Contract Completion Date:	June 10, 2019
Current Contract Completion Date Adjusted by Non-Working Days and/or Previous Change Order:	June 11, 2019
Change in Contract Completion Date Due to This Change Order:	Add (10) Additional Working Days
Revised Contract Completion Date:	*8/16/2019

*Includes work suspension

CONTRACTOR: _____
 Columbia Asphalt & Ready-Mix

Date: _____

ENGINEER: _____
 HLA Engineering and Land Surveying, Inc.

Date: _____

OWNER: _____
 City of Union Gap

Date: _____

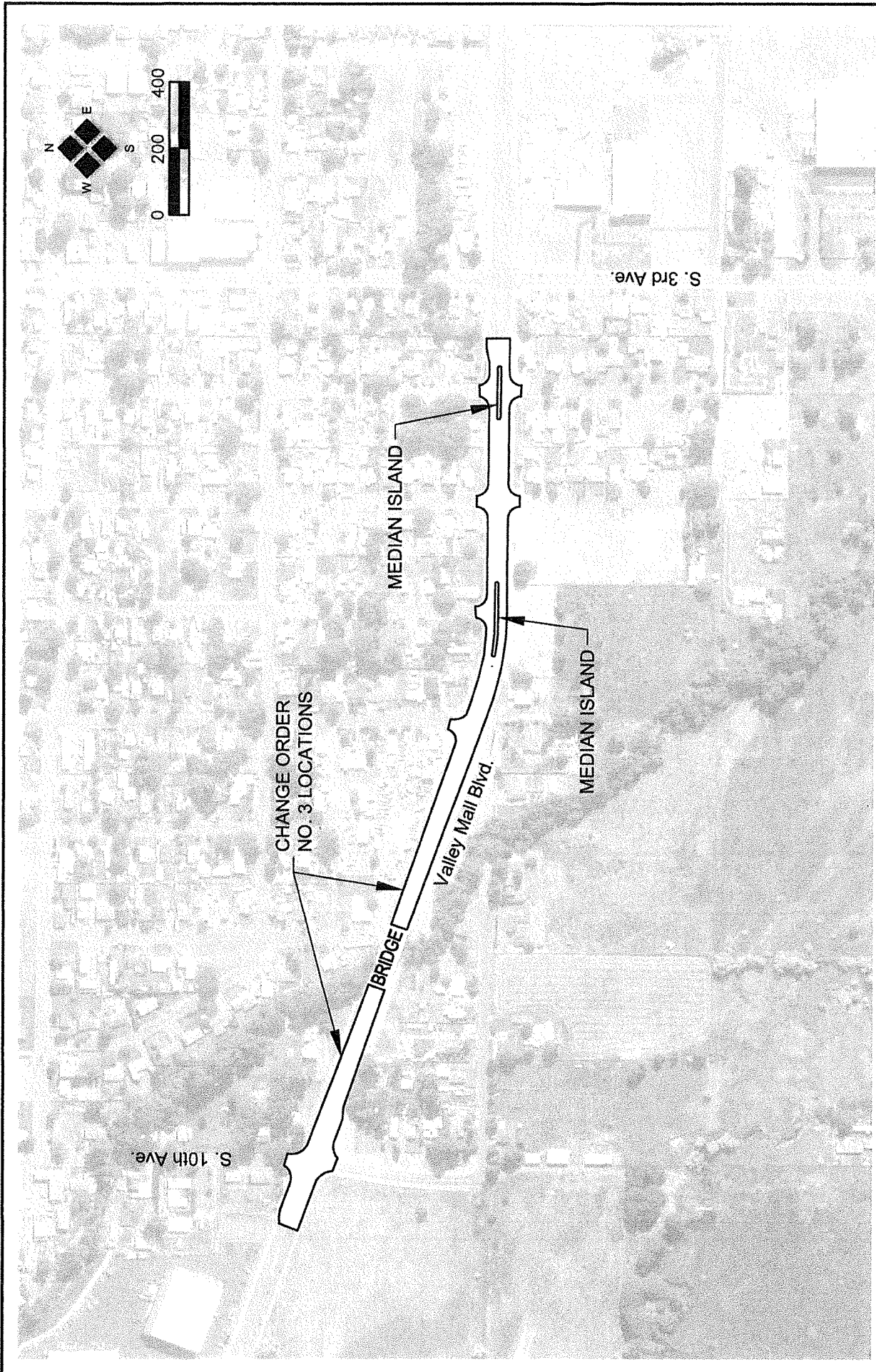
City of Union Gap
 VALLEY MALL BOULEVARD RESURFACING
 FED. AID. NO.: NHPP-4554(006)
 HLA Project No.: 18031C

CHANGE ORDER NO. 3

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
3-1	Mobilization	LS	1	\$10,000.00	\$10,000.00
3-2	Project Temporary Traffic Control	LS	1	\$28,000.00	\$28,000.00
3-3	Planing Bituminous Pavement	SY	16,810	\$2.55	\$42,865.50
3-4	HMA Cl. 1/2-Inch PG 64-28, Including Forta-Fi	TON	2,280	\$87.09	\$198,565.20
3-5	Adjust Existing Manhole	EA	14	\$900.00	\$12,600.00
3-6	Adjust Valve Box	EA	16	\$660.00	\$10,560.00
3-7	ESC Lead	DAY	2	\$89.00	\$178.00
3-8	Erosion/Water Pollution Control	FA	Est	\$1,000.00	\$1,000.00
3-9	Pavement Markings	LS	1	\$19,500.00	\$19,500.00
CHANGE ORDER NO. 3 TOTAL					\$323,268.70

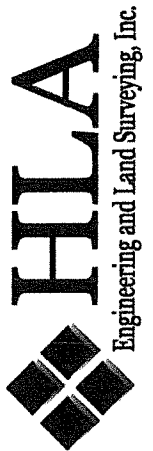
Narrative:

The project limits on Valley Mall Boulevard shall be revised to extend from S 3rd Avenue to approximately 200 LF West of S 10th Avenue, see attached exhibit. The Contractor shall grind and overlay approximately 0.20' HMA Cl. 1/2" PG 64-28 including Forta-Fi , and shall also include traffic control, pavement markings, and adjustment of manholes and water valves to final grade. All work shall comply with approved submittals, Contract Specifications, and details shown in the Contract Plans. The contractor has 10 additional working days to complete this Change Order.



FED AID PROJECT NO. NHPP-4554(006)

2803 River Road
 Yakima, WA 98902
 509.966.7000
 Fax 509.965.3800
 www.hlacivil.com



JOB NO: 18031
 DRAWING: 18031.dwg
 DATE: 6-17-19
 DRAWN BY: AJH
 CHECKED BY: TDA

CITY OF UNION GAP
 VALLEY MAL BOULEVARD
 RESURFACING
 CHANGE ORDER NO. 3

Columbia Asphalt & Ready-Mix

P O Box 9337
 377 Parker Bridge Rd, Parker, WA
 98939
 Yakima, WA 98909

Phone: 509-453-2063
 Fax: 509-877-6963

To: City Of Union Gap	Contact:
Address: 102 W Ahtanum Rd, P O Box 3008 UnionGap, WA 98903	Phone:
	Fax:
Project Name: Valley Mall Blvd Resurfacing	Bid Number: 318119
Project Location: Valley Mall Blvd, Union Gap, WA	Bid Date: 11/28/2018
Addendum #: 1,2	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
04	Project Temporary Traffic Control	1.00	LS	\$28,000.00	\$28,000.00
07	Planing Bituminous Pavement	16,810.00	SY	\$2.55	\$42,865.50
08	HMA Class 1/2" PG 64-28	2,280.00	TON	\$87.09	\$198,565.20
10	Adjust Existing Manhole	14.00	EACH	\$900.00	\$12,600.00
11	Adjust Existing Valve Box	16.00	EACH	\$660.00	\$10,560.00
12	ESC Lead	2.00	DDAY	\$89.00	\$178.00
13	Erosion/Water Pollution Control	1.00	FA	\$1,000.00	\$1,000.00
22	Pavement Markings	1.00	LS	\$19,500.00	\$19,500.00
27	Fiber For HMA	1,100.00	TON	\$0.00	\$0.00
30	Added Cost For ReMob	1.00	LS	\$10,000.00	\$10,000.00

Total Bid Price: \$323,268.70

Notes:

- EXCLUSIONS: ALL SUB GRADE, TESTING AND ENGINEERING, SURVEYING AND LAYOUT, STRIPING AND SIGNAGE, PERMITS, TRAFFIC CONTROL, UTILITY ADJUSTMENTS, SAW CUTTING, AND ROCK UNDER CONCRETE.
- * Alterations or changes to the above scope of work, executed at the customers request, will become an extra charge over and above the estimate.
- * All work will be completed in a workmanlike manner according to standard practice. All materials used shall meet standard industry specifications.
- * Any controversy or disagreement arising from this contract will be subject to binding arbitration in Yakima, WA pursuant to the construction industry arbitration rules of the American Arbitration Association.
- * The customer shall make sure that all underground utilities are below sub-grade. Columbia Asphalt will not assume responsibility for damage to underground utilities when our work includes grading, crushed rock and asphalt paving only.
- * Payment is due upon substantial completion unless other acceptable arrangements have been made. Failure to make payment within 30 days shall constitute default and the customer promises and agrees to pay a late charge of one and one half percent (1 1/2%) per month of the amount due. The customer agrees to pay all cost of collection including reasonable attorney's fees. The customer agrees to pay a flat fee of \$200.00 or related attorney's fees, whichever is greater, if Columbia Asphalt files a lien on the improved property to secure payment.
- * Proposal includes a one year limited warranty that covers workmanship and materials provided by Columbia Asphalt. Warranty coverage excludes damage resulting from unsuitable soil conditions, unforeseen underground drainage issues and damage directly resulting from negligent activities by others.
- Quote may be withdrawn if not accepted within 30 days.
- Unforeseen conditions can not be considered and are excluded.
- Work must be continuous any additional mobilizations will be charged per occurrence.
- Any damages caused by or done to unforeseen utilities and/or obstructions not brought to our attention or clearly marked, will be the sole responsibility of the General and/or Project Owner.
- Columbia Asphalt & Ready Mix reserves lien rights until final payment is received.
- The person signing below represents that he/she is authorized to enter into this Agreement on behalf of the Buyer and has received the Seller's Standard Terms & Conditions, which are incorporated by reference herein.

