

- 1. Call to Order and Roll Call**
- 2. Approve Agenda**
- 3. Public Comments Update**
- 4. Public Comment**

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. With very few exceptions, RCW 42.17A.555 prohibits government agencies from allowing the use of public facilities, directly or indirectly, for campaign purposes. 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 and state your name for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

5. Presentation

- a. AB 25-106: Residential On-Site Parking Maximums.
- b. AB 25-107: Accessory Dwelling Unit (ADU) Code Creation.
- c. AB 25-108: Lead and Copper Piping Inventory.
- d. AB 25-109: Investment Report.
- e. AB 25-110: Utility Rates.
- f. AB 25-111: 2026 Budget.

6. Adjournment

Next Council Meeting Will Be Held on November 10, 2025.

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.

Meeting Date: November 3, 2025
Subject: AB 25-106: Residential On-Site Parking Maximums.
Attachments: 1. Parking Maximums Slides
2. DRAFT 17.64.050 Parking Location requirements.
Presented By: Andrew Hattori, CED Director
Approved for Dan Ford, City Manager
Agenda By:

Discussion:

While Toppenish regulates a set minimum amount of off-street parking stalls for residential properties, the Toppenish Municipal Code (TMC) does not regulate the maximum allowed on-site parking of vehicles. After identifying issues with overparked residential properties, staff began researching potential options for amending the code and wishes to present the attached amendment. The proposed code would set a maximum amount of four vehicles per lot, provided more vehicles may be present as long as they are entirely enclosed within a structure, such as a shop or garage. Provisions have also been included in the instance that there is more than four residents at a property that have proof of residency at said address and the cars are registered to the address. In this case the property would be allowed to have an additional vehicle present above the four vehicle maximum for each person above four residents. A breakdown of calculations to show how this would impact properties with varying amounts of residents can be displayed as:

# of Residents	Allowed Vehicles (Unsheltered)
1	4
2	4
3	4
4	4
5*	5*
6*	6*

* All residents of the property must be able to show their drivers license as listing the subject property as their place of residence and each vehicle's registration must match the address of the subject property.

Additionally, with the TMC not having provisions for vehicle maximums we have a considerable amount of vehicles parked on unapproved surfaces. Where an approved surface is any impervious surface such as gravel, asphalt, and/or concrete. This has resulted in complex and difficult code cases for having junk vehicles (cannot be legally be driven and/or in a state of disrepair) parked on lots without the proper surfacing or

lots installing surfacing above and beyond maximum lot coverages. The adoption of an amendment to the TMC that sets maximum vehicle allowances could resolve issues with code enforcement cases and potential impacts to the environment.

The attached code language was presented and reviewed by the Planning Commission on October 15, 2025, and received a recommendation for Council approval.

Fiscal Impact:

N/A.

Recommendation:

N/A.

Alternatives:

Parking Maximums

Current Issues

- Properties exist with extreme amounts of vehicles, some in disrepair or not operable.
- Properties with vehicles parked on unapproved surfaces such as dirt and grass.



Proposed Code

- Maximum of four unsheltered vehicles allowed on residential properties.
 - Vehicles in garages/shops/storage structures would not be counted towards the maximum.
- Four households exceeding four residents more vehicles would be allowed provided the driver's license and license of the owner matches the property address.

Proposed Code

# of Residents	Allowed Vehicles
1	4
2	4
3	4
4	4
5	5*
6	6*

* Provided the drivers license and registration match the address of residence where parked.

Questions?

17.64.050 Parking — Location requirements.

Off-street parking facilities shall be located according to the following:

- A. For one, two, or multiple family dwellings, parking facilities shall be located on the same lot or building site as the buildings they are required to serve.
 - a. A maximum of four vehicles, not including motorcycles or mopeds, may be parked on a lot with a residential use unless vehicles in excess of the allowed number are kept within an enclosed structure. Additional vehicles may be allowed if:
 - i. More than four licensed drivers reside at the same address, an additional motor vehicle for each licensed driver over the four may be parked at that specific address, provided that each licensed driver and said vehicle are registered to that same address.
 - ii. The lot contains more than one legally established residence, including accessory dwelling units. In such cases, the maximum number of vehicles allowed is calculated based on the number and type of dwelling units, as provided in TMC 17.64.030.
- B. For hospitals, sanitariums, convalescent, nursing or rest homes, rooming and lodging houses, fraternal organizations and club rooms parking facilities shall be located not more than 150 feet from the buildings they are required to serve.
- C. For uses other than specified above parking facilities shall be located not over 500 feet from the buildings they are required to serve.
- D. Required parking or loading spaces not within a garage, carport or other structure may be located within the required front, side or rear yard or courts on the lot of the primary use in any district, unless otherwise specified herein.

(Ord. A-580 § 22(2)(b), 1964).

Meeting Date: November 3, 2025
Subject: AB 25-107: Accessory Dwelling Unit (ADU) Code Creation.
Attachments: 1. ADU Slides
2. DRAFT ADU Ordinance
Presented By: Andrew Hattori, CED Director
Approved for Dan Ford, City Manager
Agenda By:

Discussion:

The City of Toppenish currently does not have provisions for the allowance of Accessory Dwelling Units (ADUs). Given the state laws requiring that ADUs be allowed, it is the best interest of the City to create our own code within the legal framework of what must be allowed. Staff has done extensive research into the applicable WACs and RCWs and has presented the attached draft code language at the September and October Planning Commission meetings.

ADUs are smaller dwellings that may be constructed on residential property that already contain a single-family dwelling unit (SFDU). They are intended to provide additional housing on an already developed site for the use as a "mother-in-law" suite for family members or rental units for additional revenue sources. ADUs have the ability to provide additional housing options within our community, which has considerable constraints for expansion and therefore, limited ability to add additional housing stock through historical development patterns. It should be noted that there currently exists a substantial number of "illegal" ADUs within our community. These are typically seen as shops that have been illegally converted into dwellings without going through the required permitting and planning processes. This can lead to substantial issues for property owners in terms of code cases and potential requirements to demolish the often expensive improvements that have been completed. Additionally, since these structures have not gone through the required permitting processes, there is no way to ensure that the building is constructed in a safe and habitable fashion. This can cause issues for the illegal structures' occupants' safety. To address these concerns, staff has drafted the attached code language which is summarized below, it is also important to recognize that many of the provisions within this draft code are required by law, and we are often limited in what we can require.

