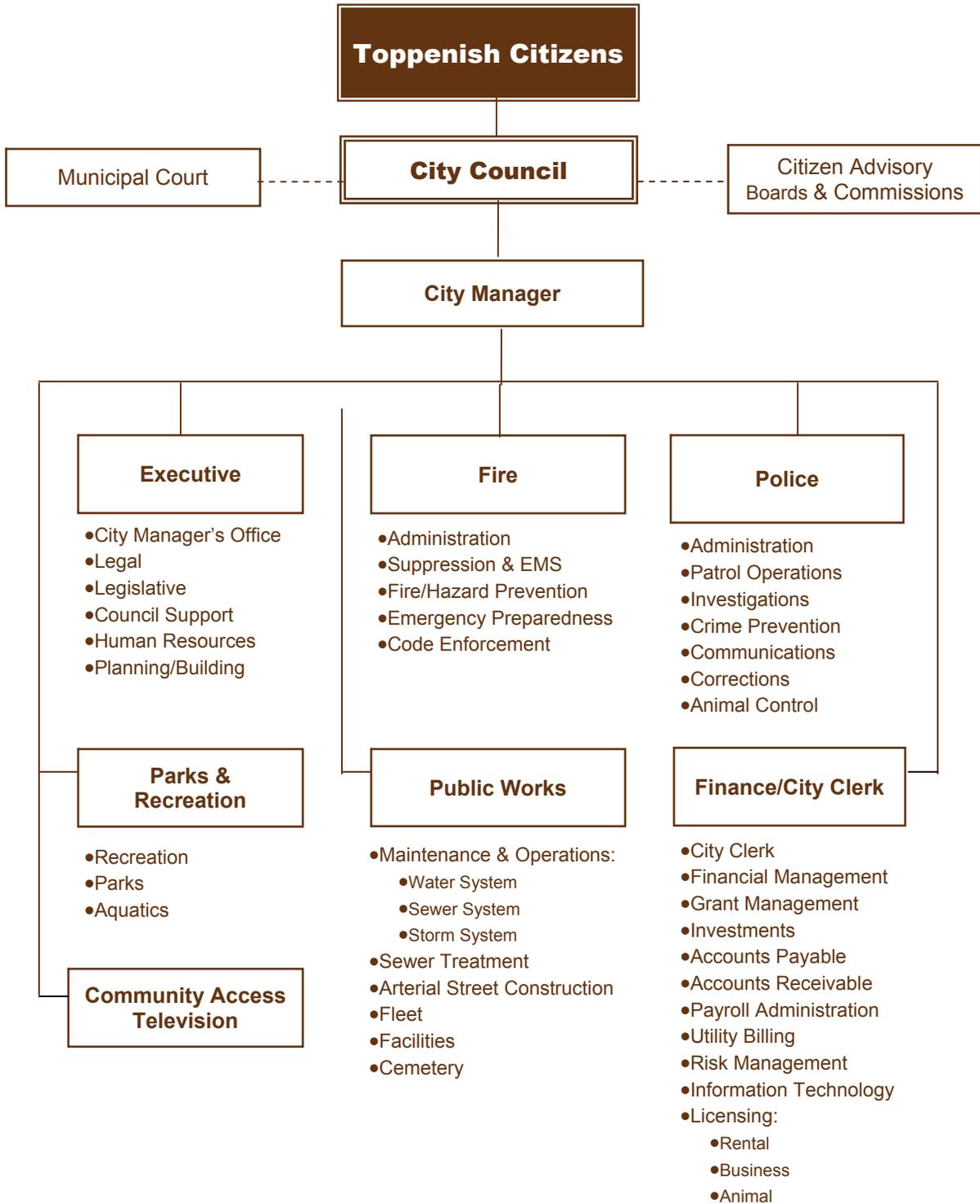
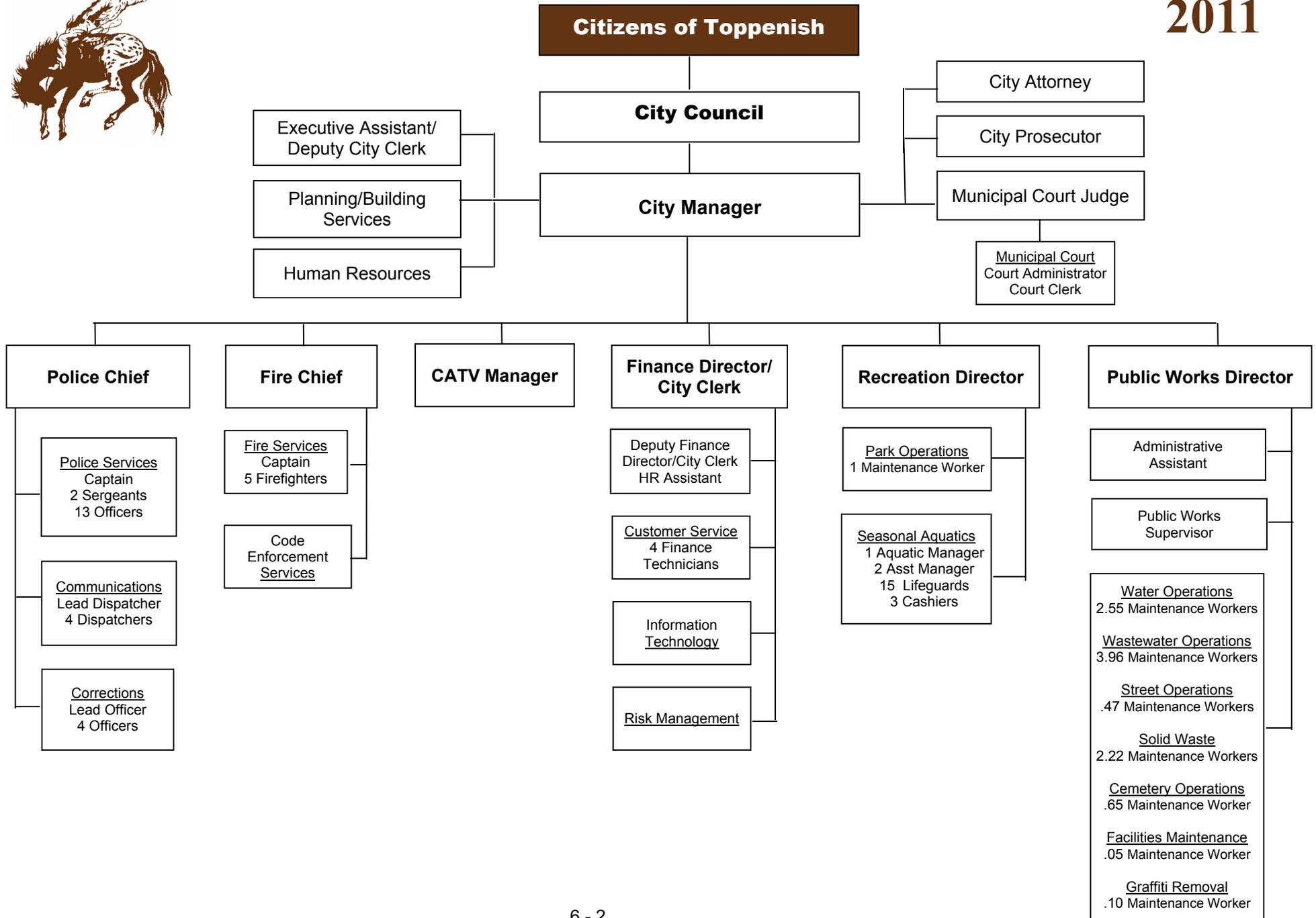


# City of Toppenish 2011 Organizational Chart





2011



**Legislative**

Budget: \$56,820  
Elected Officials: 7

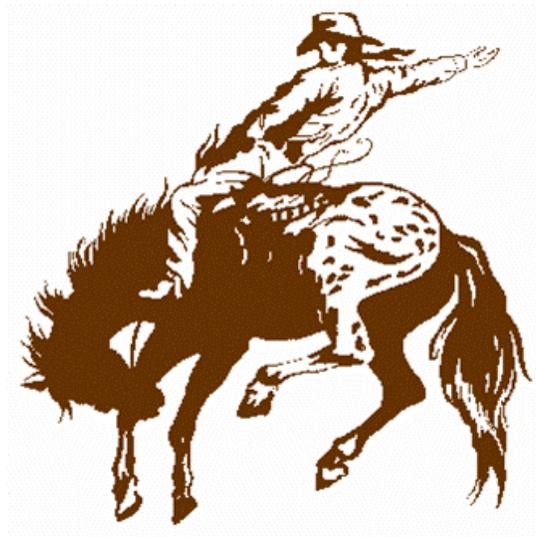
Registered voters residing within the city limits of Toppenish elect the City Council for four-year terms.

The Mayor and Mayor Pro-Tem are elected for a two-year term by the Council at the first council meeting of each appropriate calendar year. The Mayor presides at Council meetings and votes on all agenda items. In the absence of the Mayor, the Mayor Pro Tem officiates.

The City Council is the legislative governing body for the City of Toppenish. The City Council is responsible for all legislative actions and policy making for the City. The Council is empowered with the authority to enact:

- Policies and Ordinances
- Adopt the Annual Budget
- Adopt regulation on rates and fees for services
- Levy taxes
- Approve contracts
- Appoint City advisory board members, commissions, and committees.
- Hires the City Manager to perform the administrative duties of the City.

The Legislative Budget includes salaries, training, and general operating expenses for the seven elected Toppenish City Council members.



**Municipal Court Division**

Budget: \$184,700  
 Employees: 2  
 Administrator: Wendy Gano



**Toppenish Municipal Court Mission:**

Promote an atmosphere of trust and confidence in the Judicial System; and to be accountable to the public and participants in the system.

The Toppenish Municipal Court operates from 7:30 AM to 6:00 PM, Monday through Thursday. Court sessions are held on Monday and Wednesday; with Jury Trials held on Thursdays as needed. The Department consists of one Court Clerk, and the Court Administrator, who are responsible for processing all court records; and assist the public by providing prompt and accurate information related to the Judicial System. The City’s Court Interpreter, Prosecuting Attorney, Public Defender and Judge are contracted services.

The Municipal Court provides judicial services related to all misdemeanor and gross misdemeanor charges, parking violations, and all civil infractions filed by the Toppenish Police Department. Court sessions consist mainly of misdemeanor cases such as traffic and non-traffic cases which carry a maximum penalty of up to 90 days in jail and a \$1,000 fine; and gross misdemeanor cases such as acts of domestic violence and driving under the influence, which carry a penalty of up to a year in jail and a \$5,000 fine.

