

City of Yakima

WASHINGTON

2005

Policy Issues



The Harman Center at Gaillon Park

Dedicated May 8, 2004



CITY OF
YAKIMA
WASHINGTON

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City of Yakima
129 North Second Street
Yakima, WA 98901
(509) 575-6000
www.ci.yakima.wa.us

MEMORANDUM

November 2, 2004

To: The Honorable Mayor and Members of City Council

From: Dick Zais, City Manager
Rita Anson, Finance Director
Cindy Epperson, Financial Services Manager

Subject: 2005 Budget - Policy Issues Report

We are pleased to transmit to the City Council the enclosed 2005 Budget Policy Issue Report. The proposed 2005 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 report 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.

The Policy Issues Report, although a separate and distinct document from the Comprehensive Preliminary Budget (which encompasses financial information and narrative analysis for all departments and funds) is included as the last section in Council's Preliminary Budget Binder, for Council's reading and referral convenience.

Note: due to the size of the budget documents, a limited number of 3 ring binder documents will be printed. Additional copies of the 2005 Comprehensive Preliminary Budget Report will be printed in three separate soft-bound covers:

Volume I – Budget Forecast (distributed October 12, 2004);

Volume II – Preliminary Budget Detail by Operating Departments; and

Volume III – Policy Issue Report.

The last tab in the Policy Issue Document is the Contingency Budget Reduction Plan. The Contingency Budget Reduction Plan (CBRP) is a dynamic document in that it is constantly being utilized and/or updated. Several proposed reductions noted in the plan

have been implemented either during 2004 or in the 2005 proposed budget. Additionally, the Budget Strategy Team (appointed by City Council during 2004 to review and comment on the CBRP) is currently reviewing the City's budget, services and the CBRP and will be providing Council with their comments and recommendations sometime in mid 2005. Therefore, the enclosed CBRP is as proposed in early 2004 and submitted to the Budget Strategy Team in mid 2004. However, since the majority of this plan remains intact, it is being included in this report for your information. Additionally, notes have been made in the document to identify those items that have been fully or partially implemented.

City of Yakima
2005 Policy Issue Document
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Sub-Section

Policy Issue Summary

City Management (Including Water/Irrigation Utilities)

Municipal Court (None)

Finance Department

**Community and Economic
Development Department**

Police Department (None)

Fire Department (Including Public Safety Communications)

Public Works Department

Outside Agencies and Intergovernmental Agencies

Contingency Budget Reduction Plan

CITY OF YAKIMA
 2005 BUDGET PREPARATION
POLICY ISSUE SUMMARY

(Revised as of 11/01/04)

* NOTE: Policy proposal figures may be rounded.

I. CITY MANAGEMENT

WATER / IRRIGATION

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
	Water Rate Adjustment (to cover increased operating expenses since last adj. in 2001)				
	<u>Scenario A</u> – (New Staff Recommendation)	Domestic Water Rates			
	2005 12%				
	2006 12%				
	2007 3.5%				
	2008 3.5%				
	2009 <u>3.5%</u>				
	Cumulative 39.1%				
	<u>Base Scenario</u> – (Original Staff Recommendation)				
--					Unbudgeted
	2005 20%				
	2006 3.5%				
	2007 3.5%				
	2008 3.5%				
	2009 <u>3.5%</u>				
	Cumulative 37.5%				
	<u>Scenario B</u> – (Flat Rate Adjustment)				
	2005 8.5%				
	2006 8.5%				
	2007 8.5%				
	2008 8.5%				
	2009 <u>8.5%</u>				
	Cumulative 50.4%				

Policy Issues Summary, Cont.

II. FINANCE

INFORMATION SYSTEMS

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Implement a Digital Agenda Management System	General Fund		\$75,000	Budgeted
--	Extend Data Communications Fiber Network to Fire Station #92 (West Valley) and Harman Senior Center	(a) Telecommunications (b) Fire Capital (c) Parks Capital		(a) \$ 60,000 (b) \$ 40,000 (c) \$ 20,000 \$120,000	Budgeted
--	Complete preliminary design; RFP process; select vendor package/ professional services and prepare detail of new Utility Customer Service System	(a) Wastewater (b) Water (c) Irrigation		(a) \$120,000 (b) \$ 25,000 (c) \$ 15,000 \$160,000	Budgeted

III. COMMUNITY AND ECONOMIC DEVELOPMENT

CODE ADMINISTRATION

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	(a) Modify Building Plumbing and Mechanical Permit Fees (b) Restore .25 Code Inspector Position (from .75 to 1.00)	General Fund	\$ 12,350	<u>Revenue:</u> \$99,000 <u>Net Revenue:</u> \$86,650	Unbudgeted

Policy Issues Summary, Cont.

III. COMMUNITY AND ECONOMIC DEVELOPMENT (continued)

CAPITOL THEATRE

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Increase Cable Utility Tax by 1% (from 5% to 6%). Revenue to be used to support Capitol Theatre			Revenue: \$98,000	Budgeted
--	Increase of Annual Management fee	Hotel/Motel Tax- -\$2,000 Increased Cable Utility Tax -- \$5,000		\$7,000	Budgeted

YAKIMA CENTER

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Increase of Annual Management Fee from \$485,000 to \$525,000	Tourist Promotion Center Operations		\$40,000	Budgeted
--	Continue Public Facilities District (PFD) subsidy of Yakima Center Operations	PFD Fund transfer to Tourist Promotion Fund		\$115,000	Budgeted
--	Continue Sports Commission	Tourist and Promotion – Hotel/Motel Tax		\$45,000	Budgeted
--	Funding for Visitor Information Center	Tourist and Promotion – Hotel/Motel Tax		\$40,000	Budgeted
--	Funding for Improvements to Convention Center East Parking Lot	Convention Center Capital Improvement Fund		\$50,000	Budgeted

Policy Issues Summary, Cont.

III. COMMUNITY AND ECONOMIC DEVELOPMENT (continued)

ENGINEERING / STORMWATER

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
	<u>Two alternatives offered:</u>				
	a) <u>Establish Stormwater Utility</u> – 1 st year operating costs = \$433,000	New utility rates \$1.50 per ERU (Equivalent Residential Unit) per month first year only.			
	1) Transfer Surface Water Engineer from Streets	Estimated to raise \$883,000	1) 87,000		
	2) Add 1.25 Eng. Utility Specialist		2) 71,000		
	3) NPDES Discharge Permit			3) 30,000	
	4) Education programs, billing charges, supplies			4) 131,000	
--	5) Equipment			5) 35,000	Budgeted
	6) State taxes, insurance, other admin., int. on start up loan			6) 79,000	
	Total Operating Budget		<u>\$158,000</u>	<u>\$275,000</u>	
	1st year capital costs			<u>\$150,000</u>	
	Total Utility Revenue	\$883,000			
	Total Utility Expenditures (Operating Capital)	\$583,000			
	Reserves for future capital projects	<u>\$300,000</u>			
	<u>OR</u>				
--	b) <u>Establish Minimal Stormwater Program</u> (if utility not established for 2005) \$172,000 Total Costs	Wastewater Operating Fund \$172,000 (One year only -- to be reimbursed when utility established)	\$87,000 (Surface Water Engineer)	\$85,000 (Permit, Legal & Misc. Expenses)	Unbudgeted

Policy Issues Summary, Cont.

IV. FIRE

FIRE

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Restructure Fire Department with Phase-out of Battalion Chiefs. Upgrade one Lieutenant to Captain & Add one Deputy Chief Position (to take full effect in 2006)	General Fund	Net savings of: \$200,000 beginning 2006		Unbudgeted (Submitted as a Contingency Budget Reduction Proposal)
--	Renovation and Addition to West Valley Fire Station #92 (subject to negotiations with West Valley Fire District)	Line of Credit (to be repaid from Gen. Fund resources over 5 years) plus contribution from West Valley Fire District		\$610,000 (estimated)	Unbudgeted

PUBLIC SAFETY COMMUNICATIONS

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Replace Computer Disk Array (Data Storage Device)	911 Excise Tax		\$40,000	Budgeted
--	Replace Microwave Link to LookOut Point Radio Site	(a) Law & Justice Capital (b) Transit Capital		(a) \$ 50,000 (b) <u>\$20,000</u> \$ 70,000	Budgeted
--	Study radio system – Identify needs and cost for improvements	All Radio User Departments		Unknown	Unbudgeted

Policy Issues Summary, Cont.

V. PUBLIC WORKS

EQUIPMENT RENTAL

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Reorganization Plan for Equipment Rental Division	Equipment Rental – M& O Charges	\$57,000 (savings)		Budgeted

PARKS AND RECREATION

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Increase General User Fees and Charges (Includes estimates for rental of new facilities)	Parks and Recreation Fund		Revenue: \$15,000 <u>\$65,000</u> \$80,000	Budgeted Unbudgeted
--	Increase of Utility Taxes on Water, Wastewater and Refuse for Parks a) 1% (from 3.5% to 4.5%) or b) 0.5% (3.5% to 4.0%)	Parks and Recreation Fund		Revenue: \$250,000 or \$125,000	Unbudgeted

PARKS AND RECREATION / Central Business District (CBD)

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Funding for CBD Landscaping	a) PBIA Fund Transfer b) Parks Fund - Property Tax Subsidy		a) \$15,000 b) <u>\$24,906</u> \$39,906	Budgeted

PARKS AND RECREATION / CEMETERY

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Increase Fees and Charges (5%)	Cemetery Fund		Revenue: \$6,400	Unbudgeted

Policy Issues Summary, Cont.

V. PUBLIC WORKS (continued)

REFUSE

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Rate Increase – overall average of 9% <ul style="list-style-type: none"> • 5% residential can • 15% automated • 9% bins and yard waste 	Refuse Rates		Revenue: \$200,000 (1 st year estimate) \$260,000 (annualized)	Budgeted
--	Purchase Route Analysis System	Refuse Rates		\$90,000	Budgeted

TRANSIT

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Personnel	Non-Personnel	Budgeted / Unbudgeted
--	Add Clerical Position (DA-II)	Transit Operation Budget	\$35,600		Budgeted

Policy Issues Summary, Cont.

VII. OUTSIDE AGENCY AND INTERGOVERNMENTAL REQUESTS

(A) OUTSIDE AGENCY REQUESTS

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Non-Personnel	Budgeted / Unbudgeted
--	Yakima County Development Association ⁽¹⁾	General Fund	\$19,913	Budgeted
--	Yakima Chamber of Commerce ⁽¹⁾	General Fund	\$5,900	Budgeted
--	4th of July Committee ⁽¹⁾	General Fund (Fire)	\$5,000	Budgeted
--	Sunfair Association ⁽¹⁾	General Fund	\$1,000	Budgeted
--	Continue to support study of the proposal to construct a reservoir in the Black Rock region.	Water Reserves (60%) Irrigation Reserves (40%)	\$36,000 <u>\$24,000</u> \$60,000	Unbudgeted
--	Allied Arts ArtsVan	General Fund	\$5,333	Deleted
--	Salvation Army (Milroy Park)	Parks and Recreation Fund	\$7,000	Deleted
--	RSVP	Parks and Recreation Fund	\$3,000	Deleted

(1) These Outside Agency Requests are included in the 2005 Preliminary Budget at the same levels as approved in the 2004 budget.

(B) INTERGOVERNMENTAL AGENCIES

	Dept. / Div. Policy Issue Request / Justification	Proposed Funding Source	Non-Personnel	Budgeted / Unbudgeted
--	Clean Air Authority	General Fund	\$12,580	Budgeted
--	Yakima County Emergency Management	General Fund	\$40,813	Budgeted
--	Yakima Valley Conference of Governments (COG) Membership Assessment	General Fund	\$38,532	Budgeted (Approved by Council at the October 19, 2004 meeting)

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: City Management

DIVISION: Water/Irrigation

POLICY ISSUE TITLE: Domestic Water Rate Adjustment -- Unbudgeted

- 1. Proposal --** This proposal is to implement an adjustment in the Domestic Water Utility beginning in January 2005, in one of the following scenarios:

Year	Scenario A (new staff recommendation)	Base Case Scenario (original staff recommendation)	Scenario B (flat annual rate adjustment)
2005	12%	20%	8.5%
2006	12%	3.5%	8.5%
2007	3.5%	3.5%	8.5%
2008	3.5%	3.5%	8.5%
2009	3.5%	3.5%	8.5%
Cumulative Totals	39.1%	37.5%	50.4%

The last adjustment in the Domestic Water Utility was implemented in July 2001. Subsequently, the ever-increasing cost of goods and services has eroded the utility's capacity to meet its needs. The Water System Plan adopted by Council in March 2004 includes approximately \$8.5 M in capital improvements. The attached worksheet summarizes the revenue generated and the effect on reserves for each of the scenarios.

- 2. a. Fiscal Impact --** Scenario A: 12% increase would generate approximately \$628,340 in revenue during 2005. This revenue is required for the division to continue meeting current levels of service needs, as well as providing funds for identified critical needs. Without the rate increase, the water operating fund has reduced its contribution to the capital funds from \$500,000 in 2004 to \$100,000 in 2005. Even with this reduction, the fund is using \$446,000 of reserves to balance. This represents 7.5% of the operating budget, which is outside the parameter of keeping dependency on reserves to less than 5% of operating expenses.
- b. Proposed Funding Source --** Revenue will be from bi-monthly billing paid by customers of the Domestic Water Utility.
- c. Public Impact --** Approval of this proposal would require the customers of the Domestic Water Utility to pay increased bi-monthly charges, which would fund maintenance/improvements to the water utility to maintain the quality of potable (drinking) water.

- d. **Personnel Impact** -- None.
 - e. **Required Changes in City Regulations or Policies** -- Amendments to the City Codes will be required.
 - f. **Legal Constraints, if applicable** -- None.
 - g. **Viable Alternatives** -- Base Case Scenario or Scenario B.
3. **Conclusion and/or Staff Recommendation** -- Staff recommends approval of Scenario A in this policy issue.

City of Yakima
2004 Domestic Water Utility Rate Study
 Alternative Revenue Increase Scenarios

	2004	2005	2006	2007	2008	2009
Scenario A						
Annual Rate Adjustment	0.0%	12.0%	12.0%	3.5%	3.5%	3.5%
Cumulative Rate Adjustment	0.0%	12.0%	25.4%	29.8%	34.4%	39.1%
Additional Revenue from Rate Adjustment	\$0	\$628,340	\$1,338,742	\$1,577,629	\$1,827,039	\$2,087,400
Cumulative Fund Balance	1,719,439	1,276,963	1,213,208	1,107,705	1,042,974	1,079,332
Surplus/(Deficiency) from Target [a]	\$719,439	\$276,963	\$213,208	\$107,705	\$42,974	\$79,332
Actual Days of O&M [b]:	129	90	81	72	66	66
Base Case Scenario						
Annual Rate Adjustment	0.0%	20.0%	3.5%	3.5%	3.5%	3.5%
Cumulative Rate Adjustment	0.0%	20.0%	24.2%	28.5%	33.0%	37.7%
Additional Revenue from Rate Adjustment	\$0	\$1,047,234	\$1,273,489	\$1,509,755	\$1,756,438	\$2,013,962
Cumulative Fund Balance	1,719,439	1,616,145	1,506,338	1,351,738	1,234,722	1,215,451
Surplus/(Deficiency) from Target [a]	\$719,439	\$616,145	\$506,338	\$351,738	\$234,722	\$215,451
Actual Days of O&M [b]:	129	112	101	88	78	74
Scenario B						
Annual Rate Adjustment	0.0%	8.5%	8.5%	8.5%	8.5%	8.5%
Cumulative Rate Adjustment	0.0%	8.5%	17.7%	27.7%	38.6%	50.4%
Additional Revenue from Rate Adjustment	\$0	\$445,075	\$932,620	\$1,466,489	\$2,050,880	\$2,690,374
Cumulative Fund Balance	1,719,439	1,128,571	733,006	527,908	632,827	1,149,217
Surplus/(Deficiency) from Target [a]	\$719,439	\$128,571	(\$266,994)	(\$472,092)	(\$367,173)	\$149,217
Actual Days of O&M [b]:	129	80	50	34	40	69

[a] Minimum target balance of \$1 million

[b] Industry benchmark is between 60 and 90 days.

