

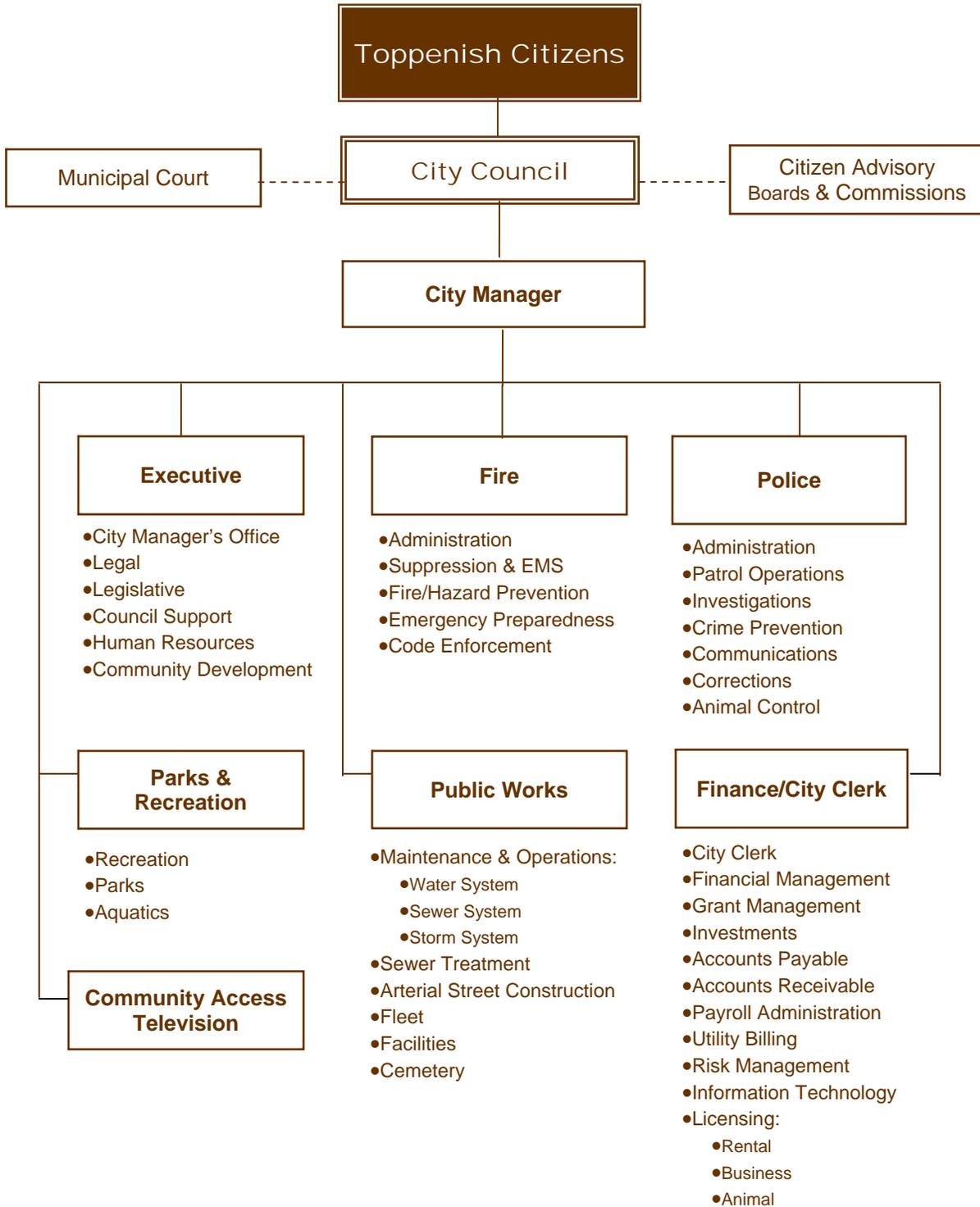
# **CITY OF TOPPENISH**

## **2013 Budget**

### **Section 6**

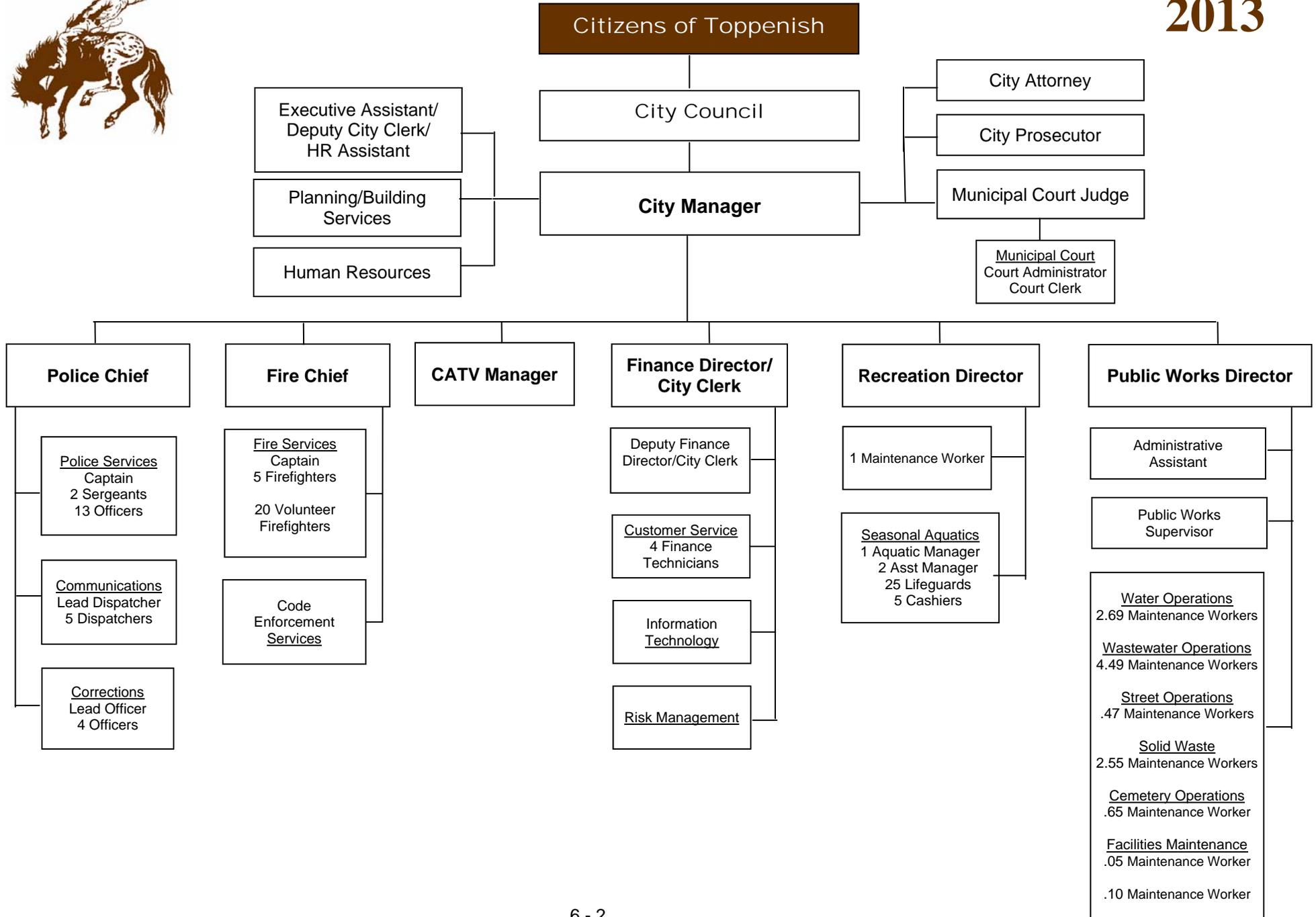
**City Organization Charts  
Organization Chart by Department  
Budget Narratives**

## City of Toppenish 2013 Organizational Chart





2013



**Legislative**

Budget: \$52,830  
Elected Officials: 7

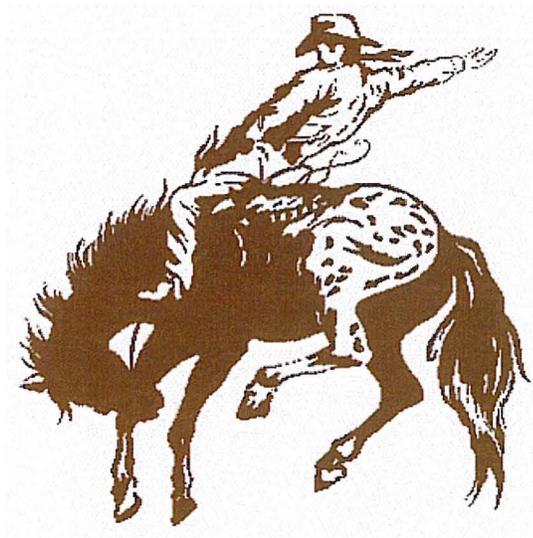
Registered voters residing within the city limits of Toppenish elect the City Council for four-year terms.

