



**TOPPENISH CITY COUNCIL**  
**STUDY SESSION AGENDA**  
**OCTOBER 2, 2023 – 5:00 P.M.**

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1. Call To Order/Roll Call

2. Approve Agenda

3. Public Comment

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern, state your name, and address for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

4. Select Mayor Pro-Tempore for remainder of 2023

5. Select Members and Alternates for remainder of 2023 to Serve on the Following Committees:

a. Boards And Commissions Selection Committee – 3 Members  
(Current Members: Duval, Garcia, *Vacant*)

b. Cable Regulation Board – 1 Member, 1 Alternate  
Current Member: Belton, Alternate: *Vacant*)

c. Public Safety Committee – 3 Members, 1 Alternate  
(Current Members: Duval, Ceja, *Vacant*, Alternate: Saavedra)

d. Yakima County Gang Commission – 1 Member, 1 Alternate  
(Current Member: Belton, Alternate: *Vacant*)

6. Select Yakima Valley Conference of Governments Member for remainder of 2023  
(Current Member: *Vacant*, Alternate: Duval)

7. Discussion regarding Tourism 2024

8. Adjournment

Next Regular Council Meeting will be on October 9, 2023

*City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.*

**Toppenish City Council  
Boards, Commissions and Committees**

**Appointments for Remainder of 2023**

<b><u>Committee &amp; Purpose of Committee</u></b>	<b><u>Current Members</u></b>	<b><u>Meeting Schedule</u></b>
<u>Boards and Selection Committee</u> - To recruit members to serve on advisory committees	Duval, Garcia, <i>Vacant</i>	As needed
<u>Cable Regulation Board</u> To represent the City on the Cable Regulation Board	Belton, Alt. <i>Vacant</i>	As needed
<u>Public Safety Committee</u> - To review and give Council recommendations regarding public safety issues.	Duval, Ceja, <i>Vacant</i> , Alternate: Saavedra	As needed
<u>Yakima County Gang Commission</u> - Represent the City and report back to Council on the gang commission.	Belton, Alt. <i>Vacant</i>	As needed
<u>Yakima Valley Conference of Governments</u> - To represent the City at the General Membership meeting of the voting on regional issues of the 14 cities in Yakima County.	<i>Vacant</i> , Alt. Duval	6:30 p.m. 3rd Wednesday of Jan., Mar., May, Sept. and Oct. and 2nd Wednesday of Dec. Location varies each month.

## Chapter 2.30 ADVISORY COMMISSIONS

Sections:

- 2.30.010 Advisory commissions created.**
- 2.30.020 Selection committee.**
- 2.30.030 Terms and appointment.**
- 2.30.040 Residency.**
- 2.30.050 Chairperson and rules of conduct.**
- 2.30.060 Absenteeism.**
- 2.30.070 Compensation.**
- 2.30.080 Staff support.**
- 2.30.090 Membership of parks and recreation advisory board.**
- 2.30.100 Duties of parks and recreation advisory board.**
- 2.30.110 Membership of the planning commission.**
- 2.30.120 Duties of the planning commission.**
- 2.30.130 Membership of the lodging tax advisory committee.**
- 2.30.140 Duties of the lodging tax advisory committee.**
- 2.30.150 *Repealed.***
- 2.30.160 *Repealed.***

### **2.30.010 Advisory commissions created.**

A. There are established and created the following advisory commissions of the city:

1. Parks and recreation advisory board;
2. Planning commission;
3. Lodging tax advisory committee.

B. In addition to the above referred to advisory commissions, other advisory commissions exist including the civil service commission created pursuant to Chapter [2.40](#) TMC. (Ord. 2022-05 § 1, 2022; Ord. 2004-4 § 1, 2004).

### **2.30.020 Selection committee.**

The city council shall select three of its members to serve on a selection committee to review, and make recommendations to the council for appointments to advisory boards and commissions. The committee members shall serve for a two-year period following reorganization of the council. (Ord. 2004-4 § 1, 2004).

### **2.30.030 Terms and appointment.**

A. Pursuant to RCW [35.63.030](#), term limits for members of the parks and recreation advisory board, the planning commission, and the lodging tax advisory committee shall be for six years. Those members who have served for the longest period of time will be reappointed for the shortest terms ranging from one year to six years in such a manner as to provide that the fewest possible terms will expire in any one year. Advisory board, commission or committee members may be reappointed to serve more than one term at the discretion of the city council.

B. Unless otherwise provided, all members of the advisory board, commission, and committee shall be appointed by the city council. (Ord. 2023-08 § 1, 2023; Ord. 2008-3 § 1, 2008; Ord. 2004-4 § 1, 2004).