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**THE MUNICIPAL COURT
IS NOT PROPOSING
ANY POLICY ISSUES
FOR THE 2005 BUDGET.**

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**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Finance & Budget

DIVISION: Information Systems

**POLICY ISSUE TITLE: Digital Agenda/Document Management System --
Budgeted**

1. **Proposal** – Implement a Digital Agenda Management system that will automate and control City Council Agenda process and create digital documents that can be directly printed by a digital copier/printer, written to a compact disk, posted on the City of Yakima Website, and digitally archived for future reference. The system will include the computer software for both the agenda management and City Clerk document imaging/management, a document scanner and optical character recognition (OCR) software, and a compact disk (CD) writer.

2. **a. Fiscal Impact** -- \$75,000
 - b. **Proposed Funding Source** – General Fund
 - c. **Public Impact** – Improved access to City Information.
 - d. **Personnel Impact** – Automation of the Agenda process and the Document Management system will save staff time in the development, presentation, archiving, and research of the agenda and other documents.
 - e. **Required Changes in City Regulations or Policies** -- None
 - f. **Legal Constraints, if applicable** -- None
 - g. **Viable Alternatives** – Remain using the manual, paper-based system.

3. **Conclusion and/or Staff Recommendation** – Approve Policy Issue.

2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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DEPARTMENT: Finance & Budget **DIVISION:** Information Systems

POLICY ISSUE TITLE: **Extend Data Communications Fiber Network to Fire Station #92 (West Valley) -- Budgeted**

1. **Proposal** – Extend the City’s public safety data communications fiber network from Fire Station 93 (Englewood and 40th) to Fire Station 92 (West Valley). Currently Fire Station 92 is using a public network to connect to the City’s data communications network. By extending the City’s fiber network, the data communications speed will increase by approximately one hundred times and, because the City’s network is a private network, both security and reliability will be improved. The same network will also be used for telephones and video.

While the primary purpose of the fiber line is public safety, as an additional benefit, the route selected for the fiber run passes directly by the Harman Center. This will allow us to also connect that facility for a minimal cost and eliminate the current costs for data communications and telephone connections to the City systems. The savings will result in an approximately five-year return on investment for the Parks Division on their proposed share of the cost.

2. **a. Fiscal Impact** -- \$120,000

b. Proposed Funding Source – Telecommunications Fund	\$60,000
Fire Capital Fund	40,000
Parks Capital Fund	<u>20,000</u>
Total Project	\$120,000

- c. Public Impact** – Improved Public Safety Service.
- d. Personnel Impact** – None.
- e. Required Changes in City Regulations or Policies** -- None
- f. Legal Constraints, if applicable** -- None
- g. Viable Alternatives** – Continue using public network.

3. **Conclusion and/or Staff Recommendation** – Approve Policy Issue.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Finance & Budget

DIVISION: Information Systems

POLICY ISSUE TITLE: New Utility Customer Service System -- Budgeted

1. Proposal – In January 2004, the City contracted with the Interlocking Software firm to identify the requirements for a new Utility Customer Service System. Their initial work is nearly complete and the next step is to begin a Request For Proposal (RFP) process. Staff would like to begin the RFP process by the end of 2004 or early 2005. Based upon an anticipated ninety to one hundred and eighty day RFP process, the City could be ready to award a contract and begin implementation by mid to late 2005.

Based on our preliminary analysis, the proposed implementation would begin with Engineering, Permits, Licensing, and Central Cashiering functions as they provide the “up front” services necessary to provide utility services. The next implementation phase would include Utility Billing, Meter & Bin Inventory followed by Work Orders, Purchasing, Inventory, and Maintenance. Additionally, a centralized data base for customer and parcel information would be created. In the future, all business systems would utilize these two sources for customer and parcel related data (eliminating the need for each system to maintain its own data base for this information).

Note: after completing the RFP process, staff would come back to Council with the results of the RFP process, a recommendation regarding how to proceed with the implementation and with a request to Council for their authorization to proceed. Thus, Council would have additional time to review and consider the detailed proposal prior to giving final authorization for the overall Utility Customer Service System Upgrade and Replacement project.

2. a. Fiscal Impact -- 2005 -- \$160,000 Budgeted

Total project cost currently estimated at approximately \$1,500,000.

b. Proposed Funding Source – \$160,000 in 2005: \$120,000 Wastewater, \$25,000 Water, and \$15,000 Irrigation. The recommended funding sources, and the related allocation for the balance of the program, will be based upon estimated usage / benefit of each system and their relative percentage to the total. The funds that are anticipated to benefit from, and thus contribute to, a new Utility Customer Service System include Water, Wastewater, Irrigation, Stormwater, Refuse, Transit and General Fund (for engineering, permitting, codes and purchasing). Note: the consultants recommended a three-year implementation; obviously, budget constraints will be a major consideration in determining the implementation period. Staff will be able to provide a more detailed recommendation regarding project costs and schedule after the RFP process is complete -- mid 2005.

c. Public Impact – Improved and more efficient delivery of services; examples of such may include; improved functionality for customers, such as the ability to group numerous meters onto one invoice for billing purposes for customers with numerous facilities within the City; bill payment options which may include automated payment plans, budget payment plans, and internet access to billing information; better communications between departments resulting in faster service to the customer with fewer mistakes; better controls and monitoring capabilities, etc.

d. Personnel Impact–Implementation of the new systems will significantly increase the workload for employees in Information Systems and the user departments during implementation. However, once implemented the new systems will greatly facilitate the workflow in all affected departments.

e. Required Changes in City Regulations or Policies – None (Although many changes may be recommended as a result of the research and analysis done to date in assessing current operating practices and system issues.)

f. Legal Constraints, if applicable -- None

g. Viable Alternatives – Remain using the current system and being impeded by its constraints.

3. **Conclusion and/or Staff Recommendation** – Authorize staff to continue with the RFP process for a new Utility Customer Service System and approve the funding for the 2005 budget (\$160,000), as identified above. (Staff will submit an update to Council when the RFP process is complete, including a more defined estimate of project cost, scope and schedule, and will request authorization for funding to continue the project at that time.)

Supplemental Information

2005 Budgeted Policy Issue

New Utility Customer Service System Project

Background: In January 2004, the City contracted with the Interlocking Software firm to identify the requirements for a new Utility Customer Service System. In order to prepare a detailed requirements document, the consultants had to perform a thorough and detailed analysis of our existing Utility Billing system and processes. The final products of this analysis include a Utility Services Business Process Analysis and System Requirements document, which was received in September 2004 and an Information Systems Strategic Plan for the City's Business Systems, which we expect to receive in November 2004. The Business Process Analysis and System Requirements document includes:

- (a) Diagrams and defines the City's existing utility service business processes,
- (b) A visual representation of all the functional areas which participate in some manner in providing utility related services,
- (c) Business process definitions in a manner which forms the foundation for functional design validation, and
- (d) A spreadsheet which provides functional and technical requirements.

This "Utility Services Business Process Analysis and System Requirements Document" will form the foundation for a Request for Proposal (RFP) for a new system, should the decision be made to search for a vendor supplied package solution, or it will be the basis for the internal detailed system design and development document that would be prepared if the decision is made for the City to write their own, in-house utility customer service system.

Early in the analysis process, it became apparent that many of the problems associated with the current program were the result of the lack of integration between systems and the lack of a well-defined workflow between departments. As a result, the City expanded the scope of the consultants analysis to include the preparation of an Information Systems Strategic Plan for all business systems including finance, purchasing, inventory/maintenance, work orders, public safety and other administrative functions. This analysis will separate all business functions into one of three categories, depending on their involvement in providing utility customer service: (1) functions that need to be part of, (2) functions that need to be closely integrated with, or (3) functions that need have no connection to a utility customer service system. The consultants have identified the following systems/functions for inclusion in a new system: Permitting, Utility Assessments, Utility Services, Centralized Cashiering and Work Orders / Equipment Maintenance (AIMMS). This effort, while not yet complete, is critical in attaining a solid basis for the scope, schedule and estimating costs of a new utility system.

While we have not yet received the final Strategic Plan, we have received preliminary recommendations for system replacements and estimates for time lines and costs. The recommendation calls for an integrated suite of systems that will share single databases for customer information and for location information. (*e.g.: this means a single location or database for customer data, regardless of the City service involved - utilities, dog license, permit, codes, etc – and a single data base for parcel information.*) The new system must also include a workflow process that will facilitate the flow of information and functions between departments to eliminate lost information and forgotten tasks. These systems must also be tightly integrated with the City's existing financial systems. The systems should preferably utilize the Oracle Database and be developed with the Oracle development tools to take advantage of in-house expertise and previous software investments.

Much has been accomplished during 2004 relative to the identification of the cost, scope, schedule and the functional and technical requirements of a new Utility Customer Service System; however, this work is not complete and many pieces are still yet to be determined before we can provide Council with a solid estimate of project cost and schedule. Some critical outstanding tasks include the decision regarding whether to purchase a vendor software package or build a system in-house. If the decision is to purchase a vendor package, an RFP process is needed to identify what products are available, how closely they will meet the City's requirements and at what cost. Therefore, the estimates noted below, and in the attached Policy Issue, are submitted for Council's consideration in determining whether to take the next step and to provide Council with the best information we have at this time. However, these estimates are subject to change as we gain more information and move forward in this process. Based on the preliminary information available to us at this time, the estimated implementation schedule for all related systems and interfaces is approximately three years with a total cost of approximately \$1.5 million. Our estimated first year cost (2005) is \$160,000 with the remaining costs spread out across the remaining two years. (Of course, budget constraints will be a major consideration in determining the length of the implementation period.)

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

**DIVISION: Code Administration
& Planning**

- POLICY ISSUE TITLE:**
- (a) Change all City of Yakima Building, Mechanical, Plan Review and Plumbing permit fees to align with those of Yakima County and provide for annual CPI adjustments -- Unbudgeted**
 - (b) Restore the budgeted vacant $\frac{3}{4}$ full time Code Inspector position to a full time permanent position -- Unbudgeted**

1. Proposal -- This proposal includes two separate, but related, budget requests:

a) Increase City of Yakima Building, Mechanical, Plan Review and Plumbing Permit fees to align with those fees of Yakima County. The building permit fees have not been increased since May 2002. Also, the mechanical permit fees have not been increased since 1991 and the plumbing permit fees have not been increased since 1993. Throughout the State of Washington, according to the 2003 International Building code, the applicable governing authority establishes the fee schedule. Approval of this policy issue would provide the General Fund approximately \$99,000 of additional revenues. If this modification is implemented, the City would benefit from the additional revenue, which would help offset the City's General Fund contribution for development in the City of Yakima.

Additionally, to prevent these fees from being eroded by inflation, it is being proposed that they be adjusted annually by a percentage equal to one-hundred percent (100%) of the average of the U.S. Cities CPI-W and the Seattle CPI-W published in June of the prior year.

b) Restore the current budgeted (vacant) Code Inspector position to a full time position from the present $\frac{3}{4}$ time position -- a cost of \$12,350.

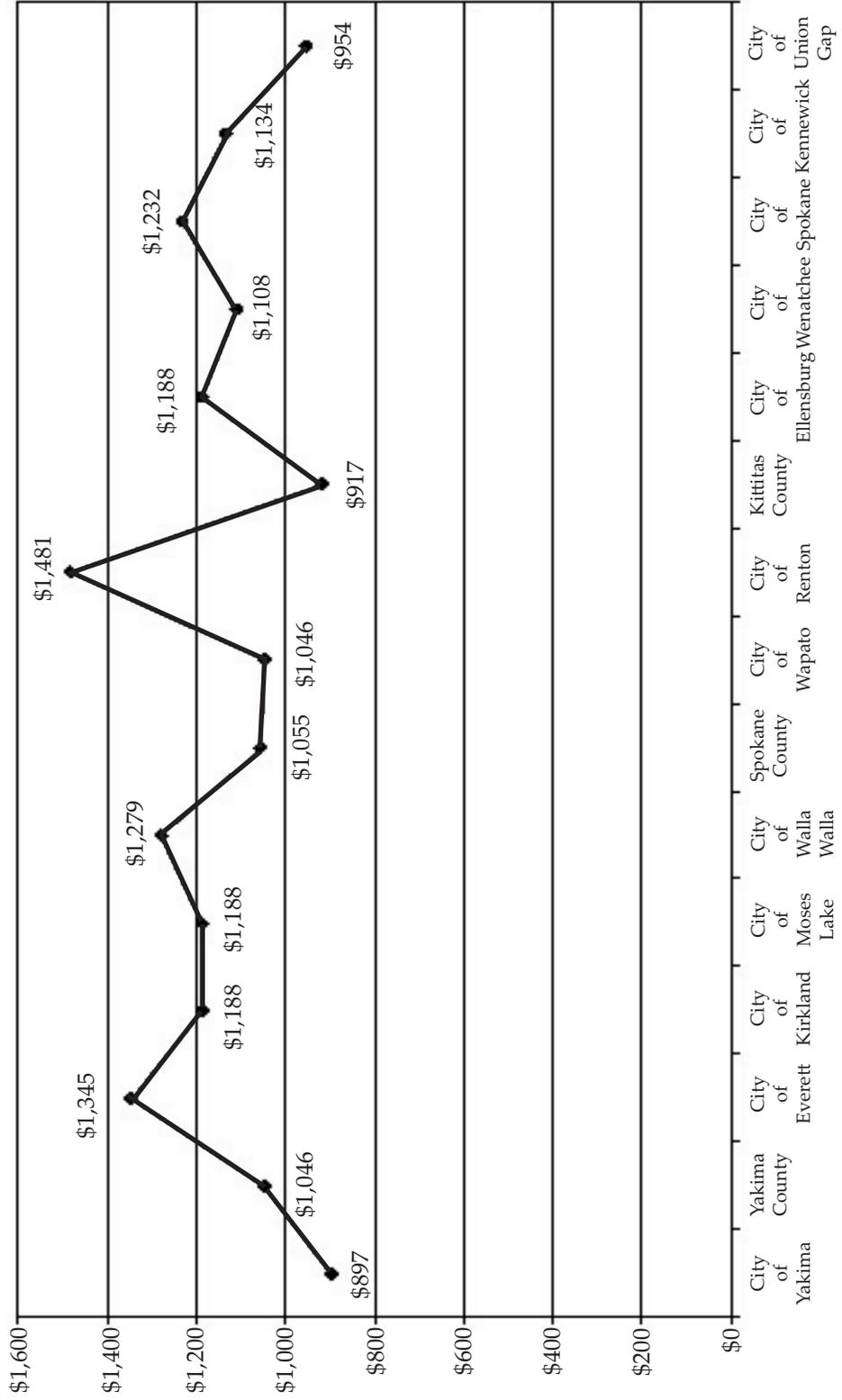
2. a. Fiscal Impact -- (a) \$99,000 additional revenue (\$86,650 additional revenue net of increased Code Inspector position cost). The City of Yakima's current 2004 budget of permit and plan review revenues are \$495,500, which would increase by approximately 20% for an additional revenue of \$99,000 to bring rates equal to, but not greater than, Yakima County.