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: \$264,250  
 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 364 days 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	2010	2011	YTD: June 2012
Tickets Entered	2315	2330	1031
Transactions	331,469	355,926	171,841
Court Cases Administered	5729	6299	3313
Payments Received	\$280,111	\$295,607	\$169,855

**2012 Accomplishments:**

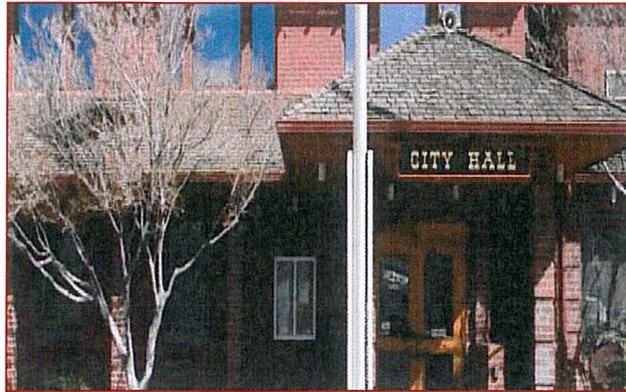
- The City of Toppenish has facilitated a contract with Centerpoint Language Services. This company provides certified court interpreters for the Municipal court on Mondays, Wednesdays and any necessary Jury Trial days which would be on a Thursday.
- The court now prints many of our own court forms on two and four part paper that is provided at no cost by AOC. This has helped to alleviate some of the cost for court forms that we have printed by the Yakima County Printing Department.
- Provided clear and articulate information to the public in person and by telephone. Maintained case loads through efficient and cooperative work methods.
- Updated the local law bail schedule which now correlates directly with JIS. This can serve as a tool to assist officers in citing the proper codes on criminal and non-criminal citations; and allows court staff to enter citations in a more efficient manner.

**2013 Goals and Projects:**

- Continue to provide efficient and effective court operation services; and to maintain accountability with the public.
- Continue to provide certified court interpreter services to non-English speaking participants during court proceedings.
- Continue to manage the caseload with maximum efficiency and productivity.
- Streamline jury management.
- Make necessary changes in the courtroom to allow for an in-court clerk to be present in the courtroom for all proceedings.

**General Management**

Budget: \$165,300  
 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.

**2012 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.
- 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 2012 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.
- Maintenance of open communication with the local newspaper and television media.
- Continuation 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, including the Tribal Chairman and his lawyer.
- Working with representatives of Legends Casino regarding wastewater treatment.

**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 the State of Washington to brainstorm and find collaborative solutions to issues that affect Yakima Valley cities.
- Attended the WSAMA conference regarding upcoming local and regional issues affecting the City of Toppenish.
- Reviewed and stayed abreast of proposed and enacted new legislation affecting the City of Toppenish.
- Attended the Annual conference of the Association of Washington Cities.

**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.

**2013 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: \$80,300  
Director: William C. 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: \$217,900  
Director: Linda B. 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 \$75,910  
Employees Contracted Services  
Director: William C. Murphy

The Legal Services budget consists of one contracted civil attorney and one contracted prosecuting attorney, with combined fees of \$75,900; 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: \$311,680  
 Employees: 6  
 Finance Director: Linda B. Mead, CMC  
 Deputy Finance Director: Elizabeth Alba



City of Toppenish Finance Department  
 (L to R) Judy Durey, Michelle Wies, Elizabeth Alba, Annette Tweedy,  
 Linda Mead and Angie Hendricks

**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.

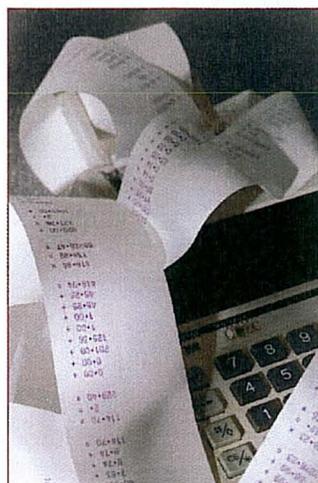
**2012 Accomplishments and Projects:**

- Established internal controls to ensure security and accuracy for all financial transactions.
- 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 2013 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.

**2013 Goals and Projects:**

- Continue to 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: \$85,040  
 Employees: .945  
 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 .945 FTE (Full Time Equivalent) positions: Finance Director/City Clerk 10%, Deputy Finance Director/City Clerk 10%, Executive Assistant/Deputy City Clerk 30%, and two Finance Technicians 10% each.

**2012 Accomplishments and Projects:**

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

**2013 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: \$96,230  
 Employees: .33  
 Director: William Murphy  
 Executive Assistant/Deputy Heidi Riojas  
 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.
- Protect 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.
- Sponsor and coordinate citywide training programs.
- Maintenance of the City’s compensation and benefit system.
- Develop, maintain, and interpret personnel policies and procedures.

**Employee Benefits Administration**

- Negotiate and maintain contracts with employee benefit providers.
- Provide orientation to new employees.
- Administer the Family and Medical Leave Act.
- Advocate 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.

**2012 Human Resources Accomplishments:**

- Successfully recruited nine replacement positions throughout the year.

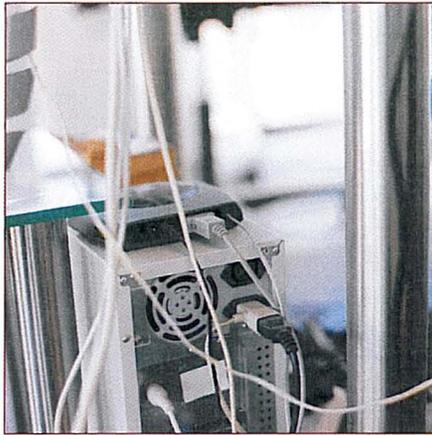
**City's Wellness Program**

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: \$75,000  
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.



**2012 Technology Services Accomplishments and Projects:**

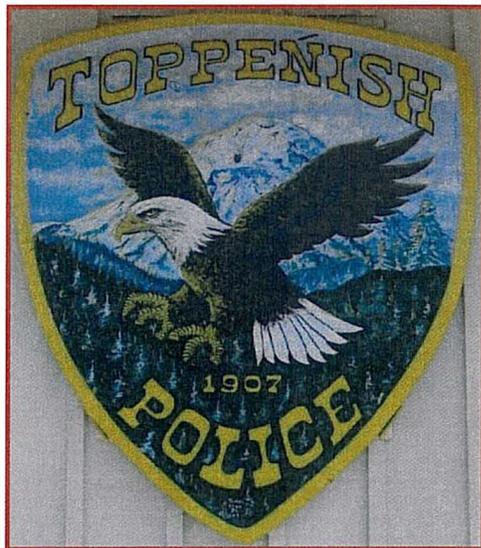
- Completed the transition and implementation of the new utility billing software interface with the automated meter reading system.
- Continued to explore options for moving Building Permits and Business Licensing out of Munis.
- Developed a strategy to improve internet connection to the city's network through fiber cabling.
- Continue to develop a citywide Technology Plan to provide conformity and consistency of hardware, software, maintenance and replacement of the City's technological environment.
- Continue to provide excellent support and technical service to all departments within the city network.

