



AMENDED
TOPPENISH CITY COUNCIL
REGULAR MEETING AGENDA
OCTOBER 23, 2023 – 7:00 P.M.

TELEVISED LIVE ON MIDVALLEY TELEVISION
SPECTRUM CABLE CHANNEL 194

1. REGULAR SESSION CALL TO ORDER

Pledge of Allegiance/Roll Call/Welcome

2. APPROVE AGENDA

3. SWEARING IN POLICE OFFICER

a. Officer Trevor Pottle

4. 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.

5. CONSENT AGENDA

All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

- a. Approve Minutes of the October 9, 2023, Regular Meeting
- b. Approve Payroll Checks Numbers 36426 through 36438 and Electronic Transfers EFTPR3093-EFTPR3103 in the total amount of \$202,690.69 dated October 20, 2023, and void Check Number NR36414
- c. Approve Claims Checks Numbers 97867 through 97922 and Electronic Transfers EFTAP359-EFTAP360 in the total amount of \$163,232.03 dated October 23, 2023

6. NEW BUSINESS

- a. AB 23-066 [Proposed] Resolution 2023-41, Authorize City Manager or Designee to Submit Application to Department of Commerce
- b. AB 23-067 Consider Appointments to Lodging Tax Advisory Committee
- c. Discussion on Scheduling Strategic Workshop for Council

7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

8. CITY MANAGER REPORT

9. INTERVIEW COUNCIL CANDIDATE

10. EXECUTIVE SESSION

Purpose: To evaluate the qualifications of a candidate for appointment to fill the City Council vacancy [RCW 42.30.110(1)(h)]

Time: 15 minutes

Action: Anticipated action

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.

- 11. SELECT NEW COUNCILMEMBER BY MAJORITY ROLL-CALL VOTE**
- 12. CITY CLERK TO ADMINISTER OATH OF OFFICE**
- 13. ADJOURNMENT**

NEXT REGULAR COUNCIL MEETING WILL BE HELD ON NOVEMBER 6, 2023

City of Toppenish Police Department

OATH OF OFFICE

I, Trevor Pottle, do solemnly swear, that I will support and defend the Constitution of the United States, and the Constitution of the State of Washington against all enemies, foreign and domestic; that I will bear true allegiance to the Constitution of the United States, to the State of Washington and to the statutes and ordinances of the City of Toppenish. I further solemnly swear that I will diligently discharge all orders and directions of the present, or future, Chief of Police and other superior officers appointed over me according to the rules and regulations of the City of Toppenish Police Department.

I further solemnly swear that I will serve honestly and faithfully in the performance of my duties as a police officer and will accept my commission as a symbol of authority and a mark of service to the people of this community.

Signed: _____ *Date:* October 23, 2023

Subscribed and sworn to before me this 23rd day of October, 2023.

Heidi Rijoas, CMC, City Clerk

**TOPPENISH CITY COUNCIL
Regular Meeting Minutes
October 9, 2023**

Mayor Saavedra called the meeting to order at 7:00 p.m.

ROLL CALL

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Loren Belton, and Councilmembers Naila Duval, George Garcia, Josh Garza, and Kyle Pettit
Staff: City Manager Debbie Zabell (CM Zabell), City Attorney Gary Cuillier, Assistant City Manager/Public Works Director Dan Ford, Chief of Police John Clary, City Clerk Heidi Riojas (CC Riojas), and Community Television Manager Sean Davido

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Belton and Councilmembers Duval, Garcia, Garza, and Pettit responded their attendance during roll call.

APPROVE AGENDA

Councilmember Pettit moved, seconded by Councilmember Garcia to approve the October 9, 2023, Agenda. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Mayor Pro Tem Belton moved, seconded by Councilmember Garza to approve Consent Agenda items a through d:

- a. Approve Minutes of the September 25, 2023, Regular Meeting
- b. Approve Minutes of the October 2, 2023, Study Session
- c. Approve Payroll Checks Numbers 36401 through 36425 and Electronic Transfers EFTPR3082-EFTPR3092 in the total amount of \$296,669.17 dated October 6, 2023
- d. Approve Claims Checks Numbers 97807 through 97866 and Electronic Transfer EFTAP357-EFTAP358 in the total amount of \$1,462,571.10 dated October 9, 2023, and voided Check NR97640

Motion carried unanimously.