The Judge is available by telephone 24 hours per day in order to rule on police requests for determination of probable cause, which must be done within 48 hours after someone is held in jail. The Judge is frequently called upon to issue No Contact Orders in domestic violence matters.

**Court Clerk Caseload**

Function	2008	2009	YTD June 2010
Tickets Entered	2560	2370	1275
Transactions	310,234	291,347	167,033
Court Cases Administered	5646	5317	3,665
	<b>\$289,154</b>	<b>\$288,845</b>	<b>\$126,494</b>

**2010 Accomplishments**

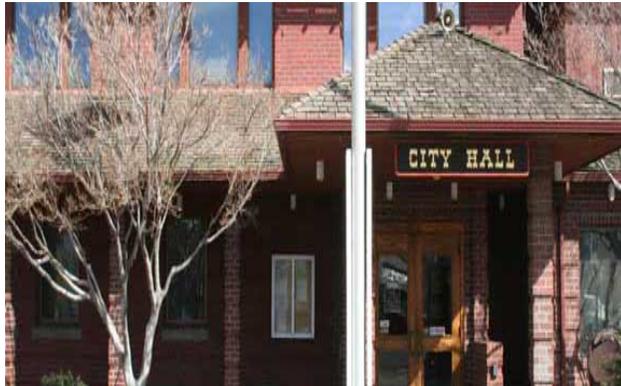
- Hired the City’s first Court Administrator
- Updated all court forms to conform to AOC guidelines and suggestions.
- Successful upgrades to the Court’s Judicial Information System.
- Worked with Police Jail staff regarding updated court forms; and with Police Department to ensure that the City’s local laws were up to date.
- Provided professional court clerk services for all hearings.
- Provided clear and understandable information to the public in person and by telephone. Maintained case loads through efficient and cooperative work methods.
- Implemented two state allowed civil infraction fees (\$10 time pay fee & \$25 mandatory insurance administrative cost) both will generate additional revenue.
- Worked with the Prosecuting Attorney, his staff and assigned counsel to implement proper discovery procedure.

**2011 Goals and Projects:**

- Continue to provide efficient and effective court operation services; and to maintain accountability with the public.
- Continue to provide interpreter services to non-English speaking participants during court proceedings.
- Continue to manage the caseload with maximum efficiency and productivity.
- Enhance the City’s Website regarding court information and services.
- Streamline jury management.
- Upgrade to a digital recording system in the courtroom

**General Management**

Budget: \$216,030  
 Employees: 2  
 City Manager: William C. Murphy  
 Executive Asst./ Deputy City Clerk: Heidi Rae Riojas



The function of the City Manager’s office is to implement all Council policy decisions and efficiently direct the City’s operations and activities, and create an organizational culture that results in the delivery of excellent municipal services to the citizens of Toppenish. The City Manager is the City’s Chief Executive Officer, and is appointed by the City Council.

The City Manager is in charge of all city departments and employees, with the authority to designate assistants and department heads. The City Manager is responsible for assisting the Council and providing the Council with information regarding the condition of the City, as to finances, government and property.

The City Manager provides recommendations to the Council for consideration, and receives direction to administer the affairs of the City through professional leadership and management practices in the effort to implement and promote the interest of the City and advance its prosperity.

**2010 Accomplishments and Projects:**

**Internal Communications:** Facilitated internal communications with Council and all levels of staff through practices and methods such as:

- Working closely with department heads and other key staff to improve communications which resulted in collaborative problem solving.
- Coordinating the Council/Staff Planning Session held in June.
- Continuing to support activities of the city staff Wellness Committee and the ICE Committee.
- Conducting bi-monthly meetings of the management staff.

**Community Involvement:** An area of focus for the City Manager’s Office in 2010 was to continue to maintain positive and effective working relationships with local community groups and businesses, these included:

- Maintenance of an “open door policy” for the staff and the community, to improve communication between residents, business owners and the City.
- Attendance at monthly meetings with the Toppenish School District Superintendent to provide open communication between the City and the School District.
- Maintenance of open communication with the local newspaper and television media.
- Organization of a Downtown Development Committee, and the conduct of several meetings of that committee to develop plans for the attraction of new businesses in the downtown corridor to occupy vacant commercial buildings.
- Working with the officials of the Yakama Nation Museum and the Yakima Valley Museum to arrange for care and preservation of Toppenish Museum artifacts.
- Working with representatives of the Yakama Nation and the Indian Health Service.
- Working with representatives of the Yakama Nation Housing Authority.

**Local and Regional Involvement:** There are many local, regional and federal mandates the City is required to meet as well as programs that affect the citizens of Toppenish and the way the City does business. In an effort to keep the City's stakeholders involved and aware of these changing mandates and programs the City Manager has:

- Continued communication with City Administrators/Managers from cities throughout Yakima County to brainstorm and find collaborative solutions to issues that affect Yakima Valley cities.
- Attended the WSAMA conference regarding upcoming local and regional issues that would affect the City of Toppenish.
- Reviewed and stayed abreast of proposed new legislation affecting the City of Toppenish.
- Attended the National Public Employer Labor Relations Association Conference.
- Attended the annual conference of the Washington City Managers Association.

**Projects and Programs Completed:**

Facilitated economic development through meeting with several potential developers interested in developing in the City of Toppenish, and participating regularly with the Site Review Committee.

**Personnel Management:**

It is the goal of the City Manager to ensure the City is staffed with dedicated and quality employees to serve the Citizens of Toppenish. As such, the City Manager attends trainings and workshops to stay abreast of employment issues which include: Fair Labor Standards Act, the Public Employment Relations Commission, Labor Organizations, Union Bargaining, and Employee Disciplinary Procedures.

**2011 Goals:**

- Maintain fiscal responsibility of the City's budget.
- Participate in local and regional meetings and forums.
- Ensure staff are trained and equipped to provide excellent municipal services.
- Review all City facilities to ensure adequate support exists for emergency situations and develop a plan for successful implantation.

**Community Support Services**

Budget: \$97,340  
Director: Bill Murphy

Community Support Services primarily provides for the City’s share of expenses for County programs such as voter registration costs, emergency management, and the 2% Alcoholism Program.

Community Support Services also provides for governmental association memberships such as Association of Washington Cities, Yakima Valley Conference of Governments, Yakima County Development Association, and the Toppenish Chamber of Commerce.

**Risk Management Services**

Budget: \$213,140  
Director: Linda Mead

Risk Management Services provides bonds and insurance for City activities, including fire and property insurance, liability insurance and fidelity bonds. This service also provides for the payment of medical costs for active and retired Police and Fire Department employees qualified under the provisions of RCW 41.26.

The Finance Director/City Clerk serves as the City’s delegate to the Washington Cities Insurance Authority (WCIA) insurance pool. The delegate works with WCIA to make sure all contract requirements are met.

**Legal Services**

Budget \$70,660  
Employees Contracted Services  
Director: Bill Murphy

The Legal Services budget consists of one contracted civil attorney and one contracted prosecuting attorney, with combined salaries of \$70,000; plus funds for training and supplies.

The primary purpose of the City Attorney is to advise and support the Toppenish City Council, City Manager, and City Departments. The City Attorney reviews and prepares legal documents for the Toppenish City Council and City Departments.

The prosecuting attorney is responsible for prosecution of civil infractions and misdemeanors in Toppenish Municipal Court.

**Finance Services**

Budget: \$322,090  
 Employees: 6  
 Finance Director: Linda Mead, CMC  
 Deputy Finance Director: Debbie L. Zabell



City of Toppenish Finance Department  
 (L to R) Debbie Zabell, Annette Tweedy Linda Mead,  
 Angie Hendricks, Judi Durey and Michelle Wies

**Finance Department Mission:**

Provide accountability for all public funds, assets, policies and systems in the most effective and efficient manner possible, while delivering responsive, quality customer service to our citizens and fellow employees.

The Finance staff is committed to the primary goal of the Finance Department:

**Protecting and Securing City Assets for their Proper and Authorized use.**

The Finance Department oversees and directs all finance functions for the City, including budgeting, accounting, debt management, financial planning, and customer services; and is responsible for ensuring adherence to legal, fiscal and accounting requirements established by the Office of the State Auditor’s BARS (Budgeting, Accounting, and Reporting System). The Department provides six distinct areas of services:

**Financial Services** includes staff support, accounting, accounts payable, accounts receivable, payroll, general ledger, investments, cash management, banking services and inventory control within City Hall. Prepares all budgetary reports, including the annual budget and the annual financial report.

**Utility Services** includes cashiering, utility billing, credit and collection and customer service for the City’s water, sewer and refuse utilities.

**Customer Services** includes administering all cemetery sales and burials, receipting in and issuing business, rental, and animal licenses; and provide billing and collection services for housing rehabilitation loans as well as miscellaneous accounts receivable receipting.

**Human Resources** includes management of recruitment, selection, and record keeping of City employees, coordinates payroll adjustments, salary increases, and benefit programs; assists in the administration of various employee committees, programs, and policies related to Human Resources and labor relations activities.

**Municipal Court Services** includes services related to all infraction-criminal misdemeanor and gross misdemeanor incidents that occur within the City of Toppenish.

**Information Technology** includes oversight of system management, network and PC support, and hardware and software acquisition. The City currently contracts with a private consultant to provide assistance with Information Technology.

**2010 Accomplishments and Projects:**

- Trained all departments to use the new financial system to its fullest capabilities.
- Provided high quality, accurate financial information to City Council, City Management and public to facilitate well informed decision making.
- Kept management informed of changes in the City’s financial position.
- Prepared and distribute a monthly comprehensive revenue and expenditure budget report.
- Maintained City’s accountability to the City’s tax and rate payers by following prudent fiscal management practices.
- Coordinated 2011 Budget. Evaluate and streamline the internal budget process.
- Increased staff efficiencies by eliminating redundancies and implementing best practices.
- Provided City departments with professional level accounting services.
- Investigated innovative methods to increase staff efficiencies when processing accounts payable requests.
- Oversaw the City’s financial management to ensure the City’s fiscal stability.
- Provided excellent customer service to our internal and external customers.
- Provided compassionate, courteous, and professional services to bereaved families while administering cemetery operations.

**2011 Goals and Projects:**

- Develop sound financial policies and monitor subsequent practices.
- Develop Purchasing Manual
- Develop Cemetery Policies and Procedures.
- Conduct physical inventory and tracking of all City assets.
- Develop long range financial plan
- Develop and track cost recovery system on City fees for services and make adjustments as necessary.
- Develop process auditing services to City departments.
- Update (housekeeping) of Toppenish Municipal Code.