**Police Department**

Budget:	\$2,479,040
• Administration	229,160
• Patrol	964,880
• Investigation	301,370
• Crime Prevention	0
• Communications	470,710
• Corrections	481,470
• Animal Control	31,450
Employees:	28
Reserve Officers:	2
Police Chief	Adam Diaz

**Police Department Mission:**

Remain dedicated to providing quality service and professionalism to our citizens, and commit to improving the overall quality of life through community education, enforcement of laws and crime prevention.



City of Toppenish Police Officers enforce the law fairly, within the parameters of state and federal law. It is not the role of the department to legislate, render legal judgments or punish.

The Police Department consists of five divisions:

- Administration
- Patrol
- Investigations/Operations
- Support Services
- Animal Control



**Administration** oversees the operations of public safety. The Division consists of the Chief of Police and the Police Captain. The Chief of Police works cohesively with the department supervisors in a team oriented management approach. The supervisors consist of a Captain and two Sergeants. Administration will involve and empower the Lead Dispatcher and Lead Correction Officer to support the command structure.

The Administration also conducts planning and research, program development, grant writing, public and media relations, coordinates training, establishes crime prevention efforts and oversees finance and budgeting.

**Patrol** duties consist of regular enforcement of state, federal and local laws as well as crime prevention.

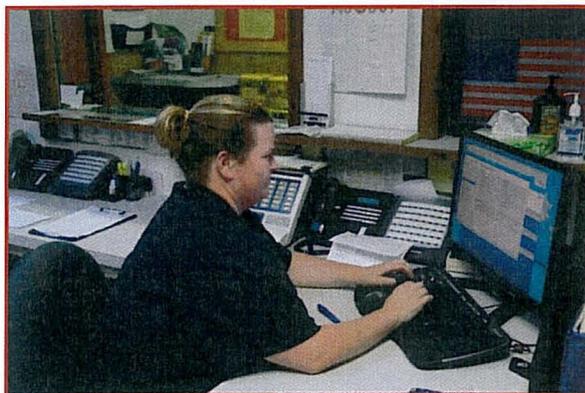
Officers initiate case reports, work special details, conduct public service announcements and handle preliminary investigations as well as assist in the city’s jail and communications areas during worker shortages.

**Investigations/Operations** is responsible for the inspection of crimes against citizens and property that require research that is more extensive.

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.

Due to reduced funding from the School District, the SRO program has been eliminated.

**Support Services** consists of two distinct areas of service for the department. The first section is the communications center. This center 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.



The Toppenish Police Department now provides contracted Police Dispatch Services for the city of Zillah. A recent move to join a Valley-wide effort to work off one contracted database occurred at the end of last year. Currently, multiple agencies are transitioning to an IPSS shared system to improve data sharing and communications.

The Communications section also assists in monitoring security cameras at the PD facility, and maintains jail records and handles court paperwork pertinent to prisoner custody and warrants. The Dispatch Center consists of five Dispatchers and one Lead Dispatcher.

The **Corrections Section** oversees the City's 56-bed facility by providing professional corrections officers whose functions include processing suspects, regular jail/maintenance duties and prisoner transports. They also conduct regular jail checks coordinate work details for the inmate work crews. The jail staff is also responsible for regular vehicle maintenance of the department's vehicles. Five Corrections/Maintenance Officers operate the jail facility, and police officers may rarely work the jail in their absence.



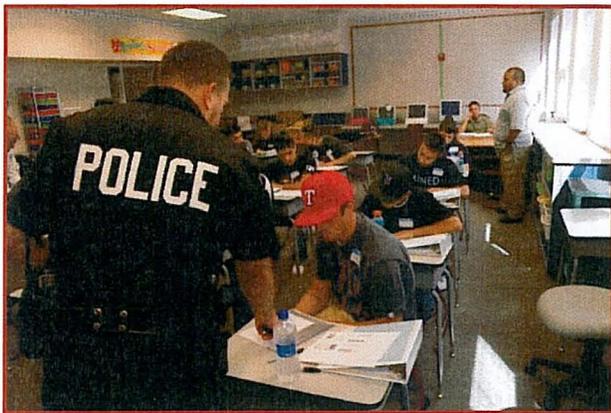
The Department houses inmates for other jurisdictions as well, with established jail contracts with YSO, Zillah, Yakima PD, DOC, and INS.

**Animal Control** services are contracted through 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 provided to the Humane Society for their use in identifying licensed dogs.

**2012 Accomplishments:**

- The Department participated in community policing efforts by offering crime prevention, public administration, narcotics and gang presentations to local colleges and parent groups
- Officers continued to perform community-policing duties that included community contacts with the public in various areas of the city. They also worked foot patrols during citywide events like AAU and YAC swim meets, mural in a day, Car shows, school sporting events, grand opening events and valley-wide parades.



- Officers have worked diligently to enforce parking and nuisance laws to address 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 acquired multiple grants (COPS, PSN, Traffic Commission Grants, Yakima County Youth Gang Grants, and Legends Casino) for equipment and overtime to combat gangs, pursue narcotics investigations, and participated in statewide traffic safety blitzes.

- Officers have participated in gang emphasis countywide task forces. The Street Crimes Unit worked in directed anti-crime assignments and participated in a group effort between the Cities of Wapato, Zillah and Toppenish, and the DEA to address crime problems in all three of these area cities. Officers worked on an overtime basis and during shift overlaps to address pedestrian emphasis enforcement, cell phone use while driving, illegal u-turns and panhandling arrests.



- The Police Department sponsored a National Night Out celebration against crime and provided crime prevention materials, as well as a Youth Academy Recruitment booth.
- The Police Department sponsored two Women's Self Defense course and Personal Safety presentations for public and private groups.
- The Department sponsored the third annual Youth Law Enforcement Academy. This academy provided education to students over a 3-day course that exposed youth to blocks of education and instruction related to Drugs, Gangs, Health and Fitness, career exploration and Police Training and Safety Education.

2013 Goals & Objectives:

- Continuation of the 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.
- Participation in countywide traffic enforcement, seatbelt safety and DUI task forces. This would include annual public safety ads and commercials.



- Maintaining the Departments Task Force Officer (TFO) placement with the Yakima DEA in order to address federal and state narcotic cases in Toppenish and the surrounding areas.
- Maintain and upgrading 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).

- Pursue state and federal grants to offset current expenses and obtain police equipment, overtime or other requests.
- Work to establish continual cooperative ties with other federal, county and city agencies.

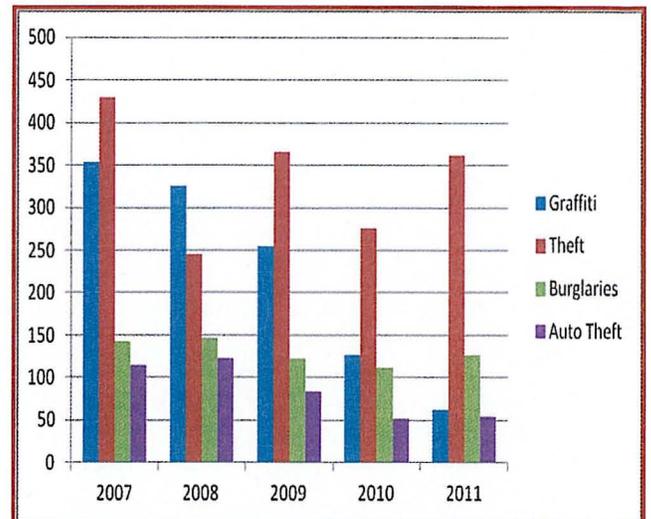


- Pursuit of Youth Job Placement positions and involvement in student required processes like job shadows, senior projects, PEARLS program and career interviews/job fairs.
- Continue involvement with the Crime Free Rental Housing Program to help reduce crime and empower property owners, in dealing with nuisance issues.