NEW BUSINESS

Resolution 2023-40: A Resolution Approving U.S. Department of Transportation Grant Agreement Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program.

Councilmember Duval moved, seconded by Mayor Pro Tem Belton to approve Resolution 2023-40. Motion carried unanimously.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

Councilmember Garcia had nothing to report.

Councilmember Pettit had nothing to report.

Councilmember Garza had nothing to report.

Councilmember Duval announced on behalf of Community Safety Network (CSN) Fall Clean up will be October 14, 2023, at the Toppenish Middle School. She thanked the CSN partners for organizing this annual community event. In addition, Councilmember Duval acknowledged October 9, 2023, as Indigenous Peoples' Day.

Mayor Pro Tem Belton had nothing to report.

Mayor Saavedra had nothing to report.

CITY MANAGER REPORT

CM updated Council on the following:

- Working on payroll
- Joint meeting with Yakama Nation, Yakima County Sheriff, and the City
- Interviewing for Finance Director position
- Accountability Audit
- Fire engine
- 2024 Budget
- CSN Clean up
- Council vacancy

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 7:12 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period: 10/1 - 10/15/2023

Fund Number	Description	Amount
001-000-013	Executive	\$5,786.22
001-000-014	Finance, Record	\$11,864.75
001-000-018	Central Services, Personnel Services	\$12,553.77
001-000-021	Law Enforcement	\$49,391.54
001-000-022	Fire Services	\$33,010.20
001-000-024	Protective Inspections	\$4,153.47
001-000-058	Planning and Community Development	\$1,789.94
001-000-071	Recreational Services	\$2,820.08
001-000-076	Pool, Park Facilities	\$4,916.33
030-000-021	Criminal Justice Fund	\$22,676.06
050-000-000	Special Projects Fund	\$1,409.64
101-000-000	Street Fund	\$6,755.27
108-000-000	Cemetery Fund	\$4,356.18
157-000-000	Cable TV Fund	\$4,036.77
401-000-000	Water Fund	\$13,754.60
403-000-000	Wastewater Fund	\$15,343.61
405-000-000	Solid Waste Fund	\$8,072.26
Grand Total		\$202,690.69

Payroll Checks 36426 - 36438, Electronic Transfers EFTPR3093 - EFTPR3103, and Void NR36414

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Maria Mayhue

Maria Mayhue, Accounting Manager

October 20, 2023

Date

Accounts Payable Check Register

October 23, 2023

Number	Vendor Name	Account Description	Amount
97867	City of Toppenish	City Utility Service - Fire	\$377.32
		City Utility Service - Police	\$812.94
		City Utility Services	\$687.07
		City Utility Services - Cemetery	\$92.90
		City Utility Services - City Hall	\$420.78
		City Utility Services - Parks	\$1,184.77
		City Utility Services - Swimming Pool	\$592.59
		City Utility Services - Treatment Plant	\$303.13
			Check Total:
97868	ADT Security Services, Inc.	Alarm Monitoring - % PW Shop	\$25.09
		Alarm Monitoring - 50% Rec Building	\$25.09
		Check Total:	\$50.18
97869	Amazon Capital Services	Capital Improvements - Temporary Police Building	\$438.55
		Office & Operating Supplies	\$33.05
		Operating/Maint. Supplies	\$123.11
		Operating/Maintenance Supplies - General	\$232.03
		Check Total:	\$826.74
97870	Aramark	Rentals	\$57.57
97871	Cascade Natural Gas Corp.	Fuel for Heating - Swimming Pool	\$14.60
97872	CenturyLink	Telephone	\$31.69
97873	Chandler Distributing Co. Inc.	Fuel Vehicles	\$716.09
		Operating/Maintenance Supplies - General	\$349.79
		Check Total:	\$1,065.88
97874	Cintas Corporation #605	Rentals	\$19.04
		Uniform Cleaning	\$303.13
		Check Total:	\$322.17
97875	City of Sunnyside - Finance Dept.	Corrections Services Sunnyside	\$11,100.00
97876	Connetix Engineering, Inc.	Professional Services	\$351.75
97877	Elwood Staffing Services, Inc.	Professional Services	\$2,953.97
		Professional Services - Seasonal Help	\$1,521.75
		Check Total:	\$4,475.72
97878	Environmental Resource Associates	Professional Services	\$518.04
97879	Eurofins Environment Testing South Central, LLC	Professional Services	\$3,657.50
97880	Federal Express Corporation	Postage	\$6.82
97881	Freightliner Northwest	Operating/Maintenance Supplies - Vehicles	\$22.71
97882	Galls, Inc.	Uniforms & Clothing	\$558.84
97883	Gray & Osborne, Inc.	Professional Services - New Police Building	\$1,450.89
97884	Gregoria Vasquez	Travel	\$149.34
97885	Guardian Security Systems, Inc.	Alarm Monitoring	\$104.46