**Clerk Municipal Records Services**

Budget: \$62,920  
 Employees: .50  
 City Clerk: Linda Mead, CMC  
 Deputy City Clerk: Heidi Riojas

The City Clerk’s Office is responsible for maintaining all official City records, including ordinances, resolutions, contracts and agreements, in compliance with the rules of the State Archives, as well as overseeing destruction of records. The City Clerk responds to and processes requests for public records, advertises for bids, conducts bid openings, and administers oaths of office.

The functions of the office include City Hall supply ordering; preparation of agenda packets for the City Council (which consist of the agenda, reports, and all documents for consideration); preparation and preservation of official minutes of the City Council meetings; publication of all ordinances; and, updating, codifying and publishing the Toppenish Municipal Code.

The staff for the Clerk Municipal Records Services Department includes .50 FTE (Full Time Equivalent) positions: Finance Director/City Clerk 10%, Executive Assistant/Deputy City Clerk 30%, and one Finance Technician 10%.

**2010 Accomplishments and Projects:**

- Attended various workshops and trainings offered through AWC and WCIA regarding records retention.
- Provided internal records management training.

**2011 Goals and Projects:**

- Stay abreast of local, regional and statewide municipal operations as well as maintain Municipal Clerk Certification through active attendance Municipal Clerk conferences and workshops.
- Support Council with efficient document processing which includes: providing agenda packets three days before the Council meetings and maintaining City’s website by posting agendas and meeting minutes for citizen access.
- Resolve all public records requests within 10 days of requests (includes response to requestor within mandated 5-day period).
- Implement new Electronic Records Policy in accordance with RCW 40.14, which includes staff training.



Records Retention



Records Retrieval

**Human Resources**

Budget: \$54,670  
 Employees: .3  
 Director: William Murphy  
 Deputy Finance Director/ Debbie Zabell  
 City Clerk, HR Assistant:

**Human Resource Mission:**

Provide professional human resources services that facilitate the recruitment and retention of well-qualified City employees.

The Human Resources Office is responsible for the following activities:

**Oversight and coordination of recruitment and selection process of new employees.**

- Attract a qualified and diverse applicant pool.
- Work with the hiring department to select the most qualified candidate that matches departmental needs using non-discriminatory methods.
- Protecting the City from litigation by ensuring fair and impartial application of policy.

**Employee Retention and Labor Relations**

- Coordination of the City’s collective bargaining efforts.
- Labor contract compliance (three agreements).
- Oversight of the Wellness and Safety Committees.
- Sponsoring and coordinating citywide training programs.
- Maintenance of the City’s compensation and benefit system.
- Development, maintenance, and interpretation of personnel policies and procedures.

**Employee Benefits Administration**

- Negotiating and maintaining contracts with employee benefit providers.
- Providing orientation to new employees.
- Administering the Family and Medical Leave Act.
- Advocating for employees with benefits providers when issues arise.

**Recruitment, Selection, and Employee Retention:**

- Utilize innovative recruitment strategies to attract qualified and diverse applicant pools.
- Utilize innovative selection and pre-employment screenings/testing to assist the hiring manager with identifying the best possible applicant for each position.
- Develop and maintain the new employee orientation program.
- Identify training needs of City Departments; and schedule training programs as appropriate and assess training effectiveness.
- Provide training on personnel policies and procedures and labor laws that affect City employees.

**Labor Relations**

- Develop, maintain, and interpret personnel policies with State and Federal Law and sound employment practices.
- Facilitate employee dispute resolution. Assist managers and department directors with grievances, personnel issues, and developing effective retention programs and techniques.

**Compensation and Benefits Administration:**

- Provide a benefit plan for all employees that provide quality insurance, incentives for maintaining a safe environment both at work and home, and increasing employee wellness and morale through the use of a Wellness Program.
- Review and recommend changes to current health insurance package; increase employees' knowledge of benefits; continue to develop and maintain effective Wellness and Safety Programs.

Maintain classification and compensation plans as a means to provide fair and equitable compensation. Perform job analysis on classification requests.

**2010 Human Resources Accomplishments:**

- Successfully recruited six replacement positions throughout the year and 25 aquatic positions for the pool season.
- Provided one-on-one supervisor training with managers and supervisors.
- Coordinated the following training:
  - AWC Benefit Webinar
  - Various WCIA Training
- Worked with AWC, Teamsters and United Employees Business Trust to secure insurance benefits.

**City Wellness Program:**

The City's Wellness program was expanded in 2009 which resulted in the City being designated as a "WellCity" by the Association of Washington Cities. Wellness Committee members provided staff informational brochures and e-mails on topics such as, nutrition, flu awareness, and the dangers of sun exposure.

**Technology Services**

Budget: \$89,000  
Employees: Contracted Service  
Director: Linda Mead

The Technology Services Program is responsible for assisting City Departments with technology issues related to voice and data network, computer hardware and software. The City contracts for primary technology maintenance, upgrades and issues concerning the City’s computers and software.

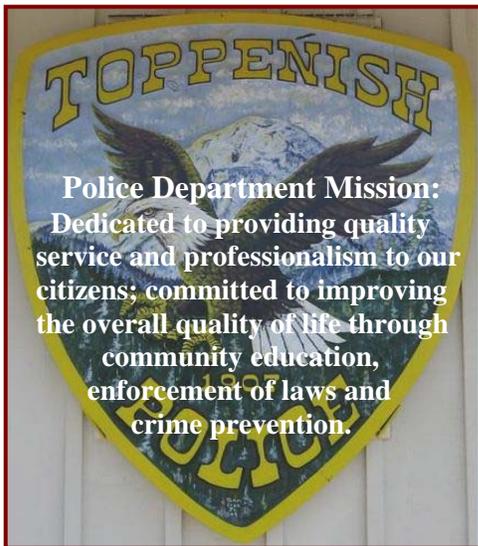


**2010 Technology Services Accomplishments and Projects:**

- Continue to prepare for and assist with the transition and implementation of the new Financial Software.
- Explore options for moving Building Permits and Business Licensing out of Munis.
- Prepare for, assist with and support the transition to Windows 7 computer operating system and Office 2007.
- Update the Exchange server, and institute new email archiving software to facilitate meeting new disclosure rules.
- Continue to develop a citywide Technology Plan to provide conformity and consistency of hardware, software, maintenance and replacement of the City’s technological environment.

Police Department

Budget:	\$,2543,940
• Administration	237,660
• Patrol	886,210
• Investigation	223,940
• Crime Prevention	195,450
• Communications	467,660
• Corrections	502,910
• Animal Control	30,110
Employees:	28
Reserve Officers:	4
Police Chief	Adam Diaz



The police department consists of five divisions:

- Administration
- Patrol
- Investigations and Community Policing
- Support Services
- Animal Control

**Administration** oversees the operations of the entire department. The Chief of Police works cohesively with the department supervisors and division leads in a team oriented management approach. The supervisors consist of a Captain and two Sergeants; division leads include the lead Dispatcher and Lead Correction Officer.

A major role for the Administration is to plan for the department’s future which includes research, program development, grant writing, public and media relations, coordinates training, enhancing crime prevention efforts, community programs and overseeing finance, handle issues of liability and budgeting for the department.

**Patrol** consists of regular enforcement of state, federal and local laws as well as crime prevention. Officers initiate case reports, work special details, conduct public service announcements and handle preliminary investigations as well as assist in the city’s jail and communications when needed.

**Investigations and Operations** Division is responsible for the inspection of crimes against citizens and property that require more extensive research. The ultimate goal of all investigations is to exhaust all leads and resources available to solve crimes and develop a prosecutable case. In addition, the division is responsible for the public notification and monitoring of registered sex offenders within the city, narcotics, gang member data and documentation, special investigations, internal investigations, background checks and disposition of evidence.

The Division also includes two Student Resource Officers assigned to Toppenish Schools. Their primary responsibilities are to assist the School District in facilitating a safe learning environment. These uniformed officers are proactive in patrolling the campuses of schools and interacting with faculty and students to deter and detect any activities that may detract from a safe learning environment.

Student Resource Officers help educate students and parents in the department’s efforts to help them avoid involvement with controlled substances, violent behavior, and assist in modeling good citizenship and volunteerism.

**Support Services** consists of two distinct areas of service for the department, Communications and Corrections Services.

**Communications** is responsible for the maintenance of the department's records and information. It provides dispatch services and handles regular calls and complaints by the public.



Communications also maintains jail records and handles court paperwork pertinent to prisoner custody and warrants. The Dispatch Center consists of five dispatchers, and one Lead Dispatcher.

**Corrections Services** oversees the City's 56-bed facility by providing professional corrections services which include processing suspects, jail maintenance, prisoner transports as well as conduct regular jail checks and coordinate work details for the inmate work crews.



Corrections are also responsible for regular vehicle maintenance of the department's fleet consisting of xxx vehicles. Corrections Services consists of four Support Officers, and one Lead Support Officer.

The Department houses inmates from other jurisdictions as well, with established jail contracts with Yakima County Sheriff's Office, Washington State Patrol, Yakima Police Department, Department of Corrections and Immigration Naturalization Service.

**Animal Control** services are contracted with the Humane Society of Central Washington. Animal Control personnel work closely with both the Police and Finance Departments on a regular basis.

Dog licensing is the responsibility of the Finance Department. Monthly reports are prepared by Finance for use by the Humane Society to ensure all dogs within the city limits are properly licensed.

### **2010 Accomplishments:**

- The Department participated in community policing efforts by offering crime prevention, public administration, narcotics and gang presentations for students and special interest groups.
- Officers performed community-policing duties, which included community contacts with the public in various areas of the city. They also worked foot patrols during city-wide events such as the AAU and YAC swim meets, car shows, various school sporting events, mural in-a-day, and valley-wide parades.



- Officers have worked diligently to enforce parking and nuisance laws to deal with neighborhood problems and better assist with building code enforcement to address violations and code issues. They also participated in Public Service Announcements on TV and Radio in Spanish and English to support crime prevention efforts.
- The Department funded an entry level Officer with a COPS grant that allowed the department to maintain its Student Resource Officer program.



- The Student Resource Officers continued to be instrumental in assisting with investigations in the schools. They provided educational information to parent groups on gangs and crime prevention as well as provide information obtained from student contacts to better address crime, and anticipate potential problems.