- ADUs would only be permitted on lots with an existing SFDU.
- ADUs will be limited to a maximum of two units, these may be attached or detached.*
- Attached ADUs must use the primary dwellings utility connections, new detached ADUs may install new services and meters.

- Maximum size is 1,000 sq. ft. per unit.*
- One off-street parking stall must be provided per unit unless it is within one-half mile walking distance to a major transit stop.*
- Setbacks would be the same as the primary dwelling unit unless the lot abuts a public alleyway, in which case no setback to the alleyway is required.*
- New ADUs that exceed lot coverage will be denied, existing structures that already exceed lot coverage will be allowed to be converted into an ADU.*
- Must maintain SFDU appearance, and overall lot appearance of residential in nature.
- Existing illegal ADUs will have an "amnesty period" of six months to either permit the unit as an ADU or to convert the structure back into a storage building etc.

*Notes a state requirement and that we must allow at least this provision.

Staff began the review period with the Department of Commerce on September 4, 2025, which will take a minimum of 60 days before any adoption of the code may occur. During this time, we have the ability to review the code language with the Planning Commission, hold public hearings, and present updates to City Council. We have received preliminary comments from Commerce and are working to incorporate those comments before holding a public hearing before the Planning Commission. The intent of this presentation is to provide initial information on the ADU Ordinance status and future meetings.

Fiscal Impact:

N/A.

Recommendation:

N/A.

Alternatives:

Accessory Dwelling Units (ADUs)

What is an ADU?

- Attached or detached accessory living area to a primary dwelling.
- Commonly referred to as a “mother-in-law” suite.



Why do we need ADUs?

- Helps increase overall housing stock and lower income housing stock.
- Provides additional revenue sources for property owners.
- State law requires cities to have allowances for ADUs.



Proposed Code

- Up to 2 units allowed, may be detached or attached.
- Maximum size of 1,000 sq. ft.
- Same setbacks as primary dwelling, except adjacent to an alleyway there is no setback requirement.

Proposed Code – Illegal and Converted Units

- Toppenish currently does not allow ADUs, so any existing ADUs would be considered “illegal”.
- A grace period will be allotted for illegal units to be brought into conformance.
- Any structure that is nonconforming due to lot coverage may be converted into an ADU without having to reduce size or conform to coverages.

Code Amendment Process

- Changes to development standards require PlanView review by the Department of Commerce.
- Process:
 - ✓ **Step 1: Submit SEPA document and draft amendment to Ecology and Commerce for 60-day review.**
 - Step 2: Public hearing at Planning Commission during 60-day review period.
 - Step 3: 60-day review period ends, and Commerce approves or comments on amendment.
 - Step 4: Approval by City Council.
 - Step 5: Notice of intent to adopt to Commerce.

Questions?

ORDINANCE 2025-XX

AN ORDINANCE OF THE CITY OF TOPPENISH, WASHINGTON TO ENACT A NEW CHAPTER AND AMEND EXISTING CHAPTERS IN TITLE 17 OF THE TOPPENISH MUNICIPAL CODE TO ESTABLISH ACCESSORY DWELLING UNIT REGULATIONS

WHEREAS, in 2018, Council adopted the City of Toppenish Comprehensive Plan which includes an updated Housing Element establishing policies to meet the community's housing needs; and

WHEREAS, the Comprehensive Plan estimates that an additional 224 dwelling units will be needed by 2040; and

WHEREAS, Housing Element Goal 1 Policy 1.3 of the Comprehensive Plan states that the city should consider allowing accessory apartments as conditional uses in single-family residential zoning classifications.; and

WHEREAS, Land Use Element Goal 1 Policy 1.3 of the Comprehensive Plan states that the city should Encourage urban infill where possible to avoid sprawl and the inefficient leapfrog pattern of development.; and

WHEREAS, Council recognizes that there are structures in the city being utilized as dwellings that do not meet minimum habitability standards; and

WHEREAS, the adoption of regulations that allow accessory dwelling units will allow for additional dwelling units to be created on existing lots, create an additional income stream for property owners, improve habitability standards and conditions for the city's residents, provide a regulatory framework for the city to bring illegal and substandard ADUs up to code, create additional residential development within the city's already existing utility service area, and support the policies, goals, and objectives of the Comprehensive Plan; and

WHEREAS, Council deems it to be in the best interest of the City to enact accessory dwelling unit regulations to promote public safety, and the general welfare of City residents,

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 17.94 Accessory Dwelling Units is hereby enacted to read as follows.

Chapter 17.94 Accessory Dwelling Units

17.94.005 Purpose and legislative intent.

This chapter establishes the standards for the location and development of accessory dwelling units (ADUs). The purpose of ADUs is to better utilize existing infrastructure and community

resources such as sewer and water while providing a housing type that allows flexibility to respond to changing needs and lifestyles. ADUs provide an additional supply of affordable housing units which under the provisions of this chapter protect the character, stability, and compatibility of neighboring land uses.

17.94.010 Definitions.

A. “Accessory dwelling unit” means a residential living unit providing complete, independent living facilities and permanent provisions for sleeping, cooking, sanitation, and living on the same lot as a single-family house. ADU shall be synonymous with the term Accessory Dwelling Unit.

B. “Illegal accessory dwelling unit” is an ADU that was installed without the required permits and that does not qualify for legal nonconforming status pursuant to Chapter 17.72 TMC.

C. “Primary dwelling unit” means the larger or main dwelling unit located on a lot that also contains an accessory dwelling unit.

17.94.015 Permitted Locations.

A. ADUs are permitted in all zoning districts that permit single-family dwellings and where an existing legally conforming single-family dwelling exists.

B. ADUs are only permitted on a lot in conjunction with a single-family residence.

C. A parcel/lot shall contain no more than one single-family residence and two ADUs which may be detached from, or attached to, the primary dwelling or shop structure.

D. An ADU is allowed in addition to a primary dwelling for any lot and shall not be considered an extension of, or an addition to a nonconforming condition under Section 17.72.020 TMC.

E. ADUs shall not be allowed on lots that do not meet the minimum lot size requirements of their respective zoning code.

17.94.020 Utility requirements.

A. Existing ADUs which are permitted under Section 17.94.080 shall be allowed to continue with the water and sewer services as they exist at the time they are permitted subject to the following condition;

1. For any lot that has a primary dwelling and an ADU, where both dwellings are served by the same utility service, at such time that service fails shall be required to have separate water and sewer services installed for each dwelling unit.