### **2.30.040 Residency.**

Residency in the city is a requirement for eligibility for membership on an advisory commission of the city except for membership on advisory commissions created with other political jurisdictions which require membership outside of the city and advisory commissions which expressly permit nonresident membership; provided, that a person who no longer maintains legal residence in the city may complete the term for which he or she was appointed. The city council may appoint a nonresident in those cases where special expertise is required or there are no qualified applicants from city residents. (Ord. 2004-4 § 1, 2004).

### **2.30.050 Chairperson and rules of conduct.**

Each advisory commission shall elect a chairperson to preside at all meetings. Each advisory commission may, subject to the review and approval of the city council, adopt rules of conduct and meeting times. All advisory commissions shall comply with the provisions of the Washington Open Public Meetings Act, Chapter [42.30](#) RCW. (Ord. 2004-4 § 1, 2004).

**2.30.060 Absenteeism.**

Each member of an advisory commission shall not be absent and unexcused from any three consecutive commission meetings and shall attend at least seven of the commission's preceding 12 regular meetings. Any member who fails to attend regular meetings as above mentioned shall lose his or her membership on the advisory commission and the vacancy shall be filled by the city council. (Ord. 2004-4 § 1, 2004).

**2.30.070 Compensation.**

All members of advisory commissions shall serve without compensation but may be reimbursed actual training expense upon the prior approval of the city manager. (Ord. 2004-4 § 1, 2004).

**2.30.080 Staff support.**

The city manager shall appoint a city employee to serve as a staff liaison for each advisory commission. (Ord. 2004-4 § 1, 2004).

**2.30.090 Membership of parks and recreation advisory board.**

The parks and recreation advisory board shall consist of seven members. (Ord. 2004-4 § 1, 2004).

**2.30.100 Duties of parks and recreation advisory board.**

Responsibility of the parks and recreation advisory board shall be to make recommendations to the city council and the parks and recreation director on matters relative to the development, operation and use of the parks and recreation facilities of the city, and the planning, designing and implementation of city park facilities and recreational services. (Ord. 2004-4 § 1, 2004).

**2.30.110 Membership of the planning commission.**

The planning commission shall consist of seven members. (Ord. 2004-4 § 1, 2004).

**2.30.120 Duties of the planning commission.**

The responsibility of the planning commission shall be to consider all amendments, modifications or alterations to the city's comprehensive plan, to conduct hearings as otherwise specified by this code, and to perform other planning functions for the city. (Ord. 2004-4 § 1, 2004).

**2.30.130 Membership of the lodging tax advisory committee.**

The membership of the lodging tax advisory committee shall consist of five members, appointed by the city council. One member shall be an elected official of the city who shall serve as chair, two members shall be representatives of businesses required to collect the tax, and two members shall be persons involved in activities authorized to be funded by revenue received from the tax. The city council will review the membership on an annual basis and make changes as appropriate. By majority vote, the city council may remove a member of the lodging tax advisory committee prior to expiration of the term provided in TMC [2.30.030](#). Vacancies on the committee shall be filled by the city council. (Ord. 2004-4 § 1, 2004).

**2.30.140 Duties of the lodging tax advisory committee.**

A. The city council shall submit to the lodging tax advisory committee (LTAC), for its review and comment, proposals on: (1) the imposition of any new lodging tax; (2) any increase in the rate of such a tax; (3) repeal of an exemption from such a tax; or (4) a change in the use of the revenue received from such a tax. The city council shall submit such a proposal to the committee at least 45 days before taking final action on any such proposal. Comments by the committee should include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-range stability of the special fund created for the lodging tax revenues.

B. The lodging tax advisory committee shall receive all applications for lodging tax revenue and recommend a list of applicants and funding levels to the city council for final determination. The city council may only choose recipients from the list of candidates and recommended amounts provided by the LTAC. However, the city council does not have to fund the full list as recommended by the LTAC and can choose to make awards in the recommended amounts to all, some, or none of the candidates on this list recommended by the LTAC.

C. The city council may choose to make awards to the list of candidates for amounts different from those recommended by the LTAC; provided, that the city council notifies the LTAC at least 45 days before taking final action on any such proposal. (Ord. 2022-05 § 2, 2022; Ord. 2013-12, 2013; Ord. 2004-4 § 1, 2004).

**2.30.150 Membership of the tourism fund advisory committee.**

*Repealed by Ord. 2022-05.* (Ord. 2013-12, 2013; Ord. 2008-11, 2008; Ord. 2004-4 § 1, 2004).