Annual Statistics Update

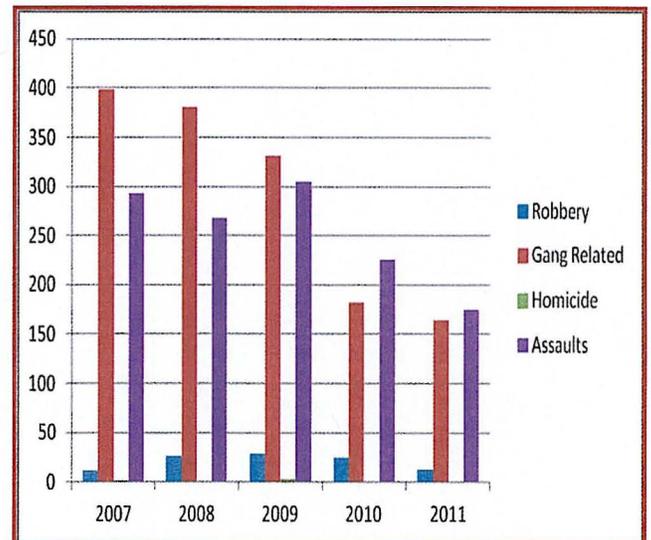
The Police Department has seen decreases in graffiti, thefts, burglary, and motor vehicle thefts. Especially during the last reported year.

	2007	2008	2009	2010	2011
Graffiti	354	325	255	126	62
Theft	430	245	365	276	362
Burglaries	142	146	123	112	127
Auto Theft	115	122	84	52	54



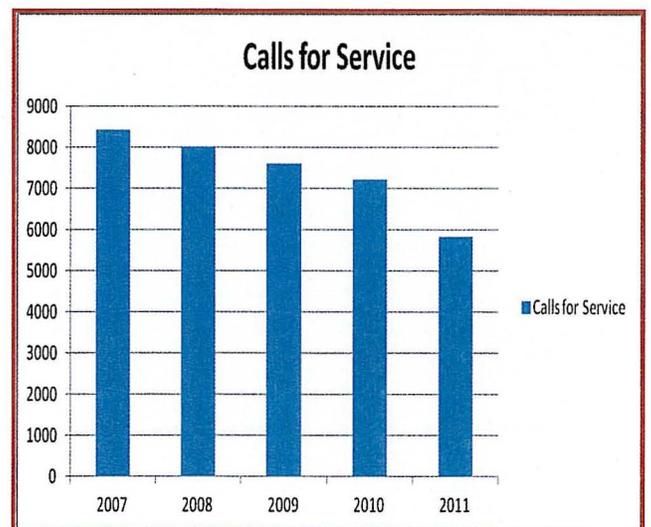
As illustrated below, robbery, gang related cases, and homicide decreased from 2009 to 2010. The department hopes to maintain its community oriented policing programs, and work on new innovative ways to reduce crime.

	2007	2008	2009	2010	2011
Robbery	12	26	28	25	13
Gang Related	399	381	331	182	164
Homicide	2	1	3	0	1
Assaults	293	268	305	226	175



Calls for Service:

	2007	2008	2009	2010	2011
Cases	8422	8005	7595	7219	5824



**Fire Department**

Budget:	\$779,080
• Fire Administration	111,280
• Fire Suppression	558,930
• Rescue/Emergency Aid	93,840
• Code Enforcement	15,030
Employees:	7
Volunteers:	26
Fire Chief:	Timothy B. Smith



**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 2013 the Toppenish City Fire Department will respond to an estimated 900 emergency incidents. This is a slight increase compared to last year.

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 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.



**Fire suppression:** Toppenish City Firefighters provide Mutual Aid to Yakima County Fire District #5 during the Heritage University fire in July of 2012

**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.



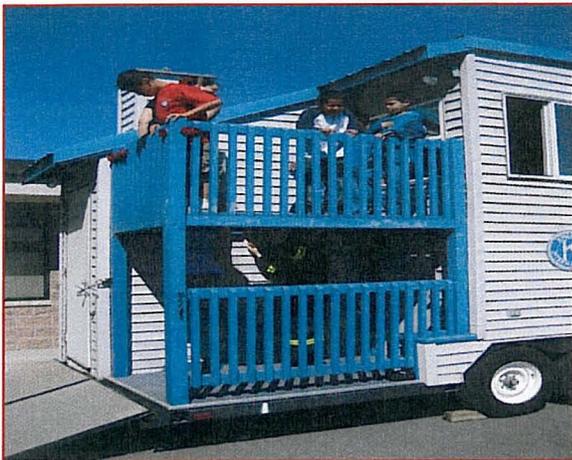
**EMS:** Toppenish Firefighters secure a landing zone in Pioneer Park for a Medivac patient being transported to Children’s Hospital in Seattle from Toppenish

**Fire Code Enforcement** focuses on ensuring businesses located in the city limits meet the minimum fire, life and safety codes set forth in 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.



**Fire Code Enforcement:** Firefighters found the exit door in this assembly occupancy blocked from opening with illegal locking hardware and other illegally placed items that impede emergency egress.

**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.



Elementary students perform exit drills at **E.D.I.T.H**

**Public Education** encompasses fire prevention, fire extinguisher operations, First Aid/CPR, all risk prevention and similar training to members of the community. During 2012, approximately 900 students from Toppenish, White Swan and Tribal schools 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. Because of the lack of available funds, the fire department can no longer afford to hand out fire prevention materials to these students. These funds were transferred into fire suppression and emergency medical operations to maintain current services. Fire Prevention funds will be restored when they become available.

**Fire Investigations** are 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.

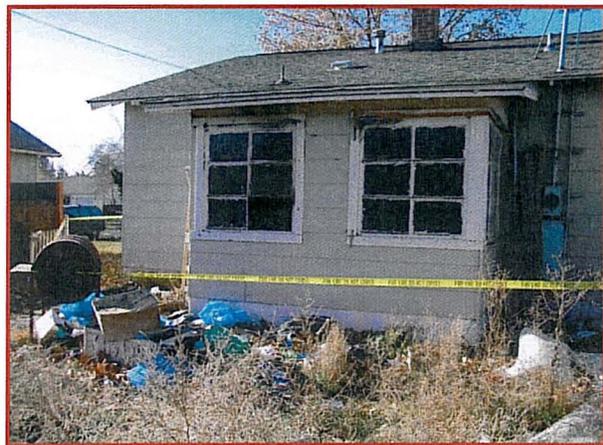


**Fire investigation:** Gas can found in the center of the room was purchased locally the day of the fire. Fire investigators traced the sale through the bar code number still intact on the plastic container.

**Code Enforcement** is performed by the Fire Chief who ensures the City’s Municipal Codes as well as the 2009 International Property Maintenance Codes are met. Property nuisance violations continue to dominate the workload with the number of written and verbal notices slightly surpassing the previous year. In 2012 there were several homes that were declared “Unfit for Human Occupancy” or declared “Unsafe to Occupy”. These homes were condemned and secured from entry. Several of these homes have been abandoned and are now in foreclosure.



An example of Public Nuisance property located on North “G” Street that has since been abated without further action required.



This home on North Chestnut was condemned in the morning and was heavily damaged by an arson fire later that evening. It now sits secured and is in foreclosure. This home is non repairable because of the FEMA Flood Zone designation.

In 2013 we can expect to see an increase in vacated homes as more homeowners are forced into foreclosure because of the poor sluggish economy. Keeping these properties salable and

secured from vagrants and other illegally activities will be a priority. We will be fair and vigilant in enforcing existing nuisance and property maintenance codes thus maintaining and perhaps increasing property values for our citizens.