B. A new ADU that is separate from the primary dwelling may have separate water and sewer services from the primary dwelling.

1. The general facility charges outlined in Sections 13.04.090 and 13.46.020 TMC shall not apply to the ADU when separate services are required under Subsection B of this Section.

C. A new ADU that is attached to the primary dwelling shall share a single water and sewer connection.

17.94.025 Size, lot siting, and driveway requirements.

A. An ADU shall not exceed 1,000 square feet in size.

B. One off-street parking stall must be provided per ADU unless:

1. The ADU is located within one-half mile walking distance of a major transit stop.

C. The ADU may utilize the primary dwellings driveway, new driveways may only be permitted on frontages or alleyways adjacent to the lot where a driveway does not already exist. Driveways must be constructed in accordance with the Toppenish Construction and Design Standards.

D. Where a lot abuts a public alleyway there shall be no setback to the alley.

E. ADUs shall be considered towards the lot coverage total of the property, and shall adhere to the following:

1. Construction of a new ADU structure that exceeds the lot coverage allowance of the underlying zone shall be denied.

2. Existing structures on properties that exceed the lot coverage as of the **DATE** shall be permitted to be converted into a new ADU provided that the overall lot coverage for the property does not increase.

17.94.030 Compliance with applicable codes.

A. The accessory dwelling unit shall comply with all standards for health and life safety as outlined in the International Building Code, International Residential Code, Uniform Plumbing Code, National Electrical Code, International Mechanical Code, International Fire Code, and Washington State Energy Code as each code is adopted by the city; and any other applicable codes or regulations, except as provided in this chapter.

B. The accessory dwelling unit shall comply with the Toppenish Municipal Code and all zoning code provisions for single-family residences, including height, setbacks, accessory buildings, and lot coverage, except as provided in this chapter.

17.94.040 Application and accessory dwelling unit permit fee.

A. The property owner shall apply for an accessory dwelling unit permit on a form provided by the city.

B. Fees required under this Chapter shall be established by a resolution of the City Council.

17.94.045 Inspection.

After receipt of a complete application and before permit issuance, the city shall inspect the property to confirm that the proposed accessory dwelling unit meets all requirements of this chapter and other applicable codes or regulations.

17.94.050 Affidavit and recording requirements.

Before issuance of the permit by the administrator or planning commission the applicant shall record an affidavit with the Yakima County Auditors Office and provide a copy of the recorded affidavit. Said affidavit shall identify the address, parcel number, and legal description of the property and state the following: the owner will notify any prospective purchaser of the property of the limitations and requirements of this chapter, and that the permit will be revoked if the accessory dwelling unit at any time fails to meet the requirements of this chapter. The affidavit shall also contain the restriction for lot subdivision pursuant to Section 17.94.045 TMC. The document shall run with the land and bind all current and future property owners, and the owner's assigns, beneficiaries, and heirs.

17.94.060 Accessory dwelling unit permit issuance.

A permit for an accessory dwelling unit will be issued upon compliance with the provisions of this chapter. Once the accessory dwelling unit permit is issued, the applicant will need to apply for a city building permit, when applicable.

17.94.065 Building plan review.

The administrator will review the submitted building plans to ensure adherence to the criteria of this Chapter.

17.94.070 Conditions for legalizing pre-existing accessory dwelling units.

Any dwelling unit that existed on **DATE** may be legally established and may continue to be used as an accessory dwelling unit if the following conditions are met:

- A. The property owner applies for an accessory dwelling unit permit. The administrator may waive the size limitations to bring the pre-existing unit into compliance, as well as other zoning requirements if they are impractical to achieve.
- B. Before issuance of a permit, the property owner allows inspection of the accessory dwelling unit by the city to ensure the minimum requirements of this chapter relating to fire, life safety, and public health are met, as determined by the administrator. All improvements necessary to bring the pre-existing accessory dwelling unit into compliance with applicable fire, life safety, and public health requirements shall be identified and made within 30 days of permit issuance.
- C. Before the issuance of a permit, the property owner shall complete and record an affidavit consistent with Section 17.94.065 TMC.

17.94.075 Amnesty period.

A. Any existing illegal ADU existing on **DATE** will not be subject to any enforcement action if an application to legalize the accessory dwelling unit is submitted within 6 months of the adoption of these regulations.

B. Any illegal ADU identified 6 months after the date this code takes effect, shall have an application to legalize the accessory dwelling unit submitted within 30 days of the owner receiving notices from the city. Failure to submit an application shall constitute a violation of the Municipal Code and the owner shall be subject to fines and/or penalties.

17.94.080 Enforcement.

A. The city retains the right (with reasonable notice) to inspect the accessory dwelling unit for compliance with this chapter.

B. The city retains the right with reasonable notice to withdraw occupancy approval if the ADU is found to violate this Chapter. In the event the city withdraws occupancy, the property owner may:

1. Convert the use of the structure to any other legal use allowed under this Chapter.
2. Remove the structure from the lot.

SECTION 2. Sections of Chapters 17.28, 17.32, and 17.40 are hereby amended to read as follows.

17.28.020 Permitted uses.

After June 20, 1964, no building, structure or land shall be used and no building or structure shall be erected, altered, enlarged or maintained in this district except for the following uses:

A. A single-family dwelling consisting of a residential home built to current building codes or a new manufactured home or new modular home conforming to the development standards specified in TMC 17.28.035;

B. A two-family dwelling (duplex), limited to one per lot, consisting of two attached residential homes built to current building codes or two new attached manufactured or modular homes conforming to the development standards specified in TMC 17.28.035;

C. Farming, horticulture or nurseries, provided no retail or wholesale office is maintained on the premises and provided no livestock is maintained on the premises;

D. Accessory buildings such as are ordinarily appurtenant to the permitted uses in this district;

E. Accessory dwelling unit as specified in Chapter 17.94 TMC;

F. In-home daycare licensed by the state of Washington for no more than 12 children after obtaining a city of Toppenish business license, and;

G. Special property uses specifically allowed in this district as listed in Chapter 17.56 TMC.

17.28.030 Area regulations – Lot size and percent of coverage.

A. Single-Family Dwelling. No single-family dwelling shall be erected after June 20, 1964, upon any lot or plot having an area of less than 7,200 square feet or an average width of less than 60 feet, nor shall the building, including its accessory buildings, occupy or cover more than 40 percent of the total lot area.