**2.30.160 Duties of the tourism fund advisory committee.**

*Repealed by Ord. 2022-05.* (Ord. 2013-12, 2013; Ord. 2004-4 § 1, 2004).

## Chapter 2.32 PUBLIC SAFETY COMMITTEE

Sections:

- 2.32.010 Public safety committee.**
- 2.32.020 Committee members.**
- 2.32.030 Appointment of committee members.**
- 2.32.040 Terms.**
- 2.32.050 Duties.**
- 2.32.060 Meetings.**
- 2.32.070 City staff.**

### **2.32.010 Public safety committee.**

There is hereby established a committee of the Toppenish city council, to be known as the public safety committee. (Ord. 2007-9, 2007).

### **2.32.020 Committee members.**

Members of the public safety committee shall be members of the city council. Three council members shall serve on the committee. One council member shall serve as an alternate, to attend a meeting of the committee only in the absence of a regular committee member. (Ord. 2007-9, 2007).

### **2.32.030 Appointment of committee members.**

Members of the public safety committee shall be selected and appointed by the city council. (Ord. 2007-9, 2007).

### **2.32.040 Terms.**

Committee members shall serve for terms of two years. In the event a member does not, for any reason, complete a term, another member of the city council shall be selected and appointed by the city council to complete the remainder of the unexpired term. (Ord. 2007-9, 2007).

### **2.32.050 Duties.**

The public safety committee shall address issues referred to it by the city council, and may also consider issues presented by the public, or by one of its members. In addressing an issue, the committee shall discuss it and decide whether to make a recommendation to the city council. The committee may take into consideration information and recommendations from city staff and any other source it deems appropriate. Examples of matters that the public safety committee may address include but are not limited to issues and problems related to police, fire and code enforcement departments, state legislation regarding public safety matters, and emergency management concerns. (Ord. 2007-9, 2007).

### **2.32.060 Meetings.**


The committee shall meet monthly, on the third Monday, at 5:00 p.m. One person on the committee shall be selected to serve as chairperson of the committee. Meetings shall be informal. The public shall be allowed to attend all committee meetings. Minutes of each meeting shall be kept and provided to the city council at the next regular council meeting. The committee shall establish its rules of procedure for the conduct of its meetings. All meetings shall take place at City Hall unless otherwise determined by the committee. No more than three members of the city council shall attend a committee meeting unless proper notice has been given as required by law. Notwithstanding the above, the committee need not meet every month if it determines that to do so would be unnecessary. (Ord. 2007-9, 2007).

### **2.32.070 City staff.**

Attendance by city staff at committee meetings shall be determined by the meeting agenda and the city manager, who shall require such city personnel to attend as shall best serve the needs of the committee with its deliberation of the topics on the meeting agenda. Unless excused by the committee, the police chief, fire chief, deputy city clerk, and the city manager shall attend all committee meetings. (Ord. 2010-22 § 1, 2010; Ord. 2007-9, 2007).



# City of Toppenish Executive Department MEMORANDUM

**DATE:** October 2, 2023  
**TO:** Mayor and Council  
**FROM:** Debbie Zabell, City Manager   
**RE:** Tourism Fund Allocations

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This information is being provided to Council, to assist in Council’s decision for the allocation of the 2024 Tourism funds (Fund 106).

At the May 9, 2022, Council Meeting, the City Council elected to discontinue allocating funds from Business License revenues (General Fund) by decreasing the allocation as follows: 50% in 2022, 25% in 2023, and no allocation for 2024 and beyond.

At the September 6, 2022, Study Session, the City Council discussed the remaining reserved and unreserved funds in the Tourism fund which at that time were projected to be: \$88,428.91. The breakdown of the funds was estimated to be:

- Restricted portion \$28,278.91 (uses: as authorized by RCW 67.28)
- Unrestricted portion \$60,150.01 (uses: at council’s discretion)

The City Council directed staff to proceed with Requests for Proposals to allocate the restricted funds within the Tourism Fund. Staff provided the City Council with alternate uses for the unreserved funds; however, no direction on the use of the unreserved funds was provided to staff.

Staff received three proposals for use of the restricted funds:

Toppenish Chamber of Commerce . . . . .	\$21,105.00
Toppenish Rail and Steam. . . . .	1,500.00
Central Washington Jr. Livestock Show. . . . .	<u>2,000.00</u>
<b>Total Tourism Funds Awarded . . . . .</b>	<b>\$24,605.00</b>

The attached projected 2023 Tourism Budget/proposed 2024 Tourism Budget is being provided as an *example*, for Council’s use in determining the allocation of the unreserved funds for the 2024 Budget. Staff requests the Council to determine and to provide direction to staff on the use of the unreserved funds in the Tourism Fund. Once the unreserved funds are depleted, only authorized uses will be budgeted from the Tourism Fund.