CONSENT AGENDA

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
June 10, 2019 Regular Meeting
MINUTES

<u>Call to Order</u>	Mayor Wentz called the Regular Meeting of the Union Gap City Council to order at 6:00 p.m.
<u>Council Members Present</u>	Council Members Hodkinson, Murr, Butler, Matson, Schilling and Dailey were present.
<u>Staff Present</u>	City Manager Fisher, City Attorney Brown, Deputy Fire Chief Reid, Police Chief Cobb, Public Works/Community Development Director Henne, Civil Engineer Dominguez, Finance and Administration Director Clifton, Deputy Clerk Treasurer Bisconer.
<u>Audience Present</u>	See attached list.
<u>Pledge of Allegiance</u>	Mayor Wentz led the pledge of allegiance.
<u>Agenda Amendment</u>	Motion by Council Member Hodkinson, second by Council Member Schilling to amend the June 10, 2019 Regular Meeting Agenda to include the 2019 Comprehensive park and recreation plan. Motion carried unanimously.
<u>Consent Agenda</u>	<p>Motion by Deputy Mayor Matson, second by Council Member Butler to approve the consent agenda as follows:</p> <p>Regular Council Meeting Minutes dated May 28, 2019 as attached to the Agenda and maintained in electronic format.</p> <p>Claims Vouchers – EFT’s and Voucher Nos. 99332 through 99409 for June 10, 2019, in the amount of \$482,331.71.</p> <p>Motion carried unanimously.</p>
<u>Items from the Audience</u>	None.
<u>General Items</u>	
Presentation – Union Gap School District – Robotics Program Update	Lisa Gredvig, Union Gap School District Superintendent, and teacher, Kristen Kangas gave an update on the Union Gap School District Robotics Program and thanked the Council for the donation made to help support

CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – June 10, 2019

the program. Council Member Schilling inquired as to whether or not the students will participate in competition in the future. Kangas stated that after staff discussion the decision was made not to participate in competition at this time but could be a possibility in future depending on staffing as well as funding.

Public Hearings

Six-Year Transportation Improvement Plan

Mayor Wentz opened a Public Hearing at 6:14 p.m. to receive comments on the 2020-2025 Six-Year Transportation Improvement Program. Civil Engineer Dominguez gave an overview. With no written or verbal testimony Mayor Wentz closed the Public Hearing at 6:16 p.m.

Park and Recreation Plan

Mayor Wentz opened a Public Hearing at 6:16 p.m. to receive comments on the 2019 Union Gap Comprehensive Park and Recreation Plan. Civil Engineer Dominguez introduced Yakima Valley Conference of Governments (YVCOG), Planning Manager, Mike Shuttleworth, who gave an overview of the comprehensive plan, having received 116 citizen surveys, and stated that The City of Union Gap has one of the best park systems he has seen in the area.

Public Works/Community Development Director Henne stated that he received a reminder from The Department of Ecology of shoreline buffer requirements. With no audience comment Mayor Wentz closed the Public Hearing at 6:21 p.m.

Public Works & Community Development

Resolution No. – 19-28 – Adopting Amended Six-Year Transportation Improvement Program 2020-2025

Motion by Council Member Hodkinson, second by Deputy Mayor Matson to approve Resolution No. – 19-28 – providing for an amended Six-Year Transportation Improvement Program (Comprehensive Street Program) for the City of Union Gap. Motion carried unanimously.

Resolution No. - ____ - Adopting the 2019 Comprehensive Park and Recreational Plan

Motion by Council Member Butler, second by Council Member Hodkinson to postpone 2019 Comprehensive Park and Recreational Plan until Regular Council Meeting, June 24, 2019. Motion carried unanimously.

Items from the Audience

None.

City Manager Report

City Manager Fisher stated that Old Town Days will be this weekend, June 14, 2019 through June 16, 2019; Park Reservations have increase by 35%

CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – June 10, 2019

since City staff has taken the reservation process back and commented how well staff has been doing; 75 people attended training classes hosted at the Civic Center last week, which is making training more affordable to attend for surrounding communities; Grant writing class are scheduled to be held in September; Department of Commerce is considering Union Gap as a location for a Community Outreach project; Reminder of the Library Open House at the Union Gap Civic Center, June 13,2019 at 7 p.m.

Communications/Questions/
Comments

Mayor Wentz inquired about having a presentation on the Library Grant at the June 17th, 2019 committee meeting.

Development of Next
Agenda

None.

Recess to 15 – Minutes
Executive Session

At 6:35 Mayor Wentz announced recess to 15 Minutes executive Session to discuss litigation, pursuant to RCW 42.30.110(i). Mayor Wentz, Council Members, City Attorney Bronson, City Manager Fisher, Police Chief Cobb attended.

Adjournment of Meeting

Mayor Wentz reconvened and adjourned the meeting at 6:50 p.m.

Arlene Fisher-Maurer, City Manager

ATTEST:

Karen Clifton, City Clerk



City Council Communication

Meeting Date: June 24, 2019
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Payroll Vouchers – June 24, 2019

SYNOPSIS: Payroll Vouchers for May, 2019

RECOMMENDATION: Request Council to approve EFTs and Voucher Nos. 41639 and 99410 through 99417 in the amount of \$427,689.01.

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
MCAG #: 0853

01/01/2019 To: 06/30/2019

Time: 09:05:17 Date: 06/07/2019

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2894	04/18/2019	Payroll	2	EFT	ICMA RETIREMENT TRUST #302189 ROTH	583.33	LOST CHECK WIRE TRANSFER
2895	04/18/2019	Payroll	2	EFT	ICMA RETIREMENT TRUST#108800	2,070.48	LOST CHECK WIRE TRANSFER
3454	06/10/2019	Payroll	2	EFT	LYNETTE BISCONER	4,200.29	May Payroll
3455	06/10/2019	Payroll	2	EFT	RYAN BONSEN	6,157.52	May Payroll
3456	06/10/2019	Payroll	2	EFT	JABAN R BROWNELL	6,037.23	May Payroll
3457	06/10/2019	Payroll	2	EFT	CRAIG G BUNTING	4,879.54	May Payroll
3458	06/10/2019	Payroll	2	EFT	DAVID D BUTLER	546.08	May Payroll
3459	06/10/2019	Payroll	2	EFT	JASON G CAVANAUGH	4,804.77	May Payroll
3460	06/10/2019	Payroll	2	EFT	NEREDIHT E CHAVEZ	2,065.12	May Payroll
3461	06/10/2019	Payroll	2	EFT	KAREN CLIFTON	4,977.37	May Payroll
3462	06/10/2019	Payroll	2	EFT	GREGORY COBB	6,025.04	May Payroll
3463	06/10/2019	Payroll	2	EFT	CHRIS DAHL	3,996.32	May Payroll
3464	06/10/2019	Payroll	2	EFT	SANDY L DAILEY	546.08	May Payroll
3465	06/10/2019	Payroll	2	EFT	ERICK MICHAEL DELP	6,200.91	May Payroll
3466	06/10/2019	Payroll	2	EFT	TORIN M DELVO	3,600.32	May Payroll
3467	06/10/2019	Payroll	2	EFT	DAVID DOMINGUEZ	4,931.95	May Payroll
3468	06/10/2019	Payroll	2	EFT	DAMON A DUNSMORE	4,426.06	May Payroll
3469	06/10/2019	Payroll	2	EFT	ARLENE F FISHER-MAURER	8,130.42	May Payroll
3470	06/10/2019	Payroll	2	EFT	RODOLFO V GUZMAN	2,449.34	May Payroll
3471	06/10/2019	Payroll	2	EFT	DENNIS HENNE	5,855.06	May Payroll
3472	06/10/2019	Payroll	2	EFT	ROBERT M HENNESSY	3,352.35	May Payroll
3473	06/10/2019	Payroll	2	EFT	JOHN P HODKINSON JR	546.08	May Payroll
3474	06/10/2019	Payroll	2	EFT	JARED S HUNT	4,423.23	May Payroll
3475	06/10/2019	Payroll	2	EFT	SHAWN R JAMES	4,324.63	May Payroll
3476	06/10/2019	Payroll	2	EFT	RUDY M JIMENEZ	4,254.52	May Payroll
3477	06/10/2019	Payroll	2	EFT	CHASE KELLOGG	5,102.96	May Payroll
3478	06/10/2019	Payroll	2	EFT	MARILYNNE L KENDRICK	75.47	May Payroll
3479	06/10/2019	Payroll	2	EFT	ALBA L LEVESQUE	4,224.15	May Payroll
3480	06/10/2019	Payroll	2	EFT	JO LINDER	2,931.48	May Payroll
3481	06/10/2019	Payroll	2	EFT	TERESA LOPEZ	3,654.89	May Payroll
3482	06/10/2019	Payroll	2	EFT	VALENTINA MARTINEZ	2,059.53	May Payroll
3483	06/10/2019	Payroll	2	EFT	HOWARD L MASON	2,237.27	May Payroll
3484	06/10/2019	Payroll	2	EFT	DAVID W MATSON	551.08	May Payroll
3485	06/10/2019	Payroll	2	EFT	STACE J MCKINLEY	3,865.81	May Payroll
3486	06/10/2019	Payroll	2	EFT	ROBERT MCRAE	3,419.04	May Payroll
3487	06/10/2019	Payroll	2	EFT	JAMES E MURR	546.08	May Payroll
3488	06/10/2019	Payroll	2	EFT	SERGIO E OCHOA	3,716.31	May Payroll
3489	06/10/2019	Payroll	2	EFT	RONALD PHILLIPS	3,830.83	May Payroll
3490	06/10/2019	Payroll	2	EFT	REBECCA R PINA	2,347.33	May Payroll
3491	06/10/2019	Payroll	2	EFT	CASEY M RIDDELL	2,887.76	May Payroll
3492	06/10/2019	Payroll	2	EFT	HECTOR A RIVERA	5,594.30	May Payroll
3493	06/10/2019	Payroll	2	EFT	PAUL K SANDERS	5,104.38	May Payroll
3494	06/10/2019	Payroll	2	EFT	KURTIS J SANTUCCI	4,403.38	May Payroll
3495	06/10/2019	Payroll	2	EFT	KURT W SCHELHAMMER	3,176.26	May Payroll
3496	06/10/2019	Payroll	2	EFT	JULIE SCHILLING	549.08	May Payroll
3497	06/10/2019	Payroll	2	EFT	MICHAEL STILLWAUGH	4,549.61	May Payroll
3498	06/10/2019	Payroll	2	EFT	RAYMOND V SUAREZ	4,208.55	May Payroll
3499	06/10/2019	Payroll	2	EFT	ROSA M SUAREZ	75.47	May Payroll
3500	06/10/2019	Payroll	2	EFT	AMANDA L TOWLE	3,745.65	May Payroll
3501	06/10/2019	Payroll	2	EFT	ERIC B TURLEY	5,414.48	May Payroll
3502	06/10/2019	Payroll	2	EFT	JENNY V VALLE	2,899.03	May Payroll
3503	06/10/2019	Payroll	2	EFT	JOSEPH VANICEK	4,825.58	May Payroll
3504	06/10/2019	Payroll	2	EFT	GLORIA A WALTMAN	2,976.26	May Payroll
3505	06/10/2019	Payroll	2	EFT	TERRYL D WAY	5,780.17	May Payroll