In 2013 we can expect some new residential construction. As they did with several new homes constructed in 2012, Habitat for Humanity has already purchased two lots on South Toppenish Avenue and West Third that was once the site of the Parker Apartments. Construction is expected to start in late December of 2012 and completed in 2013 on these two new homes.



In August of 2008 a suspicious fire damaged the bottom floor of the Parker Apartments located on South Toppenish Avenue. For years the dilapidated site was a magnet for gangs and other illegal activity.



In October of 2008 a second suspicious fire totally destroyed the building squashing the owners plan to repair the damage caused by the first fire. The structure was demolished and the site has been vacant since then.

**2012 Accomplishments and Projects:**

- Continued to provide progressive firefighter training of all personnel to meet Firefighter I & II certification standards.
- 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 a joint recruitment, training and retention program for new and existing volunteer firefighters.
- Conducted annual testing and flushing of all 270 fire hydrants located in city limits.
- Pressure tested all fire hose (19,000 feet).
- 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.
- Actively participated in local and regional associations to ensure Toppenish has a voice in local and regional issues.
  - Yakima County Fire Chief's Association
  - Lower Valley Fire Chief's Association
  - Yakima County 911 Operations Board Chairman
  - Yakima County Department of Emergency Medical Services Operations Board
  - YakCorps Operations Board
  - South Central Region Trauma Care Council
  - Yakima County Life Safety / Training Officers Association
- Continued with special National Incident Management Systems (NIMS) training maintaining compliance with Federal mandates and requirements.
- Maintained 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.
- Saved approximately \$10,000 by performing the Annual Fire Pump Testing and Apparatus Service Maintenance of all fire department vehicles in house.
- 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.
- Successfully awarded \$24,093 grant from the Yakama Nation Legends Casino. To date, the Toppenish City Fire Department has received \$483,181 from the Legends Casino Grant Program.
- Enhanced working relationship with the Washington Survey and Rating Bureau to maintain our current ISO insurance fire rating of a "5".

**2013 Goals and Projects:**

- Continue to recruit, train and retain additional volunteer firefighters. In 2013 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 2012 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.
- Continue to 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.

**Community Development Department**

Budget	\$139,900
• Protective Inspections	80,140
• Planning & Land Use	59,760
Employees	1
Community Development Director	William Rathbone

The Community Development Department is responsible for Planning/Land Use, Building Code Administration and management of a range of Special Projects. The staff consists of the Director.

**Planning/Land Use** 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.

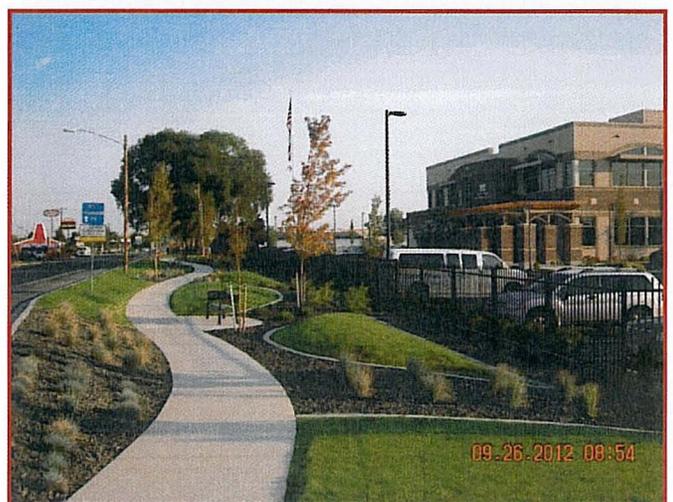
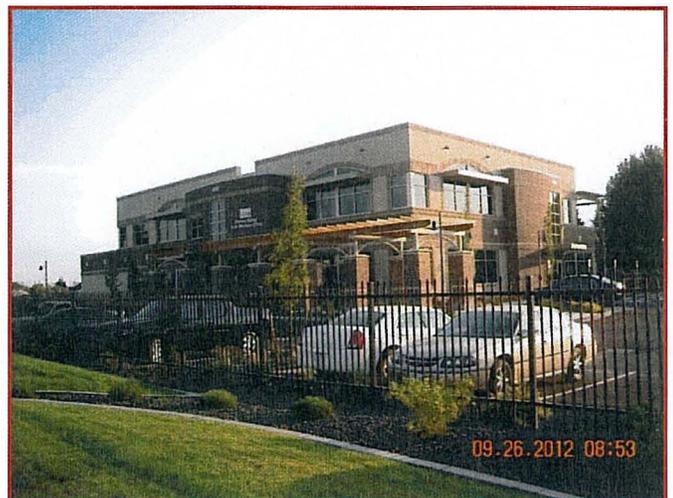


Commercial Building at 300 West First Avenue.

**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.



Yakima Valley Farm Workers Clinic Administration and Data Processing Center 603 W. 4<sup>th</sup> Avenue.

**2012 Accomplishments**

Long Range Planning:

The major long range planning project consist of an update the Capital Facilities element of the Comprehensive Plan.

Current Planning:

- Processed the design review of the commercial structure located in the 300 Block of West First avenue. Tenants consist of a Dollar Tree store and O’Reilly’s Auto Parts.
- Design review of an addition and face lift to the McDonalds Restaurant.
- Design review of other minor additions and modifications to buildings in the Design Review District.

Building Code Administration:

- Reviewed and issued 130 building permits totaling \$2,200,000 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.
- 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.

Special Projects:

- Grant closeout of the Neighborhood Stabilization Program (NSP). This program used a grant from the State of Washington

to purchase abandon home sites, raze derelict structures and building new homes

in cooperation with Yakima Valley Partners Habitat for Humanity. Four new homes were completed on home sites that had been abandon and become attractive nuisances.

- Administration of the Downtown Revitalization Program. This program uses a special appropriation of money to encourage the improvement of downtown business building facades. The building owner must provide a 50% match to the grant funds. In 2012 3 projects were approved, \$28,210 in grant funds were awarded, resulting in a total investment of \$56,420.
- Yakima County Home Consortium. The department is the representative for the City of Toppenish. The consortium consists of Yakima County together with the cities of Toppenish, Grandview, Mabton, Sunnyside, Wapato, and Union Gap. The consortium has access to federal funds dedicated to housing for low to moderate income families and individuals. Tangible benefits to Toppenish will be the construction of an additional home by Yakima Valley Habitat for Humanity.

**2013 Goals and Projects:**

- Continue to update the comprehensive plan as needed to maintain a usable relevant document. This process includes close cooperation with other departments for capital facilities projects and level of service standards.
- Continue to peruse grant opportunities for housing, planning, and special projects.
- Implementation of the 2012 editions of the model codes as required by state law.

**Parks & Recreation**

Recreation Budget:	\$436,380
• Aquatics	131,270
• Parks	196,060
• Recreation	109,050
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.

**2012 Recreation Accomplishments:**

- NFL Punt Pass & Kick local competition held in September. Sectional Competition held in October.
- Provide Summer Soccer program to 167 participants ages 3 through 12
- Provided Track and Field to 21 participants ages 5 through 12
- Provided Fall Soccer program to 221 participants ages 3 through 12
- Provided Basketball program to 233 participants ages 5 through 12

- Recruited 78 volunteers to provide baseball, basketball, and soccer coaching, umpiring and refereeing.
- Continued to provide outstanding adult and senior tour programs to various locations in Washington and Idaho.