Funding for the flower baskets and insurance for the vehicle used for watering the baskets will be budgeted from the Parks budget, and advertisement in the Yakima Valley Visitor's Guide will be budgeted out of the General Services budget.

After the Council has determined the use of the unrestricted funds and provided staff with direction, the process of soliciting proposals for use of the City's tourism funds will begin.

<b>Tourism Development Fund</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Jan thru Aug</b>	<b>2023 Sept thru Dec</b>	<b>2023 Estimated</b>	<b>2024 Requested</b>
Restricted Fund Balance	9,194.81	5,984.28	7,295.16	18,451.08	35,791.16		35,791.16	17,682.13
Assigned Fund Balance	5,122.36	2,177.06	5,147.23	38,603.74	57,205.97		57,205.97	-
<b>Taxes</b>								
Hotel/Motel Tax	26,665.26	13,617.44	11,910.89	17,340.08	5,880.86	735.11	6,615.97	6,000.00
<b>Total Taxes</b>	<b>26,665.26</b>	<b>13,617.44</b>	<b>11,910.89</b>	<b>17,340.08</b>	<b>5,880.86</b>	<b>735.11</b>	<b>6,615.97</b>	<b>6,000.00</b>
<b>Other Business Licenses and Permits</b>								
Business Licenses	24,309.81	30,829.40	35,716.86	21,997.93	12,001.66	1,500.21	13,501.87	-
<b>Total Other Business Licenses and Permits</b>	<b>24,309.81</b>	<b>30,829.40</b>	<b>35,716.86</b>	<b>21,997.93</b>	<b>12,001.66</b>	<b>1,500.21</b>	<b>13,501.87</b>	<b>-</b>
<b>Miscellaneous Revenues</b>								
Investment Interest	152.54	24.90	3.79	-		-	-	-
<b>Total Miscellaneous Revenues</b>	<b>152.54</b>	<b>24.90</b>	<b>3.79</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Tourism Revenues</b>	<b>51,127.61</b>	<b>44,471.74</b>	<b>47,631.54</b>	<b>35,791.16</b>			<b>42,407.13</b>	<b>23,682.13</b>
<b>Total General Revenues</b>				<b>60,601.67</b>			<b>70,707.84</b>	<b>-</b>
<b>Total Tourism Development Fund</b>	<b>65,444.78</b>	<b>52,633.08</b>	<b>60,073.93</b>	<b>96,392.83</b>			<b>113,114.97</b>	<b>23,682.13</b>
<b>Tourism Development Fund Expenditure</b>								
Reserved Ending Fund Balance	5,984.28	7,295.16	18,451.08	35,791.16			17,682.13	5,062.13
Unreserved Ending Fund Balance	2,177.06	5,147.23	38,603.74	57,205.97	-	-	-	-
<b>Tourism</b>								
Professional Services	358.00	-	-		-	-	-	
Tourism Contract - Toppenish Chamber	42,920.07	32,101.31	-	-	2,363.51	18,741.49	21,105.00	15,000.00
Tourism Contract - Y.V. Rail and Steam	5,076.89	2,199.26	-	-	-	1,500.00	1,500.00	1,500.00
Tourism Contract - CW Junior Livestock Show	-	-	-		-	2,000.00	2,000.00	2,000.00
Tourism Contract - Y.V. Visitor's & Convention Bureau	5,000.00	3,200.00	-	-	-	-	-	
WCIA Insurance	12.98	17.12	19.41	19.95	21.86	-	21.86	-
Tourism Advertising	131.60	-	-	108.75		120.00	120.00	120.00
Repair & Maintenance - Vehicles	390.44	-	-			-	-	
Miscellaneous Fees & Charges	3,393.46	2,673.00	2,999.70	3,267.00	3,379.55	-	3,379.55	
<i>Total 2023 unreserved funds</i>							<b>67,306.43</b>	
<b>Total Tourism</b>	<b>57,283.44</b>	<b>40,190.69</b>	<b>3,019.11</b>	<b>3,395.70</b>	<b>5,764.92</b>	<b>22,361.49</b>	<b>95,432.84</b>	<b>18,620.00</b>
<b>Total Tourism Development Fund</b>	<b>65,444.78</b>	<b>52,633.08</b>	<b>60,073.93</b>	<b>96,392.83</b>	<b>5,764.92</b>	<b>22,361.49</b>	<b>113,114.97</b>	<b>23,682.13</b>