



**TOPPENISH CITY COUNCIL
STUDY SESSION AGENDA
SEPTEMBER 6, 2022 – 5:00 P.M.**

1. Call To Order/Roll Call
2. Approve Agenda
3. **Public Comment**

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern, state your name, and address for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

4. Amendment to Humane Society Contract
5. Information Technology
6. 2023 Budget Calendar
7. Tourism Fund 2023 Allocation
8. Police project update
9. Adjournment

Next Regular Council Meeting will be on September 12, 2022

City Council meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.



City of Toppenish Executive Department MEMORANDUM

DATE: September 2, 2022
TO: Mayor and Council
CC: Debbie Zabell, City Manager
FROM: Dan Ford, PE, Assistant City Manager/Public Works Director
RE: Information Technology Services

As previously shared with Council, the city has been experiencing information technology (IT) issues with its current provider. Staff has researched other alternatives which included:

- Contacting the City of Yakima and Yakima County, both of which are currently understaffed and unable to provide services to the city.
- City of Sunnyside can provide services and provided a quote of \$300,000 annually.
- The IT firm, Execu-Tech, provided a quote for IT help desk services. The minimum of 30 hours of service per month was \$84,888 annually.

The city continues to experience problems with our current IT provider, Vision Municipal Services, which include:

- Vision (local group) sold to a Canadian company. The new company has increased their costs, and the costs are expected to continue to increase.
- Outsourced much of its support to India
- Vision has lost several of its IT staff resulting in a single IT technician currently supporting the cities of Toppenish, Zillah, Granger, and Grandview, as well as their other clients.
- 2022 Budgeted IT Costs \$72,660. IT Costs as of 8/31 are \$80,000.
- Their help desk services can take months to respond to.
- Their services no longer include strategic planning for hardware/software replacement, security concerns/upgrades, reporting support for public records requests, etc.
- Non-responsive best describes current interaction

Based on 1) Vison's reduced number of responders and outsourcing of its services, and with the anticipated increase in costs for 2023, up to doubling their current rate, 2) the services are only IT help desk, 3) the city is unable to contract for services from other governmental agencies or outside firms, and 4) the city's IT needs have expanded and continue to be more complex, staff is recommending the city hire a full-time IT Manager that can provide the needed day-to-day help desk service, manage the city's IT infrastructure by planning future upgrades, coordinating software and making sure the city is compliant with WCIA's cyber security protocols, as well as protection from spam/virus attacks that we are currently exposed to.

City of Toppenish 2023 Budget Calendar	
September 6	<ul style="list-style-type: none"> • Present Budget Calendar to City Council.
September 12	<ul style="list-style-type: none"> • Budget request to all department managers and directors.
September 12 thru 25	<ul style="list-style-type: none"> • Department managers and directors prepare estimates of revenues and expenditures. • Administrative Services Director prepares estimates for debt service and all other estimates.
September 26	<ul style="list-style-type: none"> • Budget estimates from department managers and directors filed with Administrative Services Director.
September 26 thru October 2	<ul style="list-style-type: none"> • City Manager and Administrative Services Director meet with managers and directors
September 26	<ul style="list-style-type: none"> • Set Public Hearing for revenue sources and 2023 property tax levy (11/21). • Set Public Hearing for the Proposed 2023 Preliminary Budget (11/21). • Set Public Hearing for the Proposed 2023 Final Budget (12/5).
September 29	<ul style="list-style-type: none"> • Administrative Services Director provides estimates filed by department managers and directors to City Manager showing complete financial program.
October 3	<ul style="list-style-type: none"> • City Manager provides Council with estimates of revenues from all sources including estimates prepared by the Administrative Services Director for consideration of setting property tax levy.
November 7	<ul style="list-style-type: none"> • City Manager prepares preliminary budget and budget message. Files with Administrative Services Director and City Council.
November 2 and 23	<ul style="list-style-type: none"> • City Clerk publishes notices of preliminary budget hearing and final budget hearing.
November 21 Special Council Meeting	<ul style="list-style-type: none"> • Preliminary budget available to public. • Public hearing for revenue sources for levy setting. • Public hearing for preliminary budget.
November 21 November 28	<ul style="list-style-type: none"> • City Council receives budget presentations.
December 5	<ul style="list-style-type: none"> • Public Hearing for final budget.
December 12	<ul style="list-style-type: none"> • Adopt 2023 Budget.



City of Toppenish
Executive Department
MEMORANDUM

DATE: September 2, 2022
TO: Mayor and Council
FROM: Debbie Zabell, City Manager
RE: Tourism Fund Allocations

This information is being provided to Council, to assist in Council's decision for the allocation of the 2023 tourism funds.

The city receives an average of \$1,000 per month in hotel/motel tax and an average of \$1,500 per month in business license fees. (The business license amount will decrease by 25% beginning January 1, 2023, then \$.00 for 2024.) Staff is projecting the December 31, 2022, Tourism Fund's, fund balance to be \$88,428.91. The tourism restricted portion is \$28,278.91, the unrestricted portion is \$60,150.01, which are revenues received from business licenses and are available for use at council's discretion.

The attached worksheet illustrates the amount of hotel/motel tax and business license fees that have been received; and the tourism funds that have been allocated for the years 2009 thru 2022.

As we begin working on the 2023 Budget, and in light of Council's recent decision to reduce the percentage amount of business license fees supporting the Tourism Fund, staff requests Council to consider the amount of funds they desire to allocate for tourism related activities for 2023.

Once council has determined the amount to be allocated, staff will begin the process of soliciting proposals for use of the City's tourism funds.

2009 - 2022 Tourism Revenue & Expenditures

Revenue Type	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Hotel/Motel Tax	44,990	39,406	34,000	38,850	39,662	36,111	36,027	42,114	36,767	32,000	26,665	13,617	7,100	13,897
Business Licenses	25,500	25,267	23,919	24,724	25,613	18,947	40,033	25,803	26,556	23,750	24,310	30,829	31,900	21,546
Total Tourism Revenue	70,490	64,673	57,919	63,574	65,274	55,057	76,060	67,917	63,323	55,750	50,975	44,447	39,000	35,444

% Lodging Tax Revenue 61% 61% 66% 47% 62% 58% 57% 52% 31% 18% 39%

% Business License Revenue 39% 39% 34% 53% 38% 42% 43% 48% 69% 82% 61%

Expenditure Type	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Salaries & Wages	0	0	0	5,127	5,126	4,885	5,028	5,125	5,133	0	0	0	0	0
Longevity	0	0	0	81	80	76	79	103	194	0	0	0	0	0
Social Security	0	0	0	379	379	361	371	380	388	0	0	0	0	0
Retirement/PERS	0	0	0	367	419	448	517	574	633	0	0	0	0	0
Employee Medical Insurance	0	0	0	1,413	1,408	1,465	1,546	1,579	1,523	0	0	0	0	0
Industrial Insurance	0	0	0	20	19	19	21	21	21	0	0	0	0	0
Office & Operating Supplies	29	92	12	12	510	0	4	17	104	0	0	0	0	0
Photocopies	40	71	50	5	49	22	13	11	25	25	0	0	0	0
One-Time Purchase Street Banners	0	0	0	0	0	0	4,500	6,699	0	0	0	0	0	0
Fuel Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional Services	305	321	309	352	327	330	335	336	342	469	358	0	0	0
Toppenish Chamber	39,894	43,952	48,369	49,448	46,085	28,934	19,646	39,960	43,100	42,000	42,920	32,101	0	0
Toppenish Western Art Assoc	2,500	2,800	0	0	2,700	2,100	0	0	0	0	0	0	0	0
Y.V. Rail and Steam	5,000	6,000	6,000	6,084	5,400	4,400	6,000	5,500	5,852	5,500	5,077	2,199	0	0
CW Junior Livestock Show	1,788	5,000	2,941	2,300	2,420	0	2,492	2,000	2,359	0	0	0	0	0
Y.V. Visitor's & Conv Bureau				6,300	8,920	4,000	7,500	8,000	10,497	8,000	5,000	3,200	0	0
Toppenish Fair Assoc.	0	4,399	0											
Barrios Unidos	0	0	3,000											
Telephone	290	358	393	345	418	602	620	665	612	0	0	0	0	0
Postage	0	0	0	0	0	0	0	0	15	0	0	0	0	0
Tourism Advertising	42	0	198	147	51	-58	147	0	51	105	132	0	0	783
WCIA Insurance	0	0	0	0	0	0	0	0	0	0	13	17	19	20
Repair & Maintenance - Vehicles	0	412	451	321	0	1,078	388	90	0	0	390	0	0	0
Repair & Maint - Tourism Signs	0	0	0	4,131	419	2,936	42	438	0	0	0	0	0	0
Miscellaneous Fees & Charges	2,655	3,210	3,307	2,435	2,622	2,975	2,967	2,374	5,506	3,307	3,393	2,673	3,000	3,267
Total Tourism Expenditure	52,543	66,615	65,029	79,268	77,351	54,573	52,216	73,871	76,352	59,406	57,283	40,191	3,019	4,069
Total Funds Awarded:	49,182	62,150	60,310	64,132	65,525	39,434	35,638	55,460	61,807	55,500	52,997	37,501	0	0
% of Funds Awarded to the Chamber	81%	71%	80%	77%	70%	73%	55%	72%	70%	76%	81%	86%	0%	0%