

UNION GAP CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY JULY 10, 2023 – 6:00 P.M.
CIVIC CAMPUS, 102 W. AHTANUM ROAD, UNION GAP

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

A. Approval of Minutes:

Regular Council Meeting Minutes, dated June 26, 2023, as attached to the Agenda and maintained in electronic format

B. Approve Vouchers:

Claim Vouchers – EFT's, and Voucher No. 106720 through 106793 for July 10, 2023, in the amount of \$1,194,977.96

III. GENERAL ITEMS

Public Hearing

Six Year Transit Development Plan 2024-2029

Public Works & Community Development

Resolution No. - _____ - Six Year Transit Development Plan 2024-2029

Presentation

1. Final Draft Housing Action Plan Discussion – Byron Gumz, YVCOG Planning Manager

2. Interlocal Agreement – Yakima Consortium for Regional Public Safety (YAKCORPS) – Kyle Curtis, County Commission and YAKCOPRS Executive Board Chair

City Manager

1. Resolution No. - _____ - Interlocal Agreement - Yakima Consortium for Regional Public Safety (YAKCORPS)
2. Resolution No. - _____ - Appointing YVCOG General Membership Voting Representative
3. Resolution No. - _____ - Appointment of Public Safety Council Committee Co-Chair

IV. COMMITTEE REPORTS

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

VI. CITY MANAGER REPORT

VII. COMMUNICATIONS/QUESTIONS/COMMENTS

VIII. DEVELOPMENT OF NEXT AGENDA

IV. ADJOURN REGULAR MEETING



City Council Communication

Meeting Date: July 10, 2023
From: David Dominguez, City Engineer
Topic/Issue: Public Hearing - Six Year Transit Development Plan 2024-2029

SYNOPSIS: Public Hearing, which was set at the June 12, 2023 meeting, to receive public testimony on the Transit Development Plan 2024 - 2029.

Presented by Alejandra Cervantes from Medstar Transportation.

RECOMMENDATION: Conduct a Public Hearing.

LEGAL REVIEW: Reviewed by the City Attorney.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Union Gap Transit Development Plan 2024-2029 and 2022 Annual Report
2. Notice of Public Hearing



Union Gap Transit Development Plan 2024 -2029 and 2022 Annual Report

**Union Gap Transit
Operated by Medstar Transportation
1904 Fruitvale Blvd
Yakima, WA 98902
(509) 248-2004**

Public Hearing

Adopted by Union Gap City Council

Submitted to WSDOT

Acknowledgements

City of Union Gap

Sharon Bounds, City Manager
Dennis Henne, Public Works Director
Karen Clifton, Finance Director

Prepared by:

Medstar Transportation
1904 Fruitvale Blvd, Yakima, WA 98902

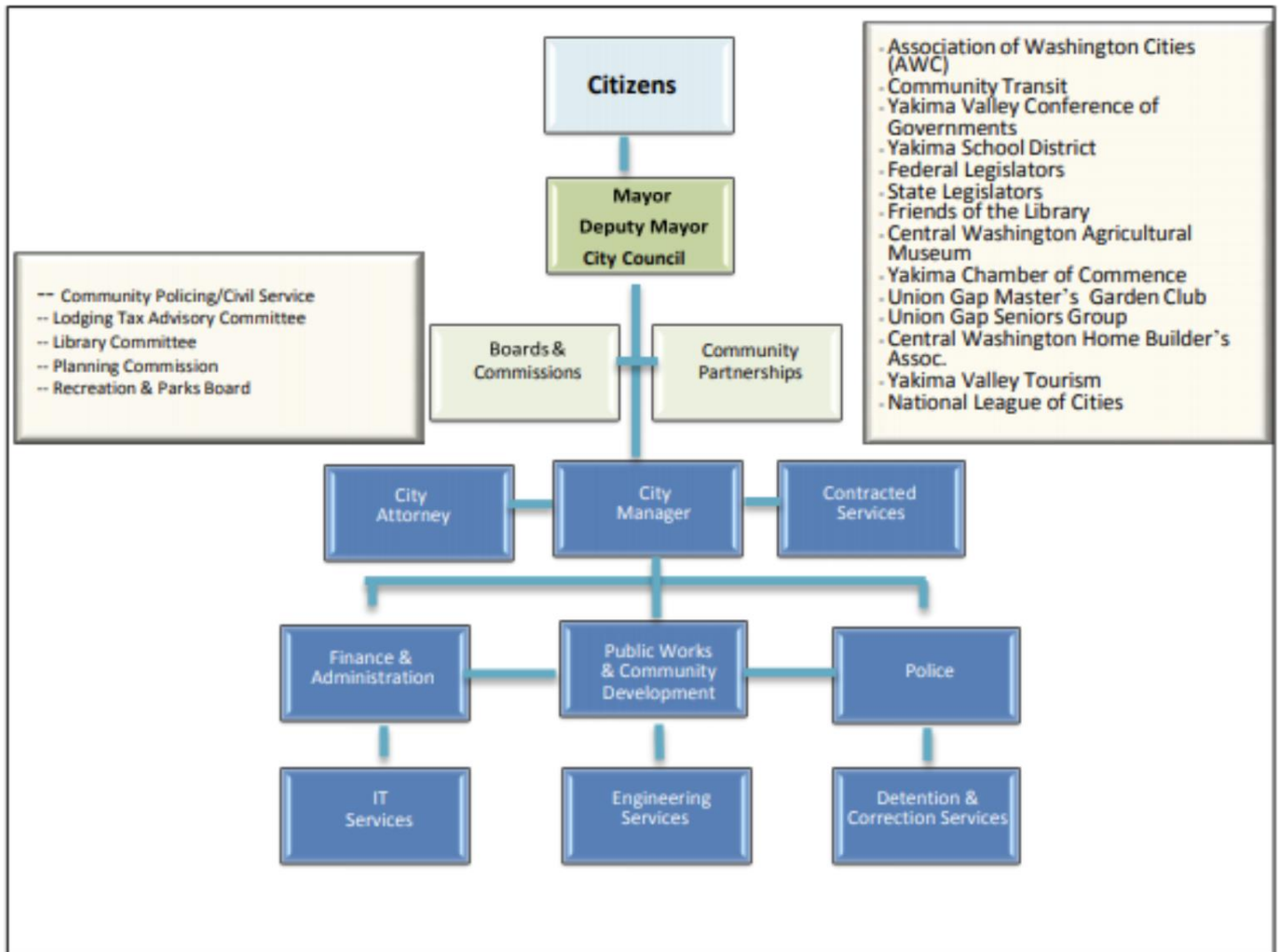
Contact person: Justin Bergener
CEO
Email - discover@gomedstar.com
Phone: (509) 248-2004

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Section 1: Organization

Union Gap Transit is governed by the Union Gap City Council. Their 7 member board approves changes to transit operations and service levels.



City council meetings are usually held on the second and fourth Monday of each month at the Union Gap Civic Hall located at 102 W Ahtanum Rd. Additionally, the Transit Advisory Committee meets as needed to discuss any suggestions or ideas for transit development and changes.

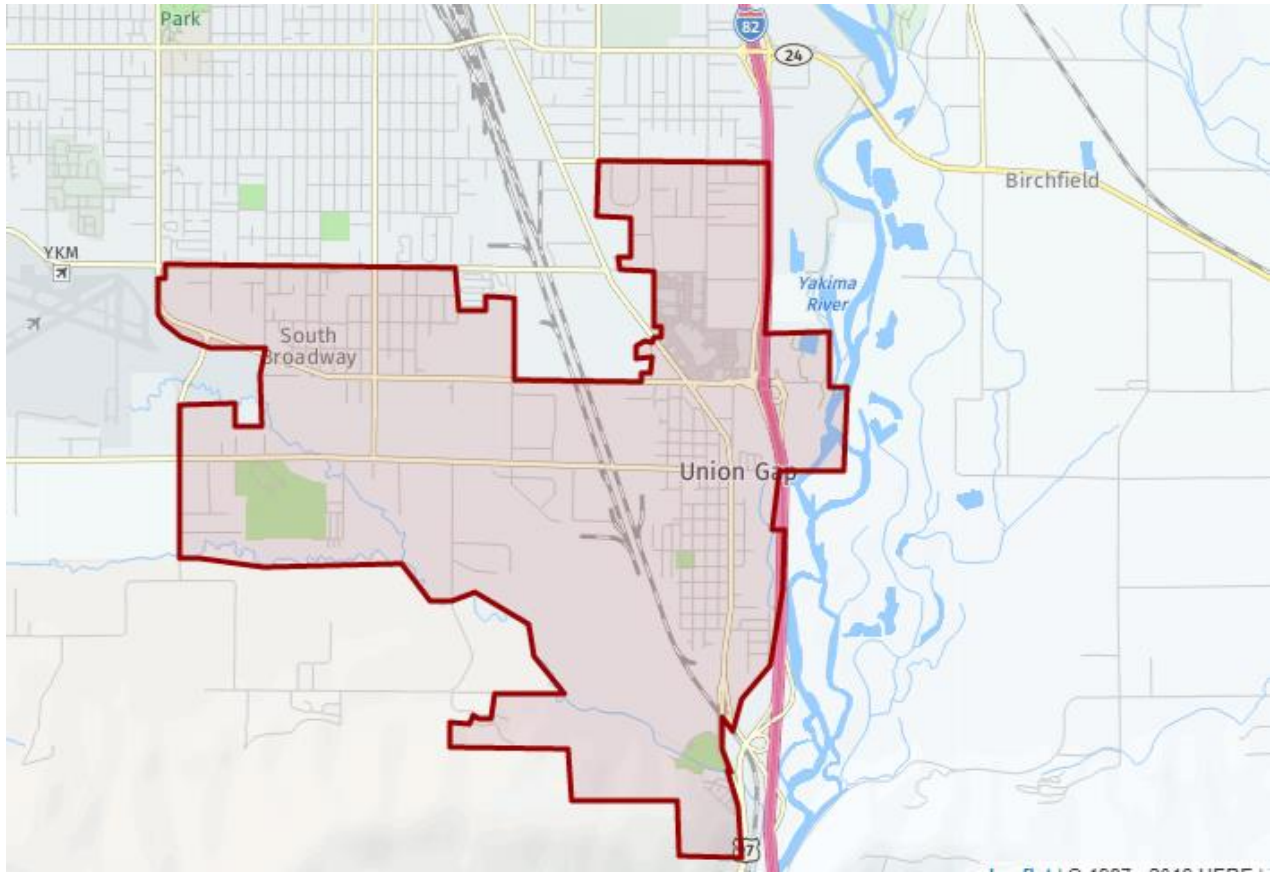


As of 06/01/2023 Union Gap Transit contractor employed:

- 2 full time employees in the operations division
- 7 full time equivalents in the Dial-A-Ride Paratransit division
- .5 full time equivalent in the maintenance division
- .5 full time equivalent in the administration division
- 1.130 full time equivalent employed by The City of Union Gap transit division
- 11.13 Total Transit employees

Section 2: Union Gap Transit Service Area

Union Gap Transit is a municipal transit system as authorized in RCW 35.58.2795 and is located in Yakima County.



Section 3: Physical Plant

The contractor's facility is located at 1904 Fruitvale Blvd., Yakima, WA 98902. The building is owned by their contracted services provider Medstar Transportation.



Section 4: Service Characteristics

Union Gap Transit contracts transit services both fixed route and ADA paratransit services to Medstar Transportation.

In 2008 the Union Gap Transit Division was created and fully funded through a .02% sales tax. This funding supports free passenger fares for both fixed route and paratransit services. This division's purpose is to administer the Union Gap Transit contract and provide essential management and support services to the division through oversight, coordination and technical assistance.

Union Gap Transit provides fixed route and ADA paratransit services. Union Gap Transit operates 3 fixed-route buses with the 3rd route bus going in a reverse direction Monday-Friday and 2 buses on the weekends. Bus service operates Monday through Friday 6:00 a.m. – 7:00 p.m., and Saturday and Sunday 9:00 a.m. – 7:00 p.m. The Monday through Friday bus service operates on half-hour headways with the reverse route operating on a one-hour frequency. Saturday and Sunday bus services operate on a one-hour frequency. Dial-A-Ride paratransit service operates the same service hours as fixed-route service. Additionally, Dial-A-Ride Paratransit service also operates Sunday 8:00 a.m. – 1:00 p.m. For further details on local fixed-route services as well as shuttle services, please visit the Union Gap Transit website at <https://uniongapwa.gov/transit> or see the back section of the Yakima Transit Bus book. Union Gap Transit currently offers free service (no boarding fee) to all transit riders and complementary paratransit rides for all qualified riders.

Due to the fact that all vehicles used in the provision of transit services are purchased and owned by the contractor and not the City of Union Gap, there is no listing for capital expenditures for vehicles in this plan. When vehicles are listed as additions to or replacement of vehicles used for transit purposes, it is for fleet description only as no capital funds are used at this time.

Section 5: Service Connections

Union Gap Transit provides fixed route service to the Sears passenger shelter on Valley Mall Blvd and Main St for connections with Yakima Transit routes 7 and 9 as well as connections with Selah Transit. The Pahto Public Passage bus routes 1, 4 and 6 connect at the Sears Bus Stop M-F at 10:45 a.m., 2:30 pm and again at 5:10 p.m. These connector routes meet up with the CWA Airporter Shuttle for trips to Seattle, the Ellensburg Commuter and the Community Connector for trips throughout the Yakima Valley as well as connections to Ben Franklin Transit in the Tri Cities.

Union Gap Transit offers Dial-A-Ride services within the city limits of Union Gap, and to and from the city limits of Yakima and Selah.

Section 6: Service Development & Improvements

1. Work together with the City of Union Gap and local businesses to promote the service and local business.
2. Provide shuttle service to residents and the public for special events such as the State Fair, 4th of July and other events when requested.
3. Develop innovative ways to streamline operations and efficiencies.
4. Continue striving for excellence in support of our core values to provide great customer service as well

as safe reliable transportation.

5. Work with local businesses to help promote and support commerce.

Section 7: Union Gap Transit Development Plan & WSDOT - Operating & Investment Guidelines:

Preservation:

In 2023, Union Gap Transit will continue to use its resources to maintain service levels in all modes of Transportation while meeting all the requirements of the ADA. In the next 6 years, Union Gap Transit will maintain or increase levels of service, replace most of the older revenue service vehicles and try to add more alternative fuel or hybrid vehicles.

Safety:

The continued modernization of the vehicle fleets including fleet software will improve system safety by enlisting the latest safety related technology and maintenance systems. The installation of more bus shelters will improve system safety by providing a waiting area that is both well lit and away from traffic. The installation of cross walks across busy streets will improve safety and efficiency in the long run.

Drivers are certified in First Aid, CPR, Blood Borne Pathogens, Defensive Driving, Passenger Assistance Safety & Sensitivity Class, Child Restraint Safety and Fire Suppression upon hire. Drivers are with a driver trainer for 6 days and signed off on the 7th day. When new training items come up, every driver is sent a request to do the updated training in the Google classroom.

Recertifications are as follows:

1. First Aid & CPR are done every 2 years.
2. Blood Borne Pathogens, Child Restraint Safety and Fire Suppression are done every year.
3. Defensive Driving and Passenger Assistance Safety and Sensitivity Class are done every 3 years.

In 2023 there was one not at fault accident involving the route buses. We plan on keeping accidents or incidents low with continued monitoring and surprise inspections from our field supervisor and field assistants. With the continued monitoring and surprise inspections we can keep route buses on time, maintain the vehicle condition, and keep our drivers and riders safe. In May of 2023, Medstar also implemented a Zero Tolerance Policy for Safety Violations and At Fault Accidents or Incidents.

Mobility:

In completing this Six Year Transit Development Plan, Union Gap Transit will continue with a totally accessible fixed route bus fleet, while increasing service levels in paratransit services for those with disabilities who are unable to use the fixed route services.

Environment:

In the near future, we hope to have converted all transit vehicles to hybrid or alternative fuel technology to enhance a healthy community, promote energy conservation and protect our environment.

Stewardship:

It is the intent of Union Gap Transit, to work towards greater efficiency and to improve the quality of our on demand transportation services with efficient routes and studies for a future investment in micro transit services for local and outlying businesses. This could include an on demand rider App which would allow riders to easily view the ETA of each vehicle in real time.

Section 8: Plan Assumptions

Population – According to the 2022 US Census estimate, the population of the Union Gap is 6,492.

- 1. Sales Tax** - We are expecting sales tax to remain constant through 2029.
- 2. Inflation Factor** - Per historical, CPI for Medstar operating expenses will increase at a rate of 1.5% as outlined in the plan through 2029. Although, In 2023 we expect there will be higher than normal inflation.
- 3. Fixed Route Bus Service** In 2023 Union Gap Transit will provide 14,476 hours of revenue service. Ridership will be consistent through 2029 and we will add an electric bus to the fleet, which will reduce gas consumption.



Figure 1: Monthly Ridership. This graph depicts the month ridership totals since the implementation of services by Medstar Transportation in 2022. *Ridership decreased due to Covid-19 starting in March*

SUM Vs Month

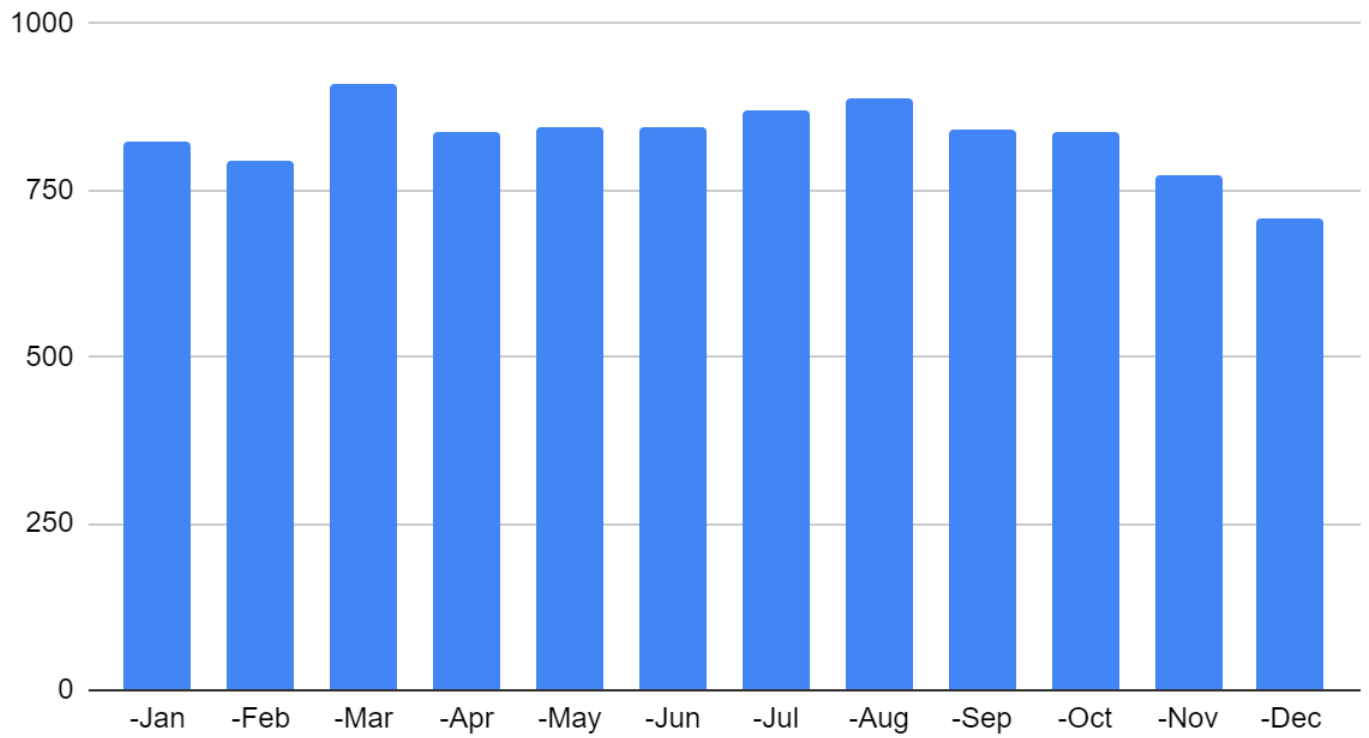


Figure 2: Monthly Ridership. This graph depicts the monthly ridership totals by Route for 2022.

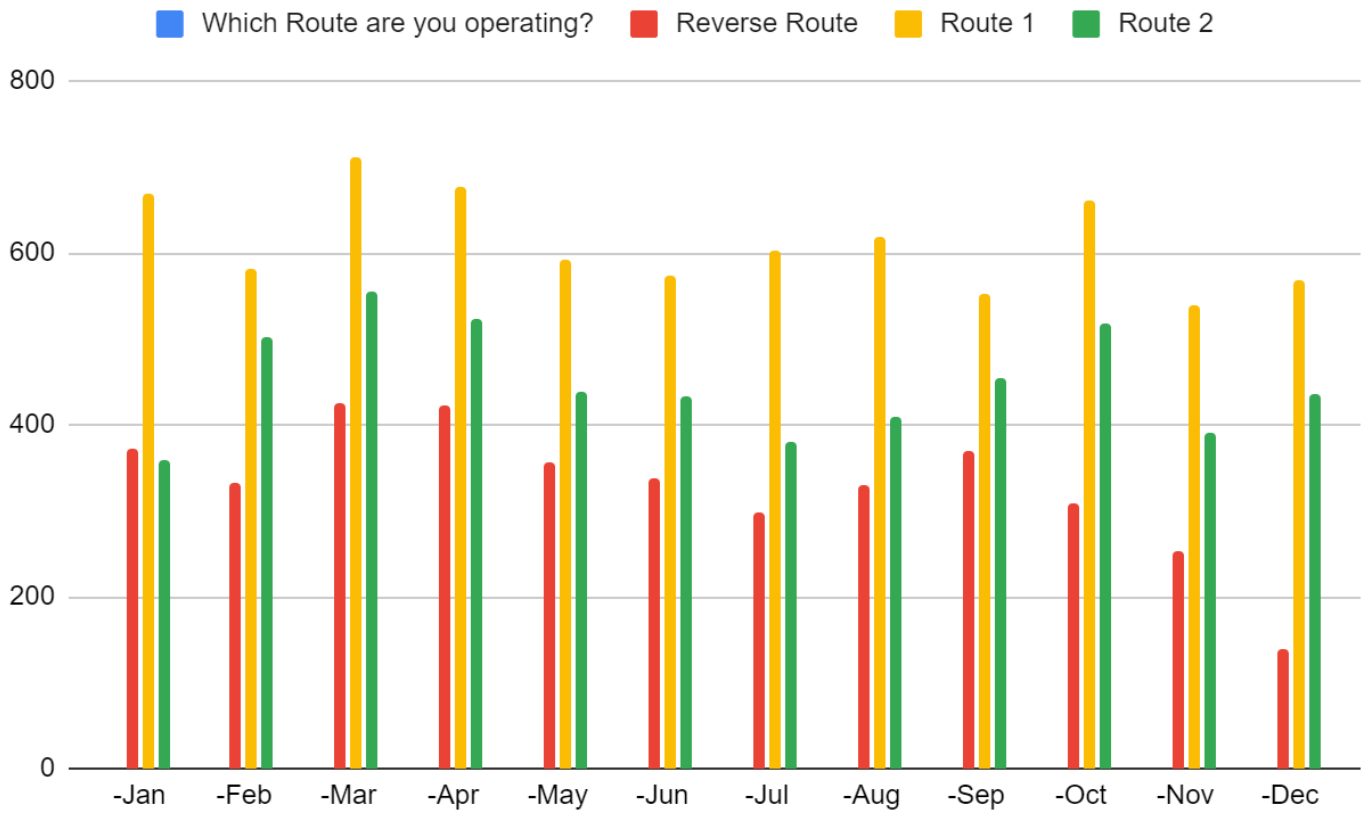
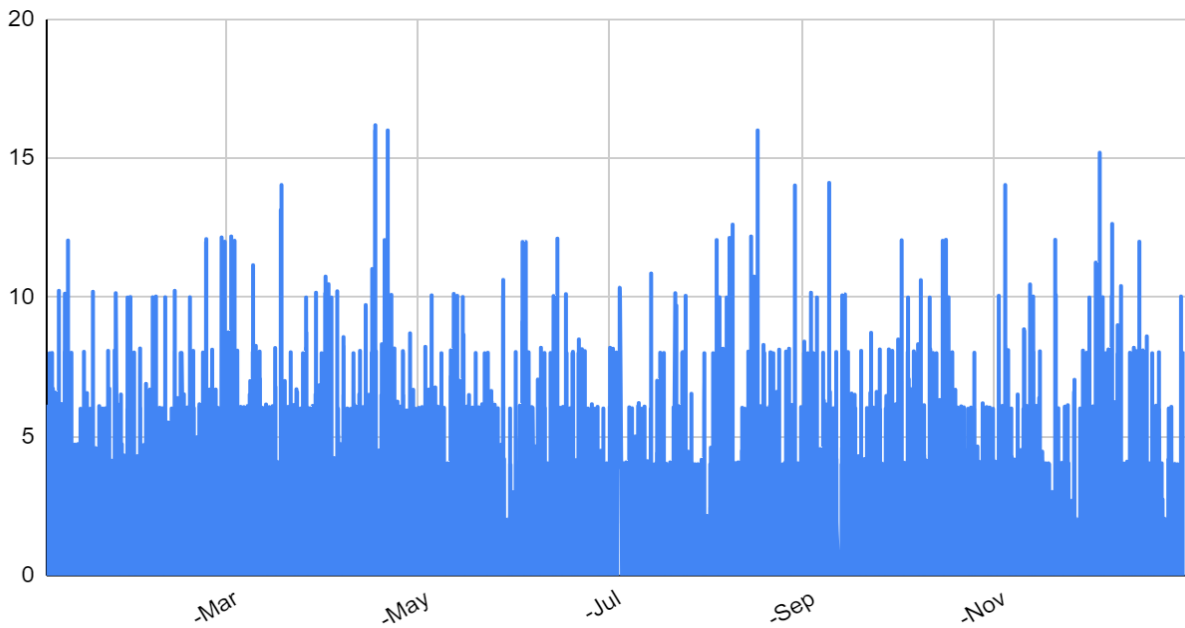


Figure 3: Union Gap Route Daily Average by Month. This graph depicts boardings/exits per day by month for 2022.

Average Boardings Per Day



4. Dial-A-Ride ADA Paratransit Service

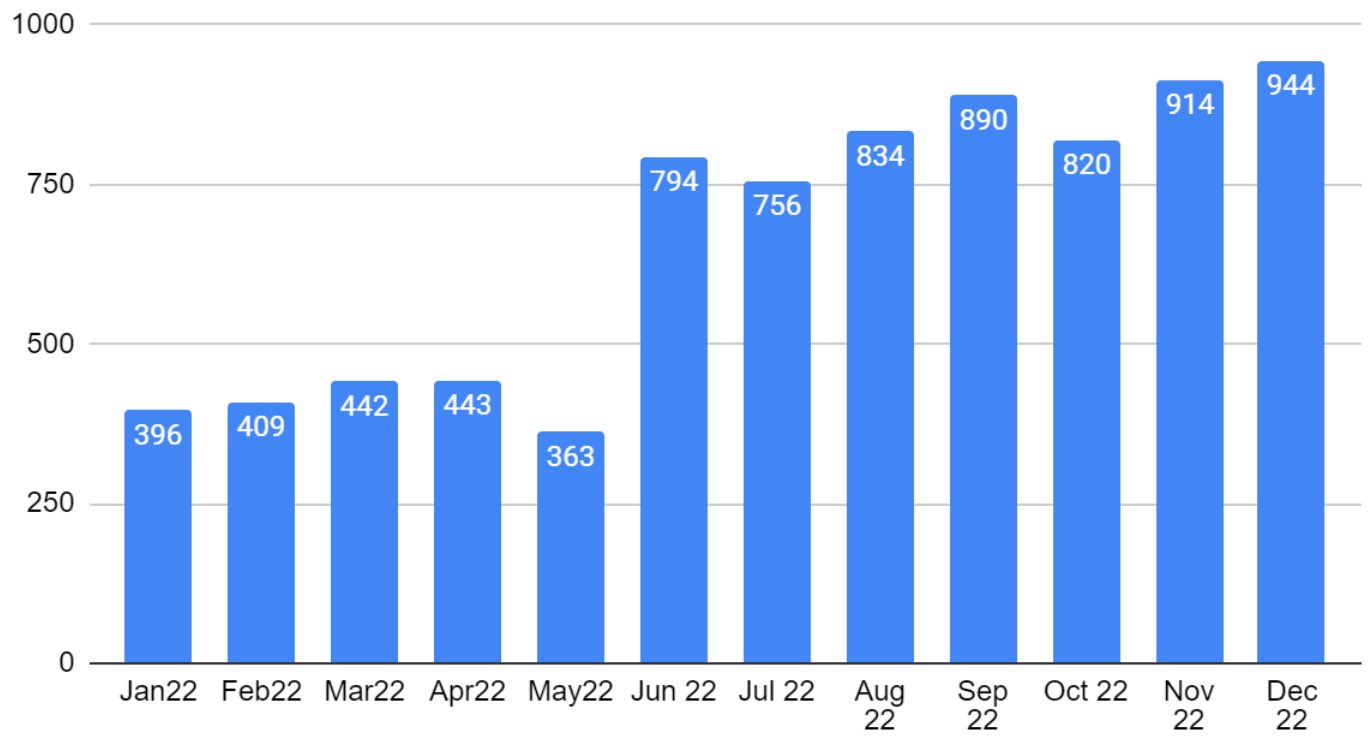
Union Gap Transit provided 14,473 revenue hours of service in 2022, and forecast to increase at a rate of 1% each year through 2029.

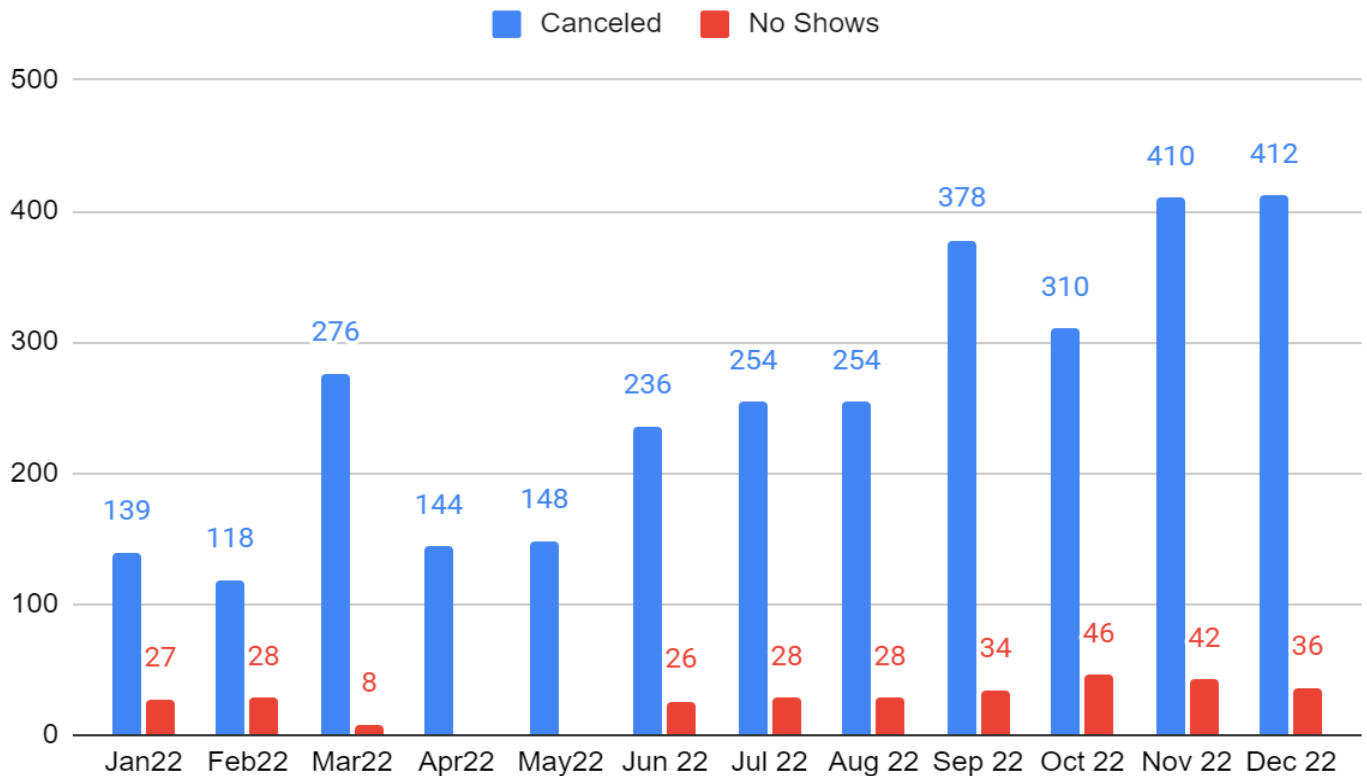
Figure 4: Dial A Ride Ridership.

This graph shows the total boardings for 2022.

**Ridership decreased due to Covid-19 starting in March 2020, but started increasing from mid-2022.*

Dial A Ride Total Boardings





In future years Dial-A-Ride services may increase due to an increase in the aging population. In order to adhere to ADA Americans with Disabilities Act standards and requirements for those with disabilities, it may be necessary to consider securing additional revenue to be used exclusively for Dial-A-Ride growth and service quality maintenance. Mobility Management may be used to direct riders who are able to the fixed route system.

5. **Transit Buses** – The Union Gap Fleet consists of 6 Transit Buses in compliance with ADA Wheelchair Lifts.
6. **Paratransit Vehicles** – The Dial a Ride Fleet consists of 2 wheelchair accessible Grand Caravans.
7. **Contract Administration, Operations, Shop and Administration Facility** - Our call center is open 24 hours with administrative support for 24/7, as well as full time onsite mechanics on duty to ensure seamless service 7 days a week for any breakdowns or mechanical failures.
8. **Bus Shelters** - In coordination with its contractor the City will determine appropriate locations along its arterials for fixed bus stops. Fixed bus stops will increase safety along these corridors for both transit riders and motorists. Bus shelters and benches are installed and maintained by the City.
9. **Flag Stops** - Flag stops are a great way to increase ridership along with the many bus shelters and benches along the route. With safety in mind, flag stops on major arterials like Main Street and Washington Avenue are permitted when it is safe to pull off the road. For all other flag stops, the driver must be able to give sufficient notice to the vehicles behind the bus before stopping.
10. **Fares** - There is no cost to ride Dial A Ride or the Union Gap Transit bus routes.

Section 9: Operating Data 2022 Actual - 2023 – 2029 Estimated (2022 Annual Report)

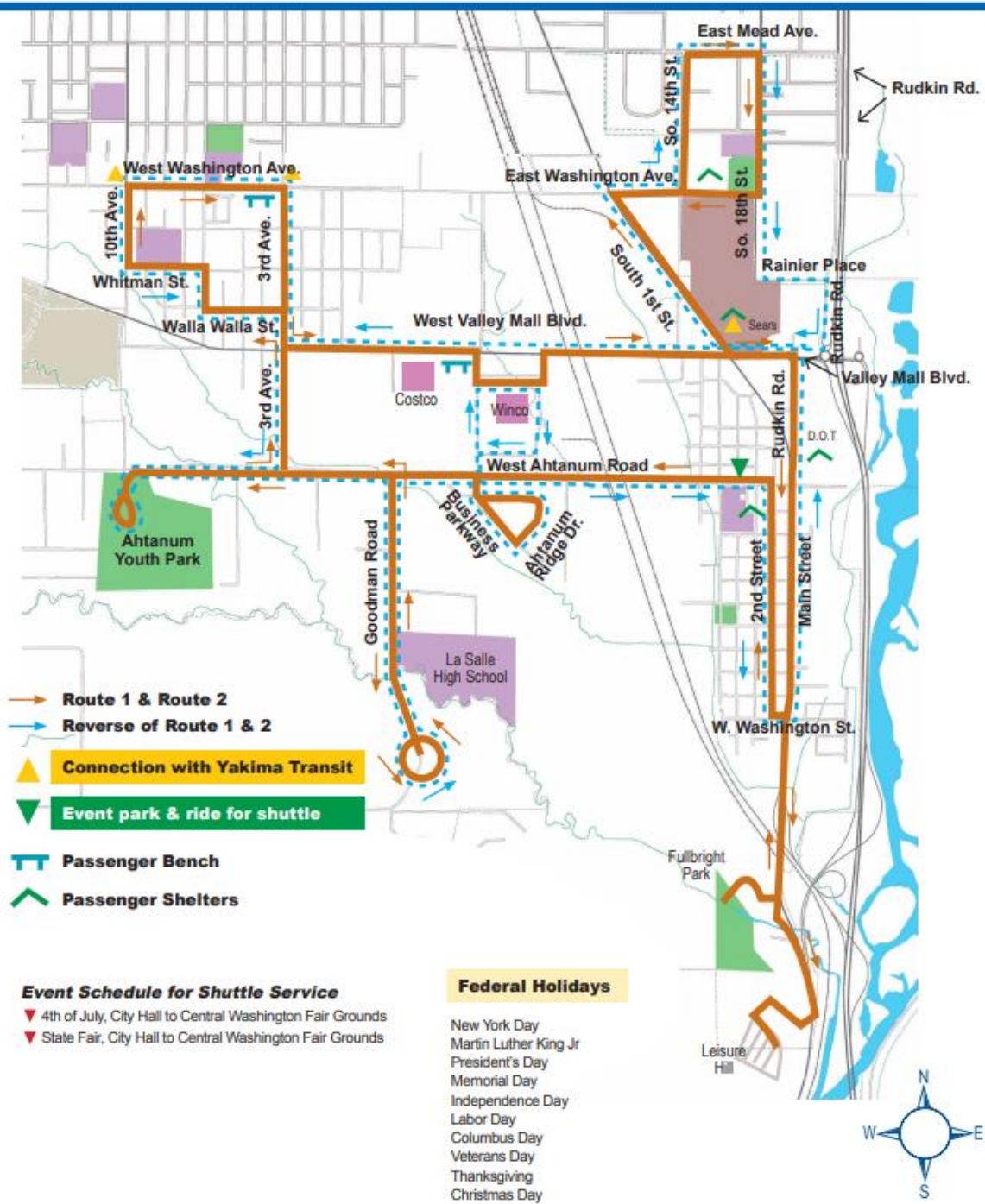
Fixed Route Service	2022	2023	2024	2025	2026	2027	2028	2029
Revenue vehicle miles	169,013	169,013	169,013	169,013	169,013	169,013	169,013	169,013
Total vehicle miles	189,902	189,902	189,902	189,902	189,902	189,902	189,902	189,902
Revenue vehicle hours	14,473	14,473	14,473	14,473	14,473	14,473	14,473	14,473
Total vehicle hours	15,197	15,197	15,197	15,197	15,197	15,197	15,197	15,197
Passenger trips	19,247	19,247	19,247	19,247	19,247	19,247	19,247	19,247
Fatalities	0	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	19,793	19,793	19,793	19,793	19,793	19,793	19,793	19,793
Dial-A-Ride Service								
Revenue vehicle miles	56,775	57,343	57,916	58,495	59,080	59,671	60,268	60,870
Total vehicle miles	63,792	64,430	65,074	65,725	66,382	67,046	67,716	68,394
Revenue vehicle hours	4,846	4,631	4,194	4,235	4,278	4,321	4,364	4,407
Total vehicle hours	5,702	5,448	4,934	4,983	5,033	5,084	5,134	5,185
Passenger trips	5,499	5,554	5,610	5,666	5,722	5,780	5,837	5,896
Fatalities	0	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	3,626	3,663	3,699	3,736	3,774	3,811	3,849	3,888

Union Gap Transit - Operating Revenues and Expenditures 2021-2029 (All figures in whole dollars)								
	2022	2023	2024	2025	2026	2027	2028	2029
Beginning Balance	4,265,505	4,657,400	4,770,451	4,971,099	5,184,229	5,384,715	5,572,431	5,747,249
Revenues								
Sales Tax	1,390,395	1,470,089	1,470,089	1,470,089	1,470,089	1,470,089	1,470,089	1,470,089
Fares Box								
Interest	31,840	33,660	33,660	33,660	33,660	33,660	33,660	33,660
Federal Operating Grants								
State Operating Grants		29,266						
Interfund Loan Proceeds								
Total Available	5,687,740	6,190,415	6,274,200	6,474,848	6,687,978	6,888,464	7,076,180	7,250,998
Operating Expenses								
Contracted Fixed Route	768,398	833,917	842,256	850,678	859,185	867,777	876,455	885,219
Contracted Paratransit ADA	127,588	165,983	167,643	169,320	171,013	172,723	174,450	176,195
Contracted Shuttle Service								
City Operating Expenses	112,104	239,556	241,952	244,371	246,815	249,283	251,776	254,294
Total Expenses	1,008,090	1,239,456	1,251,851	1,264,369	1,277,013	1,289,783	1,302,681	1,315,708
Net Cash Available	4,679,650	4,950,959	5,022,349	5,210,479	5,410,965	5,598,681	5,773,499	5,935,291
Capital Obligations								
Capital Improvements		166,321	29,000	4,000	4,000	4,000	4,000	4,000
Interfund Transfers	22,250	14,187	22,250	22,250	22,250	22,250	22,250	22,250
Total Capital Expenditures	22,250	180,508	51,250	26,250	26,250	26,250	26,250	26,250
Ending Cash Balance 12/31	4,657,400	4,770,451	4,971,099	5,184,229	5,384,715	5,572,431	5,747,249	5,909,041

Section 10: List of Equipment

Year	Make	Model	VIN #	Seats	Lift/Ramp	Vehicle #
2016	Dodge	Caravan	2C4RDGBG0GR396557	3	YES	67
2012	Dodge	Caravan	2D4CN1AE1AR334613	3	YES	44
2006	Ford	E-450	1FDXE45S13HA54135	12	YES	114
2003	Ford	E-450	1FDWE35S24HA18722	14	YES	116
2006	Ford	E-450	1FDXE45S76HA69713	14	YES	104
2009	Ford	E-450	1FDXE45S99DA39376	13	YES	108
2010	Ford	E-450	1FDXE45S6ADA05947	10	YES	109
2001	Ford	E-450	1FDXE45S91HA12454	14	YES	110

Section 11: Route Map and Schedules





Route 1 - **Monday-Friday** | Ruta 1- lunes-viernes

	Sear Store	14th & Mead	18th & Carey	D.O.T.	Fullbirght Park	Leisure Hill	2nd St. & Washington	Business Park	Youth Park	10th Ave. & Washington	3rd Ave. & Washington	Costco	Winco
AM	6:30	6:34	6:36	6:40	6:47	6:51	6:55	7:01	7:06	7:12	7:14	7:18	7:20
	7:00	7:04	7:06	7:10	7:17	7:21	7:25	7:31	7:36	7:42	7:44	7:48	7:50
	7:35	7:39	7:41	7:45	7:52	7:56	8:00	8:06	8:11	8:17	8:19	8:23	8:25
	8:05	8:09	8:11	8:15	8:22	8:26	8:30	8:36	8:41	8:47	8:49	8:53	8:55
	8:40	8:44	8:46	8:50	8:57	9:01	9:05	9:11	9:16	9:22	9:24	9:28	9:30
	9:10	9:14	9:16	9:20	9:27	9:31	9:35	9:41	9:46	9:52	9:54	9:58	10:00
	9:45	9:49	9:51	9:55	10:02	10:06	10:10	10:16	10:21	10:27	10:29	10:33	10:35
	10:15	10:19	10:21	10:25	10:32	10:36	10:40	10:46	10:51	10:57	10:59	11:03	11:05
	10:50	10:54	10:56	11:00	11:07	11:11	11:15	11:21	11:26	11:32	11:34	11:38	11:40
	11:20	11:24	11:26	11:30	11:37	11:41	11:45	11:51	11:56	12:02	12:04	12:08	12:10
PM	12:30	12:34	12:36	12:40	12:47	12:51	12:55	1:01	1:06	1:12	1:14	1:18	1:20
	1:00	1:04	1:06	1:10	1:17	1:21	1:25	1:31	1:36	1:42	1:44	1:48	1:50
	1:35	1:39	1:41	1:45	1:52	1:56	2:00	2:06	2:11	2:17	2:19	2:23	2:25
	2:05	2:09	2:11	2:15	2:22	2:26	2:30	2:36	2:41	2:47	2:49	2:53	2:55
	2:40	2:44	2:46	2:50	2:57	3:01	3:05	3:11	3:16	3:22	3:24	3:28	3:30
	3:10	3:14	3:16	3:20	3:27	3:31	3:35	3:41	3:46	3:52	3:54	3:58	16:00
	3:45	3:49	3:51	3:55	4:02	4:06	4:10	4:16	4:21	4:27	4:29	4:33	4:35
	4:15	4:19	4:21	4:25	4:32	4:36	4:40	4:46	4:51	4:57	4:59	5:03	5:05
	4:50	4:54	4:56	5:00	5:07	5:11	5:15	5:21	5:26	5:32	5:34	5:38	5:40
	5:20	5:24	5:26	5:30	5:37	5:41	5:45	5:51	5:56	6:02	6:04	6:08	6:10
	5:55	5:59	6:01	6:05	6:12	6:16	6:20	6:26	6:31	6:37	6:39	6:43	6:45
	6:25	6:29	6:31	6:35	6:42	6:46	6:50	6:56	7:01	7:07	7:09	7:13	7:15

Federal Holiday service in Blue.

Route 1 - **Saturday & Sunday** | Ruta 1- Sábado y Domingo

	Sear Store	14th & Mead	18th & Carey	D.O.T.	Fullbright Park	Leisure Hill	2nd St. & Washington	Business Park	Youth Park	10th Ave. & Washington	3rd Ave. & Washington	Costco	Winco
AM	8:40	8:44	8:46	8:50	8:57	9:01	9:05	9:11	9:16	9:22	9:24	9:28	9:30
	9:10	9:14	9:16	9:20	9:27	9:31	9:35	9:41	9:46	9:52	9:54	9:58	10:00
	9:45	9:49	9:51	9:55	10:02	10:06	10:10	10:16	10:21	10:27	10:29	10:33	10:35
	10:15	10:19	10:21	10:25	10:32	10:36	10:40	10:46	10:51	10:57	10:59	11:03	11:05
	10:50	10:54	10:56	11:00	11:07	11:11	11:15	11:21	11:26	11:32	11:34	11:38	11:40
	11:20	11:24	11:26	11:30	11:37	11:41	11:45	11:51	11:56	12:02	12:04	12:08	12:10
	12:30	12:34	12:36	12:40	12:47	12:51	12:55	1:01	1:06	1:12	1:14	1:18	1:20
PM	1:00	1:04	1:06	1:10	1:17	1:21	1:25	1:31	1:36	1:42	1:44	1:48	1:50
	1:35	1:39	1:41	1:45	1:52	1:56	2:00	2:06	2:11	2:17	2:19	2:23	2:25
	2:05	2:09	2:11	2:15	2:22	2:26	2:30	2:36	2:41	2:47	2:49	2:53	2:55
	2:40	2:44	2:46	2:50	2:57	3:01	3:05	3:11	3:16	3:22	3:24	3:28	3:30
	3:10	3:14	3:16	3:20	3:27	3:31	3:35	3:41	3:46	3:52	3:54	3:58	4:00
	3:45	3:49	3:51	3:55	4:02	4:06	4:10	4:16	4:21	4:27	4:29	4:33	4:35
	4:15	4:19	4:21	4:25	4:32	4:36	4:40	4:46	4:51	4:57	4:59	5:03	5:05
	4:50	4:54	4:56	5:00	5:07	5:11	5:15	5:21	5:26	5:32	5:34	5:38	5:40
	5:20	5:24	5:26	5:30	5:37	5:41	5:45	5:51	5:56	6:02	6:04	6:08	6:10
	5:55	5:59	6:01	6:05	6:12	6:16	6:20	6:26	6:31	6:37	6:39	6:43	6:45

Federal Holiday service in Blue.

Reverse Route - **Monday-Friday** | Ruta Inversa - lunes-viernes

	Sear Store	14th & Mead	18th & Carey	3rd Ave. & Washington	10th Ave. & Washington	Youth Park	Business Park	Winco	2nd St. & Washington	D.O.T.
AM	6:45	6:49	6:51	7:03	7:07	7:13	7:18	7:23	7:30	7:35
	7:47	7:51	7:53	8:05	8:09	8:15	8:20	8:25	8:32	8:37
	8:49	8:53	8:55	9:07	9:11	9:17	9:22	9:27	9:34	9:39
	9:51	9:55	9:57	10:09	10:13	10:19	10:24	10:29	10:36	10:41
	10:53	10:57	10:59	11:11	11:15	11:21	11:26	11:31	11:38	11:43
	11:55	11:59	12:01	12:13	12:17	12:23	12:28	12:33	12:40	12:45
PM	1:30	1:34	1:36	1:48	1:52	1:58	2:03	2:08	2:15	2:20
	2:32	2:36	2:38	2:50	2:54	3:00	3:05	3:10	3:17	3:22
	3:34	3:38	3:40	3:52	3:56	4:02	4:07	4:12	4:19	4:24
	4:36	4:40	4:42	4:54	4:58	5:04	5:09	5:14	5:21	5:26
	5:38	5:42	5:44	5:56	6:00	6:06	6:11	6:16	6:23	6:28
	6:40	6:44	6:46	6:58	7:02	7:08	7:13	7:18	7:25	7:30

Federal Holiday service in Blue.

Section 12: Dial A Ride Rules and Information



TELEPHONE INFORMATION HOURS:

Monday–Friday 7 AM – 6 PM
Saturday 8 AM – 6 PM
Sunday 8 AM - 4 PM

ACCESSIBILITY- All transit buses are wheelchair accessible. All of Union Gap Transit's buses are lift-equipped to accommodate our passengers using mobility devices such as wheelchairs.

BUS STOPS- See map or call 574-8000 for assistance.

LOST AND FOUND- Lost items are held for 30 days.

BICYCLES

Our transit buses are equipped with bike racks.

Union Gap Transit assumes no liability for damage or theft when using bike racks. Use the bike racks at your own risk and monitor your bike when it is on the racks. Please follow the bike rack instructions when loading/unloading.

LOADING YOUR BIKE

1. Pull up to release arm & allow it to drop down slowly.
2. Lift bike onto rack putting bike in the inside slot first.
3. Raise support arm over top of front tire & release to fit over tire making sure support arm is resting on tire not metal.

UNLOADING YOUR BIKE- (inform driver you need to unload bike)

1. Raise arm off the tire & allow it to drop down slowly.
2. Lift bike out of rack.
3. If there is no other bike in the rack, fold the rack up by raising it to the upright position.

RIDING GUIDELINES-

- Shirts and shoes are required
- State law prohibits smoking on the bus
- Take seat quickly & stay seated while the bus is moving
- State law requires the use of seat belts
- No eating, drinking or listening to music w/out headphones
- Keep feet and carry-on items including strollers out of the aisles
- Non service animals must be in cages
- Children under 6 must be with an adult or older child
- No profanity or rude behavior allowed on the bus
- Bikes must be in bike racks. No rollerblades
- The first few seats are reserved for the elderly and riders with special mobility needs. Please give up those seats when requested.
- Please let the driver know ahead of time if you want to get off the bus, and after exiting, wait for the bus to leave before crossing the street.
- Flag stops will only occur when the driver feels it is safe to do so.

UNION GAP DIAL-A-RIDE-

This program is a great way for Union Gap residents with mental or physical disabilities, temporary injury or illness to travel when needed within the cities and Union Gap, Selah, and Yakima. In order to become eligible to ride Dial-A-Ride each applicant must complete & submit an application which includes a medical evaluation of their disability, temporary injury or illness. For an application call 574-8000.

INFORMACIÓN TELEFÓNICA :

Lunes a Viernes: 7 AM - 6 PM
Sábado: 8 AM - 6 PM
Domingo: 8 AM - 4 PM

SERVICIOS ACCESIBLES - Todos los autobuses de tránsito son accesibles para minusválidos. Todos los autobuses de tránsito de Union Gap son equipados con elevadores para dar cabida a nuestros pasajeros que utilizan dispositivos de movilidad como sillas de ruedas.

BUS STOPS- Ver mapa o llame al 574-8000 para obtener ayuda.
ARTÍCULOS PERDIDOS- Objetos perdidos y fundadores perdidos se llevan a cabo durante 30 días.

BICICLETA S

Nuestros autobuses de tránsito están equipados con bastidores de bicicletas. Union Gap Transit asume ninguna responsabilidad por daños o robo cuando se utiliza bastidores de bicicletas. Usa los bastidores de bicicletas a su propio riesgo y controla su bicicleta cuando está en los bastidores. Por favor, siga las instrucciones portabicicletas cuando se carga / descarga.

CARGAR LA BICICLETA

1. Ponga hacia arriba para liberar el brazo y permitir que calga abajo lentamente.
2. Levante la bicicleta sobre la rejilla poniendo en bicicleta en el interior de la ranura por primera vez.
3. Levante el brazo de soporte sobre la parte superior del neumático delantero y de liberación para encajar en fabricar neumáticos brazo de soporte seguro está descansando en el neumático no metálica.

DESCARGA DE SU BICICLETA - (informar controlador que necesita para descargar bicicleta)

1. Levantar el brazo de la llanta y la deje caer hasta abajo lentamente.
2. Levante la bicicleta fuera del bastidor.
3. Si no hay otra bicicleta en el estante, el estante veces por elevándolo a la posición vertical.

REGLAS PARA VIAJAR-

- Se requieren camisas y zapatos
- La ley estatal prohíbe fumar en el autobús
- Tome asiento rápidamente y permanecer sentado mientras el autobús está en movimiento
- La ley requiere el uso de cinturones de seguridad
- No se permite comer, beber o escuchar música de entrada / salida de auriculares w
- Mantenga los pies y el equipaje de mano, incluyendo sillas de paseo fuera de los pasillos
- Animales no disponen del servicio deben estar en jaulas
- Los niños menores de 6 años deben estar acompañados por un adulto o un niño mayor
- No hay malas palabras o comportamiento grosero permitido en el autobús
- Las bicicletas deben estar en bastidores de bicicletas. No hay patines
- Los primeros asientos están reservados para los ancianos y los corredores con necesidades especiales de movilidad. Por favor, renunciar a esos asientos cuando se le solicite.
- Por favor, deje saber al conductor antes de que se quiera bajar del autobús, y después de salir, esperar a que el autobús para salir antes de cruzar la calle.
- Las paradas de bandera sólo se producirán cuando el conductor considere que es seguro hacerlo.

UNION GAP DIAL-A-RIDE- Este programa es una gran manera para que los residentes de Union Gap con discapacidades mentales o físicas, daño temporal o enfermedades de viajar cuando sea necesario dentro de las ciudades y Union Gap, Selah, y Yakima. Con el fin de ser elegibles para montar Dial-A-Ride cada solicitante debe completar y presentar una solicitud que incluye una evaluación médica de su discapacidad, lesión o enfermedad temporal. Para una aplicación llame a 574-8000.

***NOTICE OF PUBLIC HEARING
CITY OF UNION GAP, WASHINGTON***

NOTICE IS HEREBY GIVEN that on Monday, July 10, 2023, at 6:00 p.m., or as soon thereafter as possible, the Union Gap City Council will conduct a public hearing. The purpose of the hearing is to receive comments on proposed Six Year Transit Development Plan.

At the conclusion of the Public Hearing, the Council will make a final determination concerning proposed revisions. Comments may also be emailed to the City Clerk at Karen.Clifton@uniongapwa.gov or mailed to P.O. Box 3008, Union Gap, Washington, 98903 prior to 5:00 p.m. on July 10, 2023.

DATED this 12th day of June, 2023.

A handwritten signature in cursive script that reads "Karen Clifton". The signature is written in black ink and is positioned above a horizontal line.

Karen Clifton, City Clerk



City Council Communication

Meeting Date: July 10, 2023
From: David Dominguez, City Engineer
Topic/Issue: Resolution – Six Year Transit Development Plan 2024-2029

SYNOPSIS: The City conducted a public hearing on July 10, 2023 to take comments regarding an amendment of the Six Year Transit Development Plan.

Medstar Transportation completed the 2024-2029 Transit Development Plan update.