Number	Vendor Name	Account Description	Amount
		Service/Maintenance Agreements	\$185.32
		Check Total:	\$289.78
97886	H.D. Fowler Co., Inc.	Water Service Supplies	\$13,310.64
97887	Howard's Tire Factory Inc	Repair & Maintenance - Vehicles	\$72.31
		Repair & Maintenance Equipment-Street Cleaning	\$140.29
		Service Repair/Maintenance - Vehicles	\$206.28
		Service Repair/Maintenance Vehicles	\$55.57
		Check Total:	\$474.45
97888	Intermountain Cleaning Service, Inc.	Operating/Maintenance Supplies - General	\$60.65
		Professional Services	\$1,510.00
		Check Total:	\$1,570.65
97889	Jake's Custom Auto Glass Tinting	Capital Purchase - Equipment	\$530.67
97890	Lab Test	Professional Services	\$350.00
97891	Lexipol, LLC	Professional Services	\$4,769.01
97892	Masters Telecom LLC	Telephone	\$18.14
97893	Mehline, Joseph	Travel	\$29.85
97894	Mobile Modular	Police Station Rent	\$12,931.70
97895	Municipal Emergency Services Inc.	Service Repair/Maintenance Equipment	\$764.64
97896	N C Machinery	Operating/Maintenance Supplies - Vehicles	\$23.00
97897	North Central Laboratories	Lab Supplies	\$254.00
97898	Northern Safety Co., Inc.	Personal Protective Equipment	\$594.63
97899	ODP Business Solutions, LLC	Office & Operating Supplies	\$222.13
97900	One Call Concepts, Inc.	Professional Services	\$40.66
97901	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$421.02
		Operating/Maintenance Supplies Vehicles-Street Cleaner	\$16.19
		Check Total:	\$437.21
97902	Oxarc, Inc.	Chemicals	\$18.14
		Operating/Maintenance Supplies - General	\$39.53
		Check Total:	\$57.67
97903	Pacific Office Automation	Rentals	\$718.23
97904	Pacific Power & Light Co.	Electricity	\$10,396.40
		Electricity - Cemetery	\$336.03
		Electricity - Parks	\$295.99
		Electricity - Street Lights	\$4,894.05
		Electricity - Traffic Signals	\$261.54
		Lift Station Electricity	\$484.81
		WWTP Electricity	\$6,838.47
		Check Total:	\$23,507.29
97905	Rathbun Iron Works, Inc.	Operating/Maint. Supplies - Park Facilities	\$31.31
		Operating/Maintenance Supplies - Vehicles	\$33.47
		Check Total:	\$64.78