B. Two-Family Dwelling. No two-family dwelling shall be erected after June 20, 1964, upon any lot or plot having an area of less than 8,200 square feet or an average width of less than 80 feet; nor shall the building, including its accessory buildings, occupy or cover more than 60 percent of the total lot area.

17.32.020 Permitted uses.

No building, structure or land shall be used and no building or structure shall be erected, altered, enlarged or maintained after June 20, 1964, in this district except for the following uses:

A. A single-family dwelling, limited to one per lot, consisting of a residential home built to current building codes or a new manufactured home or new modular home conforming to the development standards specified in TMC 17.28.035;

B. A two-family dwelling (duplex), limited to one per lot, consisting of two attached residential homes built to current building codes or two new attached manufactured or modular homes conforming to the development standards specified in TMC 17.32.035;

C. Multiple-family dwellings and apartment dwellings;

D. Farming, horticulture and nurseries; provided, that no retail or wholesale office is maintained on the premises; and provided, that no livestock is maintained on the premises;

E. Accessory dwelling unit as specified in TMC 17.94;

F. In-home daycare licensed by the state of Washington for no more than 12 children after obtaining a city of Toppenish business license, and;

G. Special property uses specifically allowed in this district as listed in Chapter 17.56 TMC.

17.32.030 Area regulations – Lot size and percent of coverage.

A. Single-Family Dwelling. No single-family dwelling shall be erected after June 20, 1964, upon any lot or plot having an area of less than 7,200 square feet or an average width of less than 60 feet, nor shall the building, including its accessory buildings, occupy or cover more than 50 percent of the total lot area.

B. Two-Family Dwelling. No two-family single-story dwelling shall be erected after June 20, 1964, upon any lot or plot having an area of less than 8,200 square feet or an average width of less than 80 feet; nor shall the building, including its accessory buildings, occupy or cover more than 60 percent of the total lot area.

C. No multiple-family dwellings of three or more residential units shall be erected after June 20, 1964, upon any lot or plot having an area of less than 9,200 square feet or an average width of less than 90 feet, nor shall an apartment or multiple-family dwelling of any type be erected in such a manner as to provide less than 2,000 square feet of land area for each living unit including the land on which the unit is built. No multiple-family or apartment dwelling, including its accessory buildings, shall occupy or cover more than 60 percent of the total lot area.

17.40.020 Permitted uses.

No building, structure or land shall be used and no building or structure shall be erected, altered, enlarged or maintained after June 20, 1964, in this district except for the following uses:

A. A single-family dwelling consisting of a residential home built to current building codes or a new manufactured home or new modular home conforming to the development standards specified in TMC 17.40.035;

B. A two-family dwelling, limited to one per lot, consisting of two attached residential homes built to current building codes or two new attached manufactured or modular homes conforming to the development standards specified in TMC 17.40.035;

C. Multiple-family dwellings and apartment dwellings;

D. Automobile service stations;

E. Business or professional offices;

F. Financial institutions;

G. Kindergarten and nursery schools;

H. Medical or dental clinic;

I. Motels;

J. Laundry and dry cleaning pick-up station;

K. Personal service shops;

L. Retail store or business;

M. Restaurant;

N. Self-service laundry and dry cleaning using nonexplosive and nonflammable cleaning fluid;

O. Veterinary clinic provided all facilities are within an enclosed building;

P. Florist shop including an area for the growing of flowers and plants for sale through said shop;

- Q. Any other use similar to the above uses as approved by the planning commission;
- R. Special property uses specifically allowed in this district as listed in Chapter 17.56 TMC;
- S. Automobile sales agencies, excluding garages and parts distributors; provided, that such agencies are constructed and maintained in a manner in harmony with and not detrimental to existing or reasonably expected future development of the neighborhood in which located;
- T. In-home daycare licensed by the state of Washington for no more than 12 children after obtaining a city of Toppenish business license; and
- U. Accessory dwelling units conforming to the requirement as specified in Chapter 17.94 TMC.

Section 3 Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this chapter.

Section 4. This ordinance shall become effective five (5) days after publication of a summary thereof.

PASSED by the Toppenish City Council at its regular meeting held on **DATE XX**, 2025.

ELPIDIA SAAVERDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk

APPROVED AS TO FORM

DANIEL B. HEID, City Attorney

Meeting Date: November 3, 2025
Subject: AB 25-108: Lead and Copper Piping Inventory.
Attachments: 1. Lead and Copper Inventory Slides
2. Unknown Piping Notice_English
Presented By: Andrew Hattori, CED Director
Approved for Dan Ford, City Manager
Agenda By:

Discussion:

The City of Toppenish recently received an Administrative Order (AO) from the US Environmental Protection Agency (EPA) regarding the requirement that "public water system" operators to develop and submit a service line inventory to the Washington State Department of Health (DOH). Under this order the City is required to inventory all water service lines within the City and to notify those that have lead or copper piping service their facilities **or those where the material of piping is unknown**. This requirement of the City is not unique to Toppenish, all water service providers (i.e. Cities, Counties, utility providers, etc.) are required to do this. The penalty for not completing the noticing and inventory process is up to \$71,545.00 per day.

In Toppenish we do not inspect or manage the installation of service piping beyond the property line, this is solely managed by the property owner or the installing contractor, meaning that we do not know the piping material for all but three properties within the City. This means that every property within the City will have received or will be receiving the attached notices as provided in English and Spanish. **There is no cause for concern**, it is incredibly unlikely that these service lines have lead or copper materials. Should there be concerns, there are various steps and instructions on determining either what the materials of the piping are or how to get water tested for these elements included within the notices.

We will be required to send notice to all properties that contain unknown piping materials on an annual basis, with the end goal of having a complete inventory of every properties service line material. Staff is working on developing a plan to inventory a certain amount of properties on a monthly/yearly basis to eventually have a full and updated inventory in compliance with the EPA.

Fiscal Impact:

Staff time to comply with this requirement.