- The Department acquired a number of grants from JAG, PSN, WATPA, Traffic Commission Grants, and a Yakima County Youth Gang Intervention Grant. These grants allowed for equipment and overtime to combat gangs, pursuit of narcotics investigations, and participation in state wide traffic safety blitzes. It also allowed the PD to fund a Law Enforcement and Science Summer Youth Academy and assist with a local boxing club for at-risk youth.



- Officers participated on “gang emphasis” county wide task forces county wide task forces. The Street Crimes Unit worked in anti-crime assignments and participated in a group effort between the cities of Toppenish, Wapato, Zillah, as well as the DEA to address crime problems in all three of these area cities. The unit has been designated as the Crime Emphasis Team.
- A number of computer upgrades were made to the Departments COBAN units which allow for efficient Mobile Data Terminal usage in Police Vehicles, audio and visual recordings and necessary enhancements to maintain performance.

- The Department sponsored the City's National Night Out celebration against crime and provided crime prevention materials, food and activities for families. This is the xxx year the Department has participated in this National event.



- The Department held two Women's Self Defense & Personal Safety Courses. Personal Safety courses were also conducted for the Adult Basic Education YVCC staff.



### 2011 Goals & Objectives:

- Continue Community Policing Program, participation in city and valley wide public events, city district contacts and foot beats.
- Enhance information technology Training for police personnel to continue to keep up with the ever-changing technical progression required of officers.
- Pursue current and new enforcement methods of addressing gang, narcotics and other problems in the community.

- Participate in county-wide traffic enforcement, seatbelt safety and DUI task forces. This would include annual public safety ads and commercials.
- Maintain and upgrade computer systems, software and booking equipment through grants or available means.
- Improve the quality of training of first line supervisors to better allow for management in areas of liability (i.e. investigations, scheduling, jail management, etc)
- Work to establish continual cooperative ties with other federal, county and city agencies and maintain Officer participation with the DEA Task Force.
- Acquire jail contracts in an effort to provide ample resources to maintain and staff the facility adequately.
- Seek state and federal grants to fund current expenses and obtain police equipment, overtime or other requests.
- Seek federal seizure monies and equipment by involvement with Federal Law Enforcement Agencies in Narcotics and Contraband Cases.
- Continue our partnership with the Yakima County Violent Crimes Task Force in efforts to address enforcement and gang investigations within Toppenish and explore potential funding for eventual participation in the unit through grant or other means.



**Fire Department**

Budget:	\$767,450
• Fire Administration	122,270
• Fire Suppression	536,360
• Rescue/Emergency Aid	93,090
• Code Enforcement	\$15,730
Employees:	7
Volunteers:	18
Fire Chief:	Timothy B. Smith



**City of Toppenish Professional Firefighters:**  
 Back row: Fire Chief Tim Smith, FF Kelly Melcher  
 Front row: FF Shane Macias, FF Patrick Perrault,  
 FF Richard Lilienthal, Capt Dale Northup, FF George Garcia

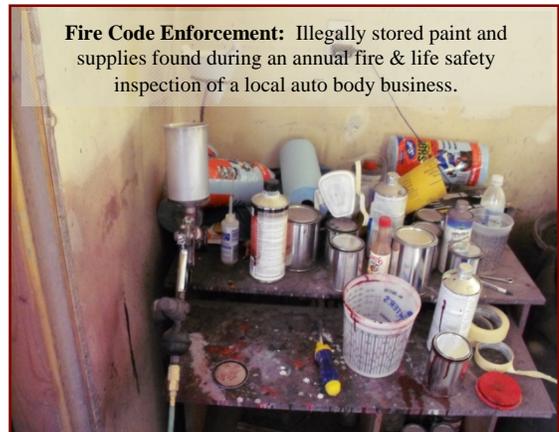
**Fire Department Mission:**

Preserve life, property, and the environment by utilizing effective principles and practices of modern fire, emergency medical, and life safety technology.

The City of Toppenish Fire Department is responsible for responding to citizen safety needs in a number of different areas and accomplishes this through a combination of efforts from career and volunteer firefighters. The Department is organized in different service and support areas. In 2010 the Toppenish City Fire Department will respond to over 850 emergency incidents. This is a slight decrease compared to last year.

**Fire Code Enforcement** Responsible for enforcement of the 2009 International Fire Codes, and Fire and Life Safety Codes adopted by the Toppenish City Council. These are generally either activity based such as bonfires, assembly and hazardous processes; or building based such as fire exits, emergency lighting, and sprinkler systems.

The City of Toppenish professional firefighters perform fire and life safety inspections of each City of Toppenish business annually. The Department’s major objective in this area is to eliminate, or minimize the effects of fire or medical emergencies and to assure that all public buildings provide a safe environment for its customers and employees.



**Fire Code Enforcement:** Illegally stored paint and supplies found during an annual fire & life safety inspection of a local auto body business.

**Public Education** encompasses fire prevention, fire extinguisher operations, First Aid/CPR, all risk prevention and similar training to members of the community. During 2010, approximately 600 students visited our fire station. Each student receives home fire and life safety education training which includes *E.D.I.T.H.* (Exit Drills in the House). Students are encouraged to practice with their siblings at home.



**Public Education:** One of many “future fighters” that toured the fire station in 2010

**Emergency Medical Services** provides the medical treatment necessary for citizens experiencing medical emergencies. Simultaneous dispatching of both fire department units and private ambulances ensure a quick response and adequate help for most medical emergencies. This is the most requested type of emergency service.



**Emergency Medical Services:** Toppenish Firefighters coordinated the landing of Airlift Northwest Medical Helicopter and assisted loading a critically injured child who was transported to Children’s hospital. Pioneer Park is the designated landing zone for Medivac helicopters.

**Fire Suppression** requires the coordination of complex tasks. Ventilation, search and rescue, water supply, and extinguishment must all take place at certain times and be carried out with a high degree of precision in order to be effective. Each of these tasks is labor intensive and requires a large number of resources.



Toppenish & Yakima Firefighters “Trench Cut” the Evans Fruit Warehouse to prevent spreading to the buildings in the foreground.

**Fire Investigation:**

Required for all types of fires when there has been a loss of life or property and usually starts immediately in conjunction with fire suppression efforts. Fire origin and cause requires highly skilled and trained fire personnel to properly complete and is very labor intensive.



**Fire Investigation:** Arson was the cause of this fire that destroyed this vehicle.

**Specialized Services** include meeting a myriad of special emergency needs. Hazardous materials spills, industrial accidents, Urban Search and rescue, and other unusual circumstances that require the need for specially trained and equipped rescuers.



Firefighting Foam pours from the test pit during the Annual Pump Test.

**Code Enforcement** was transferred solely to the Fire Chief in 2010. In 2010, enforcement of the Toppenish Municipal Codes and the newly adopted 2009 International Property Maintenance Codes has become a high priority for the City. Property nuisance violation notices sent to violators have remained the same in 2010 compared to previous years. In 2011, we expect another spike in violation numbers as we enforce the new International Property Maintenance Code.



These photos capture what the City's Code Enforcement Officer faces 3 to 4 times each month. The photos are of a residence where the owner is so far in debt, they walk away from everything. The bank foreclosed on this residence. This has become a national epidemic caused by the poor economy. Some have left pets locked up behind them. This house was left with the back door wide open and the front door unlocked.



**2010 Accomplishments and Projects:**

- Continued to provide progressive firefighter training of all personnel to meet Firefighter I & II certification standards.



Firefighters receive required Annual Fire Extinguisher Training using the department's new life fire prop.

- Participated in mandatory monthly medical training provided by Yakima County Department of Emergency Medical Services and the Washington State Department of Health.
- Continued our partnership with the Cities of Union Gap and Yakima for testing of applicants and establishing an updated Civil Service list for the position of firefighter for all three Cities.
- Worked with Yakima County Fire District #5 in the joint recruitment, training and retention of new and existing volunteer firefighters.
- Actively participated in Yakima County Fire Chief's Association, Lower Valley Fire Chief's Association, Yakima County 911 Operations Board, Yakima County Department of Emergency Medical Services Operations Board, South Central Region Trauma Care Council and Yakima County Life Safety / Training Officers Association to ensure Toppenish has a voice in local and regional issues.

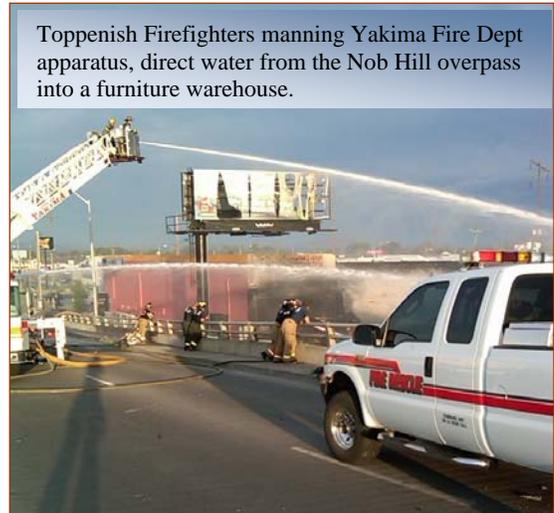


- Conducted Annual Testing of fire hydrants located throughout the city.
- Pressure tested all 18,000 feet of fire hose.
- Conducted over 350 Annual Fire and Life Safety Inspections which include all businesses, schools, medical care facilities, daycares, and chemical storage facilities in city limits.



- Continued with special National Incident Management Systems (NIMS) training maintaining compliance with Federal mandates and requirements.
- Increased the City's level of firefighting service and firefighter safety by providing a minimum of two (2) members on shift at any given time 80% of the time.
- Allowed for the Annual Fire Pump Testing and Apparatus Service Maintenance of all fire department vehicles to be done in house saving the city nearly \$10,000 in outsourcing costs.

- Substantially reduced overtime costs and the need for the call back of off-duty paid career and volunteer personnel on most incidents, significantly reducing our overtime and other cost associated with personnel.
- Responded to a number of emergencies located in the Yakama Nation Business Complex (includes Legends Casino and Yakama Indian Agency).



- Participated in the Yakima County-wide Mutual Aid Agreement by providing mutual aid to numerous requested incidents.