**2013 Recreation Program Goals**

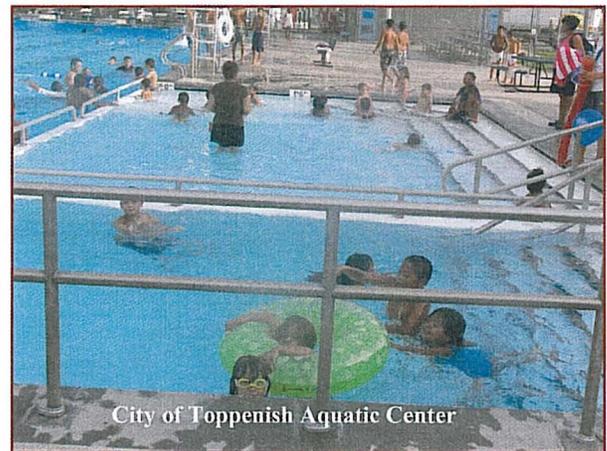
- Provide outstanding Recreation Experiences for the community.
- Seek and recruit volunteers to provide staffing/coaching needs for recreation and sports programs.
- Create a volunteer roster that will include training and coaching in individual sports and activities.
- Develop strong relationships 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. A continued focus is 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.

#### 2012 Aquatics Accomplishments:

- Secured funding to purchase ADA Chair Lift required by the federal government.
- Improve the security of the Center by installing an alarm system.
- Established an instructor led water exercise class.
- Provided a summer of swimming fun to over 24,000 attendees.
- Provided swimming lessons to 329 participants.
- Over 400 swimmers participated in the annual AAU Swim meet in July.
- Provided two Lifeguard training courses which resulted in five trained, local lifeguards.
- 43 private pool party rentals for the summer.



#### 2013 Aquatics Program Goals

Provide outstanding Recreation Experiences for the community.

- Continue to provide lifeguard class to community for future recruitment of pool staff.
- Become American Disabilities Act (ADA) compliant by March 15, 2012 (required).
- 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
- 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

**2012 Parks Accomplishments:**

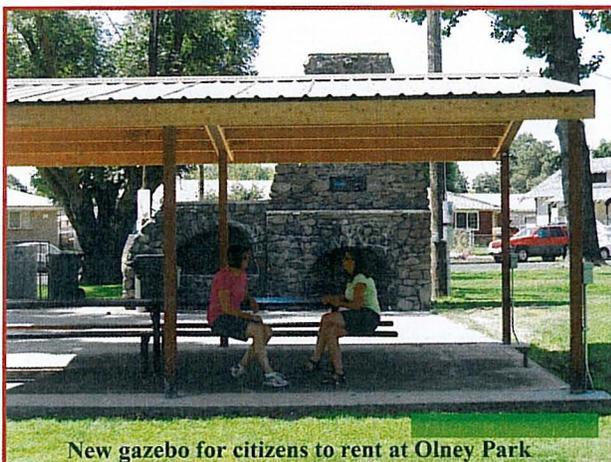
- 44 rental permits were issued for the rental use of the gazebos located in Pioneer, Olney, Post Office, and Lincoln Parks.
- Partnered with Northwest Community Action center to provide job training to three workers.
- Partnered with People for People to provide job training to two workers.
- Removed two diseased trees at Lincoln Park
- Removed diseased trees from Railroad Park
- In conjunction with the Department of Natural Resources (DNR) we completed a tree assessment of all trees maintained by the City of Toppenish.
- In partnership with Yakima Valley Farm workers; Washington Beef and other organizations we installed a walking path around Pioneer Park.

**2013 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:

- Continue working tree maintenance plan provided by DNR in an effort to become a Tree City, U.S.A.
- Replace play equipment in Olney Park; Lane Park and Patterson Park.
- 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:	\$88,200
TFAC Committee Members	11
LTAC Committee Members:	5
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:**

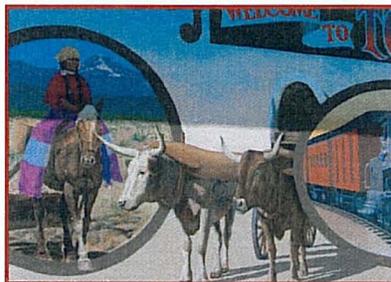
Each year, Requests for Proposals (RFP) are solicited by the City requesting proposals from non-profit organizations for programs to be funded through the funding program that will promote and enhance tourism in the City of Toppenish during the calendar year.

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:	\$16,180,440
Central Services	114,270
Street	368,960
Street Capital	264,510
Trails & Pathways	0
Cemetery	127,550
Water	2,789,600
Water Capital	7,065,220
Sewer & Stormwater	3,126,120
Sewer Capital	499,740
Solid Waste	938,470
Vehicle Replacement	886,000
Employees:	13
Public Works Director	Lance Hoyt
Public Works Supervisor	Art Kroes



**2012 Public Works Crew:**

L to R: Ken Rathbun, Dan Perez, Art Kroes, Carolyn Raschko, Shawn Burgess, Larry Lyons, Jody Ridgway, Dean Fankhauser, Eric Bakker, Lance Hoyt, Barry Gatlin, Duane Simmons, Larry Riches, Matt Cobb & Gary Kroll.

**Public Works Department Mission**

Provide for the proper care and maintenance of the City’s infrastructure. This includes management of all city owned facilities and maintenance and operation of the City’s parks, streets, trails & pathways, cemetery, water, sewer & storm systems, solid waste collection, graffiti removal and 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. In addition, the City utilizes up to three seasonal workers during the summer months to assist in the maintenance of the City's infrastructure.

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

**Facilities Maintenance** maintains and operates the City’s Facility Management Program. Efficiently uses City resources to purchase goods and services consumed by current expense departments

**2012 Accomplishments and Projects:**

- Staff reduced the costs of building maintenance supplies and cleaning products purchased.
- Staff improved the maintenance management of building maintenance through efficient use of staff and resources.
- Completed Library Winter Water Damage with insurance reimbursement funds
- Rehabilitate City Hall and Safe Haven roof systems.



**Library Improvements: Inspection hatch and Roof Ladder**

**2013 Goals and Projects:**

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

- Complete City Hall and Safe Haven Roofing projects.
- Conduct a conservation lighting study for City Hall and Public Works buildings.



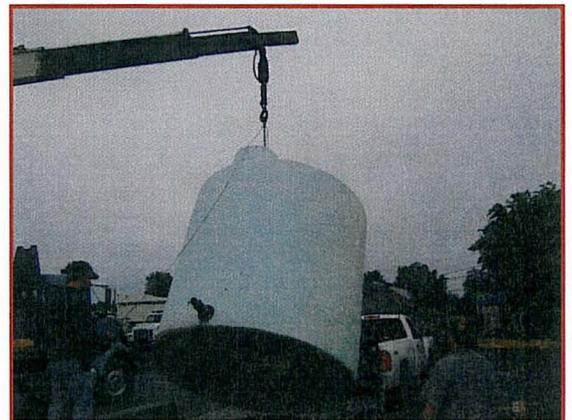
New City Hall Roof

**Street Division** is responsible for City's streets, which consists of 27.95 miles of asphalt streets, .8 miles of gravel streets, and 8 miles of alleys. The Division resurfaces, patches, sweeps, grades and applies dust abatement to the City's streets and alleys, maintains traffic signals, street lighting, striping, street signs and provides snow and ice control. The Street 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.

**2012 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 Storm Drainage Surface Inlet Cleaning Program
- Repaired and maintained city streets
- Striped and marked streets (spring & fall)

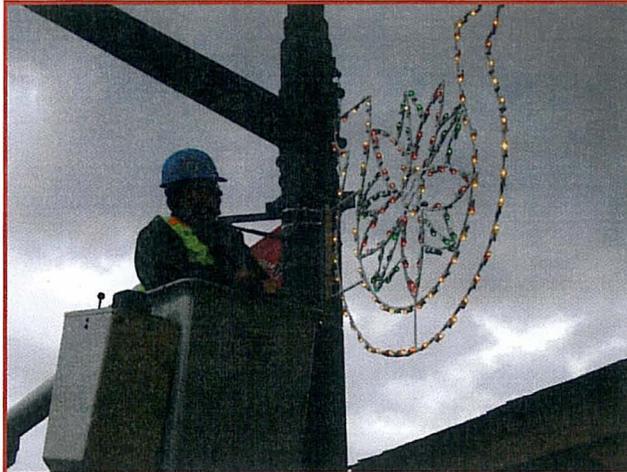
- Swept and cleaned streets minimum three times and before community events
- Maintained high quality signage program (over 2000 traffic signs)
- Maintained the City's arterial streets
- Completed Dust Abatement Program w/Yakima County
- Performed snow and ice control
- Completed the Six Year Street Plan for 2012-2018
- 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.



Setting the Dust Abatement/Deicer Tank

- Provided required training for pesticide certified personnel.
- Provided required flagging training for all personnel
- Provided First Aid and CPR Recertification via the Toppenish Fire Department
- Successfully applied and received a \$69,309 STP-R grant for design for L Street
- Completed construction for the \$190,000 TIB Franklin Avenue Resurfacing Project

- Received Federal Functional Classification for Lincoln Avenue, Zillah Avenue and portions of Beech Avenue to be eligible for federal funding programs awarded by the Federal Highway Commission
- Completed the 2013 Budget Preparation



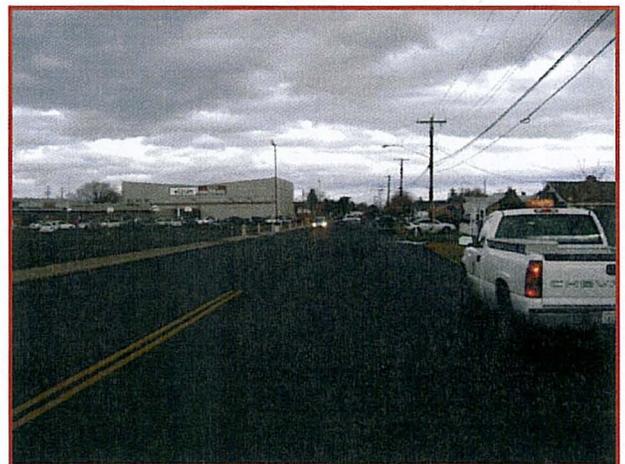
**Hanging the Christmas Lights and Banners**

**2013 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.
- Be selected for the \$318K TIB Franklin/Dayton Pavement Management Program.
- Submit applications to the Federal Highway Commission to receive Federal Functional Classification for West Second Avenue and portions of South Toppenish Avenue to be eligible for federal funding programs.
- Continue to promote L Street Improvements to applicable construction funding sources.
- Promote the Jackson Street Extension from Linden Street to Ward Road. This is a multi-jurisdictional project, which can include the City, Yakima County, Yakama

Nation, BIA Roads, WIP, WSDOT, Toppenish and Yakama Nation Tribal Schools

- Application for the TIB Small Urban Preservation Program for the Washington Avenue Resurfacing Project (from Alder to Buena Way) (\$177,500 grant w/\$17,750; 10% match)
- Application for the TIB Urban Sidewalk Program for the Washington Avenue (from Alder to Buena Way) (\$158,200 grant w/\$31,640; 20% match)
- To plan and implement community special events which enhance community cleanliness and appearance( Street Closures)
- Develop a Transportation Plan
- Continue the Dust Abatement Program
- Continue the Crack sealing program
- Patching program (heavy patching)



**Newly Completed TIB FUNDED Franklin Avenue Project**

- Annual alley maintenance
- Graffiti Maintenance Program continuation
- Announce and promote the positive effects and benefits of the Transportation Benefit District funded projects and improvements.

**Trails & Pathways Services** provide enhancement to the park system through planning for future trails or pathways.

**2012 Accomplishments and Projects:**

- Construction of the Pioneer park Pathway (Granite Construction, contractor)



Pioneer Pathway Construction

**2013 Goals and Projects:**

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

**Cemetery Division** is responsible for the Elmwood Cemetery that 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.

**2012 Accomplishments and Projects:**

- Completed Graffiti Removal Program at park and cemetery facilities
- Inspected and performed weekly maintenance including garbage pickup 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 2013 Budget Preparation

**2013 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 pickup and general assistance to the public
- Complete Fertilizer Program
- Complete Herbicide/Pesticide Program



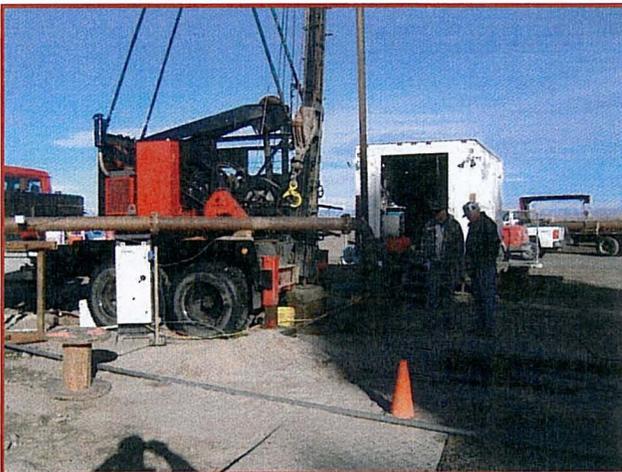
Memorial Day Festivities

- 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.
- Continue to enhance and install Memorial Garden

**Water Division** is 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.



Drilling Well #9

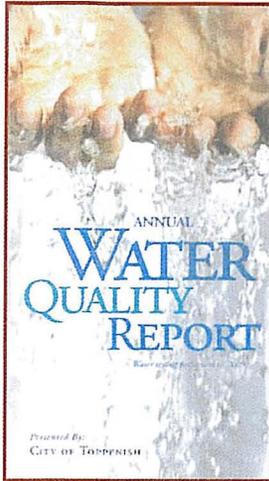
**2012 Accomplishments and Projects:**

- Mailed the 2011 Consumer Confidence Report (CCR) to Toppenish water customers as required by law
- Continued the Water System Flushing Program (mainline & hydrant flushing and valve exercising)

- Continued system improvements and maintenance
- Began construction for Well #9 and connective 16” water lines (\$2,265,000 PWTF Loan)
- Received a permit to drill and operate Well #9 from Yakima Nation Water Code
- Continued to correct dead ends to increase water flow in areas
- Continued the 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
- Completed the update process required by Department of Health for the Water Systems Plan
- Replaced several leaking domestic services
- Identified & repaired several water main leaks.
- Installed four new water services
- Maintained training for all Certified Water Operators
- Applied and received a DWSRF loan for a new 1.7 million gallon Stand Pipe Reservoir included in the Water Comprehensive Plan
- Inspected Water Towers 3 and 4
- Completed the 2013 Budget preparation

**2013 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.
- Complete Water Use Efficiency (WUE), establish goals and implement.
- Implement leak detection program. Monitor a quarter of the city per year.

- 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
- Continue Fire Hydrant Program with maintenance, repair and replacement to ensure adequate fire flow.
- Complete 16" Industrial water line improvements.
- Complete Water Tower 2 inspection
- Continue future planning of the City's Water System.

**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.

**2012 Accomplishments and Projects:**

- Met new required NPDES Requirements for ammonia and zinc
- Rodding 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
- Applied for a \$1 million PWTF Wastewater Collection Improvement Loan to rehabilitate the Penny Lift Station and aging sewer collection lines
- 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.
- Completed the 2013 Budget Preparation

**2013 Goals and Projects:**

- Received a \$1 million Department of Commerce Wastewater Collection Improvement Loan to rehabilitate the Penny Lift Station and various again sewer lines
- 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 the City’s sewer 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.



Vacuuming a Storm Drain Basin

**Storm Water Division** is 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.

**2012 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

**2013 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** is 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.

**2012 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
- 90 gallon tote Replacement Program
- 350 gallon container Replacement Program
- Completed the 2013 Budget preparation

**2013 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
- Continue to transfer funds to the Vehicle Replacement Fund for the 2012 Refuse Truck Replacement
- Purchase a new refuse truck to keep the collection program operating efficiently

**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

**2012 Water Capital Projects:**

- Continued system improvement planning

- Began construction for Well #9 and connective 16” water lines (\$2,265,000 PWTF Loan)
- 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
- Applied/received a \$3.5 million DWSRF loan for a new 1.7 million gallon Stand Pipe Reservoir
- Applied/received a \$1.45 million DWSRF loan for the 2012 Water Line Replacement Project in the East Toppenish area



Well #9 Production Testing

**2013 Goals and Projects:**

- Complete design and start construction on Well #9 Well House Improvements
- Oversee the update to the City’s Developer Standards
- Decommission Well #1 & #2
- Complete the DWSRF Well #9 Project
- Complete the DWSRF new \$1.7 million gallon Stand Pipe Reservoir

- Complete the DWSRF Water Line Replacement Project in the East Toppenish area

**Wastewater Capital Program** provides for the necessary improvements to the City wastewater system through construction projects. The projects are included and prioritized in the current Wastewater Plan.

**2012 Wastewater Capital Projects**

- Acquired funding for the Mandatory WWTP Improvement Project needed to maintain the NPDES permit requirements
- Completed Linden Lift Station Improvements
- Applied for a \$1 million PWTF loan for the Penny Lift Station and Sewer Line Improvements
- Received the new draft NPDES Permit. (Comment period will be September 28, 2012 to October 29, 2012)

**2013 Goals and Projects:**

- Completed construction on the WWTP Improvements Projects
- Oversee the update to the City’s Developer Standards.



New Case Backhoe

**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.

**2012 Accomplishments and Projects:**

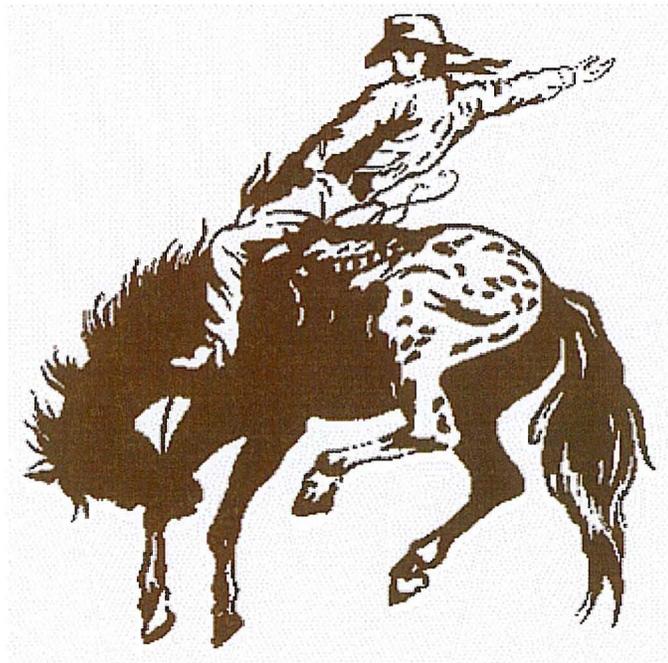
- Maintained an accurate inventory list of City owned vehicles and equipment by age, type, department and condition
- Ordered a new 2012 Case Backhoe(Delivery expected October 2012)
- Completed the 2012 Budget Preparation

**2013 Goals and Projects**

- Continue to maintain the City’s Equipment Replacement program to ensure funding for the replacement of vehicles and equipment.
- Purchase a new refuse truck
- Purchase a new ¾ ton pickup for the Water Department
- Purchase a new ½ ton pickup for the Sewer Department

Five-Year Equipment Replacement Schedule

Equipment	Dept	Cost	Year
Public Works PU	Water	25,000	2013
New Backhoe	Water and Sewer	95,000	2012
Public Works PU	Water	25,000	2013
Garbage truck	Solid Waste	265,000	2013
Police Vehicles	Police General Fund		
Fire Vehicles	Fire General Fund		



**Community Access Television (CATV)**

Cable TV Budget:	\$302,930
Cable TV Equipment Reserve	\$75,150
Employees:	1
CATV Manager	Judy Devall



**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 two 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
- Oversee Internet Web Hosting for the cities of Zillah and Toppenish. 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.

**2013 Goals and Projects:**

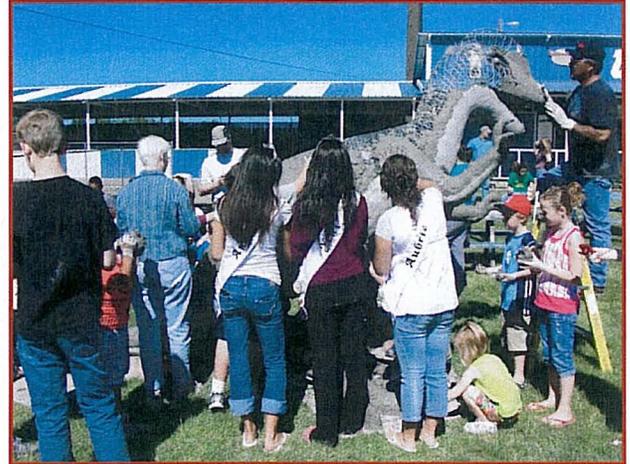
Continue to improve quality and quantity of programs produced by MVTV. Continue to keep existing equipment and production van in good repair.

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

- Federal Communications Rules for Proposal
- Local Authority of Rights of Way Management
- Franchise Renewal



Toppenish July 4<sup>th</sup> Parade



Granger Dino In a Day

**Miscellaneous Funds:**

**FUND: 002: 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: 003 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: 004 Railroad Depot Facility**

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

**FUND: 030 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: 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: 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: 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.

**FUND: 701 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.

**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 001 – General Fund**

- **2008 Police Vehicles:** Three police vehicles  
 Term: Five years  
 Original Amount: \$93,120.00  
 Remaining Amount (1/1/13) \$0
- **2010 Police Vehicles: Three police vehicles**  
 Term: Five years  
 Original Amount: \$139,000.00  
 Remaining Amount (1/1/13) \$ 71,549.13

**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: (1/1/13) \$323,484.33

**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.

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: (01/01/13) \$ 83,333.30

**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):**

#8: Telemetry System  
 Year Obtained: 2008  
 Term: 1 / 2 % Interest - 17 year  
 Original Amount \$120,695.00  
 Remaining Amount: (01/01/13) \$ 85,195.29

#9: Well #9  
 Year Obtained: 2009  
 Term: 1% Interest - 20 year  
 Original Amount \$2,891,327.00  
 Amount Drawn \$ 943,680.91  
 Remaining Amount: (01/01/13) \$1,947,646.09  
 Project Under Construction

**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: (01/01/13)\$ 576,613.89

#5: Gravity Sewer Phase II  
 Year Obtained: 2004  
 Term: 1/ 2 % Interest - 20 year  
 Original Amount \$1,336,200.00  
 Remaining Amount: (01/01/13)\$ 705,215.34

#7: WWTF Upgrade Design  
 Year Obtained: 2007  
 Term: 1 / 2 % Interest - 20 year  
 Original Amount \$777,240.00  
 Remaining Amount: (01/01/13) \$533,602.49

**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: (01/01/13) \$1,614,850.58

**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 \$8,715,431.61  
 Remaining Amount: (01/01/13) \$8,045,013.78

**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: (01/01/13) \$92,700.00

**101 Street Fund**

Original Amount \$6,630.00  
 Remaining Amount: (01/01/13) \$2,080.00

**401 Water Fund**

Original Amount \$6,620.00  
Remaining Amount: (01/01/13) \$2,070.00

**403 Sewer Fund**

Original Amount \$6,630.00  
Remaining Amount: (01/01/13) \$2,080.00

**458 Cable TV Fund**

Original Amount \$13,500.00  
Remaining Amount: (01/01/13) \$6,500.00