Number	Vendor Name	Account Description	Amount
97906	Screening Mimies	Uniforms & Clothing	\$274.54
97907	SEP Consulting	Professional Services	\$210.00
97908	SHC Medical Center Toppenish	Medical Services	\$997.21
97909	Standard Paint & Flooring LLC	Graffiti Program Supplies	\$1,516.20
97910	The Bunker Tri-Cities LLC	Uniforms & Clothing	\$1,216.99
97911	TransUnion Risk and Alternative Data Solutions, Inc.	Professional Services	\$129.60
97912	U.S. Bank Safekeeping	Banking Fees & Charges	\$26.00
97913	Valley Title Guarantee Inc.	Sewer Sales Residential	\$18.16
		Solid Waste Services	\$5.13
		Water Sales Residential	\$16.19
		Check Total:	\$39.48
97914	Verizon Wireless	Small Tools & Minor Equipment	\$25.90
		Telephone	\$1,855.85
		Telephone - Utility Billing	\$42.24
		Check Total:	\$1,923.99
97915	Washington State Treasurer	Death Investigation Account	\$1.57
		Distracted Driving	\$0.13
		DNA Account	\$85.15
		DOL Tech Support	\$59.25
		Domestic Violence Prevention Account	\$2.09
		Highway Safety Account	\$7.50
		Judicial Information Services	\$433.15
		St Gen Fund 93 (WA Auto Theft)	\$129.77
		State General Fund 40	\$2,081.59
		State General Fund 50	\$735.64
		State General Fund 54	\$35.25
		State Patrol Highway Account	\$8.94
		Trauma Care	\$64.82
		Traumatic Brain Injury Account	\$63.99
		Veh License Fraud Acct	\$19.72
		Check Total:	\$3,728.56
97916	Weinmann, Gene E.	Office & Operating Supplies	\$18.33
		Professional Services	\$1,800.00
		Check Total:	\$1,818.33
97917	Whitney Equipment Co., Inc.	Repair & Maintenance Equipment	\$2,253.96
97918	Yakima County Department of Corrections	Corrections Services Yakima County	\$6,131.93
		Medical Services	\$1,668.30
		Check Total:	\$7,800.23
97919	Yakima County Fire District 5	Operating/Maint Supplies - General	\$316.51
		Service Repair/Maintenance Vehicles	\$308.66
		Check Total:	\$625.17
97920	Yakima County GIS	IT Services - Community Dev	\$70.00
97921	Yakima County Treasurer	County Crime Victims	\$82.80
97922	Summit Law Group	Professional Services	\$2,275.00
EFTAP359	Washington State Department of Revenue	Excise Taxes	\$24,208.44

Number	Vendor Name	Account Description	Amount
		Sales Tax Remitted	\$893.91
		Check Total:	\$25,102.35
EFTAP360	Washington State Department of Revenue	Excise Taxes	\$22,636.34
		Sales Tax Remitted	\$414.21
		Check Total:	\$23,050.55
Grand Total			\$163,232.03

Accounts Payable Checks 97867-97922 and EFTAP359-EFTAP360

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

Maria Mayhue

Administrative Services Director

October 20, 2023



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 23-066

Agenda Item
6a

Meeting Date: October 23, 2023

Subject: Climate Planning Grant Application

Attachments: Resolution 2023-41, Letter of Intent, and Draft Plan Scope of Work

Prepared by: Stephanie J. Ray, PE

Presented by: Stephanie J. Ray, PE

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

The Climate Commitment Act directs the Department of Commerce to administer grants and provide technical assistance to cities and counties to plan for climate change. Commerce will make approximately \$30 Million in statewide grants available to implement House Bill 1181 supporting the development of climate change and resiliency elements. Each fully planning city and county is eligible for funding based on applicability. \$150,000 has been allocated to the City of Toppenish to complete the requirements associated with House Bill 1181. The City of Toppenish must complete a Climate Resilience sub-element by 2026 to remain compliant with the Growth Management Act. There is no match requirement. Grant applications are due October 31, 2023, 5:00 pm. This is a non-competitive grant. Council approval is sought to authorize the City Manager to sign and submit the Letter of Intent and grant application.

Fiscal Impact: \$0

Recommendation: Approve Resolution 2023-41, authorizing the City Manager or Designee to Submit Application to the Department of Commerce.

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further review.

RESOLUTION 2023-41

**A RESOLUTION AUTHORIZING THE CITY MANAGER, OR
DESIGNEE, TO SUBMIT AN APPLICATION TO THE DEPARTMENT
OF COMMERCE FOR ALLOCATION TO COMPLETE A CLIMATE
ELEMENT AGREEMENT WITH**

WHEREAS the City of Toppenish, Washington authorizes the City Manager, or her designee, to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the described needs for which we seek grant funding assistance managed by the Department of Commerce, and

WHEREAS, grant assistance is requested by our organization to aid in financing the required Climate Element mandated by House Bill 1181, and

WHEREAS, the City of Toppenish considers it in the best public interest to complete the Climate Element to maintain compliance with the Urban Growth Management Act,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON AS FOLLOWS:

The City Manager, or designee, is authorized to make a formal application to the Department of Commerce for grant assistance.