Recommendation:

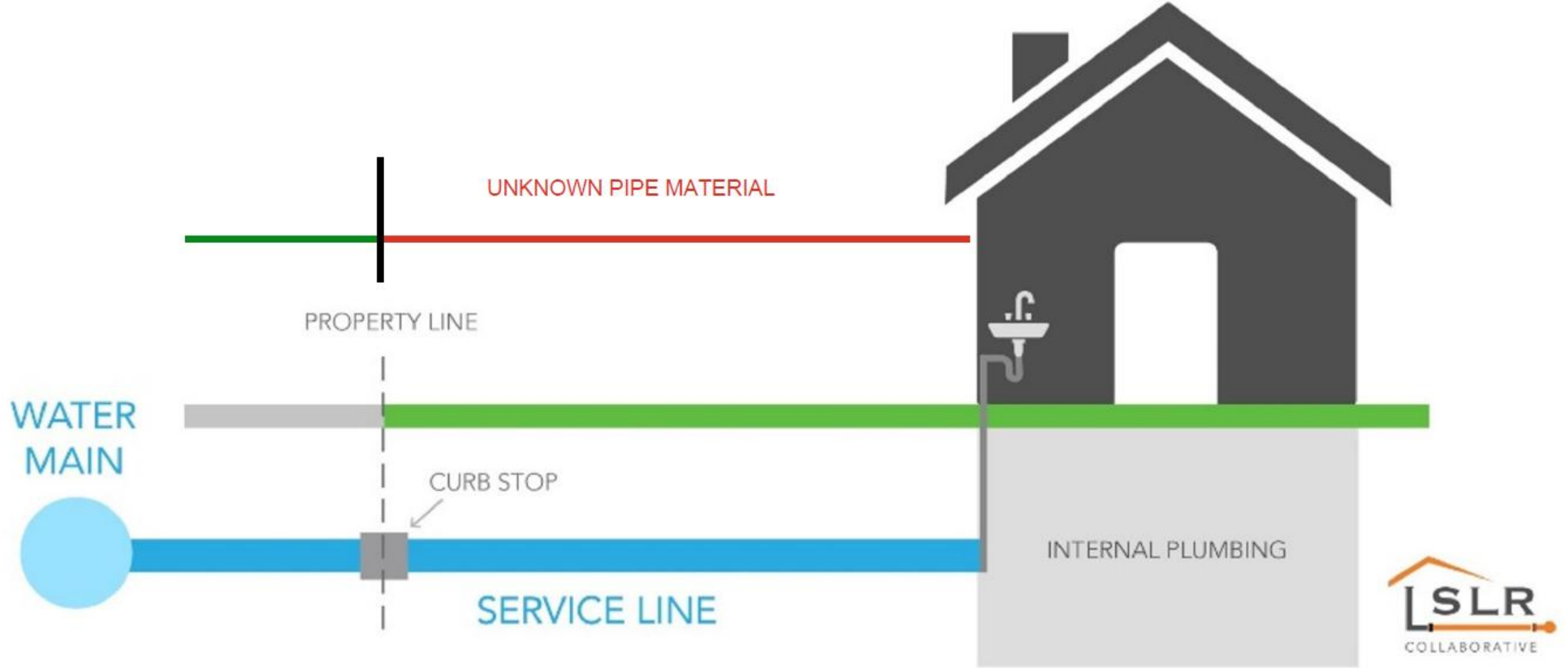
N/A.

Alternatives:

Lead and Copper Piping Inventory

What is it and why are we doing it?

- EPA requires that an inventory of all service lines be completed by ALL water service providers.
- All properties that have lead or copper services OR if the material is unknown must be notified.
- All but three properties in Toppenish have unknown piping materials, the three known are not lead or copper.
- It is highly unlikely for a service to be lead or copper.



What the City is Doing

- Mailings detailing that pipe materials are unknown are being sent to all properties within Toppenish.
- The mailings include instructions on who residents can contact and resources for testing their water.
- Information on how to reduce water contaminants and contacts for assistance are also included.

Next Steps

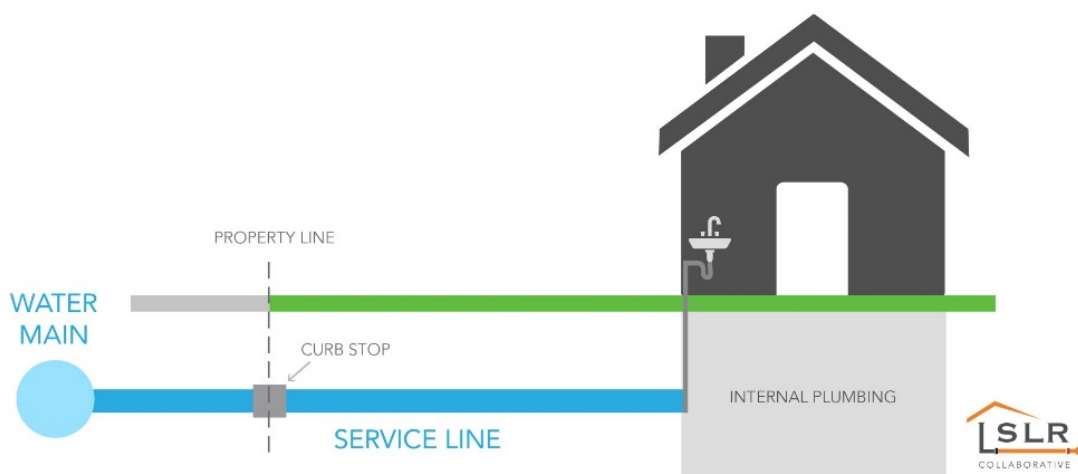
- Staff is working with the Department of Health and EPA to meet the requirements of the Administrative Order.
- We will continue mailings on an annual basis until we have a complete inventory of services for all properties.
- Staff will develop a plan to begin the inventory process.

Questions?

Notice of unknown service line material

City of Toppenish is focused on protecting the health of every household in our community. This notice contains important information about your drinking water. Please share this information with anyone who drinks and/or cooks using water at this property. In addition to people directly served at this property, this can include people in apartments, nursing homes, schools, businesses, as well as parents served by childcare at this location

City of Toppenish is working to identify service line materials throughout the water system and has determined that the water pipe (called a service line) that connects your building to the water main is made from **unknown material** but may be lead. Because your service line material is unknown, there is the potential that some or all of the service line could be made of lead or galvanized pipe that was previously connected to lead. People living in homes with a lead or galvanized pipe previously connected to a lead service line have an increased risk of exposure to lead from their drinking water.