RECOMMENDATION: Approve a resolution adopting the Six Year Transit Development Plan 2024-2029.

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 adopting a Six Year Transit Development Plan 2024-2029.

WHEREAS, the City operates its own transit system within the City of Union Gap;

WHEREAS, as a result, the City is required to prepare a Six (6) Year Transit Development Plan and submit the same to the Washington State Department of Transportation;

WHEREAS, the City's contractor, MedStar Transportation has prepared a Six Year Transit Development Plan and has received favorable review and comments concerning the Plan;

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

The Six (6) Year Transit Development Plan, prepared by Medstar Transportation on behalf of the City, is hereby adopted as the City of Union Gap's Six (6) Year Transit Development Plan.

PASSED this 10th day of July, 2023.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: July 10, 2023
From: David Dominguez, City Engineer
Topic/Issue: Presentation – Final Draft Housing Action Plan Discussion – Byron Gumz, YVCOG Planning Manager

SYNOPSIS: Byron Gumz, Planning Manager from YVCOG, will present the final draft Housing Action Plan for discussion.

RECOMMENDATION: Presentation only.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Final Draft Housing Action Plan



City of Union Gap

Housing Action Plan 2023



Prepared by
The Yakima Valley Conference of Governments

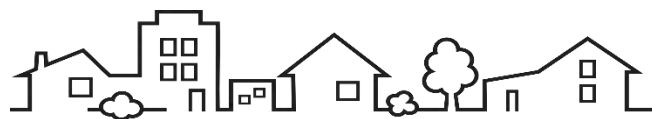


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Housing Terminology

This guidebook uses some terminology, acronyms, or data sources that may be unfamiliar. Here are some definitions.

Affordable Housing

The United States Department of Housing and Urban Development (HUD) considers housing to be affordable if the household is spending no more than 30 percent of its income on housing costs. A healthy housing market includes a variety of housing types that are affordable to a range of different household income levels. However, the term “affordable housing” is often used to describe income-restricted housing available only to qualifying low-income households. Income-restricted housing can be located in public, nonprofit, or for-profit housing developments. It can also include households using vouchers to help pay for market-rate housing (see “Vouchers” below for more details).

American Community Survey (ACS)

This is an ongoing nationwide survey conducted by the U.S. Census Bureau. It is designed to provide communities with current data about how they are changing. The ACS collects information such as age, race, income, commute time to work, home value, veteran status, and other important data from U.S. households. We use data from the ACS throughout this needs assessment.

Area Median Income (AMI)

This is a term that commonly refers to the area-wide median family income calculation provided by the federal Department of Housing and Urban Development (HUD) for a county or metropolitan region.²³ Income limits to qualify for affordable housing are often set relative to AMI. In this report, unless otherwise indicated, AMI refers to the HUD Area Median Family Income (HAMFI).

Cost Burden

When a household pays more than 30 percent of their gross income on housing, including utilities, they are “cost-burdened.” When a household pays more than 50 percent of their gross income on housing, including utilities, they are “severely cost-burdened.” Cost-burdened households have less money available for other essentials, like food, clothing, transportation, and medical care.

Household

A household is a group of people living within the same housing unit.²⁴ The people can be related, such as family. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit, is also counted as a household. Group quarters population, such as those living in a college dormitory, military barrack, or nursing home, are not considered to be living in households.

Household Income

The census defines household income as the sum of the income of all people 15 years and older living together in a household.

Income-Restricted Housing

This term refers to housing units that are only available to households with incomes at or below a set income limit and are offered for rent or sale at below-market rates. Some income-restricted rental housing is owned by a city or housing authority, while others may be privately owned. In the latter case the owners typically receive a subsidy in the form of a tax credit or property tax exemption. As a condition of their subsidy, these owners must offer a set percentage of all units as income-restricted and affordable to household at a designated income level.

Low-Income

Households that are designated as low-income may qualify for income-subsidized housing units. HUD categorizes families as low-income, very low-income, or extremely low-income relative to HUD area median family incomes (HAMFI), with consideration for family size.

Income Category	Household Income
Extremely Low-Income	30% of HAMFI or less
Very Low-Income	50% of HAMFI or less
Low-Income	80% of HAMFI or less

Median Family Income (MFI)

The median income of all family households in an area. Family households are those that have two or more members who are related. The median income of non-family households is typically lower than for family households, as family households are more likely to have more than one income-earner. Analyses of housing affordability typically group all households by income level relative to HUD area median family income (HAMFI), which is calculated for the county or metropolitan region.

Executive Summary

Housing Needs Key Findings

- **Housing in the City of Union Gap does not meet demand.** The city of Union Gap has a diverse and relatively evenly distributed economy that reflects retail, wholesale trade, hospitality, manufacturing, and agriculture. However, the job-to-housing ratio is 2.3, which means that there is not enough housing for the jobs that exist in the city. This has resulted in a substantial portion of Union Gap workers commuting from out of town.
- **Income in Union Gap has risen over the last ten years, but so have home values and rental prices.** The median home value in Union Gap has risen by **43%** between 2011 to 2021. Rental prices have risen by **16%**. Over the same period, the median family income has only increased by **37%**. This indicates homeownership is getting further and further out of reach for many prospective buyers, though rental prices still remain within reach, when available.
- **Many households in Union Gap are cost burdened.** In 2021, 29% of all households in Union Gap were considered cost-burdened, with over 10% being considered extremely cost-burdened. Cost-burdened households spend a large portion (over 30%) of their available income on housing costs, while extremely cost-burdened households spend over 50% of their available income on housing costs. This leaves less money available for other vital needs like food, transportation, clothing, and education.
- **Most workers in Union Gap commute from elsewhere.** Over 5,000 workers commute to their workplace in Union Gap. Additionally, over 2,000 workers who live in Union Gap commute elsewhere. Fewer than 300 residents of Union Gap work within Union Gap. Ideally, a city should provide enough housing for its work force, with a smaller proportion commuting into the city from elsewhere.
- **Union Gap has a substantial need for subsidized housing.** Union Gap has an above-average population of people with special housing needs, whether they be low-income, seniors, disabled individuals, or people who require assisted living for other reasons. Despite this need, there are very few options available within the city to accommodate these individuals.
- **Union Gap needs more housing diversity.** Over 60% of all housing in City of Union Gap are single-family homes. Not all households require, or can afford, that much space. For example, about 25% of all households in Union Gap are singles living alone, and another 25% are couples. Yet only 5% of housing units in Union Gap are studios and only 7% have just one bedroom. Increasing the diversity of housing options available will increase housing supply and provide more choices for residents seeking more affordable housing

that meets their current needs.

- **Countywide there is a shortage of seasonal farmworker housing.** There are approximately 4,600 beds of seasonal farmworker housing provided throughout the county, despite over 45,000 seasonal jobs available in the busiest summer months.²² Identifying safe and sanitary housing facilities for seasonal workers is an important gap to address in Yakima County.

Land Capacity Key Findings

- **Currently, there is room for approximately 2,402 housing units in the residential zoning districts in Union Gap.** However, the majority of these are found exclusively in the R-3 zoning district, which would accommodate up to 1,088 housing units at a density of 20 dwelling units/net residential acre (DU/NRA). The other zoning district that can accommodate a large number of housing units is the Planned Recreational (PrC) zoning district, which is comprised of 9 parcels covering approximately 211 acres, and could accommodate 843 dwelling units.
- **Density restrictions in residential zoning districts are relatively strict.** In both the R-1 Single Family 1, and R-2 Single Family 2 zoning districts, density limits are 5.5 DU/NRA and 7 DU/NRA respectively. While this does maintain neighborhood character, it can also be a barrier to meeting housing needs in single-family residential zones. Both of these zoning districts are limited when it comes to available land for development.

Policy Review Key Findings

- **The population of Union Gap is expected to grow moderately by 2040, but a recent construction boom has helped the city meet the needs of a growing community.** However, in order to meet this need, construction rates must remain at least as robust as they have been in recent years, and housing availability for different income levels must be considered, as well as housing for those with special housing needs.
- **There is a strong desire for a wider variety of housing options.** While the current ordinance does allow for varying densities, outreach results indicate a desire for more housing types, especially “missing middle” types as identified in this document. Cottage housing, townhouses, and accessory dwelling units were the most requested housing types outside of more single-family detached housing.
- **More could be done to meet the needs of those with special housing needs.** The comprehensive plan identifies meeting these needs as a priority, but current efforts have resulted in only a handful of available units for those with special housing needs, whether they are low-income households, individuals of senior status, or those with other housing needs.

Introduction

The purpose of a Housing Action Plan is to review current and projected circumstances for housing availability within a community, determine the priorities of the community, and provide some options for the best path forward regarding housing. The entire process is one that involves cooperation between the authors (the Yakima Valley Conference of Governments), city staff, community members, developers, and various county and state organizations. The result is a tool that can be used by the city and by developers in order to determine needs, shape policy, act as a foundation for grants and other funding opportunities, and act as a source of information for any housing initiatives that may be undertaken by public or private entities.

The document is comprised of a number of elements. The Housing Needs Assessment is an overview of demographic, employment, construction, and various other sectors of data, and identifies potential gaps that may exist presently and in the future. Current housing policy is also assessed, and potential barriers and bottlenecks are identified that may be changed in the future in order to allow for various housing types or for development to be more streamlined. Community outreach supplements these findings by asking community members what gaps they see regarding current housing, and what types of housing and efforts they would like to see employed by the city and by developers. The Housing Action Plan considers these gaps and desires, and provides some strategies that may be employed by the city in order to work with developers to meet those needs. It prioritizes strategies based on the priorities presented by city staff and council, and provides some alternative strategies in the appendices.

Development of the Housing Action Plan

Outreach Strategy

In order to craft a Housing Action Plan that accurately represents the needs and desires of the community, public outreach is crucial. The Yakima Valley Conference of Governments (YVCOG) engaged in a number of activities in order to ensure that the public's voices were heard. There were a handful of events in which the YVCOG received community feedback, and an online survey that asked community members about their opinions on housing options and interests, desired housing types, and housing needs they saw in the community. The events included school events and the distribution of posters and postcards that linked to the online survey. The survey returned 22 results, 15 of which were in English and 7 of which were in Spanish.

In addition to outreach activities, the YVCOG also made several presentations to the Union Gap City Council. These presentations focused on the Housing Needs Assessment, strategies for increasing housing availability and options within the city, and a policy analysis that looked at the goals of the Union Gap comprehensive plan. These presentations were informative, but also provided the opportunity for community feedback. The Housing Action Plan presented here incorporated this feedback throughout.

Housing Needs Assessment Data and Procedure

The Housing Needs Assessment synthesizes data from a variety of sources in order to highlight needs that exist within the community. It is comprised of community and workforce profiles, a current housing inventory, a gap analysis based on projected growth and construction, an assessment of the current displacement risk in the community, and a land capacity analysis that considers housing opportunities based on vacant, under-utilized, and under-developed parcels.

The data for these analyses is taken from a variety of sources. Demographic data comes primarily from the United States Census Bureau, and includes both Census results and predicted numbers based on previous population counts and projected growth estimates. Construction data, household information, and some employment data also comes from the U.S. Census Bureau, and that source is indicated on the graphs/data listed in the Housing Needs Assessment, as well as the corresponding American Community Survey chart where the information was found. Population predictions were done using a combination of current census data/estimates, projections based on the Washington State Office of Financial Management, and Yakima County predictions by jurisdiction.

Employment data was also gathered from the Washington State Employment Security Department, which tabulates current employment information by county, as well as projected employment in each economic sector over the next ten years. Data on income brackets and household income comes from the Office of Housing and Urban Development, specifically the Comprehensive Housing Affordability Strategy, which

takes census data and categorizes it by income bracket with the goal of highlighting housing needs within communities.

The methodologies involved in tabulating and presenting the data vary. Some of the work involved simply graphically representing the data as it was presented in these sources. Other elements involved some in-house calculation by the Yakima Valley Conference of Governments, and those processes are generally articulated in the Housing Needs Assessment.

The process of determining displacement risk was established by the Federal Agency for Toxic Substance and Disease Registry, which developed a mapping system for the Center for Disease Control in order to evaluate social vulnerability. The result, the Social Vulnerability Index (SVI) has been used by various organizations since then to understand the likelihood of displacement in the event of a hazardous event, which in this context could mean events such as job loss, death in the family, an increase in rent, or other unforeseen economic circumstances.

The Land Capacity Analysis element of the Housing Needs Assessment involved utilizing Geographic Information Systems to consider whether parcels within a community were developed, vacant, under-developed (a parcel large enough to be subdivided in order to provide more housing units), or under-utilized (a parcel large enough to support a higher density of housing, such as a duplex or triplex). The results of this process were maps that indicated parcels that fall within these categories, and data tables that provide specific numbers for parcels and total acreage that could be utilized to meet a community's housing needs.

Objectives and Strategies

The objectives and strategies found in this section were developed as a result of data analysis, public outreach, and consultation with the elected officials and staff of the City of Union Gap. While the strategies presented here may be helpful in meeting these objectives, other strategies are being developed all the time, and the city should not feel bound by the options found here. Additionally, many of these objectives and strategies overlap, so engaging in a strategy to achieve a certain goal will likely have a positive impact on another objective. It is up to the elected officials and staff of the City of Union Gap to determine which strategies best suit their priorities, and implement them to meet those ends.

Objective 1: Maintaining and rehabilitating existing housing stock

Preserving and rehabilitating existing housing stock is a crucial part of ensuring community members have enough housing. While housing development can add housing stock to the market, if houses are lost due to neglect, then the result will be a net zero gain. There are numerous strategies that can be employed to maintain and rehabilitate existing housing stock, including utilizing community development block grants, partnering with non-profit organizations, and adopting a plan for historic preservation. Below are some other strategies that may be employed to preserve housing stock in Union Gap, along with some best practices for implementing these strategies and resources for these types of efforts.

Local Housing Trust Fund

Housing trust funds are distinct funds established by local governments that receive an ongoing source of dedicated funding to support housing affordability. They can be designed to meet the most critical housing needs in each community.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

Communities with sufficient capacity to manage a housing trust fund and generate sufficient capital for desired outcomes. Can also be coordinated at the county and regional level.

Potential Drawbacks

Requires management of the fund.

Policies

- Leverage additional funding from state or national programs (e.g., Community Development Block Grants) to maximize the benefit of dollars raised.

Time/Capacity/Skill Needed

Staff time to report on the distribution and use of funds.

Resources

- General Information on Housing Trust Funds at Housingtrustfundproject.org
- Bellingham Home Fund

Funding Resources for Affordable Housing

There are a variety of sources of funding for affordable housing, and normally several forms of funding are required to make a project feasible. Below are some of the more prominent funding sources available.

Low-Income Housing Tax Credit (LIHTC) program. This program is a federal initiative that authorizes affordable housing developers to sell tax credits to investors to generate equity for development costs. Investors can use the credits to reduce their federal tax liability. In Washington, this program is administered through the Washington State Housing Finance Commission (WSHFC) for projects building units affordable at the 60% area median income (AMI) level for 30 years. Through LIHTC, there is a 9% tax credit program and 4% tax credit program. Nationally, the LIHTC program has helped to create over 3 million affordable housing units over 30 years, according to the National Multifamily Housing Council.

Washington State Housing Trust Fund. The Department of Commerce manages these funds that provide amortized loans, deferred loans and recoverable grants to support projects that acquire, build and/or rehabilitate affordable housing. Units must be accessible to households earning up to 80% of the AMI, with federal HOME funding requiring affordability at 50% AMI. A covenant is typically secured to ensure that the required affordability of units is maintained for 40 years.

HUD/FHA Loans. These loan programs support affordable housing projects by allowing for more favorable lending terms than private-market providers will offer. The [Section 221\(d\)\(4\)](#) program insures construction loans for new construction or substantial rehabilitation of moderate- and low-income rental housing that contains five units or more. The [Section 223\(f\)](#) program insures mortgages for the purchase or refinance of existing multifamily housing.

United States Department of Agriculture (USDA) Grant and Loan Programs.

The USDA offers a variety of programs aimed at increasing affordable multifamily rental housing in rural areas. These include: Housing Preservation and Revitalization Demonstration Loans and Grants, Housing Preservation Grants, Multifamily Housing Direct Loans and Multifamily Housing Loan Guarantees.

Community Development Block Grants (CDBGs). These grants are federal funds administered to smaller cities/towns and counties for projects that improve the economic, social and physical environment. CDBG funding cannot be used for new housing construction. It can, however, be used for housing rehabilitation, homeownership assistance, affordable housing plans and infrastructure projects that support affordable housing development. Specific CDBG grants are available to Native

communities through the [Indian Community Development Block Grant Program \(ICDBG\)](#). ICDBG funds have added flexibility that allows for land acquisition to support new housing and, under some circumstances, new housing construction. Some communities get funding directly from HUD; Commerce administers funds for the balance of the state.

Resources:

Information Resources from WSHFC, including list of all active LIHTC rental properties in Washington

Housing Trust Fund Handbook

HUD/FHA loan information

USDA programs for developers

Department of Commerce description of various CDBG funding programs and resource lists: <https://www.commerce.wa.gov/serving-communities/community-development-block-grants/>

Local CDBG program manager contact information:

<https://www.hud.gov/states/washington/community/cdbg>

Strategic Acquisition and Financing of Existing Multi-family Housing

To better retain affordable housing, cities and housing authorities can catalog naturally occurring affordable housing and housing with income restrictions or covenants that are about to expire. Some of this information could be found in the HNA or with further analysis of HNA data. Cities, counties, and housing authorities may then identify funds to acquire existing multifamily buildings that serve low- or moderate-income residents to avoid displacement of residents. Selected properties should be likely targets for redevelopment with residents otherwise unable to afford to stay in the neighborhood or projects with expiring affordability contracts. Alternatively, public funds can support private or non-profit owners of buildings with expiring affordability covenants, as discussed in the next strategy. This practice preserves existing communities and retains long-term affordable housing stock.

Support Third-Party Purchases of Existing Affordable Housing

Community-based organizations, non-profits and community land trusts can be important property owners within a neighborhood. Using public resources to empower trusted institutions can preserve or create affordable housing and space for community-serving organizations and businesses. Municipal and other funds can assist these institutions in land and property acquisition efforts that preserve affordable housing and prevent displacement within a neighborhood.

Objective 2: Strategic expansion of infrastructure

Infrastructure is essential for expanding city services to housing developments. However, the process is often expensive, and sometimes prohibitive for especially smaller developers. Strategic expansion of infrastructure is an effective way of ensuring that future developments will be able to access these services. Below are two strategies that support strategic expansion of infrastructure. Additionally, the City of Union Gap requires developers to expand services if not already available, which keeps the cost burden of expanding these services off of the tax payer.

Strategic Infrastructure Investments

One of the costs associated with development is the cost of upgrading existing or developing new infrastructure to serve development. In some cases, a community may wish to identify priorities for investment in sewer or water extensions or sidewalks to support upzones, or to catalyze development around new amenities such as transit hubs or community centers. Strategic selection of infrastructure priorities in the capital facilities element can help support your housing program.

In Washington state, the community revitalization financing (CRF) program authorizes cities, towns, counties and port districts to create a tax “increment area” and finance public improvements within the area by using increased revenues from local property taxes generated within the area ([RCW 39.89](#)). The best locations for such a program are undeveloped and underdeveloped areas because this program depends on an increase in property value. In 2020, [HB 2497](#) amended this program to add permanently affordable housing to the list of public improvements that could use program funds. Here, “permanently affordable housing” is defined as 40 years for rental housing and 25 for ownership housing.

Reduce Minimum Lot Sizes

Reducing minimum lot sizes is a key strategy to make efficient use of public infrastructure and increase affordability. It increases a community’s capacity by allowing a greater number of dwelling units, particularly in areas close to transit and other amenities. It also provides ways to develop lots with smaller yards that do not require a lot of time or effort to maintain. In growing communities with significant vacant tracts of land, reductions in the minimum lot size carry one of the best opportunities to accommodate growth needs within compact areas. This can limit the need to expand the urban growth area and expand infrastructure to serve it. Such changes also increase opportunities for homeownership.

Policies

- Establish design standards for lots smaller than 5,000 square feet to ensure layouts that create an attractive streetscape and provide usable private open space for residents.
- Allow zero lot line development and shared-access lots.
- Minimum lot sizes for detached single family dwellings should not be smaller than 2,500 square feet.

Objective 3:

Providing opportunities for “missing middle” housing options

The housing in Union Gap is predominantly single-family detached homes, comprising approximately 61% of all housing in the city, with manufactured/mobile homes comprising the second largest portion at 24%. Reviewing data from the Housing Needs Assessment, results from community outreach surveys, and the goals of the Housing Element of the Union Gap Comprehensive plan, as well as consulting with staff and council from the City of Union Gap, indicate that a high priority is expanding housing options. Expanded housing options provide more opportunities for a variety of people, whether they are first-time home owners, multi-generational families, or people who have been displaced due to financial hardship or other circumstances. In the English language survey of 22 community members, most respondents indicated that they wanted a wider variety of housing options in the city, with cottage housing and townhouses all receiving substantial portions of the voting for what types of housing they would like to see. There are a number of different initiatives and strategies that a city can take to encourage greater housing variety, and provide options for the “missing middle.” Some are included below, with others found in the appendix on Housing Strategies.

Potential Strategies:

In many communities, the only housing choices are single-family homes on large lots or medium to large multifamily buildings. Such limited options do not reflect the wide range of needs of differing family sizes, household incomes and cultural groups. One solution is encouraging a larger variety of housing types, often referred to as the “missing middle” as they are middle-sized housing, aimed at people with middle-incomes.

In general, these types are more affordable than detached single-family homes and offer a greater range of design and locational choices than apartment buildings can offer. They also offer more flexible ways for communities to add compatible density into established neighborhoods and provide more opportunities for residents to have stability and build wealth through homeownership.

In some cases, such housing types and configurations may not be explicitly prohibited, but code standards such as density limits, lot size minimums, setbacks or parking requirements, along with a lack of code support, creates unpredictability and discourages their construction. Another factor in these housing types “missing” in communities is that local developers, particularly areas outside of the Puget Sound region, lack experience and interest in building these housing types due to greater uncertainty in the financial return. The 2000 Census of housing structures by type shows that 8% of units in incorporated areas in Washington state are two, three and four units. The following are some potential options for “missing middle” housing, as well as some potential policies that can be employed to allow or encourage these housing types, as well as best practices when considering these housing types:

Cottage Housing

Cottage housing typically refers to a cluster of small dwelling units (generally less than 1,200 square feet) around a common open space. The cluster arrangement around a common open space also offers a model that's been very attractive to empty nesters, singles, couples and even some small families. They offer a development approach that is appropriate and compatible with low-density residential neighborhoods. While the construction cost per square foot is often higher than a larger traditional single-family home, their smaller size makes them more affordable than a typical single-family residence. While cottage clusters may be on a single lot and rented like an apartment complex or divided into separate condominiums, most cottages today are built on fee simple lots with common areas maintained by a homeowners' association.

Policies

- Include standards to ensure that porches are required and orient towards common open space(s) and are wide enough to be useful (seven feet wide or more is preferred).
- Create design standards for both common open spaces and semi-private open spaces for individual cottages. Common open spaces should be the focal point of a development with at least half of the cottages in a cluster directly facing the space.
- Require areas for shared use. Ex) lawn areas should be paired with an adjacent hard surfaced patio area. A shared community building could provide a space for gathering and sharing tools.
- Provide shared parking areas off to the side or rear of the development. Attached storage garages are limited to a single vehicle in size and shall be designed to minimize visual and functional impacts on the common open space.

Duplexes, Triplexes and Fourplexes

Duplexes are broadly defined as a building that includes two dwelling units. They can be side by side, stacked, or a combination of the two. They are an efficient form of housing often integrated into pre-war residential neighborhoods. Triplexes and fourplexes are similar with three or four units.

Policies

- Create design guidance to help multi-unit housing fit into existing neighborhoods. Key design issues include:
 - Emphasize that unit entries and windows are directed towards the street.
 - Locate driveways and garages to the side of the construction if possible.
 - Encourage articulated facades/rooflines to promote neighborhood compatibility.
 - Ensure usable private open space.

- Allow duplexes on corner lots in single-family zones when they are designed to look more like single-family homes.
- Create separate minimum setbacks for private garages to reduce their visual impacts and provide enough off-street parking without obstructing sidewalks.
- Consider removing single-family zoning and renaming it low-density residential.

Townhouses

Townhouses are dwelling units that share walls with other residential units, but have their own front stoop or porch, yard or balcony, and are usually owner-occupied. Townhouse buildings typically contain between three to six units. Most units feature their own private garage, located underneath the dwelling unit. Most modern townhouses feature two bedrooms, though many integrate three or four bedrooms.

Policies

- Remove lot size minimums to allow flexibility in the size and design of townhouses, or if lot size standards are used, they should be sized to allow typical two-bedroom units, which typically have a footprint of around 500 square feet. Typical townhouse lots range from 14 feet for a unit with a single car-width garage to 30 feet for larger townhouses.
- Exempt townhouses from internal side yard setbacks.
- Create design standards to ensure that townhouses fit into the existing or desired neighborhood context. Key design issues include:
 - Location and design of driveways and garages in relation to the sidewalk and pedestrian environment
 - Location and design of private internal roads
 - Location and design of unit entries
 - Articulated facades/rooflines
 - Provisions for usable open space
 - Fire department access and service vehicle circulation

Some general policies that can encourage greater diversity in housing types can be found here:

Increase or Remove Density Limits

Regulating the maximum number of units per acre is one of the most commonly used tools to regulate the intensity of residential development in Washington jurisdictions. However, there are two notable drawbacks to the units/acre regulating approach beyond simply limiting density:

1. They penalize smaller units by design, as each dwelling unit, whether it is 500 square feet or 5,000 square feet, counts as one dwelling unit. As such the standard can shift development towards larger, more expensive units.
2. Most residents have a difficult time understanding what density looks like. When quizzed on the subject, community members often convey that the

design of the streetscape, front yards and building frontages matter more to them.

Removing or relaxing such density limits are ways to increase the supply, diversity and affordability of housing.

Policies

- Communicate the need for such change, such as information from the housing needs assessment.
- Communicate the benefits of the strategy and link to community goals and policies.
- Illustrate case studies and example development scenarios to show how proposed changes would work on a key site.
- Couple with other tools to mitigate negative impacts and enhance the design of development. Effectively communicate those tools to community participants. Notable examples:
 - Form-based code or design standards and/or guidelines
 - Height limit, setbacks and minimum open space standards
 - Floor area ratio caps
 - Streetscape improvements (most notably planting strips with street trees)
 - Consider and clarify community infrastructure and service implications.

Revise ADU Standards

Accessory dwelling units (ADUs) are small dwelling units that are either attached to the primary dwelling or in a detached structure that is typically placed to the side or rear of the primary dwelling. ADUs have long been an important option for communities to add variety and housing choice in single-family neighborhoods.

ADUs can provide low-cost housing in established neighborhoods. They provide dwelling opportunities for extended family members and small households that prefer a neighborhood setting over apartment living.

Typical ADU ordinances require that such units be placed within or to the rear of a home. This configuration minimizes visual impacts of such units on the streetscape

Policies

- Collaborate with homeowners and prospective ADU developers and renters to help design ADU provisions that balance housing needs while minimizing neighborhood impacts.
- Consider allowing an ADU on any lot regardless of lot size.
- Consider offering pre-designed plans to encourage more ADU development.
- Consider allowing modular units and tiny homes (small dwelling units on a foundation with between 150-400 square feet of habitable floor area) as ADUs.
- Consider allowing the conversion of garages to ADUs.

Offer Density and/or Height Incentives for Desired Unit Types

In communities with a deficit of small affordable units and areas where height and/or density bonuses are under consideration, such bonuses to allow for buildings integrating a certain percentage of small units (under a specific size, such as 600 square feet) may be a good option. Alternatively, communities could adjust the way that density is measured to allow for discounts for very small units (i.e., density unit equivalent). On the other hand, many urban communities have a shortage of larger multi-bedroom apartment units to serve families with children. Density bonuses could be used to incentivize developments with such units.

Policies

- Small affordable unit incentives will be effective only where market analysis shows a gap in smaller studio and one-bedroom units.
- Consider reducing parking requirements if impacts to the neighborhood from on-street parking demand can be avoided or mitigated.
- Compatibility due to increased density or height may need to be addressed through other provisions.
- Consider the need to meet affordability thresholds when crafting the incentives and requirements for larger multi-bedroom units.

Objective 4: Serving households with special housing needs

Both low- and middle- income housing have been identified as priorities for current and incoming residents to the community. Fortunately, there are a number of strategies that can ensure that there is a diversity of housing options that can serve the current and future residents of Union Gap. Some of those strategies can be found below. Many of these options overlap with those efforts that create more diverse housing, since offering more housing diversity often coincides with affordability.

Reduce Minimum Lot Sizes

Reducing minimum lot sizes is a key strategy to make efficient use of public infrastructure and increase affordability. It increases a community's capacity by allowing a greater number of dwelling units, particularly in areas close to transit and other amenities. It also provides ways to develop lots with smaller yards that do not require a lot of time or effort to maintain. In growing communities with significant vacant tracts of land, reductions in the minimum lot size carry one of the best opportunities to accommodate growth needs within compact areas. This can limit the need to expand the urban growth area and expand infrastructure to serve it. Such changes also increase opportunities for homeownership.

Policies

- Establish design standards for lots smaller than 5,000 square feet to ensure layouts that create an attractive streetscape and provide usable private open space for residents.
- Allow zero lot line development and shared-access lots.
- Minimum lot sizes for detached single family dwellings should not be smaller than 2,500 square feet.

Increase Allowed Housing Types in Existing Zones (See Objective 1)

In many communities, the only housing choices are single-family homes on large lots or medium to large multifamily buildings. Such limited options do not reflect the wide range of needs of differing family sizes, household incomes and cultural groups. One solution is encouraging a larger variety of housing types, often referred to as the "missing middle" as they are middle-sized housing, aimed at people with middle-incomes.

In general, these types are more affordable than detached single-family homes and offer a greater range of design and locational choices than apartment buildings can offer. They also offer more flexible ways for communities to add compatible density into established neighborhoods and provide more opportunities for residents to have stability and build wealth through homeownership.

In some cases, such housing types and configurations may not be explicitly prohibited, but code standards such as density limits, lot size minimums, setbacks or

parking requirements, along with a lack of code support, creates unpredictability and discourages their construction. Another factor in these housing types “missing” in communities is that local developers, particularly areas outside of the Puget Sound region, lack experience and interest in building these housing types due to greater uncertainty in the financial return. The 2000 Census of housing structures by type shows that 8% of units in incorporated areas in Washington state are two, three and four units.

Increase or Remove Density Limits (See Objective 1)

PUD/PRD and Cluster Subdivisions

PUDs and PRDs stand for "planned unit development" and "planned residential development," respectively. The terms generally refer to large integrated developments that offer special design, use/housing type mix and development intensity flexibility, provided they conform to the comprehensive plan. Specifically, PUDs and PRDs typically offer flexibility in lot sizes and housing types provided the overall development meets the density provisions of the zone. Some PUDs and PRDs offer density bonuses for achieving specific goals or integrating community amenity features. PUDs and PRDs often also allow flexibility in the design of street and other public improvements, provided they meet specific criteria. Thus, PUDs and PRDs can be a good tool to integrate a greater mix of lot and housing types to meet community demographic needs while providing environmental benefits of clustering housing to help preserve sensitive natural areas and/or provide a greater amount of usable community open space.

Some communities are increasingly allowing the clustering and lot size averaging benefits of PUDs and PRDs through standard zoning and subdivision provisions. Clustering usually includes the grouping of lots together on smaller-than-normal parcels to provide opportunity to preserve open spaces, critical areas or unique landforms that otherwise would not likely be preserved. Lot size averaging allows developers to subdivide land into a variety of lot sizes, provided the average lot size in the development meets the minimum, often allowing for more efficient use of land and potential for additional housing units. These tools also provide for more compact roadway arrangements, expanded common open space and allow the possibility for different size home choices. This arrangement within the standard subdivision process can create more predictability for the applicant by simplifying the development review process and eliminating or minimizing the possibility of costly conditions of approval.

Policies

- Allow cluster subdivision design in the standard subdivision process, without the need to go through additional review procedures typical of PRD or PUDs.
- Consider compatibility standards to avoid major differences in lot sizes compared to existing development.

- Consider density or other incentives to increase the diversity and affordability of lot and housing types in cluster subdivisions.

Manufactured Home and Tiny House Communities

Some cities are starting to adopt local codes to allow tiny houses as an affordable housing option that is in line with community desires for sustainability, limited visual impact, and preservation of open space.

Policies

- Consider allowing different options for tiny house integration, including:
 - Tiny houses as detached accessory dwelling units.
 - Tiny house clusters or villages – designed in a manner similar to cottage housing clusters.
 - Tiny house density/massing and review process:
 - Consider allowing a higher number of these units than typical units for the zone, due to the small size of tiny houses. Some density increase is essential because the units are smaller and usually more expensive to build on a cost-per-square-foot basis.
 - Consider applying a maximum floor area ratio limit or an across-the-board allowed density for tiny houses, such as one tiny house per 1,200-square-foot lot area.
 - Tiny house design elements: Provide design standards in a manner similar to cottage housing clusters:
 - Consider providing design standards for both common open spaces and semi-private open spaces for individual units.
 - Permit construction of a shared community building to provide a space for gathering and sharing tools.
 - Consider how parking can be integrated with tiny house clusters.

In addition to the zoning/process strategies found above, additional strategies address affordable housing incentives. Some of these can be found below:

Multifamily Tax Exemption

A multifamily tax exemption (MFTE) is a waiver of property taxes to encourage affordable housing production and redevelopment in "residential targeted areas" designated by cities. The goal of MFTE programs is to address a financial feasibility gap for desired development types in the target areas, specifically to develop sufficient available, desirable and convenient residential housing to meet the needs of the public. The urban centers that are the typical targets for this tax exemption policy are often near transit, jobs and amenities, and MFTE programs are designed to encourage denser growth in areas with the greatest capacity and significant challenges to development feasibility.

RCW 84.14 allows certain cities planning under the GMA to grant qualified residential and mixed-use projects a property tax exemption under an MFTE program for the

value of new residential improvements, rehabilitation, or conversion of residential buildings in the designated areas. This can currently take two forms:

- An eight-year tax exemption can be offered for multifamily projects which meet base requirements.
- A 12-year exemption is allowed for projects that incorporate a minimum percentage (typically 20%) of income-restricted units.

Cities can also limit MFTEs specifically to projects that incorporate only income-restricted units.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very low-income housing
- Housing near transit, amenities and/or jobs

When and Where Applicable

Available to cities with 15,000 or higher population, or others as determined by [RCW 84.14](#).

- Eight-year MFTE programs with no affordability requirements are most effective and appropriate in cities having trouble attracting private developers to build multifamily housing anywhere within their borders.
- Cities with strong housing markets that are already seeing multifamily development may consider offering only a 12-year option to encourage the inclusion of income-restricted affordable housing development. When both options are available, profit-motivated developers will typically select the eight-year option.
- MFTE “residential target areas” should be selected in conjunction with designated urban centers that lack residential housing options, including affordable housing.²¹
- Recommended in areas of high demand, such as along transit corridors and near amenity clusters or job centers.

Potential Drawbacks

- Loss of property tax revenue through the eight- or 12-year term of exemption on the value of residential improvements.
- If the incentive is offered to projects that would otherwise already be feasible, this policy may have little practical benefit. A 2019 report showed that in the majority of areas, rents for “affordable units” were higher than market rents.²²
- Affordability covenants expire after 12 years and cannot be renewed, which means that affordable MFTE units are not part of the long-term affordable housing supply.

Policies

- Carefully map target zones for implementation to meet local goals.

- Conduct pro forma analyses of sample projects to estimate a developer's expected return on investment under different scenarios. This can be helpful to calibrate requirements such as the amount of affordable units and affordability levels to maximize the benefits without discouraging use of the incentive by developers. Some local governments require this analysis as part of the application.
- Affordability levels are set within statute but may be adjusted to meet local circumstances. Review market rents to ensure that affordability levels provided by the exemption are reduced rents compared to market rents.
- Layering MFTE with other incentives for affordable housing, such as density bonuses, fee reductions or planned actions, can magnify the overall effects.

Time/Capacity/Skill Needed

In-house staff can perform policy design and implementation. Annual monitoring of affordability of the designated units will be needed (RCW 84.14.100).

Resources

- Affordable Housing - MRSC (see Multifamily Tax Exemption section)
- Housing Market Policy Dashboard - City of Tacoma - Allows users to explore the potential outcomes of housing policy scenarios (including MFTE and inclusionary zoning) on the feasibility of development and projected affordable housing development.
- Bellingham code 17.82.030: Eight-year exemptions are available for projects in residential target areas and 12-year exemptions for projects incorporating 20% or more income-restricted affordable housing units.
- Vancouver code 03.22: Target areas include the downtown core and a buffer surrounding their BRT service route. An eight-year exemption is offered for all projects of four+ units, and a 12-year exemption for projects incorporating 20% of income-restricted units for residents at 60% area median income (AMI).

Alternative Development Standards for Affordable Housing

Jurisdictions can relax development regulations in return for affordable housing development as an incentive. One common strategy is to reduce minimum parking requirements for projects that include affordable housing. This is often implemented by reducing or eliminating the required number of parking stalls per unit only for the income-restricted affordable units in a new development. Other alternative development standards that are commonly used to encourage affordable housing are Reducing Minimum Lot Sizes, Increasing Building Height, Offering Density and/or Height Incentives for Desired Unit Types, and Reducing Setbacks, Lot Coverage and/or Impervious Area Standards. In return for flexibility in development standards, RCW 36.70A.540, Affordable Housing Incentive Programs, requires affordability for at least 50 years.

Gaps Addressed

- Housing diversity
- Affordable homeownership
- Middle-income rental housing
- Very-low income housing

When and Where Applicable

- Parking minimums will be most effective/applicable for multifamily housing, especially where expensive structure parking would otherwise be needed.
- Minimum lot size reductions are most meaningful in older residential areas where the original platted lot size is smaller than the zoning district's minimum lot size or in residential zones with undeveloped tracts that could be subdivided.

Potential Drawbacks

See relevant housing strategies for details.

Policies

- These often work most effectively as part of a broader package of incentives to encourage affordable housing production.
- Where flexibility is allowed by code, ensure flexibility for affordability is clear.

Time/Capacity/Skill Needed

See relevant housing strategies for details. Annual monitoring of affordability of the designated units will be needed.

Resources

RCW 36.70A.540: Affordable Housing Incentive Programs

Pierce County offers several alternative design standards in its [Affordable Housing Incentives](#). See [Pierce County Affordable Housing Incentives: Independent Evaluation and Recommendations to Increase Effectiveness](#) (BERK Consulting, 2019).

Fee Waivers for Affordable Housing

Fee waivers reduce the up-front cost of construction for residential development. Fees, such as impact fees, utility connection fees and project review fees, can run in the thousands per unit for residential properties in some jurisdictions. Waiving some, or all, of these fees for income-restricted units can be a valuable incentive for encouraging the creation of income-restricted affordable units. This incentive is most effective when paired with a larger incentive package for affordable housing.

Gaps Addressed

- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

All residential and mixed use areas

Useful to promote integration of affordable housing units within market rate developments

Potential Drawbacks

- Loss of revenue for public amenities such as parks, schools and infrastructure improvements
- For impact fees, municipalities may need to backfill a portion of payments for waived fees ([RCW 82.02.060\(3\)](#))

Policies

- Offer this incentive along with a suite of financial and/or regulatory incentives to promote income-restricted affordable housing.
- Ensure that the length of time units are required to remain affordable and the income brackets to whom they must cater are in parity with the benefits received for the community and authorizing statute.

Time/Capacity/Skill Needed

Planning department staff can implement regulatory benefit and annual monitoring of affordability of the designated units. Coordination with other city departments on fee waivers will be needed.

Resources

Affordable Housing - MRSC (See "Waiver of Fees or Standards" Section)

RCW 82.02.060(3) authorizes cities, counties and towns to grant impact fee exemptions for affordable housing. Jurisdictions may choose a partial exemption of not more than 80% of impact fees, in which case there is no explicit requirement to pay the exempted portion of the fee from public funds other than impact fee accounts; or provide a full waiver, in which case the remaining percentage of the exempted fee must be paid from public funds other than impact fee accounts.

A city or town may waive or delay collection of tap-in charges, connection fees or hookup fees for low-income persons connecting to water, sanitary or storm sewer service, electricity, gas and other means of power and heat (RCW 35.92.380 (1980), RCW 35.92.020(5)).

RCW 36.70A.540 authorizes affordable housing incentive programs including fee waivers or exemptions.

Pierce County Code 18A.65: Fee waivers are offered for building fees, traffic impact fees, school impact fees, park impact fees, sanitary sewer system/facilities charge and preliminary plat application fees.

There are also multiple ways to support funding affordable housing. Some of those options are found below:

Local Option Taxes, Fees and Levies

Cities may provide direct project funding, through grants or loans, to encourage the production of income-restricted affordable housing. Securing this funding can occur in different ways:

A local housing tax levy, authorized through RCW 84.52.105, can allow up to \$0.50 per \$1,000 of property tax to be allocated toward an affordable housing fund for projects serving very-low income households (50% median family income or less) if approved by a majority of the voters of the taxing district. Housing levy funds may be used for a variety of purposes detailed in an affordable housing finance plan such as for matching funding for not-for-profit housing developments. This support can improve a project's competitiveness for receiving additional financing from state or national sources. The county, city or town that imposes the levy must declare an emergency with respect to the availability of housing that is affordable to very low-income households in the district. SB 6212 (laws of 2020) expands the use of this tax to include affordable homeownership, owner-occupied home repair and foreclosure prevention programs for low-income households up to 80% of median family income as of October 1, 2020.

Sales and use tax: With voter approval, counties can pass a sales and use tax of up to 0.1% to fund affordable housing programs serving households with incomes below 60% of the AMI and within specific categories. These categories include individuals with mental illness, veterans, senior citizens, homeless families with children, unaccompanied homeless youth, persons with disabilities, or domestic violence victims (RCW 82.14.530).

Real Estate Excise Tax (REET 2): A city or town planning under GMA can impose an additional 0.25% real estate excise tax ("REET 2") under RCW 82.46.035. This requires voter approval only for communities voluntarily planning under GMA. Revenues may be used only for financing "capital projects" in the capital facilities plan element of the comprehensive plan, which may include building, rehabilitating/repairing and/or purchasing affordable housing.

Other funds: See MRSC's Revenue Guide for Washington Cities and Towns for updated information.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

This strategy is best suited for communities that face a shortage of very low income-restricted affordable housing whose community would support such a tax, fee or ballot measure (if required).

In the case of REET 2, this is most effective in communities that are seeing active markets and significant real estate sales.

Potential Drawbacks

- A housing levy must be approved by the voters and may be assessed for only 10 years.
- There is a financial cost to local residents subject to the property tax levy, or to new homeowners with REET 2.
- REET 2 funding is restricted to projects in the capital facilities plan.
- A sales and use tax must be approved by the voters. No more than 10% of the revenue may be used to supplant existing local funds. If a county imposes this tax after a city located within that county has imposed this tax, the county must provide a credit against its tax for the full amount imposed by the city.

Policies

- Coordinate city funding with other known funding sources for maximum impact.
- Work with area groups to develop information about ballot initiatives, demonstrating the types of housing needs in the community.

Time/Capacity/Skill Needed

Staff time to create and administer program, including development of an affordable housing financing plan or amendments to the Capital Facilities Plan to direct the expenditure of funds.

Resources

- Affordable Housing - MRSC (See "Affordable Housing Property Tax Levy" Section)
- Affordable Housing - MRSC (See "Affordable Housing Sales Tax" Section)
- Real Estate Excise Tax - MRSC
- Example legislation from Bellingham and program description in Vancouver
- Sample real estate tax ordinance from San Juan County

Local Housing Trust Fund

Housing trust funds are distinct funds established by local governments that receive an ongoing source of dedicated funding to support housing affordability. They can be designed to meet the most critical housing needs in each community.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing

- Very-low income housing

When and Where Applicable

Communities with sufficient capacity to manage a housing trust fund and generate sufficient capital for desired outcomes. Can also be coordinated at the county and regional level.

Potential Drawbacks

Requires management of the fund.

Policies

- Leverage additional funding from state or national programs (e.g., Community Development Block Grants) to maximize the benefit of dollars raised.

Time/Capacity/Skill Needed

Staff time to report on the distribution and use of funds.

Resources

- General Information on Housing Trust Funds at Housingtrustfundproject.org
- Bellingham Home Fund

Partner with Local Housing Providers

Local governments may want to coordinate with local housing groups and non-profit developers to look for shared goals and identify ways both groups can work together. This may include identifying property, crafting incentives, developing housing assistance programs, supporting grant applications, code enforcement, property owner assistance or other programs to help increase affordability and reduce homelessness.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

- Any town can work with its development community to craft custom solutions that address most urgent needs and leverage available resources. If assisting with low-income housing tax credit (LIHTC) applications, it is important to remember distinctions between the 9% and 4% programs.
- The 9% program is administered through a competitive application process, with preference for projects targeting lower-income households.
- The 4% program is typically preferred for for-profit developers and often focuses on workforce housing. Although nominally it was not designed as a competitive process, limited availability of the associated bonds has meant that this process has become competitive as well.

Potential Drawbacks

- Jurisdictions have limited capacity. Forging partnerships and developing concepts that achieve shared goals can be a time-intensive process.
- Projects owned by private or non-profit developers may have affordability covenant expiration dates.

Policies

- Reach out broadly to identify local organizations, resources and housing needs of high-need groups, such as the disabled, elderly or homeless.
- The city can support applications, but tax credits are applicable for developers only.

Time/Capacity/Skill Needed

Work can be done in-house. Established relationships with the development community can help promote partnerships that lead to positive outcomes.

Resources

- ULI Guidebook on successful Public-Private Partnerships
- Snohomish County Affordable Housing Trust Fund

Funding Resources for Affordable Housing

There are a variety of sources of funding for affordable housing, and normally several forms of funding are required to make a project feasible. Below are some of the more prominent funding sources available.

Low-Income Housing Tax Credit (LIHTC) program. This program is a federal initiative that authorizes affordable housing developers to sell tax credits to investors to generate equity for development costs. Investors can use the credits to reduce their federal tax liability. In Washington, this program is administered through the Washington State Housing Finance Commission (WSHFC) for projects building units affordable at the 60% area median income (AMI) level for 30 years. Through LIHTC, there is a 9% tax credit program and 4% tax credit program. Nationally, the LIHTC program has helped to create over 3 million affordable housing units over 30 years, according to the National Multifamily Housing Council.

Washington State Housing Trust Fund. The Department of Commerce manages these funds that provide amortized loans, deferred loans and recoverable grants to support projects that acquire, build and/or rehabilitate affordable housing. Units must be accessible to households earning up to 80% of the AMI, with federal HOME funding requiring affordability at 50% AMI. A covenant is typically secured to ensure that the required affordability of units is maintained for 40 years.

HUD/FHA Loans. These loan programs support affordable housing projects by allowing for more favorable lending terms than private-market providers will offer. The [Section 221\(d\)\(4\)](#) program insures construction loans for new construction or substantial rehabilitation of moderate- and low-income rental housing that contains five units or more. The [Section 223\(f\)](#) program insures mortgages for the purchase or refinance of existing multifamily housing.

United States Department of Agriculture (USDA) Grant and Loan Programs.

The USDA offers a variety of programs aimed at increasing affordable multifamily rental housing in rural areas. These include: Housing Preservation and Revitalization Demonstration Loans and Grants, Housing Preservation Grants, Multifamily Housing Direct Loans and Multifamily Housing Loan Guarantees.

Community Development Block Grants (CDBGs). These grants are federal funds administered to smaller cities/towns and counties for projects that improve the economic, social and physical environment. CDBG funding cannot be used for new housing construction. It can, however, be used for housing rehabilitation, homeownership assistance, affordable housing plans and infrastructure projects that support affordable housing development. Specific CDBG grants are available to Native communities through the [Indian Community Development Block Grant Program \(ICDBG\)](#). ICDBG funds have added flexibility that allows for land acquisition to support new housing and, under some circumstances, new housing construction. Some communities get funding directly from HUD; Commerce administers funds for the balance of the state.

Resources:

Information Resources from WSHFC, including list of all active LIHTC rental properties in Washington

Housing Trust Fund Handbook

HUD/FHA loan information

USDA programs for developers

Department of Commerce description of various CDBG funding programs and resource lists: <https://www.commerce.wa.gov/serving-communities/community-development-block-grants/>

Local CDBG program manager contact information:

<https://www.hud.gov/states/washington/community/cdbg>

Implementation and Monitoring

The objectives in this Housing Action Plan can be addressed in a variety of ways. This plan has included a number of strategies that have been recommended, but the city is not limited to these options. However, in order to implement these strategies, some actions can be taken. Below are some of the strategies recommended in this plan, as well as implementation actions that can be taken in order to employ those strategies. For some of the objectives/strategies, the path forward is self-explanatory, but potential actions are included for those strategies that are not clear. The implementation actions vary with regards to the cost and staff time required to employ them.

Objective 1: Preserving and Restoring Existing Housing Stock

Strategy: Local Housing Trust Fund

Potential Actions:

- Leverage additional funding from state or national programs (i.e. Community Development Block Grants) to maximize the benefit of dollars raised.

Objective 2: Strategic Expansion of Infrastructure

Strategy: Reduce Minimum Lot Sizes

- Reducing minimum lot sizes allows for higher density, which allows more households to be served with less public infrastructure and services. However, when doing this it is important to establish design standards that create attractive streetscape and does not damage the character of the neighborhood.

Objective 3: Creating more diverse/"missing middle" housing options

Strategy: Missing Middle Housing Types (Cottage Housing, Duplexes/Triplexes/Fourplexes, Townhouses)

Potential Actions:

- Define missing middle housing types in the land use section of the municipal code, and determine which zoning districts would support this type of housing. The land use table should reflect where these housing types are permitted, and what level of review is required;
- Include design criteria for missing middle housing options that are consistent with the goals of the city with regards to space, aesthetics, and function;
- Consider parking requirements, and whether they will be associated with each individual unit or as a communal parking lot;
- Consider removing single-family zoning and renaming it low-density residential, with density requirements rather than unit requirements.

Strategy: Increase or Remove Density Limits

Potential Actions:

- Utilize outreach to communicate the benefits of such a change, and the potential for allowing more housing types;
- Employ design criteria that ensures that while density may increase, neighborhood character, space, aesthetics, and function would remain consistent;
- Consider and communicate that higher density relieves pressure on public services by serving more people with less infrastructure.

Strategy: Implement/Revise Accessory Dwelling Unit (ADU)/Accessory Apartment Standards

Potential Actions:

- Work with homeowners and developers to develop ADU provisions that balance housing needs while minimizing neighborhood impacts;
- Define Accessory Dwelling Unit/Accessory Apartment in the land use section of the municipal code, and determine which zoning districts would support this type of housing. The land use table should reflect where this housing type is permitted, and what level of review is required;
- Offer pre-designed and pre-approved plans for ADU's to encourage more ADU development;
- Allow conversion of garages to ADU's.

Objective 4: Serving Households with Special Housing Needs

Strategy: Reducing Minimum Lot Sizes

Potential Actions:

- Establish design criteria to ensure that while lot sizes might be diminished, neighborhood character, space, aesthetics, and function would remain consistent;
- Reduce setback requirements, even to the point of allowing zero lot line development and shared-access lots

Strategy: Increase Allowed Housing Types in Existing Zones

Potential Actions:

- Define a variety of housing types in the land use section of the municipal code, and determine which zoning districts would support these types of housing. The land use table should reflect where these housing types are permitted, and what level of review is required;
- Include design criteria for housing options that are consistent with the goals of the city with regards to space, aesthetics, and function.

Strategy: Planned Unit Development (PUD)/Planned Residential Development (PRD)

Potential Actions:

- Allow PUD/PRD's that have their own design criteria, design standards, and allow for higher density;
- Allow PUD/PRD's to undergo standard subdivision process rather than additional review procedures typical of PUD/PRD's;
- PUD/PRD's are an opportunity to be flexible with design criteria such as setbacks, building height requirements, and parking requirements. This may allow for higher density and more "missing middle" housing options.

Strategy: Manufactured Home and Tiny House Communities

Potential Actions:

- Consider allowing higher density for tiny houses and manufactured homes, since their footprint is substantially smaller than conventional homes;
- Consider allowing smaller lot sizes for tiny houses and manufactured homes;
- Consider providing design standards for both common open spaces and semi-private open spaces for individual units.
- Consider if parking would be required for individual units or if a communal parking lot would suffice.

Monitoring

The goal of a Housing Action Plan is to ensure that housing is available for all members of the community, and that those with special housing needs have their needs met.

Key Indicator 1: Housing Production by Type

In order to monitor progress of these goals, monitoring programs must be developed that track the number and types of housing available, and the number and types of housing that is being produced. To do this, one best practice is monitoring building permits processed by the city over the course of the year. When doing this, it is important to note the type of housing that is being produced, so that it's clear that the needs of the community are being met. Additionally, any housing that is being produced that accommodates those with special housing needs (income-restricted households, seniors, those with independent living difficulties, etc.).

Types of housing to be counted include single-family housing, duplexes, triplexes, fourplexes, accessory dwelling units/accessory apartments, multi-family housing complexes, manufactured home/tiny homes, and any additional "missing middle" housing types the city may incorporate.

Key Indicator 2: Cost Burdened Households

One of the key indicators of housing needs within the community is the number of households that are cost-burdened. A cost-burdened household spends over 30% of their annual income on housing, which includes mortgage/rent payments, taxes, utilities, etc... An extremely cost-burdened household spends over 50% of their income on housing and affiliated costs. Communities vary substantially when it comes to cost-burdened households. For example, for some communities, renter-occupied households are more likely to be cost-burdened, whereas in other communities owner-occupied households suffer from being cost-burdened more frequently. In all situations, however, a cost burden indicates that housing is not affordable for those who live within that community. By monitoring the number of cost-burdened households within a community, the city can react based on the results (for example implementing some of the strategies found in this Housing Action Plan that address specific concerns). The Department of Housing and Urban Development, specifically the Comprehensive Housing Affordability Strategy (CHAS) data, reflects current trends with regards to income brackets and cost-burdened households. However, cities may also engage in more localized efforts to determine the extent of cost-burdened households within their communities.

Key Indicator 3: Vacancy Rate

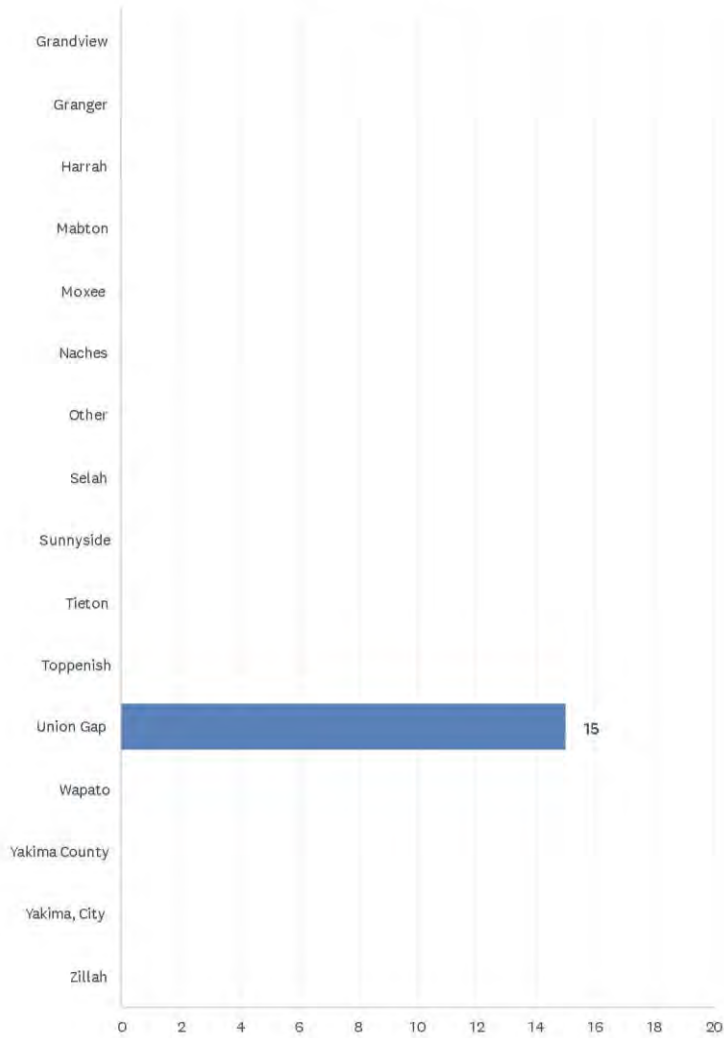
Vacancy rates are an indicator of the number of vacant housing units within a community, and can be broken down by rentals and houses for sale. If the vacancy rate is too low, prices and displacement risk rise. The ideal vacancy rate, for both rentals and houses for sale, is approximately 5%. A 5% vacancy rate allows for flexibility within the market, but also ensures that the market continues to grow at a manageable rate. If the city maintains a record of vacancy rates, it can respond to shortages by utilizing some of the strategies included in this housing action plan. There are various ways that vacancy rates can be calculated. Census data provides some predictions on vacancy rates, but utility bills are also a good indicator of the vacancy rate within a city. Other tools for doing this include utilizing code enforcement officers, tracking certificates of occupancy, and developing localized programs for tracking vacancies.