1. This application authorization becomes part of a formal application to the Department of Commerce for grant assistance.
2. We certify that this application authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

This Resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on October 23, 2023.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

October 23, 2023

Department of Commerce
P.O. Box 42525
Olympia, WA 98504-2525

Attn: Sarah Fox, AICP, Climate Planning Manager

Re: **City of Toppenish
Climate Planning Grant Application – Letter of Intent**

Dear Ms. Fox:

I, Debbie Zabell, City Manager of the City of Toppenish, Washington, authorize the City to propose the attached scope of work and budget request for grant funding to prepare and adopt amendments to implement the requirements of Washington House Bill (HB) 1181 related to climate planning.

We understand that the Growth Management Act (GMA) requires us to adopt goals and policies related to climate change. These goals and policies will be considered and adopted as part of our scheduled periodic review update to our 2026 GMA Comprehensive Plan.

The City of Toppenish appreciates the opportunity to submit the Climate Planning Grant Application. Our request for 2023-2025 access to the \$150,000 funding allocation will allow our community to move forward with development of the required elements.

The City of Toppenish thanks Department of Commerce for its past funding support and your consideration of this request to access our allocated funding. Please contact me at (509) 575-8851 should you have any questions regarding our application.

Sincerely,

Debbie Zabell
City Manager

Example Scope of Work for Climate Sub-Elements

The two examples below are provided for general assistance only. The far left column references the steps and tasks that are described in the Early Climate Guidance that is available [online](#) Commerce’s Climate Program webpage.

Example Scope of Work for GHG Emissions Reduction Sub-element (This is an example when VMT is the major source of GHG emissions)		
Section Steps, Tasks and Deliverables	Description	End Date
Section 2	Initialize Project	10/2023 – 01/2024
Task 2.1	Form Climate Policy Advisory Team	
Task 2.2	Establish engagement strategy that supports environmental justice	
Deliverable 1	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook [Note: You may provide a completed copy of your Climate Element Workbook in lieu of a summary memo for this and the other deliverables that follow.]	01/15/2024
Section 3, Step 1	Explore Sources of GHG Emissions	10/2023 – 02/2024
Section 3, Step 2	Determine project scope and geographic scale	2/2024 – 3/2024
Task 2.1	Define jurisdiction/study area.	
Task 2.2	Geographic, demographic and historic profile of the jurisdiction/study area	
Task 2.3	Identify which source of VMT is of concern, including people who live, work, and travel through the area	
Deliverable 2	Definition of jurisdiction/study area. Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook [03/15/2024
Section 3, Step 3	Acquire or Purchase relevant VMT data	04/2024 – 05/2024
Section 3, Step 4	Determine the most Significant VMT Sources	06/2024 – 08/2024
Task 4.1	VMT data analysis	
Task 4.2	Travel market assessment	
Deliverable 3	Develop list of all sources of VMT and extract a subset of the most significant sources. Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook.	08/15/2024
Section 3, Step 5	Set VMT reduction targets	09/2024-10/2024

Example Scope of Work for GHG Emissions Reduction Sub-element

(This is an example when VMT is the major source of GHG emissions)

Section Steps, Tasks and Deliverables	Description	End Date
Task 5.1	Develop or choose VMT reduction targets that can be achieved in the near term (five years) and longer term (10 years) for implementation.	
Deliverable 4	VMT reduction targets and projected GHG reductions. Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	10/15/2024
Section 3, Step 6	Develop goals, policies and an implementation plan to achieve VMT and GHG reduction targets.	11/2024
Section 3, Step 7	Integrate the VMT reduction measures into your comprehensive plan	11/2024-01/2025
Task 7.1	The measures chosen should be made consistent with and reference each other across plan elements such as transportation, housing, land use, or climate.	
Task 7.2	Embed an implementation or action plan into the comprehensive plan.	
Deliverable 5	Draft goals and policies that will reduce VMT and subsequent GHG emissions	01/30/2025
Deliverable 6	Adopt GHG Emissions Reductions goals and policies by ordinance.	3/15/2025
Section 3, Step 8	Evaluate progress toward your VMT goals	
Task 8.1	Measure VMT changes by developing a comparison between the jurisdiction's baseline VMT data (e.g., 2019) and present values.	
Task 8.2	Create schedule to revisit the VMT data at regular intervals (at least every five years), and measure progress from the last review.	
Deliverable 7	Submit a memo summarizing completion of deliverables.	03/15/2025