Identifying service line material

To help determine the material of your service line, please contact the City of Toppenish at 509-865-4500. EPA has developed an online step-by-step guide to help people identify lead pipes in their homes called Protect Your Tap: A Quick Check for Lead. It is available at: <https://www.epa.gov/ground-water-and-drinking-water/protect-your-tap-quick-check-lead>.

Health effects of lead

Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects.

Adults can have increased risks of heart disease, high blood pressure, kidney, or nervous system problems.¹

Steps you can take to reduce lead in drinking water.

Below are recommended actions that you may take, separately or in combination, if you are concerned about lead in your drinking water. The list also includes where you may find more information and is not intended to be a complete list or to imply that all actions equally reduce lead in drinking water.

Use filters properly. Using a filter can reduce lead in drinking water. If you use a filter, it should be certified to remove lead. Read any directions provided with the filter to learn how to properly install, maintain, and use your cartridge and when to replace it. Using the cartridge after it has expired can make it less effective at removing lead. Do not run hot water through the filter. For more information on facts and advice on home water filtration systems, see EPA's <https://www.epa.gov/water-research/consumer-tool-identifying-point-use-and-pitcher-filters-certified-reduce-lead>.

Clean your aerator. Regularly clean your faucet's screen (also known as an aerator). Sediment, debris, and lead particles can collect in your aerator. If lead particles are caught in the aerator, lead can get into your water.

Use cold water. Do not use hot water from the tap for drinking, cooking, or making baby formula as lead dissolves more easily into hot water. Boiling water does not remove lead from water.

Run your water. The more time water has been sitting in pipes providing water to your home, the more lead it may contain. Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes. The amount of time to run the water will depend on whether your home has a lead service line or not, as well as the length and diameter of the service line and the amount of plumbing in your home. Residents may contact us at 509-865-4500 for recommendations about flushing times in their community.

Learn about construction in your neighborhood. 509-865-4500 or DevelopmentServices@cityoftoppenish.us to find out about any construction or maintenance work that could disturb your service line. Construction may cause more lead to be released from a lead service line or galvanized service line if present.

Have your water tested. Contact us, your water utility, at City of Toppenish – (509) 865-4500, or by email: DevelopmentServices@cityoftoppenish.us to have your water tested and to learn more about the lead levels in your drinking water. Alternatively, you may contact a certified laboratory to have your water tested for lead. A list of certified laboratories is available at <https://yakimacounty.us/344/Drinking-Water-Testing>. Note, a water sample may not adequately capture or represent all sources of lead that may be present. For information on sources of lead that include service lines and interior plumbing, please visit <https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water#getinto>.

¹ Text in italics is required and cannot be changed.

Get your child tested to determine lead levels in their blood.

Although there is no confirmation of having a lead service line, you may wish to speak with a healthcare provider to see if your child's blood lead level is elevated and/or if there is a need for blood testing, if you are concerned about potential exposure. Please visit

<https://www.cdc.gov/nceh/lead/advisory/acclpp/actions-blls.htm> for information on these actions.

For information about potential financing solutions to assist property owners with replacement of lead service lines, please contact us at 509-865-4500.

For more information on reducing lead exposure from your drinking water and the health effects of lead, visit EPA's website at <http://www.epa.gov/lead>.

Meeting Date: November 3, 2025
Subject: AB 25-109: Investment Report.
Attachments: 1. Investment Report
Presented By: Adam Vaughn, Finance Director
Approved for Dan Ford, City Manager
Agenda By:

Discussion:

Finance Director Vaughn will give an update on City Investment earnings and recent activity.

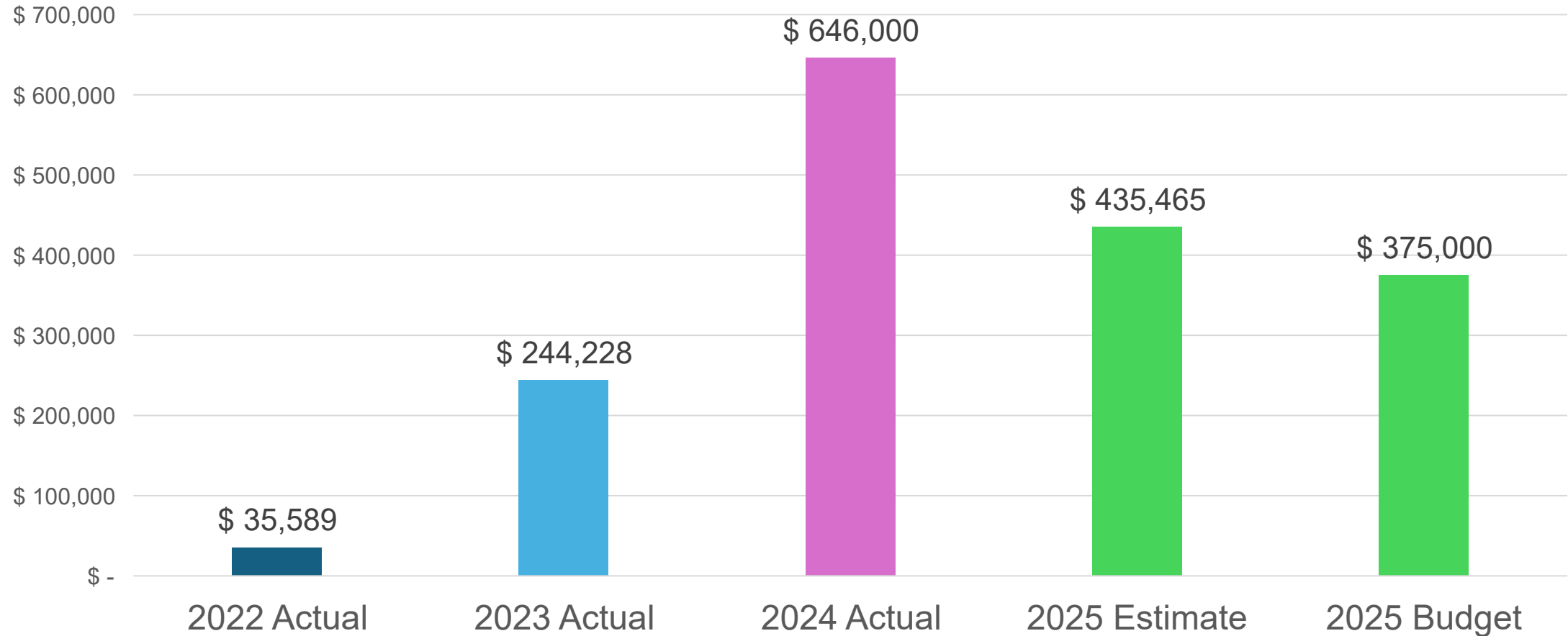
Fiscal Impact:

