

CITY OF TOPPENISH

21 West First Avenue
Toppenish, WA 98948

"Where the West Still Lives"

September 27, 2010

Honorable Mayor and City Council:

I am pleased to present to you the proposed preliminary budget for Fiscal Year 2011. This letter serves to provide an outline of the recommended financial policies and programs; state the relationship of the recommended appropriations to such policies and programs; and state the reason for salient changes from the year 2010 in regards to appropriations and revenues.

THE 2011 BUDGET DOCUMENT

City Staff and I have developed a proposed 2011 Budget which is fiscally responsible and reflects the goals established by Council. This preliminary budget sets forth the complete financial program, showing expenditures proposed for each department and the sources of revenues by which those expenditures will be financed. This budget anticipates increased electricity costs of up to 21.5%, a 14% increase in medical insurance premiums, and passage of Initiatives 1100 and 1105. We are witnessing unstable and generally declining revenues, much like the state and national economy. The combined effect of revenue reductions and mandated increases in expenditures have impacted this proposed budget, as noted below.

The proposed revenues and expenditures include the following:

1. The budget reflects continuation of the same level of personnel and services that were provided by the City in the year 2010.
2. The General Fund ending fund balance as of December 31, 2011 is projected to be sufficient to ensure adequate cash flow for the year 2012 until that years' general fund revenues are received.
3. It is estimated that revenues from public utility taxes will remain stable.
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5. Funding is included in the proposed budget to maintain salaries at current levels for all employees, including mandatory step increases and merit range increases.
6. Attached are copies of the requests for enhancements made by department directors. There is a notation on each as to whether it was approved or denied. I believe that caution and fiscal conservatism are required because of the uncertain economy. Therefore I have endeavored to approve only those that are necessary to maintain an adequate level of public service and those that are necessary to meet the Council's policy guidance.

SUMMARY

All of my previous budget messages included the following cautionary statement:

“The City’s property tax base and sales tax base are not growing at a pace that keeps up with the increased cost of sustaining City services. The City will need to continue to examine service delivery options and determine what services can be provided in this environment.”

These concerns are continuing.

I look forward to working with the members of the City Council and the Management Team in a spirit of teamwork as we progress to successfully meet the challenges ahead.

Sincerely,



William C. Murphy
City Manager

City of Toppenish
Request For Program Enhancement

2011 Budget
Enhancement Requests
Submitted by:

Municipal Court

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 1**
 Program Title: FTR/Gold Digital Court Recording System
 Total Cost: \$5,355
 Department/Division: Municipal Court
 Status (check one): New Enhancement **CITY MANAGER**
 Establishing (check one): On-going One-Time **[] APPROVE [X] DENY**

Description of program enhancement/expenditure:
 FTR (For The Record) Gold is a digital recording and log note system for the courtroom.

Alternatives: There would more than likely be no change to the current recording equipment; but it is imperative that we have a clerk in the courtroom for all proceedings, with duties to include a handwritten log. This would mean making some changes in the courtroom regarding where the parties sit.

Advantages of Approval:
 The court would be in charge of their own proceedings, as they should be, and not rely on the Police Dept. to monitor, and maintain the official court record. A court clerk would simultaneously (in the courtroom) create a digital log sheet of all proceedings. Playback would be virtually effortless. I was assured that there would be no additional expense for a computer, because we can utilize our courtroom laptop to run FTR/Gold.

Implications of Denial:
 We would continue to use the TPD recording equipment that *they* are responsible for maintaining & retaining for as long as the record retention schedule dictates.

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	4,701.00
Services:	\$	654.00 phone/web training + installation
Intergovernmental:	\$	-
Capital Outlay:	\$	-
Total	\$	5,355.00

Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements	\$	-
Total	\$	-
Total Amount Unfunded	\$	(5,355.00)

City of Toppenish
Request For Program Enhancement

2011 Budget
Enhancement Requests
Submitted by:

Executive Department

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 1**
 Program Title: Electronic Document Management System
 Total Cost: \$35,000
 Department/Division: Information Technology/Clerk
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[] APPROVE [X] DENY

Description of program enhancement/expenditure:
 Purchase software to assist with the management of Electronic Documents and WebPages to facilitate document retrieval and management of the Cities Electronic documents.

Alternatives:
 Continue to manage and search by manual methods.

Advantages of Approval:
 Improved response to document requests and significant reduction in time spent searching.

Implications of Denial:

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	35,000.00
Services:	\$	-
Intergovernmental:	\$	-
Capital Outlay:	\$	-
Total	\$	35,000.00
Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements	\$	-
Total	\$	-
Total Amount Unfunded	\$	(35,000.00)

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 2**
 Program Title: Hire a fulltime Computer Technician
 Total Cost: \$90,000
 Department/Division: Information Technology
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[] APPROVE [X] DENY

Description of program enhancement/expenditure:
 Create a Computer technician position in the City and hire a qualified person to fill the position. Currently we use Allwardt Consulting to do most of the heavy IT work and utilize Damon in the police department to maintain the Police Department IT equipment and software and Judy to service the Email server and the phone system. With the changes like moving the Email server and the police and Fire departments moving to the County system the network becomes more important and may need more hands on time. By creating the position we would get more hours of service at a lower cost.

Alternatives:
 Continue to Pay Allwardt Consulting

Advantages of Approval:
 Based on expenditures this year we could exceed \$70,000 in IT consulting fees. There is a possibility that we could share the IT person with other cities and recoup some costs. We could see improved response times to everyday challenges and more focused work on significant issues.

Implications of Denial:
 Nearly the same costs with less service

Resources Required:	
Wages & Benefits:	\$ 90,000.00
Supplies:	\$ -
Services:	\$ -
Intergovernmental:	\$ -
Capital Outlay:	\$ -
Total	\$ 90,000.00
Source of Funds:	
External (list):	
Other Cities	\$ 20,000.00
	\$ -
Revenue Enhancements	\$ -
Total	\$ 20,000.00
Total Amount Unfunded	\$ (70,000.00)

City of Toppenish
Request For Program Enhancement

2011 Budget
Enhancement Requests
Submitted by:

Police Department

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 1**
 Program Title: Jail tracking and recording system/software GUARD 1 Plus
 Total Cost: \$4,095
 Department/Division: Police Department/Jail and Building
 Status (check one): New Enhancement **CITY MANAGER**
 Establishing (check one): On-going One-Time **[] APPROVE [X] DENY**

Description of program enhancement/expenditure:
 This jail software and hardware package would allow for tracking of regular duties, inspections, jail and perimeter checks and building maintenance. This would replace the paper logs and reduce liability in civil actions by having all jailers record time keeping passes, and develop data history-(for reports and incidents that occur in our facility) includes software, login board, touch button reader, and stainless steel mounts-

Alternatives:
 Continue using a paper system, that will not track multiple passes in a specific work area or jail, per day-

Advantages of Approval:
 More efficiency, and replacing out dated reporting processes, which would help reduce liability and even allow supervisors to better manage their personnel to address security issues too. Also space saving because you replace paper files, and the need to microfiche.

Implications of Denial:

Resources Required:	
Wages & Benefits:	\$ -
Supplies:	\$ -
Tax	\$ 298.59
Shipping	\$ 15.42
Capital Outlay:	\$ 3,779.60
Total	\$ 4,093.61
Source of Funds:	
External (list):	Funded through sale of scrap with \$322.14 to fund this project
	\$ -
	\$ -
Revenue Enhancements	\$ -
Total	\$ 4,093.61
Total Amount Unfunded	\$ 4,093.61

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 2**
 Program Title: Crime Free EZ track software
 Total Cost: \$1,600
 Department/Division: Police Department and Building Code/Fire Dept
 Status (check one): New Enhancement **CITY MANAGER**
 Establishing (check one): On-going One-Time **[] APPROVE [X] DENY**

Description of program enhancement/expenditure:
 EZ track software can be beneficial to the crime free rental program and building code and fire department (code enforcement) There would be an additional \$395.00 every two years thereafter which would include maintenance and updates.

Alternatives:
 This would be necessary to track and implement a crime free housing program

Advantages of Approval:
 program efficiency and effectiveness- This is provided that the city has enough interest by landlords who are willing to participate in the Crime Free Rental Housing Program.

Implications of Denial:
 crime free rental housing, updates and tracking would otherwise be too time consuming and archaic causing excess burden to the officer assigned to file and maintain-

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	-
Services:	\$	1,600.00
Intergovernmental:	\$	-
Capital Outlay:	\$	-
Total	\$	1,600.00
Source of Funds:		
External (list):	Consideration for funding by other departments should be explored	
	\$	-
	\$	-
Revenue Enhancements	\$	-
Total	\$	-
Total Amount Unfunded	\$	(1,600.00)

City of Toppenish
Request For Program Enhancement

2011 Budget
Enhancement Requests
Submitted by:

Building Department

City of Toppenish
Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 1**
 Program Title: Replacement Staff Car
 Total Cost: \$16,796
 Department/Division: Building/Planning
 Status (check one): New Enhancement **CITY MANAGER**
 Establishing (check one): On-going One-Time **[] APPROVE [X] DENY**

Description of program enhancement/expenditure:
 Replace the department vehicle with a state bid Ford Fusion mid-size car, front wheel drive, 4 cylinder engine. The current vehicle is a 2002 Crown Victoria retired police car. This vehicle has relatively low miles but countless hours of running time. The vehicle is in poor cosmetic condition needing minor body work and an exterior paint job. The vehicle has an ill fitting rear seat and no rear seat belts. When in police service the rear door panels were apparently beat out and replaced with hastily fabricated sheet metal covers fastened with pop rivets.

Alternatives:
 Continue with current vehicle, at this point it runs well; attempt to procure another retired police vehicle; attempt to procure vehicle ceased in law enforcement action.

Advantages of Approval:
 1. A vehicle with a full 3 year warranty, 5 year drive train warranty and no history of abuse. 2. This vehicle, given its expected service, will have a life of 15-years with minimal maintenance and repair. 3. Greater predictability of repair costs.

Implications of Denial:
 It is virtually impossible to project repair costs for the existing vehicle. The ABS module of the brake system has failed. The brakes function normally but without anti-lock capabilities but may make winter driving more difficult. An engine, transmission or steering failure would break the department budget. Another retired police vehicle likely to have had a history of hard service. A seized vehicle is likely to have had a history of hard service and poor maintenance.

Resources Required:	
Wages & Benefits:	\$ -
Supplies:	\$ 100.00
Services:	\$ -
Intergovernmental:	\$ -
Capital Outlay:	\$ 16,696.00
Total	\$ 16,796.00

Source of Funds:	
External (list):	
	\$ -
	\$ -
Revenue Enhancements	\$ -
Total	\$ -
Total Amount Unfunded	\$ (16,796.00)

City of Toppenish
Request For Program Enhancement

2011 Budget
Enhancement Requests
Submitted by:

Parks & Recreation Department

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status 1**

Program Title: Parks and Recreation

Total Cost:

Department/Division: Pool

CITY MANAGER

Status (check one): New Enhancement

[X] APPROVE - Reduced

Establishing (check one): On-going One-Time

[] TENTATIVE DENY

Description of program enhancement/expenditure:
 New pool filters and covers. The current filters and covers are old and wearing out. The filters are breaking and allowing the material that coats them to be circulated into the pool. This caused closure of the pool for three days in 2010 and resulted in having to drain the pool, clean it and refill it with six weeks to go in the swim season.

Alternatives:

Advantages of Approval:
 Continued operation of pool. In 2011 we expect to have three (3) large swim meets here in Toppenish. In June we have the Yakima Athletic Club, in July the annual AAU meet and then summer swim team championships at seasons end.

Implications of Denial:
 Pool closure

001-000-076-576-20-48-99

Resources Required:			
Wages & Benefits:	\$	-	
Supplies:	\$	-	
Services:	\$	-	
Intergovernmental:	\$	-	
Capital Outlay:	\$	13,386.00	
Total	\$	13,386.00	\$ 5,330.00
Source of Funds:			
External (list):			
	\$	-	
	\$	-	
Revenue Enhancements			
Total			
Total Amount Unfunded			
	\$	(13,386.00)	

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget Priority Status: **1**

Program Title: Parks and Recreation

Total Cost:

Department/Division: Parks

CITY MANAGER

Status (check one): New Enhancement

[X] APPROVE REDUCED

Establishing (check one): On-going One-Time

[] DENY

Description of program enhancement/expenditure:
Gazebo replacement at Lincoln and Olney Parks. These gazebo's are in terrible shape and need to be removed or replaced. These areas are rented by people numerous times during the season April through October.

Alternatives:
Tear down and do not replace gazebos

Advantages of Approval:
Offers an environment that allows people a place to have a gathering and have some protection from the weather.

Implications of Denial:
Pool closure

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	-
Services:	\$	-
Intergovernmental:	\$	-
Capital Outlay:	\$	36,000.00 \$ 25,000.00
Total	\$	36,000.00 \$ 25,000.00

Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements		
Total	\$	-
Total Amount Unfunded	\$	(36,000.00)

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 1**
 Program Title: Parks and Recreation
 Total Cost:
 Department/Division: Pool
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[] APPROVE [X] DENY

Description of program enhancement/expenditure:
 Concession Stand

Alternatives:
 No concession stand

Advantages of Approval:
 Having a concession stand would generate funds to help offset the costs of pool operations. Stand would be operated by seasonal staff that is already hired to operate the pool.

Implications of Denial:
 Loss of revenue to pool

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	-
Services:	\$	-
Intergovernmental:	\$	-
Capital Outlay:	\$	12,000.00
Total	\$	12,000.00

Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements	\$	
Total	\$	
Total Amount Unfunded		\$12,000.00

City of Toppenish
Request For Program Enhancement

2011 Budget
Enhancement Requests
Submitted by:

Public Works Department

City of Toppenish Request For Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 1**
 Program Title: Backhoe
 Total Cost: \$50,000: \$25,000 in 401; \$25,000 in 403
 Department/Division: 401/403 (\$20K + \$20K = \$40K total in 2010)
 Status (check one): New Enhancement **CITY MANAGER**
 Establishing (check one): On-going One-Time **[] APPROVE [X] DENY**

Description of program enhancement/expenditure:
 a new back hoe would add reliability to PWD ability to maintain its programs in an efficient, safe and economical manner. The present backhoe is 18 years old and beginning to show some maintenance repairs issues.. A second new backhoe would add a level of dependability in case of a breakdown. The present situation there is only one backhoe and when there are funerals, the backhoe is tied-up for two days.

Alternatives:

Advantages of Approval:
 A new backhoe would allow the older backhoe to be surplused to the Cemetery Department and still be available for backup and additional project demands or winter weather events.

Implications of Denial:
 Continue to have productivity to limp along since the loss the Cemetery backhoe 4 years ago.

Resources Required:			
Wages & Benefits:	\$	-	
Supplies:	\$	-	
Services:	\$	-	87000
Intergovernmental:	\$	-	6873
Capital Outlay:	\$	-	93873
Total	\$	-	

Source of Funds:				
External (list):				
	\$	-	2010	2011
	\$	-	401:\$20K	401:\$25K
Revenue Enhancements	\$	-	403:\$20K	403:\$25K
Total	\$	-	\$40K	\$50K
Total Amount Unfunded	\$	(50,000.00)		

**City of Toppenish
Request For Program Enhancement**

Fiscal Year(s): 2011 Budget **Priority Status: 2**
 Program Title: Maintenance Tech
 Total Cost: \$71,255
 Department/Division: 401/403/101/405
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[] APPROVE [X] DENY

Description of program enhancement/expenditure:
 The new MT position would cover the Water Operator 2 vacancy, the new maintenance tech will enhance PW's ability to perform the daily requirements of striping, water m/o, sewer collection(storm drainage, mainlines, etc.) alley maintenance, brush & weed control, facility maintenance, etc.

Alternatives:

Advantages of Approval:
 PW's is limited by the man power level. An additional tech would afford the PWD to complete its programs with a higher degree of efficiency and quality.

Implications of Denial:
 Slower response or inaction.

Resources Required:	
Wages & Benefits:	\$ 69,925.00
Supplies:	\$ 830.00
Services:	\$ 500.00
Intergovernmental:	\$ -
Capital Outlay:	\$ -
Total	\$ 71,255.00
Source of Funds:	
External (list):	\$ -
	\$ -
Revenue Enhancements	\$ -
Total	\$ -
Total Amount Unfunded	\$ (71,255.00)

City of Toppenish Request For Program Enhancement

City of Toppenish
Request for Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Stat 3**
 Program Title: 1/2 ton Pickup
 Total Cost: \$22,000
 Department/Division: 510
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[X] APPROVE [] DENY

Description of program enhancement/expenditure:
 New 1/2 Ton Extended Cab for the Public Works Director. New truck will have tool box, radio, amber light and bed liner. Vehicle will be purchased from State Bid contracts.

Alternatives:

Advantages of Approval:
 Existing pickup will cede into the Public Works Department to replace older pickups that need to be surplusd.

Implications of Denial:
 Costly repairs to existing 15 year old pickups

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	-
Services:	\$	-
Intergovernmental:	\$	-
Capital Outlay:	\$	-
Total	\$	-
Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements	\$	-
Total	\$	-
Total Amount Unfunded	\$	(22,000.00)

City of Toppenish Request For Program Enhancement

City of Toppenish
Request for Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 4**
 Program Title: Video Tape Wells #1, #2 & #4 prior to decommissioning.
 Total Cost: \$5,000
 Department/Division: 410
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[] APPROVE [X] DENY

Description of program enhancement/expenditure:
Video tape the wells to determine decommissioning requirements by condition and physical construction type.

Alternatives:

Advantages of Approval:
Compliance with Safe Water Drinking Act, approval of Toppenish's Water Comprehensive Plan and YN Water Code Department compliance.

Implications of Denial:
Department of Ecology not approving Water Comp Plan, potential mixing or contamination of aquifers related to Wells #1, #2 & #4.

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	-
Services:	\$	-
Intergovernmental:	\$	-
Capital Outlay:	\$	-
Total	\$	-
Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements	\$	-
Total	\$	-
Total Amount Unfunded	\$	(5,000.00)

City of Toppenish Request For Program Enhancement

City of Toppenish
Request for Program Enhancement

Fiscal Year(s): 2011 Budget **Priority Status: 5**
 Program Title: Underground Tank Removal
 Total Cost: \$7,500
 Department/Division: 401/403/405
 Status (check one): New Enhancement
 Establishing (check one): On-going One-Time

CITY MANAGER
[] APPROVE [X] DENY

Description of program enhancement/expenditure:
Removal of abandoned fuel tank in Public Works Building. Bid received from Blue Mountain Environmental on February 11, 2009

Alternatives:
Traditional sanding; gravel purchase and storage and extensive cleanup costs and driver overtime costs.

Advantages of Approval:
Environmental compliance, elimination of future soil contamination which potentially be expensive.

Implications of Denial:

Fines from EPA for non-compliance.

Resources Required:		
Wages & Benefits:	\$	-
Supplies:	\$	-
Services:	\$	-
Intergovernmental:	\$	-
Capital Outlay:	\$	-
Total	\$	-
Source of Funds:		
External (list):		
	\$	-
	\$	-
Revenue Enhancements	\$	-
Total	\$	-
Total Amount Unfunded		
	\$	(12,500.00)

CITY OF TOPPENISH

21 West First Avenue
Toppenish, WA 98948

"Where the West Still Lives"

September 27, 2010

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Sincerely,



William C. Murphy
City Manager