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3506	06/10/2019	Payroll	2	EFT	TONI A WEBB	75.47	May Payroll
3507	06/10/2019	Payroll	2	EFT	ROGER E WENTZ	520.78	May Payroll
3509	06/10/2019	Payroll	2	EFT	AFLAC	284.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - AFLAC; Pay Cycle(s) 05/12/2019 To 06/30/2019 - AFLAC Pre Tax
3510	06/10/2019	Payroll	2	EFT	AWC EMPLOYEE BENEFIT TRUST	83,666.84	Pay Cycle(s) 05/12/2019 To 06/30/2019 - Medical; LEOFF 1 RETIREE MEDICAL BENEFITS - 05/2019
3511	06/10/2019	Payroll	2	EFT	ICMA RETIREMENT TRUST #302189 ROTH	1,953.83	Pay Cycle(s) 05/12/2019 To 06/30/2019 - ICMA ROTH - 50CU; Pay Cycle(s) 05/12/2019 To 06/30/2019 - ICMA 457 ROTH
3512	06/10/2019	Payroll	2	EFT	ICMA RETIREMENT TRUST#108800	2,070.48	Pay Cycle(s) 05/12/2019 To 06/30/2019 - ICMA MNGT Trust
3513	06/10/2019	Payroll	2	EFT	ICMA RETIREMENT TRUST#302189	13,264.41	Pay Cycle(s) 05/12/2019 To 06/30/2019 - ICMA Retirement Trust
3514	06/10/2019	Payroll	2	EFT	INTERNAL REVENUE SERVICE	74,606.10	941 Deposit for Pay Cycle(s) 06/01/2019 - 06/30/2019
3515	06/10/2019	Payroll	2	EFT	WA STATE DEPT OF SOCIAL	423.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - WSDCS
3516	06/10/2019	Payroll	2	EFT	WA STATE DRS - DCP	100.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - DRS - DCP
3517	06/10/2019	Payroll	2	EFT	WA STATE EMPLOYMENT SECURITY DEPT-PFML	1,189.72	Pay Cycle(s) 05/12/2019 To 06/30/2019 - PMFL
3518	06/10/2019	Payroll	2	EFT	WA STATE LAW ENFORCEMENT	19,882.52	Pay Cycle(s) 05/12/2019 To 06/30/2019 - LEOFF II
3519	06/10/2019	Payroll	2	EFT	WA STATE PUBLIC EMPLOYEES	27,495.62	Pay Cycle(s) 05/12/2019 To 06/30/2019 - PERS II; Pay Cycle(s) 05/12/2019 To 06/30/2019 - PERS III
3529	05/14/2019	Payroll	2	EFT	INTERNAL REVENUE SERVICE	494.61	941 Deposit for Pay Cycle(s) 05/12/2019 - 05/31/2019
2931	05/14/2019	Payroll	2	41639	WILLIAM DEWAYNE BRYANT	1,463.32	FINAL CHECK
3520	06/10/2019	Payroll	2	99410	EMPLOYEE FUND	138.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - Employee Fund
3521	06/10/2019	Payroll	2	99411	TEAMSTERS LOCAL 760	681.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - Teamsters Dues
3522	06/10/2019	Payroll	2	99412	UNION GAP POLICE OFFICERS ASSN	1,500.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - UGPOA Dues
3523	06/10/2019	Payroll	2	99413	USABLE LIFE	83.60	Pay Cycle(s) 05/12/2019 To 06/30/2019 - USABLE Life
3524	06/10/2019	Payroll	2	99414	WA STATE COUNCIL OF CNTY	672.70	Pay Cycle(s) 05/12/2019 To 06/30/2019 - AFCSME Dues
3525	06/10/2019	Payroll	2	99415	WA STATE COUNCIL OF	150.00	Pay Cycle(s) 05/12/2019 To 06/30/2019 - WSCOPO Dues

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3526	06/10/2019	Payroll	2	99416	WESTERN CONFERENCE OF	1,750.48	Pay Cycle(s) 05/12/2019 To 06/30/2019 - Teamster's Pension
3527	06/10/2019	Payroll	2	99417	WESTERN STATES POLICE MEDICAL TRUST	1,086.30	Pay Cycle(s) 05/12/2019 To 06/30/2019 - WSPMT

001 Current Expense Fund	330,287.16
101 Street Fund	35,880.99
128 Transit System Fund	7,615.86
401 Water Fund	18,409.60
402 Garbage Fund	3,631.56
403 Sewer Fund	31,863.84
	<hr/>
	427,689.01 Payroll:
	427,689.01



City Council Communication

Meeting Date: June 24, 2019
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Claim Vouchers – June 24, 2019

SYNOPSIS: Claim Vouchers for June 24, 2019

RECOMMENDATION: Request Council to approve EFTs and Voucher Nos. 99418 through 99485 in the amount of \$256,695.11.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Claim Voucher Register
2. Claim Detailed Voucher Register

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3586	06/07/2019	Claims	2	EFT	US BANK - CHECKING	24.00	INV MAINT FEE - 05/2019
3606	06/12/2019	Claims	2	EFT	WA STATE DEPT OF LICENSING	13.00	DRIVING RECORD
3625	06/24/2019	Claims	2	EFT	US BANK CARDMEMBER SVC	3,226.86	MAILBOX; MICROCHIP READER; BUG REPELLENT FOR GRIFFIN WARRIOR TRAINING; PTI TRAINING - BROWNELL; B MI RECERT - BROWNELL; REVERSE OVERPAYMENT; BATHROOM SUPPLIES, LAMPS, TABLES, COLCK ETC; EVOC - TURLEY;
3635	06/24/2019	Claims	2	EFT	OFFICE DEPOT-CITY HALL	380.85	HP PRINTER; CLERK & PUBLIC WORKS; INK CTG'S & STAPLER
3636	06/24/2019	Claims	2	EFT	SPECTRUM BUSINESS	90.87	CIVIC CENTER TV SVC-06/2019
3637	06/24/2019	Claims	2	EFT	WELLS FARGO VENDOR FIN SERV	638.31	TASKALFA 605CI-05/21/2019-06/20/2019
3585	06/11/2019	Claims	2	99418	UNITED STATES POSTMASTER	589.04	NEWSLETTER POSTAGE-SUMMER 2019
3588	06/12/2019	Claims	2	99419	MEDSTAR CABULANCE,	74,689.00	DIAL A RIDE / FIXED ROUTE-05/2019
3638	06/24/2019	Claims	2	99420	ADVANCED DIGITAL IMAGING LLC	325.64	DECALS FOR APPRAISAL ROAD SHOW
3639	06/24/2019	Claims	2	99421	ASSOCIATION OF WA CITIES	400.00	AWC ANNUAL CONFERENCE 2019 REGISTRATION-DAILEY
3640	06/24/2019	Claims	2	99422	ATLAS STAFFING INC	2,188.80	SEASONAL PARKS; WEEK WORKED 06.02.19
3641	06/24/2019	Claims	2	99423	JABAN R BROWNELL	27.21	REIMBURSEMENT-COMPRESS OXYGEN
3642	06/24/2019	Claims	2	99424	BURROWS TRACTOR COMPANY	2,061.08	WATER PUMP GASKETS BOLT BLADE WASHER BELT SPINDLE ASSEMBLY SPRING WASHER RADIATOR BLADES IDLER PU
3643	06/24/2019	Claims	2	99425	CAREY MOTORS	528.07	LOF/REPLACE BATTERY VEH 3; LOF, TRANSMISSION FLUSH VEH 10/LOF VEH 15
3644	06/24/2019	Claims	2	99426	CASCADE ANALYTICAL INC	4,091.51	WATER SAMPLING & WW SAMPLING; WW SAMPLING; COCO'S
3645	06/24/2019	Claims	2	99427	CASCADE NATURAL GAS CORP	243.29	CIVIC CENTER-05/04/2019-06/04/19; NATURAL GAS MAY 2019; FIRE DEPT-05/04/2019-06/04/2019; 4401 MAIN ST & 4401 1/2 MAIN ST -05/04/2019-06/04/2019
3646	06/24/2019	Claims	2	99428	CENTRAL CHAIN & TRANSMISSION	57.91	BRO B70 V-BELT
3647	06/24/2019	Claims	2	99429	CENTRAL WA AG MUSEUM	3,118.79	AG MUSEUM UTILITIES;PACIFIC POWER; CENTURY LINK & UG UTILITIES.; AG MUSEUM COORDINATOR-05/2019; AG MUSEUM COORDINATORS-05/2019

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3648	06/24/2019	Claims	2	99430	CENTRAL WASHINGTON FAIR ASSOC.	2,083.00	MARKETING & SALES-06/2019
3649	06/24/2019	Claims	2	99431	CHRIS' RECOVERY SHOP LLC	330.01	#1012 BENCH SEAT UPHOLSTERY
3650	06/24/2019	Claims	2	99432	CINTAS CORP #605	79.86	CIVIC CENTER & PD-MAT SVC
3651	06/24/2019	Claims	2	99433	CLASSIC PRINTING INC	382.75	UB STATEMENTS-05/2019; UB WINDOW ENVELOPES
3652	06/24/2019	Claims	2	99434	COLEMAN OIL COMPANY	4,390.65	FUEL THRU 05.31.19
3653	06/24/2019	Claims	2	99435	COLUMBIA ASPHALT & READY-MIX	200.69	HMA 1/2 COMMERCIAL 64-22
3654	06/24/2019	Claims	2	99436	CONFERENCE SOLUTIONS	375.00	WFOA 2019:EFFICIENT MANAGEMENT OF THE PUBLIC FUNDS-A.F.; WFOA 2019; EFFICIENT MANAGEMENT OF THE PUBLIC FUNDS-J.L.; WFOA 2019; EFFICIENT MANAGEMENT OF THE PUBLIC FUNDS-KC
3655	06/24/2019	Claims	2	99437	DAY WIRELESS	703.99	#1025 INSTALLATION OF RADIO
3656	06/24/2019	Claims	2	99438	DUNNING SERVICES	287.50	TOURISM DEVELOPMENT/GRANT J. HUNT CO.
3657	06/24/2019	Claims	2	99439	EXPRESS SERVICES INC	851.84	UG PD1-RECEPTIONIST WK-05/26/2019
3658	06/24/2019	Claims	2	99440	FASTENAL	125.35	WATER SUPPLIES
3659	06/24/2019	Claims	2	99441	FRANK'S TIRE FACTORY	18.92	#1017 FLAT REPAIR
3660	06/24/2019	Claims	2	99442	GAP AUTO PARTS - PW	721.29	REPAIR PARTS, TOOLS, SUPLIES, BEAUTIFICATION
3661	06/24/2019	Claims	2	99443	H.D. FOWLER COMPANY	6,819.18	WATER PROJECT SUPPLIES & CREDIT RA375497
3662	06/24/2019	Claims	2	99444	HLA ENGINEERING AND LAND SURVEYING, INC.	69,714.78	PROFESSIONAL ENGINEERING & LAND SURVEYING SERVICES; THRU 05/31/19
3663	06/24/2019	Claims	2	99445	JOHN DEERE FINANCIAL	297.09	HOSE, RING BASE, DRIVE GUIDE, WASHER SHEET, IMPACT HEAD; BACK PACK SPRAYER
3664	06/24/2019	Claims	2	99446	JONDERFIN, LLC	375.00	2019 SUMMER NEWSLETTER DESIGN
3665	06/24/2019	Claims	2	99447	KAZCADE ENGRAVING & TROPHIES	133.50	PATROL MEDALS UNION GAP SCHOOL
3666	06/24/2019	Claims	2	99448	LAW OFFICE OF DANIEL POLAGE	3,500.00	PUBLIC DEFENDER SVC
3667	06/24/2019	Claims	2	99449	LAW OFFICES OF MARGITA DORNAY	14,500.00	PROSECUTING ATTORNEY-06/2019
3668	06/24/2019	Claims	2	99450	LEIRA	275.00	FALL CONFERENCE
3669	06/24/2019	Claims	2	99451	LOWES COMPANY INC	1,073.81	CHAINS FOR UG BANNERS; WD 40, GORILLA 1.88X35 YD, MOTORMEDIC 11OZ, BATTERIES, SANITATION SUPPLIES, SCOTCH EXTREME, MOUNTING SQUARES, TOTE, HOOKS SPRAY BOTTLE WATER HOSE Y SHUT OFF CONNECTOR; BEAUTIFI
3670	06/24/2019	Claims	2	99452	NEOFUNDS	500.00	POSTAGE-05/2019
3671	06/24/2019	Claims	2	99453	DAVID NIEIFFER	46.29	Refund Utility Deposit

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3672	06/24/2019	Claims	2	99454	OFFICE SOLUTIONS NORTHWEST	91.86	FINE GEL PENS; LMNTNG POUCH; THERMAL ROLLS; COPY PAPER
3673	06/24/2019	Claims	2	99455	PACIFIC POWER	16,706.97	STREETS-05/2019; CIVIC CENTER & FIRE DEPT-06/2019; LIFT STATION; STREETS; LONGFIBRE; TRAFFIC LIGHTS-06/2019; POWER MAY 2019; WELLS-06/2019
3674	06/24/2019	Claims	2	99456	PAUL DECCIO INSTALLATIONS	2,265.90	#1025 EQUIP NEW VEHICLE
3675	06/24/2019	Claims	2	99457	PENDLETON EXCAVATING	105.18	OVERPAYMENT REFUND
3676	06/24/2019	Claims	2	99458	PEOPLE FOR PEOPLE	1,628.00	SENIOR NUTRITION SITE MANAGER-05/2019
3677	06/24/2019	Claims	2	99459	REPUBLIC PUBLISHING CO	194.47	2019 PUBLIC WORKS MAINTENANCE PERSONNEL
3678	06/24/2019	Claims	2	99460	SHUELS WHOLESALE LUMBER	391.11	PARKS LUMBER
3679	06/24/2019	Claims	2	99461	SIRCHIE FINGER PRINT	52.54	STERILE WATER VIALS
3680	06/24/2019	Claims	2	99462	THE ENTERTAINER	345.00	QUARTER PAGE AD-JUNE ENTERTAINER
3681	06/24/2019	Claims	2	99463	THE JANITOR'S CLOSET	200.48	TISSUE PAPER & MF PAPER TOWELS
3682	06/24/2019	Claims	2	99464	THE PRINT GUYS INC.	1,693.66	SUMMER NEWSLETTER 2019
3683	06/24/2019	Claims	2	99465	TROY LEE & ASSOCIATES	1,500.00	LEGAL SERVICES - PUBLIC DEFENDER
3684	06/24/2019	Claims	2	99466	U.S. LINEN & UNIFORM	689.09	UNIFORMS SERVICE; 0429 / 0506 / 0513 / 0520 / 0527
3685	06/24/2019	Claims	2	99467	ULINE	19.24	PROTECTIVE MASKS
3686	06/24/2019	Claims	2	99468	UNION GAP WATER FUND & SEWER	750.61	SPRING CLEAN UP-2019
3687	06/24/2019	Claims	2	99469	UNITED STATES POSTMASTER	769.74	UB POSTAGE-06/2019
3688	06/24/2019	Claims	2	99470	VALLEY FORD SALES	255.47	#1025 LAMP
3689	06/24/2019	Claims	2	99471	VALLEY LOCK & KEY SERVICE	470.02	PADLOCK, MASTER
3690	06/24/2019	Claims	2	99472	WA CITIES INS. AUTHORITY	40.00	NOTARY BOND TOWLE
3691	06/24/2019	Claims	2	99473	WA STATE CRIMINAL JUSTICE	250.00	DT MASTER INSTRUCTOR BROWNELL
3692	06/24/2019	Claims	2	99474	WA STATE DEPT OF LABOR & INDUSTRIES	595.79	BOILER / PRESSURE VESSEL INSPECTIONS
3693	06/24/2019	Claims	2	99475	WA STATE PATROL	79.50	BACKGROUND CHECKS MAY 2019
3694	06/24/2019	Claims	2	99476	WA STATE TREASURER	15,258.67	CJRS-05/2019
3695	06/24/2019	Claims	2	99477	MITCHELL & JOCELYN WAGNER	112.24	Refund Utility Deposit
3696	06/24/2019	Claims	2	99478	WAPRO	50.00	2019/2020 MEMBERSHIP - BISCONER; 2019/2020 MEMBERSHIP - CLIFTON
3697	06/24/2019	Claims	2	99479	WASHINGTON TRACTOR	388.85	NUTS & PARTS; PARK EQUIPMENT
3698	06/24/2019	Claims	2	99480	WILBERT PRECAST	9,134.45	D&L A-2001 SEWER & S&L A-2001L STORM
3699	06/24/2019	Claims	2	99481	YAKIMA ATHLETIC CLUB & YAC FITNESS	216.40	CORPORATE MEMBERSHIP RENEAL-07/19/2019-07/18/2020