Recommendation:

Alternatives:

Investment Report November 2025

Investment Earnings by Year



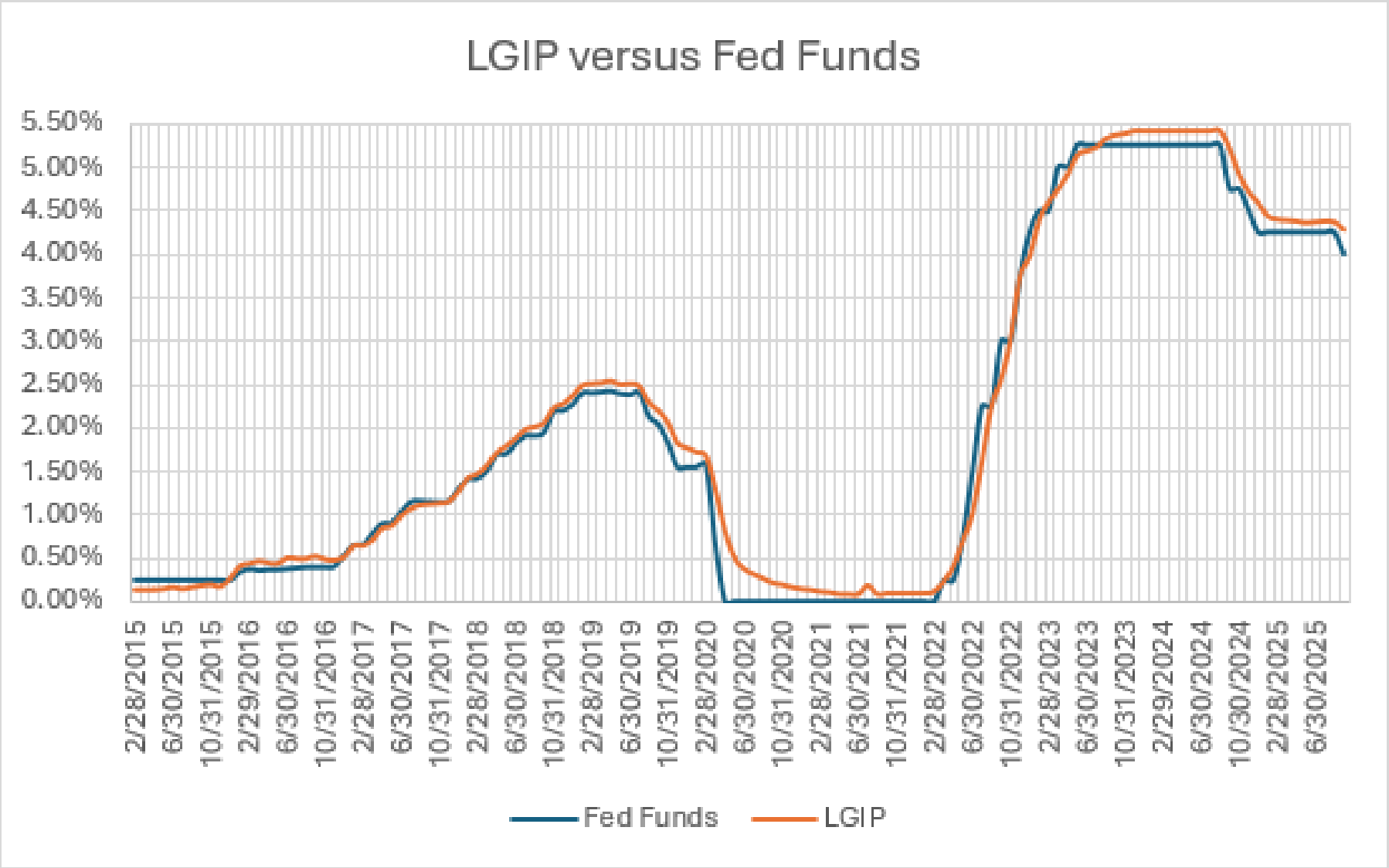
Local Government Investment Pool

Positives

- Liquid (Same day deposit and withdrawal)
- Higher interest rate at a given point versus bonds at that same point
- Pooled resources for better security and rates

Negatives

- Subject to current rates and sensitive to cuts
- Can be more difficult to project into the future



Long-Term Investments

- The City's portfolio has primarily been in the LGIP
- 10/29/2025 new 3-year purchase of a Federal Farm Credit Bond
 - \$1,999,786.32 investment
 - \$71,956.24 interest revenue earned each year
- Current LGIP balance is roughly \$8.5 million

	CME FEDWATCH TOOL - CONDITIONAL MEETING PROBABILITIES									
MEETING DATE	175-200	200-225	225-250	250-275	275-300	300-325	325-350	350-375	375-400	400-425
10/29/2025					0.0%	0.0%	0.0%	0.0%	98.9%	1.1%
12/10/2025	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.8%	96.1%	1.1%	0.0%
1/28/2026	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	52.4%	45.6%	0.5%	0.0%
3/18/2026	0.0%	0.0%	0.0%	0.0%	0.8%	28.5%	48.8%	21.7%	0.2%	0.0%
4/29/2026	0.0%	0.0%	0.0%	0.2%	8.8%	34.4%	40.9%	15.5%	0.2%	0.0%
6/17/2026	0.0%	0.0%	0.1%	5.2%	23.6%	38.2%	26.2%	6.6%	0.1%	0.0%
7/29/2026	0.0%	0.0%	1.8%	11.1%	28.3%	34.3%	19.9%	4.5%	0.0%	0.0%
9/16/2026	0.0%	0.7%	5.2%	17.4%	30.5%	29.0%	14.3%	2.9%	0.0%	0.0%
10/28/2026	0.1%	1.3%	6.8%	19.2%	30.3%	27.1%	12.7%	2.5%	0.0%	0.0%
12/9/2026	0.3%	2.1%	8.6%	20.8%	29.8%	25.0%	11.3%	2.1%	0.0%	0.0%

Meeting Date: November 3, 2025
Subject: AB 25-110: Utility Rates.
Attachments: 1. Rates
Presented By: Adam Vaughn, Finance Director
Approved for Dan Ford, City Manager
Agenda By:

Discussion:

Director Vaughn will present on the 2026 Utility Rates. At this time, staff does not recommend a rate increase; however, there are a number of options to consider for how to approach the rates in 2026. This presentation will help to clarify what the Utility Tax does, and how it impacts the fund as a whole.