Example Scope of Work for Climate Resilience Sub-element

Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Section 2	Initialize Project	10/2023 – 01/2024
Task 2.1	Form Climate Policy Advisory Team	
Task 2.2	Establish engagement strategy that supports environmental justice	

Example Scope of Work for Climate Resilience Sub-element		
Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Deliverable 1	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook <i>[Note: You may provide a completed copy of your Climate Element Workbook in lieu of a summary memo for this and the other deliverables that follow.]</i>	01/15/2024
Section 3, Step 1	Explore Climate Impacts	10/2023 – 02/2024
Task 1.1	Identify community assets	
Task 1.2	Explore hazards and changes in the climate	
Task 1.3	Pair assets and hazards and describe exposure and consequences	
Task 1.4	Identify priority climate hazards	
Deliverable 2	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook <i>[Note: You may provide a completed copy of your Climate Element Workbook in lieu of a summary memo for this and the other deliverables that follow.]</i>	02/15/2024
Section 3, Step 2	Audit Plans & Policies	2/2024 – 4/2024
Task 2.1	Review existing plans for climate gaps and opportunities	
Task 2.2	Determine next step <i>[proceed to Step 3 or skip to Step 4]</i>	
Deliverable 3	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	4/15/2024
Section 3, Step 3	Assess Vulnerability & Risk <i>[if applicable]</i>	04/2024 – 08/2024
Task 3.1	Assess sensitivity	
Task 3.2	Assess adaptive capacity	
Task 3.3	Characterize vulnerability	
Task 3.4	Characterize risk	
Task 3.5	Meet with partners, stakeholders and decision makers to decide course of action	
Deliverable 4	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	
Section 3, Step 4	Pursue Pathways	08/2024 – 10/2024
Task 4.1	Develop goals	
Task 4.2	Develop policies	

Example Scope of Work for Climate Resilience Sub-element		
Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Task 4.3	Identify policy co-benefits	
Deliverable 5	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	10/15/2024
Section 3, Step 5	Integrate Goals & Policies (Ensure that there is adequate time for advisory committee and policymaker consideration)	08/2024 – 03/2024
Task 5.1	Review and finalize resilience goals and policies	
Task 5.2	Consult with partners, stakeholders and decision makers	
Final Deliverables Deliverable 6	Adopt climate resilience goals and policies by ordinance, or adopt updated FEMA Hazard Mitigation Plan by reference.	02/15/2024
Deliverable 7	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	03/15/2024



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 23-067

Agenda Item
6b

Meeting Date: October 23, 2023

Subject: Appointments to Serve on Lodging Tax Advisory Committee

Prepared by: Heidi Riojas, City Clerk

Presented by: Heidi Riojas, City Clerk

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

During the Study Session on October 2, 2023, the Council directed staff to proceed with the Request for Proposals to allocate the restricted amount (\$18,000.00) within the Tourism Fund.

At this time, Council needs to conduct its annual review of the Lodging Tax Committee membership and reconfirm appointments to serve on the committee. The following is a list of the proposed members to appoint to the Lodging Tax Advisory Committee:

Mayor Elpidia Saavedra (by Position)

Nick Troy, representing the Chamber President (by Position)

Doug Shearer, representing the Yakima Valley Rail and Steam President (by Position)

Sandeep Kaur, Toppenish Inn & Suites (business collecting tax)

Parminder Thind, El Corral Motel (business collecting tax)

The deadline to submit a 2024 Request for Tourism Proposal was 5:00 p.m. on Friday, October 20, 2023. The Lodging Tax Advisory Committee is scheduled to meet at 5:30 p.m. on Tuesday, October 24, 2023 to receive presentations and decide on the recommendation to submit to Council for consideration to allocate 2024 Tourism Funds.

Fiscal Impact: None

Recommendation: Motion to appoint members to serve on the Lodging Tax Advisory Committee: Mayor Elpidia Saavedra (by Position), Nick Troy, representing the Chamber President (by Position), Dough Shearer, representing the Yakima Valley Rail and Steam President (by Position), Sandeep Kaur, Toppenish Inn & Suites (business collecting tax), and Parminder Thind, El Corral Motel (business collecting tax).

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further review.