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3700	06/24/2019	Claims	2	99482	YAKIMA CO AUDITOR	185.00	UTILITY LIENS; UTILITY LIEN RELEASE - ACCT# 7816-SOTO/AVILEZ; ACCT#4512 - CARDENAS/GARCIA OSEGUERA
3701	06/24/2019	Claims	2	99483	YAKIMA CO TREAS PROSECUTING	239.57	CVC-05/2019
3702	06/24/2019	Claims	2	99484	YAKIMA VALLEY PUBLISHING INC	358.75	125TH ANNIVERSARY SPOTLIGHT-UNION GAP
3703	06/24/2019	Claims	2	99485	YAKIMA WASTE SYSTEMS INC	1,176.82	WASTE-05/01/2019-05/31/2019
					001 Current Expense Fund	57,673.02	
					101 Street Fund	15,399.10	
					107 Convention Center Reserve Fund	3,731.93	
					108 Tourism Promotion Area Fund	2,428.00	
					113 Fire Truck Reserve Fund	520.37	
					118 Municipal Capital Improvement Fund	38.89	
					121 Street Development Reserve Fund	9,620.27	
					128 Transit System Fund	74,826.68	
					304 VMB Improvement Fund	37,824.37	
					401 Water Fund	12,501.53	
					402 Garbage Fund	3,645.99	
					403 Sewer Fund	19,016.57	
					404 Water Improvement Reserve	349.86	
					405 Sewer Improvement Reserve	18,960.00	
					414 Water Deposits	158.53	
						256,695.11	Claims: 256,695.11
						256,695.11	

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3586	06/07/2019	Claims	2	EFT	US BANK - CHECKING	24.00	INV MAINT FEE - 05/2019
			001 - 514 23 49 00 - MISCELLANEOUS			24.00	
3606	06/12/2019	Claims	2	EFT	WA STATE DEPT OF LICENSING	13.00	DRIVING RECORD
			401 - 534 50 49 00 - MISCELLANEOUS			6.50	
			403 - 535 50 49 00 - MISCELLANEOUS			6.50	
3625	06/24/2019	Claims	2	EFT	US BANK CARDMEMBER SVC	3,226.86	MAILBOX; MICROCHIP READER; BUG REPELLENT FOR GRIFFIN WARRIOR TRAINING; PTI TRAINING - BROWNELL; B MI RECERT - BROWNELL; REVERSE OVERPAYMENT; BATHROOM SUPPLIES, LAMPS, TABLES, COLCK ETC; EVOC - TURLEY;
			001 - 518 20 31 00 - SUPPLIES			108.04	
			001 - 521 40 31 00 - PD TRAINING SUPPLIES			45.05	
			001 - 521 40 32 00 - PD TRAINING FUEL			51.98	
			001 - 521 40 32 00 - PD TRAINING FUEL			56.45	
			001 - 521 40 32 00 - PD TRAINING FUEL			45.57	
			001 - 521 40 43 00 - PD TRAINING TRAVEL			933.75	
			001 - 521 40 43 00 - PD TRAINING TRAVEL			968.37	
			001 - 521 40 43 00 - PD TRAINING TRAVEL			47.62	
			001 - 521 40 43 00 - PD TRAINING TRAVEL			51.95	
			113 - 522 20 31 13 - OFFICE & OPERATING SUP			520.37	
			001 - 528 80 31 00 - OFFICE & OPERATING SUP			-0.01	
			001 - 554 30 31 00 - SUPPLIES - ANIMAL CONTI			397.72	
3635	06/24/2019	Claims	2	EFT	OFFICE DEPOT-CITY HALL	380.85	HP PRINTER; CLERK & PUBLIC WORKS; INK CTG'S & STAPLER
			001 - 514 23 31 00 - SUPPLIES			64.91	
			001 - 514 23 31 00 - SUPPLIES			51.31	
			001 - 514 30 31 00 - SUPPLIES			64.92	
			001 - 514 30 31 00 - SUPPLIES			51.30	
			001 - 518 88 31 00 - SUPPLIES			18.58	
			001 - 524 20 31 00 - SUPPLIES			64.92	
			001 - 558 60 31 00 - SUPPLIES			64.91	
3636	06/24/2019	Claims	2	EFT	SPECTRUM BUSINESS	90.87	CIVIC CENTER TV SVC-06/2019
			001 - 511 60 47 00 - PUBLIC UTILITY SERVICES			9.09	
			001 - 514 23 47 00 - PUBLIC UTILITY SERVICES			9.09	
			001 - 514 30 47 00 - PUBLIC UTILITY SERVICES			9.09	
			001 - 524 20 47 00 - PUBLIC UTILITY SERVICES			9.09	
			401 - 534 50 47 00 - UTILITIES			9.09	
			403 - 535 50 47 00 - UTILITIES			9.09	
			402 - 537 50 47 00 - UTILITIES			9.09	
			101 - 542 30 47 00 - UTILITIES			9.08	
			001 - 558 60 47 00 - PUBLIC UTILITY SERVICES			9.08	
			001 - 576 80 47 00 - UTILITIES			9.08	
3637	06/24/2019	Claims	2	EFT	WELLS FARGO VENDOR FIN SERV	638.31	TASKALFA 605CI-05/21/2019-06/20/2019
			001 - 511 60 45 00 - OPERATING RENTALS & LI			4.89	
			001 - 513 10 45 00 - OPERATING RENTALS & LI			41.64	
			001 - 514 23 45 00 - OPERATING RENTALS & LI			148.92	
			001 - 514 30 45 00 - OPERATING RENTALS & LI			329.43	
			001 - 517 91 45 00 - OPERATING RENTALS & LI			0.44	
			001 - 518 20 45 00 - OPERATING LEASES			0.71	
			001 - 521 10 45 00 - PD ADMIN RENTALS & LEA			1.25	
			001 - 522 10 45 00 - OPERATING RENTALS & LI			0.19	
			001 - 524 20 45 00 - OPERATING RENTALS & LI			39.93	
			401 - 534 50 45 00 - OPERATING RENTALS & LI			18.55	

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		403 - 535 50 45 00 - OPERATING RENTALS & LJ			18.55	
		402 - 537 50 45 00 - OPERATING RENTALS & LJ			18.55	
		101 - 543 30 45 00 - OPERATING RENTALS & LJ			14.71	
		001 - 558 60 45 00 - OPERATING RENTALS & LJ			0.29	
		001 - 576 80 45 00 - OPERATING RENTALS & LJ			0.26	
3585	06/11/2019	Claims	2	99418 UNITED STATES POSTMASTER	589.04	NEWSLETTER POSTAGE-SUMMER 2019
		001 - 511 60 42 01 - COMMUNICATION			589.04	
3588	06/12/2019	Claims	2	99419 MEDSTAR CABULANCE, INC.	74,689.00	DIAL A RIDE / FIXED ROUTE-05/2019
		128 - 547 60 49 00 - TRANSIT SERVICE PAYME			74,689.00	
3638	06/24/2019	Claims	2	99420 ADVANCED DIGITAL IMAGING LLC	325.64	DECALS FOR APPRAISAL ROAD SHOW
		107 - 557 30 31 01 - GRANT J HUNT - SUPPLIES			325.64	
3639	06/24/2019	Claims	2	99421 ASSOCIATION OF WA CITIES	400.00	AWC ANNUAL CONFERENCE 2019 REGISTRATION-DAILEY
		001 - 511 60 49 00 - MISCELLANEOUS			400.00	
3640	06/24/2019	Claims	2	99422 ATLAS STAFFING INC	2,188.80	SEASONAL PARKS; WEEK WORKED 06.02.19
		001 - 576 80 41 00 - PROFESSIONAL SERVICES-			2,188.80	
3641	06/24/2019	Claims	2	99423 JABAN R BROWNELL	27.21	REIMBURSEMENT-COMPRESS OXYGEN
		001 - 521 22 31 00 - PATROL SUPPLIES			27.21	
3642	06/24/2019	Claims	2	99424 BURROWS TRACTOR COMPANY	2,061.08	WATER PUMP GASKETS BOLT BLADE WASHER BELT SPINDLE ASSEMBLY SPRING WASHER RADIATOR BLADES IDLER PU
		001 - 576 80 48 00 - REPAIRS & MAINTENANCE			2,061.08	
3643	06/24/2019	Claims	2	99425 CAREY MOTORS	528.07	LOF/REPLACE BATTERY VEH 3; LOF, TRANSMISSION FLUSH VEH 10/LOF VEH 15
		001 - 521 22 48 00 - PATROL REPAIRS & MAIN			179.08	
		001 - 521 22 48 00 - PATROL REPAIRS & MAIN			348.99	
3644	06/24/2019	Claims	2	99426 CASCADE ANALYTICAL INC	4,091.51	WATER SAMPLING & WW SAMPLING; WW SAMPLING; COCO'S
		401 - 534 50 41 00 - PROFESSIONAL SERVICES			317.24	
		403 - 535 50 41 00 - PROFESSIONAL SERVICES			3,620.18	
		403 - 535 50 41 00 - PROFESSIONAL SERVICES			154.09	
3645	06/24/2019	Claims	2	99427 CASCADE NATURAL GAS CORP	243.29	CIVIC CENTER-05/04/2019-06/04/19; NATURAL GAS MAY 2019; FIRE DEPT-05/04/2019-06/04/2019; 4401 MAIN ST & 4401 1/2 MAIN ST -05/04/2019-06/04/2019
		001 - 518 20 47 00 - UTILITIES/CITY HALL			122.71	
		001 - 518 20 47 00 - UTILITIES/CITY HALL			67.39	
		001 - 521 50 47 00 - PD FACILITIES UTILITIES			13.78	
		403 - 535 50 47 00 - UTILITIES			17.74	
		402 - 537 50 47 00 - UTILITIES			21.67	
3646	06/24/2019	Claims	2	99428 CENTRAL CHAIN & TRANSMISSION	57.91	BRO B70 V-BELT
		001 - 576 80 48 00 - REPAIRS & MAINTENANCE			57.91	

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3647	06/24/2019	Claims	2	99429	CENTRAL WA AG MUSEUM	3,118.79	AG MUSEUM UTILITIES;PACIFIC POWER; CENTURY LINK & UG UTILITIES.; AG MUSEUM COORDINATOR-05/2019; AG MUSEUM COORDINATORS-05/2019
					107 - 571 10 41 00 - PROF SVCS-AG MUSEUM	240.00	
					107 - 571 10 41 00 - PROF SVCS-AG MUSEUM	2,068.00	
					107 - 571 10 42 00 - COMMUNICATION-AG MU:	163.04	
					107 - 571 10 47 00 - UTILITIES-AG MUSEUM	647.75	
3648	06/24/2019	Claims	2	99430	CENTRAL WASHINGTON FAIR ASSOC.	2,083.00	MARKETING & SALES-06/2019
					108 - 557 30 44 01 - STATE FAIR PARK SALES F	2,083.00	
3649	06/24/2019	Claims	2	99431	CHRIS' RECOVERY SHOP LLC	330.01	#1012 BENCH SEAT UPHOLSTERY
					401 - 534 50 41 00 - PROFESSIONAL SERVICES	132.00	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	49.50	
					101 - 542 30 41 00 - PROFESSIONAL SERVICES	49.50	
					101 - 542 66 41 00 - PROFESSIONAL SERVICES	16.50	
					101 - 542 66 41 00 - PROFESSIONAL SERVICES	16.50	
					101 - 542 70 41 00 - PROFESSIONAL SERVICES	49.50	
					128 - 547 60 41 00 - PROFESSIONAL SERVICES	16.51	
3650	06/24/2019	Claims	2	99432	CINTAS CORP #605	79.86	CIVIC CENTER & PD-MAT SVC
					001 - 518 31 45 00 - OPERATING RENTALS & LJ	46.19	
					001 - 521 50 45 00 - PD FACILITIES OPERATION	33.67	
3651	06/24/2019	Claims	2	99433	CLASSIC PRINTING INC	382.75	UB STATEMENTS-05/2019; UB WINDOW ENVELOPES
					401 - 534 50 31 00 - SUPPLIES	70.12	
					401 - 534 50 41 00 - PROFESSIONAL SERVICES	57.45	
					403 - 535 50 31 00 - SUPPLIES	70.12	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	57.45	
					402 - 537 50 31 00 - SUPPLIES	70.13	
					402 - 537 50 41 00 - PROFESSIONAL SERVICES	57.48	
3652	06/24/2019	Claims	2	99434	COLEMAN OIL COMPANY	4,390.65	FUEL THRU 05.31.19
					403 - 531 30 32 00 - STORMWATER FUEL	66.92	
					401 - 534 50 32 00 - FUEL	1,544.08	
					403 - 535 50 32 00 - FUEL	699.04	
					402 - 537 50 32 00 - FUEL	24.82	
					101 - 542 30 32 00 - FUEL	731.69	
					101 - 542 66 32 00 - FUEL	247.60	
					101 - 542 67 32 00 - FUEL	163.47	
					101 - 542 70 32 00 - FUEL	493.02	
					128 - 547 60 32 00 - FUEL CONSUMED	62.73	
					001 - 576 80 32 00 - FUEL	357.28	
3653	06/24/2019	Claims	2	99435	COLUMBIA ASPHALT & READY-MIX	200.69	HMA 1/2 COMMERCIAL 64-22
					401 - 534 50 31 00 - SUPPLIES	200.69	
3654	06/24/2019	Claims	2	99436	CONFERENCE SOLUTIONS	375.00	WFOA 2019;EFFICIENT MANAGEMENT OF THE PUBLIC FUNDS-A.F.; WFOA 2019; EFFICIENT MANAGEMENT OF THE PUBLIC FUNDS-J.L; WFOA 2019; EFFICIENT MANAGEMENT OF THE PUBLIC FUNDS-KC
					001 - 513 10 49 01 - MISCELLANEOUS	125.00	
					001 - 514 23 49 00 - MISCELLANEOUS	125.00	
					401 - 534 50 49 00 - MISCELLANEOUS	25.00	

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		403 - 535 50 49 00 - MISCELLANEOUS			25.00	
		402 - 537 50 49 00 - MISCELLANEOUS			25.00	
		101 - 542 30 49 00 - MISCELLANEOUS			25.00	
		001 - 576 80 49 00 - MISCELLANEOUS			25.00	
3655	06/24/2019	Claims	2	99437 DAY WIRELESS		703.99 #1025 INSTALLATION OF RADIO
		401 - 534 50 48 00 - REPAIRS & MAINTENANCE			140.80	
		403 - 535 50 48 00 - REPAIRS & MAINTENANCE			140.80	
		402 - 537 50 48 00 - REPAIRS & MAINTENANCE			140.79	
		101 - 543 30 48 00 - REPAIRS & MAINTENANCE			140.80	
		001 - 576 80 48 00 - REPAIRS & MAINTENANCE			140.80	
3656	06/24/2019	Claims	2	99438 DUNNING SERVICES		287.50 TOURISM DEVELOPMENT/GRANT J. HUNT CO.
		107 - 557 30 41 01 - GRANT J. HUNT COL			287.50	
3657	06/24/2019	Claims	2	99439 EXPRESS SERVICES INC		851.84 UG PD1-RECEPTIONIST WK-05/26/2019
		001 - 522 10 41 00 - PROFESSIONAL SERVICES			851.84	
3658	06/24/2019	Claims	2	99440 FASTENAL		125.35 WATER SUPPLIES
		401 - 534 50 31 00 - SUPPLIES			125.35	
3659	06/24/2019	Claims	2	99441 FRANK'S TIRE FACTORY		18.92 #1017 FLAT REPAIR
		403 - 531 30 48 00 - STORMWATER REPAIRS &			0.93	
		401 - 534 50 48 00 - REPAIRS & MAINTENANCE			4.73	
		403 - 535 50 48 00 - REPAIRS & MAINTENANCE			3.78	
		101 - 542 30 48 00 - REPAIRS & MAINTENANCE			2.84	
		101 - 542 66 48 00 - REPAIRS & MAINTENANCE			0.95	
		101 - 542 67 48 00 - REPAIRS & MAINTENANCE			0.95	
		101 - 542 70 48 00 - REPAIRS & MAINTENANCE			0.95	
		128 - 547 60 48 00 - REPAIRS & MAINTENANCE			0.95	
		001 - 576 80 48 00 - REPAIRS & MAINTENANCE			2.84	
3660	06/24/2019	Claims	2	99442 GAP AUTO PARTS - PW		721.29 REPAIR PARTS, TOOLS, SUPPLIES, BEAUTIFICATION
		403 - 531 30 31 00 - STORMWATER - SUPPLIES			2.70	
		403 - 531 30 48 00 - STORMWATER REPAIRS &			1.28	
		401 - 534 50 31 00 - SUPPLIES			51.87	
		401 - 534 50 35 00 - SMALL TOOLS & EQUIPME			13.51	
		401 - 534 50 48 00 - REPAIRS & MAINTENANCE			32.45	
		403 - 535 50 31 00 - SUPPLIES			24.74	
		403 - 535 50 35 00 - SMALL TOOLS & EQUIPME			10.81	
		403 - 535 50 48 00 - REPAIRS & MAINTENANCE			24.90	
		402 - 537 50 31 00 - SUPPLIES			14.20	
		101 - 542 30 31 00 - SUPPLIES			24.74	
		101 - 542 30 35 00 - SMALL TOOLS & EQUIPME			18.11	
		101 - 542 30 48 00 - REPAIRS & MAINTENANCE			71.60	
		101 - 542 30 48 00 - REPAIRS & MAINTENANCE			2.70	
		101 - 542 66 31 00 - SUPPLIES			4.18	
		101 - 542 66 35 00 - SMALL TOOLS & EQUIPME			2.70	
		101 - 542 66 48 00 - REPAIRS & MAINTENANCE			62.52	
		101 - 542 67 31 00 - SUPPLIES			4.18	
		101 - 542 67 48 00 - REPAIRS & MAINTENANCE			4.54	
		101 - 542 70 31 00 - SUPPLIES			12.54	
		101 - 542 70 48 00 - REPAIRS & MAINTENANCE			69.03	
		128 - 547 60 31 00 - OFFICE & OPERATING SUP			2.70	
		128 - 547 60 31 00 - OFFICE & OPERATING SUP			6.17	
		128 - 547 60 48 00 - REPAIRS & MAINTENANCE			6.18	
		001 - 576 80 31 00 - SUPPLIES			97.09	
		001 - 576 80 48 00 - REPAIRS & MAINTENANCE			23.18	
		001 - 576 80 48 00 - REPAIRS & MAINTENANCE			132.67	
3661	06/24/2019	Claims	2	99443 H.D. FOWLER COMPANY		6,819.18 WATER PROJECT SUPPLIES & CREDIT RA375497
		401 - 534 50 31 00 - SUPPLIES			6,819.18	

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3662	06/24/2019	Claims	2	99444	HLA ENGINEERING AND LAND SURVEYING, INC.	69,714.78	PROFESSIONAL ENGINEERING & LAND SURVEYING SERVICES; THRU
					404 - 534 50 49 49 - MISCELLANEOUS-WATER	349.86	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	2,248.28	
					001 - 558 60 41 00 - PROFESSIONAL SERVICES	712.00	
					405 - 594 38 64 25 - AHTANUM/MAIN ST STORJ	18,960.00	
					121 - 595 10 41 40 - SAFE ROUTES TO SCHOOL	1,945.74	
					121 - 595 10 41 40 - SAFE ROUTES TO SCHOOL	3,142.30	
					121 - 595 10 63 28 - MAIN ST PHASE 1-ROW	4,532.23	
					304 - 595 30 65 02 - VMB - CONSTRUCTION	37,824.37	
3663	06/24/2019	Claims	2	99445	JOHN DEERE FINANCIAL	297.09	HOSE, RING BASE, DRIVE GUIDE, WASHER SHEET, IMPACT HEAD; BACK PACK SPRAYER
					001 - 576 80 31 00 - SUPPLIES	297.09	
3664	06/24/2019	Claims	2	99446	JONDERFIN, LLC	375.00	2019 SUMMER NEWSLETTER DESIGN
					001 - 511 60 41 01 - PROFESSIONAL SERVICES	375.00	
3665	06/24/2019	Claims	2	99447	KAZCADE ENGRAVING & TROPHIES	133.50	PATROL MEDALS UNION GAP SCHOOL
					001 - 521 30 31 00 - OFFICE & OPERATING SUP	133.50	
3666	06/24/2019	Claims	2	99448	LAW OFFICE OF DANIEL POLAGE	3,500.00	PUBLIC DEFENDER SVC
					001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC	3,500.00	
3667	06/24/2019	Claims	2	99449	LAW OFFICES OF MARGITA DORNAY	14,500.00	PROSECUTING ATTORNEY-06/2019
					001 - 515 31 41 02 - LEGAL SERVICES - PROS. /	14,500.00	
3668	06/24/2019	Claims	2	99450	LEIRA	275.00	FALL CONFERENCE
					001 - 521 40 49 00 - PD TRAINING MISCELLAN.	275.00	
3669	06/24/2019	Claims	2	99451	LOWES COMPANY INC	1,073.81	CHAINS FOR UG BANNERS; WD 40, GORILLA 1.88X35 YD, MOTORMEDIC 110Z, BATTERIES, SANITATION SUPPLIES, SCOTCH EXTREME, MOUNTING SQUARES, TOTE, HOOKS SPRAY BOTTLE WATER HOSE Y SHUT OFF CONNECTOR; BEAUTIFI
					001 - 518 20 31 00 - SUPPLIES	17.57	
					401 - 534 50 31 00 - SUPPLIES	120.81	
					401 - 534 50 31 00 - SUPPLIES	39.34	
					401 - 534 50 31 00 - SUPPLIES	106.98	
					401 - 534 50 31 00 - SUPPLIES	63.96	
					401 - 534 50 35 00 - SMALL TOOLS & EQUIPME	54.90	
					403 - 535 50 31 00 - SUPPLIES	71.34	
					403 - 535 50 31 00 - SUPPLIES	39.34	
					403 - 535 50 31 00 - SUPPLIES	36.50	
					402 - 537 50 31 00 - SUPPLIES	36.46	
					402 - 537 50 31 00 - SUPPLIES	39.35	
					402 - 537 50 31 00 - SUPPLIES	20.03	
					101 - 542 30 31 00 - SUPPLIES	39.35	
					101 - 542 30 31 00 - SUPPLIES	36.50	
					101 - 542 66 31 00 - SUPPLIES	5.49	
					101 - 542 67 31 00 - SUPPLIES	5.49	
					101 - 542 70 31 00 - SUPPLIES	16.47	
					128 - 547 60 31 00 - OFFICE & OPERATING SUP	36.47	
					128 - 547 60 31 00 - OFFICE & OPERATING SUP	5.97	
					001 - 571 20 31 00 - COMM ENHANCEMENT-SU	57.39	

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		001 - 576 80 31 00 - SUPPLIES			117.47	
		001 - 576 80 31 00 - SUPPLIES			39.34	
		001 - 576 80 31 00 - SUPPLIES			47.26	
		001 - 576 80 31 00 - SUPPLIES			20.03	
3670	06/24/2019	Claims	2	99452 NEOFUNDS		500.00 POSTAGE-05/2019
		001 - 514 23 42 00 - COMMUNICATIONS			89.25	
		001 - 514 30 42 00 - COMMUNICATIONS			97.50	
		001 - 521 10 42 00 - PD ADMIN COMMUNICATI			31.27	
		001 - 521 10 42 00 - PD ADMIN COMMUNICATI			1.81	
		001 - 522 10 42 00 - COMMUNICATION			1.52	
		001 - 524 20 42 00 - COMMUNICATION			29.21	
		401 - 534 50 42 00 - COMMUNICATION			71.72	
		403 - 535 50 42 00 - COMMUNICATION			71.72	
		402 - 537 50 42 00 - COMMUNICATION			71.72	
		101 - 543 30 42 00 - COMMUNICATION			30.40	
		001 - 558 60 42 00 - COMMUNICATION			3.49	
		001 - 576 80 42 00 - COMMUNICATION			0.39	
3671	06/24/2019	Claims	2	99453 DAVID NIEIFFER		46.29 Refund Utility Deposit
		414 - 586 00 04 14 - DEPOSIT REFUND			46.29	Refund Utility Deposit
3672	06/24/2019	Claims	2	99454 OFFICE SOLUTIONS NORTHWEST		91.86 FINE GEL PENS; LMNTNG POUCH; THERMAL ROLLS; COPY PAPER
		001 - 511 60 31 01 - SUPPLIES			0.32	
		001 - 513 10 31 00 - SUPPLIES			2.66	
		001 - 514 23 31 00 - SUPPLIES			18.37	
		001 - 514 23 31 00 - SUPPLIES			9.49	
		001 - 514 30 31 00 - SUPPLIES			53.69	
		001 - 517 91 31 00 - SUPPLIES			0.03	
		001 - 518 20 31 00 - SUPPLIES			0.05	
		001 - 521 10 31 00 - PD ADMIN SUPPLIES			0.08	
		001 - 524 20 31 00 - SUPPLIES			2.58	
		401 - 534 50 31 00 - SUPPLIES			1.20	
		403 - 535 50 31 00 - SUPPLIES			1.20	
		402 - 537 50 31 00 - SUPPLIES			1.20	
		101 - 543 30 31 00 - SUPPLIES			0.95	
		001 - 558 60 31 00 - SUPPLIES			0.02	
		001 - 576 80 31 00 - SUPPLIES			0.02	
3673	06/24/2019	Claims	2	99455 PACIFIC POWER		16,706.97 STREETS-05/2019; CIVIC CENTER & FIRE DEPT-06/2019; LIFT STATION; STREETS; LONGFIBRE; TRAFFIC LIGHTS-06/2019; POWER MAY 2019; WELLS-06/2019
		001 - 518 20 47 00 - UTILITIES/CITY HALL			1,755.60	
		001 - 521 50 47 00 - PD FACILITIES UTILITIES			103.84	
		401 - 534 50 47 00 - UTILITIES			1,311.18	
		403 - 535 50 47 00 - UTILITIES			1,222.55	
		101 - 542 63 47 00 - UTILITIES			10,890.91	
		101 - 542 63 47 00 - UTILITIES			939.97	
		101 - 542 64 47 00 - UTILITIES			482.92	
3674	06/24/2019	Claims	2	99456 PAUL DECCIO INSTALLATIONS		2,265.90 #1025 EQUIP NEW VEHICLE
		401 - 534 50 31 00 - SUPPLIES			453.18	
		403 - 535 50 31 00 - SUPPLIES			453.18	
		402 - 537 50 31 00 - SUPPLIES			453.18	
		101 - 542 30 31 00 - SUPPLIES			453.18	
		001 - 576 80 31 00 - SUPPLIES			453.18	
3675	06/24/2019	Claims	2	99457 PENDLETON EXCAVATING		105.18 OVERPAYMENT REFUND
		402 - 589 10 04 02 - 210-10			105.18	

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3676	06/24/2019	Claims	2	99458	PEOPLE FOR PEOPLE	1,628.00	SENIOR NUTRITION SITE MANAGER-05/2019
					001 - 571 21 41 00 - PROFESSIONAL SERVICES	1,628.00	
3677	06/24/2019	Claims	2	99459	REPUBLIC PUBLISHING CO	194.47	2019 PUBLIC WORKS MAINTENANCE PERSONNEL
					401 - 534 50 44 00 - ADVERTISING	38.89	
					403 - 535 50 44 00 - ADVERTISING	38.89	
					402 - 537 50 44 00 - ADVERTISING	38.89	
					118 - 542 30 44 00 - ADVERTISING	38.89	
					001 - 576 80 44 00 - ADVERTISING	38.91	
3678	06/24/2019	Claims	2	99460	SHUELS WHOLESALE LUMBER	391.11	PARKS LUMBER
					001 - 576 80 31 00 - SUPPLIES	391.11	
3679	06/24/2019	Claims	2	99461	SIRCHIE FINGER PRINT	52.54	STERILE WATER VIALS
					001 - 521 21 31 00 - INVESTIGATION SUPPLIES	52.54	
3680	06/24/2019	Claims	2	99462	THE ENTERTAINER	345.00	QUARTER PAGE AD-JUNE ENTERTAINER
					108 - 557 30 44 08 - YAK VALLEY TOURISM-AI	345.00	
3681	06/24/2019	Claims	2	99463	THE JANITOR'S CLOSET	200.48	TISSUE PAPER & MF PAPER TOWELS
					001 - 518 31 31 00 - SUPPLIES	200.48	
3682	06/24/2019	Claims	2	99464	THE PRINT GUYS INC.	1,693.66	SUMMER NEWSLETTER 2019
					001 - 511 60 41 01 - PROFESSIONAL SERVICES	1,693.66	
3683	06/24/2019	Claims	2	99465	TROY LEE & ASSOCIATES	1,500.00	LEGAL SERVICES - PUBLIC DEFENDER
					001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC	1,500.00	
3684	06/24/2019	Claims	2	99466	U.S. LINEN & UNIFORM	689.09	UNIFORMS SERVICE; 0429 / 0506 / 0513 / 0520 / 0527
					401 - 534 50 21 00 - UNIFORMS & EQUIPMENT	182.22	
					403 - 535 50 21 00 - UNIFORMS & EQUIPMENT	182.22	
					402 - 537 50 21 00 - UNIFORMS & EQUIPMENT	78.09	
					101 - 542 30 21 00 - UNIFORMS & EQUIPMENT	182.23	
					001 - 576 80 21 00 - UNIFORMS & EQUIPMENT	64.33	
3685	06/24/2019	Claims	2	99467	ULINE	19.24	PROTECTIVE MASKS
					001 - 528 80 31 00 - OFFICE & OPERATING SUP	19.24	
3686	06/24/2019	Claims	2	99468	UNION GAP WATER FUND & SEWER	750.61	SPRING CLEAN UP-2019
					402 - 537 50 47 00 - UTILITIES	750.61	
3687	06/24/2019	Claims	2	99469	UNITED STATES POSTMASTER	769.74	UB POSTAGE-06/2019
					401 - 534 50 42 00 - COMMUNICATION	256.55	
					403 - 535 50 42 00 - COMMUNICATION	256.55	
					402 - 537 50 42 00 - COMMUNICATION	256.64	
3688	06/24/2019	Claims	2	99470	VALLEY FORD SALES	255.47	#1025 LAMP
					401 - 534 50 48 00 - REPAIRS & MAINTENANCE	51.09	
					403 - 535 50 48 00 - REPAIRS & MAINTENANCE	51.09	
					402 - 537 50 48 00 - REPAIRS & MAINTENANCE	51.09	
					101 - 542 30 48 00 - REPAIRS & MAINTENANCE	51.11	
					001 - 576 80 48 00 - REPAIRS & MAINTENANCE	51.09	
3689	06/24/2019	Claims	2	99471	VALLEY LOCK & KEY SERVICE	470.02	PADLOCK, MASTER
					401 - 534 50 31 00 - SUPPLIES	156.67	
					403 - 535 50 31 00 - SUPPLIES	156.68	
					001 - 576 80 31 00 - SUPPLIES	156.67	
3690	06/24/2019	Claims	2	99472	WA CITIES INS. AUTHORITY	40.00	NOTARY BOND TOWLE

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			001 - 528 80 49 00 - MISCELLANEOUS			40.00	
3691	06/24/2019	Claims	2	99473	WA STATE CRIMINAL JUSTICE	250.00	DT MASTER INSTRUCTOR BROWNELL
			001 - 521 40 49 00 - PD TRAINING MISCELLAN.			250.00	
3692	06/24/2019	Claims	2	99474	WA STATE DEPT OF LABOR & INDUSTRIES	595.79	BOILER / PRESSURE VESSEL INSPECTIONS
			001 - 518 20 41 00 - PROF. SERVICES			160.78	
			001 - 521 10 41 00 - PD ADMIN PROFESSIONAL			185.01	
			401 - 534 50 41 00 - PROFESSIONAL SERVICES			24.23	
			403 - 535 50 41 00 - PROFESSIONAL SERVICES			24.23	
			403 - 535 50 41 00 - PROFESSIONAL SERVICES			24.23	
			101 - 542 30 41 00 - PROFESSIONAL SERVICES			24.23	
			001 - 576 80 41 00 - PROFESSIONAL SERVICES			128.85	
			001 - 576 90 41 00 - AG MUSEUM - PROF SERVI			24.23	
3693	06/24/2019	Claims	2	99475	WA STATE PATROL	79.50	BACKGROUND CHECKS MAY 2019
			001 - 521 10 41 00 - PD ADMIN PROFESSIONAL			79.50	
3694	06/24/2019	Claims	2	99476	WA STATE TREASURER	15,258.67	CJRS-05/2019
			001 - 586 00 01 00 - STATE BUILDING CODE FE			200.00	
			001 - 586 00 04 00 - PSEA 1 STATE SHARE			7,045.22	
			001 - 586 00 05 00 - PSEA 2 STATE SHARE			3,653.35	
			001 - 586 00 06 00 - PSEA 3 STATE SHARE			235.08	
			001 - 586 00 07 00 - CRIME LAB/BREATH ST SF			127.30	
			001 - 586 00 08 00 - JIS STATE SHARE			2,460.46	
			001 - 586 00 09 00 - SCH ZONE SAFETY ST SHA			447.93	
			001 - 586 00 10 00 - TRAUMA CARE STATE SH/			434.08	
			001 - 586 00 13 00 - AUTO THEFT PREVENTION			633.03	
			001 - 586 00 16 00 - ACCESSIBLE COMMUNITII			11.11	
			001 - 586 00 17 00 - MULTIMODAL TRANSPOR			11.11	
3695	06/24/2019	Claims	2	99477	MITCHELL & JOCELYN WAGNER	112.24	Refund Utility Deposit
			414 - 586 00 04 14 - DEPOSIT REFUND			112.24	Refund Utility Deposit
3696	06/24/2019	Claims	2	99478	WAPRO	50.00	2019/2020 MEMBERSHIP - BISONER; 2019/2020 MEMBERSHIP - CLIFTON
			001 - 514 30 49 00 - MISCELLANEOUS			25.00	
			001 - 514 30 49 00 - MISCELLANEOUS			25.00	
3697	06/24/2019	Claims	2	99479	WASHINGTON TRACTOR	388.85	NUTS & PARTS; PARK EQUIPMENT
			001 - 576 80 48 00 - REPAIRS & MAINTENANCE			388.85	
3698	06/24/2019	Claims	2	99480	WILBERT PRECAST	9,134.45	D&L A-2001 SEWER & S&L A-2001L STORM
			403 - 531 30 31 00 - STORMWATER - SUPPLIES			7,026.50	
			403 - 535 50 31 00 - SUPPLIES			2,107.95	
3699	06/24/2019	Claims	2	99481	YAKIMA ATHLETIC CLUB & YAC FITNESS	216.40	CORPORATE MEMBERSHIP RENEAL-07/19/2019-07/18/2020
			001 - 517 91 49 00 - MISCELLANEOUS			216.40	
3700	06/24/2019	Claims	2	99482	YAKIMA CO AUDITOR	185.00	UTILITY LIENS; UTILITY LIEN RELEASE - ACCT# 7816-SOTO/AVILEZ; ACCT#4512 - CARDENAS/GARCIA OSEGUERA
			402 - 537 50 49 00 - MISCELLANEOUS			111.00	
			402 - 537 50 49 00 - MISCELLANEOUS			74.00	
3701	06/24/2019	Claims	2	99483	YAKIMA CO TREAS PROSECUTING	239.57	CVC-05/2019

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			001 - 586 00 03 00 -		CRIME VICTIMS COMP CN	239.57	
3702	06/24/2019	Claims	2	99484	YAKIMA VALLEY PUBLISHING INC	358.75	125TH ANNIVERSARY SPOTLIGHT-UNION GAP
			001 - 518 20 44 00 -		ADVERTISING	358.75	
3703	06/24/2019	Claims	2	99485	YAKIMA WASTE SYSTEMS INC	1,176.82	WASTE-05/01/2019-05/31/2019
			402 - 537 60 49 00 -		CONTRACTED SERVICES	1,176.82	
			001 Current Expense Fund			57,673.02	
			101 Street Fund			15,399.10	
			107 Convention Center Reserve Fund			3,731.93	
			108 Tourism Promotion Area Fund			2,428.00	
			113 Fire Truck Reserve Fund			520.37	
			118 Municipal Capital Improvement Fund			38.89	
			121 Street Development Reserve Fund			9,620.27	
			128 Transit System Fund			74,826.68	
			304 VMB Improvement Fund			37,824.37	
			401 Water Fund			12,501.53	
			402 Garbage Fund			3,645.99	
			403 Sewer Fund			19,016.57	
			404 Water Improvement Reserve			349.86	
			405 Sewer Improvement Reserve			18,960.00	
			414 Water Deposits			158.53	
						256,695.11	Claims: 256,695.11



City Council Communication

Meeting Date: June 24, 2019
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Petty Cash Vouchers – June 24, 2019

SYNOPSIS: Petty Cash Vouchers for the Month of May, 2019

RECOMMENDATION: Request Council to Approve Check Nos. 1898 through 1899 In the amount of \$152.75.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Petty Cash Voucher Register

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2955	05/07/2019	Claims	637	1898	CASCADE LICENSING	52.75	PW VEHICLE LICENSE #1025
2956	05/15/2019	Claims	637	1899	JEAN'S COTTAGE INN	100.00	YVCOG MTG - JS, JH, SD, AF
		637 Petty Cash Fund				152.75	
		* Transaction Has Mixed Revenue And Expense Accounts				152.75	Claims: 152.75



City Council Communication

Meeting Date: June 24, 2019
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Advance Travel Vouchers – June 24, 2019

SYNOPSIS: Advance Travel Vouchers for the Month of May, 2019

RECOMMENDATION: Request Council to approve Check No. 1294 In the amount of \$120.00.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Advance Travel Voucher Register

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Trans Date	Type	Acct #	War #	Claimant	Amount	Memo
3611 05/31/2019	Claims	638	1294	RYAN BONSEN	120.00	ATR #1164
	638 Advance Travel Fund				120.00	
	* Transaction Has Mixed Revenue And Expense Accounts				120.00	Claims: 120.00