Fiscal Impact:

Recommendation:

Alternatives:

2026 Utility Rates

Utility Tax

- Tax on Gross Revenues of the Utility (Water, Wastewater, Solid Waste)
- Total Gross Revenues * Tax Rate = Utility Tax
- 2025 Water Fund Budget Example
 - $\$2,897,951 \times 29\% = \$840,405.79$

Rate * number of users = Total Revenue

Example 1

- \$100 * number of users = \$2,897,951 (2025 Budget)
 - Utility Tax - \$2,897,951 x 29% = **\$840,406**

Example 2

- \$95 * number of users = \$2,753,053 (5% rate reduction)
 - Utility Tax - \$2,753,053 x 29% = \$798,385
- OR
- Utility Tax - \$2,753,053 X 30.5% = **\$840,406**

Total Gross Revenues * Tax Rate = Utility Tax

29% Utility Tax

- Rate * number of users =
Total Revenue

$\$2,897,951 * 29\% = \mathbf{\$840,406}$

39% Utility Tax

- Rate * number of users =
Total Revenue

$\$2,897,951 * 39\% =$
 $\$1,130,201$

Utility Tax does not change rates

29% Utility Tax

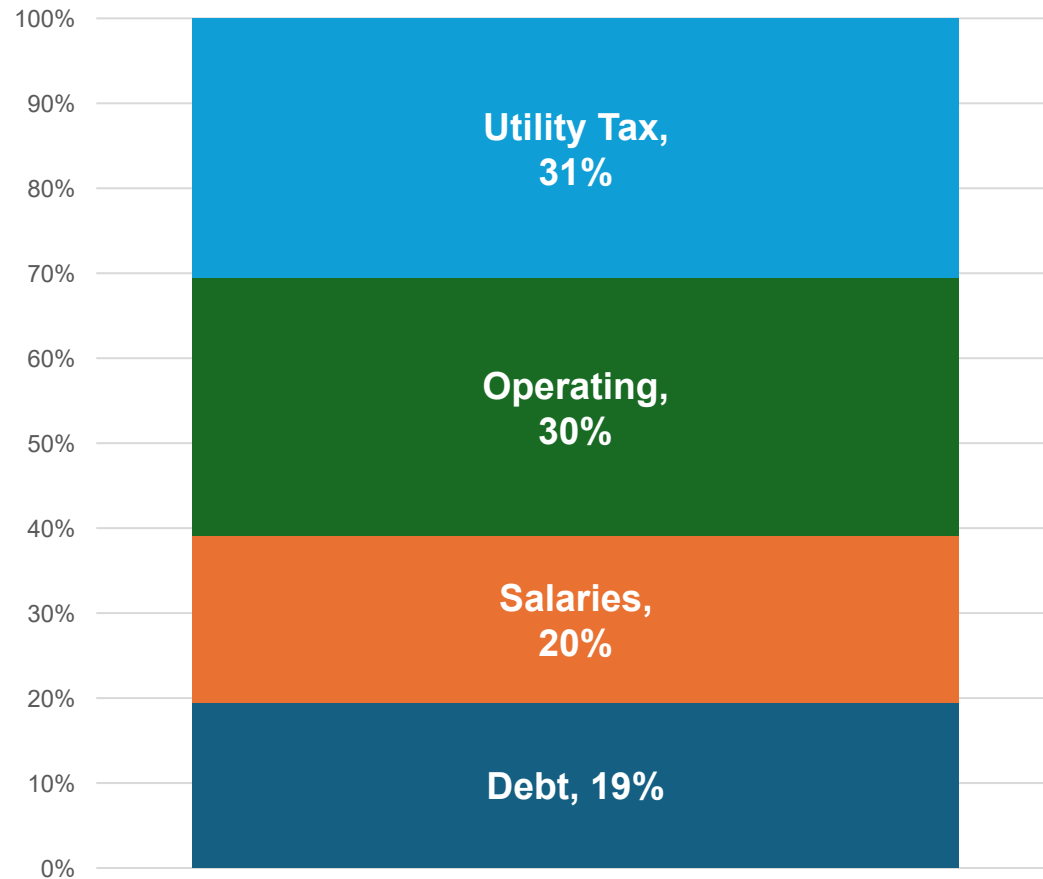
- \$840,406
- Total Expenditures =
\$2,752,389.70

39% Utility Tax

- \$1,130,201
- Total Expenditures =
\$3,042,184.59

Utility Tax does affect Total Expenditures

2026 Expenditure Budget Water



- Total Current Budget
\$2,752,390
- Total Revenue with Current
Rates \$2,926,167
\$173,778

Options

- Option 1 – Increase Utility Tax
 - Lower the General Fund deficit by \$173,378 by increasing the Utility Tax to 35%
- Option 2 – Lower Rates/Increase Utility Tax
 - Lower the total revenue in the water fund by lowering the rates for rate payers by 3%, while increasing the Utility Tax by 2% to maintain General Fund Tax revenue
- Option 3 – Build Fund Balance for Cash Funding Future Capital Projects
 - Leave the surplus as is, in anticipation of the completion of the City's Water Plan which will identify Capital needs that have been neglected for at least 10 years

Meeting Date: November 3, 2025
Subject: AB 25-111: 2026 Budget.
Attachments: None
Presented By: Adam Vaughn, Finance Director
Approved for Dan Ford, City Manager
Agenda By:

Discussion:

The Preliminary Budget will be made available on October 31st. Director Vaughn will give an overview of what is in the preliminary budget, how to approach the document, and what to expect for the rest of the year in order to approve the budget.

Fiscal Impact:

Recommendation:

Alternatives: