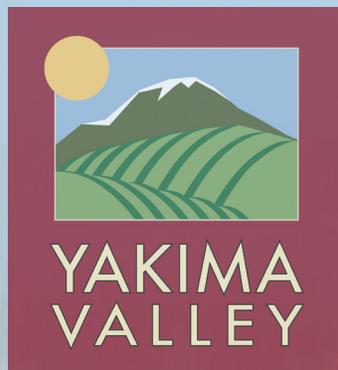


City of *Yakima*
Washington

2009 Policy Issues



Mount Adams, Washington



CITY OF *Yakima*
Washington

CITY COUNCIL

David Edler	<i>Mayor, District 2</i>
Neil McClure	<i>Assistant, Mayor District 1</i>
Rick Ensey	<i>District 3</i>
Kathy Coffey	<i>District 4</i>
Norm Johnson	<i>At Large, Position 5</i>
Micah Cawley	<i>At Large, Position 6</i>
Bill Lover	<i>At Large, Position 7</i>

CITY MANAGEMENT EXECUTIVES

Richard A. Zais, Jr.	<i>City Manager</i>
Dave Zabell	<i>Assistant City Manager</i>
Vacant	<i>City Attorney</i>
Rita DeBord, CPA	<i>Director of Finance</i>
Bill Cook	<i>Director of Community and Economic Development</i>
Sam Granato	<i>Police Chief</i>
Charlie Hines	<i>Fire Chief</i>
Chris Waarvick	<i>Director of Public Works</i>

129 North Second Street
Yakima, WA 98901
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Cover background courtesy of: USGS/Cascades Volcano Observatory



OFFICE OF THE CITY MANAGER
129 North Second Street
City Hall, Yakima, Washington 98901
Phone (509) 575-6040

TRANSMITTAL MEMORANDUM

October 31, 2008

To: The Honorable Mayor and
Members of the City Council

From: Dick Zais, City Manager
Rita M. DeBord, Finance Director
Cindy Epperson, Deputy Director of Accounting and Budgeting

Subject: ***2009 POLICY ISSUES DOCUMENT (2009 BUDGET – VOLUME III)***

We are pleased to transmit to the City Council the enclosed 2009 Budget Policy Issue Document. The proposed 2009 budget is designed to meet the Council's Priorities and Strategic Issues and to achieve the City's overall Mission and Vision. The Policy Issues Document is designed to address proposed changes in policy; staffing and/or significant service levels and, thus, are of a nature that call for the Council's specific review and consideration.

There are three separate documents that comprise and fully explain the proposed 2009 budget; (1) 2009 Budget Forecast, (2) 2009 Preliminary Budget Document and (3) this, 2009 Policy Issue Document. The Budget Forecast was distributed to Council on October 23, 2008. The latter two documents are being distributed simultaneously. These two documents are being mass produced as separate documents; however, both the Policy Issues and the Preliminary Budget documents have been incorporated into Council's Preliminary Budget binder for Council's reading and referral convenience. (For holders of the Preliminary Budget in a 3 ring binder, the applicable Policy Issue(s) are included at the end of each Department Tab section.)

Note: Due to the size of the budget documents, a limited number of three-ring binder documents will be printed. Additional copies of the 2009 Comprehensive Preliminary Budget Report will be printed in three separate softbound covers.

Volume I – Budget Forecast, dated Tuesday, October 21, 2008
Volume II – Preliminary Budget Document (detail by Operating Departments)
Volume III – Policy Issues Document

Copies of these documents may be obtained by contacting the City Clerk's office. Additionally, all three volumes of the 2009 proposed budget can be found on the City's web site (ci.yakima.wa.us), then select Services, click on Finance, click on Budget Information and select which budget document you would like to review.)

2009 POLICY ISSUE DOCUMENT

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Note: The inside of each Department's tab provides further detail of the Divisions and areas of responsibility included in that Department's budget.

POLICY ISSUE SUMMARY

**2009 BUDGET PREPARATION
POLICY ISSUE SUMMARY ⁽¹⁾**

OUTSIDE AGENCIES -- DETERMINED BY COUNCIL POLICY

COUNCIL POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	NON-PERSONNEL	COMMENTS
Submitted by Council members Cawley and Lover: Cap and/or Eliminate all Outside Agency Funding	Varies	Net savings: up to \$100,000	

OUTSIDE AGENCY REQUESTS

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	NON-PERSONNEL	COMMENTS
Yakima County Development Association (New Vision)	General Fund	\$20,000 Additional \$10,000 Total Request \$30,000	Budgeted Unbudgeted
Yakima Chamber of Commerce ⁽²⁾	General Fund	\$5,900	Budgeted
Hispanic Chamber of Commerce ⁽²⁾	General Fund	\$5,900	Budgeted
Fourth of July Committee ⁽²⁾	General Fund/Fire	\$5,500	Budgeted
Sunfair Association ⁽²⁾	General Fund	\$1,000	Budgeted
Yakima Basin Storage Alliance, Black Rock ⁽²⁾	Water Reserves (60%) General Fund (40%)	\$18,000 12,000 \$30,000	Budgeted
Yakima-Morelia Sister City Association ⁽²⁾	Economic Development Fund	\$2,000 Additional 3,000 Total Request \$5,000	Budgeted Unbudgeted
Committee for Downtown Yakima	CBD Capital Improvement Fund (321)	\$50,000	Budgeted
Allied Arts ArtsVan	General Fund	\$5,333	Budgeted
Retired Senior Volunteer Program (RSVP)	Parks & Recreation Fund	\$3,000 In-kind \$2,000	Budgeted
Seasons Music Festival (New)	Parks & Recreation Fund or Hotel/Motel Tax	\$8,000	Unbudgeted
Citizens for Safe Yakima Valley Communities: Existing Community Programs	General Fund	\$20,000	Budgeted
Blockwatch & Crime Free Rental Housing Support (New)	General Fund Federal Byrne Grant	\$60,000	Budgeted
Yakima Symphony Orchestra (New)	Parks & Recreation Fund or General Fund	\$10,000	Unbudgeted
		\$208,633 \$31,000	Total Budgeted Total Unbudgeted

(1) Policy proposal figures may be rounded.

(2) These Outside Agency Requests are included in the 2009 Preliminary Budget at the same levels as approved in the 2008 budget.

INTERGOVERNMENTAL AGENCIES

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	NON-PERSONNEL	COMMENTS
Clean Air Authority Assessment	General Fund	2008 Assessment \$22,062 Increase - 1.5% <u>332</u> 2009 Total \$22,394	Budgeted
Yakima County Emergency Management Assessment	General Fund	2008 Assessment \$57,212 Increase - 3%(est) <u>1,688</u> 2009 Estimate \$58,900 Additional <u>\$1,037</u> 2009 Total \$59,937	Budgeted Unbudgeted
Yakima Valley Conference of Governments (COG) Membership Assessment	General Fund	2008 Assessment \$42,581 Decrease - (3.4%) <u>(1,456)</u> 2009 Total \$41,125	Budgeted

CITY MANAGEMENT

WASTEWATER / PRE-TREATMENT

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Enhance Security at the Wastewater Treatment Plant	Wastewater Facility Capital Fund		\$200,000	Budgeted

STORMWATER

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Reaffirm and Update Council Authorized Stormwater Program (continuation of 2008 Policy Issue for mandated activities)	Stormwater Fees	Add 2 Positions \$94,000		Budgeted
<ul style="list-style-type: none"> Personnel Staffing Levels for 2009: As Revised 9.56 FTE Per 2008 PI <u>8.96 FTE</u> Adjustment .60 FTE 	DOE Grant	Reallocate 0.6 positions from Wastewater \$30,000		
<ul style="list-style-type: none"> Begin reimbursement of Wastewater Utility for advanced funding of Stormwater program 	Stormwater Fees	Full year implementation of 4 positions budgeted for partial year in 2008		

WATER / IRRIGATION

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Water and Irrigation Division Reorganization -	Water & Irrigation Operating Rates	1. Add 1 Water position (OIT)		Budgeted
1. Add 1 "Operator in Training" (OIT) Position	Water Fund	\$58,700		
2. Create Water Treatment Operator II and III positions		2. Upgrade Operator Positions	\$6,000	
Transfer Treatment Plant Chief Operators into new positions as eligible		3. Upgrade Office Position	\$3,000	
3. Upgrade Department Assistant III to Water/Irrigation Administration Specialist	Irrigation Fund	Net	\$67,700	

LEGAL

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Increase Part-Time Legal Assistant Position To Full-Time Legal Assistant Position	Risk Management Fund	Add .50 Position \$30,000		Budgeted

MUNICIPAL COURT

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
None				

FINANCE

FINANCIAL SERVICES / UTILITY SERVICES

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Continuation of 2008 Finance Department Reorganization Policy Issue - Consolidate Utility Service Representative and Cashier positions	General Fund Revenue – Increase in Utility Transfer for Services:	2009: Finance (\$5,900) Utility Services <u>13,000</u> Net Expense Increase \$7,100	Implementation Costs (2009 only): Finance \$1,300 Utility Services <u>9,700</u> Total \$11,000	Budgeted
Total Net Expenditure Increase (including one-time costs) 2009: \$18,100	2009 \$22,700 2010 \$26,000	Annually (ongoing): Finance (\$11,800) Utility Services <u>26,000</u> Net \$14,200		
Total Net Expenditure Increase 2010: \$14,200				

INFORMATION SYSTEMS

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Implement a Records Management System for official City records maintained by the City Clerk's office	2009 Implementation: 50% General Fund - Info Systems 50% Risk Mgmt		2009 Implementation: GF/IS \$42,500 Risk Mgmt <u>42,500</u> Net \$85,000	Budgeted
Annual Maintenance Support	2010: 100% General Fund - Info Systems		2010 \$10,000	

COMMUNITY AND ECONOMIC DEVELOPMENT

PLANNING

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Upgrade Planning Specialist position	General Fund	Net increase \$3,500		Budgeted

CODES

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Increase 2009 Service Contract with Humane Society by 9.1% or \$5,722	General Fund		2008: \$62,878 2009 Increase: 4.0% 2,516 5.1% 3,206 9.1% \$68,600	Budgeted Unbudgeted

ONDS (OFFICE OF NEIGHBORHOOD DEVELOPMENT)

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
ONDS Reorganization 1. Eliminate ONDS Manager position 2. Reallocate CED Deputy Director 3. Special Assignment for Operations Supervisor 4. Upgrade Account Specialist to Financial Services Technician	Federal Block Grant (net savings)	1. Manager (\$107,000) 2. Director 20,000 3. Ops. Sup. 8,000 4. Upgrade 5,000 <u>Net (\$74,000)</u>		Budgeted

TOURISM PROMOTION/YAKIMA CONVENTION CENTER

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Increase annual Management Fee from \$645,000 to \$664,350 to adequately support Center operations	Tourist Promotion Operating Fund Hotel / Motel Tax Event revenue		\$19,350	Budgeted
Equipment Replacement and System Upgrades	Convention Center Capital		\$217,000	Budgeted
Market Analysis and Visitor Profile	Tourist Promotion Operating Fund Hotel / Motel Tax		\$30,000	Budgeted

CAPITOL THEATRE

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Increase Annual Management Fee from \$197,000 to \$209,000	Capitol Theatre Operating Fund Hotel / Motel Tax		\$12,000	Budgeted

ENGINEERING

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Consideration of a Continued Organizational Development for the Engineering Division Addition of full time Division Manager - City Engineer Allocated to: General Fund - 30% \$43,200 Wastewater - 55% 79,200 Water - 8% 11,500 Stormwater - 5% 7,200 Irrigation - 2% 2,900 Total \$144,000	Wastewater, Stormwater, Water, Irrigation and General Fund	Citywide: Add City Engineer \$144,000 Eliminate Wastewater Lab Tech <u>(\$67,000)</u> Net \$77,000 General Fund: 30% City Eng. \$43,200 Less: 30% CED Deputy Director <u>(\$38,900)</u> Net Increase \$4,300		Budgeted
2009 Grind and Overlay - 16th Avenue from Nob Hill to Washington Avenue	REET2		\$550,000	Budgeted

POLICE

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
None				

FIRE

SUPPORT SERVICES

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Fire Station 94 Remodel	Fire Capital Fund: REET 1 Allocation		\$600,000	Budgeted

PUBLIC SAFETY COMMUNICATIONS

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Transfer 2 Public Safety Lead Dispatchers from Dispatch to 911 (Supported by additional 911 funding from the County) Add 2 Dispatch positions: Public Safety Dispatcher and Public Safety Lead Dispatcher	Public Safety Communications Fund Increase in County wide 911 contract	Transfer 2 positions (\$179,000) Add Public Safety Dispatcher \$60,000 Add Public Safety Lead Dispatcher \$70,000 <u>Net \$130,000</u> Net Savings to Dispatch \$49,000	Revenue Increase \$179,000	Budgeted

PUBLIC WORKS

STREETS

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
40th Avenue Corridor Traffic Movement Improvement Study	Street and Traffic Engineering Fund - Gas Tax		\$35,000	Budgeted
Eliminate Vacant Senior Sign Specialist And Upgrade Two (2) Part-Time (75%) Sign Specialists To Full-Time	Street and Traffic Engineering Fund	Eliminate 1 Position and Upgrade 2 Job Classes Savings: Net .50 FTE (\$34,000)		Budgeted

TRANSIT

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Purchase One 35 foot heavy duty, low floor replacement bus	Transit Capital Fund - Local Sales Tax		\$400,000	Budgeted

REFUSE

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Upgrade Solid Waste Maintenance Worker position to Solid Waste Code Compliance Officer position	Refuse Operating Fund	Net Increase \$3,000		Budgeted
Upgrade Solid Waste Maintenance Worker position to Solid Waste Crew Leader position	Refuse Operating Fund	Net Increase \$3,125		Budgeted

PARKS AND RECREATION

DEPT./DIV. POLICY ISSUE REQUEST/JUSTIFICATION	PROPOSED FUNDING SOURCE	PERSONNEL SALARY / BENEFITS	NON-PERSONNEL	COMMENTS
Solicit requests for proposals (RFP's) to lease Fisher Park starting in 2010 (no fiscal effect in 2009)	Parks and Recreation Fund			
Develop Upper Kiwanis Park – Phase 1 Financing	Parks Capital 1. State Grant 2. Municipal Debt - Line of Credit or Interfund Loan (repaid from REET1) 3. 2008 and 2009 REET1 Capital allocation		Parks Capital \$1,225,000 Revenue: 1. Grant \$500,000 2. Debt \$500,000 3. REET1 \$225,000 Net \$1,225,000	

OUTSIDE AND INTERGOVERNMENTAL AGENCIES

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City Council Legislative Request Form

No. 08-

<u>Date:</u> <p>9-10-8</p>	<u>Requested Reply Date:</u> <p>N/A</p>
<u>Requested By Council</u> <u>Member(s):</u> <input type="checkbox"/> Dave Edler <input checked="" type="checkbox"/> Micah Cawley <input type="checkbox"/> Kathy Coffey <input type="checkbox"/> Rick Ensey <input type="checkbox"/> Norm Johnson <input checked="" type="checkbox"/> Bill Lover <input type="checkbox"/> Neil McClure	<u>Referred To Staff/Council Committee:</u> <input type="checkbox"/> Ad Hoc Arts Committee <input checked="" type="checkbox"/> Budget Committee <input type="checkbox"/> Downtown Futures Committee <input type="checkbox"/> Economic Development Committee <input type="checkbox"/> Hearing Examiner Review Committee <input type="checkbox"/> Intergovernmental Committee <input type="checkbox"/> Labor Management Committee <input type="checkbox"/> Neighborhood Development <input type="checkbox"/> Public Safety Committee <input type="checkbox"/> Regional Public Safety Task Force <input type="checkbox"/> Rules and Procedures Committee <input type="checkbox"/> Strategic Priorities/Mission and Vision <input type="checkbox"/> Transit/Transportation Committee
<p><u>Subject/Description of request:</u> <i>SUGGESTION</i> * CAP THE AMOUNT OF FUNDING TO ALL OUTSIDE AGENCIES OR DISCONTINUE ALL OUTSIDE AGENCY FUNDING</p> <p><i>* MOVE ASSO. OF CITIES OUT OF OUTSIDE AGENCY AND PUT IT UNDER CITY COUNCILS BUDGET!</i></p> <p><u>Fiscal Impact (if any):</u> <i>SAVINGS</i></p> <p><u>Estimated Cost:</u> <i>SAVE OVER \$100,000</i></p> <p><u>Funding Source:</u> <i>GEN. FUND + BONDS... MAYBE OTHERS</i></p> <p>Please <u>copy</u> your response to Cally in the City Manager's Office</p>	
<u>Committee Action Taken:</u>	
<u>Completed By:</u> <u>Staff:</u> <u>Committee:</u> <u>Date:</u>	

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Yakima County Development Association (New Vision) –
Budgeted / Unbudgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$20,000, along with an additional \$10,000 as requested in the attached letter, to the Yakima County Development Association (YCDA). In 2003 City Council entered into a 5-year contract with YCDA to provide Economic Development services from 2004 to 2008. (Even though there is a contract in place, there is a stipulation that funding is tied to the annual budget/ allocation approval by City Council.) As this contract is expiring, YCDA would like to renew the contract at a higher level.

2. **a. Fiscal Impact** – Non-personnel:

\$20,000	Budgeted
10,000	Unbudgeted
\$30,000	Total Request

- b. Proposed Funding Source** – General Fund.

- c. Public Impact** – Economic Development Benefits per contract and attached report.

- d. Personnel Impact** – Contract administration.

- e. Required Changes in City Regulations or Policies** – None.

- f. Legal Constraints, if applicable** – None.

- g. Viable Alternatives** – None.

3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision. The Council Economic Development Committee endorsed this request.

SUPPLEMENTAL INFORMATION
Yakima County Development Association (New Vision)

July 16, 2008

Micah Cawley
City of Yakima
129 North Second Street
Yakima, WA 98901

Dear Micah:

New Vision, the Yakima County Development Association (YCDA), has been an effective partner with the City of Yakima for over 20 years. During this time, the development association has helped the City recruit new industry, support local company expansions, and respond to economic development opportunities that strengthen our regional economy.

Our organization would like the City of Yakima to increase its financial investment in our organization. Specifically we are asking the City to raise New Vision's funding support from \$20,000 to \$30,000 per year.

A number of factors are prompting us to make this request:

- ⇒ New Vision has not requested or received an increase in funding support from the City in over a decade. Over this period our costs for providing services and support have increased substantially;
- ⇒ Our organization used to receive \$30,000 per year from the City and we are really just asking the City to restore our funding to this historical level; and
- ⇒ We recognize that the City's finances are tight, but we also hope that you recognize that your support for New Vision is an investment that provides an excellent return in the form of new tax revenues, jobs for the region, and a more diverse economy.

The development association has also just established a new five year plan, Blueprint Yakima Valley, which raises the bar in terms of what we will be trying to accomplish over the next few years. This new initiative is aggressive and the Board of Directors is now gearing up its fundraising efforts to increase overall financial support for the organization.

We will be contacting you to follow-up on this request in the near future. In the meantime, I am attaching a more detailed report card that highlights our activities and accomplishments over the past decade. If you or your peers at City Hall have any immediate questions surrounding our request, please contact me.

Sincerely,


David McFadden
President

C: Dick Zais
Enclosure

NEW VISION REPORT CARD (1998-2008) – CITY OF YAKIMA

NEW COMPANIES RECRUITED TO YAKIMA

TubeArt	50 Jobs -- \$3 million private investment -- \$2 million payroll (est.)
Whirlpool	225 jobs -- \$500,000 private investment -- 6.2 million payroll (est.)
Adaptis	60 jobs - \$500,000 private investment -- \$1.5 million payroll (est.)
Italstone	25 jobs - \$700,000 private investment -- \$900,000 payroll (est.)
Adventurer RV	60 jobs - \$3 million private investment - \$1.6 million payroll (est.)
Costco	75 jobs - \$3 million private investment - \$1.9 million payroll (est.)

EXPANDING BUSINESSES SUPPORTED BY NEW VISION

Seneca	25 jobs -- \$4 million private investment - \$550,000 payroll (est.)
Printing Press	15 jobs -- \$3 million private investment -- \$400,000 payroll (est.)
CubCrafters	80 jobs -- \$3 million private investment -- \$2.25 million payroll
Jeld-Wen	50 jobs -- \$2 million private investment -- \$1.25 million payroll

Total Jobs = 665 Private Investment = 22.7 million Payroll (est.) = \$18.5 million

FINANCIAL IMPACTS

- New Vision has retained economists to complete impact studies twice over the last ten years. Studies performed recently by ED Hovee and Associates and five years ago by Applied Economics show that the companies listed above generate:
 - \$ approximately \$65,000 per year in property taxes for the City of Yakima from the business investments in plant and equipment;
 - \$ approximately \$50,000 per year sales tax revenues from employee spending;
 - \$ approximately \$150,000 per year in property taxes from new employees buying homes; and
 - \$ City utility taxes.

Based on the figures above, the City receives at least \$270,000 annually for its \$20,000 investment in New Vision.

OTHER INITIATIVES AND ACCOMPLISHMENTS

- New Vision's public relations activities have generated over \$1,000,000 worth of positive publicity in Western Washington publications. Inserts in Washington CEO, the Puget Sound Business Journal and Seattle Business Monthly have touted Yakima redeveloping downtown, new companies expanding to the area, and the region's favorable economy;
- The development association produced a new promotional video series to raise the region's image as a business location. Seven topical segments stream from our website and feature happy businesses in Yakima as well as your City leaders, Dave Edler and Mike Morales;
- New Vision upgrades its website constantly adding new content and significant new information relevant to expanding companies. The site lists major buildings and sites available within the City of Yakima as well as pertinent demographics and statistics;
- Yakima County Development Association (YCDA) manages a successful business retention and expansion initiative. YCDA calls on at least 50 manufacturing companies each year to gauge their health and offer our assistance;
- The association continued to work cooperatively with the City of Yakima and Yakima County to organize and host a regional development review customer service committee that is focused on improving customer service and predictability at local permit counters; and
- New Vision has helped the City secure SIED funding for ten projects (\$1.4+ million).

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Yakima Chamber of Commerce – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support for Leadership Yakima, and a community-wide clean-up project. Details of these programs are described in the attached report.
2.
 - a. **Fiscal Impact** – Non-personnel: \$5,900. This is the same amount approved by City Council in the 2008 budget.
 - b. **Proposed Funding Source** – General Fund.
 - c. **Public Impact** – These efforts give stronger leadership resources for our community and help clean the City to gain citizen pride and visitor appreciation for a clean City.
 - d. **Personnel Impact** – None, with the exception of those who may be in or assist with the Leadership Yakima Program or clean-up projects.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – Cut back on cleaning up the City and reducing knowledge and future leadership skills available to the City and local organizations. We may have to raise our tuition beyond the ability of those presently participating and future participants.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Yakima Chamber of Commerce



*Post Office Box 1490 • www.yakima.org
10 North Ninth Street, Yakima, WA 98907
TEL: 509/248.2021 • FAX: 509/248.0601
E MAIL: chamber@yakima.org*

October 2, 2008

Ms. Rita DeBord
Finance Director
City of Yakima
129 North Second Street
Yakima, Washington 98907-1490

Dear Ms. DeBord:

The Greater Yakima Chamber of Commerce is pleased to submit this report covering the Chamber's performance pursuant to our 2008 Public Sector Professional Services Agreement with the City of Yakima.

Included with this report is our request for the City to continue this agreement through 2009 under the same terms and scope of services as contained in the 2008 Professional Services Agreement.

Funding from the 2008 service agreement helped underwrite two Chamber managed public service programs. They were Leadership Yakima, and the North First Street Clean-up Project.

Leadership Yakima:

If you agree the future success of our community is tied directly to the quality of our civic and business leadership today, you will want to support Leadership Yakima. This structured, nine month program identifies and prepares emerging leaders for service to our community. In 2007-2008, 27 leaders graduated from this Chamber program, having spent over 101 hours participating in a structure program of instruction and personal growth. For one entire day each month, for nine months, 10-12 presenters taught issue awareness on subjects ranging from health care, economic development, education, culture and the arts, to personal leadership development and techniques. In addition, each of the 27 participants contributed approximately 5 hours towards a community service project.

To provide this program Chamber invested 25-30 hours of dedicated staff time per month to the organization and execution of this important program. This included producing the program of work and managing logistics for each of the 9 day-long training sessions. Eight session leaders from the community assisted with facilitation of each session along with the oversight of a 9-member, Chamber organized and managed Leadership Yakima Executive Committee.

The Chamber's annual operating budget for Leadership Yakima was approximately \$29,000. \$4,000 from the City's Professional Service Agreement funding totaling \$5,900 for 2008 went towards helping underwrite this program.

North First Street Clean-up Project:

Community Pride Month in 2007 was replaced with a North First Street Clean-up Project in 2008. This City-Chamber program leverages volunteer and business involvement with the City's Public Works and Community Development mission to improve the infrastructure and beauty of North First Street, a gateway to Yakima. The program involved over 100 volunteers, both businesses and citizens, in cleanup projects that took place on last Spring. It was estimated that over 2 tons of garbage was picked up, countless weeds were pulled, and nearly 130 volunteers showed up for a



Page 2.

symbolic clean-sweep of North First Street. In addition, volunteers followed on the heels of Yakima City's code enforcers to meet with merchants and business owners along the corridor to solicit their cooperation and involvement.

Chamber services included the appointment of a dedicated chamber staff person to assist with the community organization, meeting management, publicity and marketing, and numerous logistical planning needs, totaling approximately 66 hours. In addition, the Chamber office served as the community focal point for meetings and assemblies adding the services of 2 additional staff. Numerous one hour meetings involving various support team members and stakeholders were held at the Chamber in preparation for the project.

The Chamber's contributions to the City-Chamber North First Street project included approximately \$1,900 in logistical and staff support from the city-chamber Public Sector Professional Services agreement in 2008

This concludes our report on Chamber services rendered the City in 2008 pursuant to our Professional Services Agreement. Given the importance of sustaining Leadership Yakima and promoting business & citizen involvement in Community Pride, the Chamber respectfully requests the City to renew our Public Sector Professional Services Agreement for 2009.

Our records indicate the Greater Yakima Chamber of Commerce and the City of Yakima have now executed six annual professional service agreements with the Chamber performing these services starting in 2002, with the City's investment remaining at \$5,900.00 per year.

Should you, our City Manager or City Counsel have questions with regard to this agreement and/or require further explanation of the services provided, we would greatly welcome an opportunity to answer any inquiries.

On behalf of our membership, Board of Directors and staff, thank you for your continued support of these important public service projects.

Sincerely

A handwritten signature in black ink, appearing to read "Michael P. Morrisette". The signature is fluid and cursive, with a large initial "M".

Michael P. Morrisette
President & CEO

Cc: Brad Christianson, Chairman of the Board

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Hispanic Chamber of Commerce – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide \$5,900 to the Hispanic Chamber of Commerce (HCC) in 2008. See the attached application for additional program detail.

Excerpts describing HCC programs for 2009 follow:

This year the HCC went through a strategic planning session. Part of the strategy was to revise the by laws to allow others to be able to join as members and to be able to participate on the board of directors. The plan also emphasized the need to work hand in hand with the other economic development groups and Yakima chamber to be able to keep the members abreast of changes taking place in the community. The plan also emphasizes the need to work with universities and colleges in gathering data to determine the needs. Fraud detection, regulation compliance and tax reporting were also emphasized this year.. The Cinco de Mayo Fiesta Grande was a big success and is being accepted as the premier event for downtown Yakima.

The 2009 plans include the following objectives:

- Four informational workshops on foreclosure information and the options that are available. Will be conducted in partnership with legal experts.
- Two informational workshops on the economic issues related to the financial situation and its impact on consumers and small businesses.
- Making the 2009 Cinco de Mayo Fiesta Grande the premier event for Downtown Yakima in partnership and support from other agencies.
- Two informal lunch meetings with the Greater Yakima Chamber in planning activities for small businesses.
- Ten monthly Networking Luncheons for Latino Business Professionals.
- Four first time home buyer sessions, one per quarter, on a Saturday for prospective home buyers.

Language and culture continue to be deterrents for more participation by Hispanic business owners and their families. That is why training in Spanish / English and the development of a training program that is culturally relevant is critical to their successes. The partnership with corporations and universities will allow the formal development of the training program and may be a source of funding in the future but another primary goal is to bridge the divide between the corporation in the West with our businesses in this area for increased procurement opportunities.

2.
 - a. **Fiscal Impact** – Non-personnel: \$5,900. This is the same amount approved by City Council in the 2008 budget.
 - b. **Proposed Funding Source** – General Fund.
 - c. **Public Impact** – The Hispanic Chamber’s primary mission is to provide information, referral and business assistance to Latino/Hispanic owned businesses in regard to business services, access to capital and technical assistance, as well as partner with corporate businesses to promote education and training for small businesses. These businesses provide goods and services for the Latino Community and create jobs within that community.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Hispanic Chamber of Commerce

CITY OF YAKIMA
2009 Budget Requests

For Agencies Requesting Funding Through General Funds

General Background

1. Requesting Agency:

Name Hispanic Chamber of Commerce

Address P.O. Box 11146, Yakima, WA 98909

Contact Person Nestor Hernandez, President

2. Agency's Primary Service:

The economic development activities are crucial to small business to help them grow and prosper. The HCC works in partnership with different agencies and institutions to provide information and assistance to Hispanic owned businesses, as well as larger non Hispanic businesses who target the Hispanic business sector. The HCC keeps the businesses informed in regard to business regulations and ordinances, as well as provides forums and educational workshops. The small businesses are the lifeblood and tend to survive economic downturns, so they are of primary importance. The small businesses provide self employment opportunities and provide goods and services for the entire community with particular emphasis on the Latino community.

3. Is Applicant organization a governmental agency created by statute, by Yakima County or City legislation?

Yes No

If answer is "yes", cite the applicable RCW Section or Chapter, or enclose with this application for a copy of the County or City legislation which created the agency.

If answer to #3 above is "no", answer questions #4 and #5 below:

4. Describe the legal organization of applicant, such as nonprofit corporation, etc.
The organization is a registered corporation with the Secretary of State in Washington State and federally certified as a 501 C (3) with the IRS.

5. Has applicant entered into a contract with the State of Washington, Yakima County or the City of Yakima, pursuant to which applicant performs a function on behalf of the state, county or city?

Yes X No

If answer is "yes", enclose with this application a copy of that contract.

6. Has applicant previously received a grant or other financing from the State of Washington, Yakima County, or the City of Yakima to finance applicant's operation?

Yes X No

If answer is "yes", indicate the source of funds and the fiscal period for which such grant or other financing was or is applicable.

City of Yakima Budget 2008 for \$5,900

7. Geographical area served:

The geographical area served per bylaws is Yakima County; however, over 80% of the membership is within the City of Yakima and the offices are located within the City of Yakima.

8. Total number of citizens served by your agency:

	Actual		Projected	
	2005	2006	2008	2009
Within Yakima	<u>125</u>	<u>140</u>	<u>160</u>	<u>250</u>
Outside Yakima	<u>45</u>	<u>45</u>	<u>40</u>	<u>40</u>
Total	<u>170</u>	<u>185</u>	<u>200</u>	<u>290</u>

Requesting Funding Information

9. Specific program or project you are requesting to be funded through general funds:

The Hispanic community and Hispanic businesses in particular are a big part of the revitalization of the City of Yakima. Business management and support services continue to be an important part of the success of all businesses. Language and culture barriers

continue to be issues that need to be addressed when working with Hispanic business owners that only the organization such as the HCC can tackle.

10. Description of above program or project:
Please address these areas of concern in detail:

- A. Program or project objective
- B. Program or project scope
- C. Justification - necessity of program
- D. Program or project activities
- E. Results expected from programs or projects
- F. Rank projects in order of priority

This year the HCC went through a strategic planning session. Part of the strategy was to revise the by laws to allow others to be able to join as members and to be able to participate on the board of directors. The plan also emphasized the need to work hand in hand with the other economic development groups and Yakima Chamber to be able to keep the members abreast of changes taking place in the community. The plan also emphasizes the need to work with universities and colleges in gathering data to determine the needs. Fraud detection, regulation compliance and tax reporting were also emphasized this year. The Cinco de Mayo Fiesta Grande was a bit success and is being accepted as the premier event for downtown Yakima.

The 2009 plans include following objectives:

1. Four informational workshops on foreclosure information and the options that are available. Will be conducted in partnership with legal experts.
2. Two informational workshops on the economic issues related to the financial situation and its impact on consumers and small businesses.
3. Making the 2009 Cinco de Mayo Fiesta Grande the premier event for Downtown Yakima in partnership and support from other agencies.
4. Two informal lunch meetings with the Greater Yakima Chamber in planning activities for small businesses.
5. Ten monthly Networking Luncheons for Latino Business Professionals.
6. Four first time homebuyer session, one per quarter, on a Saturday for prospective home buyers.

Language and culture continue to be deterrents for more participation by Hispanic business owners and their families. That is why training in Spanish/English and the

development of a training program that is culturally relevant is critical to their successes. The partnership with the corporate and university will allow the formal development of the training program and may be a source of funding in the future but another primary goal is bridge the divide between the corporation in the West with our businesses in this area for increased procurment opportunities.

11. Number of citizens served in the above program(s):

One hundred businesses and two hundred residents and their families plus the entier City of Yakima will benefit from these activities.

	Actual		Projected	
	2006	2007	2008	2009
Within Yakima	<u> </u>	<u>140</u>	<u>150</u>	<u>320</u>
Outside Yakima	<u> </u>	<u>40</u>	<u>40</u>	<u>60</u>
Total	<u> </u>	<u>180</u>	<u>190</u>	<u>380</u>

12. Is this program: New Continuation from 2008.

13. Specific allocation requested for 2009: \$ 5,900.

(If this is a multiple year request, please identify the following:

Year	Total Amount of City:		Other Sources of Funds for Project:	
	Project Cost	Funds Request	Source	Amount
2009	<u>\$35,000</u>	<u>\$ 5,900</u>	<u>Corporate</u>	<u>\$ 25,000</u>
20__	<u> </u>	<u> </u>	<u>Inkind</u>	<u>\$ 4,000</u>
20__	<u> </u>	<u> </u>	<u> </u>	<u> </u>
20__	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	<u>\$ 35,000</u>	<u>\$ 5,900</u>		<u>\$ 29,100</u>

We would like to get yearly funding like the Greater Yakima Chamber without applying every year.

14. If your request should be approved for 2009, how would you operate your program in 2010 without it?

The grant dollars will the continous growth of the HCC and more participation within the City of Yakima of Latino residents. The businesses will continue to become more "sophisticated" and increase sales tax revenues for the City of Yakima and property taxes in that commercial building are being purchased. The HCC will now allow web site participation by corporate members to help supplement the above programs.

15. Detail the total expense budget for the program(s) projects in 2006, or calendar period of request as follows:

I. Operating & Maintenance Expenses	Amount
Salaries and Wages (Contract)	\$ <u>8,320</u>
Personnel Benefits	<u> </u>
Supplies	<u>1,500</u>
Capital Outlay	<u> </u>
Other Service	<u>4,400</u>
Total	\$ <u>14,220</u>

Operating Revenue

Identify Primary Source:

	Amount
1. Membership Dues	\$ <u>8,000</u>
2.	<u> </u>
3.	<u> </u>
4.	<u> </u>
Total	\$ <u>8,000</u>

II. Capital Improvement Expenses

Identify each individual project and cost:

	Amount
1.	\$ _____
2.	_____
3.	_____
4.	_____
Total	\$ <u>0</u>

III. Resources/Grants

Identify source of all existing and proposed primary sources, matching funds available, etc:

	Amount
1. Membership Dues	\$ <u>\$3,000</u>
2.	_____
3.	_____
4.	_____
Total	\$ <u>3,000</u>

16. What other agencies (to your knowledge) are providing similar services:

None

17. If your funding request is **not** approved, what alternative programs and/or funding have been considered:

If our funding is not approved the HCC it will be a loss to the city to maintain an important advocacy and business group. We will seek for other funds from banks and other financial institutions to be able to have our project running.

18. What other agencies or programs might be affected if your request is **not** approved and in what manner would they be affected. How do you coordinate your programs with other agencies:

Loss of sales tax revenue, small business failures. We will partner with corporate sponsors as well as Yakima Chamber. Quest, is providing technical support to update the web page.

19. Please attach any additional information you feel would be helpful in reviewing your request.

20. Please submit this form, together with any attachments to:

Rita M. DeBord
Director of Finance
City of Yakima
129 No. 2nd Street
Yakima, WA 98901

21. **Deadline for Submission: October 3, 2008**

I certify the above information to be true and factual to the best of my knowledge.

Signed:  _____

Title: President _____

Date: 10-3-08 _____

If your funding is approved, a quarterly on-site audit and inspection of your financial records may be made by the City of Yakima Finance Department.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Fourth of July Committee – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$5,500 to the Fourth of July Committee. Each year the Yakima Fourth of July Committee creates a family-oriented event at the Central Washington State Fairgrounds. The event attracts tens of thousands of people to a safe and controlled celebration. The Fourth of July fireworks and the festivities at the fairgrounds continue to grow each year. This event is free to the public, and gives people a safe and sane alternative to “backyard fireworks displays.”
2. **a. Fiscal Impact** – Non-personnel. \$5,500 Budgeted (same as 2008)

The City of Yakima will see a reduction in the number of fire department calls related to fireworks. It’s logical to assume that fewer people will be using fireworks because they will be attending the Fourth of July event. In addition, local businesses will see an increase in store traffic. This event draws from other communities that don’t offer such a celebration. When the people from those other areas travel into Yakima, they purchase goods and service from our local businesses.
- b. Proposed Funding Source** – General Fund.
- c. Public Impact** – The Fourth of July Celebration builds a sense of community and civic pride. It does so by bringing a large number of our neighbors together to celebrate in a safe and controlled fashion. It presents positive activities focused on families.
- d. Personnel Impact** – None.
- e. Required Changes in City Regulations or Policies** – None.
- f. Legal Constraints, if applicable** – None.
- g. Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Sunfair Association – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide \$1,000 to the Sunfair Association in 2009, to support the Sunfair parade held on the first Saturday of the Central Washington State Fair.
2.
 - a. **Fiscal Impact** – Non-personnel: \$1,000. This is the same amount approved by City Council in the 2008 budget.
 - b. **Proposed Funding Source** – General Fund.
 - c. **Public Impact** – None.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

2009 MAJOR POLICY ISSUE

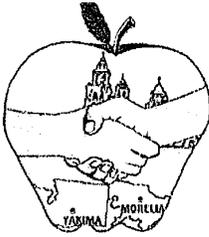
DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Yakima Basin Storage Alliance (Black Rock Reservoir) – Budgeted

1. **Proposal** – Financial contribution to promote Black Rock Reservoir.
2. **a. Fiscal Impact** –

Water Reserves, 60%	\$18,000
General Fund, 40%	<u>12,000</u>
Budgeted (Same as approved in 2008)	\$30,000
- b. Proposed Funding Source** – Water and General Operating Funds.
- c. Public Impact** – Impacts cash reserves in General Fund and Water Operating Fund.
- d. Personnel Impact** – Contract administration.
- e. Required Changes in City Regulations or Policies** – None.
- f. Legal Constraints, if applicable** – None.
- g. Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Yakima-Morelia Sister City Association



Yakima-Morelia Sister City Association
P.O. Box 1048, Yakima, WA 98907

Sept. 27, 2007

Yakima City Council
Yakima City Hall
129 North 2nd Street
Yakima, WA 98901

RE: 2009 Funding Request: \$5,000.00
Yakima-Morelia Sister City Association

The Yakima-Morelia Sister City Association requests your consideration of our application for funding in the amount of \$5000 for 2009. We previously submitted requests for funding each year, from 2006 thru 2008. This letter is to ask for continuation of the grant to assist us in covering costs associated with official activities of the Yakima Morelia Sister City Association, including: the Day of the Dead altar exhibit, which has been a success in the past and delegation visits from groups or individuals or culture exchanges from Morelia, Michoacán, Mexico that have been duly recognized by the Yakima-Morelia Sister City Association. The Board of Directors approves and monitors all activities and funding provided by the City of Yakima. Funds are also requested to provide honorary gifts for delegation members, to cover the cost of lodging, meals, and incidental expenses, such as postage and phone expenses when arranging for incoming delegations from Morelia, and when arranging to send an official delegation to visit Morelia. Funds are also requested in expenses associated with the 2009 Convention of the Washington State Sister City Association. We are making a proposal to have the annual meeting in Yakima in 2009. The meeting attracts 100-150 members from around the State of Washington.

The City of Yakima, businesses within the city limits, and in the downtown area and individuals of the City of Yakima will benefit from these mutual exchanges. These exchanges will enable the citizens of Yakima to broaden their artistic skills and cultural knowledge as artists, musicians, and educators from Mexico share their talents with us. The local economy, such as the hotel industry, the restaurant industry, and wine industry will benefit from the money that the delegation spends here locally. The City of Yakima itself will benefit as city leaders from Morelia and Yakima share their expertise in social services and also in how they have brought new life to their downtown areas.

The City of Yakima provided \$2,000.00 for fiscal year 2008 and these funds were utilized to help defray the costs of delegates recognized and invited by the Mayor of Yakima and the Yakima-Morelia Sister City Association Board of Directors.

We have a full schedule of events for these dates, and also expect that there may be some other individual exchanges throughout 2009 as discussions are underway for an Artist in Residency program. In addition we will be celebrating our 10th anniversary.

We are excited to see what can be accomplished for Yakima and Morelia in 2009! Thank you for your continued support of the Yakima-Morelia Sister City Association. Together, we can enhance mutual interests and collaborative projects in the fields of economic development, trade, tourism, educational programs and cultural exchanges. Thank you again for your consideration of our current request. If you have any questions, feel free to call me (Juven) at 952-1688.

Sincerely,

A handwritten signature in cursive script that reads "Juven Garcia". The signature is written in black ink and is positioned above a horizontal line.

Juven Garcia,

Juven Garcia
President
Yakima-Morelia Sister City Association

Cc: File

***Citizen Diplomacy: Building, Crossing & Maintaining Bridges
Community to Community . . . Person to Person!***

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Committee for Downtown Yakima – Budgeted

1. **Proposal** – Because of budget constraints, the \$50,000 contribution made by Parks and Recreation to the Committee for Downtown Yakima (CDY) in 2009 to help support downtown maintenance was eliminated. When CDY was informed of this action, they requested that the City continue to support the program at the same level in 2008. Council approved that request and the attached letter is requesting that the \$50,000 Professional Services Contract be extended for the next 3 years.

In reviewing options for funding, the possibility of funding it out of the Central Business District (CBD) Capital Improvement fund was identified, as the revenue consists of monthly parking permits in the downtown lots.

Even though this is a possible solution in the 2008 and 2009 budget cycle, this funding source may not be sustainable into the future because of competing needs in the downtown, including continuation of improvements (Phase 3) and parking program changes.

2.
 - a. **Fiscal Impact** – \$50,000.
 - b. **Proposed Funding Source** – CBD Capital Improvement Fund – #321.
 - c. **Public Impact** – An attractive, inviting downtown.
 - d. **Personnel Impact** – Contract administration.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – Pursue private funding of enhanced downtown maintenance.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Committee for Downtown Yakima



Committee For Downtown Yakima
PO Box 881
Yakima, WA 98907

September 29, 2008

Rita DeBord
Finance Manager
City of Yakima
129 South 2nd Street
Yakima, Wa 98901

Re: Committee For Downtown Yakima 2009 Budget Request

Rita,

I am writing on behalf of the Committee For Downtown Yakima Board of Directors to request the inclusion of \$50,000 into the 2009 City of Yakima budget to aid in our efforts to provide a clean and safe environment throughout downtown Yakima.

As you may know, over 60% of the downtown property and business owners approved a Business Improvement District plan in early August 2008 that create a \$210,000 annual fund to provide maintenance services throughout all of downtown. It was expected, through conversations with elected officials and city staff, that the City of Yakima would consider placing a \$50,000 per year line item into their budget each year of the Business Improvement District's three year term to provide an adequate budget to make our new improvements shine.

We thank you for the opportunity to submit our request and can be available at short notice to discuss our progress and details for the 2009 request.

Sincerely,

A handwritten signature in black ink that reads "Jamie Stickel". The signature is written in a cursive, flowing style.

Jamie Stickel
President, Committee For Downtown Yakima

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Allied ArtsVan – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$5,333 to the Allied Arts ArtsVan in 2009. See the attached letter for additional information.
2.
 - a. **Fiscal Impact** – Non-personnel: \$5,333. This is the same amount approved by Council in the 2008 budget.
 - b. **Proposed Funding Source** – General Fund.
 - c. **Public Impact** – Encourages children to enlarge their ability to visualize, create and communicate through the arts.
 - d. **Personnel Impact** – Contract administration.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Allied ArtsVan



entertaining your imagination

Department of Finance & Budget
ATTN: Rita DeBord
129 N. 2nd St
Yakima, WA 98901

October 1, 2008

Dear City Council

The Allied Arts ArtsVan needs your help again this year. I believe the ArtsVan has been funded in part by the City almost every year since its inception in 1985, when it was funded by a federal block grant. Your municipal support is crucial to ArtsVan's lasting city-wide impact. We request \$5,333 for the 2009 Summer ArtsVan program.

ArtsVan is a vehicle (a literal & figurative one) that encourages creativity among Yakima Valley youth ages 5-12. During the summer it brings FREE participatory art to children in our public parks for six weeks, with a new project theme each year. ArtsVan has been recognized by the Kennedy Center as an innovative and integral program that creates access to the arts for all children and families in all areas of our community. ArtsVan Family Night adds a visual arts component to the FREE summer concert series held in Franklin Park. It is an opportunity for parents and family members to share in the creativity of their children by completing a project together. All projects can be replicated at home, using common and inexpensive materials, as activities for families to share in together. Almost half of the 4,163 children & adults we serve are Hispanic, representing our efforts to reach out to this growing part of our community.

Summer of 2008, the Van visited Miller Park, Franklin Park (twice), Randall Park, SE Community Center, Kissel Park, West Valley Park, La Casa Hogar, and Milroy Park in Yakima. Each park is visited six times by the Van, at a cost of \$1,700 per park for teachers, supplies and the ArtsVan. The city funding requested covers less than 1/3 of our costs.

Program-wide sponsors, supporters and partners this year included Yakima Parks & Rec, Southwest Rotary, the John Gordon Monoian Memorial Foundation, United Way of Yakima County and Bank of the West. We also have high & frequent attendance from many summer programs which have a need for activities, including Learning Center,

Selah Gym kids, Wapato Day Care, Miller Day Care, Country Kids, Learning Tree Kids, Salvation Army Day Camp, and YPal.

The ArtsVan is successful, on an annual basis, in meeting three important needs in Yakima.

1. THE NEED FOR ARTS:

The ArtsVan gives children in Yakima a way to learn the lifelong skills that the arts teach: fine motor skills, problem solving skills, persistence, tolerance for ambiguity, critical thinking, self-reflection, and self-confidence. ArtsVan may be the ONLY source of art for these children. Also, city parks are utilized for positive art activities that improve academic success in reading, math and language proficiency. Next year we plan to explore project themes like Sea creatures, Jungle Animals, Healthy Foods, Superheroes, Creepy creatures, Art history, and Safari.

ArtsVan reaches children who are least likely to participate in creative projects, and then impacts their lives by enlarging their ability to visualize, create, and communicate. Plus, the arts are an integral part of preventative & intervention strategies for high-risk kids. An investment in the arts is an investment in the future of our community.

2. THE NEED FOR POSITIVE ADULT INTERACTION:

ArtsVan teachers model creativity, enthusiasm & productivity. They are adults who are there to say "I believe in you! You can do it!" This may be the only time in a child's day that they hear those supportive words.

3. THE NEED FOR PARENTAL INVOLVEMENT:

ArtsVan is not only involves parents who attend with their children, but the projects are also designed to be replicated at-home. The projects are relatively simple and use common household items; ArtsVan projects from are something families can do together to teach concepts like color, contrast, and observation.

Please see further attached information. Thank you for your consideration during this year's budget cycle.

Cordially,



Jessica Moskwa
Executive Director, Allied Arts

Allied Arts of Yakima Valley • 5000 W. Lincoln Ave., Yakima, WA 98908
(P) 509.966.0930 • (W) www.alliedartsyakima.org

ArtsVan: 23 Years of Service to Yakima

What is ArtsVan?

- ArtsVan was created in 1985 with money from a federal block grant requested by SE neighborhoods who wanted to have their families & children become engaged with professional artists. This desire still exists today.

WHY ARTSVAN? Many neighborhoods still do not have access to the arts

WHY ARTSVAN? Children need interaction with adults who model creativity, enthusiasm & productivity, helping to improve their self-esteem and motivation



- ArtsVan brings FREE art lessons to children in our public parks for six weeks, with a new project theme each year. (8 sites in Yakima: East to West, North to South!, plus 3 sites throughout the valley)

WHY ARTSVAN? City parks are utilized for positive art activities that improve rates of academic success in reading, math and language proficiency *"The Congress finds that the arts are forms of understanding and ways of knowing that are fundamentally important to education."* (1994)

- ArtsVan has been recognized by the Kennedy Center as an innovative and integral program that creates access to the arts for ALL children and families.

WHY ARTSVAN? It reaches children who are least likely to participate in creative projects, and then impacts their lives by enlarging their ability to visualize, create, and communicate *"The arts teach children that problems can have more than one solution"--Stanford University*

- Family Night adds a visual arts component to the FREE summer concert series held in Franklin Park

WHY ARTSVAN? To prepare students to become lifelong learners and creative problem solvers, building advanced workforce skills *"The arts develop skills and habits of mind that are important for workers in the new 'Economy of Ideas'"--Alan Greenspan*

- ArtsVan has a far reaching impact throughout Yakima. It is an integral part of preventative & intervention strategies for high-risk kids. And IT'S FUN....

How? Your funding

Summer 2008

Received from the City \$5,333

Funds Raised by Allied Arts of Yakima Valley	
Southwest Rotary	\$6,700
United Way	\$5,000
John G. Monoian Memorial Found.	\$2,500
Bank of the West	\$500
Leveraged total	\$14,700

Total for Summer ArtsVan in Yakima
\$20,033 (additional funds benefit lower valley communities)

Who? 4,163 children

2008 ArtsVan in the Parks Participants

49% Hispanic
47% Caucasian
3% African American
1% Native American

Employed

Ten teachers part-time
Three aides part-time (teens)

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Retired Senior Volunteer Program (RSVP) – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$3,000 in funding and \$2,000 of in-kind assistance to RSVP in 2009. See the attached letter for additional program information.
2.
 - a. **Fiscal Impact** – Non-personnel: \$3,000. This is the same amount approved by Council in the 2008 budget.
 - b. **Proposed Funding Source** – Parks and Recreation Fund, Senior Center.
 - c. **Public Impact** – Supports volunteers in the community.
 - d. **Personnel Impact** – Contract administration.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION

Retired Senior Volunteer Program (RSVP)



120 S. 3rd Street, Suite 200B Yakima WA 98901 Phone: (509) 574-1933 Fax: (509) 574-4943

October 7, 2008

Rita DeBoard
City of Yakima
Department of Finance & Budget
129 North Second Street
Yakima WA 98901

Dear Ms. DeBoard:

Please consider this letter a request on behalf of RSVP to be considered for funding in the 2009 City of Yakima budget.

RSVP (the Retired and Senior Volunteer Program) of Yakima County has been in Yakima for over 30 years. Our mission is to activate seniors age 55 and over to serve in nonprofits, schools, government agencies and proprietary health care organizations throughout Yakima County. Last year 650 RSVP volunteers served over 122,700 hours in Yakima County, and approximately 100,000 of those hours were served in the City of Yakima! We are also aware that the need to recruit Baby Boomers is of great concern to all local agencies that depend on volunteer hours to provide services to the community. RSVP is actively recruiting this challenging group, and currently has over 90 Boomers who have contributed over 17,600 volunteer hours!

In accordance with our federal funding sources, the Corporation for National and Community Service, we are now tracking our impact in the community. Did you know that in 2007 in Yakima County, almost 50,000 meals were served at congregate meal sites; that over 48,700 meals were delivered to homebound seniors; that 9 food banks distributed over 3 million pounds of food; that over 4,500 individuals received hand-knitted warm hats, mittens, scarves, lap robes and baby items? Did you realize that volunteers are responsible for all this activity?

RSVP is a unique program designed to capture the experience and knowledge of seniors to assist in solving community problems, a win-win situation if ever there was one. The City of Yakima has provided \$3,000 in funding, and \$2,000 of in kind to RSVP of Yakima County every year since I have been director, (10 years) and for many years before that. We request that the City continue with this funding, which is minimal to the City, but HUGE to RSVP of Yakima County.

If you have any questions, or need additional information, please do not hesitate to contact me. Of course I will be happy to provide an in person presentation to the City Council should one be desired.

Sincerely,

Deborah F. Wilson, Director
RSVP of Yakima County

Grandview Campus
500 West Main Street
Grandview, WA 98930-1284

Ellensburg Learning Center
401 East Mountain View
Ellensburg, WA 98926

Toppenish Learning Center
516 West First Avenue
Toppenish, WA 98948-1564

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Seasons Music Festival – Unbudgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$8,000 in funding in 2009. As this is the first request for this activity, an initial application is attached to provide additional program information. The proposed project is to develop and implement a targeted promotional campaign to draw tourists to the Seasons annual ten day Fall festival, to be held during the wine crush period.
2.
 - a. **Fiscal Impact** – Non-personnel: \$8,000.
 - b. **Proposed Funding Source** – Parks and Recreation Fund (may be eligible for Hotel/Motel tax with the approval of the newly appointed lodging tax advisory committee).
 - c. **Public Impact** – Economic benefit of related tourism.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Seasons Music Festival

THE SEASONS
PERFORMANCE HALL

Please find enclosed Seasons Music Festival's request for \$8,000 to fund a targeted promotional campaign for a Music, Wine, and Art Festival in the Fall of 2009 during the wine crush period. The project, Celebrate Yakima, will use Seasons annual Fall Festival to recruit out of area visitors into Yakima City, mostly people who are in position to invest in Yakima, make decisions on where to hold conventions, and wine tourist. In other words, the Festival will be used as a community development tool that showcase downtown Yakima and Yakima's assets.

Just one note on the budget. We explained the use of the funds In the attachment explaining program goals, scope, etc, as the budget form did not seem to fit the project.

If any questions please advice

George Finch 509 728 2643

101 N. NACHES, YAKIMA WA, 98901
www.seasonsmusicfestival.com
453-1888

CITY OF YAKIMA
2008 BUDGET REQUESTS
For Agencies Requesting Funding Through General Funds

GENERAL BACKGROUND

REQUESTING AGENCY

Name: Seasons Music festival

Address: 101 N. Naches Ave, Yakima

Contact Person: George Finch

AGENCY'S PRIMARY SERVICE

Provide quality music, music education programs, and cultural events that will improve the quality of life in Yakima

IS APPLICANT ORGANIZATION A GOVERNMENTAL AGENCY CREATED BY STATUTE, BY YAKIMA COUNTY OR CITY LEGISLATION?

Yes No

If answer is "yes", cite the applicable RCW Section or Chapter, or enclose with this application for a copy of the County or City legislation which created the agency.

If answer to #3 above is "no", answer questions #1 and #2 below:

1. Describe the legal organization of applicant, such as nonprofit corporation, etc.

501 c3

2. Has applicant entered into a contract with the State of Washington, yakima county or the city of yakima, pursuant to which applicant performs a function on behalf of the state, county or city?

Yes No

If answer is "yes", enclose with this application a copy of that contract.

HAS APPLICANT PREVIOUSLY RECEIVED A GRANT OR OTHER FINANCING FROM THE STATE OF WASHINGTON, YAKIMA COUNTY, OR THE CITY OF YAKIMA TO FINANCE APPLICANT'S OPERATION?

Yes No

If answer is "yes", indicate the source of funds and the fiscal period for which such grant or other financing was or is applicable.

Source of Funds: set aside for com. org.

Fiscal Period: Jan-Dec 2008

GEOGRAPHICAL AREA SERVED

.City of Yakima
.
.

TOTAL NUMBER OF CITIZENS SERVED BY YOUR AGENCY

	----- ACTUAL -----		----- PROJECTED -----	
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Within Yakima	<u>1800</u>	<u>2700</u>	<u>3500</u>	<u>4000</u>
Outside Yakima	<u>150</u>	<u>175</u>	<u>220</u>	<u>600</u>
<i>Total</i>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

INFORMATION ON PROGRAM TO BE FUNDED

SPECIFIC PROGRAM OR PROJECT YOU ARE REQUESTING TO BE FUNDED THROUGH GENERAL FUNDS

.see attachment
.
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.
.
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DESCRIPTION OF PROGRAM OR PROJECT

Please address these areas of concern in detail:

- Program or project objective
- Program or project scope
- Justification - necessity of program
- Program or project activities
- Results expected from programs or projects
- Rank projects in order of priority

.see attachment
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(Attach additional sheets of same size if more space is necessary)

NUMBER OF CITIZENS SERVED IN THE PROGRAM

	----- ACTUAL -----		----- PROJECTED -----	
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Within Yakima	_____	_____	_____	_____
Outside Yakima	_____	_____	_____	_____
<i>Total</i>	_____	_____	_____	_____

PROGRAM IS:

New Current

SPECIFIC ALLOCATION REQUESTED:

For 2009: \$ 8000.

If this is a multiple year request, please identify the following:

<u>YEAR</u>	<u>PROJECT COST</u>	<u>TOTAL AMOUNT OF CITY FUNDS REQUESTED</u>	----- OTHER SOURCES OF FUNDS FOR PROJECT -----	
			<u>SOURCE</u>	<u>AMOUNT</u>
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
<i>Total</i>	\$ _____	\$ _____		\$ _____

IF YOUR REQUEST SHOULD BE APPROVED FOR 2009, HOW WOULD YOU OPERATE YOUR PROGRAM IN 2010 WITHOUT IT?

If the project is successful, Seasons is confident that it can obtain either foundation monies or donations from local businesses.

DETAIL THE TOTAL EXPENSE BUDGET FOR THE PROGRAM(S) PROJECTS IN 2008, OR CALENDAR PERIOD OF REQUEST AS FOLLOWS:

OPERATING & MAINTENANCE EXPENSES	<u>AMOUNT</u>
Salaries and Wages	\$ _____
Personnel Benefits	_____
Supplies	<u>5000</u>
Capital Outlay	_____
Debt Service	_____
<i>Total</i>	\$ _____

OPERATING REVENUE – IDENTIFY PRIMARY SOURCE(S)

1. _____	\$ _____
2. _____	_____
3. _____	_____
4. _____	_____
<i>Total</i>	\$ _____

CAPITAL IMPROVEMENT EXPENSES – IDENTIFY EACH INDIVIDUAL PROJECT AND COST:

- | | |
|---|----------------|
| 1. <u>web site construction/operation</u> | \$ <u>3000</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| <i>Total</i> | \$ _____ |

RESOURCES/GRANTS – IDENTIFY SOURCE OF ALL EXISTING AND PROPOSED PRIMARY SOURCES, MATCHING FUNDS AVAILABLE, ETC:

- | | |
|--------------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| <i>Total</i> | \$ _____ |

OTHER AGENCIES PROVIDING SIMILAR SERVICES (TO YOUR KNOWLEDGE)

No other agencies providing this service

-
-
-
-

IF THIS FUNDING REQUEST IS NOT APPROVED, WHAT ALTERNATIVE PROGRAMS AND/OR FUNDING HAVE BEEN CONSIDERED?

The alternative is private donations, but this source is difficult because of economy and other funding/fundraising demands

-
-

WHAT OTHER AGENCIES OR PROGRAMS MIGHT BE AFFECTED IF THIS REQUEST IS NOT APPROVED AND IN WHAT MANNER WOULD THEY BE AFFECTED?

Affected agencies would be Yakima Valley Convention Bureau, Wine Yakima Valley, and Partnership for Downtown Yakima in that it deny them the opportunity to show case downtown Yakima (PDY), provide experiences to keep wine tourist in city(WYV), and have the opportunity to recruit potential convention goers (YVVCB)

-
-

HOW DO YOU COORDINATE PROGRAMS WITH OTHER AGENCIES?

Seasons has developed working relationships with Wine Yakima Valley, Partnership for Downtown Yakima, and Yakima Valley Visitors and Convention Bureau. Seasons has consulted with agencies for the project, and they agreed to network with Seasons and provide input.

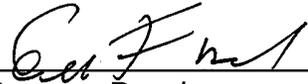
-

Please attach any additional information you feel would be helpful in reviewing your request, and submit this form, together with any attachments by September 12, 2008 to:

Cindy Epperson
Deputy Director of Accounting and Budgeting
City of Yakima
129 No. 2nd Street
Yakima, WA 98901

CERTIFICATION

I certify the above information to be true and factual to the best of my knowledge.

Signed: 
Title: Program Developer
Date: 9/18/08

If your funding is approved, a quarterly on-site audit and inspection of your financial records may be made by the City of Yakima Finance Department.

Specific program requested for funding

The funding request is for a targeted promotional program to attract visitors to Yakima for Seasons annual Fall Festival, which in 2009 will expand to also include wine and art events and displays. The Festival will take place during the crush period, and would be an added incentive for wine tourist to visit Yakima and return in the downtown district rather than venturing elsewhere. For the past three years the Festival has been building a local audience, but now that it has established a strong music tradition, it will conduct a concerted promotional campaign to catch the attention of outsiders, primarily on the Westside, a strategy that will not only build audiences but will be a community development tool. That is, the aim is to also will lure potential investors and convention goers to experience some of Yakima's assets, its downtown, local wineries, and emerging art community, as provide experiences that will give them a positive image of Yakima. By next fall many of the downtown projects will be completed, and the Festival will be a magnet to lure visitors to the renaissance that is downtown Yakima. Accordingly, the campaign will be developed and implement in consultation with Wine Yakima Valley, Yakima Valley Convention Center, and patnership for Downtown Yakima.

Project Objective: The main idea of the project is implement a targeted promotional campaign aim primarily at business, civic, and cultural organizations, mostly from the Westside, to Seasons annual ten day Fall Festival with the objective of shinning the spotlight on Downtown Yakima ,area wineries and other assets to outside people (and local residents), creating the possibility of more outside investment coming into the area, further promoting wine tourism and the convention trade, and providing experiences that will change and/or enhance Yakima's image.

Project Scope: Starting in March, 2009, an extensive campaign promoting the Festival and other Yakima assets will be conducted through a dedicated web site and targeted promotional work that will focus on business, civic and cultural organizations. Instead of a shot gun approach to the general public, the campaign will target those organizations that could make an impact on Yakima. The Festival, which will be conducted during the wine crush season, will be a one of a kind event. It will be one of the few music festivals in the Northwest featuring jazz, Latin jazz, classical, and world music musicians. It will consist of 10 days (two weekends) of music programming featuring national and regional musicians and singers, which will also include educational programs for youth and a space for musicians to create new music. It will be one of the few such festivals in the Northwest. Side by side with the 2009 festival will be wine tasting exhibits hosted by Yakima Valley wineries, as well as displays by local artist. It is expected that most of the visitors will be attracted to the (two) weekend programs.

Justification-Need for Project: Downtown Yakima has gone through a remarkable transition in the last couple of years, and more is occurring. Valley wineries are creating award winning wines. A growing art community is emerging, and culture is becoming more a part of everyday life. But many people outside of Yakima (and even in Yakima) hold outdated images of Yakima or do not have any real image of the Valley. There is a need to change these images. Mere trips to cities by promotional teams and media stories are not enough to change deeply engrained images. Often it takes people to directly experience an area to discover its true image. One of the strategies used by other cities to lure people into their communities and discover its assets is music and cultural festivals. The timing is now right for Yakima to use this strategy. First, Yakima now has such a venue with Seasons annual Fall Festival, which will be expanded next year to include wine and art. Secondly, many projects in downtown Yakima that are now underway will

be completed by then, giving the district an even more attractive face. Finally, Seasons has working relations with organizations such as Wine Yakima Valley, Convention Bureau, and Partnerships for Downtown Yakima that will allow it to organize a more comprehensive Festival. This project is predicated on the belief that a targeted promotional campaign in the less expensive but more effective way of attracting visitors to the city.

Project Activities: The major task will be developing promotional materials, including a dedicated website, and a system that will allow Seasons to target special audiences such as Westside business, civic, tourist, and cultural organizations. Seasons will solicit the input and assistance from local organizations, specifically, Wine Yakima Valley, Partnership for Downtown Yakima, and Yakima Convention Bureau. The major activities and timelines are as follows:

0. Selection of performers (and themes) for the Festival by the end of January, Development of wine and art activities event plan with input from Wine Yakima Valley, Partnership for Downtown Yakima, and Yakima Convention Bureau by the end of January. Possible events/activities could be wine tasting and art exhibits and events or displays that will entice people about investing or holding conventions in Yakima, and displays and/or exhibits that would entice investment in downtown Yakima.
- . Development of promotional materials and creation of web site by the end of February. Web site goes on line first week in March. Website will also have links to various city assets.
0. Identification of business, tourist, civic, and cultural organizations to send materials and promote Festival. By end of February. Convention Bureau and Partnership for Downtown Yakima starts promoting festival on their webs site by end of February.
0. Mailing of promotional materials to targeted organizations starts first of March with follow up by Seasons staff with assistance of local organizations (Yakima Valley Convention Bureau, Wine Yakima Valley, and Partnership for Downtown Yakima).
- . Once materials are disseminated, follow up activities will include phone calls, visits to key organizational people, and attending organizational\al meetings to promote the Festival.

Results expected from project: The overall effects of the project will be a) to bring more wine tourist into the downtown district, b) attract business people that could be potential investors and/or convention goers, c) to help change and/or enhance Yakima's image, and d) putting Yakima on the map as a major music and cultural hub. It is expected that with a concerted promotion campaign the Festival will attract a significant number of visitors to Yakima during the time frame of the Festival that will have positive experiences. Since it is a targeted promotion campaign to help improve Yakima's image, it is expected that many visitors would be people who are in a position to make investment decisions or holding conventions in the city. Accordingly, there are objective methods and measures to document the success of the project, namely:

0. Responses from targeted organizations as to whether their members will visit Yakima for Festival, as measured by request for tickets
0. Increased attendance at concerts from previous years , and survey of audience to determine whether they are residents or visitors
0. Survey of hotels and local wineries to determine occupancy and traffic patterns from previous year
0. Survey of visitors to determine whether they had positive experiences and whether trip

changed their image of Yakima, including whether they plan to return to Yakima, invest in the city, or would like their organization's convention be in the city.

Further Budget Information

Project funds will be used for web site construction for Festival and maintenance (\$3000), materials for brochures and promotion materials, including printing and mailing (\$5,000)

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Citizens for Safe Yakima Valley Communities – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$20,000 to the Citizens for Safe Yakima Valley Communities (CSC). See the attached supplemental information for program information.
2.
 - a. **Fiscal Impact** – Non-personnel: \$20,000.
 - b. **Proposed Funding Source** – General Fund.
 - c. **Public Impact** – CSC works to focus and coordinate the efforts of various groups in a collaborative manner and to execute projects and activities directed solely at making Yakima a safe place to work, run a business and raise a family.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Citizens for Safe Yakima Valley Communities

Citizens for
Safe Yakima Valley
Communities

Building safer communities citizen by citizen



10 N. 9th Street
P.O. Box 1490
Yakima, WA 98907
Phone: (509) 248-2021
Fax: (509) 248-0601

October 3, 2008

Rita DeBord, Finance Director
City of Yakima Department of Finance & Budget
129 N. Second Street
Yakima, WA 98901

Subject: 2008 Report and 2009 Request for Funding

Citizens for Safe Yakima Valley Communities (CSC) is pleased to submit this report covering our organization's performance pursuant to our 2008 service contract for \$20,000 with the City of Yakima. We are also requesting continued support in the amount of \$20,000 from the City for CSC programs and outreach for 2009.

During our first year of funding from the City of Yakima, 2008, we had extensive results for our programs. We respectfully submit the attached schedules and PowerPoint presentation as information in addition to what is reported in this letter.

REPORT

National Night Out - We supported an assembly of Neighborhood Block Watch program leaders on a monthly basis aimed at reinforcing the Neighborhood Block Watch program and expansion of the number of neighborhoods within the City with organized Block Watch Programs. We also planned and held the annual National Night Out Kick-Off Party (NNOKOP) that promotes public participation in Block Watch and public safety in general (see attached report).

One challenge CSC faced was the lack of direct access to the names of City Block Watch participants. To work around this challenge, YPD personnel in charge of the Block Watch Program were requested to invite current Block Watch program participants to the regular meetings. Some block captains participated on an irregular basis, but CSC believes this restriction may have reduced potential Block Watch program participant participation in the planning of NNOKOP. In order to promote more participation at all levels, CSC recommends information sharing for the benefit of growing the number of Block Watch groups in the City.

Summer Jobs for Disadvantaged Youth - CSC, in partnership with Yakima's South East Community Center and citizen volunteers, worked with local businesses to create over 100 jobs for 100 youth in the summer of 2008. We held a career fair and employment training day that served over 200 youth. Many local businesses and educational institutions were available on-site to answer questions from students and some employers

CSC is supported by grants from Yakima County, City of Yakima, Yakima Valley Community Foundation as well as individuals and businesses in our community. We thank them for their dedicated service and support. CSC's fiduciary agent is the Yakima Chamber Foundation which is a 501(c)(3) organization as defined by the IRS, Federal Tax ID #91-1692873.

recruited at the event. Every youth participant enjoyed receiving help preparing their resume and job applications. They also received group training on what to expect on their first job, at least one personalized interview experience, and an opportunity for peer-to-peer review of the experience. These benefits are of course in addition to their paid four week part-time work experience.

Campaign to Reduce the Use of Methamphetamine – Our team of professionals and volunteers worked together to plan and develop an aggressive educational and media campaign directed at reducing addiction to Methamphetamine and the causes of addiction associated with the use of all illegal drugs. The process was slowed by the lack of funding for our original plan. The plan has since been modified with the support of the Team and the leadership of CSC. We feel we are on target and should launch a product in the first quarter of 2009.

Regional Youth Forum – We organized and conducted three youth forums within the County of Yakima; Yakima Juvenile Detention Center (YJDC), Eisenhower High School, and Toppenish area. Our goals including engaging youth in self-initiated projects aimed at reducing juvenile crimes, gang membership, and the causes of crimes in their respective communities. What we learned from our local youth was amazing. We have included a document that was created with direct input from youth detained at the YJDC.

Toppenish youth planned, organized, and held a community carnival at Lincoln Park in Toppenish (see attached). This group of youth would like to continue planning events that engage youth and adults in healthy activities. We look forward working with them in the future.

Benchmarking Results – CSC staff supported neighborhood policing (Emphasis Patrols) by providing independent and separate labor and time to mail and collate public perception survey responses. CSC worked through an established City Memorandum of Understanding, and used an approved survey system maintained and operated, with Yakima Valley Community College. Reports generated from the responses received represented a fair, valid, and diverse cross section of Yakima. Survey results have been delivered to the appropriate YPD personnel.

CSC Operations and Staffing – CSC operations were effectively and efficiently maintained through multiple funding streams of which the City is a major contributor.

We believe significant strides have been made in our community toward empowering citizens, improving public safety and reducing crime in both the systemic and systematic realms. CSC is a connecting organization that engages citizens in discussions about important public safety issues and programs. We then act accordingly for the benefit of public safety. We will stay diligent in our efforts.

REQUEST

Funding from the City of Yakima was instrumental in our success and will be in the future. We look forward to our continued service to the citizens of Yakima Valley and look forward to the support and participation of the City of Yakima.

In 2009 our goals include the continuance of the following programs and services and potentially the start of others:

National Night Out – Support an assembly of Neighborhood Block Watch Program leaders aimed at reinforcing the Neighborhood Block Watch initiative and expanding the number of neighborhoods in the City that have organized Block Watch programs.

Summer Jobs for Kids program - Work with businesses and the South East Community Center to create 100 part-time summer jobs for youth and conduct a career fair to introduce youth employment opportunities.

Campaign to Reduce the Use of Methamphetamine – Develop and launch an aggressive educational media campaign directed at reducing addiction to methamphetamine and the causes of addiction associated with the use of all illegal drugs.

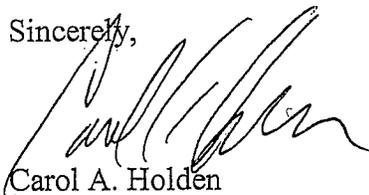
Benchmarking Results – CSC proposes to continue to work with YPD on their survey needs for specific neighborhoods in support of neighborhood policing efforts if such services are needed.

CSC Operations and Staffing – Support the cost of operations, staffing and logical expense associated with sustaining the CSC volunteer organization.

CSC submits a request for program and operational support in the modest amount of **\$20,000**.

Should you have any questions regarding this submission, please contact myself or the CSC Chairman of the Board, Mike Leita at 574-1500.

Sincerely,



Carol A. Holden
Executive Director

Cc: Mike Leita, Chairman of the Board
Mike Morrisette, Secretary/Treasurer

Attachments: Printed CSC PowerPoint presentation
Board of Directors Listing
CSC Brochure
Other reports as noted in the letter

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Citizens for Safe Yakima Valley Communities / Blockwatch & Crime Free Rental Housing Support– Budgeted

1. **Proposal** – As authorized in the Byrne Memorial Grant, an agreement with Citizens of Safe Yakima County Communities (CSC) is underway. It is expected that CSC will operate the Second Chance Yakima project. The primary objective of the Second Chance Yakima Project is to develop Community based problem solving and civilian centered crime prevention in higher crime neighborhoods. Block Watch and Crime Free Rental Housing programs will play the pivotal role in obtaining those objectives. Rather than hire an officer to coordinate those efforts, we plan to contract those services, for at least the first two years of the project. The grant contemplated spending \$60,000 per year for 2 years on this program.

We expect CSC will qualify as a provider as they have been instrumental in developing neighborhood programs in other locations. In the event that CSC does not wish to oversee the project, the oversight will be offered to the Yakima Police Athletic League.

2. **a. Fiscal Impact** – Non-personnel:

\$60,000 – 2009
<u>60,000</u> – 2010
\$120,000 – Total grant proposal
 - b. Proposed Funding Source** – General Fund / Federal Grant.
 - c. Public Impact** – Promotes Crime Prevention
 - d. Personnel Impact** – Contract Administration.
 - e. Required Changes in City Regulations or Policies** – None.
 - f. Legal Constraints, if applicable** – Program delivery in accordance with grant application.
 - g. Viable Alternatives** – Pursue other agencies, such as Yakima Police Athletic League, to run this program.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Outside Agency

POLICY ISSUE TITLE: Yakima Symphony Orchestra – Unbudgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$10,000 to the Yakima Symphony Orchestra. See the attached supplemental information for program information.
2.
 - a. **Fiscal Impact** – \$10,000.
 - b. **Proposed Funding Source** – General Fund or Parks and Recreation Fund.
 - c. **Public Impact** – Provide entertainment and education for the community.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Yakima Symphony Orchestra

CITY OF YAKIMA
2008 BUDGET REQUESTS
For Agencies Requesting Funding Through General Funds

GENERAL BACKGROUND

REQUESTING AGENCY

Name: Yakima Symphony Orchestra
Address: 32 N 3rd St, #333, Yakima, 98901
Contact Person: Noel H. Moxley

AGENCY'S PRIMARY SERVICE

Orchestral music performance
Educational programs in our schools
grades 4-12, music + opera

IS APPLICANT ORGANIZATION A GOVERNMENTAL AGENCY CREATED BY STATUTE, BY YAKIMA COUNTY OR CITY LEGISLATION?

Yes No

If answer is "yes", cite the applicable RCW Section or Chapter, or enclose with this application for a copy of the County or City legislation which created the agency.

If answer to #3 above is "no", answer questions #1 and #2 below:

1. Describe the legal organization of applicant, such as nonprofit corporation, etc.

501(c)3 non profit corporation

2. Has applicant entered into a contract with the State of Washington, yakima county or the city of yakima, pursuant to which applicant performs a function on behalf of the state, county or city?

Yes No

If answer is "yes", enclose with this application a copy of that contract.

HAS APPLICANT PREVIOUSLY RECEIVED A GRANT OR OTHER FINANCING FROM THE STATE OF WASHINGTON, YAKIMA COUNTY, OR THE CITY OF YAKIMA TO FINANCE APPLICANT'S OPERATION?

Yes No

If answer is "yes", indicate the source of funds and the fiscal period for which such grant or other financing was or is applicable.

Source of Funds: WA State Arts Com Fiscal Period: 7/1/08 - 6/30/09

GEOGRAPHICAL AREA SERVED

1) Primarily Yakima County
2) Ellensburg

TOTAL NUMBER OF CITIZENS SERVED BY YOUR AGENCY

	----- ACTUAL -----		----- PROJECTED -----	
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Within Yakima	<u>20,643</u>	<u>18,050</u>	<u>19,100</u>	<u>?</u>
Outside Yakima	_____	_____	_____	_____
Total	_____	_____	_____	_____

INFORMATION ON PROGRAM TO BE FUNDED

SPECIFIC PROGRAM OR PROJECT YOU ARE REQUESTING TO BE FUNDED THROUGH GENERAL FUNDS

DESCRIPTION OF PROGRAM OR PROJECT

Please address these areas of concern in detail:

- Program or project objective
- Program or project scope
- Justification - necessity of program
- Program or project activities
- Results expected from programs or projects
- Rank projects in order of priority

(Attach additional sheets of same size if more space is necessary)

CAPITAL IMPROVEMENT EXPENSES – IDENTIFY EACH INDIVIDUAL PROJECT AND COST:

1. N/A \$ _____
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____
- Total \$ _____

RESOURCES/GRANTS – IDENTIFY SOURCE OF ALL EXISTING AND PROPOSED PRIMARY SOURCES, MATCHING FUNDS AVAILABLE, ETC:

1. _____ \$ _____
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____
- Total \$ _____

OTHER AGENCIES PROVIDING SIMILAR SERVICES (TO YOUR KNOWLEDGE)

None

IF THIS FUNDING REQUEST IS NOT APPROVED, WHAT ALTERNATIVE PROGRAMS AND/OR FUNDING HAVE BEEN CONSIDERED?

Since this is a first time request, if not granted we will look elsewhere to grow our programs.

WHAT OTHER AGENCIES OR PROGRAMS MIGHT BE AFFECTED IF THIS REQUEST IS NOT APPROVED AND IN WHAT MANNER WOULD THEY BE AFFECTED?

Programs affected would be our educational programs.

HOW DO YOU COORDINATE PROGRAMS WITH OTHER AGENCIES?

We work directly with ESD 105 Arts coordinator + Yakima School District principals + teachers.

NUMBER OF CITIZENS SERVED IN THE PROGRAM

	----- ACTUAL -----		----- PROJECTED -----	
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Within Yakima	<u>6250</u>	<u>6,300</u>	<u>6,000</u>	<u>?</u>
Outside Yakima	_____	_____	_____	_____
<i>Total</i>	_____	_____	_____	_____

PROGRAM IS:

New Current

SPECIFIC ALLOCATION REQUESTED:

For 2009: \$10,000⁰⁰.

If this is a multiple year request, please identify the following:

<u>YEAR</u>	<u>PROJECT COST</u>	<u>TOTAL AMOUNT OF CITY FUNDS REQUESTED</u>	----- OTHER SOURCES OF FUNDS FOR PROJECT -----	
			<u>SOURCE</u>	<u>AMOUNT</u>
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
<i>Total</i>	\$ _____	\$ _____	_____	\$ _____

IF YOUR REQUEST SHOULD BE APPROVED FOR 2009, HOW WOULD YOU OPERATE YOUR PROGRAM IN 2010 WITHOUT IT?

Reduce programming & eliminate schools

DETAIL THE TOTAL EXPENSE BUDGET FOR THE PROGRAM(S) PROJECTS IN 2008, OR CALENDAR PERIOD OF REQUEST AS FOLLOWS:

OPERATING & MAINTENANCE EXPENSES	<u>AMOUNT</u>
Salaries and Wages	\$ _____
Personnel Benefits	_____
Supplies	_____
Capital Outlay	_____
Debt Service	_____
<i>Total</i>	\$ _____

OPERATING REVENUE – IDENTIFY PRIMARY SOURCE(S)

1. _____	\$ _____
2. _____	_____
3. _____	_____
4. _____	_____
<i>Total</i>	\$ _____

Please attach any additional information you feel would be helpful in reviewing your request, and submit this form, together with any attachments by September 12, 2008 to:

Cindy Epperson
Deputy Director of Accounting and Budgeting
City of Yakima
129 No. 2nd Street
Yakima, WA 98901

CERTIFICATION

The Yakima Symphony Orchestra has been a jewel of our community for over 40 years. It has provided entertainment and education for many over the years. Although we have many projects for the youth of our community, this request is primarily for funds for our general operating budget because without the orchestra fully functional in the valley we would not have the projects to support our youth.

In our current state of sagging economy, sinking U.S. dollar and global competition, leaders in business, government and education are realizing more than ever to fuel creativity and innovation, we must support the arts. The applied skills that support innovation, such as critical thinking, communication skills and problem solving are considered more important than the traditional skills of basic reading, writing and math. The applied skills are commonly acquired through quality arts education. (Are They Ready to Work prepared by The Conference Board for the Fortune 1000 Business Constituency)

American for the Arts and the American Association of School Administrators are studying this issue. The first product of this collaboration is a study that makes clear that both business and school leaders are virtually unanimous in rating creativity as increasingly important in U.S. workplaces.

Despite these findings that the arts play a key role in developing creativity, most high schools offer arts classes on an elective basis only. Also, it has been found that it is some of these same business leaders who lean on schools to cut the arts in order to balance their budgets.

It is at this juncture that local arts organizations can fill some of the gap. The Yakima Symphony Orchestra provides many opportunities for our students. Three ensembles, brass, string and woodwinds travel to our valley schools to play for our fourth grade students so they are familiar with the instruments the year before they may choose one to study in band and orchestra in fifth grade. In May every year the YSO brings 3000 students into the Capitol Theatre to hear all those families of instruments play together in a 45 minute concert designed especially for 4th and 5th graders. At every opportunity, the YSO brings our guest artists into up close and personal contact with our students in the form of recitals and master classes. Our partnership with Seattle Opera affords us the opportunity to bring an opera written and adapted just for elementary school children to a school in our valley every year. The orchestra offers student ticket prices to all concerts in order to make the experience available to as many students as possible. We have patrons who buy student tickets and ask that we give them away to students who are interested. We publish a list of musicians from the orchestra who teach privately in the community....and on and on.

So - it is for all of the above reasons that the Yakima Symphony Orchestra is requesting \$10,000 from the City of Yakima to support our orchestra so our orchestra can continue to support our students. The Yakima Symphony is the only professional orchestra in the state of Washington that is not supported to some extent by the city and county in which it performs. Lets change that and support the orchestra that supports our kids.

YAKIMA SYMPHONY ORCHESTRA		
Budget	Education Budget 2008-2009	2008-2009
Description	Amount	Status
<i>Income</i>		
Yakima School District	\$ 5,000.00	Confirmed
ESD105	\$ 5,000.00	Confirmed
Washington Mutual	\$ 3,500.00	Pending
USBank	\$ 2,500.00	Confirmed
Weyerhaeuser	\$ 3,500.00	Pending
Quest Foundation	<u>\$ 3,500.00</u>	Confirmed
Zirlike Fruit	\$3,000.00	\$ 26,000.00
<i>Expenses</i>		
String Ensemble	\$ 3,131.00	
Woodwind Ensemble	\$ 3,416.00	
Brass Ensemble	\$ 3,467.00	
Student Concert p/r	\$ 9,509.00	
Student Conc-production	<u>\$ 2,365.00</u>	
		<u>\$ 21,888.00</u>
Subtotal, Education Activities		\$ 4,112.00
<i>Other Income</i>		
Fund Raiser Paddle Raise		<u>\$ 3,000.00</u>
Profit Center Income / (Loss)		\$ 7,112.00

2009 MAJOR POLICY ISSUE

DEPARTMENT: Intergovernmental Agency

POLICY ISSUE TITLE: Yakima Regional Clean Air Agency – Budgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$22,394 to the Yakima Regional Clean Air Agency.
2.
 - a. **Fiscal Impact** – Non-personnel: \$22,394 – Intergovernmental Program.
 - b. **Proposed Funding Source** – General Fund.
 - c. **Public Impact** – See Attached.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Yakima Regional Clean Air Authority



Phone: (509) 834-2050, Fax: (509) 834-2060
<http://www.co.yakima.wa.us/cleanair>

January 2, 2009

Invoice #2009-14
GL #614-33831001

City of Yakima
Dick Zais, City Manager
Accounts Payable
129 N 2nd Street
Yakima, WA 98901

Supplemental Income for 2009 (2000 Census Corrected 10-3-2003, estimated 4-1-2007 at 82,940 x \$.27 = \$22,393.80 rounded = \$22,394.00)	\$22,394.00
Total:	\$22,394.00

Please make check(s) payable to YRCAA. Assessment is due and payable upon receipt. Payment may be paid quarterly not later than January 15, March 15, June 15, and September 15, 2009. Please call to make payment arrangements.

NOTE: Please refer to the above invoice number and GL# when submitting payment. For further information and payment arrangements call Lyne Monroe (509) 834.2050 ext 104.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Intergovernmental Agency

POLICY ISSUE TITLE: Yakima County Emergency Management – Budgeted /
Unbudgeted

1. **Proposal** – This proposal is an outside agency request to provide financial support in the amount of \$59,937 to the Yakima Valley Office of Emergency Management. For 2009, the per capita assessment is \$.7110 compared to \$0.6898 in 2008. This results in an increase of \$2,725 or 4.8% from the 2008 assessment of \$57,212.

2. **a. Fiscal Impact** – Non-personnel: \$58,900 – Budgeted (preliminary estimate)

1,037 – Unbudgeted
\$59,937 – Total 2009 assessment

The preliminary budget was finalized before the City received the 2009 assessment information, and included a 3% rate increase over the prior year. The population increase caused the additional assessment of \$1,037.

b. Proposed Funding Source – General Fund.

c. Public Impact – Coordinated regional Emergency Management services.

d. Personnel Impact – Unknown.

e. Required Changes in City Regulations or Policies – None.

f. Legal Constraints, if applicable – None.

g. Viable Alternatives – None.

3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Office of Emergency Management

Yakima Valley
Office of Emergency Management

ROOM B-10 COUNTY COURTHOUSE YAKIMA WASHINGTON 98901
PHONE: (509) 574-1900 FAX: (509) 574-1901

DATE: October 20, 2008

TO: Mr. Dick Zais, City Manager
City of Yakima

FROM: Jim Hall, Director 
Yakima Valley Office of Emergency Management

SUBJECT: **2008 Preliminary Budget and Yakima County Emergency Services Council Meeting Notice**

Yakima Valley Office of Emergency Management's preliminary budget reviewed and tentatively approved by the Emergency Services Executive Board (ESEB) is attached. The tentatively approved annual assessment for 2008 is \$.7110 per person or a 3% increase of the 2008 assessment. The City of Yakima's assessment for 2009 is \$59937. This is an increase of \$2725 for a population of 84300. This is a per capita assessment. Some jurisdictions have a greater overall increase because of an increase in population from people moving in or annexation. The City of Yakima's population increased by 1360 for 2009.

The Yakima Valley Office of Emergency Management is working on or completed several major projects this year, they include:

The Yakima Valley Emergency Management system is one of five county systems in the state meeting preparedness criteria set by state Emergency Management.

We continue to development the Community Emergency Management System. This system is a series of checklists for local and regional Emergency Coordination Centers and others who have responsibility in an emergency or disaster. In 2008 an overhaul of the Operational area EOC Systems was undertaken and completed.

Incident Management Team Development continues with team training and an interim operational status. The team is ready to help.

Health Department Planning, A partnership with the Yakima Health District Updating the response plan, training, and exercising both locally and regionally.

We participated in the regional Radiological Emergency Planning Ingestion Pathway Dress Rehearsal and FEMA Evaluated Exercise for the Columbia Generating Station at Hanford.

We continue to receive Homeland Security funding through state EMD. Most of the funding is passed through to local jurisdictions for preparedness equipment etc.

"You will always receive complaints about how you respond to an event and they create discomfort. Mishandle an event and it and it can be carrier ending" Jim Hall 2008

Our mission is one, to have the plans in place to deal with a major event or disaster. We keep each of our jurisdictions compliant with the requirements set out in RCW and WAC. Two, to maintain at the ready systems to assist communities in the Yakima Valley when they become overwhelmed by an unforeseen event either natural or man made.

Meeting Notice

The Emergency Services Executive Board has asked for the annual meeting of the **Yakima County Emergency Services Council**. The council, by agreement, consists of the mayor from each jurisdiction and the three county Commissioners. The council meeting agenda will include the final approval of the 2009 Budget by resolution, a briefing on office activities, and the election of members to the Executive Board. If you are receiving this as a city administrator please forward to the mayor he/she needs to attend, provide impute, and vote on your emergency management system.

The meeting will take place at the normal monthly meeting of Mayors and Commissioners **November 20, 2008 at the Pioneer Kitchen in Toppenish**. The Mayors meeting will start at **6:00PM**. The Council Meeting will be part of the Mayor's agenda.

We are available to present the 2009 Emergency Management Budget or any other issue or project to your staff or governing body upon request. If you have other questions or require additional information please contact me at 574-1904 or e-mail jim.hall@co.yakima.wa.us

Thank you for your continued support.

Attachments: 2009 Preliminary Budget

This is our local assessment funding. It funds the largest portions of three positions in OEM. The are the Financial Tech, St Program Analyst, and the Manager. At the present time we us EMPG, CGS, and Health District funding to pay a portion of cost for these positions What is budgeted is the remaining after the other funds are applied.

Account # 110 Local Jurisdiction Assessments

Account # 110 Revenue

City/ Town	2006		2007		2008		2009	
	2005 Pop	Share	2006 Pop	Share	2007 Pop	Share	2008 Pop	Share
		0.5315		0.6697		0.6898		0.7110
Change		3.50%		26%		3%		3%
Grandview	8,705	4,627	8840	\$5,920	9,150	\$6,312	9,335	\$6,637
Granger	2,835	1,507	2880	\$1,929	2,955	\$2,038	3,050	\$2,169
Harrah	630	335	630	\$422	630	\$435	630	\$448
Mabton	2,065	1,098	2075	\$1,390	2,080	\$1,435	2,085	\$1,482
Moxee	1,310	696	1800	\$1,205	2,065	\$1,424	2,415	\$1,717
Naches	755	401	761	\$510	805	\$555	756	\$538
Selah	6,740	3,582	6840	\$4,581	6,935	\$4,784	7,100	\$5,048
Sunnyside	14,710	7,818	14930	\$9,999	15,130	\$10,437	15,210	\$10,814
Tieton	1,185	630	1195	\$800	1,200	\$828	1,195	\$850
Toppenish	9,000	4,784	9015	\$6,037	9,105	\$6,281	9,140	\$6,499
Union Gap	5,695	3,027	5685	\$3,807	5,700	\$3,932	5,745	\$4,085
Wapato	4,535	2,410	4540	\$3,040	4,540	\$3,132	4,555	\$3,239
Yakima	79,480	42,244	81710	\$54,721	82,940	\$57,212	84,300	\$59,937
Yakima Coui	89,060	47,335	88264	\$59,110	88,305	\$60,913	87,664	\$62,329
Zillah	2,595	1,379	2635	\$1,765	2,660	\$1,835	2,720	\$1,934
Pop/Revenue	229,300	\$121,873	231,800	\$155,236	234,200	\$161,551	235,900	\$167,725
Pop Change			2,500		2,400		1,700	
\$ Change				\$33,364		\$6,315		\$6,174

2009 MAJOR POLICY ISSUE

DEPARTMENT: Intergovernmental Agency

POLICY ISSUE TITLE: Yakima Valley Conference of Governments – Budgeted

1. **Proposal** — This proposal is an outside agency request to provide financial support in the amount of \$41,125 to the Yakima Valley Conference of Governments (COG) membership assessment. The General Assessment went from \$32,347 in 2008 to \$32,877 in 2009, an increase of \$530 or 1.6%. The Metropolitan/Regional Transportation Planning portion decreased by \$1,986, which is used to provide local match for regional planning grants.
2.
 - a. **Fiscal Impact** — Non-personnel, \$41,125; Intergovernmental Program.
 - b. **Proposed Funding Source** — General Fund.
 - c. **Public Impact** — Regional Transportation Planning coordination (necessary to be eligible for certain transportation grants).
 - d. **Personnel Impact** — Unknown.
 - e. **Required Changes in City Regulations or Policies** — None.
 - f. **Legal Constraints, if applicable** — None.
 - g. **Viable Alternatives** — None.
3. **Conclusion and/or Staff Recommendation** — This is a Council policy decision.

SUPPLEMENTAL INFORMATION
Yakima Valley Conference of Governments



YAKIMA VALLEY
CONFERENCE OF GOVERNMENTS

311 North 4th Street, Suite 202 • Yakima, Washington 98901
509-574-1550 • FAX 574-1551
website: www.yvcog.org

October 16, 2008

Mayor Dave Edler
City of Yakima
129 North 2nd St.
Yakima, WA 98901

Dear Mayor Edler:

The Yakima Valley Conference of Governments (YVCOG) General Membership adopted the 2009 YVCOG Budget on October 15, 2008 (Resolution 2008-4), by a unanimous vote. The City of Yakima's voting members did not attend the meeting.

The 2009 YVCOG budget maintains the membership general assessment rate at \$0.39 that has been in place since our 2003 budget. Changes in individual membership assessments are attributable to population changes as well as changes in transportation grant funding.

The City of Yakima's total membership assessment for 2009 is \$41,125.

Article VIII of the YVCOG Articles of Association, provides in part that: "...each member jurisdiction shall notify the Conference in writing by December 31 of their intent to continue participation in the Conference at the specified assessment or to terminate their participation."

In accordance with Article VIII, **please notify the YVCOG in writing by December 31, 2008 of your jurisdiction's intent to continue participation as a member of the Yakima Valley Conference of Governments at the specified assessment rate.**

Please call if you have any questions.

Sincerely,

J. Page Scott
Executive Director

JPS:NLS:sah
Enclosure
cc: Richard A. Zais, Jr., City Manager



**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
MEMBERSHIP ASSESSMENTS FOR 2009**

Members	OFM Population		General Assessment*		MPO/RTPO Assessment ¹		Total Assessment		2008-2009 Change	
	2007	2008	2008	2009	2008	2009	2008	2009	%	\$
GRANDVIEW	9,150	9,335	3,568	3,641	1,000	1,000	4,568	4,641	1.6%	73
GRANGER	2,955	3,050	1,152	1,189	500	500	1,652	1,689	2.2%	37
HARRAH	630	630	246	246	500	500	746	746	0.0%	-
MABTON	2,080	2,085	811	813	500	500	1,311	1,313	0.1%	2
MOXEE	2,065	2,415	805	942	1,000	1,000	1,805	1,942	7.6%	137
NACHES	805	756	314	295	500	500	814	795	-2.3%	(19)
SELAH	6,935	7,100	2,705	2,769	2,000	2,000	4,705	4,769	1.4%	64
SUNNYSIDE	15,130	15,210	5,901	5,932	6,489	8,462	12,390	14,394	16.2%	2,004
TIETON	1,200	1,195	468	466	500	500	968	966	-0.2%	(2)
TOPPENISH	9,105	9,140	3,551	3,565	1,000	1,000	4,551	4,565	0.3%	14
UNION GAP	5,700	5,745	2,223	2,240	2,000	2,000	4,223	4,240	0.4%	17
WAPATO	4,540	4,555	1,771	1,776	500	500	2,271	2,276	0.3%	6
YAKIMA	82,940	84,300	32,347	32,877	10,234	8,248	42,581	41,125	-3.4%	(1,456)
YAKIMA CO.	88,305	87,664	34,439	34,189	15,723	9,997	50,162	44,186	-11.9%	(5,976)
ZILLAH	2,660	2,720	1,037	1,061	500	500	1,537	1,561	1.5%	23
TOTALS	234,200	235,900	91,338	92,001	42,946	37,207	134,284	129,208	-3.8%	(5,076)

Yakima Transi Total Trans Assessment 3,000

*\$0.39 per capita

2009 General Assessment

2009 MAJOR POLICY ISSUE

DEPARTMENT: City Management

DIVISION: Wastewater

POLICY ISSUE TITLE: Enhance Security at the Wastewater Treatment Plant (WWTP) – Budgeted

1. **Proposal** – Enhance security to the WWTP by upgrading the entrance gate and outside lighting. The proposed upgrade is necessary to control unauthorized access into the facility. The public frequently gets lost and enters the plant without knowing where they are. We have had cars, bicyclists and even pedestrians wandering around the plant that we have had to escort out of the facility.

The proposed improvements include automated operation of the gate, illumination of areas currently having little or no lighting, signing and fencing to direct visitors or vendors to the Administration building. The result will enhance safety to the public and lessen liability to the City.

2.
 - a. **Fiscal Impact** – 2009 budget of \$200,000.
 - b. **Proposed Funding Source** – Wastewater Facility Capital Improvement Fund.
 - c. **Public Impact** – Increase safety to the public by limiting unintentional access into a hazardous area.
 - d. **Personnel Impact** – Safer working conditions.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – 1) Maintain a locked gate and staff to open for vendors, service calls, deliveries and other official business at the WWTP. 2) Maintain current situation and leave the City exposed to unnecessary liability and the public exposed to a potential hazard.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of the requested \$200,000 security upgrades to the entrance and area lighting.

2009 MAJOR POLICY ISSUE

DEPARTMENT: City Management

DIVISION: Stormwater

POLICY ISSUE TITLE: Reaffirm Council Authorized Stormwater Personnel Staffing Levels For 2009 – Budgeted

- 1. Proposal** – Continued implementation of City’s Stormwater Program per previous Council directive through adoption of the 2008 Major Policy Issue regarding establishment of a Stormwater Operating and Capital Improvement Program funded by stormwater utility fees. The 2008 policy issue was approved by Council on November 20, 2007. The level of activity identified in the 2008 policy issue will meet mandates within the City’s National Pollutant Discharge Elimination System Permit (WAR04-6013) as issued by Ecology effective February 16, 2007.

At the July 15, 2008, meeting, City Council was provided an update on the program accomplishments and progress in meeting mandated permit requirements. At that time there was additional discussion detailing the need to step up efforts of our field activities in order to meet the mandated timelines. While City Council supported an increase of staffing to meet stormwater obligations, staff was directed to weigh in at major milestones. The additional staff planned for 2009 represents a necessary, yet significant, milestone.

The crews continue to find major deficiencies in the condition of the City’s storm drainage system. In addition, citizens are contacting the city requesting that localized drainage problems be remedied now that they are paying specific fees related to stormwater.

Wastewater will assign their utility repair crew to address minor operational and safety concerns for approximately 1200 hours or 2 ½ crew months during 2009. Utility repair work is NOT required by the Department of Ecology Permits. However, it appears that the City may want to consider continued funding of minor utility repair work by the Wastewater crew. However, this will reduce the amount of time focused on wastewater and directly affects the crew’s ability to deal with wastewater infrastructure issues. Until the stormwater program and operational priorities are analyzed for future utility fee rates, this approach will allow Council to determine funding and staffing levels for the work unit.

- 2. a. Fiscal Impact** – Labor and Benefits: \$94,000 – 2 additional positions
 30,000 – 0.6 positions temporarily transferred from
 Wastewater (funded by DOE grant)
 \$124,000 – Total
- b. Proposed Funding Source** – City Council approved Stormwater Utility fees in November 2007, setting the rate for 2009 at \$35 per ERU (equivalent residential unit). In addition, Department of Ecology (DOE) awarded a Stormwater Implementation Grant to the City of Yakima. The purpose of the Grant is to provide funds to assist with the unfunded costs associated with mandated map implementation. The creation and maintenance of a map that indicates the

location, depth, type and direction of flow, and outflow location is required both by the Underground Injection Control Regulations and the Eastern Washington Phase II Municipal Stormwater Permit. The Grant will provide \$120,000 for work tasks related to the creation of the City of Yakima's stormwater infrastructure map in 2009. Revenues collected for 2009 are estimated at \$1,820,000 (\$1,700,000 from utility fee and \$120,000 DOE Grant).

- c. **Public Impact** – Compliance with Department of Ecology requirements provides the citizens of Yakima with cleaner and safer water for recreational and domestic use and eliminates fines resulting from non-compliance.
- d. **Personnel Impact** – The Table below compares the original staffing levels proposed in the 2007 Public Hearings for the Stormwater Utility Package and staff's recommended staffing levels for 2009 based on actual crew activity in collecting data mandated by the Underground Injection Control Guidelines and National Pollutant Discharge Elimination System Permit issued by Department of Ecology. In the future a minimum of two full-time collection crews will be required to perform best management practice housekeeping, such as cleaning of the catch basins and storm drain lines on the system. The collection crew borrowed from wastewater will return to cleaning and maintaining the wastewater system and the Illicit Detection Program will begin in 2010.

CITY OF YAKIMA STORMWATER PROGRAM

Employee	2007 ⁽¹⁾	2008 ⁽²⁾	2009 ⁽³⁾	2009 ⁽⁴⁾	2008/2009 Increase (Decrease)
	FTE	FTE	FTE	FTE	FTE
Division Manager	0.05	0.12	0.12	0.10	(0.02)
Department Assistant III	0.20	0.20	0.20	0.20	0.00
Operator II	0.05	0.02	0.02	0.00	(0.02)
Operator III	0.00	0.02	0.02	0.02	0.00
Laboratory Technician	0.10	0.10	0.10	0.10	0.00
Pretreat Crew (Illicit Detection)	0.00	1.00	1.00	0.00	(1.00)
Pretreat Leader (Illicit Detection)	0.00	1.00	1.00	0.00	(1.00)
Sewer Maintenance II	0.75	1.30	2.30	5.00	3.70
Sewer Maintenance Lead	0.75	1.10	2.10	2.25	1.15
Utility Engineer	0.20	0.55	0.55	0.50	(0.05)
Sewer Maintenance Supervisor	0.15	0.15	0.15	0.15	0.00
Operating Chief	0.10	0.00	0.00	0.00	0.00
Pretreatment Supervisor	0.00	0.05	0.05	0.02	(0.03)
Chemist	0.00	0.10	0.10	0.05	(0.05)
Environmental Specialist	0.00	0.00	0.00	0.05	0.05
Surface Water Engineer	1.00	1.00	1.00	1.00	0.00
Engineering Support	0.00	0.25	0.25	0.12	(0.13)
Total	3.35	6.96	8.96	9.56	2.60

(1) Values are from November 2007 Report, Table 3.

(2) The 2008 budget includes funding for 5.46 because the new positions were scheduled to have staggered starting dates.

(3) Original proposed staffing levels for 2009 as presented in the 2007 report to Council.

(4) Budgeted - includes .60 FTE's funded by a grant from Department of Ecology temporarily reallocated from Wastewater for the duration of the grant.

- e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None, if the City is to complete inventory, mapping and assessment requirements under National Pollutant Discharge Elimination System (NPDES) and UIC Regulation timelines.
3. **Conclusion and/or Staff Recommendation** – The implementation of this program was authorized by City Council during the Public Hearings held November 20, 2007, and with the adoption of the 2008 Policy Issue initiating the Stormwater Operating and Capital Improvement Program/User Fee. Staff recommends the hiring of an additional stormwater crew to meet the timelines set by the Department of Ecology for completing an inventory and assessment of the city's stormwater infrastructure and the use of Wastewater Collection Crew as necessary to complete the inventory. In addition, the wastewater division will assign the utility crew to make a limited number of minor repairs during an approximate 2 ½ month time period.

The Stormwater program also has certain milestones and decision points requiring Council Action throughout 2009. The following supplemental report identifies these program requirements.

SUPPLEMENTAL REPORT

Stormwater

To: Mayor Edler and Council Members
Dick Zais, City Manager

From: Dave Zabell, Assistant City Manager
Scott Schafer, Acting Wastewater & Stormwater Division Manager

Date: October 21, 2008

Subject: Stormwater - 2009 Council Actions and Progress Report

The purpose of this report is to inform City Council members of items that will require their action during the calendar year of 2009 and to update Council of the progress made to date on stormwater issues. The list below notes the three key items for 2009 and each is briefly covered in this report. Additional information and meetings will be scheduled in 2009 to address each of these items in detail.

2009 COUNCIL ACTION ITEMS

- Adopt Ordinance for Illicit Discharge and Detection by August 16, 2009
- Determine whether the Regional Stormwater approach will continue through years 4 and 5 of the permit by May 15, 2009.
- Adopt 2010 Stormwater Utility Rate.

ILLICIT DISCHARGE AND DETECTION

Section 5.B.3 (b) of the National Pollutant Discharge and Elimination System (NPDES) for Small Municipal Separate Storm Sewers in Eastern Washington requires the development, implementation and enforcement of a stormwater management program designed to eliminate all non-stormwater discharges into the storm sewers. The entire section is provided as an attachment to this report.

The Illicit Detection Program has 7 minimum performance measures:

1. Develop a map showing connections and outfalls
2. Prohibit through ordinance or other regulatory measure non-storm water discharges
3. Program to detect and address illicit discharges
4. Public information regarding hazards associated with illicit discharges
5. Program evaluation and assessment
6. Provide training to all staff responsible for illicit detection
7. Training to field staff to recognize illicit discharges

The Regional Stormwater Lead will provide a model ordinance that will meet the requirements set forth in the regulations. The City must adopt an ordinance and perform revisions to existing codes that may be in conflict with the new ordinance. The City is also responsible for enforcement of the Illicit Discharge and Detection program within the City limits.

Examples of illicit discharge include discharges from lawn watering, irrigation runoff, swimming pool cleaning water or pool discharges, street and sidewalk wash water, and illegal dumping of waste products such as oil or anti-freeze. The permit does allow educational measures to address illicit discharge for lawn watering and irrigation runoff during the first permit.

REGIONAL STORMWATER APPROACH FOR YEARS 4 AND 5 OF PERMIT.

The City of Yakima joined Yakima County, City of Union Gap and City of Sunnyside to form a Regional Stormwater Management Group in July 2007 through an Inter-local Agreement (ILA). Section 12 of the Agreement states:

This Agreement is for the first three (3) years of the Permit (through February 15, 2010) and will be reviewed by all Parties at the end of the second year (February 15, 2009) for consideration of continuing the Agreement to end of the five (5) year permit cycle, and for the potential amendment of responsibilities.

A decision and written commitment to amend and/or extend the Agreement for two (2) additional years is required from all Parties within the first three (3) months of the third permit year (May 15, 2009) or the Agreement terminates at the end of year three (February 15, 2010).

The following tasks are noted by Yakima County as Permit requirements that are in Years 4 and 5

- Two Annual Reports
- Evaluation of the effectiveness of Stormwater Management Plan
- Fully develop and implement outreach or public education
- Conducting field surveys to verify outfalls, etc
- Prioritization of areas likely to have illicit discharges
- Field assess three high priority water bodies to verify outfall locations and detect illicit discharges
- Distribute information regarding illicit discharge to target audiences
- Enforcement strategy and implementation of Construction Site Stormwater ordinance
- Adopt/implement procedures for site plan review for Water Quality impacts
- Review SWPPPs for all construction 1 acre or more, less if part of larger development
- Provide adequate training for all staff involved in permitting, planning and review
- Adopt and implement procedures for site inspection and enforcement
- Adopt procedure for keeping records and enforcement actions by staff
- Provide adequate training for all staff involved in plan review, field inspection and enforcement
- All new construction to be inspected at least once by qualified personnel
- Record keeping of all sites with Erosivity Waiver and complaint response
- Post-Construction – Adopt/implement procedure for site plan review considering Water Quality impacts
- Adopt/implement procedures for site inspection and enforcement (post-construction)
- Inspect BMPs once during installation
- Inspect BMPs once every 5 years after installation
- Provide adequate training for staff for post-construction inspection, review & enforcement
- Record keeping for 5 years or until construction complete
- Keep training records
- Implement practices established in operation and maintenance plans
- Minimum 95% of stormwater facilities inspected twice –Permit Years 3 and 5
- Conduct spot checks after greater than 10 year storm event

- Identify 3 outfalls for monitoring
- Identify at least two monitoring questions
- Develop a monitoring plan for questions noted above
- Identify 2 BMPs at 2 sites each for effectiveness monitoring

ADOPT 2010 STORMWATER UTILITY RATE

The City Council adopted a two-year utility rate schedule for the Stormwater Utility in 2007. Rates were set at \$22 per equivalent residential unit (ERU) for 2008 and \$35 for ERU for 2009. Stormwater rates for 2010 will require Council adoption. Rate levels are related to the cost of completing tasks mandated by the NPDES Phase II Stormwater Permit and Underground Injection Control Requirements, the level of maintenance and repair work authorized by Council, capital projects and whether the City and other agencies continue their participation in the Regional Stormwater Group.

2008 Stormwater Program Status, Challenges and Requests

Inventory and Mapping – Through the end of August, 763 catch basins were cleaned and field data was collected. This information has been entered into the City’s maintenance management system (AIMMS). The Department of Ecology requires a latitude and longitude for each catch basin and approximately 90% of these catch basins have been “located” in the field with a global positioning system. This process has turned out to be very time consuming work due to the condition of some of the catch basins. Many appear to not have been cleaned since the eruption of Mount St Helens. Trees, roots, packed debris require extensive time for removal, so that the crew can collect the inventory data for each basin. As catch basins have been cleaned, new piped systems have been discovered and will require additional work to “chase to the end” in order to determine outfalls or connections to other systems. Office personnel have been researching historical drawings/records to aid in inventory work. It appears that we are locating 2 new catch basins for every ten that we knew existed. Each of the catch basins must be registered through the Department of Ecology at their web site and a complete map of the system and outfalls must be provided to Ecology by February 2012.

During the 2009 Budget Hearing staff will be asking Council to consider delaying the hiring of two employees that were to address the Illicit Detection requirements of the Permit until 2010 and transfer an additional wastewater collection crew (two employees) to the inventory crew for 2009. This will boost inventory and cleaning activities in the field, giving us a better chance of meeting the deadlines set by the Permit. In addition, staff recommends approximately 1,200 hours of time be dedicated toward minor repairs to address safety issues. (This topic is discussed in more detail below) The table below shows the proposed staffing levels that was presented to City Council in November 2007 and indicates the recommended revisions in staffing positions in 2009. A grant was awarded to the City by Ecology to assist with the mapping efforts and will reimburse 75% of 1/3 of the work completed by the field inventory crews (estimated at \$120,000 for 2009).

CITY OF YAKIMA STORMWATER PROGRAM

Values are from Nov. 2007 Report Table 3

<u>Employee</u>	2007	2008	2009	Recommended	Increase
	FTE	FTE	FTE	2009	(Decrease)
Division Manager	0.05	0.12	0.12	0.10	(0.02)
DA III	0.20	0.20	0.20	0.20	0.00
Operator II	0.05	0.02	0.02	0	(0.02)
Operator III	0	0.02	0.02	0.02	0.00
Lab Tech	0.1	0.10	0.11	0.10	0.00
Pretreat Crew (illicit detection)	0	0.50	1.00	0	(1.00)
Pretreat ldr (illicit detection)	0	0.50	1.00	0	(1.00)
Sewer Maint II	0.75	1.05	2.30	5.00	2.70
Sewer Maint Lead	0.75	0.85	2.10	2.25	0.15
Utility Engineer	0.20	0.55	0.55	0.50	(0.05)
Sewer Maint Super	0.15	0.15	0.15	0.15	0.00
Operating Chief	0.10	0	0	0	0.00
Pretreatment Super	0	0.05	0.05	0.02	(0.03)
Chemist	0	0.10	0.10	0.05	(0.05)
Environ Spec	0	0	0	0.05	0.05
Surface Water Engineer	1.00	1.00	1.00	1.00	0.00
Engineering Support	0	0.25	0.25	0.12	(0.13)
Total	3.35	5.46	8.96	9.56	0.60

Minor Repairs And Localized Flooding – The field crews have noted several catch basins, manholes, grate covers and pipe segments that are in need of repair. Many of these are safety hazards for pedestrians, bicyclists and motorists. In addition, we have received requests from citizens to address areas of localized flooding and pooling. Citizens believe that their stormwater utility fees should be used to address neighborhood issues. However, the Permit does not address flooding but rather focuses on “Water Quality” The picture below is typical of rain water pooling on a neighborhood street due to broken curb sections and raised pavement areas preventing runoff from reaching the catch basin and storm drain system. A maintenance program and funding mechanism is recommended to repair existing infrastructure. Projects too large or complex for City personnel and equipment may need to be completed by private contractors.



Filters, Pre-treatment and Treatment – The magnitude of the “what” and the “how” of addressing water quality issues associated with surface water are still virtually unknown at this time. The Permit and UIC Regulations both require best management practices (BMPs) to reduce or remove target pollutants to levels that will comply with state ground water quality standards by the time the surface runoff reaches the water table, an aquifer or water of the state. The financial impact of this one BMP could be substantial. Additional research is necessary before staff can determine which options are applicable to our climate and will be readily fabricated to fit the various catch basin openings in the City.

Attachment: Illicit Discharge Section 5.B.3 Eastern Washington Phase II Municipal Stormwater Permit. DOE Publication 08-10-061

EASTERN WASHINGTON PHASE II MUNICIPAL STORMWATER PERMIT

Issuance Date: January 17, 2007

Effective Date: February 16, 2007

(January 17, 2007 Pages 12 to 15 of 56 Eastern Washington Phase II Municipal Stormwater Permit)

3. Illicit Discharge Detection and Elimination

Each Permittee shall develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 40 CFR 122.26(b)(2)) into the MS4.

The minimum performance measures are:

a. Each Permittee shall develop a map of the MS4, showing the location of all known and new connections to the MS4 authorized or approved by the Permittee; all known outfalls; the names and locations of all waters of the state that receive discharges from those outfalls; and areas served by discharges to ground.

i. The map shall be: at least approximately one-third complete no later than three years from the effective date of this permit; at least approximately two-thirds complete no later than four years from the effective date of this permit; and complete before the expiration date of this permit.

ii. Field surveys shall be conducted pursuant to the requirements of S5.B.3.c.ii. no later than 180 days prior to the expiration date of this permit to verify outfall locations and identify previously unknown outfalls on priority water bodies.

iii. Permittees shall, upon request and to the extent appropriate, provide maps and mapping information to Ecology and/or other entities covered under this permit.

iv. The preferred, but not required, format of submission is an electronic format with fully described mapping standards. An example description is provided on Ecology's website.

v. The Permittee shall maintain documentation of the information included in the map, and the map shall be updated periodically.

b. Each Permittee shall effectively prohibit, through ordinance or other regulatory mechanism, non-stormwater discharges into the MS4.

i. An ordinance or other regulatory mechanism that prohibits illicit discharges and authorizes enforcement actions, including on private property, shall be adopted no later than 30 months from the effective date of this permit.

ii. Non-stormwater discharges covered by another NPDES permit and discharges from emergency fire fighting activities are allowed in the MS4 in accordance with S2 Authorized Discharges.

iii. The ordinance or other regulatory mechanism does not need to prohibit the following categories of non-stormwater discharges:

- Diverted stream flows;
- Rising ground waters;
- Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20));
- Uncontaminated pumped ground water;
- Foundation drains;
- Air conditioning condensation;
- Irrigation water from agricultural sources that is commingled with urban stormwater;
- Springs;
- Water from crawl space pumps;
- Footing drains; and
- Flows from riparian habitats and wetlands.

iv. The ordinance or other regulatory mechanism shall prohibit the following categories of non-stormwater discharges unless the stated conditions are met:

- Discharges from potable water sources, including water line flushing, hyperchlorinated water line

flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4;

- Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through, at a minimum, public education activities (see S5.B.1.) and water conservation efforts.
- Dechlorinated swimming pool discharges. The discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenated if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
- Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents. The Permittee shall reduce these discharges through, at a minimum, public education activities (see S5.B.1.) and/or water conservation efforts. To avoid washing pollutants into the MS4, Permittees shall minimize the amount of street wash and dust control water used. At active construction sites, street sweeping shall be performed prior to washing the street.
- Other non-stormwater discharges. Other non-stormwater discharges shall be in compliance with the requirements of a stormwater pollution prevention plan reviewed by the Permittee which addresses control of such discharges.

v. The SWMP shall, at a minimum, address each category in (iv) above in accordance with the conditions stated therein.

vi. The SWMP shall further address any category of discharges in (iii) or (iv) above if the discharge is identified as a significant source of pollutants to waters of the state.

vii. The ordinance or other regulatory mechanism shall include, escalating enforcement procedures and actions.

viii. The Permittee shall develop an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism.

c. All Permittees shall develop and implement an ongoing program to detect and address non-stormwater discharges to the MS4, including spills, illicit connections and illegal dumping. The plan shall be fully implemented no later than 180 days prior to the expiration date of this permit and shall include:

i. Procedures for locating priority areas likely to have illicit discharges, including at a minimum: evaluating land uses and associated business/industrial activities present; areas where complaints have been registered in the past; and areas with storage of large quantities of materials that could result in spills.

ii. Field assessment activities, including visual inspection of outfalls or facilities serving priority areas identified in (i), above, during dry weather and for the purposes of verifying outfall locations and detecting illicit discharges.

- Compliance with this provision shall be achieved by: prioritizing receiving waters for visual inspection to identify previously unknown outfalls no later than three years from the effective date of this permit; field assessing at least three high priority water bodies or other priority areas to verify outfall locations and detect illicit discharges no later than four years from the effective date of this permit, and field assessing at least one high priority water body or other high priority area each year thereafter.

iii. Procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee. Procedures shall include detailed instructions for evaluating whether the discharge shall be immediately contained and steps to be taken for containment of the discharge.

Compliance with this provision will be achieved by: investigating (or referring to the appropriate agency) within 7 days, on average, any complaints, reports or monitoring information that indicates

a potential illicit discharge, spill, or illegal dumping; and immediately investigating (or referring) problems and violations determined to be emergencies or otherwise judged by the Permittee's staff or other Qualified Personnel to be urgent or severe.

iv. Procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures.

v. Procedures for ending the discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for removing the source of the discharge or otherwise eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated.

- For illicit connections and illicit discharges of hazardous materials, compliance with this provision will be achieved by: initiating an investigation, within 21 days of report or discovery of a suspected illicit connection or discharge, to determine the source of the discharge, the nature and volume of discharge through the connection, and the party responsible for the discharge; and, upon confirmation of the illicit nature of a storm drain connection or discharge, ensuring termination of the connection within 180 days, using enforcement authority as needed.

- For other illicit discharges, compliance with this provision shall be achieved by implementing appropriate enforcement provisions according to the strategy developed pursuant to S5.B.3.b.viii.

d. Permittees shall inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

i. No later than 180 days prior to the expiration date of this permit, distribute appropriate information to target audiences identified pursuant to S5.B.1.a., and

ii. No later than two years from the effective date of this permit, publicly list and publicize a hotline or other local telephone number for public reporting of spills and other illicit discharges. Keep a record of all calls received and of all follow-up actions taken in accordance with S5.B.3.c.ii. through iv above; include a summary in the annual report.

e. Permittees shall adopt and implement procedures for program evaluation and assessment, including tracking the number and type of spills or illicit discharges identified; inspections made; and any feedback received from public education efforts. A summary of this information shall be included in the Permittees' annual reports.

f. Permittees shall provide adequate training to all those staff responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections.

g. Permittees shall provide training to all municipal field staff that as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4. Permittees shall also train office personnel who might receive initial reports of illicit discharges. Training shall include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge.

2009 MAJOR POLICY ISSUE

DEPARTMENT: City Management

DIVISION: Water/Irrigation

POLICY ISSUE TITLE: Water/Irrigation Division Reorganization – Budgeted

1. **Proposal** – This proposal relates to a minor reorganization within the Water/Irrigation Division. The Division is proposing to modify certain duties, responsibilities and certification requirements of the Water Treatment Plant Chief Operators, review the salary to reflect expanded duties and higher certification requirements; change a Department Assistant III position to the existing Water/Irrigation Administration Specialist; and create a new grade of entry level Water Treatment Plant Operator, which will result in the addition of one full time employee.

Over the past several years there have been many changes in water quality and environmental rules (specific to salmon, steelhead and bull trout), the public mandated addition of fluoride to the drinking water and changes as a result of the Municipal Water Law related to water use efficiency. These changes have impacted several of the technical positions within the division in such a way as to require more of them, particularly those associated with water treatment. In addition there have been difficulties recruiting viable candidates for open positions. These changes have resulted in the need to add duties and responsibilities to certain staff and create new positions such as Operator in Training (OIT) at the Water Plant.

If approved, the WTPO OIT, the proposed WTPO II and III positions, which replace the existing Water Treatment Plant Chief Operator Positions, would be reviewed through the Civil Service process and subsequently brought to City Council for final action.

2. **a. Fiscal Impact** – \$58,000 – Add 1 position
6,000 – Replace Chief Operators
3,000 – Upgrade office position
\$67,000 – Total
- b. Proposed Funding Source** – Water Operating Fund. It is anticipated that the existing utility rate revenues will be sufficient to accommodate the minimal fiscal impact of any change.
- c. Public Impact** – Improved reliability of water service, overtime savings, cross-training, and greater control over maintenance activities.
- d. Personnel Impact** – Changes to, and creation of, new job classifications:

Water Treatment Plant Operator OIT – This is a new job classification based on entry level criteria for a water plant operator, with final job description, requirements and salary level to be developed through the Civil Service Process.

Replace the six (6) existing Water Treatment Plant Chief Operators with Water Treatment Operator II and Water Treatment Operator III (total number of operators does not increase) – Recognize the additional duties and responsibilities added over the last several years and improve the marketability of this position for future replacements. Final job description, requirements and salary level are to be developed through the Civil Service Process.

Change the Division's DA III to a Water/Irrigation Administration Specialist –The Water / Irrigation Administration Specialist is an existing job classification. Over time the needs of the division have shifted in such a manner as to require the additional functions included in the Administrative Specialist position in order to adequately support operations.

- e. **Required Changes in City Regulations or Policies** – An amendment to the job classification, Civil Service approval, and pay ordinance.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – Leave as is or do a portion of the reorganization. No action would result in continued difficulties in recruiting viable candidates of open positions, increased overtime and not having sufficient certified staff to operate the Water Treatment Plant and elevated overtime levels. Failure to fill the Administrative Specialist position would result in the need for special assignment pay at roughly the same cost, or paying Operators to perform some of the work at a higher rate of pay and at the expense of pulling them off higher order functions, or important documentation not being completed in a timely manner.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of the reorganization as proposed.

2009 MAJOR POLICY ISSUE

DEPARTMENT: City Management

DIVISION: Legal

POLICY ISSUE TITLE: Increase Part-Time Legal Assistant Position To Full-Time Legal Assistant – Budgeted

1. **Proposal** – Increase 50% Part-time Legal Assistant II Position to Full-time (100%) Legal Assistant II Position. The Legal Department handles an increasing amount of land use hearings and code enforcement matters, police litigation, employment cases, union grievances and unfair labor practice complaints, and assistance with public records act requests that have been brought in recent years, some of which have been a result of increased public process, statutory and court-ordered procedures. A full-time Legal Assistant II position will assist with bringing additional legal work in-house and assist with the overall goal of reducing outside counsel expenditures where possible.
2. **a. Fiscal Impact** –

Personnel:
Legal Assistant II Increase from Part-time (50%) to Full-time (100%) – Salary and Benefits \$30,000.

Non-personnel:
Related supplies, training, etc. (no fiscal impact as these non-personnel impacts are already budgeted for the part-time position): \$0
- b. Proposed Funding Source** – The 50% increase in this position to a full-time position will be funded 100% from the Risk Management Fund. The current part-time (50%) position has been funded 75% from the Risk Management Fund, and 25% from the Legal Department Legal Counsel budget. Therefore, for a full-time Legal Assistant II position, the budget allocation will be as follows: 87.5% from the Risk Management Fund and 12.5% from the Legal Department Legal Counsel budget.
- c. Public Impact** – The public would benefit as the Legal Department brings additional work in-house to assist with the overall goal of reducing outside counsel expenditures where possible.
- d. Personnel Impact** – Legal Assistant II: Will provide necessary support for City attorneys and City departments in the significant and complex volume of land use hearings, litigation cases, personnel claims, and public record act requests.
- e. Required Changes in City Regulations or Policies** – None.
- f. Legal Constraints, if applicable** – None.

g. Viable Alternatives – An alternative to converting this position to a full-time position would be to hire contract personnel who may be able to do minimal work such as filing on a limited basis. Another alternative could be to request assistance from legal assistants in private law firms; however, this would be at a much higher hourly rate, typically from approximately \$75 to \$80 per hour, as compared to an hourly rate of about \$30 per hour.

3. Conclusion and/or Staff Recommendation – Staff recommends approval of this policy issue.

***The Municipal Court
is not proposing any individual policy issues
for the 2009 budget.***

2009 MAJOR POLICY ISSUE

DEPARTMENT: Finance

DIVISION: Finance, Information Systems
& Utility Services Divisions

POLICY ISSUE TITLE: Continuation of 2008 Finance Department Reorganization – Budgeted

1. **Proposal** – During the 2008 Budget process, Council approved the Finance Departments’ Policy Issue regarding Re-organization. The reorganization contained four major components – 3 of which were included in the 2008 budget, these consisted of personnel changes within the Utility Customer Services, Finance and Information Systems divisions; implementation of these 3 components have all been completed. The fourth component approved by Council as part of the 2008 Policy Issue, authorized staff to study the benefits of consolidating the Cashier positions in Finance with the Utility Services Representative positions in the Utility Services Division and to follow up as deemed appropriate based on the results of the study.

A study of the impacts of consolidation of the Cashier and Utility Service Representative positions was performed in 2008 and resulted in a recommendation to combine the two positions. There are currently 2 FTE Cashier positions in Finance and 5.75 FTE Utility Service Representative (USR) positions in Utility Services. The recommendation is to combine the duties of these two positions into the USR position, eliminate the 2 cashier positions in Finance and add 2 USR positions in Utility Services division – for no net change in total FTE’s. The primary benefit to this consolidation is improving service to our citizens and to our utility customers (see below for further explanation of benefits).

2. a. **Fiscal Impact** –

	2009 (1st Year)			Full Year (Ongoing)		
	Finance	Utility Services	Total	Finance	Utility Services	Total
Operating Costs						
Eliminate Cashier positions (2)	(\$37,700)		(\$37,700)	(\$75,400)		(\$75,400)
Add Utility Services Rep positions (2)	31,800	\$13,000	44,800	\$63,600	\$26,000	89,600
Net change in personnel cost, by division	(\$5,900)	\$13,000	\$7,100	(\$11,800)	\$26,000	\$14,200
One Time Facility/ Equipment Costs						
Filing System	\$1,300		\$1,300			
Office Furniture		\$5,700	5,700			
Misc. & Contingency		4,000	4,000			
Total by Division	\$1,300	\$9,700	\$11,000			
Total Costs By Division	(\$4,600)	\$22,700	\$18,100	(\$11,800)	\$26,000	\$14,200

The implementation of this position consolidation will complete all four components of the 2008 Reorganization Policy Issue. While the annual, ongoing net cost increase to implement this position consolidation is \$14,200, as noted above, the 2008 Policy Issue Reorganization taken as a whole nets to a total savings of approximately \$14,000 (i.e. combining this position consolidation with the 3 components of the reorganization implemented in 2008 results in an overall cost reduction of approximately \$14,000 annually).

All of the one time costs noted above would be incurred in 2009. The first year personnel costs would be approximately \$7,100 as the consolidation is budgeted to occur July 1, 2009. However, this date is tentative and the actual effective date will be dependent on the final implementation plan for the position consolidation as well as on the implementation date of the new Utility Management System that is currently in progress. Many details of the position consolidation plan are yet to be worked out.

- b. Proposed Funding Source – General Fund:** Funded by an increase in Customer Service charges (revenues) transferred from Utilities:

\$22,700 – 2009

\$26,000 – 2010

- c. Public Impact –** A major benefit – and primary goal – to this consolidation is improved customer service. Customer service will be improved in several ways, including:

- Eliminate necessity for customers to go to one window to obtain information about their account and to a second window to make a payment on their account;
- Allows for better allocation of existing staff to the highest priority – which changes from day to day; resulting in shorter wait times at the windows and on the phones for customers. (Example: we often experience long lines at the cashier window at the beginning of the month after social security and other checks are received; however, there may be a greater need for employees to answer phones at other times of the month when there are changes in field operations, such as start-up of irrigation accounts).
- Provides additional backup support for both positions, thus providing better support to our customers, (Example: with only 2 cashiers, providing backup for an employee who is sick or on vacation is very challenging and often does not result in the best service to the customer).
- Provides better communication and coordination of activity on a customer's account when one employee can handle all parts of a single transaction. (Example: when a customer's account is flagged for shut off due to non-payment, it is not uncommon for that customer to pay their bill at the cashier window and not alert the cashier that their account is subject to shut-off; thus the Utility Services office is not advised of the customers' payment – and the customer's service is shut-off. With one person handling all account issues for the customer, shutting off water service in error should be significantly reduced or eliminated.)

Note: The improvements in customer service would be achieved with no change in the total number of employees (FTE's).

- d. **Personnel Impact** – As with any change in a position, there will be impacts to front line employees and their supervisors. Some of these impacts include: Cashiers and USR’s will need to learn new tasks – additional training will be required; the 2 employees holding the cashier positions may be at some risk of not qualifying for the USR position; employees work area will be modified to take down the partition that separates these employees today and to re-arrange existing furniture and equipment; staff may be rotated more frequently between the various “functions” within the division; managers will have more flexibility in assigning staff to highest priority work, which will require closer attention to these various tasks by management; some employees will experience a change in supervisor.
 - e. **Required Changes in City Regulations or Policies** – None identified. However, this will require review and update of existing operating procedures in the two Divisions, with a focus on coordination, communication and internal control issues.
 - f. **Legal Constraints, if applicable** – Non identified to date, However, since this position consolidation will have an impact on union represented employees, issues that may need to be bargained could still be identified.
 - g. **Viable Alternatives** – Leave staff as is, and miss opportunity to improve customer service and enhance employee efficiencies.
3. **Conclusion and/or Staff Recommendation** – Staff recommends implementation of this Policy Issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Finance/City Mgmt

DIVISION: Information Systems and City Clerks Office

POLICY ISSUE TITLE: Implement a Records Management System – Budgeted

1. **Proposal** – Implement a Document & Records Management software program for use by the City Clerk’s office.

The City does not have a centralized records management system. Each department has been responsible for maintaining their own records. The documents are usually paper or unstructured electronic records. As a result, records management has been inconsistent, inefficient, and in some instances, out of compliance with record retention requirements. In addition to the inefficient use of resources, a potentially more serious problem is the inability to locate records when necessary for public disclosure or legal discovery.

The 2008 E-Mail Archiving Policy Issue approved by Council addressed one major class of unstructured electronic communications records. This Policy Issue directly addresses another class of records that includes the City’s “official” records managed by the City Clerk’s office. These records are made up of all ordinances, resolutions, contracts, and any correspondence and other documents related to official City Council business. Once implemented, this system will serve as a proof-of-concept and model for incorporating other classes of City records into a centralized records management structure.

2. a. Fiscal Impact –	Software	\$37,000
	Implementation Services	20,000
	Client Hardware	8,000
	Central Servers & Storage	<u>10,000</u>
	Total Implementation Costs	\$75,000
	Software Maintenance	\$7,500
	Hardware Maintenance	<u>2,500</u>
	Total Ongoing Annual Costs	\$10,000
	Total	<u>\$85,000</u>

- b. **Proposed Funding Source** – Implementation 2009:

50% General Fund (\$42,500,

50% Risk Management (\$42,500)

Ongoing Annual Maintenance Cost (2010 and beyond):

General Fund - Information Systems (\$10,000)

- c. **Public Impact** – More efficient use of tax dollars and employee resources, more accurate and timely response to public records and discovery requests and will meet mandated legal record retention requirements.
 - d. **Personnel Impact** – Improved personnel utilization.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – Continue with current ineffective and inefficient records management within multiple departments.
3. **Conclusion and/or Staff Recommendation** -- Adopt Policy Issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Planning

POLICY ISSUE TITLE: Upgrade Planning Specialist Position – Budgeted

1. **Proposal** –Modify the job description of the incumbent Planning Specialist to reflect the increase in the range of duties and the growing complexity of the position. Since the current Planning Specialist position was created in 1998 the city has grown larger, there are more planners to support, the sheer volume of applications has expanded at least three fold, and an increasing number of our projects involve highly technical issues. One substantive indicator of this is the extensive project packets which are prepared by this individual for Council review and action. In addition, the incumbent is playing a key role in the development of the city’s new Paladin permit tracking system and will continue to be instrumental in its implementation and maintenance. These increases, coupled with Washington State’s substantial and ever increasing regulatory reform requirements, mean that the incumbent’s responsibilities have changed significantly from what they were previously.
2. **a. Fiscal Impact** – Annual cost of upgrading position estimated at \$3,500.
Existing position is pay range 10.5. The proposal is to establish the modified position at pay range 13, equivalent to a Permit Technician.
- b. Proposed Funding Source** – General Fund.
- c. Public Impact** – Encourage retention of significant support personnel.
- d. Personnel Impact** –None.
- e. Required Changes in City Regulations or Policies** – An amendment to the job classification, approval by Civil Service, and an amendment to the pay ordinance.
- f. Legal Constraints, if applicable** – None.
- g. Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – Staff’s conclusion is that the responsibilities of the Planning Specialist’s position have increased significantly over the last ten years. Currently, the compensation package offered for this work makes it difficult to retain a trained and motivated person in this job. Our recommendation is that the incumbent in this position be upgraded to the pay level of a Permit Technician.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Code Administration

POLICY ISSUE TITLE: Increase 2009 Service Contract with the Humane Society by 9.1%
– Budgeted / Unbudgeted

1. **Proposal** –The Humane Society of Central Washington has requested a 9.1% increase in their annual contract for 2009 with the City of Yakima for the following reasons:

- Provide better and consistent animal control and animal care services.
- An increase is needed in order to more appropriately reflect the true cost of caring for the number of animals delivered to the Shelter from the City of Yakima Animal Control officers and residents.

In addition, the Humane Society has requested the City consider a two or three year contract, with an increase of not more than 7% per year, rather than the current annual contract.

Please note that this comes at a time when dog license revenue has declined substantially due to a reduction in licensing fees in 2007. Revenue in 2008 for the period January 1, 2008 thru June 30, 2008 is 61% below the same period in 2007.

2. a. **Fiscal Impact** – \$5,722 increase for a total 2009 contract amount of \$68,600:

Budgeted	\$2,516	4.0%	Increase
Unbudgeted	<u>3,206</u>	5.1%	Increase
	\$5,722	9.1%	

b. **Proposed Funding Source** – General Fund.

c. **Public Impact** – None.

d. **Personnel Impact** –None.

e. **Required Changes in City Regulations or Policies** – None.

f. **Legal Constraints, if applicable** – None.

g. **Viable Alternatives** –

Option #1 – Reconsider the issue of dog licensing fees in order to reduce the amount the Animal Control program is subsidized by the General Fund.

Option #2 – Consider a reduction in one or more areas such as:

- a. Reduction in services performed by the Humane Society.
- b. Reduction in Animal Control staffing.

3. **Conclusion and/or Staff Recommendation** – This is a Council policy decision.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** ONDS

POLICY ISSUE TITLE: ONDS Reorganization – Budgeted

1. **Proposal** – Given the consistent, annual decline of federal Community Development Block Grant (CDBG) and HOME Investment Partnership funds, management determined that the performance and accountability of the division could be maintained by reorganizing the existing staff to reduce overhead expenses. In addition to the Deputy Director’s fiscal and administrative oversight role, the Operations Supervisor will continue to supervise day to day operations on site at the ONDS office.

The Neighborhood Development Assistant retired in April 2008, and the administrative support duties of that position have been redistributed throughout the division. Given the uncertainty of the 2009 entitlement levels, the future workload, and the requirements of potential new HUD directives or opportunities, such as the Neighborhood Stabilization Initiative, this position will remain budgeted, but vacant at this time.

ONDS has also funded an Accountant position in the Finance Department. This position provides oversight for ONDS internal management of records, represents the division during state and federal audits and program reviews, and maintains the Federal Integrated Disbursement Information System (IDIS), which is the system through which the city is reimbursed for ONDS expenses.

ONDS funding for this Accountant position has been consistently reduced from 100% to 80% in 2006, 75% in 2007, and 20% in 2008. The reduction of ONDS’ financial contribution has correlated to a transition of duties and responsibilities from Finance to the Neighborhood Development Accounting Specialist. The incumbent in this finance department Accountant position will retire in 2009, and the full responsibility for fulfilling their duties for ONDS will fall upon the Neighborhood Development Accounting Specialist. For this reason, management proposes to upgrade the ONDS Accounting Specialist to Financial Services Technician, which is still a step below the Accountant position. ONDS’ contribution to the finance department Accountant position will be eliminated when the incumbent retires, resulting in an administrative cost savings.

This is a comparison of 2008 vs. 2009 positions managed/supervised within the Neighborhood Development Services division, represented as FTE’s within the organization (not for budget purposes):

Background – In March of 2008, the Neighborhood Development Services (ONDS) Manager resigned. The resignation of the ONDS Manager came during the time of year when program operations begin to peak; including the Single Family Rehabilitation program, Graffiti Paint-Out, Marvin Gardens project, as well as the First Time Homebuyers and Down Payment

Assistance programs. All of these projects operate under tight budgets, and the division faced the prospect of going through the 2009 budget cycle without a manager. For these reasons, the Deputy Director of Community and Economic Development was assigned to provide fiscal, programmatic and administrative oversight of the division during this period for 2008. Unlike the other department divisions, ONDS is not located within City Hall. For this reason, the Operations Supervisor has been provided special assignment pay (7%) to handle the day to day operations at the ONDS office that were part of the ONDS Manager's responsibilities. Part of the ONDS policy issue calls for continuation of this management approach into the future.

	<u>2008</u>	<u>2009</u>
Deputy Director of Community & Economic Development*	1	1
ONDS Manager	1	0
Operations Supervisor	1	1
Financial Services Technician	0	1
ONDS Accounting Specialist	1	0
Senior Program Supervisor	1	1
Housing Loan Specialist	1	1
Neighborhood Development Assistant	1	1
Rehabilitation Specialist	2	2
Department Assistant III	1	1
Code Compliance Officer	<u>1</u>	<u>1</u>
Total Personnel – Budgeted	11	10

* Partially funded by other department budgets.

Note: ONDS also funds a portion of an Accountant, an Associate Planner and a Permit Technician.

Cost Shifting Process – Removing the ONDS manager position from the budget in 2009 will provide funds to pay for the CED Deputy Director salary allocation, and upgrade the accounting position. This cost shift will result in administrative cost savings within the overall 2009 ONDS budget.

2. a. **Fiscal Impact** – The reorganization proposes to change the allocation of positions among affected operating funds. The net effect of these reallocations on salary and benefit accounts are as follows:

	<u>Estimated Savings</u>
I. Elimination of ONDS Manager position	(\$107,000)
II. Redirection of CED Deputy Director ONDS salary allocation: additional 15% = estimated cost	\$20,000
III. Continued 7% special assignment pay for Operations Supervisor	\$8,000
IV. Upgrade ONDS Accounting Specialist to Financial Services Technician	<u>\$5,000</u>
V. Total estimated savings to the city's federal grant programs:	(\$74,000)

- b. **Proposed Funding Source** – No additional funding required. The proposal results in a net savings to the Federal Block Grant administrative expenses.

- c. **Public Impact** – The administrative cost savings will allow for more program funding.

- d. **Personnel Impact** – Overall staffing levels will be reduced by one position.

- e. **Required Changes in City Regulations or Policies** – None.
- f. **Legal Constraints, if applicable** – None.
- g. **Viable Alternatives** – Retain the current organizational structure and recruit new ONDS Manager.

3. Conclusion and/or Staff Recommendation – Staff respectfully requests the following:.

- a. Retain the ONDS manager position in the city’s pay ordinance, but not budget the position for 2009 to provide flexibility for future changes, if needed.
- b. Approve the reassignment and proportional salary contribution from ONDS for the deputy director of CED to provide fiscal, administrative and organizational management of the Neighborhood Development Services Division.
- c. Upgrade the Neighborhood Development Accounting Specialist to the Financial Services Technician position

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Yakima Convention Center

POLICY ISSUE TITLE: Increase Annual Management Fee – Budgeted

- 1. Proposal** – This proposal requests a \$19,350 (3%) increase to the management fee. This line item includes wages for the Convention Center staff from \$482,400 to \$498,350 and the management fee to the Visitors and Convention Bureau from \$162,600 to \$166,000. These increases will assist in covering the costs of wages, insurance, L&I and taxes.

Below you will see the Convention Center operates at a staffing level much lower than our competition not only statewide but nationally as well, according to PriceWaterhouse Coopers. In addition to operating with less staff than other facilities, the Center does it with professionalism and service that can't be beat. During the recent feasibility study, meeting planners were asked many questions about the center, the location, and the staff. John Gordon, Consultant for GVA Kidders Mathews who recently conducted the feasibility study, stated unequivocally, the staff ranked very high in planners' minds. In addition, the retention of employees that the Center has accomplished adds tremendously to the overall success of the building. The average number of years of service for the FTE's is 7.75 years. That is almost unheard of in this industry. It is because of this stability, knowledge and service that groups keep coming back to Yakima and the Convention Center, adding to the Economic Impact for the community.

The following chart compares staffing to the size of the facility for several Convention Centers around the state:

	<u>FTE</u>	<u>PT</u>	<u>SQ. FT.</u>
Yakima	8	11	41,000
Tri-Cities	19	44	47,474
Meydenbauer	23	30	55,720
Lynnwood	13	32	34,448
National	35	75	Under 100,000 sq. ft.

- 2. a. Fiscal Impact** – \$19,350:
 - b. Proposed Funding Source** – Convention Center Operating Account, Fund #170; Hotel/Motel tax and event revenue.
 - c. Public Impact** – Continue to provide exceptional service.
 - d. Personnel Impact** – Allow adequate staffing resources to maintain the Convention Center facility and provide a high level of service/support to clients and patrons.

- e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – Staff and the Public Facility District Board of Directors recommends approval of this policy issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Yakima Convention Center

POLICY ISSUE TITLE: Equipment Replacement and System Upgrades – Budgeted

1. **Proposal** – The Center has hosted over 2,800 Event days and 740,000 people since the 2002/2003 Expansion. Since the expansion, minimal amounts have been spent on equipment replacement and/or system upgrades. Currently, some of the equipment is worn and tattered, and in other instances the parts are obsolete. Therefore, in an effort to remain competitive, these upgrades are necessary.

This request would cover:

- Purchase 500 chairs – (\$120,000). The replacement seats and backs are no longer available in our current style. This order would be enough chairs to set the South Ballroom in a maximum set. The existing chairs used in the South Ballroom will be moved to the large Ballroom. This will give us parts to maintain the existing chairs for a couple more years of use.
- Replace 10 Backdrops – (\$20,000). These units are essential to the professional set up of a meeting room. The backdrops scheduled for replacements are approximately 20 years old. They are at the end of their useful lifespan.
- Upgrade HVAC Systems – (\$34,000). This system is in three segments. Operationally, it is difficult to maintain. This would tie all three systems together and upgrade many components necessary for efficiency.
- Upgrade and replace lighting controls – (\$28,000). This is an area where the parts are completely obsolete. These controls that will be replaced were installed in 1997. While this does not seem like that long ago, this particular style was being deleted from store inventories at the time of installation. We recently had to have a switch built to replace a broken one, at a cost of \$600. The only way to get replacement parts for our system is from buildings that are being renovated or demolished. In addition, this system is run by a master processor. The processor has crashed 5 times over the years, and while we have so far been able to get the system to come back up, it is running on borrowed time. Due to the extensive use of the facility, this must be a priority.
- Electric access door – (\$5,000) Due to high traffic volume on the West side of the building from the Red Lion, the entry doors need to be upgraded for handicap accessibility.
- Service Hall – (\$10,000). The hallway on the West side of Room “A” needs to be widened to allow staff to move carts of equipment down it. Currently if large equipment needs to go in the South end of the Grand Hall it is hauled outside and around. This is very difficult to do in the winter months and in inclement weather.

2.
 - a. **Fiscal Impact** – \$217,000.
 - b. **Proposed Funding Source** – Capital Fund #370, including a projected increase in hotel/motel tax revenue and a larger PFD allocation.
 - c. **Public Impact** – None.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – Staff and the Public Facility District Board of Directors recommends approval of this policy issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Yakima Convention Center

POLICY ISSUE TITLE: Market Analysis and Visitor Profile – Budgeted

- 1. Proposal** – Yakima lacks current data on the major leisure segments of our visitor industry. Outside of anecdotal and incomplete information assembled from a few industry partners, we know little about our visitors in terms of their demographic information (where they reside, age, income, education level), what is described in the industry as their “psycho-graphic” data (their perceptions of the destination and motivational factors), how they plan their trip and their travel details while in the area.

We propose commissioning a professional firm that is experienced in surveying visitors and compiling and analyzing the data to build a profile of travelers to the region and provide a complete report. The firm would be responsible for building the data collection methodology, preparing necessary collection instruments and training staff or volunteers in research collection. Typically the data collection occurs over a six month period at key locations to give a representative sample of the visitors to the region. Locations could include visitor centers, major festivals that attract visitors, hotel lobbies, downtown, museums, wineries, etc.

The survey tool used would collect data on the visitor including:

- Their perceptions of the destination
- Preference of activities and services
- Frequency of travel to the region
- What information sources they used to plan the trip
- Are they day visitors or overnight visitors and how long they will be staying
- Purpose of trip (leisure, business, convention, sports)
- Party size
- Specific activities they plan to do on the trip
- Other communities they plan to visit on this trip
- Rating of the destination (best to worse) for a number of important factors (i.e. dining, entertainment, safety, signing, friendliness of people, etc)
- Key spending data and demographic information

The final product is an extensive market analysis that will help guide the marketing efforts of the bureau. It will provide reliable information to assist in targeting key market segments, describe and substantiate the extent of the visitor market, plus identify strengths and weaknesses of community services and products. The findings will be available to any business, organization, or individual in Yakima to assist them in targeting their visitor marketing efforts. This will result in greater effectiveness of marketing efforts and thereby should increase visitor spending.

2.
 - a. **Fiscal Impact** – Fiscal Impact -- \$30,000.
 - b. **Proposed Funding Source** – Fund #170 Operating Account - \$30,000.
 - c. **Public Impact** – None.
 - b. **Personnel Impact** – None.
 - c. **Required Changes in City Regulations or Policies** – None.
 - d. **Legal Constraints, if applicable** – None.
 - e. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this policy issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Capitol Theatre

POLICY ISSUE TITLE: Increase Management Fee – Budgeted

1. **Proposal** – The Capitol Theatre facility is owned by the City of Yakima. For the past 30-years, the facility has been managed by the Capitol Theatre Committee (CTC), a separate non-profit corporation administered by a professional staff under the stewardship of a community based volunteer board of directors. The City and CTC have a management agreement that is renewed every five years. Under the terms of the agreement, the CTC is responsible for, “the enhancement of the economic and cultural climate of the City and its environs. This includes ... the promotion, operation and/or use of such facility for assembly purposes”. The CTC has taken these covenants and expanded them into three core values that guide the organization: Maintain the facility on behalf of its owner, the City of Yakima; facilitate access to the facility for both clients and consumers; and present performing arts events that would not otherwise be available to our community.

This partnership has built and sustained a foundation of quality-of-life and economic vitality by drawing 100,000 visitations annually to the downtown core for nearly three decades. During this time, the CTC has been able to grow the organization to meet the ever evolving demands of the business that is the performing arts. It has done so through a community based investment formula that has fostered growth within the realistic boundaries of available resources. We have been careful not to overly rely on any one revenue stream. At the same time, each resource is critical to the financial solvency of the organizations. For example, currently the CTC generates 16% of its revenue through community contributions and support, and 75% through ticket sales, rental fees and other earned sources. The remaining 9% is received as a City management fee. With a break even budget of approximately \$2.2 million, any small change in the makeup of our support matrix dramatically affects the CTC’s financial stability.

2.
 - a. **Fiscal Impact** – \$12,000 increase in the management fee (from \$197,000 to \$209,000). This represents 10% of the CTC’s 2008 operating budget.
 - b. **Proposed Funding Source** – Hotel/motel room tax and the Capitol Theatre’s dedicated revenues from the Cable TV franchise fee.
 - c. **Public Impact** – None.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – The requested increase is within the parameters of the revenue streams for both Hotel/Motel Tax and the dedicated portion of the Cable TV Franchise Fee.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Engineering

POLICY ISSUE TITLE: Engineering Division Reorganization – Budgeted

- 1. Proposal** – Management requests that the City Engineer position be budgeted and filled by the incumbent Wastewater Manager on a permanent basis. The Chief Engineer position will remain, with a primary responsibility for technical supervision of transportation elements. While the Engineering Division has strong capacity in the design and construction of roads, the utility design functions have largely fallen upon one staff member (who is nearing retirement). However, this is a time that the City should be increasing efforts to plan and design for the future needs of the utility, in addition to reviewing private development utility alignments and supporting the creation of Local Improvement Districts. For this reason, the wastewater division will contribute a total of 55% to the City Engineer salary, and Stormwater will contribute 5%. The water division will also contribute to a portion of the salary. As the City Engineer will provide more fiscal and administrative oversight to the division, the engineering portion of the deputy director's salary will be reduced from 50% to 20%, with the balance redistributed among the other CED divisions proportionate to oversight responsibilities.

Total positions managed/supervised within the engineering division, represented as FTE's within the organization (not for budget purposes):

Background – The City Council approved a multi-year reorganization plan for the engineering division as part of the 2007 budget that assigned the Deputy Director of Community and Economic Development to provide fiscal, programmatic and administrative oversight of the division during this period, upgraded two Design Engineer positions, and created a Chief Engineer to provide technical supervision and project management. The creation of the Chief Engineer also served an organization goal to increase the number of Licensed Professional Engineers within the division. This organizational structure remained in effect for 2008.

Two other goals of the reorganization are to improve coordination with city utilities and within the development review process; and to decrease our reliance on outside consultants for the design and construction management of capital improvement projects. The result has been cost savings and/or the ability to build more for several public projects, including Phases 2 and 3 of the Downtown Futures Initiative, grind and overlay and pedestrian crossing improvements. This has also required a more intensive, hands-on approach on the part of the Chief Engineer, and more involvement with the wastewater division at the management level for utility planning, design, and coordination. The necessity for this heightened level of coordination is especially important to the city's growth opportunities, where sewer construction dictates the path of development. Filling the vacant City Engineer position will free up the deputy director of CED to provide additional management assistance and oversight in ONDS, Planning and Codes.

All of the above circumstances are converging at a time when the reorganization is nearing the end of its initially proposed timeline. In response, a senior management team (Zabell, Cook, Morales) has developed an organizational format that serves to strengthen our current technical capacity, improve utility coordination, and does not result in increased salary expense. In August of 2008, the Wastewater Manager was placed on special assignment to the engineering division to help determine the feasibility of this organizational change.

	<u>2008</u>	<u>2009</u>
Deputy Director of Community & Economic Development	1	1
City Engineer	0	1
Chief Engineer	1	1
Senior Engineer	1	1
Design Engineer	4	4
Development Engineer	1	1
Surface Water Engineer	1	1
Construction Supervisor	1	1
Construction Inspector	2	2
Street Inspector (1)	1	1
Engineering Contracts Specialist	1	1
Engineering Office Assistant	<u>1</u>	<u>1</u>
Total Personnel – Budgeted	16	17

Cost Shifting Process – The deputy director salary allocation from 041 – General Fund Engineering will be reduced from 50% to 20%, with the 30% going back into the City Engineer salary. The City Engineer allocations from Wastewater will also be increased to 60%, in order to more accurately reflect the higher level of involvement with and service to the Wastewater Division. The 60% Wastewater contribution is spread among Wastewater Treatment 40%, Wastewater Collections 15%, and Stormwater is 5%. In order to fund the addition to wastewater, that division also reviewed its staffing configuration, and determined that a Lab Tech could be eliminated.

2. a. **Fiscal Impact** – The total Engineering Division budget, General Fund will remain approximately the same as 2008. The following table summarizes the effect on all impacted funds:

Citywide:	
Add City Engineer	\$144,000
Eliminate Wastewater Lab Tech	<u>(67,000)</u>
Net increase Citywide	\$77,000
By Fund:	
General Fund - 30% City Engineer	\$43,200
Less transfer 30% of CED Deputy Director	<u>(38,900)</u>
Net increase General Fund	\$4,300
Wastewater Fund - 55 % City Engineer	\$79,200
Less elimination of WW Lab Tech	<u>(67,000)</u>
Net increase Wastewater Fund	\$12,200
Water Fund – 8% City Engineer	\$11,500
Stormwater Fund – 5% City Engineer	\$7,200
Irrigation Fund – 2% City Engineer	\$2,900

- b. **Proposed Funding Source** – Wastewater, Stormwater, Water and Irrigation for a portion of the City Engineer salary.
 - c. **Public Impact** – The reorganization will improve customer service and division productivity by maintaining the technical supervision of the Chief Engineer, and providing better coordination for the development community and capital projects management.
 - d. **Personnel Impact** – Overall staffing levels will remain the same. The division will now have three Licensed Professional Engineers on staff, compared to just one in 2006, with a net increase of 1 FTE
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – This was considered the most viable alternative if customer service levels, productivity, performance management, and cost containment are to be improved.
3. **Conclusion and/or Staff Recommendation** – Staff respectfully requests the following: Budget and fill the City Engineer position for 2009.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Community & Economic Development **DIVISION:** Engineering

POLICY ISSUE TITLE: 2009 Grind and Overlay / 16th Ave from Nob Hill to Washington Ave. – Budgeted

1. **Proposal** – Repair of the Nob Hill Overpass remains a priority for the City. REET 2 funds have previously been budgeted for this project. The 2008 budget included an Council approved Policy Issue to make these necessary repairs, with the assumption that the repairs would cost \$1 million, funded 50/50 by a Federal Grant and REET 2. In June 2008, the City submitted an application in response to the call for projects by the 2008 Federal Highway Bridge Program. We have received favorable responses regarding our application, If we are successful with this application, the Nob Hill project will be fully funded from a Federal grant. However, a final decision on which projects will receive this 100% funding will not be made until January 2009, although the 2009 budget is built assuming the full grant funding.

This policy issue, if approved by Council, would budget available REET 2 funds for a grind and overlay project on 16th Avenue from Nob Hill Boulevard to Washington Avenue for 2009, with the caveat that, should these REET 2 dollars ultimately be needed for the Nob Hill Overpass, the 16th Avenue Grind Overlay would not happen in 2009.

2.
 - a. **Fiscal Impact** – \$550,000.
 - b. **Proposed Funding Source** – Second Quarter percent Real Estate Excise Tax (REET2).
 - c. **Public Impact** – Systematic street maintenance.
 - d. **Personnel Impact** – Manage the design, bidding and construction phases.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this policy issue.

***The Police Department
is not proposing any individual policy issues
for the 2009 budget.***

2009 MAJOR POLICY ISSUE

DEPARTMENT: Fire

DIVISION: Support Services

POLICY ISSUE TITLE: Fire Station 94 Remodel – Budgeted

1. **Proposal** – Fire Station 94 remodel. Will add 1,200 square ft. to include separate sleeping quarters and adequate female restroom facilities to accommodate co-ed crews and comply with federal regulations (29 CFR 1910.141-c-1-i), asbestos abatement in crew kitchen, dining and training areas, relocation of heating ventilation and air conditioning (HVAC) system to eliminate intake of aircraft exhaust into the station, and removal and replacement of failed concrete pavement.
2. a. **Fiscal Impact** – Total estimated cost is \$600,000.

PROPOSED PROJECT BUDGET

Construction Budget	\$435,000
Construction Contingency @ 8%	<u>34,800</u>
Sub Total	\$469,800
Architectural/Engineering Fees	\$52,200
Civil Engineering Fees - Estimated	7,500
Landscape Fees - Estimated	3,000
Sales Tax @ 8.2%	38,524
Plan Review and Permit	4,455
Misc. Expenses (Doc. Printing, etc.)	<u>5,000</u>
Sub Total	\$110,679
Estimated Total	\$580,479
Other Costs:	
Utility Connection Fees	\$0
*Data/Communications Allowance	7,500
*Appliances and Furnishings Allowance	7,500
*Other	<u>2,500</u>
Estimated Total Other Costs	\$17,500
Project Grand Total	\$597,979

Note: "*" Indicates Owner budgeted Items

Owner's Budget	\$600,000
Difference	\$2,021

- b. Proposed Funding Source** – Fire Capital Fund / 1st quarter percent Real Estate Excise Tax (REET 1). In addition staff recommends that the Council work with the Yakima Air Terminal Board to explore the possibility of partnering with them to use a portion their annual FAA entitlement to fund a portion of the cost. As a reminder this facility houses the AARF rig and dedicated crew required for Air Operations at an approximate annual cost of \$228,600. This cost is supported entirely out of the City’s General Fund.
- c. Public Impact** – The request changes will allow crews to continue to occupy the fire station and provide coverage in South West Yakima. Fire Station 94 is designated to be utilized as a “safe house” for dignitaries (President Fox from Mexico, Governor Gregoire, etc.) for meetings and training sessions. Because of its size, it is inadequate to accommodate these needs. In addition, as evidenced during FAA mandated drills, Station 94 is too small to establish an Emergency Operations Center (EOC) should we experience an aircraft disaster.
- d. Personnel Impact** – There are a significant number of problems involving health, liability and functionality that require immediate attention:
- **Lack of Adequate Separation for Co-ed Crews:** The station lacks adequate facilities compliant with current laws requiring separate sleeping quarters, restroom and locker rooms. Note: The City has acted to address these concerns on a temporary basis with the construction of a restroom inside of the bunker gear room. However, due to inadequate ventilation (the room reaches temperatures over 100 degrees in the summer) and location. An additional complication is that the restroom is located in the bunker room, as such, noxious and potentially toxic fumes may be “off-gassing” from contaminated bunker gear in violation of WAC 305 standards (see attached photo).
- Note: The addition of the restroom facility was intended as a temporary measure until a legislative determination was made with respect to replacement of the facility and/or budgetary approval from Council could be obtained to fund the necessary improvements.
- Exposed and deteriorating asbestos insulation on pipes are located in the kitchen, training and dining room areas. Asbestos is a known carcinogen and presents an unacceptable health risk to the crews working there and members of the public visiting the facility.
 - The HVAC system is located on the east side of the station making it susceptible to exhaust from nearly every commercial flight to accessing the terminal. Aircraft exhaust is routinely pulled into the HVAC system and circulated within the station. Crews stationed at 94 have experienced headaches and other symptoms of exhaust inhalation.
 - The concrete apron servicing the station is failing in two critical areas; as well as the sidewalk on the south side of the station. These failures present a safety hazard to the crews and public.
- e. Required Changes in City Regulations or Policies** – None.
- f. Legal Constraints, if applicable** – None.
- g. Viable Alternatives** – None available. This proposal consists of four major elements, none of which can be delayed.

3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this project with implementation at the earliest possible date. There is no financially realistic possibility of constructing a new facility in the next several years. Further delay in addressing these items will lead to further deterioration of Fire Station 94, risk exposure to the crews assigned to the station, serve to compromise the operational effectiveness of the station and potentially subject the City to avoidable risk.

There have been several airports, similar in size to Yakima that have faced this challenge. Each one understood the importance that the ARFF station and crew played in the success of the Airport. They placed safety for their employees, customers and teammates as their #1 priority.

Inadequate Female Facilities

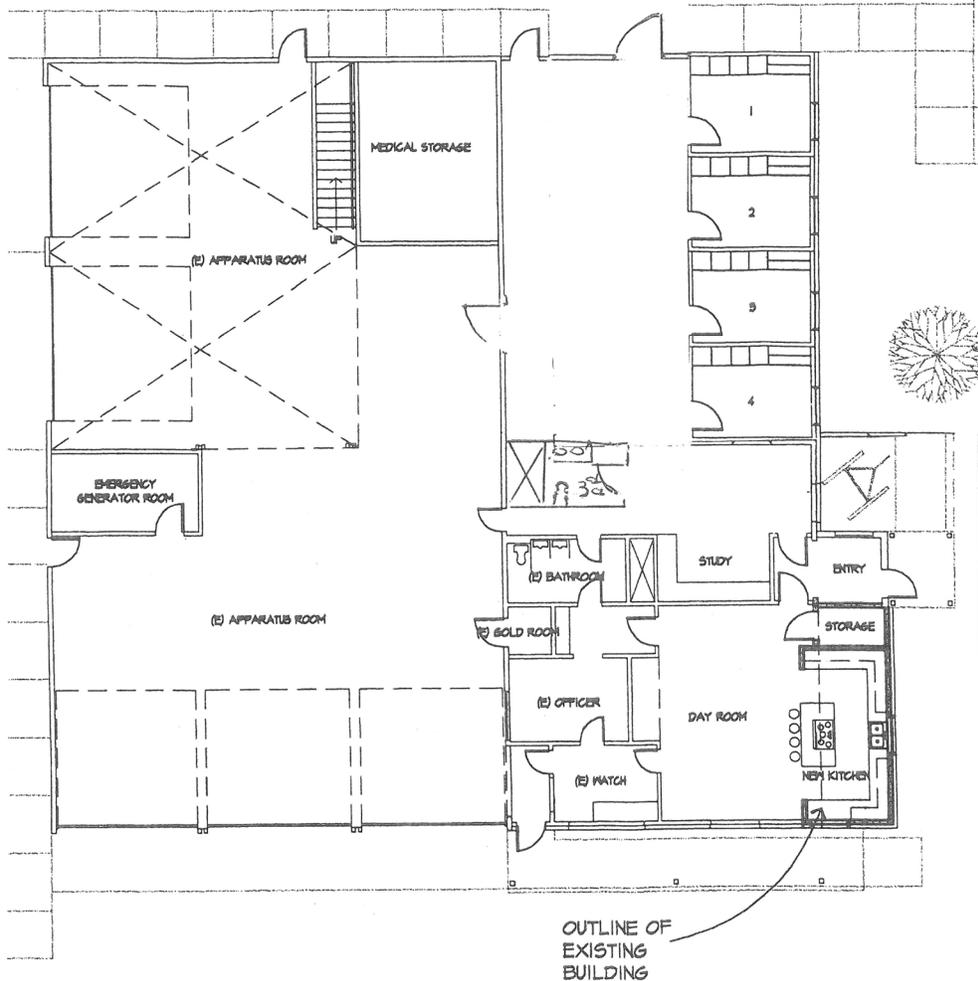
- Current facilities do not meet federal regulations



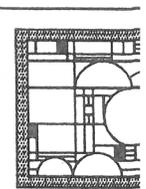
HVAC System

- Exhaust from aircraft enters the station through the existing HVAC system.





OPTION B- PHASE II



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YAKIMA FIRE DEPARTMENT
STATION 94 - ALTERATIONS

PLAN- OPTION B

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PROJECT NO.	0401
FILE NO.	0401-PLAN
DESIGNED BY	
DRAWN BY	
CHECKED BY	
DATE	06/01/04
REVISION	
SCALE	1/8" = 1'-0"
SHEET NO.	

A101

2009 MAJOR POLICY ISSUE

DEPARTMENT: Fire

DIVISION: Public Safety Communications

POLICY ISSUE TITLE: Transfer funding of two Public Safety Dispatchers from Dispatch to 911 – Budgeted

1. **Proposal** – In 1998, with Council’s approval we took four of our Public Safety Dispatcher positions and changed them into Lead Public Safety Dispatcher, a line level supervisor position. The intent was that these positions would, along with their dispatching duties, provide an immediate level of supervision for day to day operations for both the calltaker and dispatch staff. The problem up to the recent increase in staff was that the dispatch workload left very little opportunity to actually perform the supervisory functions. Now we are reaching the staffing level that allows for these positions to exercise more of the responsibilities and duties of a supervisor. Given that, we have proposed, and it has been accepted by the 911 Boards, to have two of these positions (one-half the total cost) funded through the 911 budget.

This proposal is to take those funds freed up by 911 absorbing these costs and applying them one additional Public Safety Dispatcher and one additional Public Safety Lead Dispatcher. This Lead Dispatcher position will become the Training Coordinator, MSAG Maintainer (911 addressing verification) and fill in for long term Lead Dispatcher leaves (reducing acting and overtime).

2. a. Fiscal Impact –	911 share of supervisors (additional revenue)	\$179,000
	New dispatch positions	<u>130,000</u>
	Net gain to 124 (tax supported) Budget	\$49,000

b. **Proposed Funding Source** – Public Safety Communications Fund: Additional contribution from the Countywide 911 excise tax of \$179,000.

c. **Public Impact** – Less direct impact to the Public other than increased diligence in dispatch operations.

d. **Personnel Impact** – Increase by two positions.

e. **Required Changes in City Regulations or Policies** – None.

f. **Legal Constraints, if applicable** – None.

g. **Viable Alternatives** – None.

3. **Conclusion and/or Staff Recommendation** – A very positive step for the Communications Center by increasing supervision and staffing. Recommend approval.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Streets

POLICY ISSUE TITLE: 40th Avenue Corridor Traffic Movement Improvement Study – Budgeted

1. **Proposal** – Corridor study of North 40th Avenue between River Road and Englewood Avenue to identify preliminary conceptual designs and alternatives for safety and capacity improvements.
2.
 - a. **Fiscal Impact** – \$35,000.
 - b. **Proposed Funding Source** – Streets and Traffic Engineering Fund - Gas Tax.
 - c. **Public Impact** – North 40th Avenue is the highest volume street corridor in the Yakima Urban Area. Preserving the integrity of traffic movement through the corridor, with respect to congestion and safety are vital to the entire Yakima Urban Area. Improvements will be conducted in segments, as funding becomes available. A corridor study will assist project implementation in a phased approach.
 - d. **Personnel Impact** – Will be contracted to an outside professional engineering firm.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – The limits of the study could be modified. If the study is delayed, cost estimates and preliminary design for necessary improvements will not be available.
3. **Conclusion and/or Staff Recommendation** – Corridor studies are identified as priority projects in the Yakima Urban Area Transportation Plan 2025 for 40th Avenue, 16th Avenue, Nob Hill Boulevard and South 1st Street. The Council Transportation Committee approved submitting this proposal to the entire Council.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Streets and Traffic Engineering

POLICY ISSUE TITLE: Eliminate Vacant Senior Sign Specialist And Upgrade Two (2) Part-Time (75%) Sign Specialists To Full-Time – Budgeted

1. **Proposal** – Eliminate the vacant Senior Sign Specialist position (Job 8664) and upgrade two (2) existing Traffic Sign Specialists (Job 8663) from 0.75 percent time to full time.
2.
 - a. **Fiscal Impact** – A net savings of .5 FTE and \$34,000.
 - b. **Proposed Funding Source** – Street and Traffic Engineering Operating Fund: The increase of two positions to full time are more than covered by elimination of one FTE identified above.
 - c. **Public Impact** – The inventory of signs, now at over 18,000, will receive additional attention in winter months.
 - d. **Personnel Impact** – Will convert two existing part-time employees to full-time employees and eliminate one full time vacancy.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – No other alternative reduces expenditures and increases winter month sign maintenance capacity.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this policy issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Transit

POLICY ISSUE TITLE: Purchase One 35 Foot Bus – Budgeted

1. **Proposal** – This Transit Capital request provides the funding required for the purchase of 1 35-foot heavy-duty replacement bus. The purchase price of this bus is \$400,000.

This plan calls for replacing one 17-year-old bus with a heavy-duty low floor one. The Transit Council Committee reviewed this plan during the 2008 budget season. The approved plan called for the replacement of 4 buses in 2008. However, escalation in the price of the buses required a reduction in the the number of buses replaced in 2008 (from 4 to 3), and this purchase will complete the original proposal.

2.
 - a. **Fiscal Impact** – \$400,000 (all local funds).
 - b. **Proposed Funding Source** – Transit Capital Reserve Fund / local sales tax.
 - c. **Public Impact** – Preserve the ability to adequately carry current and projected passengers on busiest routes.
 - d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – Procure smaller, less costly coaches and reduce ridership-handling capability on busiest routes.
3. **Conclusion and/or Staff Recommendation** – Staff recommends replacing 1 older 35-foot coaches with the new coach. Staff further recommends the replacement coaches be adequately suited to handle passenger load on busy routes.

One Bus at or past its FTA approved 12 year life would be retired and surplussed – As new buses are purchased, Transit continues to implement the plan to reduce/move towards appropriate bus “spare ratio” desired by FTA. Newer fleet would reduce maintenance demand / expense compared to the older 17-year old coaches.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Refuse

POLICY ISSUE TITLE: Upgrade Solid Waste Maintenance Worker position to Solid Waste Code Compliance Officer position – Budgeted

1. **Proposal** – This proposal is to upgrade one permanent Solid Waste Maintenance Worker position to a Solid Waste Code Compliance Officer position. The change from manual collection to automated collection has allowed the Refuse Division to utilize staff more efficiently. We have seen results from our efforts to enforce Refuse Division ordinances concerning scattered litter, illegal dumping and other matters. The Solid Waste Code Compliance Officer position will be responsible for identifying sites where violations occur. They will determine the responsible party and/or property owner and notify them regarding the cleanup requirements. The Solid Waste Code Compliance Officer will monitor the property and on occasions where no compliance occurs, they will clean up the debris. The Solid Waste Code Compliance Officer will be responsible for properly billing the responsible party for the cleanup. This position will need to maintain a commercial driver’s license and must be available to fill in for Solid Waste Crew Leaders, when needed.

2. a. **Fiscal Impact** –

Solid Waste Code Compliance Officer salary and benefits	\$56,500
Solid Waste Maintenance Worker salary and benefits	<u>(53,500)</u>
Net Increase	\$ 3,000

b. **Proposed Funding Source** – Refuse Division Operating Fund.

c. **Public Impact** – The Refuse Division will have staff dedicated for the purpose of addressing violations of ordinances regarding litter in alleys and illegally dumped debris.

d. **Personnel Impact** – Eliminate a Solid Waste Maintenance Worker position and add a Solid Waste Code Compliance Officer.

e. **Required Changes in City Regulations or Policies** – None.

f. **Legal Constraints, if applicable** – None.

g. **Viable Alternatives** – None.

3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this policy issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Refuse

POLICY ISSUE TITLE: Upgrade Solid Waste Maintenance Worker position to Solid Waste Crew Leader position– Budgeted

1. **Proposal** – This proposal is to upgrade one permanent Solid Waste Maintenance Worker position to a Solid Waste Crew Leader position. Many changes have taken place due to the automation of refuse collection. One employee is able to collect approximately 600 residential services, compared to an average of 475 services ten years ago when it took two employees to manually collect garbage cans.

In January 2009 the Refuse Division will begin servicing approximately 2,600 new accounts within the 72nd Avenue Annexation area. This area consists of single and multi-family residence. A Crew Leader position will be necessary to provide automated cart service and bin service for these new accounts.

2. a. **Fiscal Impact** –

Solid Waste Crew Leader salary and benefits	\$63,437
Solid Waste Maintenance Worker salary and benefits	<u>(60,312)</u>
Net Increase	\$3,125

- b. **Proposed Funding Source** – Refuse Division Operating Fund.
- c. **Public Impact** – Refuse collection will be performed consistently by a Crew Leader assigned to the route.
- d. **Personnel Impact** – Eliminate a Solid Waste Maintenance Worker position and add a Solid Waste Crew Leader position.
- e. **Required Changes in City Regulations or Policies** – None.
- f. **Legal Constraints, if applicable** – None.
- g. **Viable Alternatives** – None.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this policy issue.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Parks & Recreation

POLICY ISSUE TITLE: Request for RFP to Lease Fisher Golf Course in 2010

1. **Proposal** – Staff proposes that Requests for Proposals (RFP's) be solicited in 2009, for Council consideration, for the turn key operation and maintenance of Fisher Golf Course. If authorized by Council, the start date for this lease operation would be in 2010. If implemented, there would be no further Parks City subsidy of the operation and maintenance of this facility in 2010. As part of this proposal the Golf Course Maintenance Specialist would transfer over to an upgraded Park Maintenance Crew Leader position within Park Maintenance. This new position is in reality simply an upgraded current Park Maintenance Specialist vacancy at a cost of \$6,000/year. The two remaining permanent three-quarter time employees are being counseled to look for other work within the City in positions that they may be qualified to perform.
2.
 - a. **Fiscal Impact** – A net decrease of approximately \$100,000 in the Parks and Recreation subsidy of Fisher Golf Course. City Council could reallocate these revenues within the General Government, including Parks.
 - b. **Proposed Funding Source** – None.
 - c. **Public Impact** – **The implementation of this request is intended to prevent the closure of this small executive golf course which many in the community have expressed a desire to remain open.**
 - d. **Personnel Impact** – The permanent employees covered under the AFSCME bargaining agreement are to be found comparable employment within the City. As noted above, the 100% full time employee would have an option of moving to the upgraded position at no loss of salary or benefits.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – The AFSCME Bargaining Agreement concerning contracting out would need to be followed.
 - g. **Viable Alternatives** – While perhaps not viable, the following alternatives exist:
 - (1) Continue current operation and financial subsidy of Fisher Golf Course;
 - (2) Close Fisher Golf Course and save all its attendant net costs.
3. **Conclusion and/or Staff Recommendation** – Staff recommends approval of this two-part policy issue: (1) prepare and consider/deliberate/award the RFP's for operation of the Golf Course in 2010; and (2) preparation of an upgraded, currently vacant position for the Golf Course Maintenance Specialist to move into Parks Maintenance at no loss in pay or benefits.

2009 MAJOR POLICY ISSUE

DEPARTMENT: Public Works

DIVISION: Parks & Recreation

POLICY ISSUE TITLE: Develop Upper Kiwanis Park, Phase 1 Financing – Budgeted

1. **Proposal** – In order to accomplish Upper Kiwanis Phase 1 development as submitted in the City’s successful Recreation and Conservation Office (RCO) Grant, approximately \$1.225 million is necessary. \$600,000 is currently secured through a State RCO Grant of \$500,000 and \$100,000 in Parks Capital. The remaining need of \$625,000 is proposed to come from short-term (5-year) financing and additional contributions from Capital Reserves. Sun LC (Service Club Trust) has purchased and transferred title to five parcels on the northwest corner of Kiwanis Park. The value of this donation is \$560,000 and is part of the local match in the RCO Grant.

2. a. **Fiscal Impact** – Total project budget: \$1,225,000

Parks Capital	\$1,225,000
Revenue:	
Grant	\$500,000
Line of Credit or Interfund Loan	\$500,000
2008 & 2009 REET1 Allocation	<u>\$225,000</u>
Net	\$1,225,000

The remaining \$625,000 is proposed to come from a \$500,000 five-year line of credit from the Parks allocation of REET 1 dollars and an additional \$125,000 contributed towards this project from Parks Capital (which in reality is REET 1 dollars contributed annually to the Parks Capital fund).

With the recent turmoil in the credit markets, staff will monitor the least expensive way to accomplish the short-term borrowing. Options include 1) a draw on the line of credit (currently budgeted, but probably least desirable from a market perspective or 2) an Interfund loan. This will be decided based on market conditions when the cash flow is needed.

b. **Proposed Funding Source** – The proposed funding source is Parks Capital consisting of \$500,000 in a RCO Grant, and \$225,000 in REET 1 Parks Capital allocation, and \$500,000 from short term borrowing repaid from REET 1.

c. **Public Impact** – The citizens of East Yakima will see a number of new amenities in Upper Kiwanis Phase 1 development, including, but not limited to, volleyball, playground, certain Title 12 improvements, new restroom facilities, and one of the proposed three to four new Little League baseball fields envisioned for Upper Kiwanis. More fields cannot be built at this time due to lack of funding and the disposition of Kiwanis Pond currently undergoing wetland review and mitigation analysis.

- d. **Personnel Impact** – None.
 - e. **Required Changes in City Regulations or Policies** – None.
 - f. **Legal Constraints, if applicable** – None.
 - g. **Viable Alternatives** – Staff considered complete infusion of REET 1 dollars (\$725,000), but this option was not implemented so that a larger level of remaining REET 1 resources would be available for other purposes. A second alternative was to bond the \$725,000 needed for this project over a 10 - 15 year period. It was determined that the 5-year line of credit was the better option to recommend to Council. After that recommendation was made the Financial markets have been in turmoil; any borrowing will be more expensive than previously estimated.
3. **Conclusion and/or Staff Recommendation** – Staff respectfully requests approval of the policy issue as defined above for the five-year line of credit proposal.