- Applied for and successfully received a \$25,000 grant from the Yakama Nation Legends Casino. To date, the Toppenish City Fire Department has received \$441,885 from Legends Casino.
- Enhanced working relationship with the Washington Survey and Rating Bureau to maintain our current ISO insurance fire rating of a “5”.
- Applied for and successfully received a \$45,000 grant funding from the FEMA Fire Act Grant program to install automatic fire sprinklers throughout the fire station. Year to date, the Toppenish City Fire Department has received \$386,771 from the program.
- **2011 Goals and Projects:**
- Continue to recruit, train and retain additional volunteer firefighters. In 2011 the average new volunteer firefighter will receive over 200 hours of training before they are qualified to enter a burning structure.
- Perform all required annual testing of equipment and systems.
- Maintain the Pre-Fire Plan Program to identify building features and hazards in increasing operational efficiency.
- Enhance the Department’s computer-based fire-safety inspection program for businesses within the community. We also plan to expand the program for permits making it available to the Building/Planning Department and City Hall
- Generate additional funding through inspection/license fees and fines generated from violations of the 2009 International Fire Code during annual inspections.
- Increase the skill and qualification levels of all department members through focused and improved training methods.
- Increase participation and attendance of volunteer members at training drills and emergency incidents.
- Explore and develop reliable and consistent funding sources for the fire department.

- Incorporate new technologies in the annual fire code inspection program. Also expand the capability of the records to be used as an emergency management tool available by Mobile Data Terminals (MDT’s) located in the apparatus.
- Establish an Annual Fitness and Medical Evaluation Program for all firefighters focusing on health and prevention.
- Continue work on implementation of the Countywide Interoperable Radio Plan.
- Pursue additional funding through Federal, State, Local, and private grants currently available.
- Establish an open dialog and improve communications and relations with the public advising them of the current services provided.

**5 Year Goals:**

- Improve ISO rating to “4” greatly reducing fire insurance premiums for our residents and businesses.
- Explore the possibility of jointly purchasing of fire apparatus and equipment with Yakima County Fire District #5. This is already being done by other departments with-in our area.



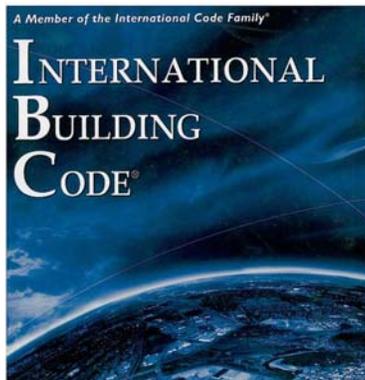
- Increase staffing levels to assure a minimum 3-person engine crew on duty at all times.
- Remodel of existing fire station to include expanding sleeping quarters, offices, bathrooms, showers, storage, and training room to include the addition of an exercise room. This also needs to be completed to accommodate the possibility of future female firefighters.

**Building, Planning and Land Use**

Budget	\$139,900
• Protective Inspections	80,140
• Planning & Land Use	59,760
Employees	1
Building Official/ City Planner	William Rathbone

The Building and Planning Office consists of the Building Official/City Planner. In addition, the Building Official serves as the Zoning Administrator, Environmental Policy Administrator, and staff liaison to the Planning Commission.

**Planning/Land Use** Major responsibilities include administration of the zoning and subdivision ordinances, environmental review and sign permits. Planning activities consist of current planning, and long range planning. Current planning consists of the day to day administration of various ordinances and development review. Long range planning consists of writing and amending these ordinances to keep them up to day with the needs of the city its citizens and changes to state and federal laws.



**Building Code Administration** includes plan review and inspections to ensure compliance with applicable building codes and locally adopted ordinances.

Many features of a proposed building must be simultaneously reviewed for consistency with both the building code and relevant planning ordinances. For example the review of a site plan for a proposed building includes building and fire code issues, as well as such zoning issues as setbacks, lot coverage and adequate parking. Staff works with citizens, property owners, contractors, architects and building designers to ensure compliance.

Close cooperation with the Fire and Public Works departments is also essential. There are requirements administered by both of these departments that can affect the design of a project.

**2010 Accomplishments**

Long Range Planning:

- The sign ordinance was revised in an effort to streamline permit administration and amend certain design review provisions. New application forms were created as well as handouts explaining the requirements of the ordinance.
- The Planning Commission approved and the City Council adopted revisions to the future land use map of the Toppenish Comprehensive Plan. A total of four applications were considered three were approved and one was withdrawn.
- The Planning Commission is developing a critical areas ordinance. This ordinance is required by state law and protects environmentally sensitive lands such as wetlands, stream corridors, aquifer recharge areas and frequently flooded areas. Hearings and final council adoption are scheduled before the end of 2010.

Current Planning:

- Processed environmental reviews for three of the City’s Capital Projects; new Well No. 9, revised Water Comprehensive Plan and Franklin street improvement project.

Building Code Administration:

- Reviewed and issued 50 building permits totaling \$500,000 in project valuation.
- Assisted other departments in the area of code enforcement and special projects involving abandon buildings, which includes preparing the evaluation of the structure and its components.

**2011 Goals and Projects:**

- Implement 2009 Model Codes, (codes are updated every three years). State law requires implementation and enforcement of these updated codes beginning July 1 the following year. The Building Code Ordinance was updated to recognize the 2009 Model Codes.
- Implement FEMA Flood Maps. Lands on the northerly side of the railroad tracks are again designated as 100-year floodplain by the Federal Emergency Management Agency (FEMA). This designation has resulted in the expenditure of considerable staff time to assist citizens with insurance requirements and applicants of building projects with permit requirements.
- Implementation of new Permit Software System. Permits will issued and tracked using the new computer software system. The conversion is due to the current software system not meeting the City’s needs. The new system will have the ability to provide the needed permit tracking and inspection

**Parks & Recreation**

Recreation Budget:	\$446,870
• Aquatics	126,800
• Parks	203,840
• Recreation	116,230
Employees:	2
Parks & Recreation Director:	James Cole

**Parks & Recreation Mission:**

Provide a broad range of recreation opportunities for all members of the community

Parks & Recreation provides a broad range of safe and positive leisure experiences for the City of Toppenish citizens in our parks and through our recreational and aquatic activities such as:

- Personal enrichment
- Physical fitness
- Competitive sports
- After school opportunities
- Community events

**Recreation** programs and activities offer our community the resources that will help to keep our youth on the right track to a positive lifestyle. Recreation is an essential function of building community within our community.

**2010 Recreation Accomplishments:**

- NFL Punt Pass & Kick held in September 2010
- Provided Baseball program to 247 participants
- Provided Soccer program to 233 participants
- Provided Basketball program to 203 participants
- Recruited 75 volunteers to provide baseball, basketball, and soccer coaching, umpiring and refereeing.

- Provided beginning Basic’s Dance Class to 20 participants.
- Established adult and senior tour programs that included:
  - Mill Bay Casino Trip
  - Clackamas Mall Trip
  - Leavenworth Tree Lighting Trip
  - Lincoln City Beach Trip
  - Couer d’alene Casino Trip
  - Spokane Casino Trip
  - Victorian Christmas at the Puyallup Fairgrounds

**2011 Recreation Program Goals**

- Provide outstanding Recreation Experiences for the community.
- Seek and recruit volunteers to provide staffing/coaching needs for recreation and sports programs.
- Develop strong relationships with community partners
- Provide quality, affordable, safe and fun activities and programs that will enhance the quality of life for the entire community.

**Aquatics Center** is open June thru August each year. Each summer participants enjoy the 50 meter pool for pleasure swimming, swimming lessons, private pool rentals, swim teams and swim meets.

During the summer months, the Center is maintained and operated by a staff of approximately 25 temporary or seasonal employees. The majority of these employees come from the community. Two areas of focus in 2009 were to provide Lifeguard training to the community for future pool staff and to improve the security of the Center and equipment to ensure a safe facility for the community to enjoy.

**2010 Aquatics Accomplishments:**

- Installed a new chlorination system and eliminated gas chlorine.
- Installed VGB drain covers.
- Repaired showers & sinks that had been unserviceable.
- Provided a summer of swimming fun to over 20,000 attendees.
- Provided swimming lessons to 312 participants.
- 400 participants from across the Northwest came to the Toppenish Pool to partake in the Yakima Athletic Club’s “Wine Country Invitational”
- Over 400 swimmers participated in the annual AAU Swim meet in July.
- Provided two Lifeguard training courses which resulted in eleven trained, local lifeguards.
- 51 private pool party rentals for the summer.



City of Toppenish Aquatic Center

**2011 Aquatics Program Goals**

Provide outstanding Recreation Experiences for the community.

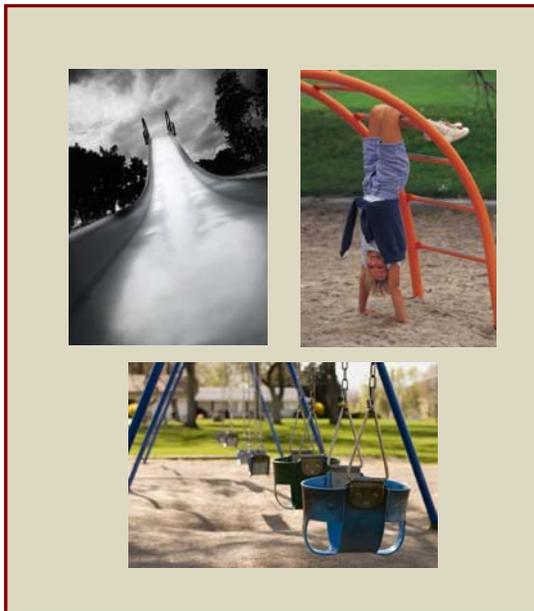
- Provide lifeguard class to community for future recruitment of pool staff.
- Expand aquatics program to include adult and senior activities.
- Partner with Toppenish School District to offer water safety classes.
- Develop strong relationships with community partners such as:
  - Yakama Indian Nation
  - Yakima Athletic Club
  - Toppenish School District
  - Valley School Districts
  - Heritage University
  - Farm Workers Clinic
- Paint interior of pool to preserve the integrity and overall appearance.
- Improve the security of the Center and equipment to ensure a safe facility for the community to enjoy.
- Provide quality, affordable, safe and fun water activities and programs that will enhance the quality of life for the community.

**Parks maintenance and beautification** is performed on 13 parks and several open areas for the use and enjoyment of the community.

Five of the parks have play equipment and four of the parks have gazebos that are available for rent. The goal of the Parks Division is to provide pleasurable experiences and present quality facilities that provide safe, clean, and attractive environments for our community’s overall experience

**2010 Parks Accomplishments:**

- 124 rental permits were issued for the rental use of the gazebos located in Pioneer, Olney, Post Office, and Lincoln Parks.
- Partnered with Northwest Community Action center to provide job training to three workers.
- Removed unsightly shrubbery at Hop Park.
- Re-established beautification area at corner of Alder and D Street.
- Enhanced Pioneer and Railroad parks by planting new trees for the public's enjoyment.



**2011 Parks Program Goals:**

Continue to improve the quality and beauty of our parks and facilities to meet current and future standards of safety, cleanliness, usability, aesthetics, and serviceability.

This will be accomplished through an aggressive maintenance program that includes:

- Mowing
- Grounds maintenance
- Trail maintenance
- Customer service
- Vegetation and insect control
- Graffiti removal
- Gazebo reservation coordination
- Restroom and building maintenance
- Litter pick-up
- Irrigation
- Weeding and pruning
- Playground maintenance
- Public outreach and education



**Tourism Programs:**

Budget:	\$99,600
TFAC Committee Members	5
LTAC Committee Members:	11
Responsible Staff	Heidi Riojas

The City of Toppenish established two advisory committees for the purpose of researching and making recommendations to the City Council, for the use of tourism development funds, and lodging tax in an effort to promote tourism in the City of Toppenish. They are:

- The Tourism Fund Advisory Committee (TFAC)
- The Lodging Tax Advisory Committee (LTAC)

**Programs and Activities Funded:**

Each year, Requests for Proposals (RFP) are solicited by the City requesting proposals for programs to be funded through the funding program that will promote and enhance tourism in the City of Toppenish during the calendar year.

Programs and activities that are considered eligible for assistance include, but are not limited to, those that:

- Increase tourism by advertising, publicizing, and distributing information for the purpose of attracting and welcoming tourists;
- Develop strategies to expand tourism; operate tourism promotion agencies;
- Construct tourism-related facilities, and fund and market events and festivals designed to attract tourists.

The expected outcomes for the program or activity is to increase economic activity in the City of Toppenish during the proposed year through overnight lodging of tourists, providing meals, the sale of gifts, souvenirs, and other items, and construction of tourism-related facilities.

Applicants develop and outline one project, which meets these requirements and provides an economic benefit to the City of Toppenish. The specific amount of the applicant’s proposal is open, to be defined by the applicant. As a recommendation, the applicant may wish to define alternate levels of funding, indicating as their first priority the maximum amount desired and, as a second priority, the minimum acceptable amount. Some definition of the differences in the level of services to be provided under the two priorities should be included. The establishment of alternate funding levels will allow the City some latitude in approving projects reviewed and recommended by TFAC and LTAC without the necessity of rejecting one or more projects due to a potential lack of funds.



People from all over come to see some of the best artists paint a “Mural in a Day”  
 The City’s Tourism Fund supports this beautiful event that is coordinated by The Mural Society.

**Public Works Department**

Budget:	\$11,732,810
Central Services	123,060
Street	458,540
Street Capital	46,050
Trails & Pathways	12,140
Cemetery	115,390
Water	2,431,050
Water Capital	2,915,050
Sewer & Stormwater	3,264,300
Sewer Capital	776,790
Solid Waste	918,040
Vehicle Replacement	672,400
Employees:	13
Public Works Director	Lance Hoyt
Public Works Supervisor	Art Kroes



**2010 Public Works Crew:**  
 (L-R) Ken Rathbun, Dan Perez, Art Kroes, Carolyn Raschko, Shawn Burgess, Dean Fankhauser, Lance Hoyt, Eric Bakker, Barry Gatlin, Jody Ridgway, Larry Riches, Paul Arreola.

**Public Works Department Mission**

Provide the proper care and maintenance of the City’s infrastructure, management of all city owned facilities, maintenance of the City’s streets, trails & pathways, cemetery, water, sewer & storm systems, solid waste collection, graffiti removal as well as provide support for community events and activities, to enhance the appearance and economic value of the community.

The Public Works Department consists of the Public Works Director, Public Works Supervisor, Administrative Assistant, and 11 maintenance and operations employees. Three seasonal workers during the summer months assist in the maintenance of the City's infrastructure.

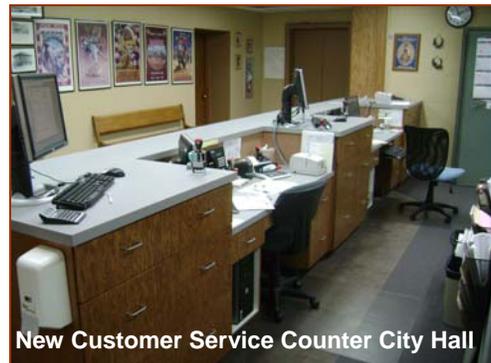
The Department’s ten divisions are responsible for the following:

**Facilities Maintenance:**

Responsible for maintaining and operating the city’s facilities to ensure efficient use of city resources, purchase goods and services consumed city staff and customers.

**2010 Accomplishments and Projects:**

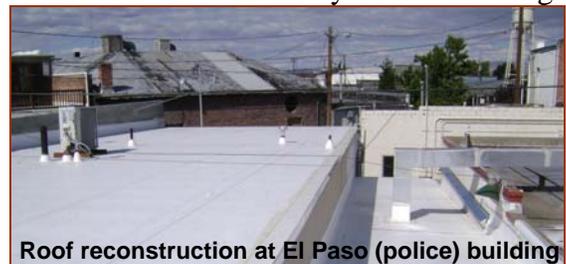
- Reduced the costs of building maintenance, supplies and cleaning products purchased.
- Improved the management of building maintenance through efficient use of staff and resources.
- Installed a new customer service counter in City Hall.
- Reconstructed the roof at the El Paso building (Police Dept).



**New Customer Service Counter City Hall**

**2011 Goals and Projects:**

- Continue to provide efficient and cost saving methods for the care and maintenance of the City owned buildings.



**Roof reconstruction at El Paso (police) building**

**Street Division:**

Responsible for the city' streets, which consists of 27.95 miles of asphalt streets, .8 miles of gravel streets, and 8 miles of alleys. Activities include resurfacing, patching, sweeping, grading and applying dust abatement to the City's streets and alleys. Maintain traffic signals, street lighting, striping, and street signs, provide snow, and ice control. The Department strives to enhance the appearance of the community and to ensure a safe and well-maintained street system that provides for effective access to all parts of the community.



Newly completed Guyette Lane Project

**2010 Accomplishments and Projects:**

- Continued to support contractor activities
- Completed Patching Program (heavy patching)
- Completed road shoulder, curb & gutter, vacant lots and alley vegetation control program
- Completed the \$250,000 Guyette Lane Improvements Project with funds held by TIB for the City of Toppenish.
- Completed Storm Drainage Surface Inlet Cleaning Program
- Repaired and maintained city streets
- Striped and marked streets (spring & fall)
- Swept and cleaned streets minimum three times and before community events

- Maintained high quality signage program (over 2000 traffic signs)
- Maintained the City's arterial streets
- Completed Dust Abatement Program w/Yakima County
- Performed snow and ice control
- Completed the Six Year Street Plan for 2011-2016
- Maintained 40 decorative streetlights
- Set-up and maintained the City's 120 banners and decorative lights program. Serviced and cleaned 28 benches and litter containers in the downtown core.
- Provided required training for pesticide certified personnel.
- Provided required flagging training for all personnel
- Successfully applied and received a \$432,000 STP-R grant for East McDonald Road Improvements. The project is planned to be constructed concurrently with WSDOT SR 22 Improvement Project.
- Completed the 2011 Budget Preparation



Street Sweeping

**2011 Goals and Projects:**

- Implement the City’s Pavement Management System Plan (PMSP).
- Implement the projects as outlined in the City’s Six-Year Transportation Improvement Plan.
- Complete East McDonald Road Improvements Project with WSDOT.
- Submit applications to the Federal Highway Commission to receive Federal Functional Classification for Lincoln Avenue, Zillah Avenue and portions of Beech Avenue to be eligible for federal funding programs.
- Promote L Street Improvements to applicable funding sources.
- Plan and implement community special events which enhance community cleanliness and appearance( Street Closures)
- Develop a Transportation Plan
- Perform Dust Abatement Program
- Perform Crack sealing program
- Perform Patching program (heavy patching)
- Perform Annual alley maintenance
- Perform graffiti maintenance

**Trails & Pathways Services:**

Provide enhancement to the park system through planning for future trails or pathways.

**2011 Goals and Projects:**

- Continue to contribute to the fund for a future pathway or trail project and/or match.

**Cemetery:**

The Elmwood Cemetery consists of 24.76 acres of land with 10 acres currently occupied. The Finance Department administers the sales of lots and burial arrangements. Ground operations including maintenance and burials, are performed by the Public Works Department, which consists of one full-time employee five months of the year and one part-time seasonal employee six months of the year.



**2010 Accomplishments and Projects:**

- Completed Graffiti Removal Program at park and cemetery facilities
- Inspected and performed weekly maintenance including garbage pick up and general assistance to the public at Cemetery.
- Maintained irrigation program
- Completed Fertilizer and spray Maintenance Program
- Maintained lawn and shrub maintenance program
- Maintained markers-monthly weed eating
- Prepared for Memorial Day Event
- Completed the 2011 Budget Preparation

**2011 Goals and Projects**

- Complete Graffiti Removal Program at park and cemetery facilities
- Provide staff for special events for the community.
- Provide daily and weekend inspection services to ensure adequate garbage pick up and general assistance to the public
- Complete Fertilizer Program
- Complete Herbicide Program
- Continue to maintain and care for entire facility, beautification areas, and special features and provide for safe and aesthetically pleasing areas for the community's use and to enhance the community pride.
- Inventory burial lots
- Update the City's Cemetery Management Database for efficiency.

**Water Division:**

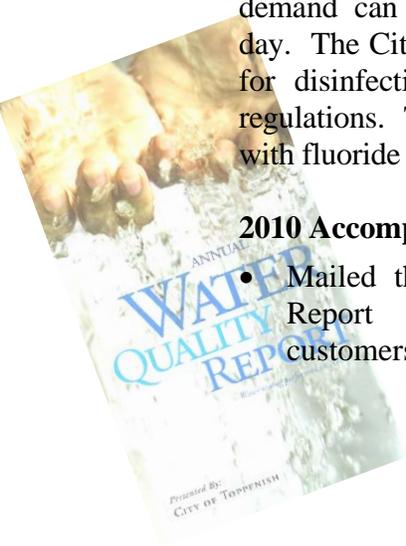
Responsible for maintaining the City's water facilities, which includes 3 reservoirs, 28 miles of water lines, 5 pumps and hydrants. Activities include construction of new water lines and provide clean, potable water that meets the Health Department Standards to approximately 2,200 residential customers and 265 commercial customers.

The City's Water System consists of five city wells, which pump an average of 1.2 million gallons of water each day. Summer peak demand can exceed 3.3 million gallons per day. The City water system employs chlorine for disinfection purposes to meet all State regulations. The City water system also treats with fluoride to enhance dental health.

**2010 Accomplishments and Projects:**

- Mailed the 2009 Consumer Confidence Report (CCR) to Toppenish water customers as required by law

- Installed 2,200 of the 2,365 new meters for the AMR Water Meters Replacement Project
- Completed the Water System Flushing Program (mainline & hydrant flushing and valve exercising)
- Completed system improvements and maintenance
- Began design for Well #9 and connective 16" water lines(\$2,265,000 PWTF Loan)
- Received an acre of land for Well #9
- Received permit to drill and operate Well #9 from Yakama Nation Water Code
- Completed a number of dead ends to increase water flow in areas
- Completed Cross-connection Control Program by testing back flow devices per Federal mandates
- Continued to meet State regulated requirements
- Completed the Department of Health Monitoring Waivers
- Completed the Department of Health Water Facilities Inventory Update
- Completed the Department of Health Cross-Connection Control Report
- Began the update process required by Department of Health for the Water Systems Plan
- Replaced several leaking domestic services
- Identified & repaired several water main leaks.
- Installation of four new water services (two school, 2 business and 2 residential services in 2010)
- Maintained training for all Certified Water Operators



**2011-2015 Goals and Projects:**

- Log City water system into Yakima County Geographical Information System (G.I.S.) computer program
- Provide Consumer Confidence Report (CCR) to Toppenish water customers as required by law
- Continue mainline flushing and valve exercising programs
- Continue system maintenance & improvements
- Continue to correct dead ends to increase water flow
- Continue to manage the Cross-connection control program
- Continue to meet Federal and State requirements for water and wastewater
- Water line excavating
- Generator Maintenance Program
- Install the balance of the replacement meters for the AMR Water Meter population.
- Continue Fire Hydrant Program with maintenance, repair and replacement to ensure adequate fire flow.
- Complete 16” Industrial water line improvements

**Wastewater Division:**

The Wastewater Division consists of two sections, the Sewer Section and the Waste Water Treatment Plant.

The Sewer Section is responsible for the maintaining the City’s sanitary sewer system consisting of approximately 27.35 miles of sewer main lines and seven lift stations. The System discharges between 900,000 to 1,900,000 gallons of sewage to the Waste Water Treatment Plant daily. The Section also operates and maintains the City’s storm and under-drain systems with the Street Department.

The Wastewater Section is responsible for the City’s wastewater system. The Section provides the City’s residential, business and commercial customers with continual efficient and environmentally sound wastewater collection and disposal.



New Wastewater Aeration Basin

**2010 Accomplishments and Projects:**

- Completed 100% of the WWTP Improvement Project(\$14,000,000 Project)
- Met new required NPDES Requirements for ammonia and zinc
- Completed the Linden Lift Station Improvements
- Installed an Omni-Site Telemetry Monitoring station at the Carlson Lift Station
- Replaced the pressurized sewer line from the Yakima Nation campus funded by a \$80,000 Yakama Nation Legend Casino 2% Community Contribution Fund Grant
- Roding of all sewer lines with tree roots susceptibility.
- Continued to support Contractor activities
- Managed the wastewater system in accordance with State and Federal requirements
- Performed all mandated testing and sampling: Heavy metals, BOD, ammonia, O2, nitrogen levels for example

- Monitored all commercial wastewater dischargers
- Vactored the City Wide storm drain system.
- Maintained the Under Drain System
- Maintained the City's Biosolids Monitoring Program
- Scheduled and ensured training for the Certified WWTP personnel.



Newly Wastewater Solids Handling Building

**2011 Goals and Projects:**

- Complete construction and close the WWTP Improvements Project by April 2011
- Begin Penny Lane Lift Station Improvements.
- Oversee the continuation of the update of the City's Developer Standards.
- Ensure the City meets all Federal and State requirements for water and wastewater
- Maintain storm sewers
- Complete sewer system improvements
- Provide effective and efficient sewer collection operations to ensure the City meets all state and federal requirements.
- Provide long-range system planning for the future expansion of system to assist the economic development of the community.
- Manage the wastewater system in accordance with State and Federal requirements.

- Participate in the review of proposed development to ensure quality and coordinated supporting infrastructure.

**Storm Water Division**

Responsible for developing and implementing the City's Storm Water Management Plan. The Plan serves as a commonly accepted standard for the management of storm water in Eastern Washington while providing for flexibility in meeting local needs. The City's Stormwater Comprehensive Plan will address and integrate stormwater management practices required by federal and state laws.



Vactoring a City Storm Drain



Cleaning Carlson Liftstation

**2010 Accomplishments and Projects:**

- Vactored all storm drain inlets.
- Maintained both the City's Storm Drain Collection System and the Under Drain System throughout the City.

**2011 Goals and Projects:**

- Continue to maintain both the City's Storm Drain Collection System and the Under Drain System throughout the City for compliance with State and Federal requirements.

**Solid Waste Division:**

Responsible for the operations of the City's Solid Waste System. Activities include collection and disposal of refuse and compost for the Toppenish residents and businesses. The City utilizes the Yakima County Landfill located on Cheyne Road.

Residential solid waste is collected three days per week, Monday through Wednesday and commercial collection five days per week. The City's Compost Program is operated April through November with a Friday collection.

The Goal of the Solid Waste Division is continually provide refuse and compost collection in an efficient, economical and reliable manner.

**2010 Accomplishments and Projects:**

- Maintained refuse collection vehicles
- Completed compost Collection Program with an average of 130 customers participated April through November
- Completed Leaf Pick-up Program during November and December
- Provided Christmas Tree Recycling
- Completed the Spring Natural Vegetation Only Cleanup during March and April
- Replaced 300 90 gallon totes and 20 350 gallon containers as part of the Replacement Program



**2011 Goals and Projects:**

- Provide Spring Vegetation Clean-Up Program
- Provide Fall Leaf Pick Up Program
- Maintain refuse vehicles for reliable refuse collection
- Enhance the Compost Program
- Replace 300 90 gallon totes

**Utility Capital Program:**

The City’s Utility Capital Program provides for the necessary improvements to the City’s water and sewer systems through construction projects.

The projects are included and prioritized in both the current Water and Sewer Comprehensive Plans

**2010 Water Capital Projects:**

- Continued system improvement planning
- Began design for Well #9 and connective 16” water lines(\$2,265,000 PWTF Loan)
- Received an acre of land from NOMO Financial (Parrish Farms) for a location for Well #9
- Received a permit to drill and operate Well #9 from Yakama Nation Water Code
- Continued the cross-connection control program testing back flow devices per Federal mandates
- Secured State Equipment Funding and implement AMR Meter Program
- Continued the AMR Meter Program Replacement(2/3’s Water and 1/3 Sewer)



New Automatic Meter Reading in Action

**2011 Water Capital Projects**

- Decommission Well #1 & #2
- Complete AMR Meter Reading Program
- Oversee the update to the City’s Developer Standards.
- Complete design and start construction on Well #9 Improvements and connective 16” mainline.

**2010 Wastewater Capital Projects**

- Completed 100% of mandated WWTP Improvements
- Completed basic construction of the Mandatory WWTP Improvement Project needed to maintain the NPDES permit requirements
- Completed Linden Lift Station Improvements



Rehabilitation of Yakama Nation Pressurized Sewer Line

**2011 Wastewater Capital Projects:**

- Continue construction on the WWTP Improvements Projects
- Penny Lane Lift Station Improvements
- Oversee the update to the City’s Developer Standards.
- Complete AMR Meter Reading Install Program



**Vehicle Replacement Program**

Financing for the City’s water, sewer, solid waste, and cable television vehicles is through transfers from the respective funds into the Vehicle Replacement Fund.

Vehicles currently purchased through the General Fund (Street, Cemetery, Police, etc) do not have sufficient funds from revenues to contribute to this program; therefore, vehicle replacement will be budgeted in those funds on an as needed basis.

The Department also maintains and operates thirty-eight vehicles, ranging from service trucks to construction equipment.

**2010 Accomplishments and Projects:**

- Maintained an accurate inventory list of City owned vehicles and equipment by age, type, department and condition
- A (police seized) van was added to the City’s fleet in 2010. The vehicle will be used City Hall staff training, banking and various errands requiring a vehicle.

**2011 Goals and Projects**

- Continue to maintain the City’s Equipment Replacement program to ensure funding for the replacement of vehicles and equipment.

**5 Year Equipment Replacement Schedule**

<b>Equipment</b>	<b>Dept</b>	<b>Cost</b>	<b>Year</b>
Used backhoe	Cemetery General Fund	20,000	2011
Flatbed/Dump Truck (one Ton)	Water, Sewer and Solid Waste Funds	42,600	2012
Garbage truck	Solid Waste	250,000	2012
Police Vehicles	Police General Fund		
Fire Vehicles	Fire General Fund		

**Community Access Television (CATV)**

Cable TV Budget:	\$351,950
Cable TV Equipment Reserve	\$30,050
Employees:	1
CATV Manager	Judy Devall



**MidValley Television**  
 19 East 2<sup>nd</sup> Ave  
[www.midvalleytv.com](http://www.midvalleytv.com)

**MidValley Television Mission:**

Provide public, educational and government access television to the residents of Wapato, Toppenish, Zillah and Granger. MVTV broadcasts the public and educational channel on Charter Digital Cable on channel 21. The government access channel, MidValley Public Affairs Cable (M-PACT) is broadcast on Charter Digital Cable channel 22. MidValley Television viewing area is Wapato, Toppenish, Zillah and Granger.

**Revenues:** Revenues for this program are generated through franchise agreement fees and taxes paid to the City of Toppenish by Granger, Wapato and Zillah.

The Department is responsible for overseeing and managing the daily operations and programming of the Community Access Channels which include:

- Produce and broadcast council meetings for all four cities for public and government access.
- Coordinate and facilitate the expansion of the four City’s Web Sites and maintenance of current information on existing web sites.

- Maintain city council chamber mini video studios for all four cities.
- Maintain playback system, studio, edit bays, production van, and office.
- Research and implement revenue generating projects.
- Produce a variety of community programming such as: *Program schedule: www.midvalleytv.com*
  - “The DRYVE meetings”
  - Numerous “Toppenish, Zillah, Wapato, and Granger Chamber and Mural Society Events”
  - “Living by the Book”
  - Public Service Announcements
- Service the City’s server, e-mail exchange, MVTV computers and network.
- Ensure all four stakeholders are represented through active participation in the following local, regional and national boards:
  - Cable Regulation Board
  - National Advisors and Officers Telecommunication Association
  - Washington Advisors and Officers of Telecommunications Association Board
  - Washington Association for Skilled and Technical Sciences
  - Society of Broadcast Engineers
  - Association of Washington Cities
  - Washington Association of Skills USA Technical Careers
  - Skills USA National Video Coordinator
- Oversee Internet Web Hosting and email exchange service. Creates and maintains information on the MVTV website.
- Ensure all four stakeholders meet the Rules for Proposal 90 Day Franchise Approval Process through the Federal Communications Commission.

**2011 Goals and Projects:**

Continue to improve quality and quantity of programs produced by MVTV. Continue to keep existing equipment and production van in good repair.

**Issues to be Resolved Over Next 5 Years:**

- Federal Communications Rules for Proposal
- Local Authority of Rights of Way Management
- Digital Television Conversion



Toppenish Skate Park Demonstration



Toppenish Mural in a Day

**Miscellaneous Funds:****FUND: 103 Welcome Center**

The Welcome Center Fund was established for the purpose of budgeting and accounting for revenue generated from the lease agreement(s) for operation and maintenance of the City of Toppenish Welcome Center. (Ord. 2008-20).

**FUND: 105 General Fund Capital Reserve Fund**

The General Fund Capital Reserve Fund was created in 2009 for the purpose of setting aside funds as a reserve for the general fund for the purchase of capital assets or those purchases deemed necessary and approved by the City Council through the budget process. (Ord. 2008-30)

**FUND: 110 Railroad Depot Facility**

The Railroad Depot Fund was created to manage the purchase, restoration and maintenance of the Toppenish Railroad Depot.

**FUND: 116 Municipal Capital Improvements**

The Municipal Capital Improvement Fund was established by Council (Ordinance 86-11) as authorized by RCW 82.46 (Real Estate Excise Tax). The excise tax rate is one-quarter of one percent on the selling price of real property within the City. These funds are collected by the Yakima County Treasurer, who retains one percent of the proceeds of the taxes imposed to defray costs of collection. The balance of the funds is remitted to the City on a monthly basis. These funds are restricted to use for projects listed in the Toppenish Comprehensive Plan.

**FUND: 119 Public Safety Miscellaneous Grants Fund**

The Public Safety Miscellaneous Grants Fund was established for the purpose of budgeting and accounting for grant funds awarded to the city for purposes related to public safety, including grants to the fire department and to the police department.

**FUND: 121 Urban Development Action Grant**

The Urban Development Action Fund was established as a program for the purpose of making loans to businesses for commercial property improvements when other private funding sources are inadequate or unavailable.

**FUND: 129 Special Investigative Drug Account**

The Special Investigative Drug Account Fund was established as a program to provide follow-up on Narcotics Investigations in support of the Patrol and Investigation Divisions in the Police Department. The fund provides support for information into serious crime and provides funds for the purchase of street narcotics, narcotics undercover vehicles and equipment. The fund is supplemented by the sale of seized property in narcotic arrests.

**FUND: 130 Criminal Justice**

The Criminal Justice Fund was established to provide for the funds that are derived 3/10% Criminal Justice Tax and from motor vehicle taxes. The fund is based on the City's population and crime rate and on seriousness of the crimes committed in the City, and the City's ranking with other reporting cities. The City of Toppenish usually rates in the top ten in crime rates for the State of Washington.

**FUND: 150 Special Projects**

The Special Projects Fund was established to account for receipts of loan payments for housing rehabilitation loans made available through Community Development Block Grant (CDBG) before 1992.

**FUND: 170 Housing Rehabilitation**

The Housing Rehabilitation Fund was established to account for receipts of loan payments for housing rehabilitation loans made available through Community Development Block Grant after 1992

**FUND: 601 Cemetery Trust**

The Cemetery Trust Fund represents amounts paid for perpetual care of cemetery plots. Income on the investment of the principal is used to maintain the plots and for cemetery beautification. The endowment principal is considered non-expendable.

**FUND: 611 Firemen's Pension & Welfare**

The Firemen's Pension and Welfare Fund was the original pension fund established to provide benefits to full-time firefighters and was replaced by the State's Law Enforcement Officers and Firefighters Retirement System (LEOFF).

Currently, there are pensions paid to two retired firefighters and to five widows. One of the widows receives a full pension from the local system as she began receiving benefits prior to implementation of the State system.

**General Debt Service:**

**Debt Service:**

These funds account for the accumulation of resources to pay principal, interest and related costs on general long-term debt, general obligation debt, intergovernmental long-term loans, and special assessment debt. The City currently has the following Debt Service Funds:

**Local Fund Program**

These funds were established to pay debt service for those loans obtained through the State of Washington Local Option Capital Asset Lending (LOCAL). The State Treasurer’s Office created this program to pool State agency needs, and sell shares in the financing contracts through the use of Certificates of Participation (COPs). Local agencies participate in the program in two stages: personal property (equipment) and real property. Current projects funded through LOCAL:

**FUND: 225 Community Economic Revitalization Board Grant/Loan**

This fund was established to account for the project that was initiated after Del Monte Foods and Silgan Container Corporation contacted the City to request an extension of water, sewer and hard road surface for planned development at their businesses. City staff prepared two applications, one to the Community Economic Rehabilitation Board (CERB) Program to fund part of the improvements (\$750,000) and the other to the Community Development Block Grant (CDBG) Program to fund the remainder (\$204,000). At the November 16, 1995, CERB meeting, the City of Toppenish was awarded a \$500,000 grant and a \$250,000 zero percent deferred loan to fund the project. The approval of the CDBG portion of the project was approved well after the construction project began, however, was later rescinded because a CDBG advertising requirement was not part of the bid specification package. Loans of \$150,000 from the Old Program Income Fund and \$100,000 from the Municipal Capital Improvements Fund were made to cover the loss of the CDBG funds.

**FUND 001 – General Fund**

- **2008 Police Vehicles:** Three police vehicles  
 Term: Five years  
 Original Amount: \$93,120.00  
 Remaining Amount (1/1/11) \$39,148.32
  
- **2010 Police Vehicles: Three police vehicles**  
 Term: Five years  
 Original Amount: \$139,000.00  
 Remaining Amount (1/1/11) \$ 7,956.27

**FUND 401 Water Fund (67%) and 403 Sewer Fund (33%)**

- **Automated Radio-Read Meter System:**  
 Radio, meter reading devices and software purchased in 2008.  
 Term: 10 Years  
 Original Amount: \$587,000.00  
 Remaining Amount: (1/1/11) \$433,031.35

During 1999, the repayment of the \$100,000 Municipal Capital Improvements loan and \$66,000 of the Old Program Income loan were made from surplus construction funds and interest earnings.

**CERB Loan Status**

Loan Payment Begin Date: 2003  
 Term: 0% - 15 Years  
 Original Amount \$250,000.00  
 Remaining Amount: (01/01/11) \$116,667.00

**Public Works Trust Fund**

The Public Works Board provides financial and technical assistance to Washington communities for critical public health, safety, and environmental infrastructure.

**Loans for Water (401 Fund):**

#1: Water System Improvements

Year Obtained: 1991

Term: 2% Interest - 20 year

Original Amount: \$823,500.00

Remaining Amount: (01/01/11) \$ .00

#6: Water System Improvements

Year Obtained: 2007

Term: 1 / 2 % Interest - 4 year

Original Amount \$158,572.00

Remaining Amount: (01/01/11) \$ 42,232.00

#8: Telemetry System

Year Obtained: 2008

Term: 1 / 2 % Interest - 17 year

Original Amount \$120,695.00

Remaining Amount: (01/01/10) \$ 99,395.00

**Loans for Sewer (403 Fund):**

#4: Gravity Sewer Pipe Replacement

Year Obtained: 2002

Term: 1 / 2 % Interest - 20 year

Original Amount \$1,207,000.00

Remaining Amount: (01/01/11)\$ 704,750.00

#5: Gravity Sewer Phase II

Year Obtained: 2004

Term: 1/ 2 % Interest - 20 year

Original Amount \$1,336,200.00

Remaining Amount: (01/01/11)\$ 846,260.00

#7: WWTF Upgrade Design

Year Obtained: 2007

Term: 1 / 2 % Interest - 20 year

Original Amount \$777,240.00

Remaining Amount: (01/01/10) \$615,698.00

**Loans for Sewer - Fund 403**

**DOE Centennial Sewer Loan:**

In 2002, the City refinanced a loan that had been obtained through the United States Department of Agriculture Rural Development for "Wastewater System Improvements". The refinancing was accomplished through the Department of Ecology and realized a savings of over \$3 million in interest costs from the original loan.

Term: 1 1 /2% - 20 Years

Original Amount \$3,246,292.00

Remaining Amount: (01/01/11) \$1,945,154.00

**DOE Centennial Sewer Loan Reserve (427 Fund)**

This fund was established to maintain the reserve funds required by the lending institution for the refinancing of the USDA-RD wastewater system improvements loan.

**Department of Ecology Water Pollution Control Revolving Fund Loan (SRF):**

In 2008, the City obtained financing to complete mandated improvements to the Wastewater Treatment Facility. The financing package included: \$8,911,444.00 SRF Loan; \$4,685,081.00 Centennial Clean Water Program (CCWP) Grant; \$510,000.00 Indian Health Services Grant for total project costs of \$14,106,525. The City had also obtained a Public Works Trust Fund loan in the amount of \$7,000,000.00, however that amount was de-obligated by the City at the end of 2010 and never utilized.

Term: 0 % Interest - 20 year

Original Amount \$8,911,444.00

Remaining Amount: (01/01/11) \$ 458,413

**Interfund Loan**

An Interfund loan from the 405 Sewer Fund was approved by Council in 2005 for the purchase a city-wide phone system. Interest for the loan is calculated each year by using June's LGIP rate. The 14 year loan is being paid from the following funds:

**001 General Fund**

Original Amount \$190,000.00  
Remaining Amount: (01/01/11) \$106,600.00

**101 Street Fund**

Original Amount \$6,630.00  
Remaining Amount: (01/01/11) \$2,730.00

**401 Water Fund**

Original Amount \$6,620.00  
Remaining Amount: (01/01/11) \$2,720.00

**403 Sewer Fund**

Original Amount \$6,630.00  
Remaining Amount: (01/01/11) \$2,730.00

**635 Cable TV Fund**

Original Amount \$13,500.00  
Remaining Amount: (01/01/11) \$7,500.00