Appendices

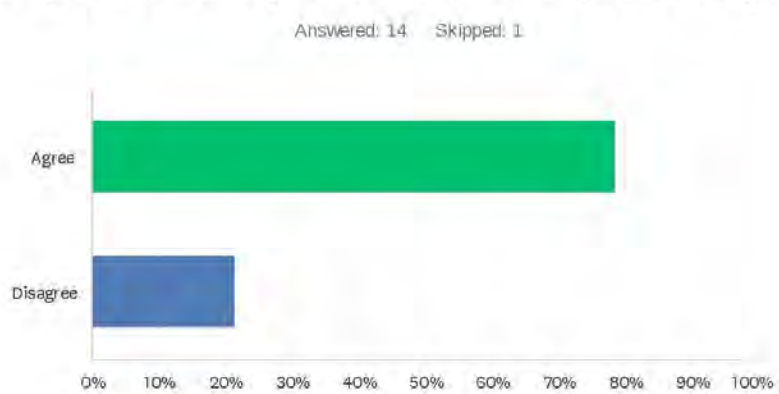
Appendix 1: Outreach Report and Results

Q1 Where do you live? (Pick 1)

Answered: 15 Skipped: 0



Q2 Does your community need a wider variety of housing options?

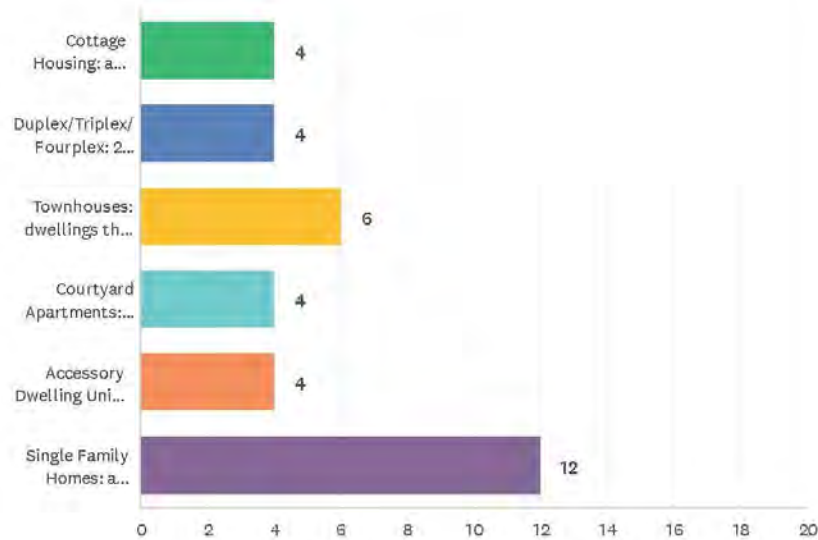








ANSWER CHOICES	RESPONSES	
Agree	78.57%	11
Disagree	21.43%	3
TOTAL		14

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Q3 What type of housing does your community need? PICK 3.

Answered: 14 Skipped: 1

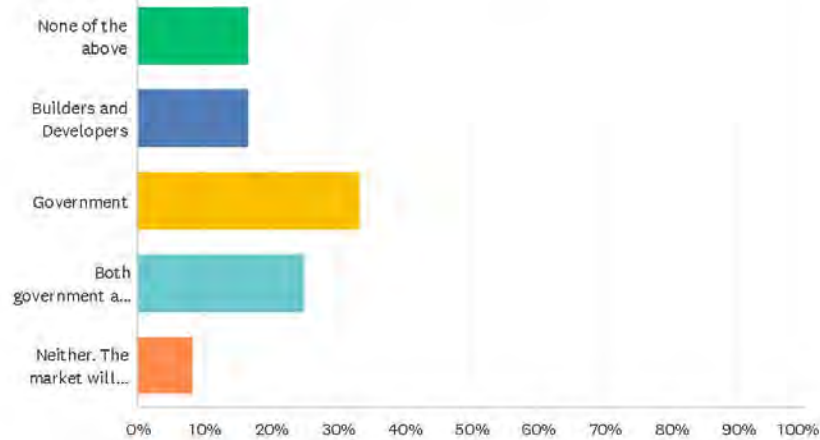


ANSWER CHOICES	RESPONSES
 <p>Cottage Housing: a cluster of small dwellings around a common open space. (1)</p>	28.57% 4
 <p>Duplex/Triplex/Fourplex: 2, 3, or 4 units built side by side, stacked, or a combination (2)</p>	28.57% 4
 <p>Townhouses: dwellings that share walls with other units, but have their own front porch, yard or balcony. Usually owner-occupied. (3)</p>	42.86% 6
 <p>Courtyard Apartments: small multi-family buildings surrounding a courtyard that opens onto a street. Typically up to three stories. (4)</p>	28.57% 4
 <p>Accessory Dwelling Units: a small, self-contained residence located on the same lot as an existing single-family home. (5)</p>	28.57% 4
 <p>Single Family Homes: a free-standing residential building with one owner, no shared walls, and its own land. (6)</p>	85.71% 12
Total Respondents: 14	

#	OTHER (PLEASE SPECIFY)	DATE
1	Only single families	2/24/2023 11:18 AM

Q4 Who is primarily responsible for solving the lack of housing and housing options? (Pick 1)

Answered: 12 Skipped: 3

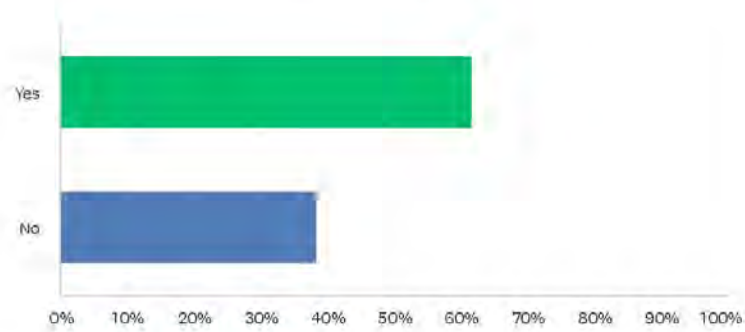


ANSWER CHOICES	RESPONSES	
None of the above	16.67%	2
Builders and Developers	16.67%	2
Government	33.33%	4
Both government and builders/developers.	25.00%	3
Neither. The market will correct itself	8.33%	1
TOTAL		12

#	OTHER (PLEASE SPECIFY)	DATE
1	i am looking to buy a home in union gap, options are high priced. Seems as though there is still undeveloped land that could be used for rentals or new home sites	3/7/2023 2:27 PM
2	Me personally, I think it's the citizens that are responsible.	1/13/2023 10:50 AM
3	I think the community and city officials need to pull together.	1/13/2023 10:45 AM

Q5 Should new housing look like existing homes in the neighborhood?

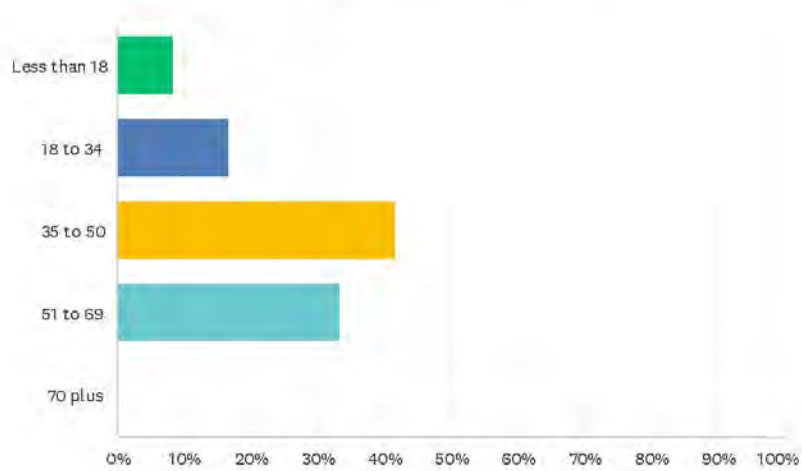
Answered: 13 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	61.54%	8
No	38.46%	5
Total Respondents: 13		

Q6 What is your age? (Pick 1)

Answered: 12 Skipped: 3



ANSWER CHOICES	RESPONSES	
Less than 18	8.33%	1
18 to 34	16.67%	2
35 to 50	41.67%	5
51 to 69	33.33%	4
70 plus	0.00%	0
Total Respondents: 12		

Q7 Please tell us any additional comments about housing in your community.

Answered: 4 Skipped: 11

#	RESPONSES	DATE
1	I know there are apartments being built in Union gap, which is awesome. I wish there were more apartment buildings or home to buy as it is a central location for getting to work up north or down in the lower valley for example.	3/7/2023 2:27 PM
2	Housing needs to be affordable. The homeless situation is out of control because the cost is too high.	2/23/2023 8:07 AM
3	We need housing for families, not a Yakima Port District	2/19/2023 9:38 AM
4	More help for homeless.	1/13/2023 10:45 AM

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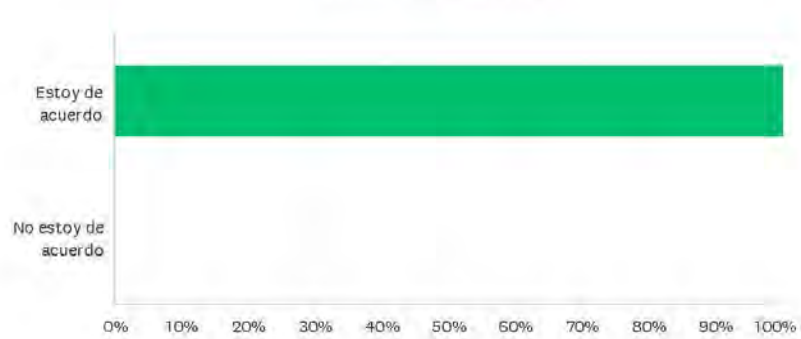
Q1 ¿Donde Vives? (Elige 1)

Answered: 7 Skipped: 0



Q2 ¿Su comunidad necesita una variedad más amplia de opciones de vivienda?

Answered: 7 Skipped: 0

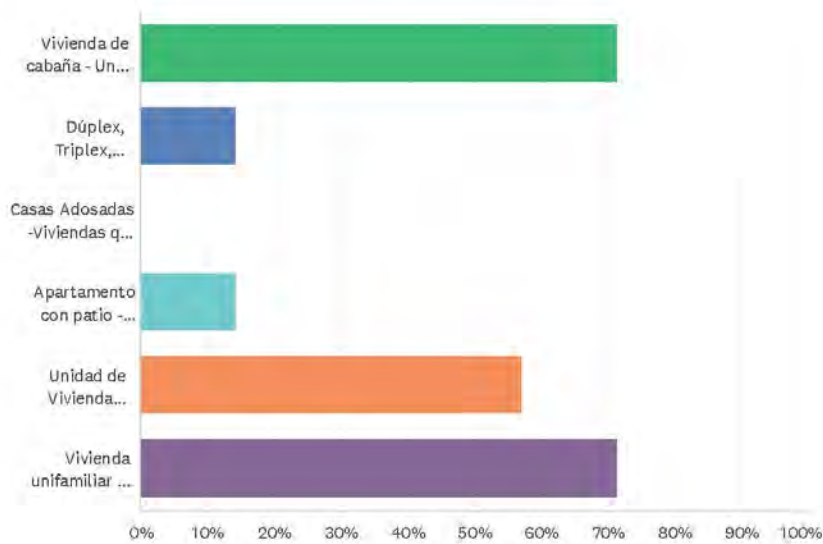








ANSWER CHOICES	RESPONSES	
Estoy de acuerdo	100.00%	7
No estoy de acuerdo	0.00%	0
Total Respondents: 7		

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Q3 ¿Qué tipo de vivienda necesita su comunidad? (Elige3)

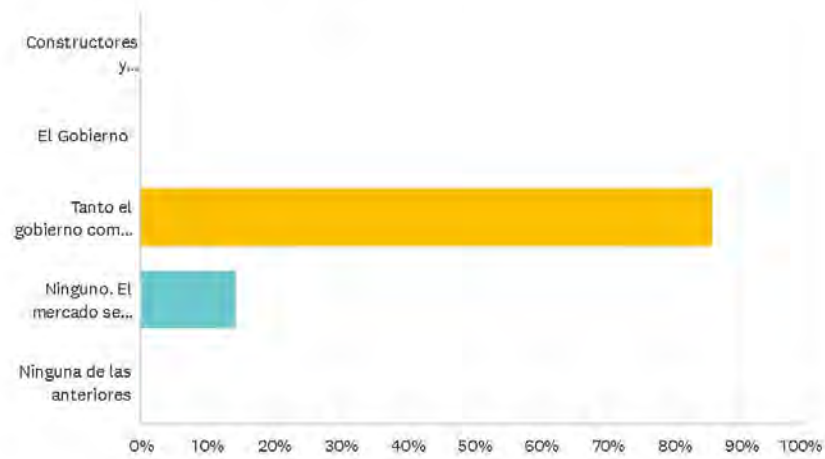
Answered: 7 Skipped: 0



ANSWER CHOICES		RESPONSES	
	Vivienda de cabaña - Un grupo de pequeñas viviendas situadas alrededor de un espacio abierto común..	71.43%	5
	Dúplex, Triplex, Quadplex - 2, 3, o 4 unidades construidas lado a lado, apiladas, o en combinación.	14.29%	1
	Casas Adosadas -Viviendas que comparten paredes con otras unidades, pero tienen su propio porche delantero, Jardín o balcón. Generalmente ocupadas por el propietario.	0.00%	0
	Apartamento con patio - Edificios pequeños multifamiliares que rodean un patio que se abre a una calle. Típicamente hasta tres pisos.	14.29%	1
	Unidad de Vivienda Accesoría - Una residencia pequeña e independiente ubicada en el mismo lote que una casa unifamiliar ya existente.	57.14%	4
	Vivienda unifamiliar – Un edificio residencial independiente con un propietario, sin paredes compartidas y en su propio terreno.	71.43%	5
Total Respondents: 7			
#	OTRAS (POR FAVOR, ESPECIFIQUE)	DATE	
	There are no responses.		

Q4 ¿Quién es el responsable principal de resolver la falta de viviendas y las opciones de Vivienda?

Answered: 7 Skipped: 0

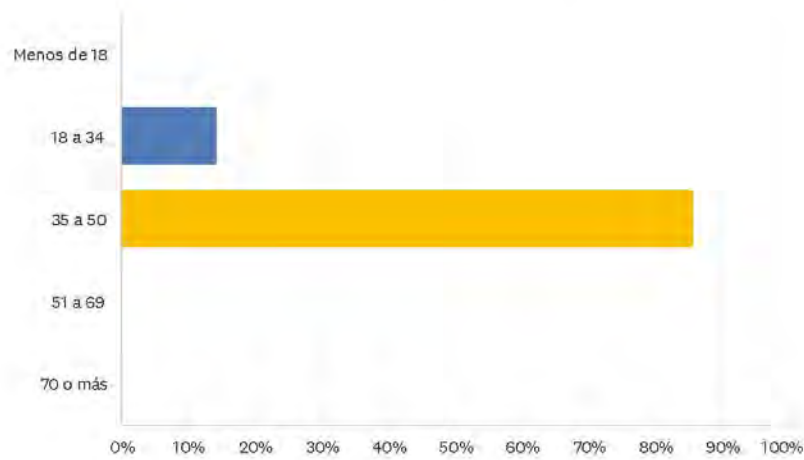


ANSWER CHOICES	RESPONSES	
Constructores y Desarrolladores	0.00%	0
El Gobierno	0.00%	0
Tanto el gobierno como los constructores/desarrolladores	85.71%	6
Ninguno. El mercado se corregirá a sí mismo	14.29%	1
Ninguna de las anteriores	0.00%	0
TOTAL		7

DR

Q5 ¿Cuál es su edad?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Menos de 18	0.00%	0
18 a 34	14.29%	1
35 a 50	85.71%	6
51 a 69	0.00%	0
70 o más	0.00%	0
TOTAL		7

Q6 Por favor, díganos cualquier comentario adicional sobre viviendas en su comunidad.

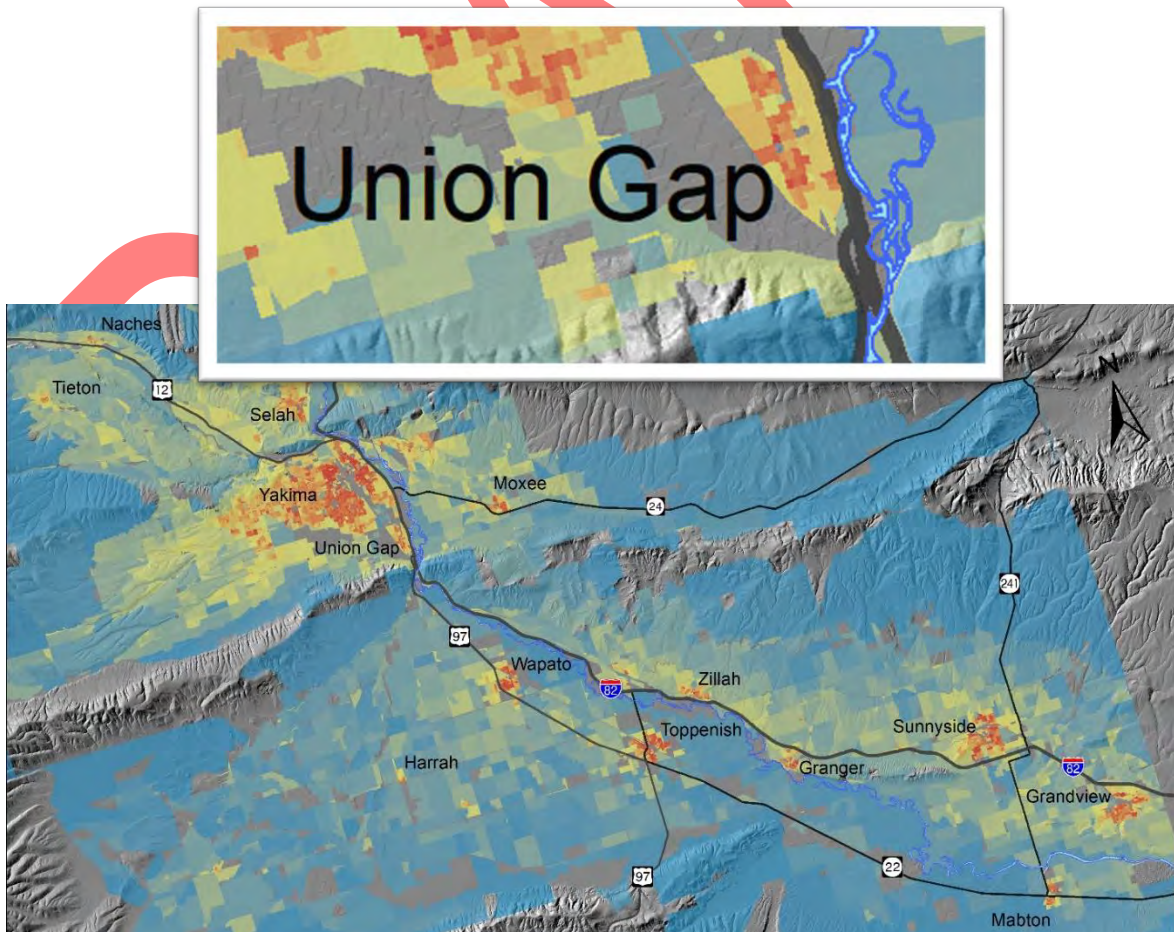
Answered: 1 Skipped: 6

#	RESPONSES	DATE
1	Necesitamos mejoras en las casas. Hay muchas casas que necesitan mantenimiento o estan muy viejas.	1/13/2023 11:38 AM

City of Union Gap



2023 Housing Needs Assessment



City Of Union Gap

2023 HOUSING NEEDS ASSESSMENT

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PrC Planned Recreational

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INTRODUCTION

The City of Union Gap has a Professional Service Contract with the Yakima Valley Conference of Governments to develop a Housing Action Plan. This plan will identify a set of actions the city can take to support and encourage housing production that meets local housing needs. The purpose of this plan is to increase housing choice and affordability for Union Gap residents and workers of all income levels.

This Housing Needs Assessment will help inform and guide the selection of actions to include in the Housing Action Plan. It provides an evaluation of current housing supply and housing needs in Union Gap, across the full spectrum of household types and income levels, by answering the following kinds of questions:

- Who lives and works in Union Gap and what are their socioeconomic characteristics?
- What types of housing are available in Union Gap?
- Are there any groups of people who are not able to find housing that is safe, affordable, and meets their household needs?
- How much housing, and what types of housing, are needed to meet current and future housing needs of Union Gap residents?

The data in this Needs Assessment will be synthesized with information gathered through engagement.

SUMMARY OF KEY FINDINGS

- **Housing in the City of Union Gap does not meet demand.** The city of Union Gap has a diverse and relatively evenly distributed economy that reflects retail, wholesale trade, hospitality, manufacturing, and agriculture. However, the job-to-housing ratio is 2.3, which means that there is not enough housing for the jobs that exist in the city. This has resulted in a substantial portion of Union Gap workers commuting from out of town.
- **Income in Union Gap has risen over the last ten years, but so have home values and rental prices.** The median home value in Union Gap has risen by **43%** between 2011 to 2021. Rental prices have risen by **16%**. Over the same period, the median family income has only increased by **37%**. This indicates homeownership is getting further and further out of reach for many prospective buyers, though rental prices still remain within reach, when available.
- **Many households in Union Gap are cost burdened.** In 2021, 29% of all households in Union Gap were considered cost-burdened, with over 10% being considered extremely cost-burdened. Cost-burdened households spend a large portion (over 30%) of their available income on housing costs, while extremely cost-burdened households spend over 50% of their available income on housing costs. This leaves less money available for other vital needs like food, transportation, clothing, and education.
- **Most workers in Union Gap commute from elsewhere.** Over 5,000 workers commute to their workplace in Union Gap. Additionally, over 2,000 workers who live in Union Gap commute elsewhere. Fewer than 300 residents of Union Gap work within Union Gap. Ideally, a city should provide enough housing for its work force, with a smaller proportion commuting into the city from elsewhere.
- **Union Gap has a substantial need for subsidized housing.** Union Gap has an above-average population of people with special housing needs, whether they be low-income, seniors, disabled individuals, or people who require assisted living for other reasons. Despite this need, there are very few options available within the city to accommodate these individuals.
- **Union Gap needs more housing diversity.** Over 60% of all housing in City of Union Gap are single-family homes. Not all households require, or can afford, that much space. For example, about 25% of all households in Union Gap are singles living alone, and another 25% are couples. Yet only 5% of housing units in Union Gap are studios and only 7% have just one bedroom. Increasing the diversity of housing options available will increase housing supply and provide more choices for residents seeking more affordable housing that meets their current needs.
- **Countywide there is a shortage of seasonal farmworker housing.** There are approximately 4,600 beds of seasonal farmworker housing provided

throughout the county, despite over 45,000 seasonal jobs available in the busiest summer months.²² Identifying safe and sanitary housing facilities for seasonal workers is an important gap to address in Yakima County.

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HOUSING TERMINOLOGY

This guidebook uses some terminology, acronyms, or data sources that may be unfamiliar. Here are some definitions.

Affordable Housing

The United States Department of Housing and Urban Development (HUD) considers housing to be affordable if the household is spending no more than 30 percent of its income on housing costs. A healthy housing market includes a variety of housing types that are affordable to a range of different household income levels. However, the term “affordable housing” is often used to describe income-restricted housing available only to qualifying low-income households. Income-restricted housing can be located in public, nonprofit, or for-profit housing developments. It can also include households using vouchers to help pay for market-rate housing (see “Vouchers” below for more details).

American Community Survey (ACS)

This is an ongoing nationwide survey conducted by the U.S. Census Bureau. It is designed to provide communities with current data about how they are changing. The ACS collects information such as age, race, income, commute time to work, home value, veteran status, and other important data from U.S. households. We use data from the ACS throughout this needs assessment.

Area Median Income (AMI)

This is a term that commonly refers to the area-wide median family income calculation provided by the federal Department of Housing and Urban Development (HUD) for a county or metropolitan region.²³ Income limits to qualify for affordable housing are often set relative to AMI. In this report, unless otherwise indicated, AMI refers to the HUD Area Median Family Income (HAMFI).

Cost Burden

When a household pays more than 30 percent of their gross income on housing, including utilities, they are “cost-burdened.” When a household pays more than 50 percent of their gross income on housing, including utilities, they are “severely cost-burdened.” Cost-burdened households have less money available for other essentials, like food, clothing, transportation, and medical care.

Household

A household is a group of people living within the same housing unit.²⁴ The people can be related, such as family. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit, is also counted as a household. Group quarters population, such as those living in a college dormitory, military barrack, or nursing home, are not considered to be living in households.

Household Income

The census defines household income as the sum of the income of all people 15 years and older living together in a household.

Income-Restricted Housing

This term refers to housing units that are only available to households with incomes at or below a set income limit and are offered for rent or sale at below-market rates. Some income-restricted rental housing is owned by a city or housing authority, while others may be privately owned. In the latter case the owners typically receive a subsidy in the form of a tax credit or property tax exemption. As a condition of their subsidy, these owners must offer a set percentage of all units as income-restricted and affordable to household at a designated income level.

Low-Income

Households that are designated as low-income may qualify for income-subsidized housing units. HUD categorizes families as low-income, very low-income, or extremely low-income relative to HUD area median family incomes (HAMFI), with consideration for family size.

Income Category	Household Income
Extremely Low-Income	30% of HAMFI or less
Very Low-Income	50% of HAMFI or less
Low-Income	80% of HAMFI or less

Median Family Income (MFI)

The median income of all family households in an area. Family households are those that have two or more members who are related. Median income of non-family households is typically lower than for family households, as family households are more likely to have more than one income-earner. Analyses of housing affordability typically group all households by income level relative to HUD area median family income (HAMFI), which is calculated for the county or metropolitan region.

COMMUNITY PROFILE

Union Gap is located at the eastern foothills of the Cascade Mountains, beginning where the Yakima River runs between the “gap” of two mountains and abutting the city of Yakima. It is known for its historical significance as a trading center and the original settlement in the Yakima Valley. Today, the city is a blend of tradition and contemporary ideas. It is a retail center, home to the Valley Mall and other large- and small-scale retail businesses. It is also home to the Central Washington Agricultural Museum and a variety of other historical and green spaces. It has a diverse economy of retail, manufacturing, hospitality, and agricultural wholesale trade.

Population

Union Gap’s population was estimated to be 6,499 in 2021 and has grown by approximately 9% over the past decade. The 2011 estimate for population was approximately 5,984. Based on predicted growth from a county level, the population of Union Gap is expected to reach approximately 7,245 by the year 2040. As of 2021, the population breakdown by age bracket can be found in Figure 1. Union Gap is a relatively young city, with a median age of 33.4. 27% of the population is under the age of 18, 62% falls within the workforce age of 18 to 64, and 10% of the population is over the age of 65.

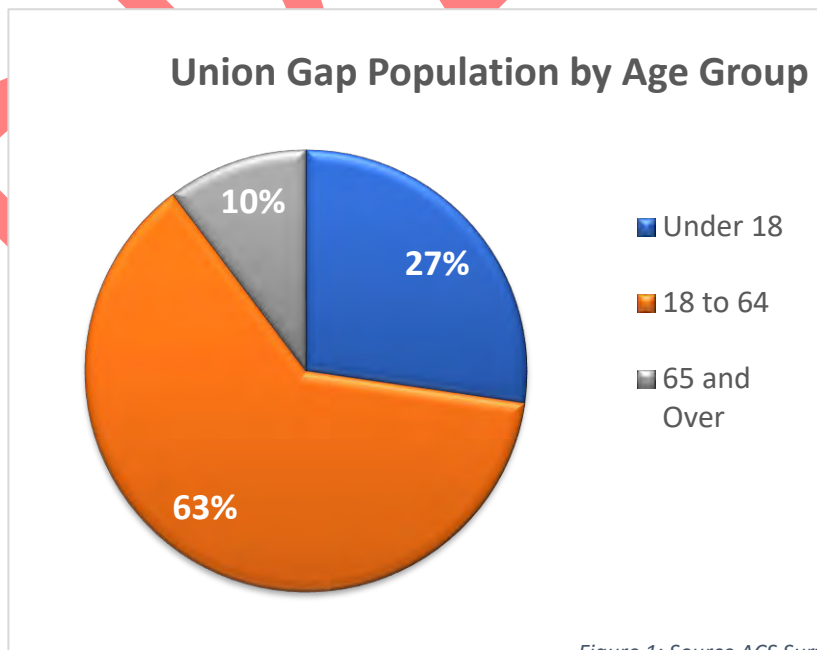
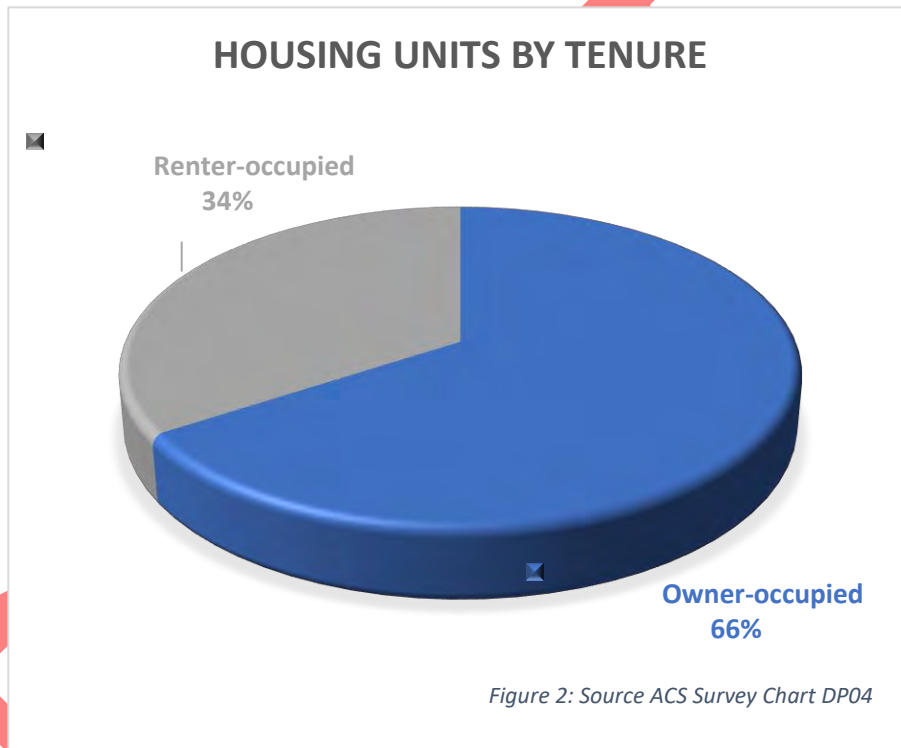


Figure 1: Source ACS Survey Chart

Households

The U.S. Census Bureau identified 2,198 housing units in 2021. 1,364 of these units were owner-occupied, while 709 were renter-occupied. Average occupancy per household was approximately 3.1, with 25% of households having 1 person, 24% having 2 people, 13% having 3 people, and 38% having 4 or more people living in the household (Figure 2). Compared to other housing units in the county, the occupancy of housing units in Union Gap is split relatively evenly.



Household Income and Cost-Burdened Households

Residents of Union Gap represent a variety of income levels. The median household income is \$52,552, with median income for owner-occupied households being \$63,696, and renter-occupied households being \$40,382. A breakdown of the household incomes by bracket can be found in Figure 3.

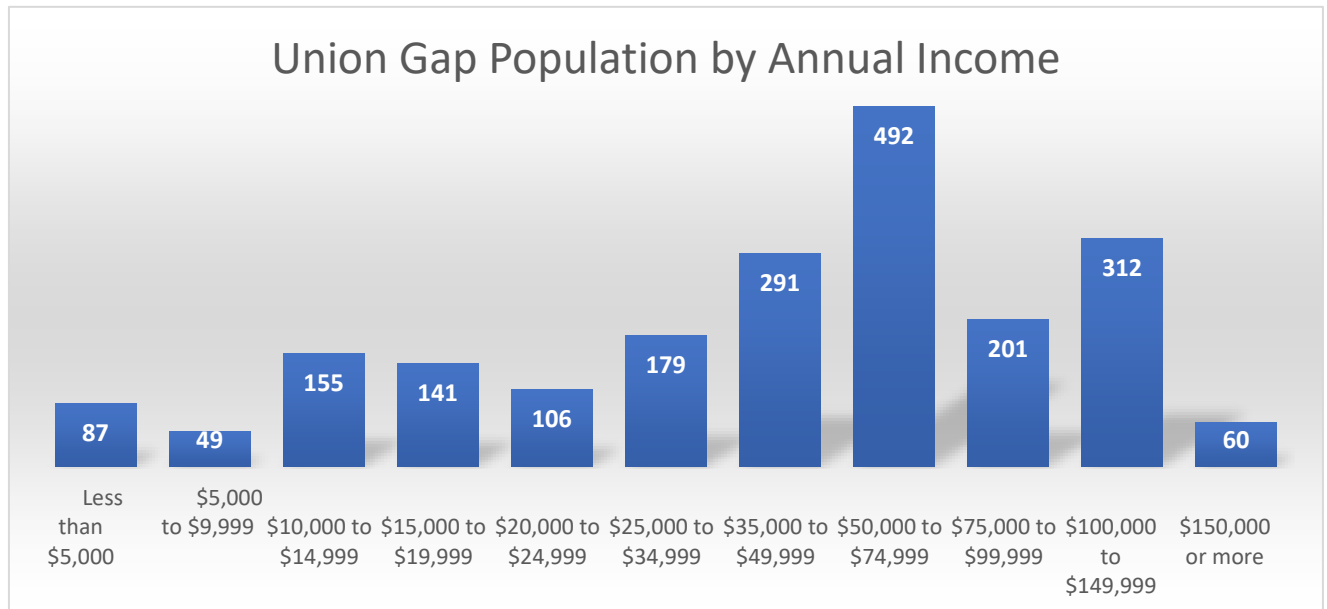


Figure 3: Source ACS Survey Chart S2503

Despite a relatively high annual median income, approximately 29% of households in Union Gap are considered cost-burdened. Cost-burdened households spend more than 30% of their annual income on housing, whereas extremely cost-burdened households spend more than 50% of their annual income on housing. Figure 4 shows the number of overall cost-burdened households, with Figures 5 and 6 showing what those figures look like for renter-occupied and owner-occupied households respectively. Out of 2,198 occupied households in Union Gap, approximately 640 (29%) are considered cost-burdened, and 220 (10%) are extremely cost-burdened.

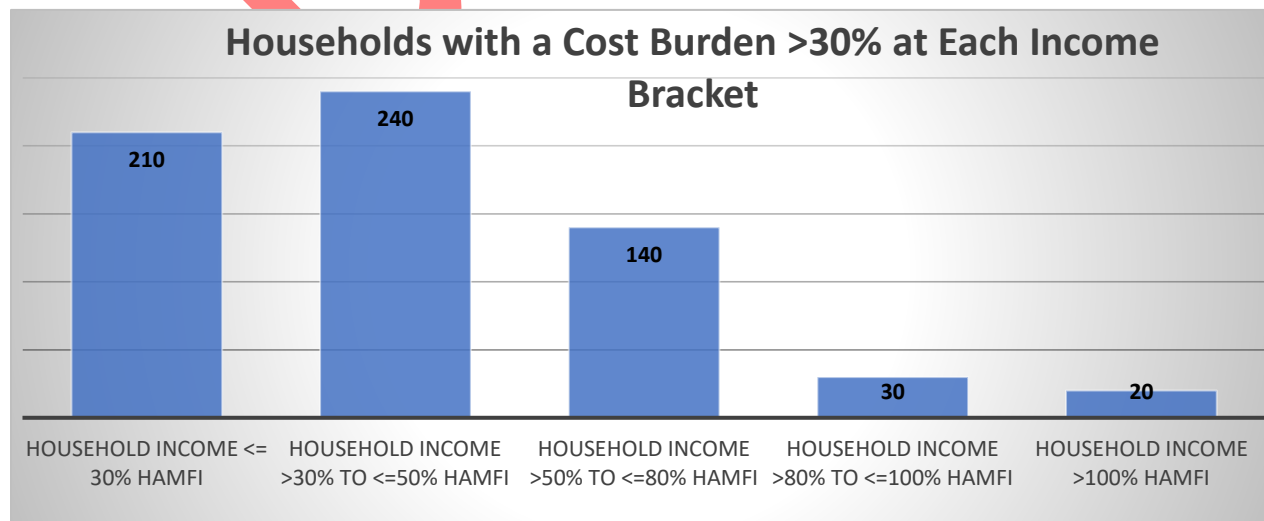


Figure 4: Source CHAS

Renter-Occupied Households with a Cost Burden >30% at Each Income Bracket

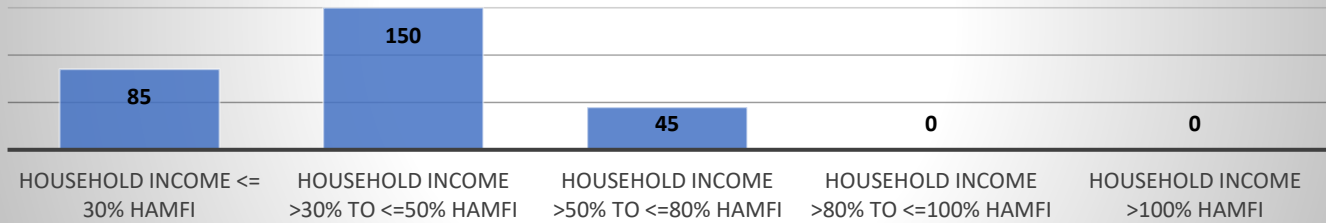


Figure 5: Source CHAS

Owner-Occupied Households with a Cost Burden >30% at Each Income Bracket

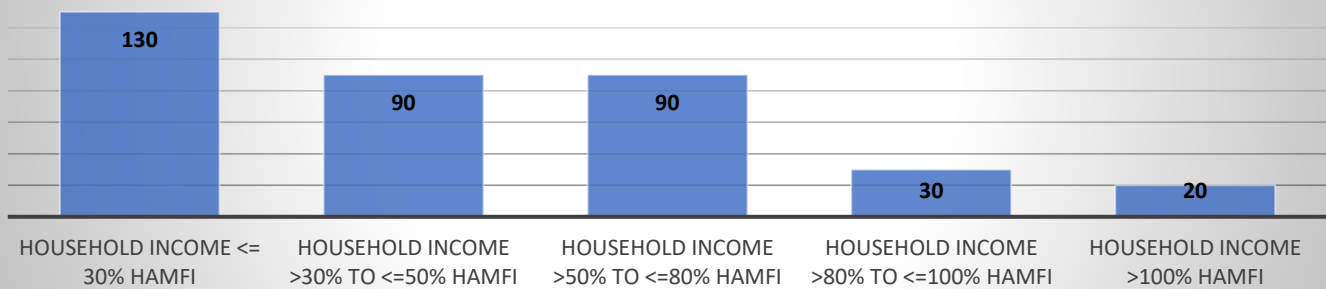


Figure 6: Source CHAS

Residents with Special Housing Needs

Compared to other communities in the county, Union Gap has a relatively high number of residents with special housing needs. These needs can be a result of households that fall within one of the low, very low, or extremely low-income brackets, are individuals with disabilities, seniors who require assistance, and a variety of other reasons. While these specific needs are addressed in other sections of the Housing Needs Assessment, some general takeaways can be seen in Table 1.

Special Housing Need	Number of individuals/households	Percentage of overall individuals/households
Low, very low, extremely low income	1185 households	57%
Population over the age of 65	640 individuals	10%
People with a disability	981 individuals	15.3%
People with self-care difficulty	187 individuals	3.2%
People with independent living difficulty	330 individuals	7.1%

Table 1: Source ACS Survey Table S1810

WORKFORCE PROFILE

Note: Some of the information used for this report was gathered in 2019, prior to the COVID pandemic. The pandemic had a significant impact on the economy, resulting in changes in employment and an increase in remote work. Future reports will reflect these changes. Additionally, projections in this report are based on existing data, and are a best guess as to future employment numbers.

Countywide Employment

In Yakima County, out of a labor force of approximately 137,157 (as of Oct 2022), 130,754 are employed, representing 4.7% unemployment, slightly higher than the 4.0% unemployment seen statewide. The median income in the county is \$31,950 for individuals, with the median household income being \$61,012. Inflation-adjusted per capita income in the county in 2020 was \$49,099, compared to the state rate of \$67,126 and the national rate at \$59,510. The primary industries for the county include agriculture, forestry and fishing (27.8%), health services (14.9%), local government (11.8%), retail trade (9.6%), and manufacturing (7.2%). Payroll for these industries generally reflects their share of the labor force, with agriculture, forestry, and fishing accounting for 22.5%, health services for 16%, local government for 14.6%, manufacturing for 8.9%, and retail trade for 7.7%.

The commuting time for the county averages 20.8 minutes, with about 20.3% of the working population of the county commuting over 30 minutes to their places of work. The most common means of transportation was driving in a car, truck, or van alone. 77% of the county's population travels to work in a vehicle alone, 12.5% of the population carpools, 1.8% of the population walks or rides a bicycle, and .1% of the population takes public transportation. 7.5% of the county does their work from home.

The poverty rate in the county in 2020 was 14.8%, higher than the state's average of 9.5% and the national average of 11.4%.

Source: Washington State Employment Security Department, Yakima County Profile and United States Census Bureau.

City Employment Trends

The employment trends for the City of Union Gap are diverse, and don't generally align with trends seen throughout the county. Its urban setting sets it apart, and so the top industries differ and there is a large influx of employees who live outside the city limits. The top industries include retail trade (23%), manufacturing (18%), accommodation and food services (15%), wholesale trade (13%), and public administration (7%) (Figure 7). Construction jobs constitute 7% of the current workforce, but this sector is predicted to grow rapidly in the next ten years. Median family income for individuals in the city is approximately \$30,188, with median household income being approximately \$52,552.



Figure 7: Employment by Industry in Union Gap, 2021; Source: United States Census Bureau, 2021: ACS 5-Year Estimates Data Profiles, OnTheMap

The area has a job-housing ratio of 2.37, exceeding the preferable range of .75-1.5. This has resulted in the majority of employees within the city living outside city limits. As is seen throughout the county, commuting to or from Union Gap is common. Approximately 66.8% of those living in Union Gap have a commute time of less than 10 miles, mostly to the City of Yakima. Roughly 21.7% of the workforce who lives in Union Gap commutes over 25 miles, with 17.9% commuting over 50 miles. For those who commute into Union Gap for work, approximately 58.2% commute 10 miles or less, whereas 31.4% commute over 25 miles. Overall, approximately 2,486 people live in Union Gap but commute elsewhere for work, whereas approximately 5,097 people live outside Union Gap and work in the area. Only approximately 289 people both live and work in Union Gap (Figure 8).

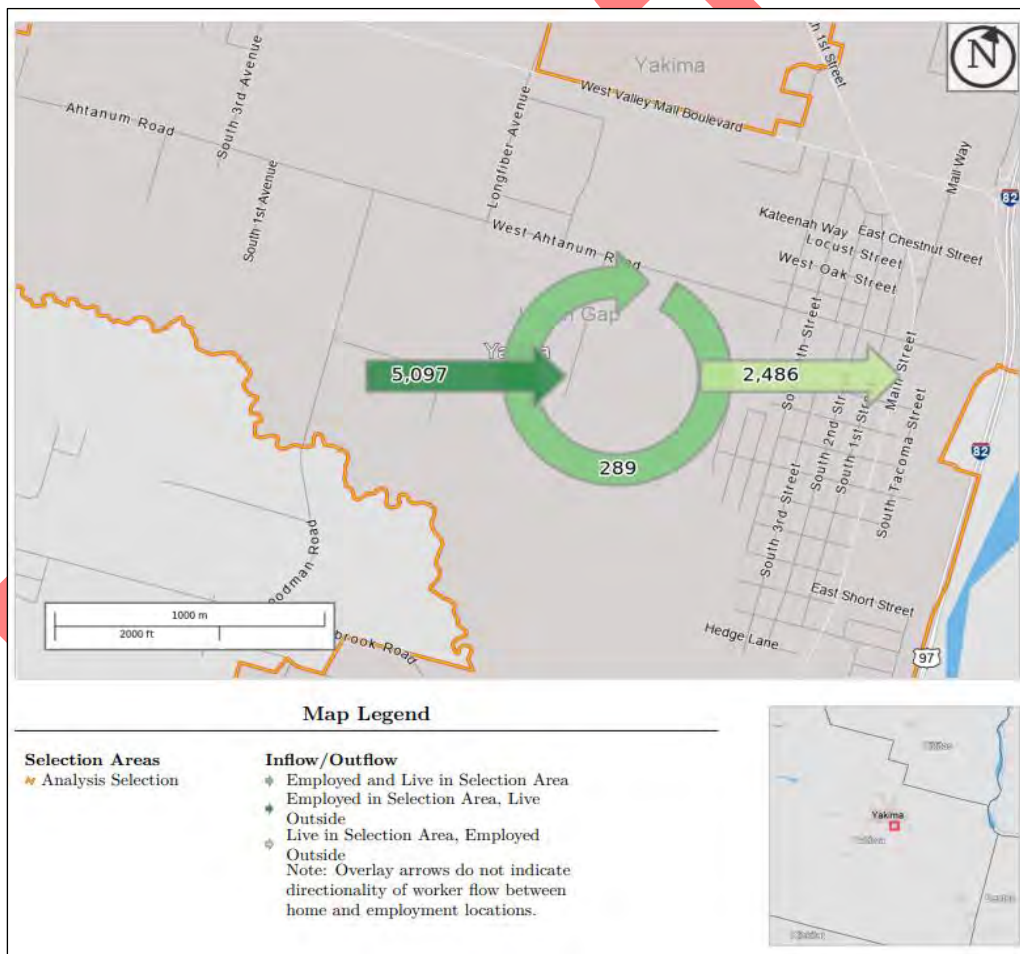


Figure 8: Inflow/Outflow Counts of All Jobs for Union Gap, 2019; Source: United States Census Bureau, OnTheMap

Employment Projections

The Washington State Employment Security Department maintains projected growth in industries on a regional basis. For non-farm labor, the city of Union Gap falls into the South-Central region of the state, and so employment growth in the city is calculated by applying the presumed growth in the region to the breakdown in workforce by industry. Farm labor is calculated at the county level, and so that rate has also been calculated and included for the agricultural sector. The results can be found in Table 1, and can be used as a best guess for future growth within these industries in the city. The total number of workers can be found in the first column (2021), with projected jobs in the 2025 and 2030 columns.

Additional Jobs Predicted in 2025, 2030 in Union Gap, WA			
	Current	Projected 2020-2025	Projected 2025-2030
Total Jobs	5386	5643	5807
Retail Sales	1179	1231	1252
Manufacturing	924	937	958
Accommodation and Food Services	805	955	955
Wholesale Trade	672	684	690
Public Administration	348	358	366
Construction	345	366	380

Source: Washington Employment Security Department

HOUSING INVENTORY

The housing inventory data was gathered through a variety of sources including the U.S. Census Bureau, local housing providers and nonprofit organizations. Data is organized into type of housing, number of bedrooms, own or rent, and subsidized housing. The intent is to provide a snapshot of the type of housing that currently exists to determine if it is meeting the community's projected needs.

Housing Supply Characteristics

Housing units in Union Gap are predominantly single-family detached houses, comprising 61% of the total housing units. The next largest portion is made up of mobile homes with 24%, with 1-unit attached and duplexes each comprising 4%. The remaining 7% is made up primarily of multi-family housing of various types (Figure 9).

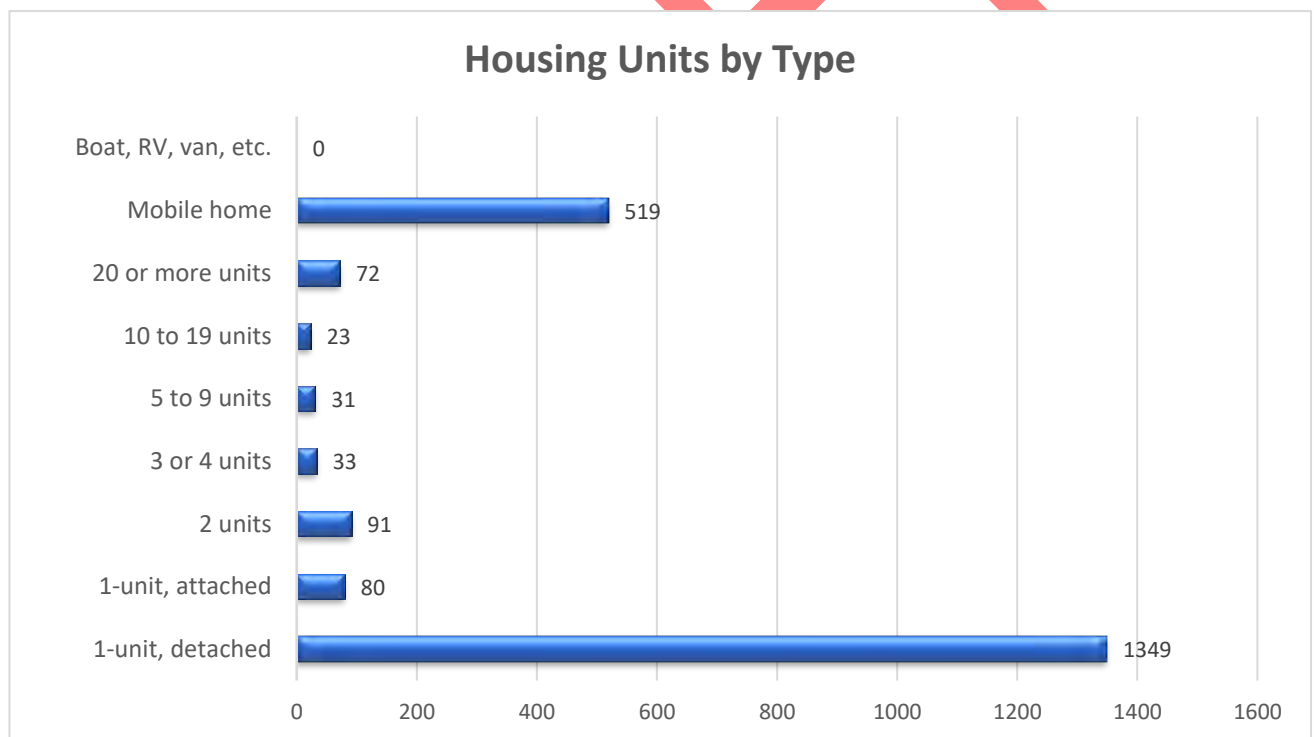


Figure 9: Source ACS Survey Chart DP04

Tenure in Union Gap is also predominantly owner-occupied, at 66%, with only 34% of housing units in the city being renter-occupied. The average household size for the city of Union Gap is 3.1 people per household. As of the time of writing, approximately 125 housing units are vacant, though very few homes are for sale (see Gap Analysis).

The largest proportion of housing units in Union Gap are 3-bedroom housing units, comprising nearly half of the homes in the city. 2-bedroom units comprise the next largest proportion, at 30%, while 0-, 1-, and 4-bedroom units each comprise approximately 7% each. Only 2% of housing units in the city have 5 bedrooms or more (Figure 10).

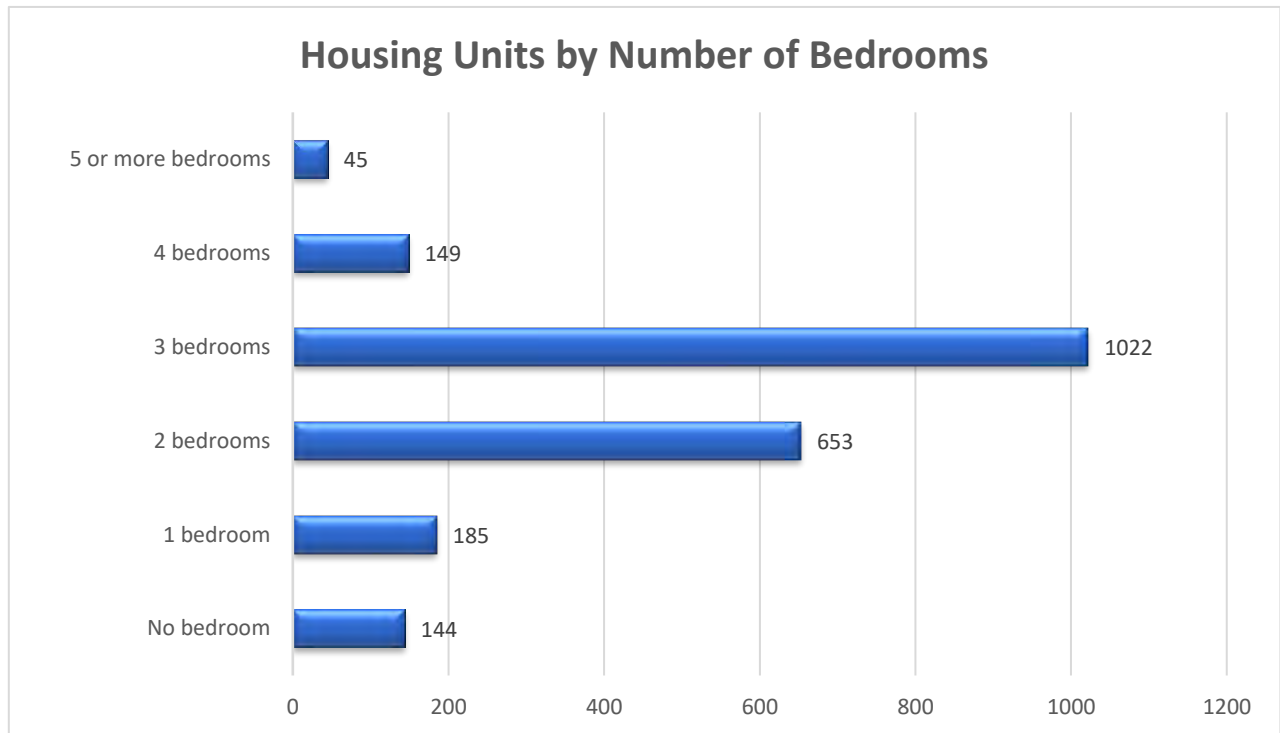


Figure 10: Source ACS Survey Chart DP04

Subsidized Housing

Despite a relatively high need, Union Gap has limited options when it comes to subsidized housing. Currently there are only 3 homes dedicated to lower-income households. Additional options are available throughout the county, but in order to serve those with special housing needs in the community, much must be done. Units are required for those people of low, very low, and extremely low income, as well as those with disabilities, senior status, and assisted living requirements.

GAP ANALYSIS

The City of Union Gap compares favorably to many of the communities in the state when it comes to housing availability and the stability of housing prices, but proactive planning is required in order to meet the current demands and continue to provide housing to a diverse population. Additionally, as construction has occurred the lowest income brackets are often left with fewer options for affordable housing. A low vacancy rate has made living in the city difficult for some, especially the most vulnerable. This section will illustrate the gap that presently exists, present some rough forecasts on the development of this disparity, and describe the housing that will be required at various income levels within the city.

Current and Future Housing Disparity

The current population of the City of Union Gap is estimated to be 6,568, occupying approximately 2,073 households. The occupied households are split with a marked majority of housing units being owner-occupied rather than renter-occupied (Table 3). The overall vacancy rate for the city is approximately 6%, exceeding the desired standard for vacancy. However, for owner-occupied homes, the vacancy rate is approximately 0%, whereas for rentals it is approximately 4%, both falling outside of the desired standard. The majority of the vacancy rate is classified as for rent, but a large proportion is classified as either “Sold, not occupied” or “Other Vacant,” which the census defines as “year-round units which were vacant for [other] reasons: For example, held for settlement of an estate, held for personal reasons, or held for repairs.” Other potential reasons include foreclosure, legal proceedings, preparation to rent/sell, storage, abandonment, or extended absence. While the vacancy rate falls almost within the desirable standard, the reality is that the vacancy rate is better reflected by the 4% and 0% rates that exist for owner-occupied and renter-occupied homes.

Vacancy			
Occupied	Vacant	Total	Vacancy Rate
2073	125	2198	6%
Vacancy Status			
For Rent	For Sale	Sold, not occupied/Other	Total
78	8	47	125
Housing Tenure			
Owner Occupied	Renter Occupied	Total	
1364	709	2073	
Additional Units Required to Meet 5% Vacancy			
Owner Occupied	Renter Occupied	Total	
68	7	75	

Table 3: Current Housing Vacancy in Union Gap, WA (Source: ACS B25002, B25004, DP04)

Projections for future building are encouraging, based on numbers from 2011-2021. By 2040, the population of Union Gap is expected to reach approximately 7,245. With an average household size of 3.2, this will require an additional 214 housing units serving a variety of income levels. From 2011 to 2021, Union Gap underwent a housing boom, with the average annual number of housing units constructed being 26.5 housing units per year. If that trend continues, by 2040 there will be 477 new housing units, creating a surplus of 263 housing units. This would surpass the goal of 214 housing units by 2040, but income level and variety of housing units must also be considered.

Housing Disparity by Income Level

In Union Gap, the population represents a broad spectrum of income levels, and in order to prevent these groups from being cost-burdened, housing needs to reflect that diversity. The median household income for the City of Union Gap is \$52,551, with 80% of Annual Median Income (AMI) being \$42,041, 50% AMI being \$26,276, and 30% AMI being \$15,765. The percentage of the population of Union Gap that falls within these income brackets can be seen in Figure 11, and their relative affordable housing limits can be seen in Table 4. The calculations in Table 4 were completed with the understanding that spending more than 30% of a household income on housing results in a household becoming cost-burdened.

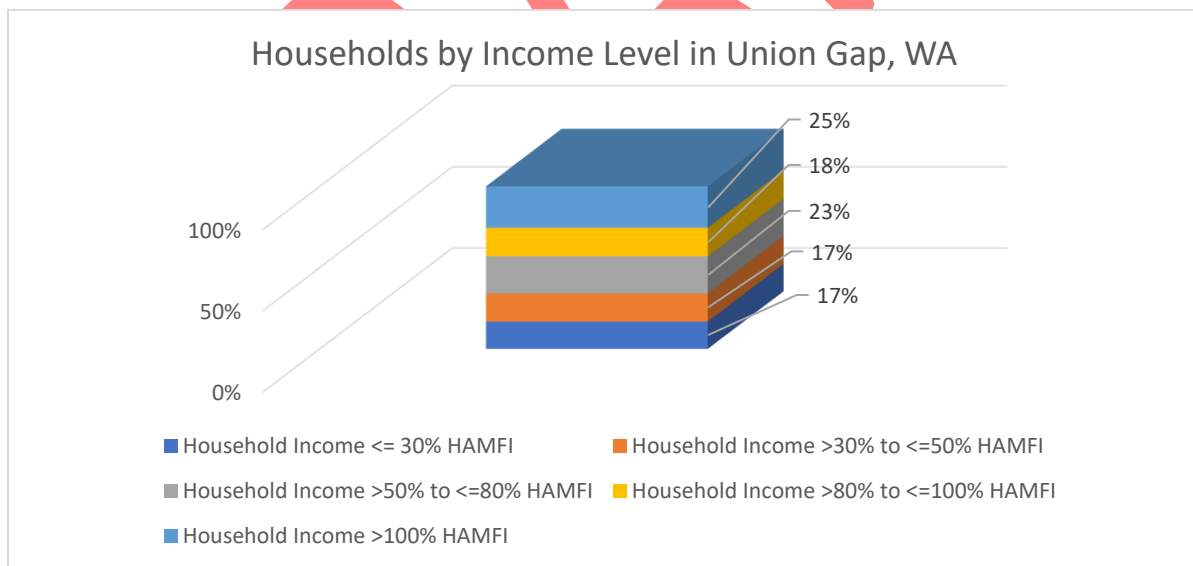


Figure 11: Income Levels in Union Gap, WA (Source: HUD's Office of Policy Development and Research)

Income Distribution	Annual Household Income	Affordable Monthly Rent	Affordable Home Value
100% AMI (Household Median Income)	\$52,552	\$1,314	\$248,137
80% AMI	\$42,042	\$1,051	\$198,506
50% AMI	\$26,276	\$657	\$124,068
30% AMI	\$15,766	\$394	\$74,438

Table 4: Affordable Monthly Rent and Home Value by Income Bracket

Based on current housing trends, options available to lower-income households are limited. The current median rental value (as of 2021) is approximately \$883/mo., exceeding the affordable monthly rent of people that fall below approximately 67% of median household income. Similarly, homes in Union Gap have a median home value of \$140,200, exceeding the affordable home value for people who fall below approximately 57% of median household income. It should also be noted that home value calculations are done using assessor data, rather than fair market value from real estate sales, and only consider principal and interest payments and not insurance, HOA, or taxes.

Furthermore, for both monthly rent and home values, the median has been steadily increasing over the previous ten years and is forecasted to continue to increase. Figures 12 and 13 illustrate the projected increase in monthly rent and home value respectively.

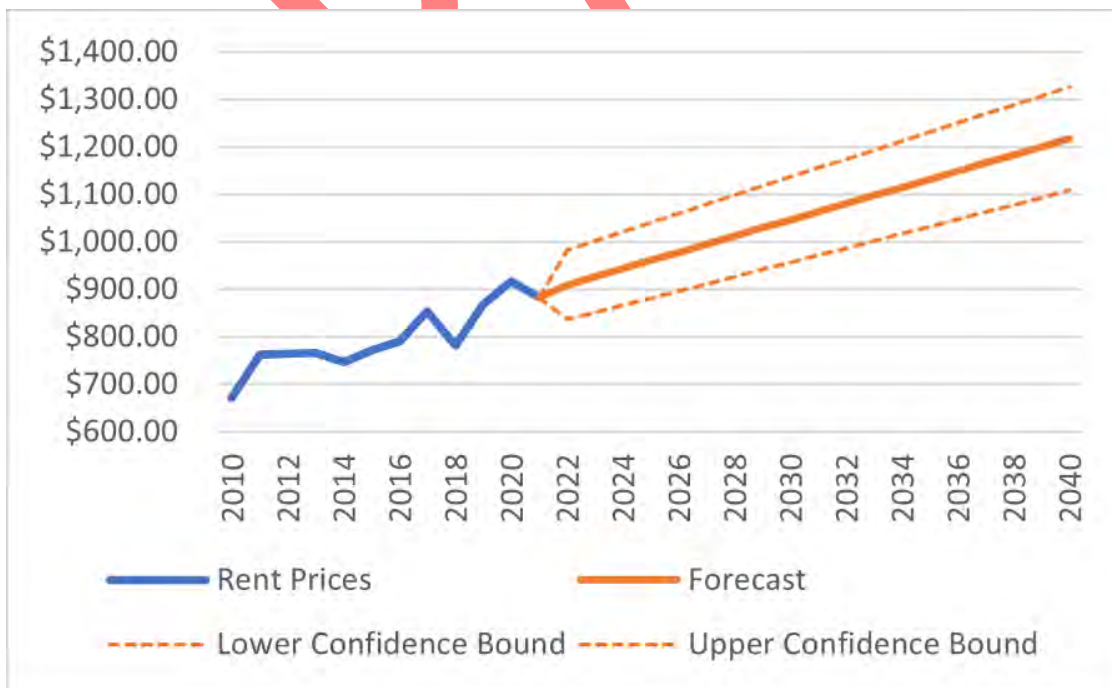


Figure 12: Historical and Projected Median Monthly Rent 2010-2040 (Source: ACS Table DP04)

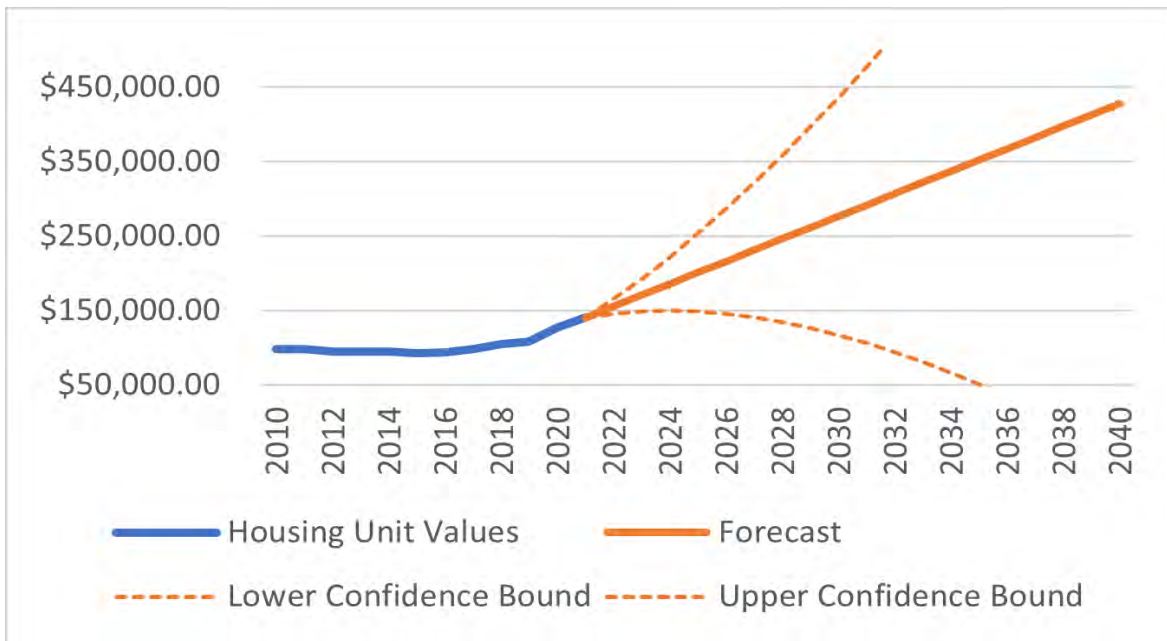


Figure 13: Historical and Projected Median Home Value 2010-2040 (Source: ACS Table DP04)

By 2030, median rent is projected to reach approximately \$1,046/mo., with median home value reaching \$275,528. By 2040, rent is projected to reach \$1,217/mo., with home values reaching \$427,769. For home values, this steep rise in prices is likely attributed to the last few years. Between 2017 and 2021, housing unit prices increased by 44%, skewing the data upwards. It is unlikely that this trend will continue at such a rate, but consideration must be taken to keep housing prices at an accessible rate for the residents of Union Gap. This increase has been driven by increasing prices across the board, but also a decline in affordable units. From 2010 to 2021, the number of rentals available at less than \$500/mo. fell from 157 to 15, a 90% decrease. Similarly, the number of homes valued at less than \$150,000 fell from 626 to 339, representing a 54% decrease. With approximately one third of the households in Union Gap falling under 50% HAMI, this has put housing further and further out of reach, with projected housing following a similar trend.

Of the 214 housing units projected to be needed by 2040, 36 should be affordable to those falling into the 30% AMI income bracket or below, 37 should be affordable to those between 30% AMI and 50% AMI, 49 should be affordable to those between 50% AMI and 80% AMI, and 93 should be affordable to those at 100% AMI and above. Overall, 34% of new housing should be affordable to those households living at 50% AMI or below. An additional 41% of new housing should be affordable to those making 50%-100% of Union Gap's AMI, and 25% of new housing should be affordable to those making over 100% of Union Gap's AMI or above (Table 5).

Income Bracket	Number of Housing Units Required by 2040	Percentage of Overall Housing Unit Production
30% AMI	36	17%
50% AMI	37	17%
80% AMI	49	23%
100% AMI	38	18%
>100% AMI	55	25%
Total	214	100%

Table 5: Required Housing at Each Income Level by 2040 in Union Gap, WA

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HOUSING DISPLACEMENT RISK

Housing displacement risk is a complex issue that refers to the risk of being forced out of one's home or community due to various economic, social, or environmental factors. The consequences of housing displacement can be severe and long-lasting, often leading to homelessness, social dislocation, and economic hardship.

Economic forces, such as rising housing costs, gentrification, and redevelopment, are among the most common causes. As cities grow and prosper, land values increase, and property owners seek to maximize their profits by converting low-income housing into more expensive properties. This can lead to the displacement of low-income residents who can no longer afford to live in their communities.

Environmental factors can also play a significant role in housing displacement risk. Natural disasters, such as hurricanes, floods, and wildfires, can destroy homes and force residents to relocate. Climate change, including rising sea levels and increasing temperatures, is also exacerbating housing displacement risk by making some areas uninhabitable or too expensive to live in.

Social factors, such as discrimination and displacement due to political conflicts or war, can also lead to housing displacement. In some cases, marginalized communities are forcibly removed from their homes to make way for development projects or to create "safer" neighborhoods.

Homelessness, social dislocation, and economic hardship are common outcomes for those who are displaced from their homes. Displaced residents may struggle to find affordable housing in a new location or may have to leave behind important social networks and support systems. Displacement can also disrupt educational opportunities for children and lead to lower educational outcomes.

The impact of housing displacement is particularly acute for vulnerable populations, such as low-income households and immigrants. These groups often face significant barriers to accessing affordable housing and may be more likely to experience housing displacement.

Addressing housing displacement risk requires a comprehensive approach that includes policy solutions, community engagement, and equitable development strategies to ensure that all residents have access to safe, affordable, and stable housing. It also requires investment in affordable housing and infrastructure to support sustainable communities.

Housing Displacement Risk Mapping – Methodology

The Washington State Department of Commerce has provided guidance on mapping displacement risk within communities. That guidance relies on information that isn't readily available to communities in Eastern Washington. Therefore, a replacement measurement has been identified as a means to assess displacement risk within our

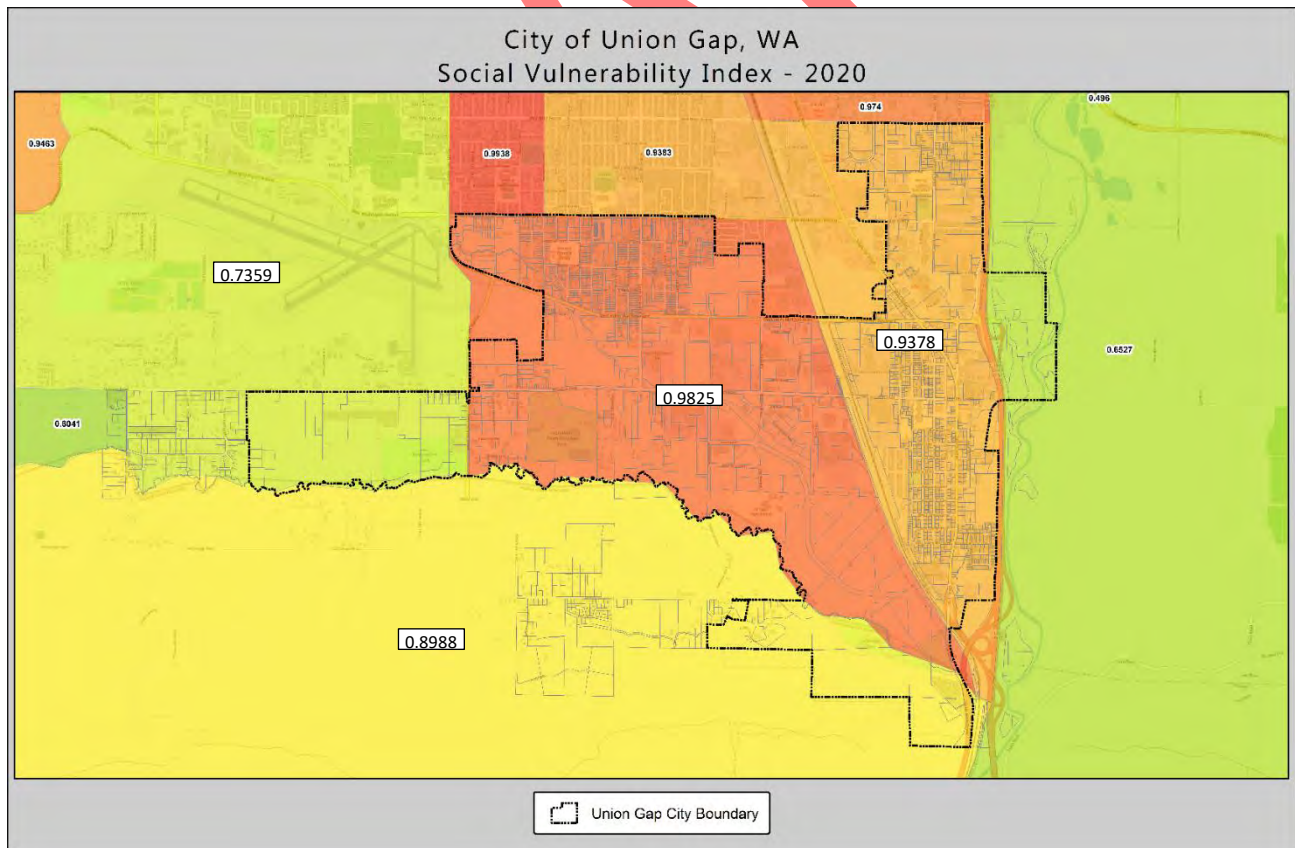
communities. That measurement is the Federal Agency for Toxic Substances and Disease Registry (ATSDR).

ATSDR has developed a mapping system for the Center for Disease Control and Prevention's (CDC) Social Vulnerability Index (SVI) that identifies communities that are likely to be at the highest risk for needing support during or after hazardous events. The SVI mapping uses many metrics that also illustrate displacement risk. Those metrics fall into four groups: Socioeconomic Status, Household Composition and Disability, Minority Status and Language, and Housing Type and Transportation. Those metrics combined result in an Overall SVI Value, which is used to gauge displacement risk.

The Overall SVI Value is a number that ranges from 0 to 1. A ranking of 0 means that there is low displacement risk, with 1 being a high displacement risk. The SVI mapping is broken down into Census Tracts.

Housing Displacement Risk – Union Gap

There are four Census Tracts in Union Gap, as can be seen on the map below. The four SVI Values are 0.7359, 0.8988, 0.9378, and 0.9825. The average Overall SVI Value for the City of Union Gap is 0.8888, meaning that most of the population living in Union Gap is at moderately high to high risk for displacement.



Overall Union Gap SVI 0.8888

LAND CAPACITY ANALYSIS

A Land Capacity Analysis (LCA) is a methodology conducted by counties and cities to determine the amount of vacant, developed, under-developed, and under-utilized lands. This process identifies the potential for land within a community's boundaries to accommodate anticipated housing growth, given its current zoning restrictions. This was done for Union Gap by reviewing the Zoning Ordinance to determine which zoning districts allow for residential development, and then identifying which parcels were either developed, under-developed, or vacant. Maps and tables have been created showing the location of the parcels as well as the total land area for each classification.

Vacant lands are lands without any residential development located on them. Developed lands are lands with housing developed. Underdeveloped lands are lands that are large enough to be divided and more housing units built upon them. Under-utilized lands are lands that could be developed with a higher density than currently exists.

Union Gap has five zoning districts that allow for residential development. The table below shows the breakdown of those zoning districts, their minimum lot sizes, and the resulting residential density shown as the number of dwelling units per net residential acre. The highest density possible is then used to determine the total density possible from the vacant lands remaining in each district to determine if there is enough land available to fulfill the needs for the predicted number of houses.

Zoning District	Minimum Lot Size (sq ft)	Density
R-1 – Single Family 1 Residential	7000 for SFR 6500 for zero lot line 7500 for attached SFR 8500 for duplex	<= 5.5 DU/NRA
R-2 – Single Family 2 Residential	6000 for SFR 5000 for zero lot line 7000 for attached SFR 7500 for duplex	<= 7 DU/NRA
R-3 – Multi-family Residential	5000 for SFR 4000 for zero lot line 5000 for attached SFR 5000 for duplex	Up to 20 DU/NRA
R-4 – Corridor Multi-family Residential	5000 for SFR 4000 for zero lot line 5000 for attached SFR 5000 for duplex	Up to 12 DU/NRA
PrC – Planned Recreational	10000 for SFR 10000 for zero lot line 10000 for attached SFR 10000 for duplex	<= 4 DU/NRA

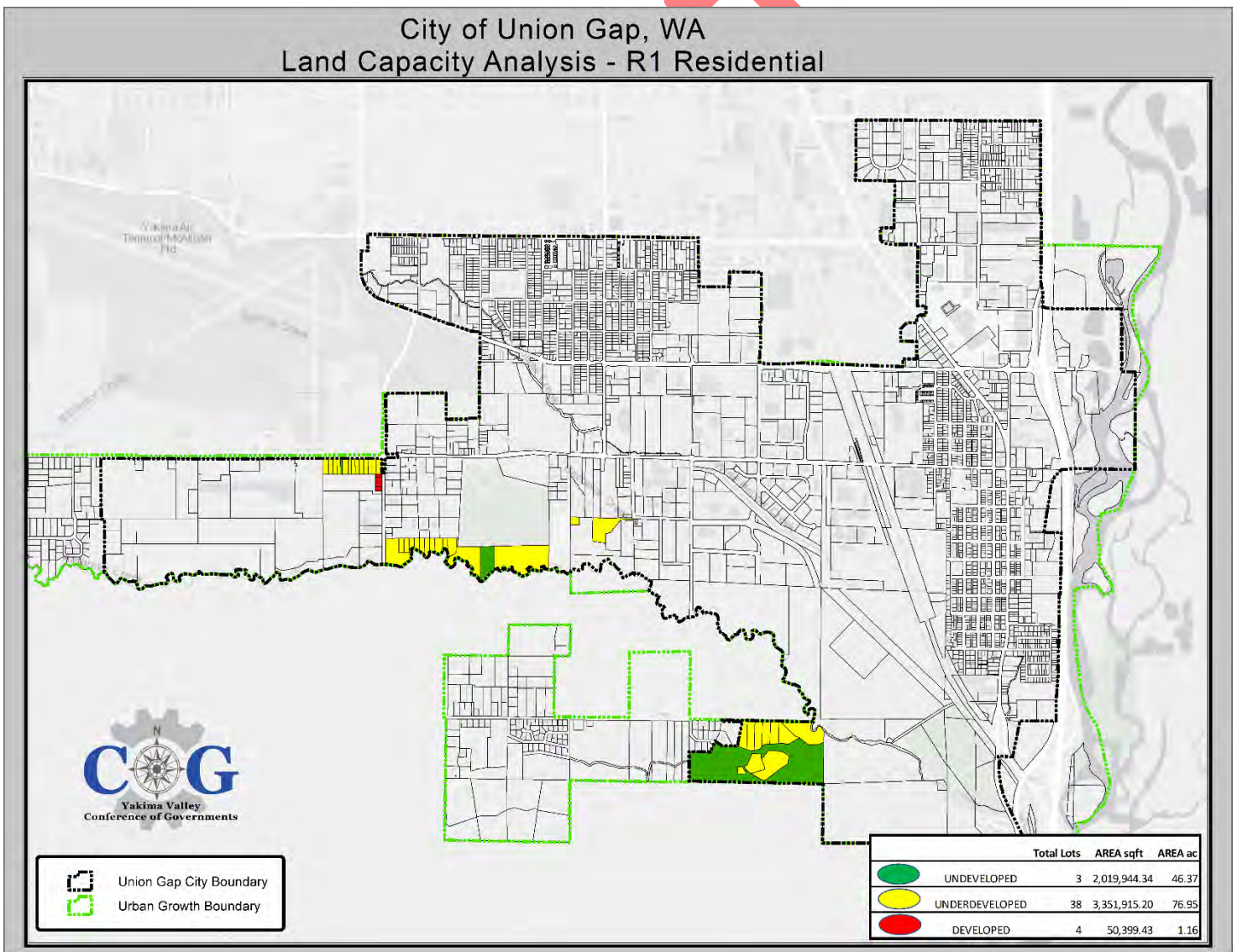
The analyses below show that there is enough capacity within Union Gap's vacant lands for an additional 2,402 housing units.

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R-1 – Single Family 1 Residential

The R1 Residential District has a total of 45 parcels totaling approximately 124.5 acres. Only 1.16 acres of that area is developed lands, while 46.37 acres are undeveloped and 76.95 are considered underdeveloped.

The map below illustrates the location of the properties within Union Gap that are within the R1 Zoning District and where they are located within the city. Using the highest density allowed in the zoning district, vacant lands have the potential to accommodate an additional 255 housing units, based on a density of 5.5 dwelling units per net residential acre.

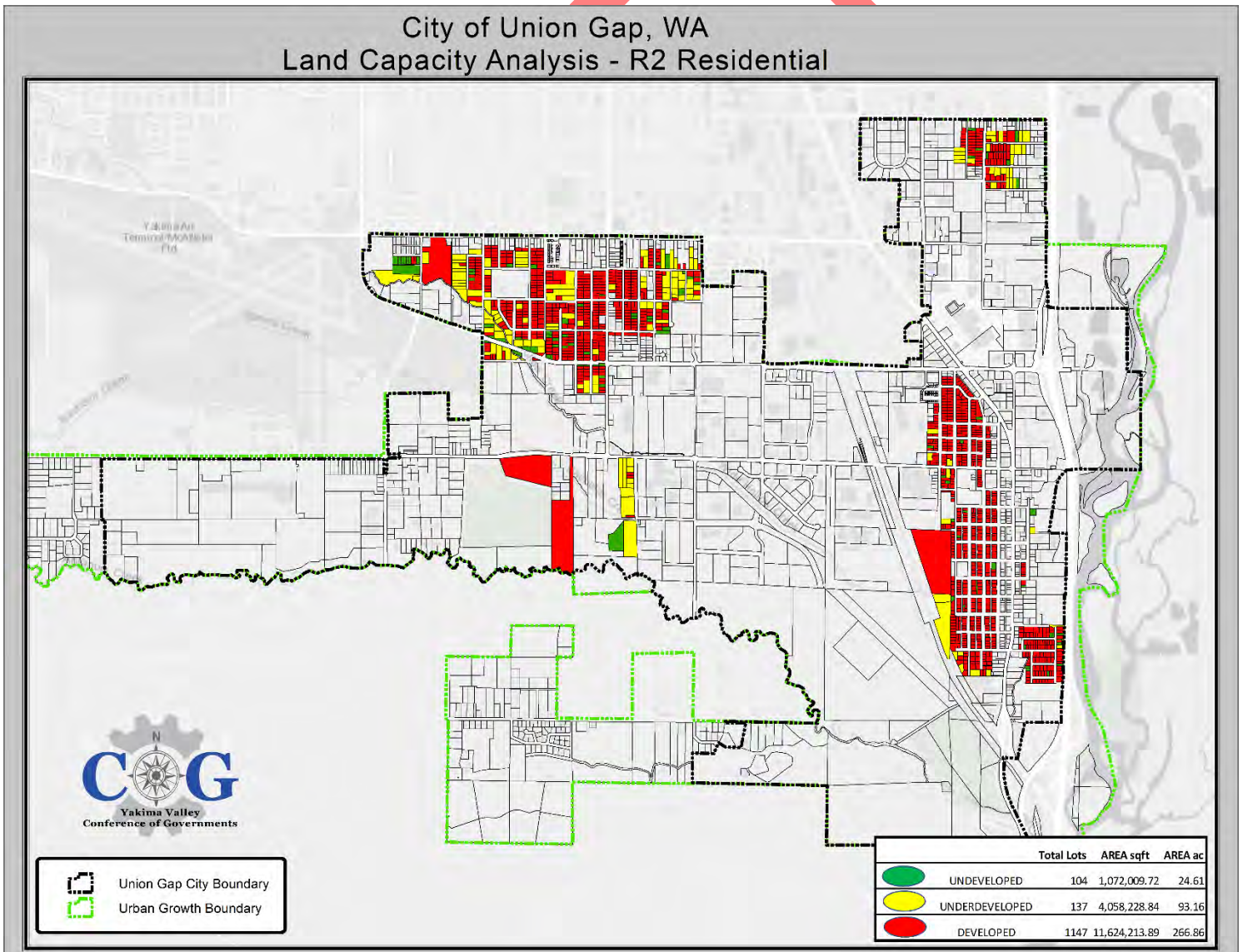


R-2 – Single Family 2 Residential

The R2 Residential District has a total of 1,388 parcels totaling approximately 384.7 acres. 6.4% of that area, or 24.6 acres, is vacant land. Approximately 69.4% is developed, with the remaining 24.2% under-developed.

The map below illustrates the parcels that are within the R2 Residential Zoning District and where they are within the city.

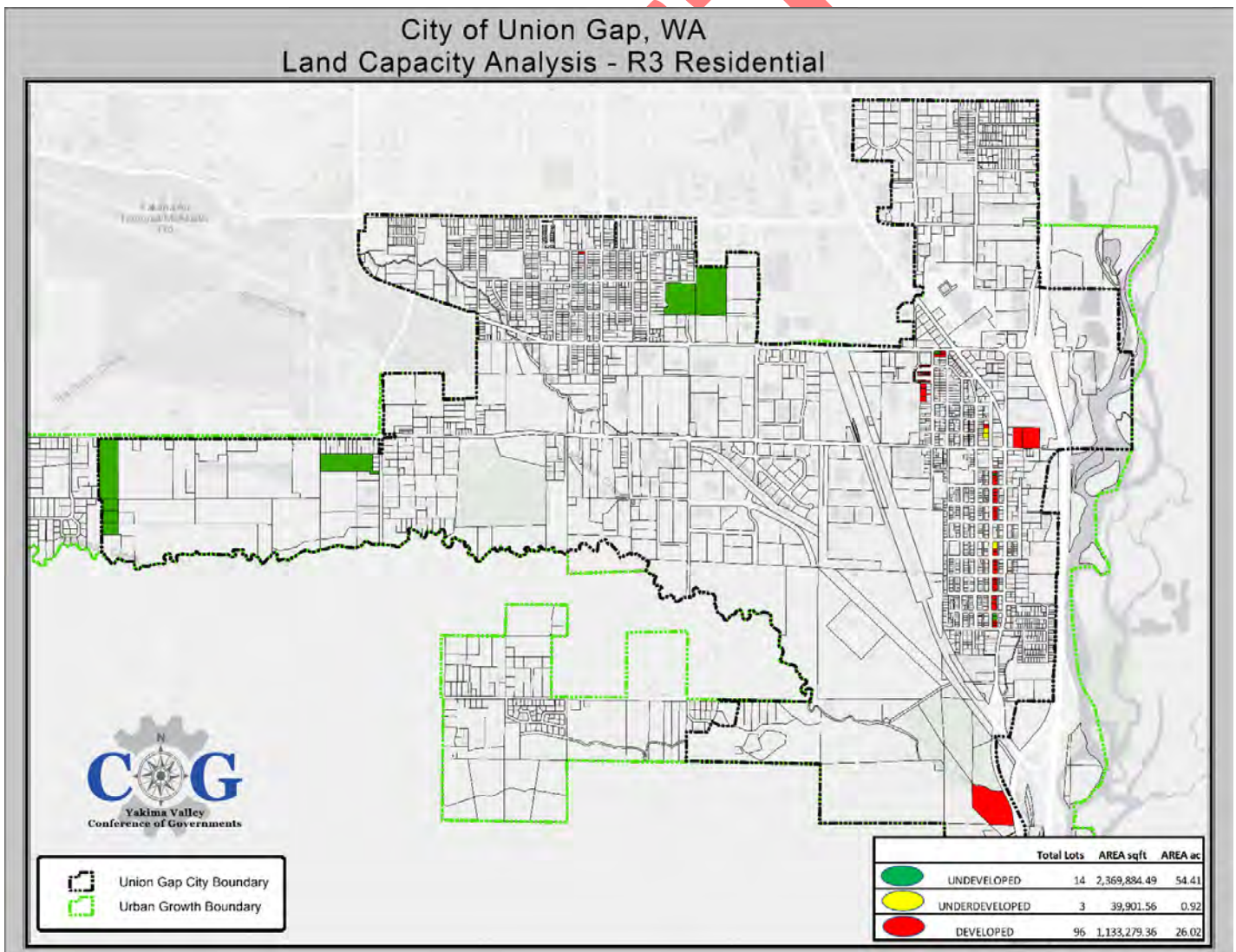
Using the highest density allowed in the zoning district, vacant lands have the potential to accommodate an additional 172 housing units, based on a density of 7 dwelling units per net residential acre.



R-3 – Multi-family Residential

The R3 Residential District has a total of 113 parcels totaling approximately 81.3 acres. 31% of that area, or 26 acres, is developed land. Approximately 1% is under-developed, with the remaining 67% vacant.

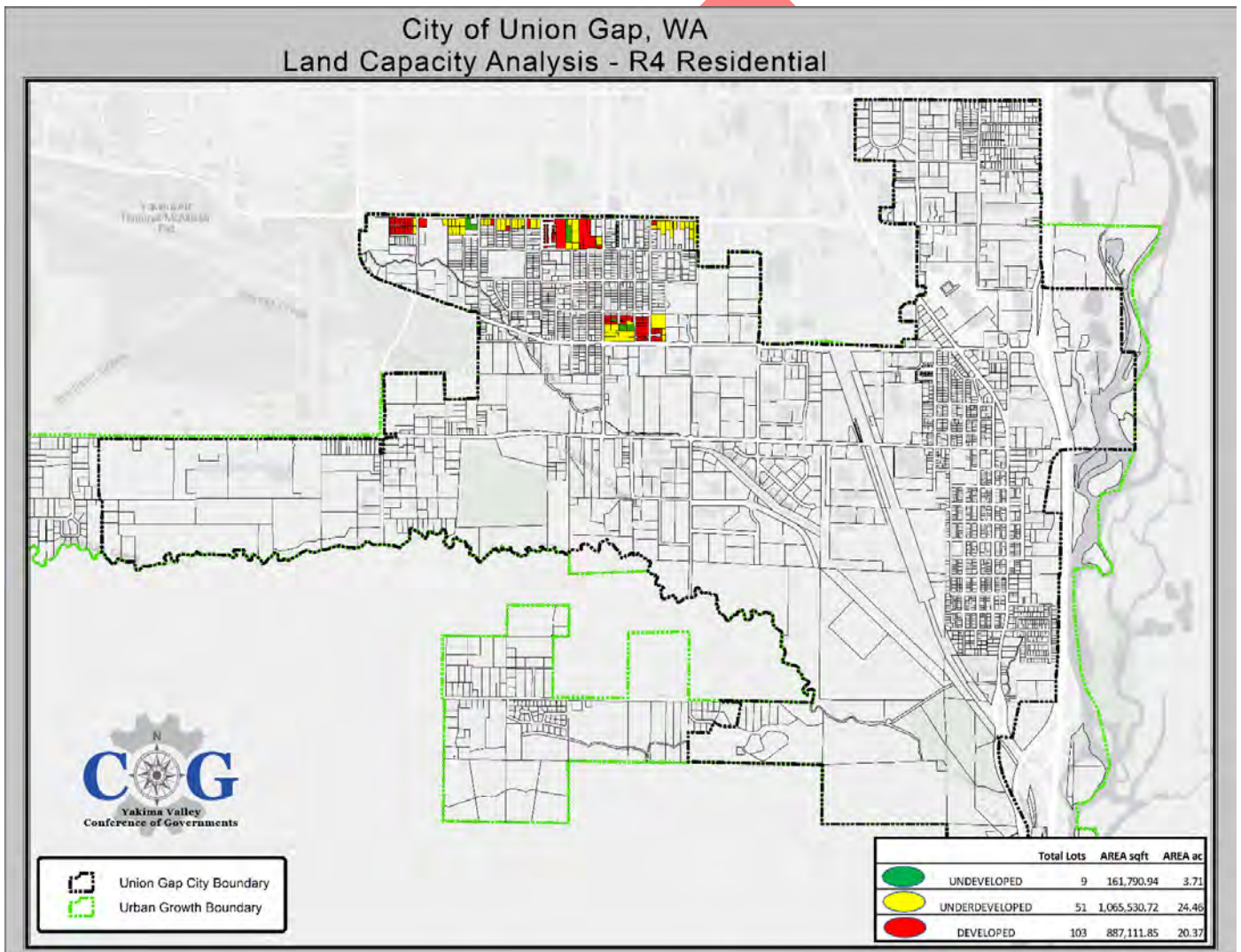
The map below shows the location of parcels within the R3 Residential District. Using the highest density allowed in the zoning district, vacant lands have the potential to accommodate an additional 1,088 housing units, based on a density of 20 dwelling units per net residential acre.



R-4 – Corridor Multi-family Residential

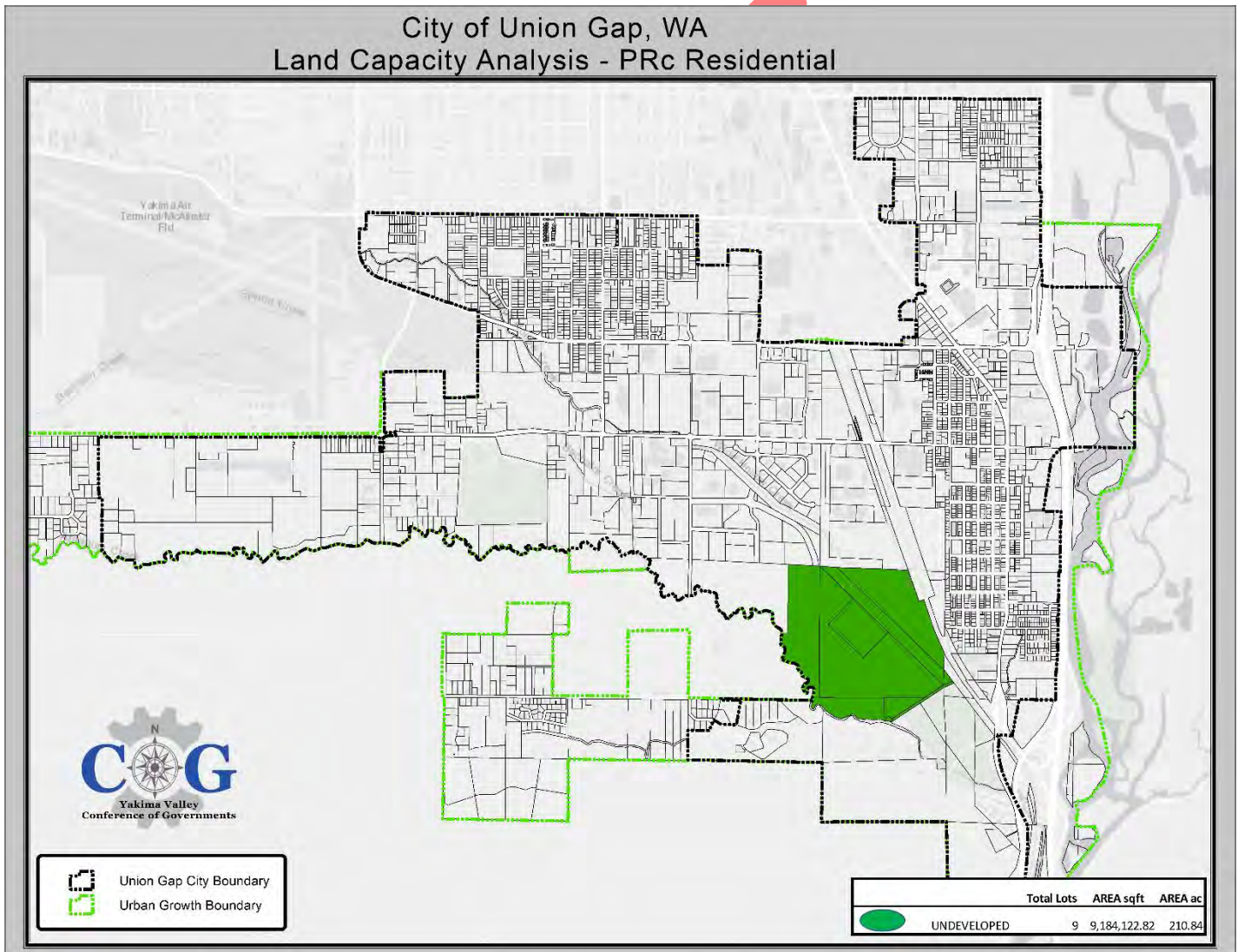
The R4 Residential District has a total of 163 parcels totaling approximately 48.6 acres. 7.6% of that area is currently vacant, with 50.3% being underdeveloped and the remaining 41.9% developed.

The map below shows the location of parcels in the R4 Residential District. With a maximum density of 12 DU/NRA, if the vacant lots of the R4 Residential District were developed, they could provide 44 additional housing units.



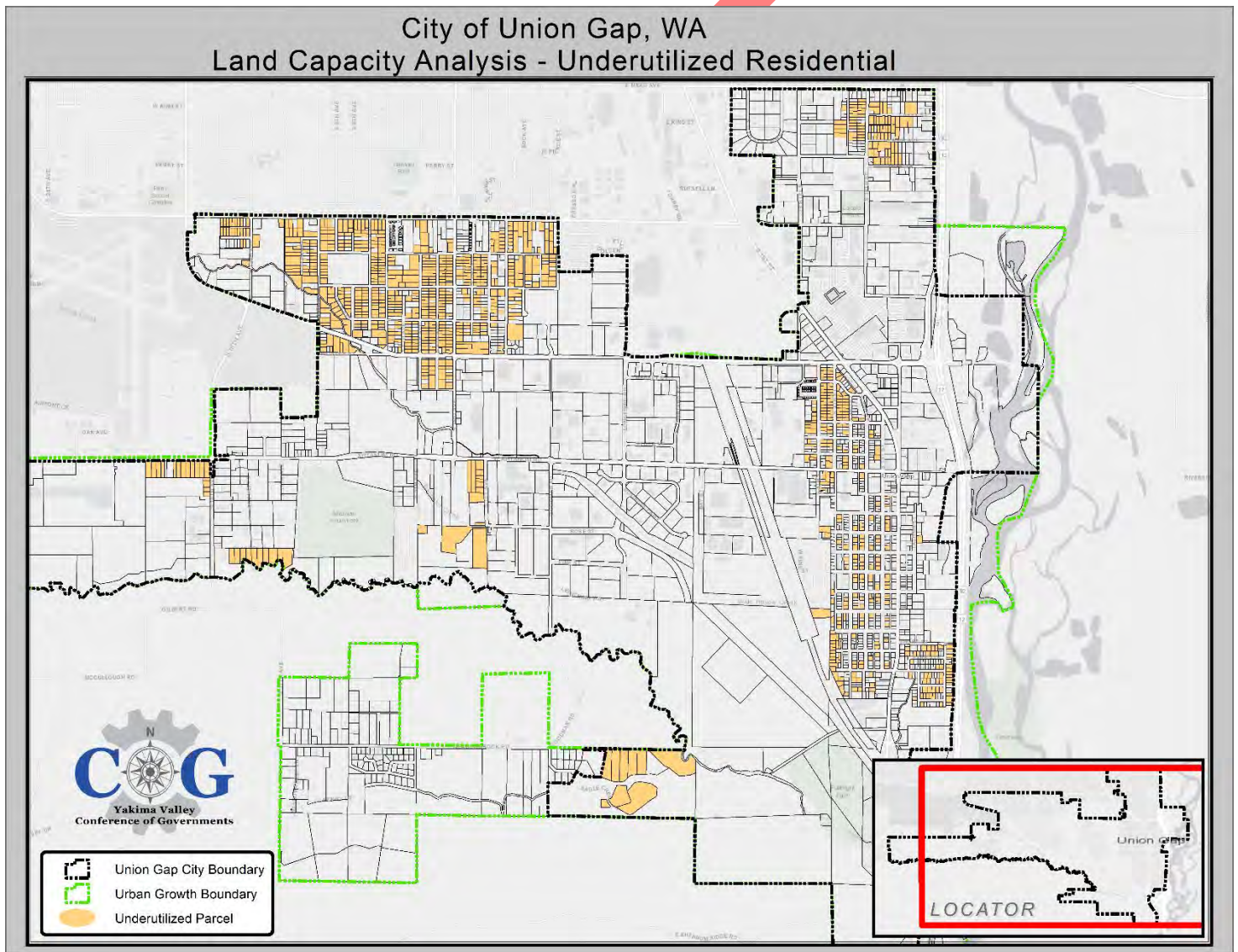
PrC – Planned Recreational

The Planned Recreational Zoning District allows for several types of housing with a very low maximum density. Currently, the PrC zoning district is vacant, and is comprised of 9 parcels covering 210.8 acres. At a maximum density of 4 DU/NRA, the PrC zoning district could provide for 843.2 dwelling units. The location and area of the PrC can be found on the map below.



Under-utilized Lots

Under-utilized lots were determined by identifying which lots are large enough to allow for a duplex at a minimum, but currently have a single-family residence placed on them. There are 836 parcels that meet the definition of under-utilized and are shown below.



Appendix 3: Policy Review

Analysis of Progress to Meet Housing Goals

The 2017 Union Gap Comprehensive Plan update predicted substantial population growth in Union Gap, expecting just over 1,000 new residents by 2040. This new population would require an addition 348 housing units. The Housing Needs Assessment included here does not predict quite as extensive growth, but due to a housing construction boom in Union Gap, there should be enough housing units for all residents by 2040. According to current data, the population of Union Gap is approximately 6,568, occupying approximately 2,073 households. By 2040, the predicted population is 7,245, requiring an additionally 214 housing units. At current housing construction rates, this goal should be met by the target date. However, housing availability for different income levels must also be considered, and the specific projected housing needs can be found in the attached Housing Needs Assessment.

Comprehensive Plan Review

Union Gap Housing Element Goals and Policies

Goal HS 1: Support the provision of a wide range of housing types and densities for all City residents that are safe, sanitary, and affordable.

Policy Reviewed:

Pol. HS 1.1 Conserve the City's existing housing stock through code enforcement, appropriate zoning, anticipation in rehabilitation programs, and by discouraging conversion to inappropriate nonresidential uses.

Analysis: Preservation of existing housing stock is an important aspect of the effort to provide adequate housing for the community. If housing stock is constructed, but other existing housing stock is destroyed, repurposed, or let to be abandoned due to neglect, then housing availability will suffer. There are many strategies that can be employed to this end, including maintaining stringent code enforcement standards, prohibiting repurposing of housing stock for commercial or industrial use, and utilizing municipal and state programs to maintain housing stock through maintenance efforts. Community development block grants are one such way to do this, while developing a historic preservation program is another. The CDBG program has been used to maintain aging housing stock, while historic preservation can offer tax credits, special valuations, and grants to restore historic places within the community.

Policy Reviewed:

Pol. HS 1.2 Maintain the stability of existing neighborhoods by promoting the installation of appropriate supporting infrastructure.

Analysis: The Union Gap Comprehensive Plan outlines a robust set of goals and policies regarding transportation, utilities, and capital facilities. The municipal code also requires subdivisions to meet certain improvement and design standards that ensure that new neighborhoods and developments in Union Gap remain consistent with requirements currently found in the city.

Pol. HS 1.3 Coordinate the City's affordable housing policies with adjacent jurisdictions.

Analysis: The City of Union Gap is continuing to look for opportunities to partner with adjacent jurisdictions to coordinate housing strategies for affordable housing.

Policy Reviewed:

Pol. HS 1.4 Review residential land development regulations and ensure that development of a variety of housing densities and types is encouraged.

Analysis: Zoning ordinance and the zoning element of the comprehensive plan ensure a variety of densities and different housing types. Additional housing type recommendations can be found in this Housing Action Plan, with an emphasis on housing that is accessible to those of lower and medium income households.

Additionally, survey results indicate a strong desire for a wider variety of housing options. In the English language survey, 79% of respondents saw a need for a wider variety of housing options, and in the Spanish language survey all respondents saw that need. And while single-family homes remained the most requested housing type, cottage housing, townhouses, and accessory dwelling units also saw high demand. Specific data on these outreach surveys can be found in this Housing Action Plan.

Policy Reviewed:

Pol. HS 1.5 Encourage development of housing with a pedestrian orientation to promote a sense of community and safety.

Analysis: The transportation element of the comprehensive plan identifies sidewalk improvements as a top priority for transportation planning, with an emphasis on safe routes for students and arterials. Title 11 of the municipal code outlines the requirements for the Complete Street Policy, which includes multimodal travel as a key goal of street improvements.

Pol. HS 1.6 Allow home occupations in residential areas that are incidental to or conducted in a dwelling place, and do not change the home's residential character.

Policy Reviewed:

Pol. HS 1.7 Allow accessory apartments in residential zones for residents with low to moderate incomes, small families, and single persons or seasonal occupants, as long as the units are designed with appropriate residential character and quality living environment.

Analysis: While identified as a potential housing solution in the comprehensive plan, the Union Gap Municipal Code currently has no ordinance relating to accessory apartments/accessory dwelling units.

Policies Reviewed:

Pol. HS 1.8 Encourage local participation in state programs such as the Housing Assistance Program and the State Housing Finance Commission's home ownership loan program that aid home ownership by low and moderate-income families.

Pol. HS 1.9 Encourage local participation in available funding programs that provide assistance to homeowners to repair, rehabilitate, and renovate existing housing units.

Pol. HS 1.10 Encourage public, private, and nonprofit associations and joint public-private partnerships to provide housing for elderly, disabled, special need populations, and low- and moderate-income families.

Analysis: While the city is determined to encourage making housing more accessible to lower-income residents and those with special needs, the city currently has limited options when it comes to subsidized housing. Despite a relatively high need compared to other communities in the county, there are currently only 3 homes dedicated to lower-income households. Additional options are available throughout the county, but in order to serve those with special housing needs in the community, much more must be done. Units are required for those people of low, very low, and extremely low income, as well as those with disabilities, senior status, and assisted living needs.

Policy Reviewed:

Pol. HS 1.11 Participate in local and regional public and private sector efforts to address the housing, social, health care, and educational needs of the large county agricultural worker population.

Analysis: There is a large population of county agricultural workers, over 45,000 seasonal jobs in the busiest months of the summer within the county. Despite that, only approximately 4,600 beds are available for those seasonal farmworkers. Additionally, it is difficult to predict the impact that these workers have on a local economy and housing needs. Identifying safe and sanitary housing facilities and options for these workers is an important gap to address county-wide, and in Union Gap.

Pol. HS 1.12 Assess the community's success in meeting housing demand and monitor the achievement of these housing policies not less than once every five years.

Analysis: This Housing Action Plan assesses housing demand and construction progress, and further efforts will monitor progress towards meeting housing goals.

Zoning and Subdivision Code Review

The City of Union Gap has four different categories of residential zoning ranging in density from Single-Family Residential (R-1) to Multi-family Residential (R-3). Title 17 of the Union Gap Municipal Code regulates these zoning districts, whereas Title 16 regulation subdivisions and their requirements. Specifics regarding many missing middle housing categories such as cottage housing, accessory dwelling units/accessory apartment, and townhouses are not specifically defined and regulated. As written, the zoning and subdivision ordinance aligns relatively well with the goals and policies of the comprehensive plan, with some omissions and contradictions as noted in the assessment of the comprehensive plan.

Zoning Districts

The Union Gap Municipal Code allows for housing in the following residential zoning districts:

Single-Family 1 Residential (R-1). The single-family 1 residential district is intended to:

- a. Establish and preserve residential neighborhoods for detached single-family dwellings, free from other uses except those which are compatible with and serve the residents of this district; and
- b. Locate low-density residential development, up to five and one-half dwelling units per net residential acre, in areas served by public water and sewer.

Detached single-family dwellings are the primary use in the district. The district is characterized by up to fifty (50) percent lot coverage; access to individual lots by local access streets; large front, rear, and side yard setbacks; and one and two story structures. The density in the district is generally five and one-half dwelling units per net residential acre, or less. Public water, sewer, and other urban services are generally available throughout the district. All new development should be served with paved streets with curbs, gutters, and sidewalks.

Single-Family 2 Residential (R-2). The purpose of the single-family 2 residential district is to:

- a. Establish and preserve residential neighborhoods, primarily for detached single-family dwellings, duplexes, and other uses compatible with the intent of the district; and
- b. Locate residential development, with densities up to seven dwelling units per net residential acre, in areas receiving a full range of public services including public water and sewer service, police, and fire protection

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

Multi-family Residential District (R-3). The multi-family residential district is intended to:

- a. Establish and preserve high-density residential districts by excluding activities not compatible with residential uses; and
- b. Locate high-density residential development, up to twenty (20) dwelling units per net residential acre, in areas receiving the full range of urban services; and
- c. Locate high-density residential development near neighborhood shopping facilities; and
- d. Locate high-density residential development so that traffic generated by the development does not pass through lower-density residential areas.

The district contains a variety of attached or clustered multi-family dwellings. Paved roads, extending to the arterial, must serve the development. Direct access to arterial streets is to be allowed only when local access streets are not available. When unavoidable, access points to an arterial are to be limited, and when possible combined with adjacent properties. Densities exceeding twenty (20) units per net acre may be allowed on those occasions when the reviewing official finds that the location site plan of the project is such that the higher density would be compatible with neighboring land uses, the level of public services, and is consistent with the goals and objectives in the Union Gap comprehensive plan.

Corridor Multi-Family Residential District (R-4). The corridor multi-family residential district is intended to:

- a. Provide for moderate density residential, the development of up to twelve (12) dwelling units per net acre along the corridors of heavily traveled arterials in areas receiving full urban services; and
- b. Provide a transition and buffer from heavily traveled arterials to areas of lower density residential development; and
- c. Allow for neighborhood-oriented commercial development that is pedestrian-oriented and can be integrated with the residential development, subject to public review.

Paved roads extending to the arterial must serve the development. Direct access to arterial streets is to be allowed only when local access streets are not available. When unavoidable, access points to an arterial are to be limited, and when possible combined with adjacent properties.

Planned Recreational (PrC). The purpose of the planned recreational district is to allow primarily passive recreational uses to be supplemented by limited single family homes, small-scale multi-family or condominium dwellings, and retail uses accommodating innovation, creativity, and design flexibility that would not be possible by typical lot by lot development. Development in this category must provide for adequate amounts of open space; protect sensitive areas including streams, wetlands, floodplains and floodways; include pedestrian orientation; encourage creative site design and placement of structures; minimize traffic congestion; and avoid or minimize potential conflicts to adjacent land uses, including any agricultural activities.

Types of Housing

The Union Gap Municipal Code provides the following definitions for the types of housing allowed within the city:

Boardinghouse means an establishment providing both lodging and meals for not more than ten persons residing in the facility on a permanent or semi-permanent basis.

Converted dwelling means a structure which, due to alterations, has been modified to increase the number of dwelling units. This definition does not apply to multi-family structures constructed under the provisions of UGMC Title 17.02.020.

Dwelling means a structure, or portion thereof, designed exclusively for residential purposes.

Dwelling, Multiple Family means a structure, or portion thereof, designed for occupancy by three or more families living independently of each other and containing three or more attached dwelling units on a lot.

Dwelling, Single Family means a structure designed to contain a single dwelling unit. Single-family dwellings are further classified by their nature of construction as follows:

- a. "Site Built" means constructed primarily at the occupancy site and permanently affixed to the ground by a foundation;
- b. Modular Home;
- c. Manufactured Home;

Dwelling, Single Family Attached means two single-family dwellings that are attached, but with each dwelling unit located entirely on its own lot. This definition does not include row houses or other housing types with more than two attached single-family dwellings.

Dwelling, Two Family means a structure designed exclusively for occupancy by two families living independently of each other and containing two attached dwelling units on the same lot. This definition includes the term "duplex."

Dwelling unit means one or more rooms in a dwelling for the occupancy of one family and providing complete and independent living facilities, including permanent provisions for living, sleeping, cooking, eating, and sanitation.

"Group home" means a residence that is licensed as either a boarding home or an adult family home by the Washington State Department of Social and Health Services under Chapter 388-76 or 388-78A WAC. Group homes provide community residential instruction, supports, and services to two or more clients who are unrelated to the provider. "Group home" does not include homes for individuals residing in crisis residential centers (as defined in RCW 74.15.020(1)(c)), group homes licensed for juvenile offenders, or other facilities, whether or not licensed by the state, where individuals are incarcerated or otherwise required to reside pursuant to court order under the supervision of paid staff and personnel. Group homes shall be a permitted use in all areas permitting single-family homes.

"Manufactured home" means a dwelling on one or more chassis for towing to the point of use which bears an insignia issued by a state or federal regulatory agency indicating that the structure complies with all applicable construction standards of the U.S. Department of Housing and Urban Development definition of a manufactured home. Manufactured homes are further classified as follows:

"Class A" means a new manufactured home having a minimum width of not less than seventeen (17) feet as measured at all points perpendicular to its length and meeting the manufactured home appearance standards as defined in this title;

"Class B" means a new manufactured home having a width less than seventeen (17) feet as measured at any point perpendicular to its length and meeting the manufactured home appearance standards as defined in this title and a used manufactured home having a minimum width of not less

than seventeen (17) feet as measured at all points perpendicular to its length and meeting the manufactured home appearance standards as defined in this title;

"Class C" means a new or used manufactured home of any width. The home must be in good condition and safe for human occupancy.

"Mobile home" means a dwelling on one or more chassis, for towing to the point of use, which does not meet applicable HUD manufactured housing standards of June 15, 1976. This definition does not include modular homes, manufactured homes, commercial coach, recreational vehicles or motor homes.

"Mobile home park" means a parcel of land under single ownership used for the placement of two or more mobile or manufactured homes used as dwellings. This definition shall not apply to the placement of a temporary hardship unit on the same parcel with another home.

"Modular home" means a residential structure that meets the requirements of the Uniform Building Code, is constructed in a factory, and transported to the building site. Modular homes are not subject to special review; they are subject to the same review standards as a site built home.

"Planned residential development" means, in the residential districts, the coordinated development of a single lot of not less than twelve thousand square feet with a number of residential units (not less than three), residential structures and/or dwelling types, including, but not limited to: apartment complexes and mobile home parks, which are designed to:

Maintain the character of the residential neighborhood;

Provide compatibility between various types of dwelling units, off-street parking and other uses within the site;

Share such site amenities as off-street parking, access drives, open space and recreational facilities.

This definition includes the clustering of residential units on a single lot. In commercial districts, "planned residential development" means a mixed-use development combining multi-family residential and commercial use(s) into a single coordinated project.

"Retirement home" means an establishment providing domestic care for elderly persons who are not in need of medical or nursing treatment, except

in the case of temporary illness. This definition does not include nursing, convalescent or rest homes, hospitals, or sanitariums.

Types of housing allowed in each residential zoning district:

	R-1	R-2	R-3	R-4	PrC
Maximum Density	<=5.5 DU/NRA	<=7 DU/NRA	Up to 20 DU/NRA	Up to 12 DU/NRA	<=4 DU/NRA
Single-Family Detached	1	1	2	2	3
Zero Lot Line Single-Family Dwelling	2	2	2	2	3
Two-Family/Duplex	3	2	1	1	3
Multi-family Housing up to 5.5 DU/NRA	2	2	1	1	3
5.6-7 DU/NRA	X	3	1	1	3
7.1-12 DU/NRA	X	X	2	2	3
12.1-20 DU/NRA	X	X	3	X	3
Manufactured Home Parks	3	3	3	3	X
Boarding House	3	3	2	2	X
Nursing Home	X	3	2	2	X

1 – Class 1 Use **2** – Class 2 Use **3** – Class 3 Use **X** – Not Permitted

Appendix 4: Housing Strategies

Zoning and Housing Option Strategies

Common housing needs include increasing housing supply, increasing housing diversity, affordable homeownership, middle-income rental housing, senior housing, and very low-income housing. The following housing strategies seek to address these needs, and include options for amending zoning restrictions, diversifying housing options, and increasing infrastructure accessibility.

Organization of Each Strategy

Each housing strategy on the following pages is organized in the following manner:

- **Introduction** – describes the strategy and some of its components
- **Gaps addressed** – identifies the type of housing gaps that can be typically addressed via this strategy
- **When and where applicable** – clarifies the community typology or specific type of zoning or situation the strategy applies to
- **Potential drawbacks** – highlights potential downsides to consider in implementation
- **Tips for success** – identifies the details and/or supporting actions that will improve chances for success based on experience with the strategy in other communities
- **Time/capacity/skill needed** – notes situations where additional expertise or capacity may be required to develop and implement elements of a strategy, which may influence its feasibility
- **Resources** – provides additional external resources that can give further assistance with the development and implementation of the strategy

Reduce Minimum Lot Sizes

Reducing minimum lot sizes is a key strategy to make efficient use of public infrastructure and increase affordability. It increases a community's capacity by allowing a greater number of dwelling units, particularly in areas close to transit and other amenities. It also provides ways to develop lots with smaller yards that do not require a lot of time or effort to maintain. In growing communities with significant vacant tracts of land, reductions in the minimum lot size carry one of the best opportunities to accommodate growth needs within compact areas. This can limit the need to expand the urban growth area and expand infrastructure to serve it. Such changes also increase opportunities for homeownership.

Policies

- Establish design standards for lots smaller than 5,000 square feet to ensure layouts that create an attractive streetscape and provide usable private open space for residents.
- Allow zero lot line development and shared-access lots.
- Minimum lot sizes for detached single family dwellings should not be smaller than 2,500 square feet.

Integrate Floor Area Ratio Standards

Floor area ratio (FAR) is the ratio of a building's total floor area (gross floor area) to the size of the piece of land upon which it is built. Since FAR focuses entirely on building massing, it's often seen as a good alternative to density regulations (maximum number of lots or dwelling units per acre) in multifamily and mixed-use zones. This option can allow for a greater number and mix of unit types and sizes since the number of units isn't regulated. FAR standards are also often used in addition to density regulations where there's a strong desire to limit the number of dwelling units and the size of buildings.

Policies

- Create design guidelines to ensure that such buildings can be well integrated into the existing and planned community context.
- Consider creating a 3-D massing model to test FAR limits and help to communicate how potential development might be integrated into the community context. Use caution with such models, however, and clearly communicate that such models are for illustrative purposes only. Carefully consider the appropriate level of detail that might work best for your particular context (e.g., conceptual massing models will be less expensive to develop and may be more effective in some cases, while a more detailed photo-realistic model might be more appropriate where ground level views are sought).
- Consider how FAR is calculated. The basic concept is to calculate all visible floor area (i.e., floor area above grade). The terms should clarify what's included in floor area calculations (e.g., partial floors? vaulted ceiling space? below-grade space?). Some communities don't count desired elements, such as structured parking, affordable units, community meeting rooms or other communal spaces.
- Consider using FAR for infill development to complement the scale of existing development. For example, examine the typical FARs of existing residential buildings and consider applying an FAR standard that's generally consistent with the established pattern. Then adjust the list of permitted housing types and/or density to match objectives. Additional setback, lot coverage and/or

other site/building design standards might supplement the FAR standards to help meet community design and compatibility goals.

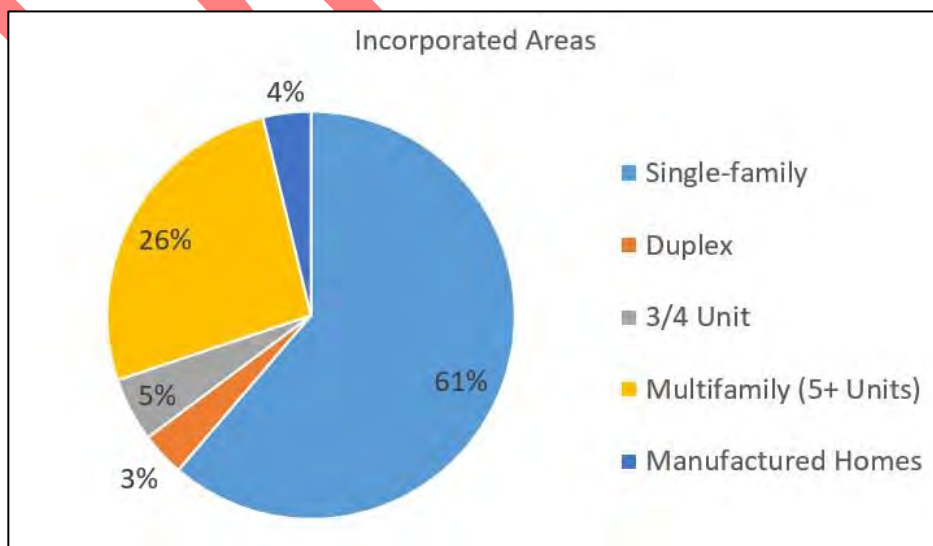
Increase Allowed Housing Types in Existing Zones

In many communities, the only housing choices are single-family homes on large lots or medium to large multifamily buildings. Such limited options do not reflect the wide range of needs of differing family sizes, household incomes and cultural groups. One solution is encouraging a larger variety of housing types, often referred to as the “missing middle” as they are middle-sized housing, aimed at people with middle-incomes.

In general, these types are more affordable than detached single-family homes and offer a greater range of design and locational choices than apartment buildings can offer. They also offer more flexible ways for communities to add compatible density into established neighborhoods and provide more opportunities for residents to have stability and build wealth through homeownership.

In some cases, such housing types and configurations may not be explicitly prohibited, but code standards such as density limits, lot size minimums, setbacks or parking requirements, along with a lack of code support, creates unpredictability and discourages their construction. Another factor in these housing types “missing” in communities is that local developers, particularly areas outside of the Puget Sound region, lack experience and interest in building these housing types due to greater uncertainty in the financial return. The 2000 Census of housing structures by type shows that 8% of units in incorporated areas in Washington state are two, three and four units.

Housing Structure by Type in Washington State



Based on 2000 U.S. Census data for statewide occupied housing units in incorporated areas, www.ofm.wa.gov.

“Missing Middle” Housing Types

Subsection	Housing Type	Examples	Density Range (net)
Z-6a	Cottage Housing		6-20 DU/acre
Z-6b	Duplex, triplex, four-plex		8-32 DU/acre
Z-6c	Townhouse		12-40 DU/acre
Z-6d	Courtyard Apartments		12-40 DU/acre
Z-6e	Micro-housing		40-400+ DU/acre

Note: du/acre = dwelling units per acre

Cottage Housing

Cottage housing typically refers to a cluster of small dwelling units (generally less than 1,200 square feet) around a common open space. The cluster arrangement around a common open space also offers a model that’s been very attractive to empty nesters, singles, couples and even some small families. They offer a development approach that is appropriate and compatible with low-density residential neighborhoods. While the construction cost per square foot is often higher than a larger traditional single-family home, their smaller size makes them more affordable than a typical single-family residence. While cottage clusters may be on a single lot and rented like an apartment complex or divided into separate condominiums, most cottages today are built on fee simple lots with common areas maintained by a homeowners' association.

Policies

- Include standards to ensure that porches are required and orient towards common open space(s) and are wide enough to be useful (seven feet wide or more is preferred).
- Create design standards for both common open spaces and semi-private open spaces for individual cottages. Common open spaces should be the focal point of a development with at least half of the cottages in a cluster directly facing the space.
- Require areas for shared use. Ex) lawn areas should be paired with an adjacent hard surfaced patio area. A shared community building could provide a space for gathering and sharing tools.
- Provide shared parking areas off to the side or rear of the development. Attached storage garages are limited to a single vehicle in size and shall be designed to minimize visual and functional impacts on the common open space.

Duplexes, Triplexes and Fourplexes

Duplexes are broadly defined as a building that includes two dwelling units. They can be side by side, stacked, or a combination of the two. They are an efficient form of housing often integrated into pre-war residential neighborhoods. Triplexes and fourplexes are similar with three or four units.

Policies

- Create design guidance to help multi-unit housing fit into existing neighborhoods. Key design issues include:
 - Emphasize that unit entries and windows are directed towards the street.
 - Locate driveways and garages to the side of the construction if possible.
 - Encourage articulated facades/rooflines to promote neighborhood compatibility.
 - Ensure usable private open space.
- Allow duplexes on corner lots in single-family zones when they are designed to look more like single-family homes.
- Create separate minimum setbacks for private garages to reduce their visual impacts and provide enough off-street parking without obstructing sidewalks.
- Consider removing single-family zoning and renaming it low-density residential.

Townhouses

Townhouses are dwelling units that share walls with other residential units, but have their own front stoop or porch, yard or balcony, and are usually owner-occupied. Townhouse buildings typically contain between three to six units. Most units feature their own private garage, located underneath the dwelling unit. Most modern townhouses feature two bedrooms, though many integrate three or four bedrooms.

Policies

- Remove lot size minimums to allow flexibility in the size and design of townhouses, or if lot size standards are used, they should be sized to allow typical two-bedroom units, which typically have a footprint of around 500 square feet. Typical townhouse lots range from 14 feet for a unit with a single car-width garage to 30 feet for larger townhouses.
- Exempt townhouses from internal side yard setbacks.
- Create design standards to ensure that townhouses fit into the existing or desired neighborhood context. Key design issues include:
 - Location and design of driveways and garages in relation to the sidewalk and pedestrian environment
 - Location and design of private internal roads
 - Location and design of unit entries
 - Articulated facades/rooflines
 - Provisions for usable open space
 - Fire department access and service vehicle circulation

Courtyard Apartments

Courtyard apartments are small multifamily buildings surrounding a courtyard that opens onto a street. Courtyard apartments are typically up to three stories and consist of multiple side-by-side and/or stacked dwelling units accessed from a courtyard or series of courtyards. The courtyards provide space for social connections among residents.

Policies

- Consider as an option in higher-intensity single-family zones or low-intensity multifamily zones where standard apartment complexes may be less acceptable to the community.
- Create design standards to ensure that courtyard apartments fit into the existing or desired neighborhood context. Key design issues include:
 - Courtyard size and design standards

- Location and design of unit entries (oriented towards courtyard)
- Location and design of parking areas
- Articulated facades/rooflines (to promote neighborhood compatibility)

Micro-housing

Micro-housing is a very small dwelling unit. Sightline Institute describes them as the modern-day equivalents of rooming houses, boarding houses, dormitories and single-room occupancy (SRO) hotels, and they come in two main forms:

1. Congregate housing “sleeping rooms” are often in the 140-200 square-foot range and may include private bathrooms and kitchenettes. Shared facilities include kitchens, gathering areas and other common amenities for residents.
2. A small efficiency dwelling unit (SEDU) is a very small studio apartment including a complete kitchen and bathroom.

These very small units provide a relatively affordable unsubsidized option for renters.

Policies

- Create design standards to enhance site and building design and promote neighborhood compatibility.
- Require open space standards.
- Reduce parking requirements to reflect unit size and tenant mix.
- Review zoning standards to increase maximum density limits.
- Update building and zoning codes for minimum apartment size requirements.

Increase or Remove Density Limits

Regulating the maximum number of units per acre is one of the most commonly used tools to regulate the intensity of residential development in Washington jurisdictions. However, there are two notable drawbacks to the units/acre regulating approach beyond simply limiting density:

3. They penalize smaller units by design, as each dwelling unit, whether it is 500 square feet or 5,000 square feet, counts as one dwelling unit. As such the standard can shift development towards larger, more expensive units.
4. Most residents have a difficult time understanding what density looks like. When quizzed on the subject, community members often convey that the design of the streetscape, front yards and building frontages matter more to them.

Removing or relaxing such density limits are ways to increase the supply, diversity and affordability of housing.

Policies

- Communicate the need for such change, such as information from the housing needs assessment.
- Communicate the benefits of the strategy and link to community goals and policies.
- Illustrate case studies and example development scenarios to show how proposed changes would work on a key site.
- Couple with other tools to mitigate negative impacts and enhance the design of development. Effectively communicate those tools to community participants. Notable examples:
 - Form-based code or design standards and/or guidelines
 - Height limit, setbacks and minimum open space standards
 - Floor area ratio caps
 - Streetscape improvements (most notably planting strips with street trees)
 - Consider and clarify community infrastructure and service implications.

Revise ADU Standards

Accessory dwelling units (ADUs) are small dwelling units that are either attached to the primary dwelling or in a detached structure that is typically placed to the side or rear of the primary dwelling. ADUs have long been an important option for communities to add variety and housing choice in single-family neighborhoods.

ADUs can provide low-cost housing in established neighborhoods. They provide dwelling opportunities for extended family members and small households that prefer a neighborhood setting over apartment living.

Typical ADU ordinances require that such units be placed within or to the rear of a home. This configuration minimizes visual impacts of such units on the streetscape

Policies

- Collaborate with homeowners and prospective ADU developers and renters to help design ADU provisions that balance housing needs while minimizing neighborhood impacts.
- Consider allowing an ADU on any lot regardless of lot size.
- Consider offering pre-designed plans to encourage more ADU development.
- Consider allowing modular units and tiny homes (small dwelling units on a foundation with between 150-400 square feet of habitable floor area) as ADUs.
- Consider allowing the conversion of garages to ADUs.

Offer Density and/or Height Incentives for Desired Unit Types

In communities with a deficit of small affordable units and areas where height and/or density bonuses are under consideration, such bonuses to allow for buildings integrating a certain percentage of small units (under a specific size, such as 600 square feet) may be a good option. Alternatively, communities could adjust the way that density is measured to allow for discounts for very small units (i.e., density unit equivalent). On the other hand, many urban communities have a shortage of larger multi-bedroom apartment units to serve families with children. Density bonuses could be used to incentivize developments with such units.

Policies

- Small affordable unit incentives will be effective only where market analysis shows a gap in smaller studio and one-bedroom units.
- Consider reducing parking requirements if impacts to the neighborhood from on-street parking demand can be avoided or mitigated.
- Compatibility due to increased density or height may need to be addressed through other provisions.
- Consider the need to meet affordability thresholds when crafting the incentives and requirements for larger multi-bedroom units.

Reduce Off-Street Parking Requirements

Parking facilities add substantial cost in the development of new housing, whether it's surface or structured parking. In suburban and small city settings, such parking facilities are more important but should be balanced with aesthetics and the impact on the yield of land.

Policies

- Consider parking maximum standards in downtowns, neighborhood commercial districts and commercial corridors with good existing or planned transit service.
- Consider reducing or eliminating parking requirements in areas where non-conforming on street parking exists, especially for change of use and redevelopment, to ensure historic and compact downtown character can be retained.
- Consider reducing requirements in areas planned for redevelopment and affordable housing.
- Consider adding additional parking tools, such as contracting with car-share providers, providing transit passes to residents, shared use parking, and off-site parking.

- Allow developers to reduce parking stalls if the city accepts a parking study by a certified transportation planner or engineer that demonstrates minimum impacts to surroundings.
- Encourage housing and parking to be rented separately.

Relax Ground Floor Retail Requirements

While a mix of uses can be useful for neighborhoods, especially along main streets, many municipalities require retail uses on the ground floors of all new multifamily residential projects. This may oversupply the local retail and office market, reducing the financial feasibility of projects with space that is less profitable to developers. Strategically applying ground-floor retail requirements to essential streets or blocks can limit the barrier to housing development.

Policies

- Limit ground floor commercial standards to those block-fronts that reinforce existing storefront patterns or to the minimum area necessary to achieve the community's specific storefront use and design goals. Also limit to where current/anticipated market conditions can support the subject commercial floor area.
- Review what types of commercial uses are allowed and consider allowing live/work units to qualify as a ground floor commercial use on certain block-fronts.
- Consider allowing or clarifying allowance for residential lobbies that serve upper levels.
- Where there's a desire to retain commercial uses along block-fronts, but the lots are deep, consider applying the ground level commercial use requirement only to the front 30-60 feet of the block-front. This allows greater flexibility to integrate residential development on such properties.
- While retail space demands may be declining, there's often a strong desire to encourage a mixture of
- restaurants, personal and general service uses, and other non-residential uses such as salons, restaurants and coffee shops, professional studios, pet day care businesses, yoga and martial arts studios, and entrepreneurial start-ups. Consider offering height or density bonuses in exchange for providing ground level space for non-residential uses.
- Apply design standards for ground level residential uses facing the street in commercial and mixed-use districts to enhance the streetscape environment and provide for the privacy, comfort, and livability of the adjacent residential units.

- Allow for the accommodation of live-work units into projects, where private residential space above is combined with space for limited office/personal service uses such as home occupations on the ground floor. These spaces can present opportunities for commercial activity and allow for future changes to street-level retail with proper designs.

Reduce Setbacks, Lot Coverage and/or Impervious Area Standards

Modest reductions in front setback standards can help to expand possible building footprint area. In storefront and other dense urban environments, the opportunity to build a firewall up to the side property line allows greater flexibility and expansion of the possible building envelope.

Policies

- Allow porches and covered entries to project into front setbacks to encourage their integration and maximize building envelope opportunities.
- Consider design standards to enhance the streetscape and provide for the privacy, comfort and livability of the adjacent residential units.
- Consider separate minimum setbacks for private garages to reduce their visual prominence on the building and to provide enough space for cars to park in driveways without obstructing pedestrians on the sidewalk. For example, the minimum setback for garages should be at least 20 feet.

Use a Form-Based Approach

A form-based approach to regulating development emphasizes predictable built results and a high-quality public realm by using physical form and design rather than separation of uses and density limits. This approach uses prescriptive standards for building massing, layout, orientation and design to help achieve a community's specific vision. It places a big emphasis on the design of streetscapes and how private development looks from the street.

Form-based codes (FBCs) were created in response to regulations that placed more of a concern with controlling land use than shaping the physical form of communities. Whereas a strict form-based code has little or no land use restrictions, many zoning codes for urban Washington communities now function as a hybrid of strict FBC and traditional zoning code by integrating stronger form-based design regulations with use-based regulations. FBCs can help add housing by letting the market determine how many units of what size are feasible.

Policies

- First determine the desired physical form your community wants to achieve. Second, explore "workable" regulatory tools that can best help achieve that form given the community's physical, planning, political, and regulatory environment, whether it might be a strict form-based code, or a hybrid form

that adjusts current zoning provisions and integrates form-based design standards.

- Factors in creating a “workable” form-based approach:
- Consider the community’s resources available to convert to a form-based code due to complexity and expense.
- Make sure that code provisions are economically feasible given local market conditions.
- Consider creating a system of development frontage standards that apply to particular street types. For example, while a community’s main street may have strict storefront and parking location standards, side streets might offer more flexibility in ground level uses, design and parking lot location.

PUD/PRD and Cluster Subdivisions

PUDs and PRDs stand for "planned unit development" and "planned residential development," respectively. The terms generally refer to large integrated developments that offer special design, use/housing type mix and development intensity flexibility, provided they conform to the comprehensive plan. Specifically, PUDs and PRDs typically offer flexibility in lot sizes and housing types provided the overall development meets the density provisions of the zone. Some PUDs and PRDs offer density bonuses for achieving specific goals or integrating community amenity features. PUDs and PRDs often also allow flexibility in the design of street and other public improvements, provided they meet specific criteria. Thus, PUDs and PRDs can be a good tool to integrate a greater mix of lot and housing types to meet community demographic needs while providing environmental benefits of clustering housing to help preserve sensitive natural areas and/or provide a greater amount of usable community open space.

Some communities are increasingly allowing the clustering and lot size averaging benefits of PUDs and PRDs through standard zoning and subdivision provisions. Clustering usually includes the grouping of lots together on smaller-than-normal parcels to provide opportunity to preserve open spaces, critical areas or unique landforms that otherwise would not likely be preserved. Lot size averaging allows developers to subdivide land into a variety of lot sizes, provided the average lot size in the development meets the minimum, often allowing for more efficient use of land and potential for additional housing units. These tools also provide for more compact roadway arrangements, expanded common open space and allow the possibility for different size home choices. This arrangement within the standard subdivision process can create more predictability for the applicant by simplifying the development review process and eliminating or minimizing the possibility of costly conditions of approval.

Policies

- Allow cluster subdivision design in the standard subdivision process, without the need to go through additional review procedures typical of PRD or PUDs.
- Consider compatibility standards to avoid major differences in lot sizes compared to existing development.
- Consider density or other incentives to increase the diversity and affordability of lot and housing types in cluster subdivisions.

Manufactured Home and Tiny House Communities

Some cities are starting to adopt local codes to allow tiny houses as an affordable housing option that is in line with community desires for sustainability, limited visual impact, and preservation of open space.

Policies

- Consider allowing different options for tiny house integration, including:
 - Tiny houses as detached accessory dwelling units.
 - Tiny house clusters or villages – designed in a manner similar to cottage housing clusters.
- Tiny house density/massing and review process:
 - Consider allowing a higher number of these units than typical units for the zone, due to the small size of tiny houses. Some density increase is essential because the units are smaller and usually more expensive to build on a cost-per-square-foot basis.
 - Consider applying a maximum floor area ratio limit or an across-the-board allowed density for tiny houses, such as one tiny house per 1,200-square-foot lot area.
- Tiny house design elements: Provide design standards in a manner similar to cottage housing clusters:
 - Consider providing design standards for both common open spaces and semi-private open spaces for individual units.
 - Permit construction of a shared community building to provide a space for gathering and sharing tools.
 - Consider how parking can be integrated with tiny house clusters.

Strategic Infrastructure Investments

One of the costs associated with development is the cost of upgrading existing or developing new infrastructure to serve development. In some cases, a community may wish to identify priorities for investment in sewer or water extensions or sidewalks to support upzones, or to catalyze development around new amenities such as transit hubs or community centers. Strategic selection of infrastructure priorities in the capital facilities element can help support your housing program.

In Washington state, the community revitalization financing (CRF) program authorizes cities, towns, counties and port districts to create a tax “increment area”

and finance public improvements within the area by using increased revenues from local property taxes generated within the area ([RCW 39.89](#)). The best locations for such a program are undeveloped and underdeveloped areas because this program depends on an increase in property value. In 2020, [HB 2497](#) amended this program to add permanently affordable housing to the list of public improvements that could use program funds. Here, “permanently affordable housing” is defined as 40 years for rental housing and 25 for ownership housing.

[Tax Increment Financing \(TIF\) in Washington - MRSC](#)

[Information for Local Governments - Department of Revenue, Washington State](#)

Spokane's Tax Increment Finance District

Process Improvements

Strategies included in this section provide for a smoother, faster and/or more predictable permitting process for developers seeking to build housing that is consistent with jurisdictional goals. By streamlining the review process, jurisdictions can reduce the level of uncertainty and risk for potential developers. This can make it easier to get project financing on favorable terms and reduce construction costs due to delays.

SEPA Infill Exemption

A city planning under the GMA can establish categorical exemptions for development to “fill in” urban growth areas. [RCW 43.21C.229](#) allows a city or county planning under GMA to adopt an infill exemption if the comprehensive plan was already subject to environmental analysis through an environmental impact statement (EIS). Any residential, mixed-use or smaller scale commercial development that is roughly equal to or lower than the density goals of the comprehensive plan is exempt from further review. The local government must consider the specific probable adverse environmental impacts of the proposed action and determine that these specific impacts are adequately addressed by the development regulations or other applicable requirements of the comprehensive plan; subarea plan element of the comprehensive plan; planned action ordinance; or other local, state or federal rules or laws. By removing an extra layer of review and potential risk, a SEPA infill exemption can encourage development within the designated area.

Policies

- Consider doing infill exemption in association with SEPA analysis on a comprehensive plan update.

Planned Action

Planned actions are authorized under SEPA ([RCW 43.21C.440](#) and [WAC 197-11-164](#) through -172) and provide more detailed environmental analysis during an area-wide planning phase, rather than during the permit review process. A community planning under GMA can develop a planned action EIS or threshold determination¹⁸ to facilitate development consistent with local plans and mitigation measures (see more under “When and Where Applicable”).

As a result, future projects in the designated planned action area do not require SEPA determinations at the time of permit application if they are consistent with the type of development, growth and traffic assumptions, and mitigation measures studied in the EIS or threshold determination. Such projects are still required to comply with adopted laws and regulations and undergo review pursuant to the community’s adopted land use and building permit procedures; however, the advanced work streamlines the development review approval process and removes a potential layer of appeal.

Policies

- Integrate the GMA and SEPA public engagement processes. Work with the community, as well as non-profit and for-profit housing and mixed-use developers, to ensure an inspired and realistic plan.
- Consider having the planned action focus on opportunity sites that are publicly and privately owned.
- Determine where surplus public lands and master planning can jump start housing and mixed-use development in an area with limited housing at desired densities.
- Combine a planned action with well-defined vision, infrastructure investments and code incentives for greater effect.

Protection from SEPA Appeals on Transportation Impacts

[RCW 43.21C.500](#) provides an option to protect SEPA decisions from appeal for impacts to transportation elements of the environment when the approved residential, multifamily or mixed-use project in a GMA city or town is:

1. Consistent with the locally adopted transportation plan or transportation element of the comprehensive plan, and
2. Subject to locally adopted impact fees and/or traffic and parking impacts are expressly mitigated under another ordinance, and
3. If Washington State Department of Transportation (WSDOT) determines the project would not present significant adverse impacts to the state-owned transportation system.

This provision is intended to encourage development within central infill areas because it is less likely to impact the state system. This is an optional process where the local SEPA responsible official or developer may consult with WSDOT Regional Development Services offices to obtain a letter of no significant adverse impact to "transportation elements of the environment," which include impacts to transportation systems; vehicular traffic; waterborne, rail, and air traffic; parking; movement or circulation of people or goods; and traffic hazards.

Policies

- Ensure goals and policies of transportation element or transportation master plan are up to date and clear.
- Ensure the impact fee procedures and rate studies are up to date, and levels of service for traffic and standards for parking are clear to best support the decision that impacts are mitigated.
- Contact the WSDOT development services office to clarify the local process and understand review times.

Permitting Process Streamlining

Providing an efficient, predictable and user-friendly permitting process can encourage new housing construction by reducing potential confusion or perception of risk among developers as well as lowering their administrative carrying costs. There are several ways in which jurisdictions can improve the clarity, speed and consistency of the permit review process, consistent with legal requirements:

- Provide clear and informative application materials.
- Simplify procedures for projects with lower impacts.
- Provide for pre-application meetings.
- Provide online application submittal and tracking mechanisms.
- Provide the option for expedited review for an added fee.
- Expedite review for certain types of development that the community wishes to encourage, such as infill development or affordable housing.
- Identify permit liaisons or permit teams to support "one window" access for applicants.
- Increase department staffing during busy cycles.
- Provide public reports on actual permit review times.
- Ensure permit and building department staff are updated on policy development and diverse housing options within the jurisdiction.

Policies

- Review processes for opportunities to streamline
- Use adaptive management to continually approve permit procedure
- Track timeliness of permits over time

Subdivision Process Streamlining

Several recent changes to the subdivision statute were intended to make housing development easier and faster.

Short Plats:

Short subdivisions, also called “short plats,” are defined in RCW 58.17.020(6). “Short subdivision” is the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership. Cities, towns and GMA counties may increase the number of lots to a maximum of nine within urban growth areas. This means that these developments may be administratively approved instead of needing to go through a more lengthy subdivision process.

Subdivisions:

[RCW 58.17.095](#) provides that a county, city or town may adopt an ordinance providing for the administrative review of a preliminary plat without a public hearing. The ordinance may specify a threshold number of lots in a subdivision above which a public hearing must be held, and may specify other factors which necessitate the holding of a public hearing. If the public hearing is waived, the planning commission or planning agency shall complete the review of the proposed preliminary plat and transmit its recommendation to the legislative body as provided in [RCW 58.17.100](#) to approve or disapprove the preliminary plat. [RCW 58.17.100](#) was amended to allow local governments to delegate authority to approve the final plat to the planning commission or to staff. This means that a final plat does not have to wait as long to get final approval, which reduces the cost of the development.

Policies

- Consider related regulations and how changes to short plat limits or streamlining the approval process for subdivisions can mutually advance other goals for diverse housing, such as with cottage housing, small lot development, and zero lot line development.

Affordable Housing Incentives

Affordable housing incentives encourage and support multifamily housing development, particularly income-restricted affordable housing. In a typical market, affordable housing is typically built by two different kinds of developers:

Mission-driven affordable housing developers are largely public, not-for-profit organizations that assemble public and private funding to finance affordable housing projects. While these developers usually do not work to maximize profits, they still seek projects that allow them to sustain their operations and deliver affordable housing in an efficient way. For these developers, incentives reduce total costs and can increase the units they can provide.

Affordable housing can also be built by for-profit developers, including market-rate housing developers. These businesses use incentives to improve overall returns through density bonuses, parking reductions, fee waivers or other allowances in exchange for affordable units in the development. Although they can be motivated by corporate social responsibility, for-profit companies typically work to receive returns from projects and have limited options with respect to providing income-restricted affordable units unless they are mandatory (i.e., inclusionary zoning) or they are offered significant incentives for voluntary participation.

Development incentives work differently in the private market with respect to the financial feasibility of projects depending on the market. There are three cases that a community may face with tailoring incentives to local markets:

At the low end of the spectrum, a desired project type is infeasible because the costs of land, construction and financing are too high and market rents are too low to provide enough of a return to investors. If the net revenue received from a project is too low given an investment, affordable housing incentives are generally unlikely to make enough of a difference to project returns. In these cases, cities should focus on incentives for market rate housing production (such as MFTE with no affordability requirements) and support for nonprofits to help them provide affordable housing.

In a marginal market, the expected financial returns are near the threshold of feasibility, and there may be some uncertainty about whether the desired project type would be profitable enough to move forward. In these cases, incentives are best deployed to “move the needle” and make a project more feasible by reducing costs or increasing potential returns. Here voluntary programs may have the most leverage to encourage new housing projects.

On the high end of this spectrum are hot housing markets where projects are expected to provide an adequate return to investors without any incentives due to higher market rents. Cities experiencing these conditions may explore whether

mandatory requirement for affordable housing (such as inclusionary zoning), paired with incentives, can encourage affordable housing production without significantly reducing market-rate housing production.

Note that feasibility can vary by project type. For example, a 2019 study of market condition in the South Hill urban corridor in unincorporated Pierce County found that low-rise multifamily is likely to be feasible while midrise is not. In this case, a density bonus would not provide a strong incentive to provide affordable housing. So, understanding what types of projects are most likely to be feasible can help tailor incentives to be most effective.

Multifamily Tax Exemption

A multifamily tax exemption (MFTE) is a waiver of property taxes to encourage affordable housing production and redevelopment in "residential targeted areas" designated by cities. The goal of MFTE programs is to address a financial feasibility gap for desired development types in the target areas, specifically to develop sufficient available, desirable and convenient residential housing to meet the needs of the public. The urban centers that are the typical targets for this tax exemption policy are often near transit, jobs and amenities, and MFTE programs are designed to encourage denser growth in areas with the greatest capacity and significant challenges to development feasibility.

RCW 84.14 allows certain cities planning under the GMA to grant qualified residential and mixed-use projects a property tax exemption under an MFTE program for the value of new residential improvements, rehabilitation, or conversion of residential buildings in the designated areas. This can currently take two forms:

- An eight-year tax exemption can be offered for multifamily projects which meet base requirements.
- A 12-year exemption is allowed for projects that incorporate a minimum percentage (typically 20%) of income-restricted units.

Cities can also limit MFTEs specifically to projects that incorporate only income-restricted units.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very low-income housing
- Housing near transit, amenities and/or jobs

When and Where Applicable

Available to cities with 15,000 or higher population, or others as determined by [RCW 84.14](#).

- Eight-year MFTE programs with no affordability requirements are most effective and appropriate in cities having trouble attracting private developers to build multifamily housing anywhere within their borders.
- Cities with strong housing markets that are already seeing multifamily development may consider offering only a 12-year option to encourage the inclusion of income-restricted affordable housing development. When both options are available, profit-motivated developers will typically select the eight-year option.
- MFTE “residential target areas” should be selected in conjunction with designated urban centers that lack residential housing options, including affordable housing.²¹
- Recommended in areas of high demand, such as along transit corridors and near amenity clusters or job centers.

Potential Drawbacks

- Loss of property tax revenue through the eight- or 12-year term of exemption on the value of residential improvements.
- If the incentive is offered to projects that would otherwise already be feasible, this policy may have little practical benefit. A 2019 report showed that in the majority of areas, rents for "affordable units" were higher than market rents.²²
- Affordability covenants expire after 12 years and cannot be renewed, which means that affordable MFTE units are not part of the long-term affordable housing supply.

Policies

- Carefully map target zones for implementation to meet local goals.
- Conduct pro forma analyses of sample projects to estimate a developer’s expected return on investment under different scenarios. This can be helpful to calibrate requirements such as the amount of affordable units and affordability levels to maximize the benefits without discouraging use of the incentive by developers. Some local governments require this analysis as part of the application.
- Affordability levels are set within statute but may be adjusted to meet local circumstances. Review market rents to ensure that affordability levels provided by the exemption are reduced rents compared to market rents.
- Layering MFTE with other incentives for affordable housing, such as density bonuses, fee reductions or planned actions, can magnify the overall effects.

Time/Capacity/Skill Needed

In-house staff can perform policy design and implementation. Annual monitoring of affordability of the designated units will be needed (RCW 84. 14.100).

Resources

- Affordable Housing - MRSC (see Multifamily Tax Exemption section)

- Housing Market Policy Dashboard - City of Tacoma - Allows users to explore the potential outcomes of housing policy scenarios (including MFTE and inclusionary zoning) on the feasibility of development and projected affordable housing development.
- Bellingham code 17.82.030: Eight-year exemptions are available for projects in residential target areas and 12-year exemptions for projects incorporating 20% or more income-restricted affordable housing units.
- Vancouver code 03.22: Target areas include the downtown core and a buffer surrounding their BRT service route. An eight-year exemption is offered for all projects of four+ units, and a 12-year exemption for projects incorporating 20% of income-restricted units for residents at 60% area median income (AMI).

Alternative Development Standards for Affordable Housing

Jurisdictions can relax development regulations in return for affordable housing development as an incentive. One common strategy is to reduce minimum parking requirements for projects that include affordable housing. This is often implemented by reducing or eliminating the required number of parking stalls per unit only for the income-restricted affordable units in a new development. Other alternative development standards that are commonly used to encourage affordable housing are Reducing Minimum Lot Sizes, Increasing Building Height, Offering Density and/or Height Incentives for Desired Unit Types, and Reducing Setbacks, Lot Coverage and/or Impervious Area Standards. In return for flexibility in development standards, RCW 36.70A.540, Affordable Housing Incentive Programs, requires affordability for at least 50 years.

Gaps Addressed

- Housing diversity
- Affordable homeownership
- Middle-income rental housing
- Very-low income housing

When and Where Applicable

- Parking minimums will be most effective/applicable for multifamily housing, especially where expensive structure parking would otherwise be needed.
- Minimum lot size reductions are most meaningful in older residential areas where the original platted lot size is smaller than the zoning district's minimum lot size or in residential zones with undeveloped tracts that could be subdivided.

Potential Drawbacks

See relevant housing strategies for details.

Policies

- These often work most effectively as part of a broader package of incentives to encourage affordable housing production.
- Where flexibility is allowed by code, ensure flexibility for affordability is clear.

Time/Capacity/Skill Needed

See relevant housing strategies for details. Annual monitoring of affordability of the designated units will be needed.

Resources

RCW 36.70A.540: Affordable Housing Incentive Programs

Pierce County offers several alternative design standards in its [Affordable Housing Incentives](#). See [Pierce County Affordable Housing Incentives: Independent Evaluation and Recommendations to Increase Effectiveness](#) (BERK Consulting, 2019).

Fee Waivers for Affordable Housing

Fee waivers reduce the up-front cost of construction for residential development. Fees, such as impact fees, utility connection fees and project review fees, can run in the thousands per unit for residential properties in some jurisdictions. Waiving some, or all, of these fees for income-restricted units can be a valuable incentive for encouraging the creation of income-restricted affordable units. This incentive is most effective when paired with a larger incentive package for affordable housing.

Gaps Addressed

- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

All residential and mixed use areas

Useful to promote integration of affordable housing units within market rate developments

Potential Drawbacks

- Loss of revenue for public amenities such as parks, schools and infrastructure improvements
- For impact fees, municipalities may need to backfill a portion of payments for waived fees ([RCW 82.02.060\(3\)](#))

Policies

- Offer this incentive along with a suite of financial and/or regulatory incentives to promote income-restricted affordable housing.

- Ensure that the length of time units are required to remain affordable and the income brackets to whom they must cater are in parity with the benefits received for the community and authorizing statute.

Time/Capacity/Skill Needed

Planning department staff can implement regulatory benefit and annual monitoring of affordability of the designated units. Coordination with other city departments on fee waivers will be needed.

Resources

Affordable Housing - MRSC (See "Waiver of Fees or Standards" Section)

RCW 82.02.060(3) authorizes cities, counties and towns to grant impact fee exemptions for affordable housing. Jurisdictions may choose a partial exemption of not more than 80% of impact fees, in which case there is no explicit requirement to pay the exempted portion of the fee from public funds other than impact fee accounts; or provide a full waiver, in which case the remaining percentage of the exempted fee must be paid from public funds other than impact fee accounts.

A city or town may waive or delay collection of tap-in charges, connection fees or hookup fees for low-income persons connecting to water, sanitary or storm sewer service, electricity, gas and other means of power and heat (RCW 35.92.380 (1980), RCW 35.92.020(5)).

RCW 36.70A.540 authorizes affordable housing incentive programs including fee waivers or exemptions.

Pierce County Code 18A.65: Fee waivers are offered for building fees, traffic impact fees, school impact fees, park impact fees, sanitary sewer system/facilities charge and preliminary plat application fees.

Funding Options for Affordable Housing Development

This section identifies options available to communities for directly funding or subsidizing affordable housing production. These include grants, loans and options for new revenue generation.

Local Option Taxes, Fees and Levies

Cities may provide direct project funding, through grants or loans, to encourage the production of income-restricted affordable housing. Securing this funding can occur in different ways:

A local housing tax levy, authorized through RCW 84.52.105, can allow up to \$0.50 per \$1,000 of property tax to be allocated toward an affordable housing fund for projects serving very-low income households (50% median family income or less) if approved by a majority of the voters of the taxing district. Housing levy funds may be used for a variety of purposes detailed in an affordable housing finance plan such as for matching funding for not-for-profit housing developments.

This support can improve a project's competitiveness for receiving additional financing from state or national sources. The county, city or town that imposes the levy must declare an emergency with respect to the availability of housing that is affordable to very low-income households in the district. SB 6212 (laws of 2020) expands the use of this tax to include affordable homeownership, owner-occupied home repair and foreclosure prevention programs for low-income households up to 80% of median family income as of October 1, 2020.

Sales and use tax: With voter approval, counties can pass a sales and use tax of up to 0.1% to fund affordable housing programs serving households with incomes below 60% of the AMI and within specific categories. These categories include individuals with mental illness, veterans, senior citizens, homeless families with children, unaccompanied homeless youth, persons with disabilities, or domestic violence victims (RCW 82.14.530).

Real Estate Excise Tax (REET 2): A city or town planning under GMA can impose an additional 0.25% real estate excise tax ("REET 2") under RCW 82.46.035. This requires voter approval only for communities voluntarily planning under GMA. Revenues may be used only for financing "capital projects" in the capital facilities plan element of the comprehensive plan, which may include building, rehabilitating/repairing and/or purchasing affordable housing.

Other funds: See MRSC's Revenue Guide for Washington Cities and Towns for updated information.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

This strategy is best suited for communities that face a shortage of very low income-restricted affordable housing whose community would support such a tax, fee or ballot measure (if required).

In the case of REET 2, this is most effective in communities that are seeing active markets and significant real estate sales.

Potential Drawbacks

- A housing levy must be approved by the voters and may be assessed for only 10 years.
- There is a financial cost to local residents subject to the property tax levy, or to new homeowners with REET 2.
- REET 2 funding is restricted to projects in the capital facilities plan.
- A sales and use tax must be approved by the voters. No more than 10% of the revenue may be used to supplant existing local funds. If a county

imposes this tax after a city located within that county has imposed this tax, the county must provide a credit against its tax for the full amount imposed by the city.

Policies

- Coordinate city funding with other known funding sources for maximum impact.
- Work with area groups to develop information about ballot initiatives, demonstrating the types of housing needs in the community.

Time/Capacity/Skill Needed

Staff time to create and administer program, including development of an affordable housing financing plan or amendments to the Capital Facilities Plan to direct the expenditure of funds.

Resources

- Affordable Housing - MRSC (See "Affordable Housing Property Tax Levy" Section)
- Affordable Housing - MRSC (See "Affordable Housing Sales Tax" Section)
- Real Estate Excise Tax - MRSC
- Example legislation from Bellingham and program description in Vancouver
- Sample real estate tax ordinance from San Juan County

Local Housing Trust Fund

Housing trust funds are distinct funds established by local governments that receive an ongoing source of dedicated funding to support housing affordability. They can be designed to meet the most critical housing needs in each community.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

Communities with sufficient capacity to manage a housing trust fund and generate sufficient capital for desired outcomes. Can also be coordinated at the county and regional level.

Potential Drawbacks

Requires management of the fund.

Policies

- Leverage additional funding from state or national programs (e.g., Community Development Block Grants) to maximize the benefit of dollars raised.

Time/Capacity/Skill Needed

Staff time to report on the distribution and use of funds.

Resources

- General Information on Housing Trust Funds at Housingtrustfundproject.org
- Bellingham Home Fund

"Found Land": Surplus Land and Other Opportunities

In areas with high land costs, acquiring suitable land can add significant expense to an affordable housing project. Cities or counties may own surplus or underutilized lands that may be suitable for housing development. These public lands can be donated or leased to affordable housing developers to reduce the cost of development and help make a project more financially feasible. Other land might hold potential, too:

Surplus publicly owned land: Under RCW 39.33.015 (2018), public agencies (local governments or utilities) can discount or gift land they own for “public benefit,” defined as affordable housing (up to 80% AMI). These agencies must adopt rules to regulate the transfer of property. Staff should inventory publicly owned available lands that may meet criteria for donation and assess environmental or other constraints that may inhibit project suitability prior to site selection. Consider the broad range of public agencies that may be willing to sell, trade, or donate land for a public purpose. Consider lands purchased as staging areas for major construction that may be turned toward housing at the end of the project.

Brownfields: Certain properties that can safely be rehabilitated (if necessary) may be eligible for Environmental Protection Agency (EPA) brownfield redevelopment grants. This can be a strategic move to both satisfy goals for infill development and provide additional affordable units in a community. The 2018 Washington State Legislature authorized a competitive process to fund recipients that use their cleaned-up property to build affordable housing and provided funds to the Department of Ecology to distribute to local governments to investigate and plan cleanup for potential affordable housing development. The health and safety of residents should be a top priority in site selection, and only parcels where remediation can ensure safe residential use should be selected.

Adaptive reuse is the process of reusing an existing building for a purpose other than what it was designed for. After buildings become disused or abandoned, adaptive reuse can be an effective way to put new uses into existing buildings, reusing existing infrastructure and preserving historic assets. Historic preservation tax credits provide a 20% federal income tax on the qualified amount of private investment on certified rehabilitation of a National Register listed historic building.

Service groups and churches: In most communities, service groups or churches may be considering divestment of property as their membership changes. These groups may be willing to provide property for a benevolent use.

School district-owned land can be leased for affordable housing. HB 2617 (laws of 2020) was passed to remove recapture provisions when used for affordable housing under RCW 39.33.015. This facilitated affordable housing development on Everett School District property, which leased a ballfield for an affordable housing complex.

Co-location: building housing with other community facilities: Another way to “find land” is by adding housing above community facilities such as daycares, libraries, recreation or community centers, or on the same property. This strategy takes advantage of land and utilities already planned for the main use. Planners should ensure zoning allows for such mixed uses, along with adequate height.

Vacant, abandoned and tax delinquent property²³: These properties generally have negative impacts on surrounding properties while also preventing productive use of the land. Cities or agencies can help to assemble these properties and coordinate a sale to developers or non-profit organizations to develop affordable housing. This process of assembling is called land banking, and often includes resolving ownership issues and/or addressing tax liens or land encumbrances that otherwise deter developers from pursuing these properties. Like with surplus publicly owned land, MRSC notes that the state constitution generally restricts cities and counties from giving property to private individuals or from selling it for less than market value unless the property would be used to directly benefit the “poor and infirm.”

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

Best suited for communities that face a shortage of income-restricted affordable housing and that own surplus land in desirable locations.

Potential Drawbacks

- Loss of public land ownership on a long-term or permanent basis
- Opportunity cost of other potential uses for public lands
- Be aware of any lands that might have use restrictions based on their funding source at the time of purchase, or any covenants on the land

Policies

- Establish a transparent procedure for selecting eligible sites.

- Determine if any community benefits, in addition to income-restricted housing units, should be required on the site.

Time/Capacity/Skill Needed

Staff resources may be used to inventory and assess public lands.

Resources

- Public Land for Affordable Housing - PRSC
- Use of Publicly Owned Property for Affordable Housing - Local Housing Solutions
- Project examples from Bellevue: Hopelink Place, Habitat Eastmont, Brandenwood Apartments and Park Highlands at Wilburton

Partner with Local Housing Providers

Local governments may want to coordinate with local housing groups and non-profit developers to look for shared goals and identify ways both groups can work together. This may include identifying property, crafting incentives, developing housing assistance programs, supporting grant applications, code enforcement, property owner assistance or other programs to help increase affordability and reduce homelessness.

Gaps Addressed

- Increase housing supply
- Affordable homeownership
- Middle-income rental housing
- Senior housing
- Very-low income housing

When and Where Applicable

- Any town can work with its development community to craft custom solutions that address most urgent needs and leverage available resources. If assisting with low-income housing tax credit (LIHTC) applications, it is important to remember distinctions between the 9% and 4% programs.
- The 9% program is administered through a competitive application process, with preference for projects targeting lower-income households.
- The 4% program is typically preferred for for-profit developers and often focuses on workforce housing. Although nominally it was not designed as a competitive process, limited availability of the associated bonds has meant that this process has become competitive as well.

Potential Drawbacks

- Jurisdictions have limited capacity. Forging partnerships and developing concepts that achieve shared goals can be a time-intensive process.
- Projects owned by private or non-profit developers may have affordability covenant expiration dates.

Policies

- Reach out broadly to identify local organizations, resources and housing needs of high-need groups, such as the disabled, elderly or homeless.
- The city can support applications, but tax credits are applicable for developers only.

Time/Capacity/Skill Needed

Work can be done in-house. Established relationships with the development community can help promote partnerships that lead to positive outcomes.

Resources

- ULI Guidebook on successful Public-Private Partnerships
- Snohomish County Affordable Housing Trust Fund

Funding Resources for Affordable Housing

There are a variety of sources of funding for affordable housing, and normally several forms of funding are required to make a project feasible. Below are some of the more prominent funding sources available.

Low-Income Housing Tax Credit (LIHTC) program. This program is a federal initiative that authorizes affordable housing developers to sell tax credits to investors to generate equity for development costs. Investors can use the credits to reduce their federal tax liability. In Washington, this program is administered through the Washington State Housing Finance Commission (WSHFC) for projects building units affordable at the 60% area median income (AMI) level for 30 years. Through LIHTC, there is a 9% tax credit program and 4% tax credit program. Nationally, the LIHTC program has helped to create over 3 million affordable housing units over 30 years, according to the National Multifamily Housing Council.

Washington State Housing Trust Fund. The Department of Commerce manages these funds that provide amortized loans, deferred loans and recoverable grants to support projects that acquire, build and/or rehabilitate affordable housing. Units must be accessible to households earning up to 80% of the AMI, with federal HOME funding requiring affordability at 50% AMI. A covenant is typically secured to ensure that the required affordability of units is maintained for 40 years.

HUD/FHA Loans. These loan programs support affordable housing projects by allowing for more favorable lending terms than private-market providers will offer. The [Section 221\(d\)\(4\)](#) program insures construction loans for new construction or substantial rehabilitation of moderate- and low-income rental housing that contains five units or more. The [Section 223\(f\)](#) program insures mortgages for the purchase or refinance of existing multifamily housing.

United States Department of Agriculture (USDA) Grant and Loan Programs.

The USDA offers a variety of programs aimed at increasing affordable multifamily rental housing in rural areas. These include: Housing Preservation and

Revitalization Demonstration Loans and Grants, Housing Preservation Grants, Multifamily Housing Direct Loans and Multifamily Housing Loan Guarantees.

Community Development Block Grants (CDBGs). These grants are federal funds administered to smaller cities/towns and counties for projects that improve the economic, social and physical environment. CDBG funding cannot be used for new housing construction. It can, however, be used for housing rehabilitation, homeownership assistance, affordable housing plans and infrastructure projects that support affordable housing development. Specific CDBG grants are available to Native communities through the [Indian Community Development Block Grant Program \(ICDBG\)](#). ICDBG funds have added flexibility that allows for land acquisition to support new housing and, under some circumstances, new housing construction. Some communities get funding directly from HUD; Commerce administers funds for the balance of the state.

Resources:

Information Resources from WSHFC, including list of all active LIHTC rental properties in Washington
Housing Trust Fund Handbook
HUD/FHA loan information
USDA programs for developers
Department of Commerce description of various CDBG funding programs and resource lists: <https://www.commerce.wa.gov/serving-communities/community-development-block-grants/>
Local CDBG program manager contact information:
<https://www.hud.gov/states/washington/community/cdbg>

Appendix 5: Displacement Prevention Strategies

What is Displacement?

Displacement refers to instances where a household is forced or pressured to move from their home against their wishes. This can be for economic, cultural, or physical reasons, and the result can be catastrophic for households that are impacted. It can also disrupt the social fabric and networks of trust and support that exist within a community. For housing actions plans funded by Commerce, RCW 36.70.600 (2) requires local governments to consider strategies to minimize displacement of low-income residents resulting from redevelopment and strategies of the plan. The goal of housing action plans is to adapt housing strategies to ensure housing exists for all members of a community. This often requires housing opportunities to change, and so operating as though change will not occur is not feasible. So how can a community plan for change in a way that is minimally disruptive for those who live there, and in a way where displacement does not occur? This section will examine displacement, and strategies that can be used to prevent and/or mitigate it.

Types of Displacement:

Physical Displacement

Physical displacement typically occurs with an eviction or lease termination. Various circumstances can lead to physical displacement, including a property owner's choice to demolish an existing residence to enable the construction of new buildings on the same site. Owners may also choose to rehabilitate an existing residence or building. For example, strong demand for housing can encourage property owners to upgrade or refurbish existing rental buildings with new finishes to increase rents and attract higher-income tenants. A third cause of physical displacement is the expiration of covenants on rent- or income-restricted housing. When covenants expire, the building owner can raise the rent for a unit, making it unaffordable to a low-income tenant.

When a city adopts strategies, such as an upzone, to encourage more intense housing development, it also increases the chances that current residents in the affected neighborhood will be physically displaced to make way for redevelopment. The areas may have low levels of investment, many renters, and be seen as "in need of redevelopment." Residents in these neighborhoods generally have lower income, are renters and are more vulnerable to displacement than those in established stable neighborhoods that may not be considered for upzones. This can lead to exacerbating inequities that already exist.

Economic Displacement

Economic displacement occurs when pressures of increased housing costs compel a household to relocate. Market-rate housing costs are largely driven by the interaction of supply and demand in the regional housing market. Lower-income

households living in market-rate rental housing are at greater risk of economic displacement when housing costs increase. Even homeowners can be at risk of economic displacement when property tax bills increase significantly.

Vulnerability to economic displacement can disproportionately impact communities of color. Across Washington state, communities of color experience higher rates of housing cost burden when compared to white, non-Hispanic households. Cost burden is when a household is paying more than 30% of its income for housing and utilities.

Cultural Displacement

Cultural displacement occurs when people choose to move because their neighbors and culturally related businesses and institutions have left the area. The presence (or absence) of these cultural assets can influence racial or ethnic minority households in their decisions about where to live, more than for broader populations. The same segregation and discrimination challenges that may limit access to job and educational opportunities may also limit access to housing for these communities.

For example, if neighboring households or community serving businesses within a racial or ethnic community experience direct or economic displacement, other households within the same racial or ethnic community may face increased pressure to relocate due to cultural factors. Since cultural anchors, gathering spaces, arts organizations, businesses and religious institutions often are not widespread in alternative locations, the presence of these cultural assets often can have added importance to racial or ethnic minority households in their location decisions. Cultural displacement can be reasonably assumed to accelerate or amplify the impacts of other displacement pressures, specifically for racial and ethnic minority populations.

Strategies to Address Physical Displacement

Strategic Acquisition and Financing of Existing Multi-family Housing

To better retain affordable housing, cities and housing authorities can catalog naturally occurring affordable housing and housing with income restrictions or covenants that are about to expire. Some of this information could be found in the HNA or with further analysis of HNA data. Cities, counties, and housing authorities may then identify funds to acquire existing multifamily buildings that serve low- or moderate-income residents to avoid displacement of residents. Selected properties should be likely targets for redevelopment with residents otherwise unable to afford to stay in the neighborhood or projects with expiring affordability contracts.

Alternatively, public funds can support private or non-profit owners of buildings with expiring affordability covenants, as discussed in the next strategy. This practice preserves existing communities and retains long-term affordable housing stock.

Support Third-Party Purchases of Existing Affordable Housing

Community-based organizations, non-profits and community land trusts can be important property owners within a neighborhood. Using public resources to empower trusted institutions can preserve or create affordable housing and space for community-serving organizations and businesses. Municipal and other funds can assist these institutions in land and property acquisition efforts that preserve affordable housing and prevent displacement within a neighborhood.

Notice of Intent to Sell/Sale Ordinance

A “notice of intent to sell” ordinance requires owners of multifamily buildings to provide official notification to tenants and local housing officials. This ordinance can apply specifically to properties with rents at or below certain income levels. The notice gives public authorities the opportunity to plan for a potential purchase in the interest of preserving housing that serves low- or moderate-income residents. It also acts as a mitigation measure for residents, providing additional time to prepare for a potential need to move.

A related strategy uses existing databases, such as the National Housing Preservation Database (NHPD) and PolicyMap to identify properties with expiring income-restricted covenants. These resources empower cities to proactively identify units for preservation as affordable to low-income households.

Foreclosure Intervention Counseling

Foreclosure intervention counselors serve as intermediaries between homeowners and financial institutions to advocate for at-risk homeowners in need of budgeting assistance, refinanced loan terms or repaired credit scores. Cities can use affordable housing funds to support these programs, or community land trusts can step in to purchase foreclosed property, helping to restore ownership for residents.

Mobile Home Park Conversion to Cooperative

A community investment program for mobile home parks offers financial tools enabling mobile home park residents to organize and purchase the land that serves their community. Mobile home parks often house moderate- and low-income residents, and this program, which operates as a co-op, protects residents from unexpected rent increases over time. It also empowers residents to complete much-needed deferred maintenance projects.

The Washington State Housing Finance Commission, in partnership with Resident Owned Communities (ROC) Northwest and ROC USA, offers the financial tools and

expert guidance for manufactured-housing (“mobile home”) communities to become self-owned cooperatives. The commission works in partnership with ROC USA to provide financing for the purchase, and sometimes improvement, of the property. This financing means a bank loan with favorable terms for the cooperative.

Tenant Relocation Assistance

Upzoned neighborhoods may see an increase in demolition of existing housing units to build newer, higher-density housing types. This process displaces existing tenants who then incur moving costs. Local governments, authorized by WAC 365-196-835 and detailed in RCW 59.18.440, can pass an ordinance that requires developers, public funds or a combination of the two to provide relocation funds for these displaced tenants. Tenants at or below 50% of the county median income, adjusted for family size, qualify for available funds. Resident relocation assistance as a result of public action is required, with details outlined in RCW 8.26.

Just Cause Eviction Protections

Washington state requires that tenants receive at least 20-day notice when asked to leave a property. However, state law does not require landlords to provide an explanation for the demand. This is particularly disruptive for those without longer-term lease agreements, such as month-to-month tenants. Local jurisdictions can pass just cause eviction protections that mandate that landlords provide tenants a legally justifiable reason when being asked to vacate. Legally justifiable reasons may include failure to pay on time or meet terms of the lease agreement, sale of the building, or owner’s desire to assume occupancy of the unit. This protection does not avoid displacement, but it promotes rental stability and provides legal recourse for residents who are asked to vacate without reasonable justification.

“Right to Return” Policies for Promoting Home Ownership

A “right to return” policy works to reverse the effects of past physical displacement by providing down payment assistance for first-time homebuyers who can prove that they have been victims of displacement. Programs may prioritize cases of displacement by direct government action.

In Portland, priority is given to residents of certain neighborhoods whose property, or whose parents’ property was seized through eminent domain, which has historically impacted communities of color and low-income residents at disproportionate rates. Northeast Portland is one qualifying neighborhood, where displacement from public urban renewal projects in the early 2000’s contributed to a dramatic decrease of the neighborhood’s historically Black community.

Regulating Short-term Rentals

Many communities have adopted short-term rental (STR) regulations to reduce their impact on displacement and housing affordability. A first step is to track STR activity by requiring registration and reporting from owners of these units. Policy regulations should prioritize actions that reduce the likelihood of converting long-term rentals into STR's. Some examples include:

- Restrict short-term rentals to zones allowing tourist accommodations (e.g. City of Chelan)
- Set caps on the number of allowed short-term rentals per host (e.g. Seattle, Okanogan-Methow)
- In a residential zone, limit the number of nights a short-term rental can be rented to guests annually (e.g. Bend, Oregon). This helps minimize the ownership of property purely for use as a full-time short-term rental.
- Require permanent resident occupancy for a period of time prior to the unit being offered for a short-term rental.

In addition, as a mitigation measure, STRs can be charged transient rental or hotel taxes, with revenue contributing to anti-displacement initiatives.

The regulation of short-term rentals can be complex and involve establishing an annual license or permit, standards for the protection of guests and/or standards for the protection of neighbors. There may also be a need for added code enforcement resources.

Strategies to Address Economic Displacement

These are proactive strategies focused on making residents more economically resilient and less vulnerable to rapidly rising housing costs.

Community Land Trusts

A community land trust (CLT) is a non-profit organization, owned by a collective of community members which buys and holds land within a neighborhood. It may raise funds through public or private sources to build structures on this land to be used for community purposes or to be sold to low- or moderate-income residents. These building occupants pay a monthly land lease fee to the trust, which maintains ownership of the land itself. CLT's build community wealth by cooperatively owning land and provide affordable housing within a neighborhood. They also prevent displacement by keeping ownership of the land and property out of the private market and ensuring that new development serves community goals such as housing affordability. Public policy can support CLT's by land donation or contributing funds for land acquisition.

Need-based Rehabilitation Assistance

Rehabilitation projects for existing housing that serves low- and moderate-income residents encourages community longevity. Need-based rehabilitation assistance helps low-income, disabled or senior residents make needed home repairs and safety upgrades by offering favorable financing terms or time-limited tax abatements to qualified homeowners. Projects that address weatherization and energy efficiency improvements can improve long-term affordability for the homeowner by reducing monthly energy costs.

- Affordable housing funds can be used to directly provide loans or to partner with non-profit organizations specializing in this type of work.
- RCW 84.37 and RCW 84.38 provide for property tax deferral for homeowners with limited incomes.
- Local housing web sites may also provide information about state and local programs for home repair assistance and help with energy bills.

Down Payment Assistance

Some renters desire long-term investment in a neighborhood through home ownership. Saving enough money for a down payment can take years for many households. Economic displacement pressures can push these households to relocate long before their savings accounts are sufficient for a home purchase. Down payment or assistance programs proactively address this barrier by offering no-interest or low-interest capital for qualified buyers. These programs typically pair with home ownership education courses to encourage financial preparedness for participants. Many programs target first-time home buyers. Home ownership is not the best fit for all households, but many renters pay a mortgage-equivalent in rent and desire the added stability offered by ownership.

Property Tax Assistance Programs

Certain neighborhoods experience dramatic increases to property values that result in proportional increase to property tax values. Longtime residents who own their home but wish to stay in their neighborhood but struggle to keep up with these cost increases can be helped through a property tax assistance program. This currently exists in Washington for widows and widowers of veterans, but other states have introduced programs that offer this assistance to low-income, elderly, or disabled homeowners as well. Maryland's program extends this benefit to renters who often bear the burden of property tax payments through increased rental rates.

Strategies to Address Cultural Displacement

Strategies addressing cultural displacement preserve business and cultural anchors to maintain the physical spaces that support place-based social networks. These actions protect, foster and minimize physical displacement of existing businesses or anchors and provide for appropriate and affordable commercial/cultural space in new development.

Success stories tend to use multiple strategies to achieve affordable commercial and community space in new development, and at least one non-profit is usually involved.

Grants/Loans to Directly Support Small Businesses

Small businesses and cultural anchors, especially in areas with high displacement risk, may struggle to invest in their space and keep up with rent. Washington state law establishes local governments' authority to support businesses:

Economic development programs. "It shall be in the public purpose for all cities to engage in economic development programs. In addition, cities may contract with nonprofit corporations in furtherance of this and other acts relating to economic development" (RCW 35.21.703)

Restrictions on city/county funds. Washington's prohibition against using general government funds for gifts or loans to private parties for economic development (State Constitution Article 8 Section 7) is often cited as a barrier to supporting businesses and cultural anchors. It can be hard to justify how funding the business or organization provides "necessary support of the poor and infirm." Instead of using this prohibition to take affordable commercial space off the table, communities are getting creative about how to support their important spaces by using federal and private funds which have greater flexibility than general city/county funds, and a variety of partnerships described below.

Federal and private funds. Federal and private funds, without the stringent restrictions on general city/county funds, can pay rent and operating costs. The City of Seattle's Office of Economic Development's Small Business Tenant Improvement Fund uses private money and federal funds (outside of the city's general fund) to support small and Black, indigenous, and people of color (BIPOC)-owned businesses where there is a high risk of displacement. A limited-liability company, overseen by the city but not a city entity itself, manages a federal tax credit program and investor fee revenues.

Seattle uses federal CDBG funds for its Small Business Stabilization Fund and recently shifted further CDBG funds here to better support businesses impacted by the coronavirus pandemic. Seattle's Cultural Facilities Fund also aids organizations and businesses with initial rent or building improvements.

Community Lenders. Seattle also connects small and entrepreneurial businesses with community lenders. These loans are flexible for meeting a range of needs. Sharia-compliant loans – where no interest is charged and fees are based on profit—are important for businesses who are prohibited from paying interest on loans for religious reasons.

Financing Ground Floor Commercial

Because of state restrictions on city/county funds, financing the commercial space can be more challenging than the affordable housing on the upper floors. However, cities and counties can use federal and private funds. Seattle used federal CDBG funds to support the Liberty Bank Building redevelopment, which includes affordable commercial space and community amenities on the ground floor. Using the federal funds avoids the state restrictions; however, CDBG's regulatory process and compliance is challenging, especially for smaller projects that can't absorb that cost.

Preservation Development Authorities (PDA) and Ports

Partnering with PDA's and ports can also offer flexibility in providing affordable commercial and arts spaces. PDA's, as quasi-public corporations, serve and are accountable to the public and administer public funds, while having the flexibility of a corporation. PDA's are particularly useful for developing and maintaining the ground floor space for commercial and arts activities and leasing to businesses and nonprofits. Ground floor improvement costs can otherwise be insurmountable to individual businesses and nonprofits.

Commercial Community Land Trust

Like the Community Land Trust listed above, these nonprofit corporations secure and maintain access to land for public benefit, in this case, to preserve affordable commercial space. Preservation of existing affordable business and cultural space is often more useful than new construction, especially when considering the economics of nonprofit arts organizations that may need specialized physical spaces and micro-businesses that struggle to afford rents in new construction. Land trusts can help preserve existing affordable space or increase affordability in new space.

Community Benefits/Development Agreements

Development agreements, or community benefits agreements, are voluntary, negotiated contracts between a developer and a city/county that specify the public benefits the development will provide and each parties' responsibilities. They can achieve affordable housing, affordable commercial space, community gathering space and other public amenities. For example, developers can agree to build out the ground floor space for small businesses and cultural anchors, making it more affordable for them to get into a new space, and then gradually afford market rent over time.

Micro-retail and Flexible Cultural Space Design

Preservation of existing affordable space is typically most effective for maintaining affordability, but if you must build new or adapt a space, design the ground floor with nontraditional commercial uses in mind. Making a flexible space for a range of businesses (e.g. restaurants, micro-retail) and arts organizations will reduce initial move-in/tenant improvement costs.

Business incubators, Co-working Spaces, and Artisan/Maker Spaces

These types of share work spaces allow businesses, artists/artisans, and nonprofits to pool resources in a shared space and spark collaboration. They are typically run by non-profit organizations.

Other strategies

- Racial equity impact assessment and business support during public infrastructure construction
- Business relocation and business planning assistance when physically displaced
- Cooperative ownership models
- Worker-owned cooperatives
- Rental relocation assistance

DRAFT



City Council Communication

Meeting Date: July 10, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Presentation – Interlocal Agreement - Yakima Consortium for Regional Public Safety (YAKCORPS) – Kyle Curtis, County Commissioner and YAKCORPS Executive Board Chair

SYNOPSIS: Kyle Curtis, County Commissioner and YAKCORPS Executive Board Chair, will be discussing the YAKCORPS Interlocal Agreement with the City.

RECOMMENDATION: Presentation only.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Letter from Kyle Curtis
2. Interlocal Agreement



COMMISSIONER KYLE CURTIS

DISTRICT 2

May 24th, 2023

City of Union Gap
Attn: Mayor John Hodkinson, Council and Staff
102 W Ahtanum Road
Union Gap, WA 98903

Dear Mayor John Hodkinson, Council and Staff -

I am writing to you as the Executive Board Chair of the **Yakima Consortium for Regional Public Safety (YAKCORPS)** of which your jurisdiction is a member. YAKCORPS was established to provide public safety services to Yakima County by establishing terms of efficiency, economy, improved tools, improved coordination of data and improving the ability to better protect and serve the citizens of Yakima County.

A YAKCORPS Special General Membership Meeting was called and took place on May 1, 2023 to consider two (2) proposed amendments to the YAKCORPS Interlocal Agreement and approve the proposed 2024 Budget. Both of those amendments and the 2024 Budget were discussed and approved to be forwarded to all member jurisdictions. Per Article 30 of our InterLocal Agreement I am forwarding the recommended amendments and I am attaching the following signature page that will need to be signed and filed with Yakima County.

YAKCORPS InterLocal Agreement | Article 30 - Amendments: *Each member jurisdiction shall bring all recommended amendments, modifications or a replacement to the Agreement before its governing body within forty-five (45) days of receipt of such from the Executive Board. Approval by at least two-thirds of the legislative bodies of member jurisdictions is required to authorize any amendment, modification or replacement to this Agreement.*

Proposed 2024 YAKCORPS Budget

The attached budget was reviewed, discussed and approved to be forwarded to member jurisdictions.

YAKCORPS InterLocal Agreement | Article 12 (D) – Annual Budget: *July 31st Deadline: Each member jurisdiction shall submit, in writing, any objections, concerns and/or change requests regarding the proposed budget, if any, to the Executive Board no later than July 31st.*

REQUESTED NEXT STEPS

The amended YAKCORPS InterLocal Agreement with the two (2) proposed two amendments need to be approved by your jurisdiction. A signature page has been provided for your signature upon ratification by your board.

I would be happy to present at an upcoming meeting to your jurisdiction and to provide an overview of the proposed two (2) amendments, 2024 Budget and answer any questions you may have.



COMMISSIONER KYLE CURTIS

DISTRICT 2

Once the necessary signature pages have been collected and filed I will provide a printed copy and electronic copy of the amended YAKCORPS InterLocal Agreement.

Thank you for your time and your continued membership in YAKCORPS. If you'd like to get in touch with me my phone number is 509-654-0582.

With appreciation,

Kyle Curtis
Chair, YAKCORPS Executive Board

Board of Yakima County Commissioners - District 2
C: 509-654-0582 | E: kyle.curtis@co.yakima.wa.us

Attached
YAKCORPS InterLocal Agreement (June 2010)
DRAFT of new YAKCORPS Article 9 – Operating Committees
DRAFT of new YAKCORPS Article 11 – Fiscal Agency
2024 YAKCORPS Budget
Signature Page

2023 – 2024 YAKCORPS EXECUTIVE BOARD	
Board of County Commissioners	Kyle Curtis (Chair)
Mayor of Yakima	Janice Deccio
Mayor Upper Valley Cities	Sherry Raymond
Mayor Sunnyside	Dean Broersma
Mayor Lower Valley Cities	Jose Trevino, Granger
Fire Commissioner Lower Valley	Dave Charvet
Fire Commissioner Upper Valley	Brad Helms

Yakima Consortium for Regional Public Safety (YAKCORPS)
INTERLOCAL AGREEMENT SIGNATURE PAGE FOR
CITY OF UNION GAP

APPROVED this 10th day of July, 2023.

Signature

Print Name: Sharon Bounds

Title: City Manager

ATTEST:

City Clerk

Date:

Approved as to form:

City Attorney

-PROPOSED AMENDMENTS-

ARTICLE 9 – Operating Committees

- A. The Operations Board shall establish the following standing ~~seven~~ eight-(87) Committees to conduct the day-to-day business of YAKCORPS:
1. Public Safety Dispatch/ Mobile Data -Fire
 2. Public Safety Dispatch/ Mobile Date-Law
 3. Public Safety Records -Fire
 4. Public Safety Records – Law
 5. Jails and Corrections
 6. Prosecutors
 7. Public Safety Technology
 - ~~7.~~ 8. Public Safety Radio Communications

ARTICLE 11 – Fiscal Agency

A. The ~~City of Yakima~~ Yakima County shall act as the fiscal agent for YAKCORPS. All YAKCORPS funds shall be deposited with and disbursed by the Yakima ~~City~~ County Treasurer's office, pursuant to vouchers approved by (1) the Chair of the Executive Board or authorized designee, or (2) the Chair of the Operations Board, or authorized designee, if such expenditure is authorized within the approved budget, or by (3) the Consortium's Technology Services Provider, for expenditures less than \$7,500, if such expenditure is authorized within the approved budget and if the Service Provider is also an employee of a Consortium Member.

B. Emergency Situations: However, notwithstanding the above, in the case of an emergency, the Service Provider Director and/or the Chair of the Operations Board is/are authorized to purchase materials, equipment and professional services for the purpose of (1) preventing an imminent system failure that would cause an emergency situation for one or more members of the Consortium, or (2) restoring the public safety systems to an operational status during an emergency situation. The Consortium will be fully liable for the actions and purchases of the Service Provider Director and the Operations Board Chair during an emergency situation.

1. For the purposes of this Interlocal Agreement, a system emergency shall mean an actual or imminent failure of the Consortium's system the nature of which could jeopardize the security or confidentiality of system information and/or cause critical elements of the Consortium's system to stop functioning properly and thereby jeopardize the safety and security of citizens, public safety employees or their property.
2. It is intended that the Consortium's systems shall include those systems owned and operated by, or on behalf of, the Consortium, including software and server hardware and as defined in Article 15, herein. It is further intended that the Consortium's systems do not include systems, services and/or hardware that may be necessary for the proper operation of the Consortium systems, but are not owned , / operated by the Consortium; such as the communications network, jurisdictions' individual workstations and the like.

Proposed 2024 YAKCORPS Budget

Wapato Fire	1	\$ 328.63	\$ 8.86	\$ 284.32	\$ 153.28	\$ 159.38	\$ -	\$ 934.48	\$ 1,321.66	\$ (387.18)	-29.3%
Wapato Police	13	\$ -	\$ 115.23	\$ 4,749.23	\$ 3,255.80	\$ 2,071.89	\$ -	\$ 10,192.16	\$ 10,064.58	\$ 127.58	1.3%
Wapato Sub-Total	14.0	\$ 328.63	\$ 124.10	\$ 5,033.55	\$ 3,409.08	\$ 2,231.27	\$ -	\$ 11,126.63	\$ 11,386.24	\$ (259.61)	-2.3%
Zillah Fire	1	\$ 328.63	\$ 8.86	\$ 284.32	\$ 153.28	\$ 159.38	\$ -	\$ 934.48	\$ 814.40	\$ 120.08	14.7%
Zillah Police	12	\$ -	\$ 106.37	\$ 4,383.91	\$ 3,102.52	\$ 1,912.52	\$ -	\$ 9,505.31	\$ 8,900.42	\$ 604.89	6.8%
Zillah Sub-Total	13.0	\$ 328.63	\$ 115.23	\$ 4,668.23	\$ 3,255.80	\$ 2,071.89	\$ -	\$ 10,439.79	\$ 9,714.82	\$ 724.97	7.5%
Cities Total	413.0	\$ 2,957.71	\$ 3,687.46	\$ 147,084.80	\$ 80,120.67	\$ 63,750.51	\$ 31,633.36	\$ 329,234.51	\$ 292,652.51	\$ 36,582.00	12.5%
Other Agencies											
ALSABM	8	\$ -	\$ 70.91	\$ 2,274.56	\$ 1,226.24	\$ 1,275.01	\$ -	\$ 4,846.72	\$ 4,058.10	\$ 788.62	19.4%
AMR	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
ATF	4	\$ -	\$ 35.46	\$ 1,137.28	\$ 613.12	\$ -	\$ -	\$ 1,785.86	\$ 1,636.83	\$ 149.03	9.1%
DEA	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
LEAD	13	\$ -	\$ 115.23	\$ 3,696.16	\$ 3,255.80	\$ 2,071.89	\$ -	\$ 9,139.08	\$ 7,420.48	\$ 1,718.60	23.2%
US Probation	6	\$ -	\$ 53.18	\$ 1,705.92	\$ 919.68	\$ -	\$ -	\$ 2,678.79	\$ 1,227.63	\$ 1,451.16	118.2%
Washington DOC	2	\$ -	\$ 17.73	\$ 568.64	\$ 530.32	\$ -	\$ -	\$ 1,116.69	\$ 1,003.99	\$ 112.70	11.2%
Washington State Patrol	4	\$ -	\$ 35.46	\$ 1,137.28	\$ 613.12	\$ -	\$ -	\$ 1,785.86	\$ 1,636.83	\$ 149.03	9.1%
Yakima Training Center Fire	0.5	\$ -	\$ 8.86	\$ 144.26	\$ 153.28	\$ 159.38	\$ -	\$ 465.78	\$ 371.72	\$ 94.06	25.3%
Yakima Training Center Police	19	\$ -	\$ 168.42	\$ 6,941.19	\$ 2,912.32	\$ 3,028.15	\$ -	\$ 13,050.08	\$ 12,223.75	\$ 826.33	6.8%
Yakima Valley Office of Emergency Management	1	\$ -	\$ 8.86	\$ 284.32	\$ 153.28	\$ -	\$ -	\$ 446.46	\$ 409.21	\$ 37.25	9.1%
YVCOG	3	\$ -	\$ 26.59	\$ 1,095.98	\$ 1,723.00	\$ 478.13	\$ -	\$ 3,323.70	\$ -	\$ 3,323.70	0.0%
Other Agencies Total	60.5	\$ -	\$ 540.71	\$ 18,985.58	\$ 12,100.17	\$ 7,012.56	\$ -	\$ 38,639.02	\$ 29,988.54	\$ 8,650.48	28.8%
Fire Districts											
Fire District 1 (Cowiche)	1	\$ 328.63	\$ 8.86	\$ 284.32	\$ 153.28	\$ 159.38	\$ -	\$ 934.48	\$ 814.40	\$ 120.08	14.7%
Fire District 3 (Naches)	0.5	\$ -	\$ 8.86	\$ 144.26	\$ 153.28	\$ 159.38	\$ -	\$ 465.78	\$ 507.26	\$ (41.48)	-8.2%
Fire District 4 (Nile)	0.5	\$ 328.63	\$ 8.86	\$ 144.26	\$ 153.28	\$ 159.38	\$ -	\$ 794.41	\$ 1,828.92	\$ (1,034.51)	-56.6%
Fire District 5 (Yakima)	21	\$ 328.63	\$ 186.15	\$ 5,970.72	\$ 3,218.88	\$ 3,346.90	\$ -	\$ 13,051.29	\$ 10,452.39	\$ 2,598.90	24.9%
Fire District 6 (Gleed)	0.5	\$ -	\$ 8.86	\$ 144.26	\$ 143.38	\$ 159.38	\$ -	\$ 455.88	\$ 507.26	\$ (51.38)	-10.1%
Fire District 7 (Glade)	0.5	\$ -	\$ 8.86	\$ 144.26	\$ 153.28	\$ 159.38	\$ -	\$ 465.78	\$ 507.26	\$ (41.48)	-8.2%
Fire District 9 (Naches Heights)	0.5	\$ -	\$ 8.86	\$ 144.26	\$ 153.28	\$ 159.38	\$ -	\$ 465.78	\$ 507.26	\$ (41.48)	-8.2%
Fire District 12 (West Valley)	1	\$ 328.63	\$ 8.86	\$ 284.32	\$ 153.28	\$ 159.38	\$ -	\$ 934.48	\$ 814.40	\$ 120.08	14.7%
Fire Districts Total	26	\$ 1,314.54	\$ 248.19	\$ 7,260.65	\$ 4,281.94	\$ 4,462.54	\$ -	\$ 17,567.86	\$ 15,939.15	\$ 1,628.71	10.2%
Grand Total	898.5	\$ 4,272.25	\$ 8,022.00	\$ 296,558.65	\$ 198,204.25	\$ 98,653.92	\$ 144,803.41	\$ 750,514.48	\$ 673,067.83	\$ 77,446.65	11.5%

Proposed 2024 YAKCORPS Budget

Agency	2024 Logins	Spillman ERS	Spillman Hardware	Spillman Software	Spillman & County Support	GIS	Justware	This Year's Total	Last Year's Total	Difference
911 Call Center / Dispatch										
SunComm	28 \$	- \$	248.19 \$	7,960.96 \$	5,555.00 \$	4,462.54 \$	- \$	18,226.69 \$	18,580.26 \$	(353.57) -1.9%
911 Call Center / Dispatch Total	28 \$	- \$	248.19 \$	7,960.96 \$	5,555.00 \$	4,462.54 \$	- \$	18,226.69 \$	18,580.26 \$	(353.57) -1.9%
Yakima County										
District Court	0 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	818.42 \$	(818.42) -100.0%
County Prosecutor	72 \$	- \$	638.21 \$	20,471.04 \$	12,299.33 \$	- \$	111,584.96 \$	144,993.54 \$	124,723.50 \$	20,270.04 16.3%
Department of Corrections	173 \$	- \$	1,533.49 \$	49,187.37 \$	47,136.21 \$	- \$	- \$	97,857.06 \$	100,728.58 \$	(2,871.52) -2.9%
District Court Probation	4 \$	- \$	35.46 \$	1,137.28 \$	1,876.28 \$	- \$	- \$	3,049.01 \$	2,560.96 \$	488.05 19.1%
Family Court	0 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	1,227.63 \$	(1,227.63) -100.0%
PreTrial	3 \$	- \$	26.59 \$	852.96 \$	1,723.00 \$	- \$	- \$	2,602.55 \$	2,151.75 \$	450.80 21.0%
Sheriff	119 \$	- \$	1,054.83 \$	43,473.75 \$	32,958.38 \$	18,965.78 \$	1,585.10 \$	98,037.83 \$	82,468.90 \$	15,568.93 18.9%
Superior Court	0.5 \$	- \$	8.86 \$	144.26 \$	153.28 \$	- \$	- \$	306.40 \$	1,227.63 \$	(921.23) -75.0%
Yakima County Total	372 \$	- \$	3,297.44 \$	115,266.66 \$	96,146.47 \$	18,965.78 \$	113,170.05 \$	346,846.40 \$	315,907.37 \$	30,939.03 9.8%
Cities										
Grandview Fire	0.5 \$	328.63 \$	8.86 \$	144.26 \$	153.28 \$	159.38 \$	- \$	794.41 \$	689.48 \$	104.93 15.2%
Grandview Police	20 \$	- \$	177.28 \$	7,306.51 \$	4,328.76 \$	3,187.53 \$	- \$	15,000.08 \$	15,303.33 \$	(303.25) -2.0%
Grandview Sub-Total	20.5 \$	328.63 \$	186.15 \$	7,450.77 \$	4,482.04 \$	3,346.90 \$	- \$	15,794.49 \$	15,992.81 \$	(198.32) -1.2%
Granger Fire	0.5 \$	328.63 \$	8.86 \$	144.26 \$	153.28 \$	159.38 \$	- \$	794.41 \$	1,321.66 \$	(527.25) -39.9%
Granger Police	11 \$	- \$	97.50 \$	4,018.58 \$	2,949.24 \$	1,753.14 \$	- \$	8,818.46 \$	8,318.33 \$	500.13 6.0%
Granger Sub-Total	11.5 \$	328.63 \$	106.37 \$	4,162.84 \$	3,102.52 \$	1,912.52 \$	- \$	9,612.88 \$	9,639.99 \$	(27.11) -0.3%
Mabton Fire	0.5 \$	- \$	8.86 \$	144.26 \$	153.28 \$	159.38 \$	- \$	465.78 \$	507.26 \$	(41.48) -8.2%
Mabton Police	2 \$	- \$	17.73 \$	568.64 \$	1,569.72 \$	318.75 \$	- \$	2,474.84 \$	2,347.86 \$	126.98 5.4%
Mabton Sub-Total	2.5 \$	- \$	26.59 \$	712.90 \$	1,723.00 \$	478.13 \$	- \$	2,940.62 \$	2,855.12 \$	85.50 3.0%
Moxee Police	10 \$	- \$	88.64 \$	3,653.26 \$	2,795.96 \$	1,593.76 \$	- \$	8,131.62 \$	7,736.25 \$	395.37 5.1%
Nile Fire District	0.5 \$	- \$	8.86 \$	144.26 \$	153.28 \$	159.38 \$	- \$	465.78 \$	507.26 \$	(41.48) -8.2%
Prosser	0 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	0.0%
Selah Fire	1 \$	328.63 \$	8.86 \$	284.32 \$	153.28 \$	159.38 \$	- \$	934.48 \$	678.85 \$	255.63 37.7%
Selah Police	22 \$	- \$	195.01 \$	8,037.16 \$	4,635.32 \$	3,506.28 \$	- \$	16,373.77 \$	13,557.08 \$	2,816.69 20.8%
Selah Sub-Total	23.0 \$	328.63 \$	203.87 \$	8,321.48 \$	4,788.60 \$	3,665.65 \$	- \$	17,308.25 \$	14,235.93 \$	3,072.32 21.6%
Sunnyside Fire	0.5 \$	328.63 \$	8.86 \$	144.26 \$	153.28 \$	159.38 \$	- \$	794.41 \$	814.40 \$	(19.99) -2.5%
Sunnyside Police	59 \$	- \$	522.98 \$	21,554.21 \$	11,201.74 \$	9,403.20 \$	- \$	42,682.13 \$	39,328.97 \$	3,353.16 8.5%
Sunnyside Sub-Total	59.5 \$	328.63 \$	531.85 \$	21,698.47 \$	11,355.02 \$	9,562.58 \$	- \$	43,476.55 \$	40,143.37 \$	3,333.18 8.3%
Yakima Fire	22 \$	328.63 \$	195.01 \$	6,255.04 \$	3,372.16 \$	3,506.28 \$	- \$	13,657.13 \$	10,959.65 \$	2,697.48 24.6%
Yakima Police	175 \$	- \$	1,551.22 \$	63,931.98 \$	29,653.53 \$	27,890.85 \$	- \$	123,027.57 \$	106,243.19 \$	16,784.38 15.8%
Yakima Prosecutor	15 \$	- \$	132.96 \$	4,264.80 \$	2,299.20 \$	- \$	31,633.36 \$	38,330.33 \$	34,644.56 \$	3,685.77 10.6%
Yakima Sub-Total	212.0 \$	328.63 \$	1,879.19 \$	74,451.82 \$	35,324.89 \$	31,397.13 \$	31,633.36 \$	175,015.02 \$	151,847.40 \$	23,167.62 15.3%
Tieton Police	6 \$	- \$	53.18 \$	2,191.95 \$	919.68 \$	956.26 \$	- \$	4,121.08 \$	3,492.50 \$	628.58 18.0%
Toppenish Fire	2 \$	328.63 \$	17.73 \$	568.64 \$	306.56 \$	318.75 \$	- \$	1,540.32 \$	814.40 \$	725.92 89.1%
Toppenish Police	15 \$	- \$	132.96 \$	5,479.88 \$	3,562.36 \$	2,390.64 \$	- \$	11,565.85 \$	10,064.58 \$	1,501.27 14.9%
Toppenish Sub-Total	17.0 \$	328.63 \$	150.69 \$	6,048.52 \$	3,868.92 \$	2,709.40 \$	- \$	13,106.16 \$	10,878.98 \$	2,227.18 20.5%
Union Gap Fire	0.5 \$	328.63 \$	8.86 \$	144.26 \$	153.28 \$	- \$	- \$	635.04 \$	1,828.92 \$	(1,193.88) -65.3%
Union Gap Police	23 \$	- \$	203.87 \$	8,402.49 \$	4,788.60 \$	3,665.65 \$	- \$	17,060.62 \$	12,392.92 \$	4,667.70 37.7%
Union Gap Sub-Total	23.5 \$	328.63 \$	212.74 \$	8,546.75 \$	4,941.88 \$	3,665.65 \$	- \$	17,695.65 \$	14,221.84 \$	3,473.81 24.4%

Union Gap Police Department

Charge Description	2024		Agency
	Count	2024 Price	Total
Spillman Server Depreciation	23	\$ 6.28	\$ 144.40
Spillman Storage	23	\$ 2.59	\$ 59.47
GIS Service - Yakima County	23	\$ 79.69	\$ 1,832.83
GIS Services - City of Yakima	23	\$ 79.69	\$ 1,832.83
Spillman Red Hat License	23	\$ 4.20	\$ 96.52
County FTE for Support of Spillman	23	\$ 133.48	\$ 3,070.02
Spillman License and Vendor Support	23	\$ 280.12	\$ 6,442.84
WSP ACCESS	1	\$ 1,263.16	\$ 1,263.16
KITCOM Quality Checks	23	\$ 1.55	\$ 35.60
Sundry Operating Expenses	23	\$ 11.06	\$ 254.28
On-call Overtime*	23	\$ 7.20	\$ 165.54
CommandCentral Ext & CC Vault	23	\$ 81.01	\$ 1,863.13
			<u>\$ 17,060.62</u>

Last Year (2023) \$ 12,392.92

Union Gap Fire

Charge Description	2024		Agency
	Count	2024 Price	Total
Spillman ERS interface for Fire	1	\$ 328.63	\$ 328.63
Spillman Server Depreciation	1	\$ 6.28	\$ 6.28
Spillman Storage	1	\$ 2.59	\$ 2.59
GIS Service - Yakima County	0	\$ 79.69	\$ -
GIS Services - City of Yakima	0	\$ 79.69	\$ -
Spillman Red Hat License	1	\$ 4.20	\$ 4.20
County FTE for Support of Spillman	1	\$ 133.48	\$ 133.48
Spillman License and Vendor Support	0.5	\$ 280.12	\$ 140.06
KITCOM Quality Checks	1	\$ 1.55	\$ 1.55
On-call Overtime*	1	\$ 7.20	\$ 7.20
			\$ 635.04

Last Year (2023) \$ 1,828.92

InterLocal Agreement

For the Establishment of the

**Yakima Consortium
for
Regional Public Safety**

(YAKCORPS)

(June 2010)

**YAKCORPS
InterLocal Agreement**

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Addendum:

- A** Public Safety Systems Project - Implementation Costs and Funding
- B** Consortium Annual Assessments – Allocation of On-going Costs
- C** Contingent Purchase Agreement with Spillman Technologies, Inc., and Attachments

INTER-LOCAL AGREEMENT

**YAKIMA CONSORTIUM
for
REGIONAL PUBLIC SAFETY**

WHEREAS this Agreement is made and first entered into by and among the undersigned governmental jurisdictions; and

WHEREAS the members and the residents of Yakima County would benefit both in terms of efficiency and economy from a consortium for Public Safety services for Yakima County and the participating cities, and fire protection districts within Yakima County; and

WHEREAS the undersigned governmental jurisdictions have a goal of establishing and maintaining a Consortium, to be hereafter known as the "Yakima Consortium for Regional Public Safety (YAKCORPS)"; and

WHEREAS this Agreement and the activities described herein below are authorized by the provisions and terms of the "InterLocal Cooperation Act" pursuant to RCW 39.34 et seq.; and

WHEREAS the establishment of the YAKCORPS will provide improved public safety within the boundaries of the consolidated service area of the participating jurisdictions, together with such other jurisdictions; and

WHEREAS the establishment and maintenance of YAKCORPS will provide substantial benefit to the citizens of the participating governmental jurisdictions and the public in general; and

WHEREAS the participating jurisdictions desire to expressly state the powers held by YAKCORPS pursuant to RCW 39.34.030(3)(b); and

WHEREAS the participating jurisdictions expressly state that YAKCORPS is authorized to acquire, hold and dispose of property pursuant to RCW 39.34.030(4)(b); and

WHEREAS YAKCORPS is funded by the methods described herein.

NOW THEREFORE, it is hereby agreed and covenanted among the undersigned as follows:

ARTICLE 1 – Consortium Purpose

A. The purpose of this Agreement is to establish the Yakima Consortium for Regional Public Safety (YAKCORPS) to provide public safety services for its' members, thereby benefiting them in terms of efficiency, economy, improved tools, improved coordination of data and/or improving the members' ability to better protect and serve the citizens of Yakima County.

B. YAKCORPS shall serve as a liaison to develop and promote communication, understanding and cooperation among the YAKCORPS members and participants on matters common to the parties and/or affecting the public served by the participants in the Consortium

and help ensure the coordination and sharing of integrated public safety information among members and participants.

C. YAKCORPS may provide technical and professional services to aid the administration and operations of member jurisdiction's and participants' regional, integrated public safety systems in a manner that provides greater expertise, lower costs, improved services to its' members / participants and/or better communications between its' members / participants. Such services may include, but are not limited to, the acquisition, enhancement, replacement, operations, maintenance and performance of regionalized public safety technology systems.

D. Further, YAKCORPS may provide technical and professional assistance on public safety related subjects of mutual concern and interest to the members when requested to do so and approved by a majority of the Executive Board.

ARTICLE 2 – Creation

YAKCORPS is hereby created as a consolidated public safety services consortium, which is a public agency. The parties hereto each assign to such agency the responsibility for public safety services to achieve the purposes provided in Article 1. Such agency shall be and is hereby created as a separate legal entity as is authorized by RCW 39.34.030(3)b.

ARTICLE 3 – Definitions

A. As used in this Agreement, the following words and phrases shall have the following meanings:

1. "Consortium" and "YAKCORPS" shall mean the entity that consists of and represents the entire group of Members to this Agreement.
2. The "County" shall mean the administrative and governing body headed by the Board of County Commissioners, and "Yakima County" shall mean the geographic area over which the County Commissioners exercise jurisdiction.
3. "Lower Valley City/Town" shall mean any one of the following cities or towns: Grandview, Granger, Harrah, Mabton, Wapato, Sunnyside, Toppenish or Zillah.
4. "Lower Valley Fire District" shall mean any one of the following fire districts: Lower Valley - No.5 or Glade - No.7.
5. "Member(s)" and "Participating Member(s)" shall mean those governmental agencies / jurisdictions within Yakima County represented by the signatories to this Agreement and such other Yakima County governmental entities as may become signatories or otherwise become members in the future; but excluding any signatory agency who has since withdrawn from or whose membership has been terminated by the Consortium, per Articles 18 and 20 herein and who has not subsequently re-joined the Consortium, per Article 18 herein.
6. "Non-Member agency or Jurisdiction" shall mean any agency or jurisdiction that is eligible to join the Consortium as a member, per Article 4 herein, but is not a current member thereof.

7. "Participant" shall mean any/all Participating Agencies, as defined in #8 below, and Participating Members, as defined in #5 above.
8. "Participating Agency" shall mean an agency(s) who participates in the utilization of and/or payment for some or all portions of the public safety systems but who are not members of the Consortium.
9. "Public Safety" shall include any or all of the following activities: 911 call taking; dispatch of law enforcement, firefighting and/or ambulance services; law enforcement; fire fighting; prosecuting attorneys; incarceration (e.g.: jail and Department of Corrections); probation and the technology and other services that support these functions.
10. "Public Safety Systems" shall mean, the Software and/or Hardware required to support the County-wide Regional Public Safety Systems as identified in Article 12 herein and as may be included in the vendor contracts included as Addendums hereto, or as such may be modified from time to time.
11. "Services" shall mean the performance of duties/activities, and/or the operation and maintenance of software, hardware and other equipment utilized to enhance public safety for the participating members.
12. "Upper Valley City/Town" shall mean any one of the following cities or towns: Moxee, Naches, Selah, Tieton, Union Gap or Yakima.
13. "Upper Valley Fire District(s)" shall mean any one of the following fire districts: Cowiche/Tieton - No.1 ; Selah - No.2; Naches - No.3; East Valley - No.4; Glead - No.6; Naches Heights - No.9; Fruitvale - No.10; Broadway - No.11; West Valley - No.12 or Nile/Cliffdell - No.14.

ARTICLE 4 – General Membership

- A. General membership in the Consortium shall be composed of all member agencies. Representatives from all members are welcome to attend any meeting of the General Membership, the Executive Board, the Operations Board, the Operating Committees and any/all other meetings of the Consortium that may occur.
- B. Eligible Entities: All local, public safety related governmental agencies / jurisdictions whose governing body is located within the geographic boundaries of Yakima County are eligible to become a Member of the Consortium, subject to proper authorization by that governing body, as evidenced by reference to the motion and vote in the minutes of said agency / jurisdiction and by the signature of the highest ranking official of said agency/jurisdiction on this InterLocal Agreement or the then current InterLocal Agreement. Additionally, all requests for membership after the effective date of this InterLocal Agreement will be subject to the eligibility requirements noted above and as included in Article 18 herein, and to all additional criteria, if any, as may be required by the Executive Board. Such additional criteria, if any, will be at the sole discretion of the Executive Board and addressed on a case by case basis.
- C. Modifications and/or amendments to the text of the Interlocal Agreement shall required a 2/3 majority vote of the Governing Bodies of the Members (i.e.: of the General Membership);

however, the Executive Board has authority to authorize and approve modifications / amendments to the Addendums to this Interlocal Agreement.

ARTICLE 5 – General Membership Board

A. The affairs of YAKCORPS shall be governed by a General Membership Board composed of one representative from each participating member. Such representative shall be the highest-ranking elected member of the jurisdiction or his/her designee, who shall be an elected official. Each Board member shall have an equal vote and voice in all Board decisions.

B. The Functions of the General Membership Board shall include:

1. Establish rules and policies for the General Membership Board's operation and regulation of its affairs.
2. Monitor the performance of the Executive Board and take appropriate action when deemed necessary by the Board. Any member of the Board may request the full General Membership Board to review a decision of the Executive Board.
3. The general Membership Board, by a two-thirds (2/3) majority vote of its members present at a properly authorized and noticed meeting of the Board, may overturn any decision or action of the Executive Board.

C. The General Membership Board shall meet only as necessary, but at least annually and at the request of any member of the General or Executive Board.

1. All materials of regular and special meetings shall be prepared in packets and distributed to all Board Members at least ten (10) days in advance of the meeting date.
2. The minutes of each General Membership Board meeting shall be prepared and distributed to each Board Member not more than fifteen (15) days after the date of the meeting. A quorum shall consist of a majority of those present at a properly noticed, scheduled meeting.
3. No action is deemed taken by the Board unless the matter was subject to a proper motion, which was approved by a majority of the Board present at a properly noticed meeting and recorded as such in the approved minutes of the meeting.

D. Unless otherwise agreed to by a majority of the Board, Robert's Revised Rules of Order shall govern all procedural matters relating to the business of the General Membership Board.

All regular meetings shall include the following:

1. Approval of the minutes of the previous meeting
2. Reports from the Chairperson
3. Reports from the Executive Board
4. Reports from the Operations Board
5. Reports of any member, as requested
6. Old Business

7. New Business

E. Members will serve without compensation, but are entitled to reimbursement for necessary and reasonable expenses actually incurred in the performance of their duties as members of the Board. Board members shall not be reimbursed for normal and customary expenses incurred in the performance of their duties as Board members, such as mileage to and from Board meetings, cost of meals and the like. Reimbursable expenditures must have been pre-authorized by the General Membership Board or have been included in the currently authorized annual budget for reimbursement from the Consortium.

Members, officers and agents of the Board shall conduct themselves in a professional manner and in accordance with Chapter 42.23 of the Revised Code of Washington, Code of Ethics for Municipal Officers.

F. The General Membership Board shall maintain a written record of its proceedings that is available for public inspection. The Board shall record in the record the "aye" and "nay" vote count on all matters coming before the General Membership Board at any regular or special meeting. All documents, records and accounts maintained by the Board are subject to (1) the Public Records Act, RCW 42.56 et seq., relating to public inspection at all reasonable times and (2) the Washington State Preservation and Destruction of Public Records act, RCW 40.14 et seq...

ARTICLE 6 – Executive Board

A. The Executive Board shall have the full authority and power of the General Membership Board to make decisions regarding the affairs of YAKCORPS on a routine basis.

B. The Executive Board shall be chosen from the General Membership Board. The Executive Board shall be composed of the following seven (7) member representatives, so long as the agency / jurisdiction remains a member of the Consortium:

1. One County Commissioner from Yakima County
2. The Mayor of the City of Yakima
3. One Mayor from an Upper Valley City (excluding City of Yakima)
4. The Mayor of the largest populated Lower Valley City
5. One Mayor from a Lower Valley City (excluding the largest populated City)
6. One Commissioner from an upper valley Fire District
7. One Commissioner from a lower valley Fire District

All Board Members not specifically identified in "B", above, shall be selected by a majority vote of the entities to be represented by the chosen Board Member. Any Board Member may appoint a designee to act on their behalf. The designee shall be an elected official from the same jurisdiction(s) as the Board member he/she is representing.

C. The Functions of the Executive Board shall include:

1. Adopt administrative policies for YAKCORPS;
2. Approve YAKCORPS annual budget, subject to the provisions of Article 12 of this Agreement;
 - i. Review and authorize the total annual assessment amount(s) for inclusion in the proposed budget and allocated among the members;
3. Establish policies for expenditures of budgeted items for YAKCORPS;
4. Approve or disapprove unbudgeted expenditures upon receiving recommendations of the Operations Board;
5. Resolve disputes that may arise between the members of the Operations Board and any other issues not resolved by the Operations Board;
6. Evaluate and determine the priority of public safety services the Consortium shall offer to members, and determine the price and other terms and conditions for and effects of providing such services, and advise all members of such;
7. Authorize professional services to assist the Consortium in order to address financial, legal or other technical matters necessary to carry out the functions of the Consortium;
8. Hire employees and/or contractors as necessary.
9. Approve contracts between YAKCORPS and its members, vendors, or other parties for materials, services and other business needs of YAKCORPS, including approval of any modifications or amendments to the agreements contained in the Addendums to this Interlocal Agreement, but excluding amendments to the text of the Interlocal Agreement, which requires a 2/3 majority vote of the General Membership;
10. Approve agreements with federal, state or local governmental agencies;
11. Approve the acquisition of real or personal property, or any interest therein, whether by purchase, lease, receipt by gifts, grants, or any/all other legal conveyance;
12. Ensure the General Membership Board is apprised of all proposed changes to policies, significant operating practices and contracts for services, including proposed changes to existing software and hardware;
13. Provide recommendations to the governing bodies of participating members regarding YAKCORPS business issues that may come before such bodies;
14. Provide annually, a report to the General Membership Board on the status of YAKCORPS. Said report shall include, at a minimum, a detailed list of the current years' revenues, expenditures; list of all assets and outstanding debt or other liabilities as of December 31st of preceding year and of any significant changes therein from the preceding year to the date of the report; status of all projects/programs included in the current year's annual budget or carried over from a previous year's budget, and any/all projects in progress; and status of all awarded grants and of all grant applications/requests outstanding;
15. The Executive Board may also perform other duties and responsibilities as may be authorized by the General Membership Board from time to time.

D. A quorum, or majority vote, of the Executive Board shall consist of a majority of the voting members, or their designees, present at a properly noticed meeting;

E. A Chair and a Vice-Chair, and such other officers as the majority of the Board may authorize, shall be elected by a majority of the Executive Board, to serve as an officer of the Executive Board. The term of each office shall be one year;

1. The Board shall elect the Chair and Vice-Chair for the subsequent year no less than thirty (30) days prior to the end of the current officers' term of office.
2. The Chair elected by the Executive Board shall serve as the Chair of the General Membership Board during his/her term of office.

F. The duties of the Executive Board Chair shall be as follows:

1. Chair: The Chair shall oversee all administrative functions of the Board and shall preside at all meetings of the Board. The Chair, or in the event of the Chairperson's absence or disability, the Vice Chair, or in the event of the Vice-Chairperson's absence or disability, the Temporary Chair, may sign and execute, on behalf of the "Board", lease agreements, contracts and other instruments previously authorized by the Board, and generally shall perform all duties incident to the office of Chair and such other duties as may from time to time be assigned to such office by the Board.

The Chair shall maintain a book of minutes of all meetings of the members, recording therein the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings thereat; see that all notices are duly given in accordance with the provisions of this Agreement or as may be amended from time to time, and as required by law; act as custodian of the records; exhibit at all reasonable times to any member, upon written request, the minutes of the proceedings of the members of the Board; attest to the official signatures of the other officers of the Board. All such records and minutes shall be retained for as long as is required by Washington State records retention requirements.

Signature of the Chair will not be sufficient to bind the Board unless said signature is first authorized by and on behalf of said Board at a meeting held pursuant to lawful notice with a quorum present.

At least ten (10) days prior to the end of their term of office, the Chair shall submit written notice to the Consortium's Fiscal Agent of the names and effective dates of the subsequent year's Chair and Vice-Chair, and any other officials who may hold elected office on the Executive Board. The Fiscal Agent is not authorized to act upon the authorization of the newly elected officials without such written notice nor prior to the effective date of their term of office. Additionally, the Fiscal Agent is not authorized to act upon the signature of the current year's elected officials after the end of their term.

2. Vice-Chair: At the request of the Chair or in the event of the Chair's absence or disability, the Vice-Chair shall perform all duties of the Chair, and when so acting shall have all the powers of, and be subject to all restraints upon the Chair. In

addition, the Vice-Chair shall perform such other duties as may from time to time be assigned to that office by the Board or Chair.

3. Temporary Chair: A Temporary Chairperson may be appointed by the Board, by a majority vote of the members present at a properly authorized and noticed meeting of the Board, if both the Chair and the Vice-Chair are absent or otherwise unable to perform their duties and responsibilities during their term of office.

G. The Executive Board shall meet regularly, but no less than quarterly. All materials of regular and special meetings shall be prepared in packets and distributed to all Executive Board members at least five (5) days in advance of the meeting date. Minutes shall be prepared of each meeting and shall be approved at the next Board meeting. All such meeting notes shall be distributed to any/all YAKCORP Member(s), upon such member's request or as soon as available, whether approved by the Board or not. All meeting minutes shall be marked "Draft" until approved by the Board;

H. The Chair, his/her designee, or a majority of the Board, may call for an executive session of the Board for discussion of matters protected under RCW 42.30.110, executive sessions. Such sessions shall comply with the criteria as set forth in the statute;

I. The Chair shall establish an agenda for each meeting, which shall be distributed with the packet of meeting materials, and shall oversee the preparation and distribution of meeting materials and meeting notes;

J. No action will be deemed to have been taken by the Board unless the matter had been subject to a proper motion, which was approved by a majority of the Board present at a properly noticed meeting and recorded as such in the approved minutes of the meeting.

K. Unless otherwise agreed to by a majority of the Board, Robert's Revised Rules of Order shall govern all procedural matters relating to the business of the Executive Board.

L. All regular meetings shall include the following:

1. Approval of the minutes of the previous meeting
2. Reports from the Chair
3. Reports from the Executive Board
4. Reports from the Operations Board
5. Reports of any member
6. Old Business
7. New Business

M. Members will serve without compensation, but are entitled to reimbursement for necessary and reasonable expenses incurred on behalf of the Board if such expenses were pre-authorized and approved for reimbursement by the Board. Board members shall not be reimbursed for normal and customary expenses incurred in the performance of their duties as members of the Board, such as mileage to and from Board meetings, cost of meals and the like.

Members, officers and agents of the Board shall conduct themselves in a professional manner and in accordance with Chapter 42.23 of the Revised Code of Washington, Code of Ethics for Municipal Officers.

N. The Executive Board shall maintain a written record of its proceedings that is available for public inspection. The Executive Board shall record in the record the "aye" and "nay" vote count on all matters coming before the Executive Board at any regular or special meeting. All documents, records and accounts maintained by the Board are subject to (1) the Public Records Act, RCW 42.56 et seq., relating to public inspection at all reasonable times and (2) the Washington State Preservation and Destruction of Public Records, RCW 40.14 et. seq.

ARTICLE 7 – Legal and Other Professional Assistance

The member agencies / jurisdictions may agree to furnish legal, financial or other professional assistance. The Executive Board may contract with a participating member(s) for professional services. If these services are not available within the necessary time and/or cost, the Executive Board may contract with a third party vendor for these services.

ARTICLE 8 – Operations Board

A. The Operations Board shall have the authority and responsibility to govern the day-to-day operations and activities of YAKCORPS, and to establish such operating practices and procedures as are necessary to responsibly, efficiently, effectively and with proper care carry out those operations and activities.

B. The Functions of the Operations Board shall be as follows:

1. Establish rules, policies, procedures, practices and/or guidelines for the operations of the Operations Board and any Operating Committees;
2. Develop operating practices, procedures, guidelines and codification standards, or customization requirements if needed, for the operation, maintenance of the public safety software systems;
3. Establish priorities and timelines for the development, enhancement and/ or replacement of YAKCORPS' public safety hardware and software computer systems and for the utilization and operation thereof;
 - a. Steering Committee: The Technology Directors for the County and for the City of Yakima and the Operations Board shall serve as the Steering Committee for computer software and hardware implementation projects; providing oversight and direction to the project manager and the project team.
4. Prepare YAKCORP's annual operating and capital budgets, with input and assistance from the Operating Committees, and forward such to the Executive Board for their review and approval;
5. Monitor expenditures throughout the year and ensure YAKCORPS operates within the authorized budget levels; forward all recommendations for unbudgeted expenditures and/or reallocation of budgeted funds to the Executive Board for approval;
6. Resolve disputes regarding YAKCORPS' business operations; or forward such to the Executive Board for resolution;

7. Any decision of the Operations Board may be over-turned by a majority vote of the Executive Board;
- C. The Operations Board shall be comprised of the following eleven (11) members:
1. Sheriff – Yakima County
 2. Police Chief – City of Yakima
 3. Police Chief – of an Upper Valley City/Town, excluding the City of Yakima
 4. Police Chief – of a Lower Valley City/Town
 5. Fire Chief – City of Yakima
 6. Fire Representative – of Yakima County Fire District #5
 7. Fire Representative – of an upper valley Fire District/Dept, excluding City of Yakima
 8. Fire Representative – of a lower valley Fire District/Dept
 9. Department of Corrections (DOC) – Yakima County Director
 10. Prosecuting Attorney Representative – from Yakima County or the City of Yakima
 11. 911 - Director
- D. Each Board member shall have an equal vote in all Board decisions. All Board Members not specifically identified in "C", above, shall be selected by a majority vote of the entities represented by each Board Member.
- E. Any Board member may designate a representative to attend meetings in that member's place. While so designated, the representative shall assume all rights and responsibilities of a full member. The designee must be from the same jurisdiction(s) as the Board member he/she is representing.
- F. The Board shall determine the time and place of its regular business meetings and shall meet as frequently as the Board deems necessary, but shall meet no less than once per calendar quarter.
- G. A quorum shall consist of those members present at a properly authorized and noticed business meeting.
- H. The Operations Board shall elect a Chair and a Vice-Chair from its members, by a majority vote of the Board. The Chair and Vice-Chair shall serve a one-year term. The Board shall elect the Chair and Vice-Chair for the subsequent year no less than thirty (30) days prior to the end of the current officers' regular term of office.
- I. The Chair, and in the absence of or at the request of the Chair, the Vice-Chair, shall have the following authority and responsibility:
1. To call special meetings of the Board, as appropriate;
 2. To preside at regular and special meetings of the Board;
 3. To appoint Operating Committees, as needed;

4. To meet with the Executive Board and attend their meetings and to keep that Board apprised of the actions of the Operations Board and significant issues facing, or likely to be facing, YAKCORPS and/or its members.

J. The Chair, or any two (2) Board members, may call a special meeting of the Board. All special meetings shall require a minimum of seven (7) business days, and a maximum of forty five (45) business days, advance notice to each Board member; such notice must be in writing and the meeting purpose must be included in such notice.

K. At least ten (10) days prior to the end of their term of office, the Chair, or in his/her absence the Vice-Chair, shall submit written notice to the Consortium's Fiscal Agent of the names and effective dates of the subsequent year's Chair and Vice-Chair of the Operations Board. The Fiscal Agent is not authorized to act upon the authorization of the newly elected officials without such written notice nor prior to the effective date of their term of office. Additionally, the Fiscal Agent is not authorized to act upon the signature of the current year's elected officials after the end of their term.

L. Unless otherwise agreed to by a majority of the Board, Robert's Revised Rules of Order shall govern all procedural matters relating to the business of the Operations Board.

M. All regular meetings shall include the following:

1. Approval of the minutes of the previous meeting
2. Reports from the Chairperson
3. Reports from Operating Committees
4. Reports from other Committees or any member, as requested
5. Old Business
6. New Business

N. All materials for regular meetings and minutes from the prior meeting shall be prepared in packets and distributed to all Board members, and any/all members upon their request, at least five (5) business days prior to the date of the next meeting.

O. No action is deemed to have been taken by the Operations Board unless the matter was the subject of proper motion, which has been approved by a majority of those Board members present at a properly noticed meeting, and as provided in the minutes.

P. Members will serve without compensation, but are entitled to reimbursement for necessary and reasonable expenses incurred on behalf of the Board if such expenses were pre-authorized and approved for reimbursement by the Board. Board members shall not be reimbursed for normal and customary expenses incurred in the performance of their duties as members of the Board, such as mileage to and from Board meetings, cost of meals and the like.

Q. Members, officers and agents of the Board shall conduct themselves in a professional manner and in accordance with Chapter 42.23 of the Revised Code of Washington, Code of Ethics for Municipal Officers.

R. The Operations Board shall maintain a written record of its proceedings that is available for public inspection. The Board shall record in the record the "aye" and "nay" vote count on all

matters coming before the Operations Board at any regular or special meeting. All documents, records and accounts maintained by the Board are subject to (1) the Public Records Act, RCW 42.56 et seq., relating to public inspection at all reasonable times and (2) Washington State Preservation and Destruction of Public Records, RCW 40.14 et. seq..

ARTICLE 9 – Operating Committees

A. The Operations Board shall establish the following standing seven (7) Committees to conduct the day-to-day business of YAKCORPS:

1. Public Safety Dispatch / Mobile Data – Fire
2. Public Safety Dispatch / Mobile Data - Law
3. Public Safety Records – Fire
4. Public Safety Records - Law
5. Jails and Corrections
6. Prosecutors
7. Public Safety Technology

B. The Functions of the Operating Committees shall be as follows:

1. Responsible for establishment of operating practices, procedures, and utilization of the systems relative to the Committee's functional area of responsibility;
2. Establish Codification and other general operating standards by which the system(s) will be designed and operated;
3. Coordinate and work jointly as needed, with the other Operating Committees to ensure the best overall utilization of the system(s) while maintaining necessary security features, accesses and data confidentiality;
4. Evaluate and provide recommendations to the Operations Board regarding system changes, codification and/or customization proposals, as needed. Recommendations to the Operations Board should be made jointly with other Operating Committees, as applicable;
5. Provide user and technical updates and recommendations to the Operations Board regarding system utilization and status and recommendations for system enhancements, updates and/or replacements;
6. During significant computer software and/or hardware implementation / installation projects, Operating Committees may function as Subject matter Experts for the project or the Operations Board may establish special project teams to the project for its duration; once the software / hardware is implemented and operating in the production environment in a satisfactory manner, the Operating Committees will incorporate this new technology into their Committees, as appropriate.

C. The members of the Consortium's Public Safety Technology Committee shall include, at a minimum, the head of the Information Technology Departments for Yakima County and for the City of Yakima, or their designees, and other subject matter experts whom they, or the Operations Board, may assign at their discretion.

D. The Operations Board shall appoint members to all Operating Committees by majority vote of the Board. Committee members shall consist primarily of key operating and/or technical personnel from the associated functional area of member agencies (i.e.: 911/dispatch, mobile data, law records, fire, prosecutors and jail).

E. All Operating Committees shall report to the Operations Board; Committees are advisory only bodies to the Operations Board, unless specifically authorized by the Operations Board to act in their behalf. The Public Safety Technology Committee shall also act as an advisory body to the Executive Board.

F. Operating Committees shall meet as frequently as they deem necessary and shall provide an update of their status and activities to the Operations Board at least quarterly.

G. To assist in conducting YAKCORPS business, the Operations Board may create additional standing and/or Ad-hoc Committees, as may be deemed necessary from time to time, by a majority vote of the Board. Such additional Committees may be created for a specified period of time, for a specified purpose, or may serve indefinitely at the pleasure of the Operations Board.

H. Each Operating Committee shall elect a Chairman from their Committee membership, by majority vote of the Committee.

I. Any disagreements within and/or between the Operating Committees that are not satisfactorily resolved by the Committee members will be forwarded to the Operations Board for resolution. In the event that the Operations Board is unable to reach a satisfactory resolution the matter will be forwarded to the Executive Board for review and final determination.

ARTICLE 10 – Consortium Resources and Expenditures

A. Funding sources for the operation of the Consortium shall include the following:

1. Revenue derived from the Annual Assessment to member agencies. Such assessment shall be calculated by applying the then current year's approved annual budget amount to the agreed upon cost allocation methodology, as described in Attachment "B", attached and incorporated hereto by reference, or as may be amended by the Executive Board from time to time;
2. Revenue derived from fees or charges to Members for additional services over and above those included in the Annual Assessment, as defined in Section A.1., above, whether contracted or otherwise, if any. Any such special service provided by the Consortium would be at the request of the individual member and must be pre-authorized by the Executive Board.
3. Revenue derived from fees or charges for services to non-Member public safety agencies, whether contracted or otherwise, if any;
4. Revenue derived from grants, donations or other gifts, if any;
5. Proceeds derived from loans or other borrowings, if any;
6. Other legally authorized revenues as may be approved by the Executive Board from time to time.

B. Expenditures of the Consortium shall be limited to the following:

1. Expenditures for purchase of, reimbursement for and/or payments for materials, supplies, software and related licenses, hardware and related licenses, equipment, professional and administrative services, repair and/or maintenance contracts on Consortium assets, contracts for operation and maintenance support of vendor software/hardware, preparation and distribution of meeting materials, publication of meeting notices and related costs, and other reasonable or incidental costs related to the business, operations and professional stewardship of the Consortium.
2. Other expenditures as may be authorized by a majority vote of the Executive Board from time to time.

C. All revenues and expenditures of the Consortium shall require proper authorization prior to accepting revenue, incurring a liability, or paying for an expenditure, as follows:

1. The Chair of the Executive Board is authorized to approve acceptance of funding from grants, donations, loans, member assessments, contract payments or any and all other funding sources if such revenue has previously been authorized by the Executive Board or if the Board approves, by majority vote of the members present at a properly notice meeting, the acceptance of such revenue/funding. If such revenue is included in the annual budget, it is deemed authorized by the Executive Board.
2. The Chair of the Operations Board is authorized to approve payments for equipment, software, materials, professional services, contract payments and the like that have been pre-authorized by the Executive Board and included in the approved budget.
3. All proposed purchases, expenditures and contracts not pre-authorized by the Executive Board or not included in the approved budget must be submitted to the Executive Board for approval prior to incurring any obligation for the purchase, expenditure or contract. Such approval will be evidenced by a majority vote of the Board members present at the meeting where the vote took place.

Before a vote may be taken to authorize unbudgeted and/or unauthorized work or contracts, written notice must be given to all members of the General Membership Board, the Executive Board and the Operations Board that such a vote will be taken at the next meeting of the Executive Board. Such notice must be given at least ten (10) days prior to the meeting at which the vote will be taken.

Pre-authorization of Expenditure Exception: in the event of an emergency, as defined in Article 11, the Chair of the Operations Board and the Service Provider Director are authorized to take steps necessary to prevent system failure or repair system functionality without prior expenditure authorization, as defined and authorized in Article 11 herein.

D. The financial operation of the Consortium shall be subject to all applicable Federal and State statutes and other regulatory bodies governing legal, financial, accounting, budgeting, auditing and financial statement / reporting requirements.

ARTICLE 11 – Fiscal Agency

A. The City of Yakima shall act as the fiscal agent for YAKCORPS. All YAKCORPS funds shall be deposited with and disbursed by the Yakima City Treasurer's office, pursuant to vouchers approved by (1) the Chair of the Executive Board or authorized designee, or (2) the Chair of the Operations Board, or authorized designee, if such expenditure is authorized within the approved budget, or by (3) the Consortium's Technology Services Provider, for expenditures less than \$7,500, if such expenditure is authorized within the approved budget and if the Service Provider is also an employee of a Consortium Member.

B. Emergency Situations: However, notwithstanding the above, in the case of an emergency, the Service Provider Director and/or the Chair of the Operations Board is/are authorized to purchase materials, equipment and professional services for the purpose of (1) preventing an imminent system failure that would cause an emergency situation for one or more members of the Consortium, or (2) restoring the public safety systems to an operational status during an emergency situation. The Consortium will be fully liable for the actions and purchases of the Service Provider Director and the Operations Board Chair during an emergency situation.

1. For the purposes of this Interlocal Agreement, a system emergency shall mean an actual or imminent failure of the Consortium's system the nature of which could jeopardize the security or confidentiality of system information and/or cause critical elements of the Consortium's system to stop functioning properly and thereby jeopardize the safety and security of citizens, public safety employees or their property.
2. It is intended that the Consortium's systems shall include those systems owned and operated by, or on behalf of, the Consortium, including software and server hardware and as defined in Article 15, herein. It is further intended that the Consortium's systems do not include systems, services and/or hardware that may be necessary for the proper operation of the Consortium systems, but are not owned / operated by the Consortium; such as the communications network, jurisdictions' individual workstations and the like.

ARTICLE 12 – Annual Budget

Under the direction of the Operations Board

A. Under the direction of the Operations Board, an annual budget shall be prepared and presented to the Executive Board and to the General Membership Board. The Consortium's fiscal year shall be the calendar year, and shall end on December 31st of each year. An annual budget shall be prepared for each fiscal year and shall include:

1. Revenues - A detailed list of projected revenue from each revenue source, including: recommended assessments of each member agency, a detailed list of each budgeted contract for service from the Consortium and related revenues; a detailed list of each budgeted contract for services to the Consortium; a detailed list of individual budgeted grants, donations and any/all other revenue sources.

The annual assessment may include: (1) annual vendor software operation and maintenance support costs, (2) authorized technology service provider costs, (3) authorized system hardware replacement costs, (4) Consortium liability premium

costs and (5) other costs that may be authorized by the Executive Board from time to time.

2. Expenditures - A detailed list of all anticipated expenditures; including, but not limited to; planned software and/or hardware purchases or replacements; 3rd party (vendor) support service costs; internal consortium support costs; annual consortium insurance costs, and detailed list of any/all other expenditures greater than \$5,000; other items less than \$5,000 may be aggregated so long as the sum of all aggregated amounts does not exceed \$10,000.
3. The proposed budget shall also include the work plan for the budget year, including: an explanation of planned / projected and budgeted expenditures; replacement cycles for major hardware devices and software, if applicable; changes in costs of vendor maintenance agreements; new, or modifications to, existing external service agreements; overview of Consortium provided service agreements and details of any significant planned changes in the operations of the Consortium's public safety systems and/or operations.
4. Any and all other data or information that the Operations Board believes may be of significant interest or benefit to the General Membership Board or the Executive Board in their review and consideration of the annual budget recommendation.

B. May 31st Deadline: The Operations Board will present their proposed annual budget to the Executive Board no later than May 31st of each year for the subsequent calendar year.

C. June 30th Deadline: The Executive Board shall forward the proposed budget and related work plan, including their proposed adjustments or modifications thereto, if any, to each member of the General Membership Board for their review no later than June 30th.

D. July 31st Deadline: Each member jurisdiction shall submit, in writing, any objections, concerns and/or change requests regarding the proposed budget, if any, to the Executive Board no later than July 31st.

1. The governing body of any member jurisdiction may request a special meeting of the Executive Board to further discuss and/or refine the proposed budget. Such request shall be in writing and submitted to the Chairman of the Executive Board, no later than July 31st.

E. August 31st Deadline: The Executive Board shall address concerns or objections submitted by member agencies, if any, and shall hold a special meeting to discuss the budget, as they deem appropriate or if requested in writing by a member agency. If a special meeting is to be held, the Chairman of the Executive Board shall schedule, and provide proper notice of such special meeting, which shall be held no later than August 31st.

F. If the Executive Board receives no written notice of objection to or request for a meeting regarding the proposed annual budget by July 31st, the Executive Board may assume that the governing bodies of the member jurisdictions do not object to the proposed revenue and expenditure budget or to the related work plan.

G. September 15th Deadline: The Executive Board shall approve the annual budget for a given year no later than September 15th of the year prior to the budget year.

H. Once authorized by the Executive Board, and within five (5) days of such authorization, the budget shall be submitted to the governing body of each Consortium member and to the Chairman of the General Membership and Operations Boards and to the Chairman of each Operating Committee. The chairman of each Board / Committee shall distribute a copy of the budget to each member of his/her Board/Committee.

I. If agreement between a member agency and the Executive Board regarding the subsequent year's annual budget is not reached, the member agency may choose to terminate their participation in the Consortium by stating so in writing. Such notice of termination shall be provided in writing, signed by the highest elected official of the member agency, and submitted to the Chairman of the Executive Board within fifteen (15) business days of receipt of the Executive Board's approved annual budget.

Notwithstanding the above, termination by a member agency shall not relieve that member, or any other member, of responsibility for meeting financial and other obligations outstanding at the time of termination.

J. Once the annual budget is approved by the Executive Board, the member assessments included in the approved budget shall become a legally binding debt of each member agency, owing to the Consortium.

K. Each member agency shall pay their annual assessment to the Consortium's Fiscal Agent in two equal semi-annual installments. Payments are to be made on or before February 1st, and August 1st of each calendar year for that year's assessment.

ARTICLE 13 – Insurance

YAKCORPS shall obtain and maintain commercial general liability insurance; auto liability for any owned vehicles; public officials liability (directors & officers liability); and property insurance covering all equipment owned by YAKCORPS with a value greater than \$10,000 or greater than an amount deemed, by the Executive Board, to be a reasonable and cost effective insurance deductible amount. The insurance carriers, level of coverage, deductible and other significant coverage issues shall be as approved by the majority of the Executive Board. Each member entity will be listed as an additional insured under the commercial general liability insurance policy for YAKCORPS. YAKCORPS shall additionally obtain and maintain other insurance policies as may be required by applicable law or majority vote of the Executive Board.

ARTICLE 14 – Consortium's Authority

A. YAKCORPS may enter into contracts or agreements with governmental agencies, vendors, contractors, consultants or other third party entities and with member agencies as deemed necessary and approved by the Executive Board to carry out the purposes and functions of the Consortium; including, but not limited to, providing technical services, administration, planning, support and/or conducting studies of problems of mutual concern.

B. The Consortium may receive grants and gifts in furtherance of its programs and business purpose;

C. The Chairman of the Operations Board is authorized to execute contracts and other agreements with third-parties and member agencies; however, all such contracts and

agreements must first be approved by a majority of the Executive Board at a scheduled meeting and included in the approved annual budget.

D. YAKCORPS shall have authority to acquire (by purchase, lease or otherwise) own, operate (directly or by contract), maintain, equip, reequip, and repair real and personal assets necessary to carry out the business of the Consortium.

E. YAKCORPS shall have the same legal rights and authority as each individual member to enforce the financial, legal and other obligations of the members to the Consortium, including, but not limited to, the right to pursue all legal avenues for the payment of annual assessments and other amounts owing to the Consortium by a member and to collect from that member all legal and other expenses the Consortium incurred in the collection thereof.

ARTICLE 15 – Integrated Public Safety Systems Project (IPSS)

A. Integrated Public Safety System Project (IPSS): upon execution of this InterLocal Agreement, members agree to immediately commence the implementation of integrated public safety systems as defined in the City of Yakima's RFP #10809P, dated March 19, 2008 and as may have been modified by the IPSS Project team and/or vendor agreements thereafter. This project shall be known as the Integrated Public Safety System Project or "IPSS":

B. For purposes of defining the scope of work and the related costs to be included in the implementation phase of the Integrated Public Safety Systems Project, the members acknowledge and agree the scope and funding shall include the following: (1) vendor's computer software and related costs as included in the Contingent Purchase Agreement, Licensing Agreement and Support Agreement with Spillman Technologies Inc. dated December 22, 2009 and as modified herein in Addendum "C" and its related Attachments, (2) vendor's computer software and related costs and licensing and support agreements as may be included in agreements with the vendor(s) of the prosecuting attorney's systems, as may be executed by the Executive Board of the Consortium in the future, (3) the software licensing and implementation costs as included in Addendum "A" of this Agreement, (4) conversion of member's existing systems to the new public safety systems, such work and costs shall include the costs of the necessary interfaces to existing systems, costs to upgrade agency specific hardware to be compatible with the new vendor systems, and, as may be authorized by the Operations Board during implementation, the costs to convert a limited amount of member's existing data, (5) the server and other related hardware, if any, necessary to run and operate the software systems for the Consortium as a whole, (6) cost of a project manager to coordinate and oversee the implementation of the systems for all members, and (7) other incidental and customary costs that may arise during the implementation of the systems, if authorized by the Executive Board.

C. Addendums: Addendum "A" – Public Safety Systems Project – Implementation Costs and Funding; Addendum "B" - Consortium Annual Assessments – Allocation of On-going Costs, and Addendum "C" – Contingent Purchase Agreement with Spillman Technologies, Inc., and the related Attachments, are all included in this Interlocal Agreement herein, by reference.

ARTICLE 16 – Technology Services Provider

- A. The Consortium shall contract with a Service Provider for software and hardware maintenance and operations support for the public safety systems implemented as part of the Integrated Public Safety Systems Project (IPSS), as described in Article 15 herein. These services shall include: vendor network administration; database administration; operation and maintenance of system server(s); acting as technology expert on behalf of the members and as the primary point of contact between the member agencies and the vendor's support personnel to address system-wide questions and resolve problems; provide user training, as needed; coordinate implementation of vendor software updates; and other functions that may be deemed appropriate by the Executive Board from time to time.
- B. The Consortium's Technology Services Provider will not be responsible for the operation or maintenance of member's workstation hardware, mobile units, or any public safety software/hardware other than that included in Article 15 herein, if any.
- C. The members agree and authorize the Yakima County Information Technology Department to function as the Technology Services Provider immediately upon implementation of the new public safety systems, as defined in Article 15, herein. Members further authorize the Executive Board to change the Technology Service Provider and/or the services provided by the Technology Services Provider as they deem appropriate, from time to time.
- D. In the event that the Executive Board authorizes another party to perform the tasks of the Technology Services Provider for the Consortium, the governing body of Yakima County and Yakima County's Information Technology Department agree to fully cooperate with the Executive and Operations Boards and the newly authorized Services Provider in transitioning their duties and responsibilities to the new Service Provider, including but not limited to, the physical transfer of the Consortium's servers and other hardware and software to a new location, if so requested by the Executive Board and to, in good faith, provide the technical expertise to assist in the transfer as may be needed to ensure a safe, secure and smooth transition and as may be requested by the Executive Board.
- E. All reasonable and customary expenses incurred by the Consortium, the existing Service Provider and the new Service Provider to accomplish the safe and secure transfer of the Consortium's software and hardware and the technical expertise to operate the software and hardware to the new Service Provider shall be paid by the Consortium, unless otherwise agreed to by the parties. All expenses incurred by the existing or new Service Provider must be pre-approved by the Executive Board or reimbursement may be denied.

ARTICLE 17 – Member Responsibilities

- A. The governing body of each member agency acknowledges and agrees that, upon execution of this Agreement, YAKCORPS shall step into the position of "Customer" as defined in the Contingent Purchase Agreement dated December 22, 2009 between Yakima County, the Customer, and Spillman Technologies, Inc and as modified herein and included as Addendum "C". Additionally, YAKCORPS shall be responsible to fulfill all obligations of the "Customer" as required in stated Contingent Purchase Agreement.

B. The governing body of each member agency / jurisdiction:

1. Acknowledges awareness and acceptance of the Request for Proposal (RFP) #10809-P, dated March 19, 2008, and included herein by reference, for county-wide public safety computer systems;
2. Agrees to abide by the requirements, terms and conditions of any/all Federal grant funding accepted by YAKCORPS' Executive Board;
3. Acknowledges the value and importance of this system and are committed to seeing it come together. Further, the County and the City of Yakima realize the critical nature of this project to the point of committing to funding any capital cost shortfall needed to see the project to fruition.
4. Acknowledges that the ongoing support and maintenance costs of the systems will be borne by all members;
5. Agrees to abide by the requirements, terms and conditions of all grants or other agency's whose funding is accepted by YAKCORPS' Executive Board;
6. Agrees that a full year's assessment shall be owed and payable by each agency for each full or partial year that the agency is a member of the Consortium, unless otherwise agreed to by a two-thirds (2/3) majority vote of the Executive Board;
7. Agrees that no member or participating agency shall be entitled to a refund, in whole or in part, of any annual assessment the member or participating agency may have paid to the Consortium for replacement funding of existing equipment or for any other purpose.
8. Agrees to comply with all current and future Federal and State Public Safety Technology requirements in all manners that have, or could reasonably be expected to have, an impact on the public safety systems governed by the Consortium.
9. Agrees to pay the full amount of any and all financial obligations assessed upon member as a condition(s) of withdrawal from the Consortium, the termination of their membership, or expulsion from the Consortium as provided in Articles 18, 20 and 21 herein. Additionally, the governing body of the member agency / jurisdiction agrees to pay all reasonable and customary costs incurred by the consortium, if any, in an effort to enforce such payment by the member.
10. Agrees to abide by all the terms and conditions of this Agreement;

C. The governing body of each member agency is responsible to ensure that all requirements of the Consortium are carried out as intended and agreed to herein and as are authorized from time to time by the General Membership Board, the Executive Board and the Operations Board, including, but not limited to the following:

1. All properly authorized and approved annual Member Assessments shall be paid to the Consortium's Fiscal Agent by the due date;
2. Members acknowledge that data contained within the public safety systems operated and maintained by the Consortium is confidential, and members shall ensure that physical, electronic and procedural safeguards and controls are implemented and maintained within the member agency, and between member agencies, to ensure that all confidential information is secure and to prevent unauthorized access to or use of such information by unauthorized individuals;

3. If a member has reason to believe that any confidential information has or may become known by unauthorized persons, whether or not employed by that member agency, the member shall immediately notify the Chairs of the Executive Board and the Operations Board.
4. Members agree to utilize all systems operated and maintained by the Consortium only in the manner intended. Further, all members agree to follow and utilize only the codification standards as established and approved by the Operations Board, including, but not limited to, the codes established within the system(s) to identify each individual member agency, each type of criminal offense, type of booking in the jails, type of arraignment, and the like.

ARTICLE 18 – Duration of Agreement

A. The initial term of this Agreement is for a period of five (5) years from the date hereof and thereafter is automatically extended for consecutive three (3) year periods. Any party seeking modifications to the Agreement shall provide written notice of such to the Chairman of the Executive Board by June 1st of the year prior to the end of the then current extension period. Notice in writing is required and time is of the essence in giving notice.

B. Within 30 days of receipt of a written notice of a modification request by a member agency, the Executive Board shall notify all members of the General Membership Board and shall schedule a meeting of the Executive Board to discuss the requested modifications to the Agreement.

C. All member agencies shall work in good faith to agree to retain the existing Agreement or execute a new or revised InterLocal Agreement prior to the last effective date of the current extension period.

D. If a majority of the governing bodies do not approve a new or revised Agreement by the end of the current extension period, the existing Agreement will become effective for another three (3) year period, unless subsequently modified by a majority vote of the governing body's of the member jurisdictions.

E. If a majority of the governing bodies of the member jurisdictions adopt a new or revised Agreement it shall become effective 30 days after the date such majority approval was attained, or on the effective date stated therein, whichever comes later.

The member jurisdictions whose governing bodies do not adopt the new or revised Agreement by its' effective date shall continue participation in the Consortium until the existing Agreement expires, at which time their membership in and the benefits of the Consortium shall terminate.

F. Termination of membership from the Consortium does not eliminate the member jurisdiction's previous legal or financial responsibilities to YAKCORPS.

G. Should the governing body of a non-member agency / jurisdiction request to join, or rejoin, the Consortium, whether or not such non-member agency was previously a member of the Consortium, all of the following criteria must be met: (1) the governing body of the requesting agency / jurisdiction must approve the InterLocal Agreement in effect at that time; (2) the General Membership Board must approve, by a majority vote of the members present at a properly authorized and noticed meeting, the membership request; and (3) the requesting

agency / jurisdiction must accept the terms and conditions, if any, for joining the Consortium as may be required by the Executive Board. Such terms and conditions may include, but are not limited to, a "buy-in" amount to be paid by the agency to cover the agency's proportionate share of Consortium's assets and/or liabilities or to cover any costs/expenses incurred by the Consortium on the agency / jurisdiction's behalf caused by such agency / jurisdictions previous termination, expulsion, or other withdrawal from the Consortium. The Executive Board will determine such terms and conditions, if any, at their discretion and on a case by case basis.

ARTICLE 19 – Dispute Resolution

A. Any controversy or dispute between the parties regarding the application or interpretation of this Agreement is subject to resolution by the following procedures:

1. Initial review by the Executive Board to facilitate prompt resolution through agreement.
2. If the initial review does not achieve resolution, the Executive Board Chair shall appoint a committee with members from the Executive Board and the General Membership Board with authority to facilitate resolution through agreement.
3. If the matter is not resolved through the work of the committee, the committee will make a report to the Executive Board and the Executive Board shall refer the matter to the General Membership Board for final and binding resolution, by a majority vote of the Board Members present at a properly authorized and noticed meeting of the Board.

ARTICLE 20 – Member's Withdrawal or Expulsion from Consortium

A. In addition to termination of a member as provided for in Article 18, a member agency and/or jurisdiction may withdraw from the Consortium by providing notice of intent to the Executive Board no later than September 15th of any given year to be effective on January 1st of the subsequent year. Such notice must be in writing and time is of the essence in giving notice.

B. Upon proper written notice of intent to withdraw from the Consortium by a member, the Executive Board shall determine the conditions under which the Member may withdraw, including, but not limited to: (1) assessment of outstanding payments, if any, due from the Member to the Consortium, (2) assessment of assets or liabilities, if any, due to/from the Member from/to the Consortium. Such conditions shall be communicated in writing to the governing body of the member agency / jurisdiction within sixty (60) days of receipt of members notice to withdraw.

C. Members agree that upon their withdrawal, or expulsion, from the Consortium they are not entitled to, nor will they receive any refund or reimbursement of costs for any amounts the member may have paid into the Consortium for: (1) proration of annual assessment costs/payments; (2) funds paid into a reserve or dedicated account for the purpose of replacing hardware in the future or (3) the purchase of assets still in use, or intended for future use, by the Consortium. The member will not, however, be responsible for any future payments towards the hardware replacement fund, unless such expenditure related to a long-term contract or bond that was previously authorized by the Consortium and the authorization for that liability specifically stated that all members at that time would be responsible for their proportionate share of that liability until it is paid in full.

ARTICLE 21 – Default

A. Any of the events shall constitute a "default" by the offending member(s) under this Agreement:

1. Member fails to pay the Fiscal Agent all, or any part thereof, of a properly authorized and approved assessment when due, and such failure has not been corrected within fifteen (15) business days after written notification has been given to the governing body of the member agency;
2. Member improperly utilizes and/or maintains the system(s) coding structure as approved by the Executive Board and/or the Operations Board;
3. Member's use of information maintained within the system(s) operated and maintained by YAKCORPS in an illegal or unethical manner;
4. Member's failure to ensure that physical, electronic and procedural safeguards and controls are implemented and maintained within the members' agency(s), and between member agencies sufficient to safeguard confidential information and to prevent access by unauthorized individuals;
5. Member's failure to utilize all systems operated and maintained by the Consortium only in the manner intended or member's failure to follow and utilize only the codification standards as established and approved by the Operations Board;
6. Failure to maintain compliance with all Federal and State Public Safety technology requirements in all manners that have, or could reasonably be expected to have, an impact on the public safety systems governed by the Consortium; including, but not limited to: federal Criminal Justice Information Systems (CJIS) and Washington Criminal Information Center WACIC);
7. Member's failure to perform any other obligation set forth in this Agreement if such failure has not been corrected within thirty (30) days after YAKCORPS has given written notice of such failure to the governing body of the member agency;

B. The Executive Board shall review the circumstances of any default and determine by majority vote the appropriate action(s) to be taken in response to the default, which may include any one or more of the following:

1. Technical and/or professional assistance to facilitate resolution of the underlying problems causing the default;
2. Restrictions on participation in the Consortium for a specific period of time preceding resolution; and/or
3. Expulsion from the Consortium.

ARTICLE 22 – Dissolution of Consortium

A. Dissolution of the consortium shall take place through either one of the following two procedures:

1. The Executive Board shall formulate and approve, by a majority vote of its' members, a recommendation for dissolution and shall forward it to the General Membership Board and to the governing bodies' of all member agencies / jurisdictions. No less than sixty (60) days and no more than one hundred and eighty (180) days after such recommendation is forwarded to the governing bodies of all member agencies / jurisdictions, the General Membership Board shall approve, by a two-thirds majority vote of the then current members, the recommendation of dissolution.
2. The General Membership Board shall formulate a recommendation for dissolution and shall forward it to the governing bodies' of all member agencies / jurisdictions. No less than sixty (60) days and no more than one hundred and eighty (180) days after such recommendation is forwarded to the governing bodies of all member agencies / jurisdictions, the General Membership Board approves, by a two-thirds majority vote of the then current members, the recommendation of dissolution.

B. Dissolution shall not take effect until the Executive Board has completed the wrap up of the Consortium's duties and obligations, set forth in a final report and submitted to the General Membership Board and to the governing bodies of all member agencies / jurisdictions. The wrap up shall include resolution of any outstanding liabilities, disposition of assets, final accounting and resolution of all legal, financial and regulatory requirements.

C. Disposition of property and assets shall take place as follows:

1. Actual identifiable personal property contributed in total by one member for the benefit of the Consortium shall be returned to the member agency / jurisdiction that contributed it, if possible and fiscally reasonable to do so and if contributing member desires the items return.
2. New personal property / real property purchased in the name of YAKCORPS shall be partitioned on an equitable basis to the current members based upon a pro-rated share of contributions from the current members as determined in the current, or last utilized if no current calculation exists, annual cost allocation calculation. A then current member shall have the option of purchasing any real/personal property from YAKCORPS in the event of dissolution of the Consortium, by approval of the Executive Board, at its current fair market value. In the event that more than one member of the Consortium is interested in purchasing the property at fair market value, the Consortium shall sell the property at auction or by sealed bid to the highest bidder above the minimum price of fair market value. The Executive Board shall use their best judgment to determine the current fair market value of personal property.

In the event that real property is not sold to a member-entity, the parties agree that the subject property(s) shall be sold for its current fair-market value; in either case, the Executive Board shall determine the fair-market value of real property from the Yakima County Assessor's Office, and/or an independent third party

appraisal from a licensed realtor or real estate appraiser, or if these sources are not cost effective, the Board shall, in good faith, use their best judgment to determine the fair market value of the asset.

3. Any remaining funds or assets after payment of all debts and liabilities shall be returned to each then current member based upon the members' proportionate share of the total members' current annual cost allocations, or the most recent allocation if a current allocation is not available.

D. Resolution of any outstanding liabilities shall take place as follows:

1. All funds received by the Consortium from the sale of assets shall be utilized first to pay debts / liabilities of the Consortium;
2. All current members of the Consortium shall share resolution of any outstanding liabilities of the Consortium.
3. The Executive Board shall prepare a final accounting for any outstanding liabilities of the Consortium and provide a copy to the General Membership Board.
4. The Executive Board shall adopt the final accounting after considering any comments submitted by the General Membership Board.

ARTICLE 23 – Indemnification

Each member shall have responsibility for and assume the risk of liability for its own wrongful and/or negligent acts or omissions, or those of its elected officials, officers, agents, employees or volunteers to the extent that liability exists, and agrees to defend, indemnify and hold harmless the other members from any such liability.

ARTICLE 24 – Non-Discrimination

The parties shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation and any other classification protected under federal, state or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, rates of pay or other forms of compensation, selection for training and the provision of services under this Agreement.

ARTICLE 25 – The Americans with Disabilities Act

The parties shall comply with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (ADA) and its implementing regulations and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations with regard to the activities and services provided pursuant to this Agreement. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, public transportation, state and local government services and telecommunications.

ARTICLE 26 – No Conflict of Interest

The members covenant that neither they nor their employees have any interest and shall not hereafter acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. The parties further covenant they will not hire anyone or any entity having such a conflict of interest during the performance of this Agreement.

ARTICLE 27– Severability

If any part, paragraph, section or provision of this Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part or provision of this Agreement.

ARTICLE 28 – Execution

This Agreement or Amendments hereto, shall be executed on behalf of each member pursuant to an appropriate Motion, Resolution or Ordinance of the governing body of each member. This Agreement or any Amendment thereto, shall be deemed adopted upon the date the governing body of the last member agency authorized the appropriate Motion, Resolution or Ordinance.

This Agreement may be executed in two or more counterparts, and each such counterpart shall be deemed to be an original instrument. All such counterparts together will constitute one and the same Agreement.

ARTICLE 29 – Hold Harmless

The parties to the Agreement shall defend, indemnify and save one another harmless from any and all claims arising out of the performance of this Agreement, except to the extent that the harm complained of arises from the sole negligence of one of the participating members. Any loss or liability resulting from the negligent acts errors or omissions of the General Membership Board, the Executive Board, the Operations Board or the Operating Committees, while acting within the scope of their authority under this Agreement, shall be borne by YAKCORPS exclusively.

ARTICLE 30 – Amendments

This Agreement is subject to amendment, modification or replacement by the Governing Bodies of the then current members. Additionally, the Addendums to this Agreement are subject to amendment, modification or replacement by the Executive Board.

A. Recommendations for amendments to this Agreement shall require a two-thirds (2/3) majority vote of the members present at any properly authorized and noticed regular or special meeting of the General Membership Board. A requested amendment, modification or replacement of this Agreement shall be forwarded to the General Membership Board and the Executive Board a minimum of ten (10) calendar days prior to a scheduled meeting at which a vote on such amendment, modification or replacement is to take place.

B. Within ten (10) business days of approval by the General Membership Board, the Chair of the Executive Board shall forward the recommended amendment, modification or replacement to this Agreement to the governing body of each member jurisdiction for review and approval.

C. Each member jurisdiction shall bring all recommended amendments, modifications or a replacement to the Agreement before its' governing body within forty-five (45) days of receipt of such from the Executive Board. Approval by at least two-thirds of the legislative bodies of member jurisdictions is required to authorize any amendment, modification or replacement to this Agreement.

D. Any member agency's governing body that did not approve the amendment within the required timeframe above, may withdraw from the Consortium by providing written notice to the Executive Board within ninety (90) days of receipt of the approved amendment, modification or replacement Agreement from the Executive Board. The member agency's withdrawal shall be effective immediately upon receipt by the Executive Board or simultaneously with the effective date of the approved amendment, modification or replacement Agreement, if later than the notice receipt date by the Executive Board. The provisions of Article 20.B and C shall apply to any such withdrawal by a member. Should a member agency's governing body not approve the amendment and not withdraw from the Consortium as provided herein, said member agency shall be deemed to have waived any objection to the amendment, modification or replacement Agreement and shall be subject to such amendment, modification or replacement Agreement.

E. Addendums to this Agreement are subject to amendments, modifications or replacement by a two-thirds (2/3) majority vote of the members of the Executive Board present at a properly authorized and noticed meeting of that Board.

ARTICLE 31 – Entire Agreement

This document, including the Addendums attached hereto, encompasses the entire Agreement of the members. No understanding or amendment, addendum or addition to this agreement shall be effective unless made in writing and approved by a majority vote at a properly scheduled and noticed meeting of the Executive Board.

ARTICLE 32 – Signatures

Each party to this Agreement shall sign a signature page in a form required by law to constitute valid execution. Each signature page shall be titled "Yakima Consortium for Regional Public Safety's InterLocal AGREEMENT SIGNATURE PAGE" FOR (NAME OF ENTITY)".

ARTICLE 33 – Filing of Agreement

Upon execution hereof, this Agreement shall be filed with the City Clerk of the respective participating members, the Yakima County Auditor, and such other governmental agencies as may be provided by law.

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF GRANDVIEW

APPROVED this 13th day of July, 2010.




Signature

Print Name: Norm Childress

Title: Mayor

ATTEST:

City Clerk:



Anita Palacios

Date: 7/13/2010

Approved as to form:



City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

TOWN OF GRANGER

APPROVED this 13th day of July, 2010.

Ramona Fonseca

Signature

Print Name: Ramona Fonseca

Title: Mayor

ATTEST:

City Clerk:

Alise Krueger

Date:

7/13/10

Approved as to form:

City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

TOWN OF HARRAH

APPROVED this 9 day of August, 2010.

Barbara Harver

Signature

Print Name: Barbara Harver

Title: Mayor

ATTEST:

City Clerk: Bob Merrill

Date: 8-11-10

Approved as to form:

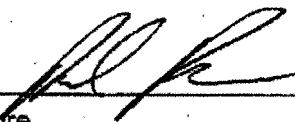
John Maxwell
City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF MABTON

APPROVED this 13th day of July, 2010.


Signature

Print Name: Angel Reyna

Title: Mayor

ATTEST:

City Clerk: 

Date: 7-13-10

Approved as to form:

City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF MOXEE

APPROVED this 8th day of July, 2010.

Greg LaBree
Signature

Print Name: Greg LaBree

Title: Mayor

ATTEST:

City Clerk: Christa S. Skilton

Date: July 8, 2010

Approved as to form.

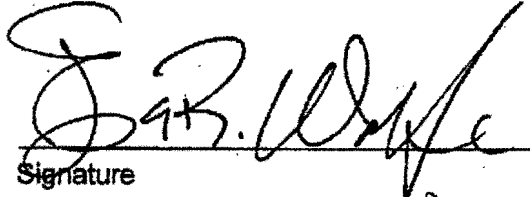
[Signature]
City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

TOWN OF NACHES

APPROVED this 12 day of July, 2010.



Signature

Print Name: ERIC R. WOLFE

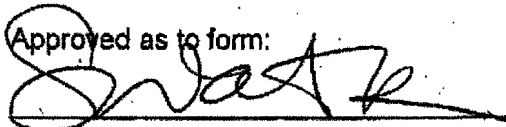
Title: MAYOR

ATTEST:

City Clerk: Laura J. Luke

Date: July 12, 2010

Approved as to form:

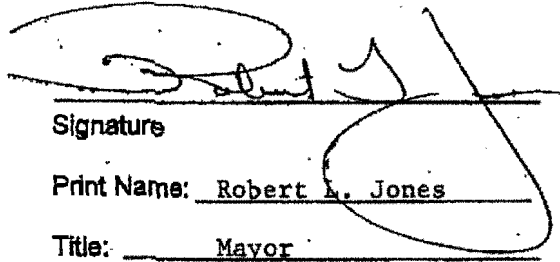

City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF SELAH

APPROVED this 27th day of July, 2010.


Signature
Print Name: Robert A. Jones
Title: Mayor

ATTEST:

City Clerk:

Date:

Approved as to form:


City Attorney

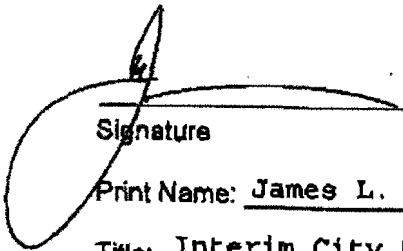
Approved by RES 2010 - 31
July 12, 2010

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF SUNNYSIDE


APPROVED this 12th day of July, 2010.



Signature
Print Name: James L. Bridges
Title: Interim City Manager

ATTEST:

City Clerk:


Deborah A. Estrada

Date:

7-12-2010

Approved as to form:



City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF TIETON

APPROVED this 12th day of July, 2010.

Stanley R. Hall
Signature

Print Name: Stanley R. Hall

Title: Mayor

ATTEST:

City Clerk: [Signature]

Date: 7-13-10

Approved as to form:

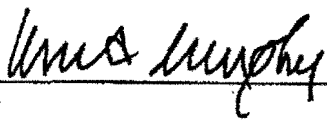
City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF TOPPENISH


APPROVED this 12th day of July, 2010.


Signature

Print Name: WILLIAM C. MURPHY

Title: City Manager

ATTEST:

City Clerk: 
LINDA B. MEAD, CMC
Date: July 12, 2010

Approved as to form:

City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF UNION GAP

APPROVED this 13 day of July, 2010.

Jim Lemon
Signature

Print Name: Jim Lemon

Title: MAYOR

ATTEST:

City Clerk: Kathryn Thompson, CMC

Date: 7-13-10

Approved as to form:

[Signature]
City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF WAPATO

APPROVED this 2^d day of Aug, 2010.



Signature

Print Name: Jesse Farias

Title: Mayor

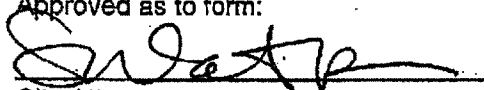
ATTEST:

City Clerk: S. Pearson

Date: 8/2/2010

Susan P. Pearson, Clerk-Treasurer

Approved as to form:



City Attorney

Sara Watkins

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF YAKIMA

APPROVED this 8th day of July, 2010.

[Signature]
Signature

Print Name: R. A. Zais, Jr.

Title: City Manager

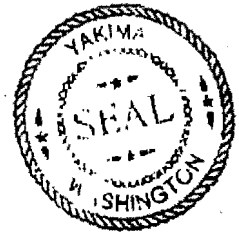
CITY CONTRACT NO. 2010-68
RESOLUTION NO. R-2010-84

ATTEST:

Deputy City Clerk: Linda Watkins
Date: 7-8-10

Approved as to form:

[Signature]
City Attorney



Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

CITY OF ZILLAH

APPROVED this 6th day of July, 2010.

Gary V. Clark
Signature

Print Name: Gary V. Clark

Title: Mayor

ATTEST:

City Clerk: Charon Bounds

Date: July 6, 2010

Approved as to form:

[Signature]
City Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

YAKIMA COUNTY

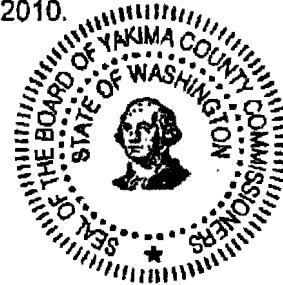
APPROVED this 29 day of June, 2010.

J. Rand Elliott
J. Rand Elliott, Chairman Commissioner

Michael D. Leita
Michael D. Leita, Commissioner ~~Chairman~~

Excused
Kevin J. Bouchey, Commissioner

Constituting the Board of County Commissioners
for Yakima County, Washington



ATTEST:

Christina S. Steiner
Christina S. Steiner, Clerk to the Board

Date: 6/29/10

BOCC 406-2010
Approved as to form:

[Signature]
Attorney

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 1, COWICHE / TIETON

APPROVED this 5th day of July, 2010.

Phil Nelson
Print Name

Phil Nelson
Chairman

James E. Williams
Print Name

James Williams
Commissioner

John H. Koble
Print Name

John Koble
Commissioner

ATTEST:

Debbie Jewett
Print Name:

Debbie Jewett
Signature

Title: Secretary

Date: July 5, 2010

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 2, SELAH

APPROVED this 13 day of July, 2010.

BRAD HERMS
Print Name

[Signature]
Chairman

Ken Pendleton
Print Name

[Signature]
Commissioner

Lanny Bonsen
Print Name

Lanny Bonsen
Commissioner

ATTEST:

Jerry Davis
Print Name

[Signature]
Signature

Title: Fire Chief

Date: 7/13/10

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 3, NACHES

APPROVED this 16th day of September, 2010.

ANDREW R WRIGHT

Print Name

Andrew R Wright

Chairman

Krystal Hinze

Print Name

Krystal Hinze

Commissioner

John Diener

Print Name

John Diener

Commissioner

ATTEST:

Kelli Mansfield

Print Name:

Kelli Mansfield

Signature

Title: Secy

Date: 9-16-10

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 4, EAST VALLEY

APPROVED this 26th day of July, 2010.

Joseph Gendron
Print Name

Joseph Gendron
Chairman

Les Briel
Print Name

[Signature]
Commissioner

Don McNulty
Print Name

[Signature]
Commissioner

ATTEST:

Michelle Rosen
Print Name:

[Signature]
Signature

Title: District Secretary

Date: July 26, 10

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 5, LOWER VALLEY

APPROVED this 6th day of July, 2010.

TODD J. LUNNING
Print Name

Todd J. Lunning
Chairman

ERNEST W. CHARVET
Print Name

Ernest W. Charvet
Commissioner

Jim S. Morford
Print Name

J. S. Morford
Commissioner

ATTEST:

ROGER K. CARRISON
Print Name:

Roger K. Carrison
Signature

Title: Secretary

Date: 7/6/10

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 7, GLADE

APPROVED this 2ND day of SEPTEMBER 2010.

Jeff Simmons
Print Name

[Signature]
Chairman

George Allen
Print Name

[Signature]
Commissioner

TOM ROBERT
Print Name

[Signature]
Commissioner

ATTEST:

KAREN THILL
Print Name:

[Signature]
Signature

Title: SECRETARY

Date: 9-2-10

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 7, GLADE

APPROVED this 18 day of July, 2010.

Rhon RASAITKO
Print Name

Chairman

GORDON KING
Print Name

Commissioner

Tom MAINS
Print Name

Commissioner

ATTEST:

MICHAEL J. COPENHEFER
Print Name:

[Signature]
Signature

Title: CHIEF

Date: July 18, 2010

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 9, NACHES HEIGHTS

APPROVED this 6 day of July, 2010.

Print Name

Andrew Evans

Print Name

Chairman

Andrew Evans

Commissioner

Mike Norton

Print Name

[Signature]

Commissioner

ATTEST:

Nicole Keller

Print Name:

Nicole Keller

Signature

Title: District Secretary

Date: 7/6/10

RECEIVED

JUL 28 2010

FINANCE DEPT.

Yakima Consortium for Regional Public Safety (YAKCORPS)

INTERLOCAL AGREEMENT SIGNATURE PAGE FOR

FIRE DISTRICT No 11, BROADWAY

APPROVED this 16 day of August, 2010.

Rocky Willette
Print Name

Rod DW...
Chairman

Thomas J. Serigan
Print Name

Thomas J. Serigan
Commissioner

Print Name

Commissioner

ATTEST:

Lea Driskill
Print Name:

Lea Driskill
Signature

Title: Sec

Date: 8-16-10



City Council Communication

Meeting Date: July 10, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Resolution – Interlocal Agreement - Yakima Consortium for Regional Public Safety (YAKCORPS)

SYNOPSIS: Kyle Curtis, County Commissioner and YAKCORPS Executive Board Chair, will be discussing the YAKCORPS Interlocal Agreement with the City.

RECOMMENDATION: Approve a resolution authorizing the City Manager to sign an interlocal agreement with YAKCORPS.

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

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Resolution

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing the City Manager to sign an Interlocal Agreement with Yakima Consortium for Regional Public Safety (YAKCORPS), for public safety services.

WHEREAS, the City is currently a member of YAKCORPS, which provides public safety service that offers efficiency, economy, improved tools, improved coordination of data, and improved ability to better protect its citizens; and

WHEREAS, at their May 1, 2023 Special General Membership Meeting, YAKCORPS made amendments to the Interlocal Agreement and are requiring members to sign the updated agreement; and

WHEREAS, the Council wishes to remain members of YAKCORPS, and therefore authorize the City Manager to sign the updated Interlocal Agreement.

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

The City Manager is authorized to sign the updated Interlocal Agreement with YAKCORPS, for public safety services.

PASSED this 10th day of July, 2023.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: July 10, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Resolution - Appointing YVCOG General Membership Voting Representative

SYNOPSIS: The YVCOG General Membership delegate and alternate were appointed on January 9, 2023, with James Murr as delegate and Dave Hansen as alternate. Due to the resignation of James Murr, the Council needs to appoint a new delegate. At the July 3, 2023 study session, it was determined that Jack Galloway would fill this position.

RECOMMENDATION: Approve a resolution appointing Jack Galloway as the YVCOG General Membership delegate.

LEGAL REVIEW: The City Attorney has reviewed the resolution.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: For 2023 the General Membership Member was James Murr, with Dave Hansen as Alternate and Jeff Shoemaker as Planning Commission Member.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: Resolution



City Council Communication

Meeting Date: July 10, 2023
From: Sharon Bounds, City Manager
Topic/Issue: Resolution – Appointment of Public Safety Council Committee Co-Chair

SYNOPSIS: James Murr resigned from Council on May 31, 2023 and Council would like to appoint Greg Sewell, who was appointed on July 26, 2023 to fill his former Council seat, to replace him as Public Safety Committee Co-chair.

RECOMMENDATION: Approve a resolution appointing Greg Sewell to replace James Murr as Public Safety Committee Co-chair.

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 appointing Greg Sewell as a Public Safety Committee Co-chair.

WHEREAS, On May 31, 2023 James Murr resigned from council; and

WHEREAS, at the June 26, 2023 Council meeting the Council appointed Greg Sewell to replace former Council Member Murr; and

WHEREAS, the Council would like to appoint Greg Sewell to replace former Council Member Murr as Public Safety Committee Co-chair.

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

The Council hereby appoints Greg Sewell to replace James Murr as a Public Safety Council Committee Co-chair.

PASSED this 10th day of July, 2023

John Hodkinson, City Mayor

ATTEST:

Karen Clifton, City Clerk

Jessica Foltz, City Attorney

CONSENT AGENDA

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
June 26, 2023, Regular Meeting
MINUTES

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

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

Staff Present City Manager Bounds, City Attorney Foltz, Fire Chief Markham, Police Chief Cobb, Public Works/Community Development Director Henne, Civil Engineer Dominquez, Deputy Clerk Treasurer Bisconer were present.

Audience Present See attached list.

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

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

Regular Council Meeting Minutes dated June 12, 2023, as attached to the agenda and maintained in electronic format.

Claims Vouchers – EFT’s, and Voucher No. 106658 through 106719 for June 26, 2023, in the amount of \$360,985.18.

Motion carried unanimously.

General Items

Police

Ordinance No. – 3047 – Amending UGMC Chapter 8.12 Sections 230 – 240 and Adding Section 245 Regarding the Possession and use of drugs and drug paraphernalia

City Attorney Foltz gave an overview, and explained that this Ordinance will amend UGMC Chapter 8.12 230 to remove some adopted RCW’s that are no longer valid, or not needed, and to update the current codes to reflect State law in regard to knowing of possession of drugs, which is a gross misdemeanor, as well as the knowing of public use, which is also a gross misdemeanor.

CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – June 26, 2023

speeding on Main, and 1st Streets, as well as loud vehicle muffler noises. She is aware of at least one animal that has been hit, and does not want to be the one that witnesses the next accident. Haynes stated that she would be happy to be part of the solution, and not just bring the complaint.

Helen Canatsey distributed flyers regarding another Dining for Dollars, to help the Library & Community Center, which will be held at Reno's on the Runway Wednesday, June 28, 2023 from 10:00 a.m. to 4:00 p.m.

Tom Naaz stated that he has noticed the speed problem, and would like to know what the plan of action will be. Police Chief Cobb stated the he just looked, and between 9:00 and 3:30 today, they had stopped seven cars on Main Street. Main Street is part of the focus, they know it is an issue, and is part of the summer-wide emphasis, but as for 1st Street, they will need to do a census to get a feel for what is actually going on, in terms of speeding.

City Manager Report

None.

Communications/Questions/
Comments

None.

Development of next
Agenda

Council Member Galloway stated that they needed to appoint YVCOG representative.

Recess to 10 Minute
Executive Session

At 6:40 p.m., Mayor Hodkinson adjourned to executive session to evaluate the qualifications of a candidate for appointment to elective office, per RCW 42.30.110 (h); and the Council may be taking action after the executive session. City Council, City Manager and City Attorney attended. At 6:50 p.m., Mayor Hodkinson announced a five (5) Minute extension.

Reconvene & Appoint
Council Member

At 6:55 p.m., Mayor Hodkinson reconvened the regular Council meeting. Council Member Galloway nominated Gregory Sewell for the open Council position number 2, second by Council Member Wentz. Wentz thanked all of those who applied, and asked that they stay involved and active, because it's needed as much as possible. Motion carried unanimously.

Adjournment of Meeting

Mayor Hodkinson adjourned the June 26, 2023 regular Council meeting at 6:57 p.m.

Sharon Bounds, City Manager

ATTEST:

Karen Clifton, City Clerk



City Council Communication

Meeting Date: July 10, 2023
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Claim Vouchers – July 10, 2023

SYNOPSIS: Claim Vouchers Dated July 10, 2023

RECOMMENDATION: Request Council to approve EFTs and Voucher Nos. 106720 through 106793, in the amount of \$1,194,977.96.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Claim Voucher Register
2. Detailed Claim Voucher Register

WARRANT/CHECK REGISTER

CITY OF UNION GAP

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3712	06/21/2023	Claims	2	EFT	MERCHANT SERVICES	54.35	CREDIT CARD PAYMENTS FEE - 06/21/2023
3729	06/22/2023	Claims	2	EFT	MERCHANT SERVICES	323.98	CREDIT CARD PAYMENTS FEE - 06/22/2023
3761	06/23/2023	Claims	2	EFT	MERCHANT SERVICES	14.95	CREDIT CARD PAYMENTS FEE - 06/23/2023
3762	06/24/2023	Claims	2	EFT	MERCHANT SERVICES	16.53	CREDIT CARD PAYMENTS FEE - 06/24/2023
3802	06/27/2023	Claims	2	EFT	MERCHANT SERVICES	53.79	CREDIT CARD PAYMENTS FEE - 06/27/23
3821	06/29/2023	Claims	2	EFT	MERCHANT SERVICES	18.46	CREDIT CARD PAYMENTS FEE - 06/29/2023
3840	06/29/2023	Claims	2	EFT	MERCHANT SERVICES	10.71	CREDIT CARD PAYMENTS FEE - 06/29/23
3853	07/03/2023	Claims	2	EFT	PATHPOINT MERCHANT SERVICES LLC	2.50	ONLINE PAYMENTS FEE - 06/2023
3854	06/30/2023	Claims	2	EFT	MERCHANT SERVICES	318.85	CREDIT CARD PAYMENTS FEE - 06/30/23
3855	07/01/2023	Claims	2	EFT	MERCHANT SERVICES	7.50	CREDIT CARD PAYMENTS FEE - 07/01/2023
3858	07/05/2023	Claims	2	EFT	XPRESS BILL PAY	617.54	ONLINE PAYMENTS FEE - 06/2023
3859	07/10/2023	Claims	2	EFT	CENTURY LINK	763.74	PUBLIC WORKS - 06/2023; CIVIC CENTER TRUNK SVC - 06/2023
3860	07/10/2023	Claims	2	EFT	OFFICE DEPOT-CITY HALL	120.44	BROTHER LC406 HY INK CARTRIDGE - MAGENTA; BROTHER LC406 HY YELLOW INK CARTRIDGE
3861	07/10/2023	Claims	2	EFT	OFFICE DEPOT-PD	18.38	THINGS TO DO PAD - 8.5*X11
3862	07/10/2023	Claims	2	EFT	VERIZON WIRELESS - CH #742100945-0001	383.99	CITY HALL CELL SERVICE - 06/2023
3863	07/10/2023	Claims	2	EFT	VERIZON WIRELESS - PD2#672326319	480.64	PD MODEMS - 06/2023
3864	07/10/2023	Claims	2	EFT	VERIZON WIRELESS - PW #542075407	419.96	PW & BLDG/PLANNING CELL SERVICE - 06/2023
3865	07/10/2023	Claims	2	106720	AED ADVOCATES, INC.	212.27	HEARTSINE ADULT PAD PAK & DONATED RECONDITIONED AED HEARTSINE PADS-300
3866	07/10/2023	Claims	2	106721	AMB TOOLS & EQUIPMENT	59.09	KIT TURBINE GUNS
3867	07/10/2023	Claims	2	106722	AT&T MOBILITY	270.66	PD MODEMS - 06/2023
3868	07/10/2023	Claims	2	106723	ATLAS STAFFING INC	8,296.78	SEASONAL PARKS - WEEK WORKED 06/17/2023 - CARLS, PELCASTRE, RAMIREZ & VANDER HOUWEN; SEASONAL PARKS - WEEK WORKED 06/24/2023 - CARLS, PELCASTRE, RAMIREZ & VANDER HOUWEN
3869	07/10/2023	Claims	2	106724	JUAN C. AYALA NAVA	25.00	BUSINESS LICENSE REFUND - LICENSE #11911 - APPLICATION NOT APPROVED
3870	07/10/2023	Claims	2	106725	BAER TESTING, INC	663.50	LIBRARY & COMMUNITY CENTER TESTING - JOB #23-101
3871	07/10/2023	Claims	2	106726	BASIN DISPOSAL OF YAKIMA LLC	121,276.17	GARBAGE/RECYCLING SERVICE - 06/2023
3872	07/10/2023	Claims	2	106727	BATTERIES & BULBS	21.79	6PK 6V ALKALINE 28A PHO10009 BATTERIES

WARRANT/CHECK REGISTER

CITY OF UNION GAP

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3873	07/10/2023	Claims	2	106728	BURROWS TRACTOR COMPANY	1,749.62	SPINDLE ASSEMBLY FOR PARKS MOWER; PARKS MOWER REPAIR - RELAYS, IGNITION SWITCH, POSITIVE BATTERY CABLE & 50 AMP FUSE
3874	07/10/2023	Claims	2	106729	CANON FINACIAL SERVICES	186.28	PD COPIER - 06/2023
3875	07/10/2023	Claims	2	106730	CASCADE VALLEY LUBE	51.93	BASIC SERVICE - VEH #1020
3876	07/10/2023	Claims	2	106731	CHRISTENSEN, INC.	3,383.08	PD FUEL - 06/16/2023 - 06/30/2023
3877	07/10/2023	Claims	2	106732	CINTAS CORP #605	71.99	CIVIC CENTER & PD MAT SERVICE -06/30/2023
3878	07/10/2023	Claims	2	106733	CITY OF YAKIMA	80,932.38	WHOLESALE SEWER 3 PARTY AGREEMENT - 05/2023
3879	07/10/2023	Claims	2	106734	COLEMAN OIL COMPANY	5,054.11	PW FUEL/CED FUEL - 06/2023
3880	07/10/2023	Claims	2	106735	CONCORD CONSTRUCTION, INC.	300,197.56	LIBRARY & COMMUNITY CENTER PROJECT - APPLICATION # 2302-03 THRU 06/30/2023
3881	07/10/2023	Claims	2	106736	COPIERS NORTHWEST	225.82	PD COPIER LEASE - 06/2023
3882	07/10/2023	Claims	2	106737	CORE & MAIN LP	7,902.51	2X17 FLG MACH10 MTR, 2" MTR FLANGES, 2 FLG RUBBER GASKETS & ZINC BOLTS/NUTS; STARBUCKS WATER CONNECTION SUPPLIES; UNIVERSAL METER NUT WRENCH, NEPTUNE ANTENNAS & RUBBER METER WASHERS
3883	07/10/2023	Claims	2	106738	D & G CLEANING,LLC	6,006.00	ACTIVITIES BLDG/YOUTH BARN CLEANING SVC - 06/2023; CIVIC CENTER & PD CLEANING SVC - 06/2023
3884	07/10/2023	Claims	2	106739	E3 SOLUTIONS, INC	3,781.97	CITY IMPOUND BUILDING CAMERA & SECURITY ALARM SYSTEM
3885	07/10/2023	Claims	2	106740	EDGE CONSTRUCTION SUPPLY	36.27	PYRAMEX RIDGELINE HAT - FULL BRIM WITH WHITE GRAPHITE
3886	07/10/2023	Claims	2	106741	EDUCATIONAL SERVICE DISTRICT 105	150.00	CLEANING/DAMAGE DEPOSIT REFUND - YOUTH BARN RENTAL 06/15/2023 - RESERVATION #5146
3887	07/10/2023	Claims	2	106742	ELITE TOWING & RECOVERY LLC	102.89	PD TOWING 06/27/2023 - VEH #120
3888	07/10/2023	Claims	2	106743	PATRICK & DANIELLE A. ESPINOZA	150.00	CLEANING/DAMAGE DEPOSIT REFUND - YOUTH BARN RENTAL 06/17/2023 - RESERVATION #4872
3889	07/10/2023	Claims	2	106744	EVERGREEN SERVICES	1,011.99	CIVIC CENTER LAWN SERVICE & SPRINKLER SYSTEM MAINTENANCE - 06/2023
3890	07/10/2023	Claims	2	106745	DANIEL FONSECA	150.00	CLEANING/DAMAGE DEPOSIT REFUND - YOUTH BARN RENTAL 06/24/2023 - RESERVATION #5214
3891	07/10/2023	Claims	2	106746	FRANK'S POINT S	21.64	FLAT REPAIR - VEH #1025
3892	07/10/2023	Claims	2	106747	FREIGHTLINER NORTHWEST	49.56	ALARM BACK-UP - VEH #2011
3893	07/10/2023	Claims	2	106748	CARLA HERNANDEZ	150.00	CLEANING/DAMAGE DEPOSIT REFUND - ACTIVITIES BLDG RENTAL 06/24/2023 - RESERVATION #4811
3894	07/10/2023	Claims	2	106749	HYUNDAI OF YAKIMA	40.06	LUBE, OIL & FILTER - VEH #26

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3895	07/10/2023	Claims	2	106750	INTERSTATE BATTERIES OF COLUMBIA VALLEY	151.57	BATTERY FOR PARKS JOHN DEERE MOWER
3896	07/10/2023	Claims	2	106751	JOHN DEERE FINANCIAL	414.23	15 GALLON ROUND TUB & FS91/90 TRIMMER BIKE HANDLE
3897	07/10/2023	Claims	2	106752	KAZCADE ENGRAVING & TROPHIES	190.43	ENGRAVED PLAQUES -YEARS OF SERVICE - D. HANSEN & E. TURLEY
3898	07/10/2023	Claims	2	106753	KEN LEINGANG EXCAVATING	948.95	WATER DEPOSIT REFUND - UB ACCT #13864 - 2232 GOODMAN ROAD
3899	07/10/2023	Claims	2	106754	GAVIN KNOWLES	108.14	WATER DEPOSIT REFUND - UB ACCT #12404 - 3711 2ND STREET
3900	07/10/2023	Claims	2	106755	LAW OFFICE OF DANIEL POLAGE	8,100.00	PUBLIC DEFENDER SERVICE
3901	07/10/2023	Claims	2	106756	PATRICIA LOPEZ	150.00	CLEANING/DAMAGE DEPOSIT REFUND - ACTIVITIES BLDG RENTAL 06/17/2023 - RESERVATION #4818
3902	07/10/2023	Claims	2	106757	LOWES COMPANY INC	526.71	6-FT X 8-FT REVERSIBLE TARP; BATTERIES - AAA, 9V & AA; KOMELON SELF LOCK 25-FT TAPE MEASURE; 3M SAFETY GLASSES, HITCH PINS & ROUND/SQUARE WIRE LOCK PINS; WASP/HORNET INSECT KILLER, KLEAN STRIP ACETON
3903	07/10/2023	Claims	2	106758	LOWES COMPANY INC	20.03	RANGE SUPPLIES - 3/8" ARROW HEAVY DUTY STAPLES; 3" WIRE CUP BRUSH FOR PD GRILLS
3904	07/10/2023	Claims	2	106759	MCCOYS DISTRIBUTING, INC	61.67	SENIOR CENTER BINGO SUPPLIES - DAUBERS
3905	07/10/2023	Claims	2	106760	MEDSTAR CABULANCE, INC.	74,971.31	DIAL A RIDE/FIXED ROUTE - 06/2023
3906	07/10/2023	Claims	2	106761	MINUTEMAN PRESS	604.58	CREDIT/DEBIT CARD SLIPS & COLOR LOGO ENVELOPES; UB STATEMENTS - 06/2023
3907	07/10/2023	Claims	2	106762	KEVIN WAYNE MORGAN	19.09	WATER DEPOSIT REFUND - UB ACCT #13563 - 3403 2ND STREET
3908	07/10/2023	Claims	2	106763	OFFICE SOLUTIONS NORTHWEST	155.14	BINDER CLIPS, CLIP BOARDS, COPY PAPER, HP 962XL INK CARTRIDGES & POST-IT NOTES
3909	07/10/2023	Claims	2	106764	OWEN EQUIPMENT CO	173.74	PUSH-LOK TEE CONNECTORS - VEH #2012; SWEEPER PARTS - Y CONNECTORS PI-6-4 MALE & UNION Y CONNECTORS - PI-6 TUBE - VEH #2012
3910	07/10/2023	Claims	2	106765	OXARC INC	35.37	VGUARD 4 MIL NITRILE GLOVES - MED
3911	07/10/2023	Claims	2	106766	PACIFIC POWER	12,714.23	WELLS - 06/2023 & AREA LIGHTS - 06/2023
3912	07/10/2023	Claims	2	106767	PAPÉ MACHINERY, INC.	168.81	JOHN DEERE 15W-40 OIL & OIL FILTERS
3913	07/10/2023	Claims	2	106768	REPUBLIC PUBLISHING CO	92.40	NOTICE OF IN-PERSON LTAC MEETING - 06/27/2023
3914	07/10/2023	Claims	2	106769	RIO FOLTZ PLLC	8,500.00	CITY ATTORNEY - 06/2023
3915	07/10/2023	Claims	2	106770	SHERWIN-WILLIAMS COMPANY	589.36	STREET PAINT SUPPLIES - ELASTIC BAG STRAINERS; PAINT FOR PARKS - SW 7652 MINERAL DEPOSIT, UG PICNIC GREEN & COLOR MATCH

WARRANT/CHECK REGISTER

CITY OF UNION GAP

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3916	07/10/2023	Claims	2	106771	SIX ROBBLEES INC	109.13	PARK SUPPLIES - 7-WAY RV VEHICLE TO 4-FLAT TRAILER ADAPTER & 2"X27" RATCHET STRAP
3917	07/10/2023	Claims	2	106772	DON C. SMITH	1,581.30	LEOFF 1 RETIREE RX; LEOFF 1 RETIREE - MASSAGE THERAPY - 03/23/2023, 03/28/2023 & 03/30/2023; LEOFF 1 RETIREE - MASSAGE THERAPY - 04/06, 11, 13, 18, 20, 25/2023; LEOFF 1 RETIREE - MASSAGE THERAPY - 05/
3918	07/10/2023	Claims	2	106773	THE REAL YELLOW PAGES	321.02	PARK AD - 06/2023
3919	07/10/2023	Claims	2	106774	PATRICK THOMPSON	164.90	MEDICARE PREMIUM - 07/2023
3920	07/10/2023	Claims	2	106775	TRANS-ACTION	1,000.00	2023 TRANS-ACTION MEMBERSHIP ASSESSMENT
3921	07/10/2023	Claims	2	106776	TRAVELERS	40.00	NOTARY BOND - R. PINA
3922	07/10/2023	Claims	2	106777	U.S. LINEN & UNIFORM	669.12	PW UNIFORM SERVICE - 06/05/2023 - 06/26/2023
3923	07/10/2023	Claims	2	106778	UNION GAP WATER FUND & SEWER	15,327.37	FIRE DEPT - 107 W. AHTANUM ROAD - 06/2023; CIVIC CAMPUS - 102 W. AHTANUM ROAD - 06/2023; CITY SHOP - 06/2023, PARKS - 06/2023 & STREETS - 06/2023
3924	07/10/2023	Claims	2	106779	UNITED STATES POSTAL SERVICE	424.00	P.O. BOX 3008 - 2023 RENEWAL
3925	07/10/2023	Claims	2	106780	UNUM LIFE INSURANCE	135.30	LEOFF 1 LONG TERM CARE - 07/2023
3926	07/10/2023	Claims	2	106781	UPS	35.32	PD SHIPPING - 06/2023
3927	07/10/2023	Claims	2	106782	VALLEY LOCK & KEY SERVICE	363.89	SERVICE CALL 06/14/2023 @3007 2ND STREET - REPLACE EXISTING LEVER; 3 DUPLICATE KEYS - PRICE LEVEL 3 - ACTIVITIES BLDG
3928	07/10/2023	Claims	2	106783	VIC'S AUTO & SUPPLY UNION GAP - PW	86.22	SPARK PLUG, CARBURETOR CLEANER, MOTOR TUNE-UP & WIPER BLADES
3929	07/10/2023	Claims	2	106784	WA ASSN OF SHERIFFS &	375.00	FULL CONFERENCE REGISTRATION MEMBER - G. COBB
3930	07/10/2023	Claims	2	106785	WA STATE DEPT OF LICENSING	108.00	CPLS - JUNE 2023
3931	07/10/2023	Claims	2	106786	WA STATE DEPT OF TRANSPORTATION	1,513.74	SIGNAL MAINTENANCE, REPAIR & ADDITIONS - 05/2023
3932	07/10/2023	Claims	2	106787	WA STATE PATROL	13.25	BACKGROUND CHECKS - 06/2023
3933	07/10/2023	Claims	2	106788	BARRY M WOODARD	17,620.00	PUBLIC DEFENDER & INTERPRETING SERVICE - 06/2023
3934	07/10/2023	Claims	2	106789	YAKIMA CITY TREASURER	35,743.48	POLICE DISPATCH FEE & SURCHARGE - 2ND QTR 2023
3935	07/10/2023	Claims	2	106790	YAKIMA CITY TREASURER	444,219.50	UNION GAP FIRE PROTECTION SERVICE - 2ND QTR 2023
3936	07/10/2023	Claims	2	106791	YAKIMA CITY TREASURER	19,895.03	IT SVCS - 2ND QTR 2023 - DESKTOP, MOBILE & POLICE C/E
3937	07/10/2023	Claims	2	106792	YAKIMA CO PUBLIC SERVICES	179.40	YARD WASTE & GARBAGE DISPOSAL
3938	07/10/2023	Claims	2	106793	YAKIMA VALLEY TOURISM	500.00	STATE OF WASHINGTON TOURISM - BASIC MEMBERSHIP 2023
						573,006.81	
001 Current Expense Fund						573,006.81	
101 Street Fund						5,929.01	

WARRANT/CHECK REGISTER

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Trans Date	Type	Acct #	War #	Claimant	Amount	Memo
				107 Convention Center Reserve Fund	500.00	
				108 Tourism Promotion Area Fund	92.40	
				111 Library & Community Center Fund	300,197.56	
				114 Seniors Activity Fund	61.67	
				123 Criminal Justice Fund	4,132.54	
				127 Commute Trip Reduction Fund	4.97	
				128 Transit System Fund	75,604.86	
				170 Housing Rehabilitation Fund	663.50	
				401 Water Fund	22,230.21	
				402 Garbage Fund	122,399.94	
				403 Sewer Fund	88,970.31	
				414 Water Deposits	1,076.18	
				630 General State/County-Shared Rev Fund	108.00	
					<hr/>	
					1,194,977.96	Claims: 1,194,977.96

WARRANT/CHECK REGISTER

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3712	06/21/2023	Claims	2	EFT	MERCHANT SERVICES	54.35	CREDIT CARD PAYMENTS FEE - 06/21/2023
		401 - 534 50 49 00 - MISCELLANEOUS				18.12	
		403 - 535 50 49 00 - MISCELLANEOUS				18.12	
		402 - 537 50 49 00 - MISCELLANEOUS				18.11	
3729	06/22/2023	Claims	2	EFT	MERCHANT SERVICES	323.98	CREDIT CARD PAYMENTS FEE - 06/22/2023
		401 - 534 50 49 00 - MISCELLANEOUS				107.99	
		403 - 535 50 49 00 - MISCELLANEOUS				107.99	
		402 - 537 50 49 00 - MISCELLANEOUS				108.00	
3761	06/23/2023	Claims	2	EFT	MERCHANT SERVICES	14.95	CREDIT CARD PAYMENTS FEE - 06/23/2023
		401 - 534 50 49 00 - MISCELLANEOUS				4.98	
		403 - 535 50 49 00 - MISCELLANEOUS				4.98	
		402 - 537 50 49 00 - MISCELLANEOUS				4.99	
3762	06/24/2023	Claims	2	EFT	MERCHANT SERVICES	16.53	CREDIT CARD PAYMENTS FEE - 06/24/2023
		401 - 534 50 49 00 - MISCELLANEOUS				5.51	
		403 - 535 50 49 00 - MISCELLANEOUS				5.51	
		402 - 537 50 49 00 - MISCELLANEOUS				5.51	
3802	06/27/2023	Claims	2	EFT	MERCHANT SERVICES	53.79	CREDIT CARD PAYMENTS FEE - 06/27/23
		401 - 534 50 49 00 - MISCELLANEOUS				17.93	
		403 - 535 50 49 00 - MISCELLANEOUS				17.93	
		402 - 537 50 49 00 - MISCELLANEOUS				17.93	
3821	06/29/2023	Claims	2	EFT	MERCHANT SERVICES	18.46	CREDIT CARD PAYMENTS FEE - 06/29/2023
		401 - 534 50 49 00 - MISCELLANEOUS				6.15	
		403 - 535 50 49 00 - MISCELLANEOUS				6.16	
		402 - 537 50 49 00 - MISCELLANEOUS				6.15	
3840	06/29/2023	Claims	2	EFT	MERCHANT SERVICES	10.71	CREDIT CARD PAYMENTS FEE - 06/29/23
		401 - 534 50 49 00 - MISCELLANEOUS				3.57	
		403 - 535 50 49 00 - MISCELLANEOUS				3.57	
		402 - 537 50 49 00 - MISCELLANEOUS				3.57	
3853	07/03/2023	Claims	2	EFT	PATHPOINT MERCHANT SERVICES LLC	2.50	ONLINE PAYMENTS FEE - 06/2023
		401 - 534 50 49 00 - MISCELLANEOUS				0.83	
		403 - 535 50 49 00 - MISCELLANEOUS				0.83	
		402 - 537 50 49 00 - MISCELLANEOUS				0.84	
3854	06/30/2023	Claims	2	EFT	MERCHANT SERVICES	318.85	CREDIT CARD PAYMENTS FEE - 06/30/23
		401 - 534 50 49 00 - MISCELLANEOUS				106.28	
		403 - 535 50 49 00 - MISCELLANEOUS				106.28	
		402 - 537 50 49 00 - MISCELLANEOUS				106.29	
3855	07/01/2023	Claims	2	EFT	MERCHANT SERVICES	7.50	CREDIT CARD PAYMENTS FEE - 07/01/2023
		401 - 534 50 49 00 - MISCELLANEOUS				2.50	
		403 - 535 50 49 00 - MISCELLANEOUS				2.50	
		402 - 537 50 49 00 - MISCELLANEOUS				2.50	
3858	07/05/2023	Claims	2	EFT	XPRESS BILL PAY	617.54	ONLINE PAYMENTS FEE - 06/2023
		001 - 524 20 49 00 - MISCELLANEOUS-BUILDING				123.50	
		401 - 534 50 49 00 - MISCELLANEOUS				123.51	
		403 - 535 50 49 00 - MISCELLANEOUS				123.50	
		402 - 537 50 49 00 - MISCELLANEOUS				123.50	
		001 - 558 60 49 00 - MISCELLANEOUS				123.53	
3859	07/10/2023	Claims	2	EFT	CENTURY LINK	763.74	PUBLIC WORKS - 06/2023; CIVIC CENTER TRUNK SVC - 06/2023

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			001 - 513 10 47 00		- CIVIC CAMPUS UTILITIES - EXEC	30.90	
			001 - 514 23 47 00		- CIVIC CAMPUS UTILITIES-FINAN	43.10	
			001 - 514 30 47 00		- CIVIC CAMPUS UTILITIES - CLER	38.75	
			001 - 515 31 47 00		- CIVIC CAMPUS UTILITIES-LEGAL	18.75	
			001 - 521 50 47 00		- PD FACILITIES CIVIC CAMP UTIL	392.41	
			001 - 524 10 47 01		- CIVIC CAMPUS UTILITY-BUILDIN	19.79	
			401 - 534 50 42 00		- COMMUNICATION	37.70	
			401 - 534 50 47 01		- CIVIC CAMPUS UTILITIES-WATE	17.95	
			403 - 535 50 42 00		- COMMUNICATION	37.70	
			403 - 535 50 47 01		- CIVIC CAMPUS UTILITIES-SEWEI	13.03	
			402 - 537 50 42 00		- COMMUNICATION	37.70	
			402 - 537 50 47 01		- CIVIC CAMPUS UTILITES - GARB	1.37	
			101 - 542 30 47 01		- CIVIC CAMPUS UTILITIES-STREE	2.47	
			101 - 543 30 42 00		- COMMUNICATION	37.70	
			101 - 543 30 47 01		- CIVIC CAMPUS UTILITIES-STREE	6.59	
			128 - 547 10 47 01		- CIVIC CAMPUS UTILITIES-TRAN:	5.52	
			001 - 558 60 47 01		- CIVIC CAMPUS UTILITIES-PLANI	17.17	
			001 - 576 80 47 01		- CIVIC CAMPUS UTILITIES-PARK	5.14	
3860	07/10/2023	Claims	2	EFT	OFFICE DEPOT-CITY HALL	120.44	BROTHER LC406 HY INK CARTRIDGE - MAGENTA; BROTHER LC406 HY YELLOW INK CARTRIDGE
			401 - 534 50 31 00		- SUPPLIES	12.04	
			401 - 534 50 31 00		- SUPPLIES	12.04	
			403 - 535 50 31 00		- SUPPLIES	12.04	
			403 - 535 50 31 00		- SUPPLIES	12.04	
			402 - 537 50 31 00		- SUPPLIES	12.04	
			402 - 537 50 31 00		- SUPPLIES	12.04	
			101 - 542 30 31 00		- SUPPLIES	12.04	
			101 - 542 30 31 00		- SUPPLIES	12.04	
			001 - 576 80 31 00		- SUPPLIES	12.06	
			001 - 576 80 31 00		- SUPPLIES	12.06	
3861	07/10/2023	Claims	2	EFT	OFFICE DEPOT-PD	18.38	THINGS TO DO PAD - 8.5"X11
			001 - 521 10 31 00		- PD ADMIN SUPPLIES	18.38	
3862	07/10/2023	Claims	2	EFT	VERIZON WIRELESS - CH #742100945-0001	383.99	CITY HALL CELL SERVICE - 06/2023
			001 - 511 60 42 01		- COMMUNICATION	332.03	
			001 - 513 10 42 01		- COMMUNICATION	51.96	
3863	07/10/2023	Claims	2	EFT	VERIZON WIRELESS - PD2#672326319	480.64	PD MODEMS - 06/2023
			001 - 521 10 42 00		- PD ADMIN COMMUNICATIONS	480.64	
3864	07/10/2023	Claims	2	EFT	VERIZON WIRELESS - PW #542075407	419.96	PW & BLDG/PLANNING CELL SERVICE - 06/2023
			001 - 524 20 42 00		- COMMUNICATION-BUILDING	20.96	
			401 - 534 50 42 00		- COMMUNICATION	75.61	
			403 - 535 50 42 00		- COMMUNICATION	75.61	
			402 - 537 50 42 00		- COMMUNICATION	75.61	
			101 - 542 30 42 00		- COMMUNICATIONS	75.61	
			001 - 558 60 42 00		- COMMUNICATION	20.96	
			001 - 576 80 42 00		- COMMUNICATION	75.60	
3865	07/10/2023	Claims	2	106720	AED ADVOCATES, INC.	212.27	HEARTSINE ADULT PAD PAK & DONATED RECONDITIONED AED HEARTSINE PADS-300
			001 - 521 50 31 00		- PD FACILITIES SUPPLIES	212.27	
3866	07/10/2023	Claims	2	106721	AMB TOOLS & EQUIPMENT	59.09	KIT TURBINE GUNS
			403 - 535 50 35 00		- SMALL TOOLS & EQUIPMENT	59.09	
3867	07/10/2023	Claims	2	106722	AT&T MOBILITY	270.66	PD MODEMS - 06/2023
			001 - 521 10 42 00		- PD ADMIN COMMUNICATIONS	270.66	

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3868	07/10/2023	Claims	2	106723	ATLAS STAFFING INC	8,296.78	SEASONAL PARKS - WEEK WORKED 06/17/2023 - CARLS, PELCASTRE, RAMIREZ & VANDER HOUWEN; SEASONAL PARKS - WEEK WORKED 06/24/2023 - CARLS, PELCASTRE, RAMIREZ & VANDER HOUWEN
			001 - 576 80 41 00 - PROFESSIONAL SERVICES-ATLA			4,141.90	
			001 - 576 80 41 00 - PROFESSIONAL SERVICES-ATLA			4,154.88	
3869	07/10/2023	Claims	2	106724	JUAN C. AYALA NAVA	25.00	BUSINESS LICENSE REFUND - LICENSE #11911 - APPLICATION NOT APPROVED
			001 - 514 81 00 00 - LICENSING EXPENDITURES			25.00	
3870	07/10/2023	Claims	2	106725	BAER TESTING, INC	663.50	LIBRARY & COMMUNITY CENTER TESTING - JOB #23-101
			170 - 594 72 62 43 - LIBRARY & COMMUNITY CENTE			663.50	
3871	07/10/2023	Claims	2	106726	BASIN DISPOSAL OF YAKIMA LLC	121,276.17	GARBAGE/RECYCLING SERVICE - 06/2023
			402 - 537 60 49 00 - CONTRACTED SERVICES			121,276.17	
3872	07/10/2023	Claims	2	106727	BATTERIES & BULBS	21.79	6PK 6V ALKALINE 28A PHO10009 BATTERIES
			401 - 534 50 31 00 - SUPPLIES			21.79	
3873	07/10/2023	Claims	2	106728	BURROWS TRACTOR	1,749.62	SPINDLE ASSEMBLY FOR PARKS MOWER; PARKS MOWER REPAIR - RELAYS, IGNITION SWITCH, POSITIVE BATTERY CABLE & 50 AMP FUSE
			001 - 576 80 48 00 - REPAIRS & MAINTENANCE			292.44	
			001 - 576 80 48 00 - REPAIRS & MAINTENANCE			1,457.18	
3874	07/10/2023	Claims	2	106729	CANON FINACIAL SERVICES	186.28	PD COPIER - 06/2023
			001 - 591 21 70 09 - SBITA TECH LEASE - POLICE			186.28	
3875	07/10/2023	Claims	2	106730	CASCADE VALLEY LUBE	51.93	BASIC SERVICE - VEH #1020
			401 - 534 50 48 00 - REPAIRS & MAINTENANCE			20.77	
			403 - 535 50 48 00 - REPAIRS & MAINTENANCE			7.79	
			101 - 542 30 48 00 - REPAIRS & MAINTENANCE			7.79	
			101 - 542 66 48 00 - REPAIRS & MAINTENANCE			2.60	
			101 - 542 67 48 00 - REPAIRS & MAINTENANCE			2.60	
			101 - 542 70 48 00 - REPAIRS & MAINTENANCE			7.79	
			128 - 547 10 48 00 - REPAIRS & MAINTENANCE			2.59	
3876	07/10/2023	Claims	2	106731	CHRISTENSEN, INC.	3,383.08	PD FUEL - 06/16/2023 - 06/30/2023
			001 - 521 10 32 00 - PD ADMIN FUEL			560.98	
			001 - 521 21 32 00 - INVESTIGATION FUEL			400.82	
			001 - 521 22 32 00 - PATROL FUEL			2,421.28	
3877	07/10/2023	Claims	2	106732	CINTAS CORP #605	71.99	CIVIC CENTER & PD MAT SERVICE -06/30/2023
			001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-			3.63	
			001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-			5.06	
			001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-			4.55	
			001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-			2.20	
			001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M			46.09	
			001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-			2.32	
			401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-			2.11	
			403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-			1.54	
			402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-			0.16	
			101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-			0.29	
			101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-			0.77	
			128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-			0.65	
			001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-			2.02	
			001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE			0.60	

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3878	07/10/2023	Claims	2	106733	CITY OF YAKIMA	80,932.38	WHOLESALE SEWER 3 PARTY AGREEMENT - 05/2023
					403 - 535 50 41 03 - INTERGOVERNMENTAL PROFES	80,932.38	
3879	07/10/2023	Claims	2	106734	COLEMAN OIL COMPANY	5,054.11	PW FUEL/CED FUEL - 06/2023
					001 - 524 20 32 00 - FUEL-BUILDING	22.86	
					001 - 524 20 32 00 - FUEL-BUILDING	33.58	
					403 - 531 30 32 00 - STORMWATER FUEL	183.53	
					401 - 534 50 32 00 - FUEL	1,170.66	
					401 - 534 50 32 00 - FUEL	22.86	
					403 - 535 50 32 00 - FUEL	1,331.04	
					403 - 535 50 32 00 - FUEL	22.86	
					402 - 537 50 32 00 - FUEL	75.23	
					101 - 542 30 32 00 - FUEL	556.94	
					101 - 542 30 32 00 - FUEL	22.85	
					101 - 542 66 32 00 - FUEL	374.09	
					101 - 542 67 32 00 - FUEL	51.19	
					101 - 542 70 32 00 - FUEL	373.11	
					128 - 547 10 32 00 - FUEL CONSUMED	147.93	
					001 - 558 60 32 00 - FUEL	22.86	
					001 - 558 60 32 00 - FUEL	33.57	
					001 - 576 80 32 00 - FUEL	608.95	
3880	07/10/2023	Claims	2	106735	CONCORD CONSTRUCTION, INC.	300,197.56	LIBRARY & COMMUNITY CENTER PROJECT - APPLICATION # 2302-03 THRU 06/30/2023
					111 - 594 72 60 43 - LIBRARY/COMM CENTER-CONS	300,197.56	
3881	07/10/2023	Claims	2	106736	COPIERS NORTHWEST	225.82	PD COPIER LEASE - 06/2023
					001 - 591 21 70 09 - SBITA TECH LEASE - POLICE	225.82	
3882	07/10/2023	Claims	2	106737	CORE & MAIN LP	7,902.51	2X17 FLG MACH10 MTR, 2" MTR FLANGES, 2 FLG RUBBER GASKETS & ZINC BOLTS/NUTS; STARBUCKS WATER CONNECTION SUPPLIES; UNIVERSAL METER NUT WRENCH, NEPTUNE ANTENNAS & RUBBER METER WASHERS
					401 - 534 50 31 00 - SUPPLIES	1,386.10	
					401 - 534 50 31 00 - SUPPLIES	5,945.55	
					401 - 534 50 31 00 - SUPPLIES	570.86	
3883	07/10/2023	Claims	2	106738	D & G CLEANING,LLC	6,006.00	ACTIVITIES BLDG/YOUTH BARN CLEANING SVC - 06/2023; CIVIC CENTER & PD CLEANING SVC - 06/2023
					001 - 513 10 41 02 - CIVIC CAMPUS JANITORIAL	225.07	
					001 - 514 23 41 03 - CIVIC CAMPUS JANITORIAL-FIN	313.94	
					001 - 514 30 41 02 - CIVIC CAMPUS JANITORIAL - CL	282.31	
					001 - 515 31 41 05 - CIVIC CAMPUS JANITORIAL -LEC	136.59	
					001 - 521 50 41 01 - PD FACILITIES CIVIC CAMPUS JA	2,858.50	
					001 - 524 20 41 02 - CIVIC CAMPUS JANITORIAL-BUI	144.16	
					401 - 534 50 41 03 - CIVIC CAMPUS JANITORIAL-WA	130.74	
					403 - 535 50 41 04 - CIVIC CAMPUS JANITORIAL-SEV	95.09	
					402 - 537 50 41 03 - CIVIC CAMPUS JANITORIAL-GAI	9.95	
					101 - 542 30 41 03 - CIVIC CAMPUS JANITORIAL-STF	17.98	
					101 - 543 30 41 02 - CIVIC CAMPUS JANITORIAL-STF	48.01	
					128 - 547 10 41 03 - CIVIC CAMPUS JANITORIAL-TR/	40.19	
					001 - 558 60 41 02 - CIVIC CAMPUS JANITORIAL-PLA	125.05	
					001 - 576 80 41 01 - PROF SVC- WHITE GLOVE CLEAI	1,541.00	
					001 - 576 80 41 02 - CIVIC CAMPUS JANITORIAL-PAI	37.42	
3884	07/10/2023	Claims	2	106739	E3 SOLUTIONS, INC	3,781.97	CITY IMPOUND BUILDING CAMERA & SECURITY ALARM SYSTEM
					123 - 594 21 64 23 - MACHINERY & EQUIPMENT	3,781.97	

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3885	07/10/2023	Claims	2	106740	EDGE CONSTRUCTION SUPPLY	36.27	PYRAMEX RIDGELINE HAT - FULL BRIM WITH WHITE GRAPHITE
					401 - 534 50 31 00 - SUPPLIES	7.25	
					403 - 535 50 31 00 - SUPPLIES	7.25	
					402 - 537 50 31 00 - SUPPLIES	7.25	
					101 - 542 30 31 00 - SUPPLIES	7.25	
					001 - 576 80 31 00 - SUPPLIES	7.27	
3886	07/10/2023	Claims	2	106741	EDUCATIONAL SERVICE DISTRICT 105	150.00	CLEANING/DAMAGE DEPOSIT REFUND - YOUTH BARN RENTAL 06/15/2023 - RESERVATION #5146
					001 - 582 10 00 03 - PARK DEPOSIT REFUND	150.00	
3887	07/10/2023	Claims	2	106742	ELITE TOWING & RECOVERY LLC	102.89	PD TOWING 06/27/2023 - VEH #120
					001 - 521 22 48 00 - PATROL REPAIRS & MAINT	102.89	
3888	07/10/2023	Claims	2	106743	PATRICK & DANIELLE A. ESPINOZA	150.00	CLEANING/DAMAGE DEPOSIT REFUND - YOUTH BARN RENTAL 06/17/2023 - RESERVATION #4872
					001 - 582 10 00 03 - PARK DEPOSIT REFUND	150.00	
3889	07/10/2023	Claims	2	106744	EVERGREEN SERVICES	1,011.99	CIVIC CENTER LAWN SERVICE & SPRINKLER SYSTEM MAINTENANCE - 06/2023
					001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-	51.01	
					001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-	71.15	
					001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-	63.98	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	30.96	
					001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M	647.88	
					001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-	32.67	
					401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-	29.63	
					403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-	21.58	
					402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-	2.25	
					101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-	4.07	
					101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-	10.88	
					128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-	9.11	
					001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-	28.34	
					001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE	8.48	
3890	07/10/2023	Claims	2	106745	DANIEL FONSECA	150.00	CLEANING/DAMAGE DEPOSIT REFUND - YOUTH BARN RENTAL 06/24/2023 - RESERVATION #5214
					001 - 582 10 00 03 - PARK DEPOSIT REFUND	150.00	
3891	07/10/2023	Claims	2	106746	FRANK'S POINT S	21.64	FLAT REPAIR - VEH #1025
					403 - 531 30 48 00 - STORMWATER REPAIRS & MAINT	1.08	
					401 - 534 50 48 00 - REPAIRS & MAINTENANCE	5.41	
					403 - 535 50 48 00 - REPAIRS & MAINTENANCE	4.33	
					101 - 542 30 48 00 - REPAIRS & MAINTENANCE	3.25	
					101 - 542 66 48 00 - REPAIRS & MAINTENANCE	1.08	
					101 - 542 67 48 00 - REPAIRS & MAINTENANCE	1.08	
					101 - 542 70 48 00 - REPAIRS & MAINTENANCE	1.08	
					128 - 547 10 48 00 - REPAIRS & MAINTENANCE	1.08	
					001 - 576 80 48 00 - REPAIRS & MAINTENANCE	3.25	
3892	07/10/2023	Claims	2	106747	FREIGHTLINER NORTHWEST	49.56	ALARM BACK-UP - VEH #2011
					403 - 531 30 48 00 - STORMWATER REPAIRS & MAINT	2.48	
					401 - 534 50 48 00 - REPAIRS & MAINTENANCE	9.91	
					403 - 535 50 48 00 - REPAIRS & MAINTENANCE	37.17	
3893	07/10/2023	Claims	2	106748	CARLA HERNANDEZ	150.00	CLEANING/DAMAGE DEPOSIT REFUND - ACTIVITIES BLDG RENTAL 06/24/2023 - RESERVATION #4811
					001 - 582 10 00 03 - PARK DEPOSIT REFUND	150.00	

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3894	07/10/2023	Claims	2	106749	HYUNDAI OF YAKIMA	40.06	LUBE, OIL & FILTER - VEH #26
					001 - 521 21 48 00 - INVESTIGATION REPAIRS & MA	40.06	
3895	07/10/2023	Claims	2	106750	INTERSTATE BATTERIES OF COLUMBIA VALLEY	151.57	BATTERY FOR PARKS JOHN DEERE MOWER
					001 - 576 80 48 00 - REPAIRS & MAINTENANCE	151.57	
3896	07/10/2023	Claims	2	106751	JOHN DEERE FINANCIAL	414.23	15 GALLON ROUND TUB & FS91/90 TRIMMER BIKE HANDLE
					001 - 511 60 31 01 - SUPPLIES	2.21	
					001 - 513 10 31 00 - SUPPLIES	2.21	
					001 - 514 23 31 00 - SUPPLIES	2.21	
					001 - 514 30 31 00 - SUPPLIES	2.21	
					001 - 524 20 31 00 - SUPPLIES-BUILDING	2.21	
					401 - 534 50 31 00 - SUPPLIES	2.21	
					401 - 534 50 35 00 - SMALL TOOLS & EQUIPMENT	77.97	
					403 - 535 50 31 00 - SUPPLIES	2.21	
					403 - 535 50 35 00 - SMALL TOOLS & EQUIPMENT	77.97	
					402 - 537 50 31 00 - SUPPLIES	2.21	
					402 - 537 50 35 00 - SMALL TOOLS & EQUIPMENT	77.97	
					101 - 542 30 31 00 - SUPPLIES	2.21	
					101 - 542 30 35 00 - SMALL TOOLS & EQUIPMENT	77.97	
					001 - 558 60 31 00 - SUPPLIES	2.21	
					001 - 576 80 31 00 - SUPPLIES	2.26	
					001 - 576 80 35 00 - SMALL TOOLS & EQUIPMENT	77.99	
3897	07/10/2023	Claims	2	106752	KAZCADE ENGRAVING & TROPHIES	190.43	ENGRAVED PLAQUES - YEARS OF SERVICE - D. HANSEN & E. TURLEY
					001 - 511 60 49 00 - MISCELLANEOUS	90.89	
					001 - 521 22 49 00 - PATROL MISCELLANEOUS	99.54	
3898	07/10/2023	Claims	2	106753	KEN LEINGANG EXCAVATING INC.	948.95	WATER DEPOSIT REFUND - UB ACCT #13864 - 2232 GOODMAN ROAD
					414 - 582 10 04 14 - DEPOSIT REFUND	948.95	Refund Utility Deposit
3899	07/10/2023	Claims	2	106754	GAVIN KNOWLES	108.14	WATER DEPOSIT REFUND - UB ACCT #12404 - 3711 2ND STREET
					414 - 582 10 04 14 - DEPOSIT REFUND	108.14	Refund Utility Deposit
3900	07/10/2023	Claims	2	106755	LAW OFFICE OF DANIEL POLAGE	8,100.00	PUBLIC DEFENDER SERVICE
					001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC DEFEN	8,100.00	
3901	07/10/2023	Claims	2	106756	PATRICIA LOPEZ	150.00	CLEANING/DAMAGE DEPOSIT REFUND - ACTIVITIES BLDG RENTAL 06/17/2023 - RESERVATION #4818
					001 - 582 10 00 03 - PARK DEPOSIT REFUND	150.00	
3902	07/10/2023	Claims	2	106757	LOWES COMPANY INC	526.71	6-FT X 8-FT REVERSIBLE TARP; BATTERIES - AAA, 9V & AA; KOMELON SELF LOCK 2S-FT TAPE MEASURE; 3M SAFETY GLASSES, HITCH PINS & ROUND/SQUARE WIRE LOCK PINS; WASP/HORNET INSECT KILLER, KLEAN STRIP ACETON
					001 - 511 60 31 01 - SUPPLIES	7.01	
					001 - 511 60 31 01 - SUPPLIES	4.21	
					001 - 511 60 31 01 - SUPPLIES	4.94	
					001 - 513 10 31 00 - SUPPLIES	7.01	
					001 - 513 10 31 00 - SUPPLIES	4.21	
					127 - 513 10 31 27 - SUPPLIES	4.97	
					001 - 514 23 31 00 - SUPPLIES	7.01	
					001 - 514 23 31 00 - SUPPLIES	4.21	

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3906	07/10/2023	Claims	2	106761	MINUTEMAN PRESS	604.58	CREDIT/DEBIT CARD SLIPS & COLOR LOGO ENVELOPES; UB STATEMENTS - 06/2023
					001 - 514 23 31 00 - SUPPLIES	145.12	
					001 - 514 30 31 00 - SUPPLIES	145.12	
					401 - 534 50 31 00 - SUPPLIES	40.45	
					401 - 534 50 41 00 - PROFESSIONAL SERVICES	64.33	
					403 - 535 50 31 00 - SUPPLIES	40.45	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	64.33	
					402 - 537 50 31 00 - SUPPLIES	40.44	
					402 - 537 50 41 00 - PROFESSIONAL SERVICES	64.34	
3907	07/10/2023	Claims	2	106762	KEVIN WAYNE MORGAN	19.09	WATER DEPOSIT REFUND - UB ACCT #13563 - 3403 2ND STREET
					414 - 582 10 04 14 - DEPOSIT REFUND	19.09	Refund Utility Deposit
3908	07/10/2023	Claims	2	106763	OFFICE SOLUTIONS NORTHWEST	155.14	BINDER CLIPS, CLIP BOARDS, COPY PAPER, HP 962XL INK CARTRIDGES & POST-IT NOTES
					001 - 511 60 31 01 - SUPPLIES	0.13	
					001 - 513 10 31 00 - SUPPLIES	1.06	
					001 - 514 23 31 00 - SUPPLIES	2.70	
					001 - 514 23 31 00 - SUPPLIES	10.34	
					001 - 514 23 31 00 - SUPPLIES	92.23	
					001 - 514 30 31 00 - SUPPLIES	2.69	
					001 - 514 30 31 00 - SUPPLIES	23.61	
					001 - 521 10 31 00 - PD ADMIN SUPPLIES	0.37	
					001 - 524 20 31 00 - SUPPLIES-BUILDING	15.43	
					401 - 534 50 31 00 - SUPPLIES	1.51	
					401 - 534 50 31 00 - SUPPLIES	0.70	
					403 - 535 50 31 00 - SUPPLIES	1.51	
					403 - 535 50 31 00 - SUPPLIES	0.60	
					402 - 537 50 31 00 - SUPPLIES	1.51	
					402 - 537 50 31 00 - SUPPLIES	0.60	
					001 - 576 80 31 00 - SUPPLIES	0.15	
3909	07/10/2023	Claims	2	106764	OWEN EQUIPMENT CO	173.74	PUSH-LOK TEE CONNECTORS - VEH #2012; SWEEPER PARTS - Y CONNECTORS PI-6-4 MALE & UNION Y CONNECTORS - PI-6 TUBE - VEH #2012
					403 - 531 30 48 00 - STORMWATER REPAIRS & MAINT	88.30	
					403 - 531 30 48 00 - STORMWATER REPAIRS & MAINT	76.75	
					401 - 534 50 48 00 - REPAIRS & MAINTENANCE	4.65	
					401 - 534 50 48 00 - REPAIRS & MAINTENANCE	4.04	
3910	07/10/2023	Claims	2	106765	OXARC INC	35.37	VGUARD 4 MIL NITRILE GLOVES - MED
					101 - 542 70 31 00 - SUPPLIES	35.37	
3911	07/10/2023	Claims	2	106766	PACIFIC POWER	12,714.23	WELLS - 06/2023 & AREA LIGHTS - 06/2023
					401 - 534 50 47 00 - UTILITIES	11,235.32	
					001 - 576 80 47 00 - UTILITIES	1,478.91	
3912	07/10/2023	Claims	2	106767	PAPÉ MACHINERY, INC.	168.81	JOHN DEERE 15W-40 OIL & OIL FILTERS
					001 - 576 80 48 00 - REPAIRS & MAINTENANCE	168.81	
3913	07/10/2023	Claims	2	106768	REPUBLIC PUBLISHING CO	92.40	NOTICE OF IN-PERSON LTAC MEETING - 06/27/2023
					108 - 557 30 44 14 - ADVERTISING-GENERAL (LTAC F	92.40	
3914	07/10/2023	Claims	2	106769	RIO FOLTZ PLLC	8,500.00	CITY ATTORNEY - 06/2023
					001 - 515 31 41 01 - LEGAL SERVICES-CIVIL - CITY AT	8,500.00	

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3915	07/10/2023	Claims	2	106770	SHERWIN-WILLIAMS COMPANY	589.36	STREET PAINT SUPPLIES - ELASTIC BAG STRAINERS; PAINT FOR PARKS - SW 7652 MINERAL DEPOSIT, UG PICNIC GREEN & COLOR MATCH
					101 - 542 64 31 00 - SUPPLIES	58.21	
					001 - 576 80 31 00 - SUPPLIES	531.15	
3916	07/10/2023	Claims	2	106771	SIX ROBBLEES INC	109.13	PARK SUPPLIES - 7-WAY RV VEHICLE TO 4-FLAT TRAILER ADAPTER & 2"X27' RATCHET STRAP
					001 - 576 80 31 00 - SUPPLIES	109.13	
3917	07/10/2023	Claims	2	106772	DON C. SMITH	1,581.30	LEOFF 1 RETIREE RX; LEOFF 1 RETIREE - MASSAGE THERAPY - 03/23/2023, 03/28/2023 & 03/30/2023; LEOFF 1 RETIREE - MASSAGE THERAPY - 04/06, 11, 13, 18, 20, 25/2023; LEOFF 1 RETIREE - MASSAGE THERAPY - 05/
					001 - 521 10 22 00 - LEOFF 1 BENEFITS	21.30	
					001 - 521 10 22 00 - LEOFF 1 BENEFITS	390.00	
					001 - 521 10 22 00 - LEOFF 1 BENEFITS	780.00	
					001 - 521 10 22 00 - LEOFF 1 BENEFITS	390.00	
3918	07/10/2023	Claims	2	106773	THE REAL YELLOW PAGES	321.02	PARK AD - 06/2023
					001 - 576 80 44 00 - ADVERTISING	321.02	
3919	07/10/2023	Claims	2	106774	PATRICK THOMPSON	164.90	MEDICARE PREMIUM - 07/2023
					001 - 521 10 22 00 - LEOFF 1 BENEFITS	164.90	
3920	07/10/2023	Claims	2	106775	TRANS-ACTION	1,000.00	2023 TRANS-ACTION MEMBERSHIP ASSESSMENT
					101 - 542 30 49 00 - MISCELLANEOUS	1,000.00	
3921	07/10/2023	Claims	2	106776	TRAVELERS	40.00	NOTARY BOND - R. PINA
					001 - 521 10 49 01 - PD CLERICAL MISCELLANEOUS	40.00	
3922	07/10/2023	Claims	2	106777	U.S. LINEN & UNIFORM	669.12	PW UNIFORM SERVICE - 06/05/2023 - 06/26/2023
					401 - 534 50 21 00 - UNIFORMS & EQUIPMENT	140.52	
					403 - 535 50 21 00 - UNIFORMS & EQUIPMENT	140.52	
					402 - 537 50 21 00 - UNIFORMS & EQUIPMENT	46.84	
					101 - 542 30 21 00 - UNIFORMS & EQUIPMENT	140.52	
					128 - 547 10 21 00 - UNIFORMS & EQUIPMENT	86.96	
					001 - 576 80 21 00 - UNIFORMS & EQUIPMENT	113.76	
3923	07/10/2023	Claims	2	106778	UNION GAP WATER FUND & SEWER	15,327.37	FIRE DEPT - 107 W. AHTANUM ROAD - 06/2023; CIVIC CAMPUS - 102 W. AHTANUM ROAD - 06/2023; CITY SHOP - 06/2023, PARKS - 06/2023 & STREETS - 06/2023
					001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC	60.10	
					001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN	83.83	
					001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER	75.38	
					001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL	36.47	
					001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTIL	763.31	
					001 - 522 50 47 00 - FD FACILITIES - UTILITIES	170.76	
					001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN	38.50	
					401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATE	34.91	
					403 - 535 50 47 00 - UTILITIES	4,429.51	
					403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEI	25.41	
					402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB	2.66	
					101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	4.80	
					101 - 543 30 47 00 - UTILITIES	826.34	
					101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	12.82	
					128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRAN	10.73	

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			001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLANI			33.39	
			001 - 576 80 47 00 - UTILITIES			8,708.46	
			001 - 576 80 47 01 - CIVIC CAMPUS U TILITIES-PARK			9.99	
3924	07/10/2023	Claims	2	106779	UNITED STATES POSTAL SERVICE	424.00	P.O. BOX 3008 - 2023 RENEWAL
			001 - 511 60 42 01 - COMMUNICATION			42.40	
			001 - 513 10 42 01 - COMMUNICATION			42.40	
			001 - 514 23 42 00 - COMMUNICATIONS			42.40	
			001 - 514 30 42 00 - COMMUNICATIONS			42.40	
			001 - 524 20 42 00 - COMMUNICATION-BUILDING			42.40	
			401 - 534 50 42 00 - COMMUNICATION			42.40	
			403 - 535 50 42 00 - COMMUNICATION			42.40	
			402 - 537 50 42 00 - COMMUNICATION			42.40	
			101 - 543 30 42 00 - COMMUNICATION			42.40	
			001 - 576 80 42 00 - COMMUNICATION			42.40	
3925	07/10/2023	Claims	2	106780	UNUM LIFE INSURANCE	135.30	LEOFF 1 LONG TERM CARE -
			001 - 521 10 22 00 - LEOFF 1 BENEFITS			135.30	
3926	07/10/2023	Claims	2	106781	UPS	35.32	PD SHIPPING - 06/2023
			001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS			35.32	
3927	07/10/2023	Claims	2	106782	VALLEY LOCK & KEY SERVICE	363.89	SERVICE CALL 06/14/2023 @3007 2ND STREET - REPLACE EXISTING LEVER; 3 DUPLICATE KEYS - PRICE LEVEL 3 - ACTIVITIES BLDG
			123 - 521 22 41 23 - CJ PROFESSIONAL SVC			350.57	
			001 - 576 80 31 00 - SUPPLIES			13.32	
3928	07/10/2023	Claims	2	106783	VIC'S AUTO & SUPPLY UNION GAP - PW	86.22	SPARK PLUG, CARBURETOR CLEANER, MOTOR TUNE-UP & WIPER BLADES
			001 - 576 80 31 00 - SUPPLIES			86.22	
3929	07/10/2023	Claims	2	106784	WA ASSN OF SHERIFFS &	375.00	FULL CONFERENCE REGISTRATION MEMBER - G. COBB
			001 - 521 40 49 00 - PD TRAINING MISCELLANEOUS			375.00	
3930	07/10/2023	Claims	2	106785	WA STATE DEPT OF LICENSING	108.00	CPLS - JUNE 2023
			630 - 589 30 02 01 - WEAPONS PERMIT STATE SHAR			108.00	
3931	07/10/2023	Claims	2	106786	WA STATE DEPT OF TRANSPORTATION	1,513.74	SIGNAL MAINTENANCE, REPAIR & ADDITIONS - 05/2023
			101 - 542 64 41 00 - INTERGOVERNMENTAL PROFES			1,513.74	
3932	07/10/2023	Claims	2	106787	WA STATE PATROL	13.25	BACKGROUND CHECKS - 06/2023
			001 - 521 10 41 00 - PD ADMIN PROFESSIONAL SER'			13.25	
3933	07/10/2023	Claims	2	106788	BARRY M WOODARD	17,620.00	PUBLIC DEFENDER & INTERPRETING SERVICE - 06/2023
			001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC DEFEN			17,500.00	
			001 - 517 91 41 00 - PROFESSIONAL SERVICES			120.00	
3934	07/10/2023	Claims	2	106789	YAKIMA CITY TREASURER	35,743.48	POLICE DISPATCH FEE & SURCHARGE - 2ND QTR 2023
			001 - 521 20 41 00 - INTERGOV PROF SVCS-PD DISP.			35,743.48	
3935	07/10/2023	Claims	2	106790	YAKIMA CITY TREASURER	444,219.50	UNION GAP FIRE PROTECTION SERVICE - 2ND QTR 2023
			001 - 522 10 49 01 - FIRE PROTECTION SERVICES			444,219.50	
3936	07/10/2023	Claims	2	106791	YAKIMA CITY TREASURER	19,895.03	IT SVCS - 2ND QTR 2023 - DESKTOP, MOBILE & POLICE C/E
			001 - 511 60 41 02 - IT SERVICES			510.59	
			001 - 513 10 41 03 - IT SERVICES			783.59	
			001 - 514 23 41 04 - IT SERVICES-FINANCE			2,527.29	

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			001 - 514 30 41 03		IT SERVICES-CLERK	1,203.69	
			001 - 521 10 41 01		PD CLERICAL IT PROFESSIONAL	9,778.31	
			001 - 524 20 41 03		IT SERVICES-BUILDING	1,461.30	
			403 - 531 30 41 01		STORMWATER - IT SERVICES	216.01	
			401 - 534 50 41 04		IT SERVICES	651.29	
			403 - 535 50 41 05		IT SERVICES	442.53	
			402 - 537 50 41 04		IT SERVICES	153.83	
			101 - 542 30 41 04		IT SERVICES	171.59	
			101 - 543 30 41 03		IT SERVICES	358.14	
			128 - 547 10 41 04		IT SERVICES	287.07	
			001 - 558 60 41 03		IT SERVICES-PLANNING	870.56	
			001 - 558 60 41 03		IT SERVICES-PLANNING	218.82	
			001 - 576 80 41 04		IT SERVICES-PARKS	260.42	
3937	07/10/2023	Claims	2	106792	YAKIMA CO PUBLIC SERVICES	179.40	YARD WASTE & GARBAGE
			403 - 531 30 49 00		STORMWATER-MISCELLANEOU	21.00	
			001 - 576 80 49 00		MISCELLANEOUS	158.40	
3938	07/10/2023	Claims	2	106793	YAKIMA VALLEY TOURISM	500.00	STATE OF WASHINGTON TOURISM - BASIC MEMBERSHIP 2023
			107 - 557 30 41 00		YAKIMA VALLEY TOURISM	500.00	
						573,006.81	
001 Current Expense Fund						573,006.81	
101 Street Fund						5,929.01	
107 Convention Center Reserve Fund						500.00	
108 Tourism Promotion Area Fund						92.40	
111 Library & Community Center Fund						300,197.56	
114 Seniors Activity Fund						61.67	
123 Criminal Justice Fund						4,132.54	
127 Commute Trip Reduction Fund						4.97	
128 Transit System Fund						75,604.86	
170 Housing Rehabilitation Fund						663.50	
401 Water Fund						22,230.21	
402 Garbage Fund						122,399.94	
403 Sewer Fund						88,970.31	
414 Water Deposits						1,076.18	
630 General State/County-Shared Rev Fund						108.00	
						1,194,977.96	
						Claims:	1,194,977.96