(b) Increase Code Inspector position by .25 FTE -- \$12,350

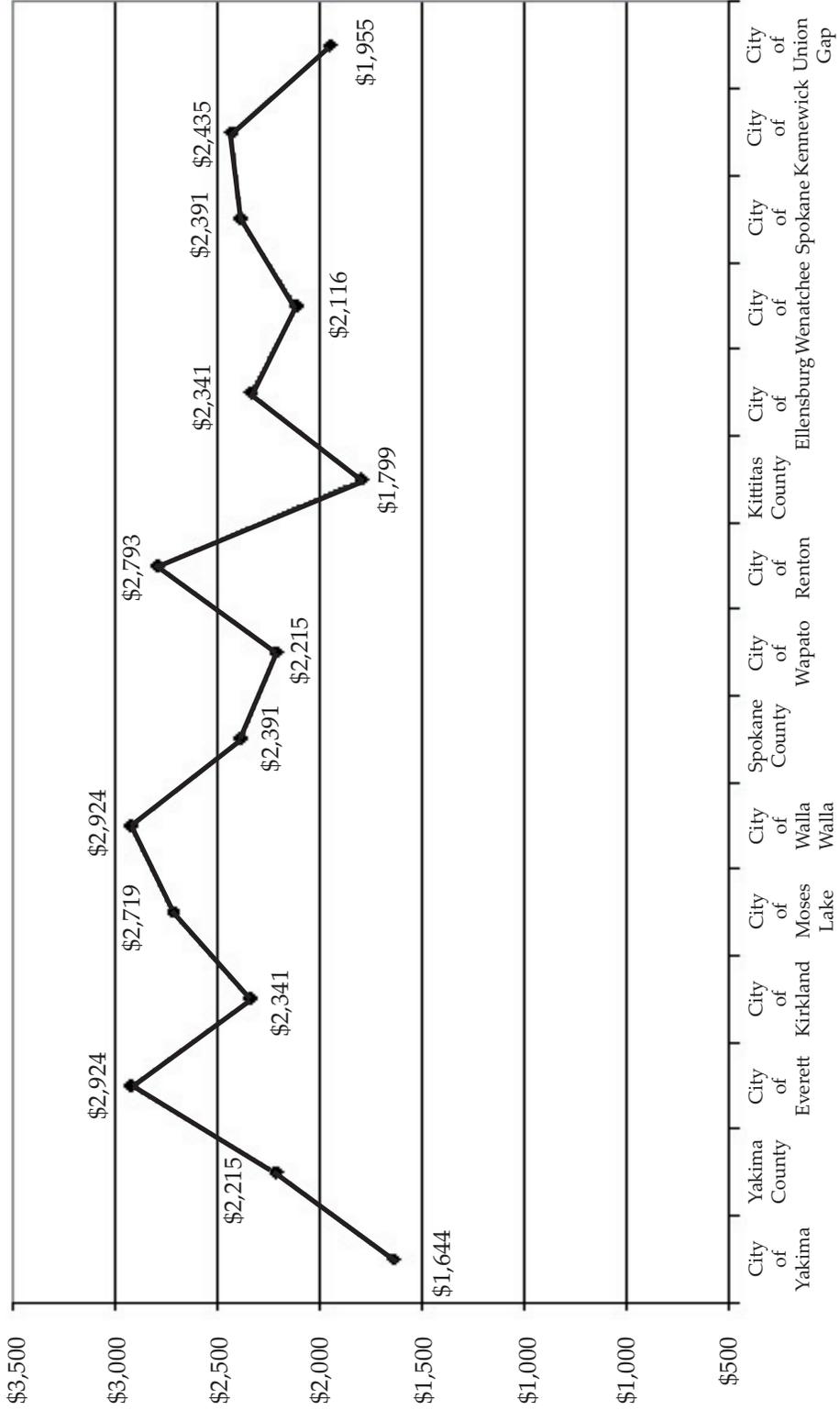
b. Proposed Funding Source – Net increase to General Fund Revenues (from permit fee modifications)

- c. **Public Impact** – a) The proposed increase in user fees will reduce the tax subsidy for this function. b) Positive impact to the construction development process by restoring the third building inspector position to full time. A normal workload for a code inspector is thirteen inspections per day; required in order to meet the needs of the public, contractors, architects and developers.
 - d. **Personnel Impact** – This position will assist with the workload of two current inspectors and will help ensure timely inspections and that high customer service standards are maintained. (Note: there are currently 2.75 FTE Code Inspector positions; however, the .75 FTE position is vacant). With the current two inspectors, we had to resort to scheduling numerous inspections 48 to 72 hours after the request was received. Our inspection goal is to respond within 24 hours of an inspection request. In comparing our statistics from January 2003 to October 2003 with January 2004 to October 2004, we have seen a 15% increase in inspections.
 - e. **Required Changes in City Regulations or Policies** – The Municipal Code will need to be updated for the new fee structure.
 - f. **Legal Constraints, if applicable** -- None
 - g. **Viable Alternatives** – To leave the current applicable fees at their existing rates.
3. **Conclusion and/or Staff Recommendation** -- Staff recommends approval of this policy issue.

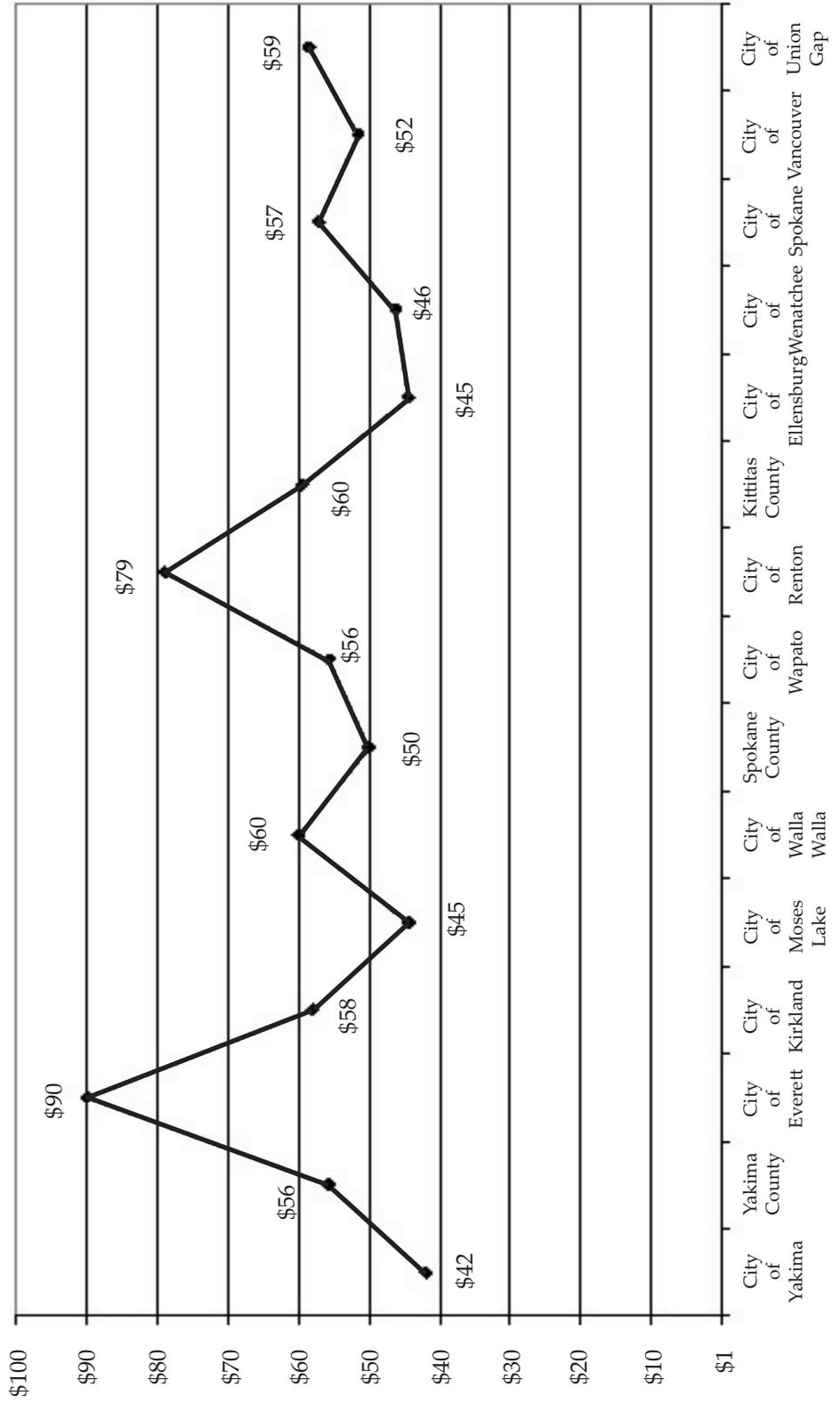
Current
BUILDING PERMIT
2000 Square Foot House Comparison
October 2004



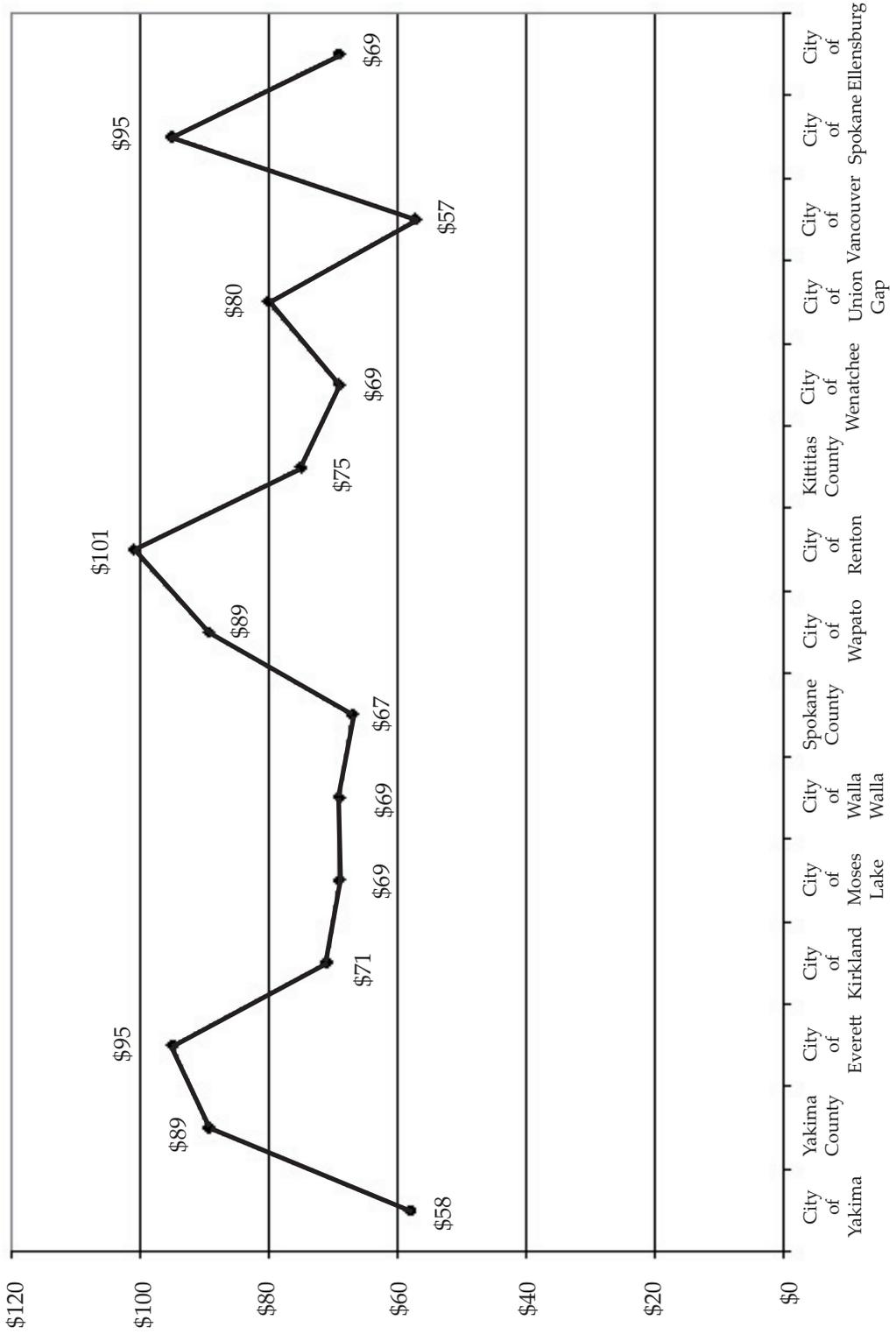
**Current
BUILDING PERMIT
5000 Square Foot Building Comparison
October 2004**



**Current
PLUMBING PERMIT
Comparison
October 2004**



**Current
MECHANICAL PERMIT
Comparison
October 2004**



**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Community and
Economic Development

DIVISION: Capital Theatre

POLICY ISSUE TITLE: Increase Cable Utility Tax by 1% (from 5% to 6%) and dedicate the revenues to the Capitol Theatre facility and its Operations -- Budgeted

1. Proposal The Capitol Theatre facility is in its 26th year of operation (after reopening following the devastating 1975 fire.) To ensure facility integrity, a support package was developed in partnership between the City and the Theatre's management entity, the Capitol Theatre Committee (CTC). This package included two specific elements: An annual maintenance appropriation funded through the Capitol Theatre Depreciation Reserve and an annual management fee funded through Hotel/Motel Transient Room Tax. There are two critical issues:

- Maintenance Appropriation – When the Theatre burned, the insurance carrier determined that it was a movie house and not a performing art facility. The City sued and secured a \$1 million settlement which was placed in a City fund labeled “Capitol Theatre Depreciation Reserve.” Working with the architects, the City determined that an annual amortization schedule of \$71,927, funded with interest earnings on the reserve, would be sufficient to maintain the Theatre and its equipment. **This amount has not changed in 26 years.**
- Depreciation Reserve – Interest earnings on the Depreciation Reserve have not kept pace with the annual allocations of \$71,927 requiring dipping into the funds principle to make up the difference. This amount has increased over the years reaching about half the annual allocation.

As a result, more and more of the responsibility to maintain the facility has fallen, by default, on the Capital Theatre Committee (CTC). The CTC can no longer absorb these increased expenses and still operate the facility at levels expected by our community.

2.
 - a. **Fiscal Impact** -- Approximately \$98,000 annually.
 - b. **Proposed Funding Source** – Cable Utility Tax
 - c. **Public Impact** -- Cable TV is a discretionary consumer service. The dollar impact is \$.40 per month figuring \$40.00 as an average cable bill.
 - d. **Personnel Impact** -- N/A
 - e. **Required Changes in City Regulations or Policies** -- Amend the Yakima Municipal Code for the change in tax rate from 5% to 6%.
 - f. **Legal Constraints, if applicable** -- As required by law -- the City Council has the legal authority to increase the Cable Utility Tax from 5% to 6%. (6% is the maximum allowed by state law without a vote of the people.)
 - g. **Viable Alternatives** -- Continue the existing funding level and risk underfunding maintenance and allowing deterioration of this signature facility.
3. **Conclusion and/or Staff Recommendation** -- Staff recommendation is to accept this proposal.

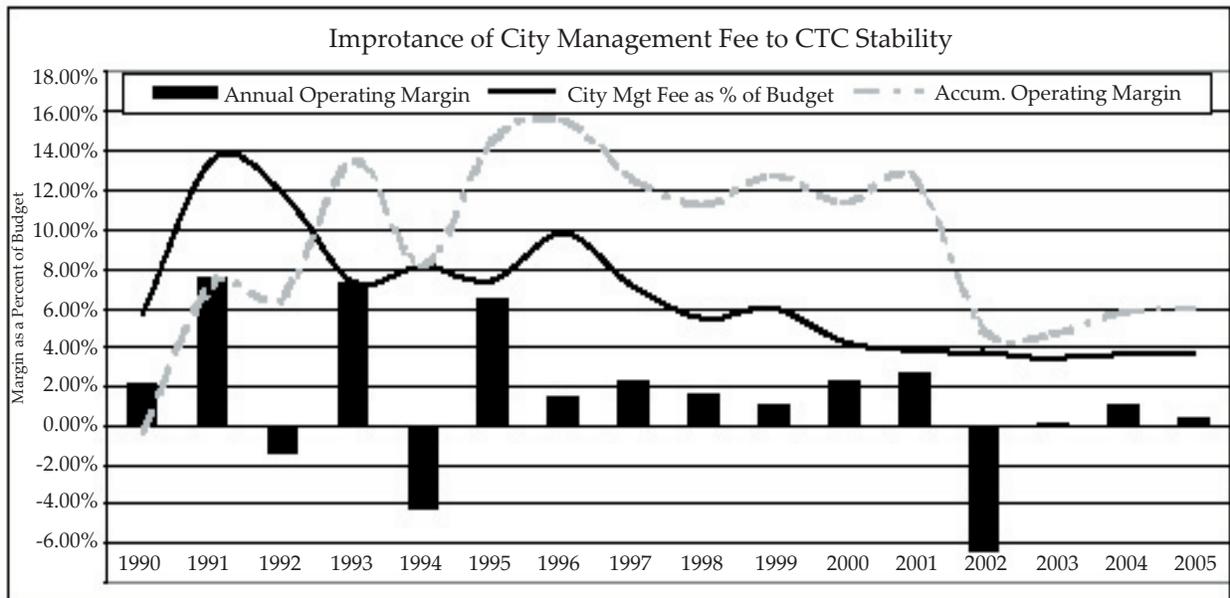
**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

DIVISION: Capital Theatre

POLICY ISSUE TITLE: Increase of Annual Management Fee-- Budgeted

1. Proposal -- For the past 26-years, the Capitol Theatre Committee (CTC) has served as the City’s partner and agent to, “manage and operate (the facility) as a place for public entertainment and cultural events ... serving as an economic and cultural stimulant for the community and the people of the City of Yakima and its environs.” In return, the City has paid the CTC an annual management fee historically funded through Hotel/Motel Room Transient Tax revenues. The current annual management fee is \$69,210. The proposal is to increase the fee by \$7,000. This management fee is critical to the financial health of the organization. In order to maximize accessibility to the Capitol Theatre, every available resource is focused on community service. As a result, the CTC’s operating margin is less than 1%. This is significant considering an annual operating budget in excess of \$2 million which includes \$900,000 in programs and services sponsored by the CTC. What is important to note is that the average Broadway musical represents a \$140,000 out of pocket investment which must be made back in ticket sales. If ticket sales fall as little as 5% below budget, for any one show, CTC will be thrown into a deficit situation. Following is a 10-year graph depicting CTC operating margins and the importance of the management fee in maintaining financial integrity.



For CTC’s 2004-2005 budget cycle, the budgeted surplus is \$8,735 or an operating margin of .44%. The City Management fee represents 3.64% of the overall budget.

2.
 - a. **Fiscal Impact** -- \$7,000.
 - b. **Proposed Funding Source** -- \$2,000 from Hotel/Motel Transient Room Tax revenues. \$5,000 from the proposed revenues generated by the increased Cable Utility Tax. (See separate Policy Issue)
 - c. **Public Impact** -- None.
 - d. **Personnel Impact** -- None.
 - e. **Required Changes in City Regulations or Policies** – Council approval of the Policy Issue requesting an 1% increase in the Cable Utility Tax dedicated to Capitol Theatre maintenance and operations.
 - f. **Legal Constraints, if applicable** -- None.
 - g. **Viable Alternatives** -- Maintain the facility at less than acceptable standards of safety, community accessibility, and appreciation.
3. **Conclusion and/or Staff Recommendation** -- Staff recommendation is to accept this proposal.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

**DIVISION: Yakima Convention
Center**

POLICY ISSUE TITLE: Increase in Management Fee -- Budgeted

- 1. Proposal --** This proposal requests a \$40,000 increase in management fees due to the expansion and renovation of the Convention Center from \$485,000 to \$525,000. The increase of 39% of space has mandated additional funds for staffing. The staffing includes, set up, maintenance, coordinators, groundskeeper and housecleaning. Additional funds will enable us to maintain the level of service that our clients both expect and deserve. The management fee covers both the Center staff salaries and the fee the City pays to the Bureau to manage the Center. The management fee increase proposed will be entirely for center staff salaries. There is no increase in the management fee paid to the Bureau.

- 2. a. Fiscal Impact --** \$40,000 for the Management Fee.

- b. Proposed Funding Source --** Transfer from PFD Fund #172 to Yakima Convention Center Operating Fund #170.

- c. Public Impact --** None.

- d. Personnel Impact --** This additional funding will allow the Convention Center to maintain and better serve its clients with adequate staff. It also allows for limited increased salaries to the existing staff in order to retain and maintain the level of customer service our clients currently demand.

A competitive analysis regarding wages was conducted of Convention Centers from around the state. It is evident through this study that the current salaries are substantially lower than their counterparts at other facilities. Management salaries range from 33% - 70% below, middle management runs 25% - 35% below and line employees from 19% - 64%. The Yakima Convention Center is known around the state for the "exceptional service" provided to guests. If we cannot adequately staff or retain the people that are responsible for this "exceptional service" this reputation will be severely compromised. This will result in a loss of business for the future.

- 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.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

**DIVISION: Yakima Convention
Center**

POLICY ISSUE TITLE: Public Facility District – Transfer of Funds -- Budgeted

- 1. Proposal --** This proposal requests \$115,000 of the Public Facilities funds to be transferred to the #170 Operating Fund. The Public Facility District Board of Directors approved subsidizing the operations of the Convention Center for three years of operation after the expansion -- 2005 is the second year of this commitment. This fund transfer will be utilized to cover the additional expenses due to the expansion.
- 2. a. Fiscal Impact --** \$115,000 (same as 2004)
 - b. Proposed Funding Source –** Account #172 – Public Facilities District 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 –** Staff and the Public Facilities Board of Directors recommends approval of this policy issue.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

**DIVISION: Yakima Convention
Center**

POLICY ISSUE TITLE: Continue Sports Commission -- Budgeted

1. **Proposal** -- The Yakima Valley Visitors and Convention Bureau has organized a Sports Commission whose mission has been: To continue to enhance and stimulate positive economic growth through sporting events by promoting and developing the Yakima Valley as a sports venue, with primary emphasis on overnight stays for those who play sports, watch sports or visit a sports attraction. The main mission is to generate economic impact through marketing and recruiting of sporting events. The Bureau developed the business plan, which put in place the Sports Commission that has been a catalyst in attracting, promoting and maintaining sporting events, thus creating economic growth for the region through sporting tournaments. In 2003, the Sports Commission began to fully implement a self-sustaining funding source through two signature events, this will require another few years to strengthen and sustain the revenue streams.

2. **a. Fiscal Impact** -- \$45,000
 - b. **Proposed Funding Source** --Tourist Promotion Fund #170 -- Hotel/Motel Tax
 - c. **Public Impact** -- The Sports Commission would provide a forum for the continued recognition of sports as a positive force in improving the quality of life and economic diversity of this community.
 - d. **Personnel Impact** -- Retain Sports Manager and assist in further development of Sports Tourism.
 - 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.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

**DIVISION: Yakima Convention
Center**

POLICY ISSUE TITLE: Fund Visitor Information Center -- Budgeted

1. **Proposal** -- The City of Yakima through their vision and hard work recognized the economic impact of tourism and successfully won a grant to build a Visitor Information Center (VIC) located off of I-82 near Yakima Avenue. Through a partnership, the Yakima Valley Visitors & Convention Bureau (YVVCB) opened and operates the facility. In order to raise the funds necessary to operate and maintain the facility, the YVVCB developed the initial operating budget for the VIC by creating a sponsorship and brochure fee based program. However, the policies related to the brochure distribution have created hard feelings in the community because it's impossible to offer comprehensive visitor information when it is tied to a fee-based program. The YVVCB desires to eliminate the fees related to brochure distribution at the VIC and offer all organizations the opportunity to provide information to visitors who come to the Yakima Valley at no charge. The VIC would be funded by a portion of Hotel/Motel tax in this first year and by continuing to develop sponsorships from private organizations that support tourism. The VIC will continue to enhance and stimulate positive economic growth through tourism. The Yakima Valley Visitors & Convention Bureau will operate and manage the program of work at the VIC.

2. **a. Fiscal Impact** -- \$40,000

- b. Proposed Funding Source** -- Tourist Promotion Fund #170 – Hotel/Motel Tax

- c. Public Impact** -- The VIC provides an opportunity for businesses of all sizes to distribute information to travelers. Sustainable funding will open the door for more community involvement in tourism.

- d. Personnel Impact** – Assist in retaining staff

- 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.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

**DEPARTMENT: Community and
Economic Development**

**DIVISION: Yakima Convention
Center**

POLICY ISSUE TITLE: Improvements to Convention Center Parking Lot -- Budgeted

1. **Proposal** -- This proposal requests \$50,000 of the Capital Improvement Fund to be allocated to the East Parking Lot in 2005. This would include replacing the irrigation system, removing overgrown shrubs and trees and replacing them with sod and trees similar to the new areas.

The Public Facilities District Strategic Plan is to create a Convention Center Campus Plan. The first step of this process is to update the East parking lot to look like the new parking lots. By upgrading this area we will achieve a number of goals.

- a. Give the grounds a complete upgraded look
- b. Begin the Convention Campus Plan for the neighborhood/city
- c. Provide a more secure parking area for our guests
- d. Fix all of the irrigation problems in this area
- e. Provide a secure area for guests walking between the hotels and the Convention Center

The Public Facilities District revenues have outpaced original estimates and are remaining strong. Therefore, the PFD board has committed to transfer the \$50,000 necessary for this project.

2. **a. Fiscal Impact** -- \$50,000 for Capital Improvements
 - b. Proposed Funding Source** – Convention Center Capital Improvement Fund (by transfer from the Public Facilities District fund 172).
 - c. Public Impact** -- More secure parking area
 - 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 Facilities District Board of Directors recommends approval of this policy issue.

2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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**DEPARTMENT: Community and
Economic Development**

DIVISION: Engineering

POLICY ISSUE TITLE: Establish a Stormwater Program - Budgeted / Unbudgeted

Two alternatives are offered to establish a Stormwater Program:

- a) Establish a Stormwater Utility, or
- b) Establish a minimal Stormwater Program

Each of these options is outlined below.

a) Establish a Stormwater Utility - Budgeted

1. Proposal -- This policy issue provides for the establishment of a stormwater program nested within the City’s Engineering Division. A stormwater program is being initiated in response to federal and state mandates that require the City to actively implement stormwater management in order to comply with an imminent National Pollutant Discharge Elimination System (NPDES) Phase II permit. The City submitted its required Notice of Intent (NOI) to apply for the permit prior to the March 10, 2003 deadline. The City anticipates having to apply for and receive its permit in the fall of 2005.

The NPDES Phase II permit will give the City five years to reach a fully implemented stormwater management program. Therefore, the revenue will begin low in the first year, and has identified planned increases every year for the first five years as more activities and elements of the program are implemented. However, after the first three years, City Council will evaluate rates, revenue, and program progress before approving Year 4 and 5 rates.

Table 1 details the requirements of the stormwater program, proposed funding source and expenditures.

2. Staffing – Currently, stormwater staff only consists of one full time employee. This policy issue would increase the stormwater staff by 1.25 Engineering Utility Specialists. The engineering utility specialists will help to inventory the existing stormwater system, and respond to public inquiries about the stormwater management program.

3. a. Fiscal Impact --

\$583,000	allocated to Operating Fund - 441
<u>\$300,000</u>	allocated to Capital Fund - 442
\$883,000	Total Revenue

The first year rate is proposed to be \$18.00 per Equivalent Residential Unit (ERU).

- b. Proposed Funding Source** – Revenue for the stormwater management program will come from a Stormwater Utility that will charge stormwater fees on every developed parcel within the City of Yakima. There are approximately 49,000 billable units that will provide about \$883,000. As the stormwater program grows, the per unit rate will increase, and additional revenue may come from:
- Potential stormwater permit and inspection fees.
 - Revenue bonds.
 - Other funds or income obtained from federal, state, local, or private grants.
- c. Public Impact** – Every developed parcel will be charged a stormwater user’s fee.
- d. Personnel Impact** – Increase stormwater staff by 1.25 full-time employees.
- e. Required Changes in City Regulations or Policies** – City Council would need to adopt an ordinance that establishes a Stormwater Utility.
- f. Legal Constraints, if applicable** – None, outside of understanding that compliance with federal and state stormwater mandates is not optional.
- g. Viable Alternatives** – Refer to Alternative “b” (following) to minimally fund the City stormwater program.

Table 1: Stormwater Revenue and Expenditures (First Year)

	Personnel	Non-Personnel	Total
Establish Stormwater Utility - Revenue New utility rates \$1.50 per ERU (Equivalent Residential Unit) per month - first year only.			\$883,000
<u>Expenditures:</u>			
1) Transfer Surface Water Engineer from Streets	1) \$87,000		87,000
2) Add 1.25 Engineering Utility Specialist	2) 71,000		71,000
3) NPDES Discharge Permit		3) \$30,000	30,000
4) Education programs, billing charges, supplies		4) 131,000	131,000
5) Equipment		5) 35,000	35,000
6) State taxes, insurance, other administration, interest on start-up loan		6) 79,000	79,000
Total Operating Budget – Fund 441 (first year operating costs)	\$158,000	\$275,000	\$433,000
First year capital costs – Fund 442		150,000	150,000
Total Utility Expenditures			\$583,000
Reserve for future operating/capital projects			\$300,000

b) Establish a Minimal Stormwater Program - Unbudgeted

1. **Proposal** -- This alternative would provide minimal funding for 2005 to support the City's obligation towards its stormwater permit in the event that the utility as outlined in option (a) above is not formed and/or the County is unable to add the Stormwater assessments to the 2005 property tax bills. The City has been involved with the stormwater issue since it first learned of the pending Phase II regulations (approximately 10 years ago). Since filling out its notice of intent to apply for a National Pollutant Discharge Elimination System (NPDES) Phase II permit on March 10, 2003, the City has increased its efforts to get ready for the permit by hiring a Surface Water Engineer. For the past year and a half, the funds to pay for this increased stormwater effort have come mainly from the Streets budget and some from the Wastewater budget.

The City will be required to apply for an NPDES Permit in 2005. This permit will identify the City's program to manage stormwater runoff from all public facilities. Many ordinances and other issues will require significant technical and legal review.

The "life support only" funding requirements for 2005 are \$172,000 and include the following:

- Surface Water Engineer..... \$87,000
- Legal Services..... \$50,000
- NPDES Phase II permit fee... \$30,000
- Miscellaneous expenses..... \$5,000

2. **a. Fiscal Impact** -- \$172,000
 - b. Proposed Funding Source** – Wastewater Operating Fund (one year only -- to be reimbursed when utility is established)
 - c. Public Impact** -- None.
 - d. Personnel Impact** -- None.
 - e. Required Changes in City Regulations or Policies** – N/A
 - f. Legal Constraints, if applicable** – None, outside of understanding that compliance with federal and state stormwater mandates is not an option.
 - g. Viable Alternatives** -- Alternative (a) or (b), as outlined above.
3. **Conclusion and/or Staff Recommendation** – Staff recommends the establishment of a Stormwater Utility - alternative (a). Option (b) is only being presented as an alternative if the utility is not formed or the County is unable to include the Stormwater assessments in the 2005 property tax bills.

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**THE POLICE DEPARTMENT
IS NOT PROPOSING
ANY POLICY ISSUES
FOR THE 2005 BUDGET.**

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**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Fire

DIVISION: Operations

POLICY ISSUE TITLE: Restructure Fire Department Administration -- Unbudgeted

1. **Proposal** – Revenues are not keeping pace with expenditures creating the current financial challenge to the General Fund. We have experienced decades of austere budgeting resulting in the lean and efficient Fire Department that exists today. Any budget reductions will result in personnel reductions with potential and predictable negative impact on the safety and efficiency of the firefighting staff and the public that is served. Several options have been considered to accomplish the significant cost savings that are necessary and it has been determined that the action that will have the least impact to providing fundamental emergency response to the citizens of our community would be the elimination of the three (3) Battalion Chief positions. These positions represent approximately \$400,000 of the Fire Department budget. It is for this reason that the following proposals become necessary.
 - A. The Fire Department proposes to restructure the Fire Department Administration with the phase out of the three (3) Battalion Chief positions.
 - B. It is proposed to upgrade one Lieutenant position to Captain.
 - C. It is proposed to add one Deputy Chief position.

2.
 - a. **Fiscal Impact** – Transitional savings in 2005 of approximately \$70,000. Fully realized net savings of \$200,000 for 2006.

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

 - c. **Public Impact** – Degradation of emergency response of command personnel resulting in reduction in quality of service provided to the citizens.

 - d. **Personnel Impact** -- The delay in availability of command chief officers will increase burden of incident command responsibility on the company officers at the emergency scene. The work currently performed by the Battalion Chiefs will still exist and will be shared throughout the organization. Line oriented duties will be reassigned to line personnel and administrative responsibilities will be absorbed by administrative staff. This will result in the reduction of minimum staffing to 18 from 19 and shift-staffing strength will reduce from 24 to 23. The total authorized positions for the Fire Department will realize a net reduction of two (2) positions from 82 to 80.

Upgrade of one (1) Lieutenant position to Captain will allow a Captain to be assigned for each shift at Station #91 for roster/staffing maintenance and additional responsibilities.

The newly created Deputy Chief position will provide a Deputy for affiliation with each shift for administrative duties and for emergency command response.

- e. **Required Changes in City Regulations or Policies** -- Significant changes required for Fire Department internal Standard Operating Procedures and Administrative Policies.
 - f. **Legal Constraints, if applicable** -- Collective Bargaining "Effects" with both labor units.
 - g. **Viable Alternatives** -- City and Fire Administrations have reviewed options of elimination of the Rescue from Station #91 and the closing of a fire station. It is determined that either of these cuts would be immediately threatening to life and property and that the proposed reduction of the Battalion Chief positions would have the least immediate impact on public safety.
3. **Conclusion and/or Staff Recommendation** -- Given the City's current and projected fiscal constraints and to avoid reducing other essential Fire safety services, this policy issue is submitted as a contingency budget proposal.

CONFIDENTIAL

Yakima Fire Department
Management Restructuring Financial Analysis

<u>RANK</u>	<u>TOTAL BASE SALARY</u>	<u>OVERTIME AVERAGE</u>	
		<u>2003</u>	<u>2004 Projected</u>
BC			
	\$109,497	\$28,333	\$27,666
	106,837	28,333	27,666
	106,837	28,333	27,666
	TOTAL	\$84,999	\$82,998
	Salary Plus 2003 OT Actual	\$408,170	
	Salary Plus 2004 OT Projected	\$406,169	

ACTIONS

Elimination of the Battalion Chief position projected savings		\$400,000
Addition of Deputy Chief position projected cost	less	(114,000)
	Gross Savings	\$286,000
10% Roster Captain Premium Cost	less	(30,000)
Additional Shift Captain Cost	less	(95,000)
Eliminate One Shift Lieutenant Savings	plus	85,000
Transitional costs (one time)	less	(46,000)
	Net Savings	\$200,000

Transition and attrition costs estimated. May carry 1 or 2 extra Captains until attrition absorbs positions plus appropriately equipped vehicle

BC ranks shrinks from 3 to 0.

Overstaffing will reduce overtime demand during attrition period.

Shift strength reduces through attrition from 24 to 23 per shift.

Captains increase to 7 or 8 during transition.

Captain rank ultimately increases from 6 to 7 to provide a Captain for each shift at Station 91.

Lieutenant ranks shrink ultimately from 12 to 11.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Fire

DIVISION: Operations

POLICY ISSUE TITLE: Renovation and Addition to Fire Station #92, 7707 Tieton Drive -- Unbudgeted

- 1. Proposal** -- Fire Station #92 is currently staffed by both the City of Yakima and West Valley Fire District #12. Station 92, located at 7707 Tieton Drive is 30 years old and was not built or intended to accommodate (9) 24-hour City of Yakima firefighters and (30) West Valley Volunteer Firefighters. Co-location of both agencies has created a severe overcrowding and occupational use problem. City of Yakima Fire Department needs accommodations for 24-hour staffing and West Valley needs space to conduct their drills and classroom participation for their volunteers. This proposal is a request to remodel facilities to accommodate current utilization by adding approximately 2400 square feet and upgrading the current structure to meet requirements of urban fire service. This facility is strategically located to properly provide a base for acceptable emergency response. The location becomes even more appropriate as future annexations come to realization. Co-utilization of facilities by the City of Yakima and West Valley Fire District # 12 is contingent upon an inter-local agreement of co-location and the annexation division of assets. It is anticipated that there will be a transfer of title to the City of Yakima, or at least a date of future title transfer established through the current transfer of assets process prior to proceeding with this project.
- 2. a. Fiscal Impact** -- \$610,000 Fire Capital Fund.

 - b. Proposed Funding Source – Fire Capital Fund:** This project will be financed by a draw from the City's existing "Line of Credit" that will be repaid from General Fund resources over five (5) years plus a percentage contribution from the West Valley Fire District, this being one of the subjects currently being discussed in the context of transfer of assets negotiations.
 - c. Public Impact** – Provides citizens of this area with a facility that will be functional as a cooperative regional response base for emergency service responders and equipment. It is financially efficient to utilize this facility for cooperative use by both Fire Departments. Citizens benefit from the cost savings and demonstration of regional cooperation.

- d. **Personnel Impact** – This project will provide a facility that will be appropriate for 24-hour staffing that will be in compliance with applicable standards and laws strategically located for emergency response and service to the citizens of this area. An appropriately designed facility will accommodate the dual use of the station for both the City and the West Valley Fire Department co-located staff, thus reducing conflict of space usage and limiting potential negative aspects of co-location.
 - e. **Required Changes in City Regulations or Policies** -- N/A.
 - f. **Legal Constraints, if applicable** -- Possibly subject to negotiations with West Valley Fire District, as they currently hold title to the facility.
 - g. **Viable Alternatives** – Seek alternate location and construct a new station -- projected costs would double. This alternative is not financially feasible at this time.
3. **Conclusion and/or Staff Recommendation** -- Staff recommends approval of this policy issue.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Police/Fire

**DIVISION: Public Safety
Communications**

POLICY ISSUE TITLE: Replace Computer Disk Array -- Budgeted

- 1. Proposal --** The data for the Computer Aided Dispatch (CAD) system is stored on a device known as a disk array. This device contains the storage medium and enough redundancy to ensure the safe storage of the very critical data generated by CAD. The unit that we are using is outdated and the annual maintenance continues to escalate. To ensure the safety and security of this data at a reasonable on going cost we must replace the unit. The CAD system and its components are actually owned by Yakima County 911, therefore this expense will be funded through that account. No direct cost to the City.

- 2. a. Fiscal Impact --** \$40,000
 - b. Proposed Funding Source --** Public Safety Communication Fund --911 Excise Tax
 - c. Public Impact --** No direct impact (included in 911 budget/revenues)
 - 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 recommends replacement of the disk array to assure continued secure and safe storage of this valuable data.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Police/Fire

DIVISION: Public Safety
Communications

POLICY ISSUE TITLE: Microwave Replacement -- Budgeted

1. **Proposal** -- Replace the existing microwave link to Look Out Point radio site. This link provides the path for all the interconnects to our radio systems that are located at this remote site. The current system was installed in 1987 and does not provide the needed redundancy and features that a new system can provide. In addition we now have added our wireless data radio system on this site and we are currently sharing a generic data link with the County to make that connection. With this replacement we can integrate that data into this system to make it more secure and addressing higher data speeds as needed. During public emergency situations, cell phone systems are generally jammed and thus, unreliable.

2. **a. Fiscal Impact** -- \$70,000
 - b. **Proposed Funding Source** – \$50,000 (Law & Justice Capital)
\$20,000 (Transit Capital)
 - c. **Public Impact** – More secure and reliable emergency communications to emergency response agencies.
 - 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** -- To ensure that we maintain viable and reliable emergency communications, Staff recommends budgeting for this replacement.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: All Departments

DIVISION: Public Safety
Communications

POLICY ISSUE TITLE: Radio Systems Upgrade -- Unbudgeted

1. **Proposal** – Direct staff to analyze and prepare a report on upgrading the City radio systems for the purposes of; replacing aging equipment, meeting current and future needs, meeting interoperability requirements and to meet the changing technological requirements that we face in the near future.

Background - The radio systems that are in use by all City departments have not had a major upgrade since 1987. The City has maintained those systems and replaced equipment as critically needed but no significant improvements have been made to update them to meet current and imminent technological advances.

Many departments, to offset the shortcomings of these systems, have turned to relying on commercial providers of cellular services such as AT&T and Nextel. While these providers offer great services that we cannot achieve, there is also a risk in relying on these systems exclusively for the City's communications requirements. Commercial systems are designed to maximize return on investment and to serve the greatest number of subscribers; not to provide a guaranteed and secure level of service to a specific area such as the City of Yakima. The City should continue to have systems that are locally controlled (and maintained) to meet the high demands of public safety and other public services. This cannot be achieved with certainty with commercial providers alone.

The City's radio systems are facing significant issues including, but not limited to, aging and obsolete equipment, changing technological needs and requirements, changing compatibility and inter-operability requirements within and outside of the City. Meeting these demands will require a significant financial commitment of which the full extent is not presently known.

Before starting to invest in these improvements, it is necessary to examine the current multiplicity of systems to ensure we can address current and future needs while being fiscally responsible; hence the need for an in-depth analysis of the systems and alternatives.

It is the purpose of this policy issue to inform the Council of the need for an upgrade and to receive direction to proceed with a study and report on how to address these issues. Once that report is completed it shall be presented to the Council with recommendations for discussion and direction.

2.
 - a. **Fiscal Impact** – Unknown at this time. Financial impact will be presented as part of the final report.
 - b. **Proposed Funding Source** – To be announced
 - c. **Public Impact** – Allows City departments to remain functional and informed in meeting their normal and critical service delivery requirements to the citizens generally and specifically in the case of commercially provided communications failure.
 - d. **Personnel Impact** – None identified
 - e. **Required Changes in City Regulations or Policies** -- None
 - f. **Legal Constraints, if applicable** – None Identified
 - g. **Viable Alternatives** – Analyzing the needs is highly recommended. Once a report is available, decisions can be made regarding alternatives.
3. **Conclusion and/or Staff Recommendation** – Direct staff to proceed with a study on upgrading the radio systems.

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2005 MAJOR POLICY ISSUES/ SUPPLEMENTAL BUDGET REQUESTS

DEPARTMENT: Public Works

DIVISION: Equipment Rental

POLICY ISSUE TITLE: Consideration of a Reorganization Plan for the Equipment Rental Division -- Budgeted

- 1. Proposal** – In 2002, in part to prepare for the upcoming overall city Capital Facilities Plan, deadline 2006, the Maximus consulting group was retained to update the Public Works Facility Master Site Plan, Resolution No. R-2002-84. Because Maximus is one of the leading governmental fleet management consulting groups in the nation, they were also retained to conduct a high level operational assessment of the Equipment Rental Division and to make recommendations for improvement.

Maximus found that Division productivity could be substantially improved by organizationally adjusting administrative staff in relation to technical staff. Also, the absence of an afternoon shift negatively effects productivity and complicates work scheduling. In order to effectively implement the recommendations, a reorganization of the Equipment Rental Division is presented in this policy issue.

Staffing Level (FTE's)

<u>Position</u>	<u>Current</u>	<u>Proposed</u>
Fleet Manager	0.85	0.85
Equipment Supervisor	1.00	1.00
Mechanic 1 (filled)	5.00	6.00
Mechanic 1 (vacant)	1.00	-
Fleet Maintenance Attendant (filled)	1.00	2.00
Fleet Maintenance Attendant (vacant)	1.00	-
Storekeeper	2.00	1.00
Department Assistant 2	<u>1.00</u>	<u>1.00</u>
Total	<u>12.85</u>	<u>11.85</u>

Cost Shifting Process

In the budgeting process, vacant technical staff positions, created by retirements in 2003, have been funded in the budget to provide payment for outsourced work needed to keep the city fleet operational. In the proposed recommendation, some outsourced work will be appropriately returned to the Equipment Rental Division. The funds to pay for outsourced work will be shifted back to pay for staff.

2.
 - a. **Fiscal Impact** – The total Equipment Rental Division budget will be reduced approximately \$57,000. This, in turn, reduces the maintenance and operation charges billed to the operating funds.
 - b. **Proposed Funding Source** – No funding required.
 - c. **Public Impact** -- This reorganization would improve customer service and division productivity by having staff available when the majority of vehicles are at rest.
 - d. **Personnel Impact** – Staffing level will be decreased 1.0 FTE from 12.85 to 11.85. (Elimination of 1 FTE Storekeeper)
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - g. **Viable Alternatives** – There is no viable alternative if customer service levels, division productivity, and cost containment are to be improved.
3. **Conclusion and/or Staff Recommendation** – Staff respectfully requests the following:
 - 1) Convert one Storekeeper position to the vacant Fleet Maintenance Attendant. The position would be assigned to a new late afternoon/evening shift. One Storekeeper position would remain.
 - 2) Fill the vacant Mechanic 1 position, also assigned to a new evening shift.
 - 3) Create a new late afternoon/evening shift, hours from 3 p.m. until 11:30 p.m. staffed by the two new people.
 - 4) Eliminate one FTE saving \$57,000 annually.

**2005 PROPOSED FEE SCHEDULE
YAKIMA PARKS & RECREATION DIVISION
EFFECTIVE JANUARY 1, 2005**

CONTRACTED SERVICES: Organizations, (associations, clubs, groups, etc.) contract with the City of Yakima Parks & Recreation for services such as facilities reservations and scheduling, maintenance, supplies, administration, etc. The organizations pay for these services.

PROGRAM FEE FORMULA: In determining fees for services and programs, the following formula will be used:

- 1) Program personnel wage and benefits* X total program hours plus
- 2) Facility cost per hour X total program hours plus
- 3) Depending on the particular program, the following costs will be included as needed:

- | | | |
|----------------------|----------------------|----------|
| a) Special Equipment | d) Insurance | g) Other |
| b) Material | e) Maintenance | |
| c) Transportation | f) Program Promotion | |

- plus* 4) Administration of program (at least 15% of total costs);
- equals* 5) TOTAL COST OF THE PROGRAM
- divided*
- by* 6) Minimum number of participants. (Minimum and maximum number of participants is based on facilities, appropriate student/instructor ratio, safety limits, and is determined by the supervisor and/or instructor.)
- equals* 7) FEE FOR EACH PARTICIPANT

*Wages or salary may be calculated by the hour or by the unit (i.e., game, match, etc.).

TAXES: Sales or other taxes will be charged when appropriate. In some cases, tax is included in the stated fee.

PROGRAM DISCOUNT FOR CITY OF YAKIMA RESIDENTS: As a benefit to **CITY OF YAKIMA RESIDENTS** who participate in the following Parks & Recreation Programs in 2005, a discount of approximately 20% will be offered.

Discounts apply to the following areas:

- a. Special Interest Classes for both Youth and Adults
- b. Fisher Golf Lessons
- c. Swimming Lessons
- d. Youth Sports.

ADDITIONAL ADULT SPORTS FEE FOR NON-CITY RESIDENTS: For the following Adults Parks & Recreation Sports Programs, *all non-City residents* wishing to participate in Parks and Recreation Sports Leagues will be charged an additional registration fee of \$6.00.

- a. Volleyball
- b. Basketball
- c. Fall Softball
- d. Adult Slowpitch

SERVICE UNIT 421 - PARK USAGE FEES

Description	2005 Fees (price includes tax)	
<u>Field Use:</u> Contracted Users	Per Negotiation	
<u>Miscellaneous Field Use (2 hour minimum):</u> Athletic Fields		
Adults	\$5.25	\$6.00/field/hour
Youth	\$3.25	\$3.75/field/hour
Gateway Complex		
Adults		\$25.00/field/hour
Youth		\$15.00/field/hour
<u>Tournament Field Use</u>		
Gateway Complex, one field. 50% discount for subsequent days		\$200/field/day
Gateway Complex, second and third fields. 50% discount for subsequent days		\$75/field/day
Kiwanis Softball Fields	\$50.00/field/day	\$55/field/day
Kiwanis Fields, rented with Gateway Complex		\$75/three fields/ day
Gardner Softball Fields	\$42.00/field/day	\$45/field/day
Chesterley Soccer Fields	\$42.00/field/day	\$45/field/day
Elks Park Youth Baseball Fields	\$15.75/field/day	\$18/field/day
Non-Refundable Deposit	25% of total	50% of total

<u>Field Preparation</u> Changes incurred for special maintenance on an Athletic Complex set by the task and equipment.		
a.	Mowing with Parkmaster Only	\$52.50/hour \$63.00/hour
b.	Mowing w/one trim mower/PU & Trailer	\$47.25/hour \$56.75/hour
c.	Mowing w/two trim mowers/PU & Trailer	\$84.00/hour \$100.00/hour
d.	Drag Infield, Chalk Lines	\$15.75/hour \$24.00/hour
e.	Complete Ballfield Preparation (tractor and turf terra) per field	\$42.00/hour \$50.00/hour
<u>Sports Complex - Lights:</u>		\$15.25/hr. + tax \$18.00/hr
Re-setting Lights		\$11.50/instance \$15.00/instance
<u>Tennis Court Reservations:</u>		\$5.25/court/hour \$6.00/court/
Adult Use		hour
Youth Use		\$3.75/court/hour \$4.25/court/
Organizations (non-profit or commercial)		hour
		Per negotiation

Note: Rental fees will not be charged to contracted groups, federal, state, county or municipal governments, when used for a single day with approval from the Parks and Recreation Manager. If equipment is moved by Parks crew, per hour labor and equipment costs will apply.

SERVICE UNIT 422 - COMMUNITY RECREATION FEES

All Programmed Recreation Activities, except summer playgrounds and youth drop-in programs will be covered by user fees as described in "Program Fee Formula".

Description	2005 Fees	(no tax)
Special Services to Organizations/Groups	By Negotiation	

SERVICE UNIT 423 - FISHER PARK GOLF COURSE FEES

Description	2005 Fees	(price includes tax)
<u>Greens Fees:</u>		
Youth, 9 holes, 4 to 8 years old		\$4.50
Adult , 9 holes	\$ 8.50	\$9.00
Adult, second 9 holes		\$5.25
Adults - 18 Holes	\$12.50	delete
Family (2 adults, 2 juniors), 9 holes		\$25.00
Family (2 adults, 1 juniors), 9 holes		\$20.00
Juniors/Seniors, 9 holes	\$ 7.50	\$8.00
Juniors/Seniors, second 9 holes		\$4.25
Juniors/Seniors, 18 Holes	\$12.50	delete
<u>Passes - 20 Round</u>		
Adult	\$135.00	\$142.00
Juniors/Seniors	\$118.00	\$124.00
<u>Passes – Monthly</u>		
(No weekend play - no tee-off after 4:00 PM)		
Adult	\$115.00	\$121.00
Juniors/Seniors	\$100.00	\$105.00
<u>Season Pass</u>		
Adults	\$785	\$825.00
Juniors/Seniors	\$675	\$710.00
Early Bird Season Pass (<i>Purchase between Jan. 1-March 31</i>)		
Adults	\$400	\$495.00
Juniors/Seniors	\$300	\$425.00
Junior Summer Pass (June, July, August, no weekends)		\$195.00
Specials (9 Hole)	\$ 6.50	\$6.75
Moonlight Golf	\$10.50	\$11.00
Lessons	Program Fee Formula	
<u>Club/Cart Rentals</u>		
Clubs	\$ 5.25	\$5.50
Carts	\$ 2.75	\$3.00

SERVICE UNIT 424- AQUATICS FEES

“Honored Citizen” is defined as a person with a disability or a person who is 62 years of age or older. Ages 3 and under may swim at any City Pool for free when accompanied by a paying adult.

Description	2005 Fees		(price includes tax)	
General Recreation Swimming	<u>Lions</u>		<u>Summer Pools</u>	
Youth (except Franklin)	\$1.50	\$1.75	\$1.50	\$1.75
Youth (Washington Pool)			\$1.00	\$1.25
Youth (Franklin Pool)			\$1.75	\$2.00
Adult	\$3.00	\$3.25	\$3.00	\$3.25
Honored Citizen	\$2.00	\$2.25	\$2.00	\$2.25
Family	\$7.50	\$8.75	\$7.50	\$8.75
Lap Swimming				
Adult	\$3.00	\$3.25	\$3.00	\$3.25
Honored Citizen	\$2.00	\$2.25	\$2.00	\$2.25
Passes (All Pools except Franklin)	<u>3 Mo.</u>		<u>Coupon Book</u> (10 Swims)	
Youth	\$ 36.00	\$ 41.00	\$12.00	\$14.50
Adult	\$ 72.00	\$ 77.00	\$24.00	\$26.50
Honored Citizen	\$ 48.00	\$ 53.00	\$16.00	\$18.50
Family	\$150.00	\$165.00	N/A	
Rentals (includes Safety staff) All Pools except Franklin				
1 to 50 participants	\$ 63.00/hour + tax		\$69.00	
51 to 100 participants	\$ 79.00/hour + tax		\$87.00	
101 to 150 participants	\$ 95.00 /hour + tax		\$105.00	
151 to 200 participants	\$110.00/hour + tax		\$121.00	
201 to 250 participants	\$126.00/hour + tax		\$139.00	
Franklin Pool Rental (includes Safety staff)				
1 to 50 participants	\$100.00/hour + tax		\$110.00	
51 to 100 participants	\$116.00/hour + tax		\$128.00	
101 to 150 participants	\$131.00/hour + tax		\$144.00	
151 to 200 participants	\$147.00/hour + tax		\$162.00	
201 to 250 participants	\$163.00/hour + tax		\$179.00	
251 to 275 participants	\$179.00/hour + tax		\$197.00	
Pool Rental Non-Refundable Deposit	\$ 25.00		\$30.00	

SERVICE UNIT 424- AQUATICS FEES -- continued

	2005 Non-City <u>Resident</u>	2005 City <u>Discount</u>		
<u>Learn To Swim</u> (All Pools) (no tax)				
Tiny Tots thru Level 7, Adults & Diving (8 lessons)	\$28.00	\$32.00	\$22.00	\$26.00
Community Water Safety, Competitive Stroke Class	\$28.00	\$32.00	\$25.00	\$28.00
Lifeguard Training	\$63.00	\$70.00	\$50.00	\$55.00
WSI (Water Safety Inst.)	\$110.00	\$121.00	\$90.00	\$98.00
Exercise Punch Cards (12 visits) good for Aquacize/Arthritis Classes (12 visits)	\$31.00	\$34.00	\$25.00	\$28.00
Drop In Fees	\$3.75/visit	\$4.25	\$3.00/visit	\$3.50
good for Hydrofit/Waterwalking/ Swimnastics, Aqua-Step (8 visits)	\$31.00	\$34.00	\$25.00	\$28.00
Drop In Fees	\$5.00/visit	\$5.50	\$4.25/visit	\$4.75
Semi-Private Lessons (4 classes per session)	\$38.00	\$42.00	\$32.00	\$35.00
<u>Other Services/Classes</u>	By Contract or Program Fee Formula			

SERVICE UNIT 425- SENIOR CITIZENS CENTER FEES

Description	2005 Fees
Senior Citizens Tours	Program Fee Formula
Classes – Miscellaneous	Program Fee Formula
Annual Voluntary Subscription to the Monthly Bulletin	\$10.50/year \$11.00/year
Tournaments	Program Fee Formula
<u>Senior Center Rentals:</u> Sr. Citizen Club & Organizations that use the facility during normal operating hours	No Charge

Description	2005 Fees	
Harman Center, 101 North 65 th Avenue		
Friday – Sunday, up to 5 hours	\$600.00	\$800.00
Monday – Thursday, up to 5 hours, 25% discount	\$600.00	
Each additional hour	\$ 50.00	\$100.00
On-site staff supervisor	\$30.00/hour	
Booking deposit (applied to rental)	\$300.00	
Cleaning deposit (non-refundable)	\$250.00	\$250.00
Damage Deposit (refundable)	\$250.00	\$250.00
Classroom, up to 3 hours	\$100.00	
Classroom, all day, 8 am to 4 pm	\$200.00	
Lounge, up to 4 hours	\$150.00	
Booking Deposit for Classroom/Lounge	\$25.00	
Weekly or Monthly Users	Per negotiation	

PROCESSING APPLICATION FEE

Citizens are welcome to use City park facilities on a drop-in basis without charge. However, individuals or organizations wanting to make specific reservations are able to do so at the Parks and Recreation Office using the standardized written application. Beginning January 1, 2005, a non-refundable application fee of ~~\$6.00~~ **\$6.50** must accompany each facility use application when it is submitted.

SPECIAL EVENT FEE

Citizens or groups wishing to schedule a community special event in one of the City's Parks will be required to pay a *special events fee* to cover additional maintenance costs. In addition, groups may be required to pay for additional refuse service and chemical toilets on site. Fees will be based on anticipated attendance.

Special Event fees for 2005 will be as follows:

100 or less participants - \$ 40	\$45.00
101 - 200 participants - \$ 65	\$72.50
201 - 300 participants - \$115	\$130.00
Over 301 participants - \$158	\$175.00

The Special Event Fee will be collected before reservations are confirmed. Applicants will be responsible for the condition of the Park after the event. Clean-up and/or damage fees will be charged to the applicant as determined by the Parks Maintenance Superintendent.

The Parks and Recreation Manager will have the discretion to limit usage in the Parks based on capacity, parking, neighborhood impact, noise level and availability.

CONCESSIONAIRE PERMIT FEE

Citizens or Groups wishing to sell concessions in the Parks will be assessed a yearly fee of ~~\$158~~ **\$175.00**.

The Parks and Recreation Manager will have the authority to authorize vending in certain parks according to Parks and Recreation Division policy and procedures. The Parks and Recreation Manager will have the authority to waive the yearly fee in cases of contracted services or one-time special events.

Comments: It is the overall philosophy that senior citizens, handicapped and youth activities may be subsidized by the Park fund whenever possible.

REFUND POLICY

If Parks and Recreation needs to cancel an activity, staff will notify registered participants by phone and refund 100% of the registration fee.

If you need to cancel a reservation and seek a refund, you should present your receipt with your request up to three (3) days before your activity's registration deadline, unless otherwise stated. If you paid in cash or with a check, a refund for your fee minus a \$5 processing fee will be processed by the City's Finance Division and a check will be mailed to you within 15 to 30 days. If you charged your fee on your VISA or Mastercard, the refund will be credited to the original cardholder minus the \$5 processing fee.

There are a few exceptions. Fees of less than \$5 will not be refunded. There are no refunds on team sports.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Public Works

DIVISION: Parks and Recreation

POLICY ISSUE TITLE: Increase of 1% In Lieu of Tax on Private and Public Utilities (water, sewer and refuse) to Secure Additional, Stable Funding for the City's Park System - Unbudgeted

- 1. Proposal** – This policy issue proposes to increase the in lieu tax on public and private utilities to provide additional, stable funding for the City's Parks system. Currently, the 14% in lieu tax on utilities is allocated 3.5% to Parks; 0.5% to Law and Justice and 10% to General government. This proposal would increase the total in lieu tax from 14% to 15%; and the Parks allocation from 3.5% to 4.5% (See footnote). The 2005 proposed budget includes \$900,000 "in lieu of tax" revenue for the Parks and Recreation Division (3.5%). The Parks Division uses this revenue for park maintenance costs and Tahoma Cemetery operations. The 1% increase would generate approximately \$250,000 per year at current utility rate levels.

For city utilities, the in lieu tax is included in the rates charged for service. Water and Wastewater have indicated that the increase, if approved, would not require an immediate increase in their respective rates and would be absorbed in the operating budgets. Refuse rate adjustments are being proposed for 2005 and would need to include the impact of this increase because of the narrowness of the refuse operating margin. Nob Hill Water and Yakima Waste Systems would also be impacted by the 1 percentage point increase. However, taxes on these outside utilities are add-on to the rates charged for service; therefore these customers would pay this increase immediately.

As a point of fact, the Parks Division's costs for water, sewer and refuse services in 2005 is estimated to be \$212,000. The increased cost of fuel, power, fertilizer, other supplies, equipment, minimum wage impacts, and City labor have all combined to overwhelm the small increase in the Parks Division's 2005 budgeted revenues. Since the Year 2000, with the first of several major tax reduction initiatives combined with regional economic challenges, the Parks Division has reduced its Full Time Equivalency's (FTE's) by 4.75. However, the unprecedented capital program and park development activities over the last several years (funded by grants, donations and property sales) have greatly impacted the demand for the Parks Division's limited resources. Operating funds have not kept pace with increased costs nor with the additional acreage that has been developed. Additionally, the Parks subsidy to Tahoma Cemetery continues with yearly contributions approaching \$150,000. The current proposed 2005 Parks budget is less than the 2004 budget. Without new, stable revenue sources or some other significant governance change, the trend in reducing Park services will continue its slide downward.

2. **a. Fiscal Impact** – 1 % = approximately \$250,000 per year additional funding to the Parks Budget.
 - b. Proposed Funding Source** – In lieu Utility Tax Funds for Public and Private Water, Wastewater and Refuse.
 - c. Public Impact** – While this will ultimately generate an increase in the average homeowners bill for water, sewer and refuse of approximately \$0.88 per month, it will assist in the preservation of Yakima’s Public Parks. A far-reaching public impact would be that by setting aside a certain portion of the additional revenue for grant match and property acquisition efforts, future generations of residents could benefit from new recreational opportunities and satisfy “quality of life” expectations which are so broadly touted in the area.
 - d. Personnel Impact** -- N/A
 - e. Required Changes in City Regulations or Policies** – Change in City’s Public Utility In lieu tax ordinance. Ordinance amendments will also be required to adjust tax rates for Nob Hill Water and Yakima Waste Systems for service within City of Yakima corporate limits.
 - f. Legal Constraints, if applicable** -- N/A
 - j. Viable Alternatives** – 1) One alternative option would be to increase a lesser amount, .5% which would generate \$125,000 at current revenue levels for the Parks Fund on a yearly basis. 2) The second option, in the longer term movement toward a Metropolitan Parks District may provide a solution to the service/financial gap dilemma. The financial tool for such a district would be a multi-year operational levy voted on by the citizens of the district. This concept would be consistent with the City Council’s desire to explore and implement consolidation of local government services.
3. **Conclusion and/or Staff Recommendation** -- Staff recommends approval of a 1% increase in the Utility Tax allocated to Parks and Recreation (from 3.5% to 4.5%).

(Footnote)

Breakdown of in lieu of tax:	<u>Current</u>	<u>Proposed</u>
Parks Division	3.5%	4.5%
Law and Justice Bond	0.5%	0.5%
General Government Services	<u>10.0%</u>	<u>10.0%</u>
Total	14.0%	15.0%

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Public Works

**DIVISION: Central Business District, or
Parks and Recreation**

**POLICY ISSUE TITLE: Funding for Central Business
District Landscaping -- Budgeted**

- 1. Proposal --** The Parks and Recreation Division provides maintenance and landscaping services in the 16-block Central Business District. Fee box parking revenues are used to offset the cost of this service. However, revenue received from the fee box parking does not fully cover operational costs. Expenditures and revenues are shown below:

	2001	2002	2003	2004	2005
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Proposed</u>
Expenditures	\$50,909	\$47,965	\$53,724	\$53,839	\$54,906
Fee Box Rev.	<u>34,458</u>	26,664	24,171	15,000	15,000
YDA Support		<u>20,000</u>	<u>37,700</u>	<u>20,000</u>	<u>15,000</u>
(Parks Property Tax Revenue Subsidy)	(\$16,451)	(\$1,301)	\$8,147	(\$18,839)	(\$24,906)

This policy issue request is to fund the operational maintenance cost in the Central Business District. Three options are presented for review:

Option 1 – to fully fund, YDA support would need to be \$39,906

Option 2 – to fund the same level as 2004 at \$20,000

Option 3 – to fund 2005 at a reduced level of \$15,000 - (recommended by the Yakima Downtown Association - and currently budgeted)

- 2. a. Fiscal Impact** – As the above spreadsheet indicates, unless expenditures (and services) are reduced or fee box revenues increased, the city will subsidize the downtown maintenance by \$24,906. Note: the expenditures shown do not include garbage pick-up, street sweeping or wintertime maintenance (except contracted snow removal in the downtown parking lots) in the 16 block CBD.
- b. Proposed Funding Source** -- PBIA Fund.
- c. Public Impact** -- This would allow the Parks and Recreation Division the ability to focus existing resources toward other park maintenance tasks.
- d. Personnel Impact** -- N/A
- e. Required Changes in City Regulations or Policies** -- Unknown
- f. Legal Constraints, if applicable** -- N/A

g. Viable Alternatives -- To continue to subsidize the maintenance of the Central Business District at some different level, to contract with a private vendor at a lesser cost if possible, or to reduce services in the Central Business District.

- 3. Conclusion and/or Staff Recommendation** -- Staff recommends approval of this policy issue to assist with funding the Central Business District maintenance. It is a Council decision on what level of support to approve. Option 1 is to fully support maintenance efforts utilizing PBIA Funds. Option 2 and 3 utilize a portion of PBIA funds (\$20,000 and \$15,000, respectively) with the remaining support from Parks Property Tax allocation. Option 3 is the option currently budgeted.

The Yakima Downtown Association (YDA) has discussed “contracting out” this work over the last several months in 2004. If it is ultimately their recommendation to Council, and Council directs that the CBD maintenance work be placed for bid, then City staff shall clearly identify what tasks in the CBD are to be done in the Request for Bids with the understanding that Parks staff will not be doing those tasks. Further, supervision of the work, from the Division’s perspective, should be the responsibility of YDA’s downtown manager (as yet not hired). Finally, YDA may find it constructive to their position to participate in the Collective Bargaining process as outlined in the AFSCME Contract, Article VIII, “Contracting Out.” This is a 45 day process of discussions with the Union over the potential for contracting out followed by another 45 day process to bargain the effects of the contracting-out decision—a total of three months.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Public Works

DIVISION: Parks and Recreation

**POLICY ISSUE TITLE: Consideration of Increase in Fees and Charges for
For Tahoma Cemetery -- Unbudgeted**

- 1. Proposal --** On an annual basis, the Parks and Recreation Division has reviewed fees and charges for programs and services, and submitted recommended changes to Council for review and approval. A 5% fee increase for the Cemetery Fund is being proposed for 2005.
- 2. a. Fiscal Impact --** Revenue -- 5% fee increase -- estimated to produce \$6,400
- b. Proposed Funding Source --** N/A
- c. Public Impact --** Staff feels that the public impact would be minimal, as Tahoma Cemetery charges will still be less than other local cemeteries.
- d. Personnel Impact --** None.
- e. Required Changes in City Regulations or Policies --** Formal ordinance adopting a new Fees Schedule.
- f. Legal Constraints, if applicable --** None.
- g. Viable Alternatives --** N/A.
- 3. Conclusion and/or Staff Recommendation --** This is a Council policy decision.

**Proposed
Cemetery Lot Use Fee**

Section A	\$506.00	531.00
Section B	506.00	531.00
Section C	506.00	531.00
Section D	623.00	654.00
Section E (Non-veterans)	575.00	604.00
Individual Veteran <u>All Sections</u>	430.00	452.00
Section F	506.00	531.00
Section G	506.00	531.00
Section H	506.00	531.00
Section I	506.00	531.00
Section J	506.00	531.00
Section K	506.00	531.00
Section L (North half, west end)	499.00	524.00
Section L (South half, 117-208)	499.00	524.00
Section M (Flat Marker Graves)	600.00	630.00
Section M (Upright Marker graves)	642.00	674.00
City section	506.00	531.00
Masonic section	506.00	531.00
I.O.O.F. section	506.00	531.00
Baby section (Maximum 3-0 liner size)	208.00	219.00
Section E (Cremains)	230.00	242.00
Cremains placed on occupied full size lot (At need)**	140.00	148.00

**This fee does not pertain to lots designated for cremains.

Note: Price of lot includes Endowment Care Fee.

Mausoleum Niches

Niche, marble front (12" × 12")	\$454.00	477.00
Endowment care	70.00	74.00
Niche, smallest glass front (18" × 20")	469.00	492.00
Endowment care	70.00	74.00
Niche, medium glass front (40" × 22")	522.00	548.00
Endowment care	138.00	145.00
Niche, large glass front (46" × 40")	567.00	595.00
Endowment care	138.00	145.00

Opening and Closing Graves

Regular liner	\$416.00	437.00
Oversized and jumbo liner	485.00	509.00
Baby (30 inch)	139.00	146.00
Child (45 inch)	153.00	161.00
Cremains	195.00	205.00
Mausoleum crypts	378.00	397.00
Mausoleum niches	174.00	183.00
Double deep (2 open/close)	832.00	874.00
Vault	485.00	509.00

Liners

Regular	\$416.00	437.00
Oversized liner	554.00	582.00
Jumbo liner	624.00	655.00
Cremains liner (concrete)	153.00	161.00
Baby (30 inch)	139.00	146.00
Child (45 inch)	160.00	168.00
Expandable cremains vault (plastic)	208.00	218.00
Double deep (Two liners)	832.00	874.00

(plus Washington State sales tax)

Monument Settings

Government marker (Veteran)	\$174.00	183.00
Veteran's Bronze marker on Granite 24" x 36" base	250.00	263.00
24 inch concrete marker	56.00	59.00
Flat marker, 12"x up to 24".	181.00	190.00
Flat marker, 12" x 25" - 36".	208.00	218.00
Flat Marker 12" x 27" - 48"	334.00	351.00
Flat Marker 12" x 49" - 60"	460.00	483.00
Flat Marker 12" x 61" - 72"	586.00	615.00
Upright marker, 12" x up to 24".	208.00	218.00
Upright marker, 12" x 25" - 36".	277.00	291.00
Upright marker, 12" x 27" - 48"	462.00	485.00
Upright marker, 12" x 49" - 60"	651.00	684.00
Upright marker, 12" x 61" - 70"	840.00	882.00
Each additional inch, either way	16.00	17.00
Galvanized vase setting charge (when set w/monument)	15.00	16.00
Aeon vase setting charge (when set w/monument)	28.00	29.00
Galvanized vase	15.00	16.00
Aeon vase	56.00	59.00
Galvanized vase setting in granite border	85.00	135.00
Aeon vase setting in granite border	95.00	145.00
Galvanized insert	15.00	16.00
Re-set monuments	Same as setting fee + \$53.00 clean up charge.	56.00
12 inch marker cremains only	90.00	95.00
16 inch marker (cremains and baby lots only)	139.00	146.00
Urn/marker combination (price does not include mandatory grave reuse fee)	294.00	309.00
Identification marker	35.00	37.00

(plus Washington State sales tax)

Incidental Charges

Disinterment, Adult (does not include opening and closing of new grave if relocation in Tahoma)	\$624.00*	655.00
Disinterment, Baby (does not include opening and closing of new grave if relocation in Tahoma)	347.00*	364.00
Disinterment, Cremains (does not include opening and closing of new grave if relocation in Tahoma)	243.00*	255.00

* Depending on degree of difficulty, an additional charge of up to ~~\$550.00~~ 578.00 may be determined by the Parks and Recreation Manager or appointee.

Quit claim grave use certificate processing fee (to transfer ownership of lot)	\$26.00	27.00
Saturday overtime A.M. only--Standard	277.00**	291.00
Saturday overtime A.M. only--Cremains (No Saturday chapel burials scheduled after 11:00 a.m.) (No Saturday graveside burials scheduled after 11:30 a.m.)	208.00**	218.00

** includes up to six staff hours.

Weekdays: No indigent burial after 2:00 p.m.
 No chapel service after 3:00 p.m.
 No graveside service after 3:30 p.m.

An additional overtime charge of ~~\$50.00~~ 53.00 per staff hour shall be charged for each additional staff hour incurred by the City due to services being required outside normal business hours.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Public Works

DIVISION: Refuse

POLICY ISSUE TITLE: Refuse Rate Increase -- Budgeted

1. **Proposal** -- This policy issue proposes that the Refuse Division increase the 2005 Refuse rates by an overall 9%. Residential Can Service is proposed to increase 5%, Automated Refuse Cart Service, 15%, Extra Refuse Charges, Bin Service and Yard Waste Cart Collection are proposed to increase by 9%.
2.
 - a. **Fiscal Impact** -- The Refuse rate increase will generate approximately \$200,000 in 2005, and a fully annualized increase of \$260,000.
 - b. **Proposed Funding Source** -- N/A.
 - c. **Public Impact** -- This proposal will impact the public through Refuse rate increases.
 - d. **Personnel Impact** -- None.
 - e. **Required Changes in City Regulations or Policies** -- City ordinance revising the Refuse rate schedule will be required.
 - f. **Legal Constraints, if applicable** -- None.
 - g. **Viable Alternatives** -- None.
3. **Conclusion and/or Staff Recommendation** -- Staff respectfully recommends approval of this policy issue.

MEMORANDUM

October 21, 2004

**TO: Honorable Mayor and Members of the City Council
Dick Zais, City Manager**

**FROM: Chris Waarvick, Director of Public Works
Nancy Fortier, Refuse and Recycling Manager**

SUBJECT: 2005 Refuse Rate Increase Policy Issue Supplemental Report

This Refuse Division Policy Issue proposes an increase of the 2004 refuse rates by 5% for residential can service; a 15% increase in automated refuse cart charges; 9% for bin service, 9 % for extra refuse charges; and 9% for yard waste cart collection. The rate increase would generate approximately \$200,000 in revenue in 2005

The following chart provides a comparison of 2004 refuse rates vs. 2005 proposed rates.

Description	Existing 2004 Rates	Proposed 2005 Rates	Monthly Dollar Difference	2005 Number of Accounts
1 Can – Curb or Alley	\$9.42	\$9.89	\$.47	3,800
Each Additional Subscribed Can	4.94	5.19	.25	2,200*
1 32-gallon Automated Cart	7.81	8.98	1.17	3,000
1 96-gallon Automated Cart	11.91	13.70	1.79	9,000
1 Can – Carry-out	18.24	19.15	.91	70
Each Additional Subscribed Can	5.48	5.75	.27	30*
Call Back Fee	9.42	9.89	.47	Per Occurrence
Extra Charge – Per Can	2.39	2.61	.22	Per Occurrence
Extra Charge – Per Bag, etc.	1.77	1.93	.16	Per Occurrence
Yard Service-96 gallon cart	9.63	10.50	.87	4,100
Bin Service	\$61.42	\$66.95	\$5.53	430

* Each account varies in the number of additional subscribed cans.

Background

The function of the Refuse Division is to collect and dispose of garbage and yard waste generated from residential customers and City-owned facilities within the City of Yakima. It is the goal of the Refuse Division to provide these essential services to the citizens of Yakima as efficiently and economically as possible.

Mandatory refuse service is required for all city residents. There are a variety of services available. Residents may subscribe to service for one or more 32-gallon garbage cans collected from the curb or alley or carried out from a their property up to 100 feet from the curb or alley. Yard waste collection is available March 1 through November 30. Multi-family residential units or household generating large quantities of garbage may choose

metal bin service in lieu of using garbage cans. Litter abatement and special hauls are also services provided by the Refuse Division.

The Refuse Division is continuing the implementation of automated refuse collection. By 2004 year-end, 17 of the 35 residential routes will be converted from manual collection routes to automated routes. As the service area grows due to annexation, the Refuse Division is automating refuse service. This practice allows the city to service the new areas without the need for additional personnel and equipment.

The last refuse rate increase was realized in 2003. A 9% refuse rate increase was implemented on residential can service, extra refuse charges and automated refuse service; a 7% increase on bin service charges and a 4% increase on yard waste collection. Reports showing the cost allocation for residential can service, cart service, bin service and yard waste collection are included: 2003 Year-end Actual, Exhibit I; the 2004 Year-end Estimate, Exhibit II; and the 2005 Projected Budget, Exhibit III.

2005 Expenditure Impacts

The 2005 proposed budget expenditure detail of \$3,540,599 is \$242,452 above the 2004 year-end estimate of \$3,298,147. Operating expenses have resulted in increased costs and a proportionate reduction in reserves. Listed below are the key areas that have driven the increases.

- Yakima County Landfill charges show an increase of \$24,000. This increase is due to anticipated increases in the amount of garbage collected and taken to the landfill.
- Salaries and Overtime for 2005 shows an increase of \$24,791 from the 2004 year-end estimate. This increase is due to employee wage settlement, longevity and merit adjustments. In addition, the Refuse Division will pay full allocation for a department assistant rather than Public Works Administration paying 25% of her salary. Approximately \$12,000 of the decrease is due to reductions in temporary workers salaries as more routes are automated.
- Personnel Benefits for 2005 show a decrease of \$5,567 from the 2004 year-end estimate. Contribution levels for the retirement system increased for 2005. This increase was offset by decreases in industrial and medical insurance, along with benefit savings from the reduction of the Temporary Refuse Helper positions.
- Small Tools and Minor Equipment charges show an increase of \$101,000 from the 2004 year-end estimate. This increase is for refuse carts needed to maintain the implementation plan for automated refuse collection and yard waste carts and bins needed for new service areas.
- Professional Services charges show an increase of \$90,000 for 2005. This is a budgeted policy issue to purchase a route analysis system to be installed in refuse collection vehicles. This system will increase productivity, improve service to customers and increase safety to personnel and the public.

- Maintenance and Operation charges show a decrease of \$37,893. This decrease is due to reductions in costs for work performed on refuse equipment.
- State and County taxes and assessments are based on revenue from charges for service. The increase for 2005 is approximately \$7,000.
- In Lieu of Tax is levied against the total gross revenue of the refuse fund derived from refuse collection and disposal service charges. The current rate is 9% of the total gross revenue. For 2005 the In Lieu of Tax shows an increase of \$16,600 from the 2004 year-end estimate.
- City Services and Customer Service charges show an increase of \$17,252.
- Vehicle Insurance charges show an increase of \$6,213 from the 2004 year-end estimate.

2005 Revenue Requirements

The proposed rate increases for 2005 are estimated to generate an additional \$200,000 in revenue. The increase will provide a 2005 ending fund balance of \$94,407, which is significantly less than a one month operating reserve. Below is a summary of the Refuse Division expenditures and resources from 1999 through 2003.

	2001 ACTUAL	2002 ACTUAL	2003 ACTUAL	2004 YEAR-END ESTIMATE	2005 PROPOSED BUDGET
TOTAL EXPENDITURES	\$2,791,183	\$2,886,968	\$3,090,617	\$3,298,147	\$3,540,599
RESOURCES					
CHARGE FOR SERVICE	2,657,628	2,928,993	3,061,430	3,316,800	3,517,800
INTEREST/MISC.	7,597	1,073	1,280	2,775	3,000
BEGINNING FUND BALANCE	203,546	77,588	120,686	92,779	114,207
TOTAL RESOURCES	2,868,771	3,007,654	3,183,396	3,412,356	3,635,007
ENDING FUND BALANCE	\$77,588	\$120,686	\$92,779	\$114,207	\$94,408

Recommendations

Staff respectfully recommends Council approval of the Refuse Policy Issue for 2005 to increase refuse rates 5% on residential can services, 15% for automated refuse cart service; and 9% for extra refuse charges, bin service and yard waste cart service.

City of Yakima
REFUSE DIVISION COST ALLOCATION
CAN/BIN/CART/YARD WASTE COLLECTION SYSTEMS
2003 YEAR-END ACTUAL

EXPENDITURE BY SERVICE UNIT		BUDGET	BIN COSTS	CAN COSTS	CART COST	YARD COSTS
<u>SERVICE UNIT 212- DISPOSAL</u>						
C	110 SALARIES & WAGES - TOTAL	\$712,316	\$50,574	\$464,430	\$121,094	\$76,218
C	200 PERSONNEL BENEFITS	215,977	15,334	140,817	36,716	23,110
C	2U9 UNIFORMS AND CLEANING	6,193	440	4,038	1,052	663
A	310 OFFICE & OPERATING SUPPLIES	4,228	444	2,046	1,070	668
B	320 FUEL CONSUMED	69,282	8,315	37,897	13,371	9,699
F	350 SMALL TOOLS & MINOR EQUIPMENT	204,799	7,004	818	187,193	9,784
E	420 COMMUNICATION	2,798	51	449	806	1,492
F	470 PUBLIC UTIL SERV/LANDFILL	458,242	61,720	250,564	112,141	33,817
B	480 REPAIRS & MAINTENANCE	6	1	3	1	1
C	490 MISCELLANEOUS	4,650	329	3,032	791	498
D	530 STATE/COUNTY TAXES (5.1%)	153,538	15,508	98,264	23,184	16,582
D	540 INTERFUND TAXES (10%)	281,030	28,384	179,859	42,436	30,351
B	950 INTERFUND DEPT RENTAL/LEASES	422,407	50,688	231,057	81,525	59,137
B	980 INTERFUND GARAGE/PLANT CHGS	33,818	4,058	18,498	6,527	4,735
C	990 INTERFUND ADMIN CHGS	227,135	16,127	148,092	38,613	24,303
<u>SERVICE UNIT 219-ADMINISTRATION</u>						
C	110 SALARIES & WAGES - TOTAL	111,504	7,916	72,701	18,956	11,931
C	200 PERSONNEL BENEFITS	22,355	1,588	14,575	3,800	2,392
C	310 OFFICE & OPERATING SUPPLIES	-	-	-	-	-
C	410 PROFESSIONAL SERVICES	18,447	1,863	11,807	2,785	1,992
C	420 COMMUNICATION	908	64	593	154	97
C	430 TRANSPORTATION/TRAINING	-	-	-	-	-
C	440 ADVERTISING	358	25	234	61	38
C	490 MISCELLANEOUS	2,610	185	1,702	444	279
B	560 RESIDUAL EQUITY TRANSFER	-	-	-	-	-
<u>SERVICE UNIT 639-ADMINISTRATION</u>						
C	990 INTERFUND-ADMIN CHGS	88,315	6,270	57,581	15,014	9,450
<u>SERVICE UNIT 641-INSURANCE & BONDS</u>						
B	960 INTERFUND INSURANCE SERVICES	49,701	5,964	27,187	9,592	6,958
TOTAL EXPENDITURES		3,090,617	282,852	1,766,244	717,326	324,195
REVENUE						
BEG UNENCUMBERED BALANCE		120,686	12,189	77,239	18,224	13,034
CHARGES FOR SERVICE		3,061,430	310,118	1,957,382	462,836	331,094
MISC. REVENUE/INTEREST		1,280	129	820	193	138
TOTAL REVENUE		3,183,396	322,437	2,035,441	481,253	344,266
ENDING FUND BALANCE		\$92,778	\$39,584	\$269,198	(\$236,073)	\$20,071

BASIS FOR ALLOCATION OF COSTS		BIN SYSTEM	CAN SYSTEM	AUTO SYSTEM	YARD SYSTEM
A	NUMBER OF ROUTES	5	23	12	7.5
B	NUMBER OF TRUCKS	1.80	8.20	2.90	2.10
C	WORK FORCE	1.17	10.76	2.80	1.77
D	REVENUE GENERATED	\$310,118	\$1,957,382	\$462,836	\$331,094
E	NUMBER OF ACCOUNTS	400	11,425	6,375	3,900
F	DIRECT COSTS				

BASIS FOR ALLOCATION OF COSTS		BIN RATIO	CAN RATIO	AUTO RATIO	YARD RATIO
A	NUMBER OF ROUTES	0.105	0.484	0.253	0.158
B	NUMBER OF TRUCKS	0.120	0.547	0.193	0.140
C	WORK FORCE	0.071	0.652	0.170	0.107
D	REVENUE GENERATED	0.101	0.640	0.151	0.108
E	NUMBER OF ACCOUNTS	0.018	0.518	0.288	0.176

ESTIMATED AVERAGE COST PER ACCT	\$707.13	\$154.59	\$112.52	\$83.13
ESTIMATED AVERAGE REVENUE PER ACCT	\$806.09	\$178.16	\$75.49	\$88.27

City of Yakima
REFUSE DIVISION COST ALLOCATION
CAN/BIN/CART/YARD WASTE COLLECTION SYSTEMS
2004 YEAR-END ESTIMATE

EXPENDITURE BY SERVICE UNIT		BUDGET			AUTO COSTS	YARD COSTS
		EST.	BIN COSTS	CAN COSTS		
<u>SERVICE UNIT 212- DISPOSAL</u>						
C	110 SALARIES & WAGES - TOTAL	\$710,807	\$61,125	\$426,773	\$151,595	\$71,314
C	200 PERSONNEL BENEFITS	251,056	21,591	150,633	53,726	25,106
C	2U9 UNIFORMS AND CLEANING	5,100	459	3,380	706	556
A	310 OFFICE & OPERATING SUPPLIES	3,900	225	674	1,679	1,323
B	320 FUEL CONSUMED	105,700	12,895	51,808	25,987	15,009
G	350 SMALL TOOLS & MINOR EQUIPMENT	109,000	8,021	691	94,418	5,870
E	420 COMMUNICATION	2,266	43	111	1,206	906
G	470 PUBLIC UTIL SERV/LANDFILL	480,000	64,000	170,000	208,000	38,000
A	480 REPAIRS & MAINTENANCE	100	12	37	35	16
C	490 MISCELLANEOUS	2,900	261	1,581	742	316
D	530 STATE/COUNTY TAXES (5% of Rev.)	158,000	16,274	75,840	49,296	16,590
D	540 INTERFUND TAXES (9% of Rev.)	300,000	30,900	144,000	93,600	31,500
B	950 INTERFUND DEPT RENTAL/LEASES	550,884	67,208	229,168	176,283	78,226
B	980 INTERFUND GARAGE/PLANT CHGS	35,509	4,332	14,772	11,363	5,042
C	990 INTERFUND ADMIN CHGS	241,467	21,732	131,600	61,816	26,320
<u>SERVICE UNIT 219-ADMINISTRATION</u>						
C	110 SALARIES & WAGES - TOTAL	151,964	13,677	82,820	38,903	16,564
C	200 PERSONNEL BENEFITS	33,208	2,989	18,098	8,501	3,620
C	310 OFFICE & OPERATING SUPPLIES	630	57	397	107	69
C	410 PROFESSIONAL SERVICES	860	89	413	268	90
C	420 COMMUNICATION	498	45	271	127	54
C	430 TRANSPORTATION/TRAINING	1,300	117	709	333	142
C	440 ADVERTISING	401	41	193	125	42
C	490 MISCELLANEOUS	2,156	194	1,175	552	235
<u>SERVICE UNIT 639-ADMINISTRATION</u>						
C	990 INTERFUND-ADMIN CHGS	88,315	7,948	48,132	22,609	9,626
<u>SERVICE UNIT 641-INSURANCE & BONDS</u>						
B	960 INTERFUND INSURANCE SERVICES	62,126	7,579	25,845	19,880	8,822
TOTAL EXPENDITURES		3,298,147	341,813	1,579,119	1,021,858	355,357

REVENUE

BEG UNENCUMBERED BALANCE	92,778	9,556	44,533	28,947	9,742
CHARGES FOR SERVICE	3,316,800	342,000	1,590,800	1,036,000	348,000
MISC. REVENUE/INTEREST	2,775	286	1,332	866	291
TOTAL REVENUE	3,412,353	351,842	1,636,665	1,065,813	358,033
ENDING FUND BALANCE	\$114,206	\$10,029	\$57,546	\$43,955	\$2,676

BASIS FOR ALLOCATION OF COSTS

	BIN SYSTEM	CAN SYSTEM	AUTO SYSTEM	YARD SYSTEM
A NUMBER OF ROUTES	6	18	17	7.5
B NUMBER OF TRUCKS	1.59	5.41	4.16	1.84
C WORK FORCE	1.49	8.99	4.22	1.80
D REVENUE GENERATED	\$342,000	\$1,590,800	\$1,036,000	\$348,000
E NUMBER OF ACCOUNTS	423	9,061	8,976	4,040

	BIN RATIO	CAN RATIO	CART RATIO	YARD RATIO
A NUMBER OF ROUTES	0.124	0.371	0.350	0.155
B NUMBER OF TRUCKS	0.122	0.416	0.320	0.142
C WORK FORCE	0.090	0.545	0.256	0.109
D REVENUE GENERATED	0.103	0.480	0.312	0.105
E NUMBER OF ACCOUNTS	0.019	0.402	0.400	0.179

ESTIMATED AVERAGE COST PER ACCT	808.07	174.28	113.84	87.96
ESTIMATED AVERAGE REVENUE PER ACCT	831.78	180.63	118.74	88.62

City of Yakima
REFUSE DIVISION COST ALLOCATION
CAN/BIN/CART/YARD WASTE COLLECTION SYSTEMS
2005 PROJECTED BUDGET WITH RATE INCREASE

EXPENDITURE BY SERVICE UNIT		BUDGET	BIN COSTS	CAN COSTS	CART COSTS	YARD COSTS
<u>SERVICE UNIT 212-DISPOSAL</u>						
C	110 SALARIES & WAGES - TOTAL	\$716,746	\$ 70,958	\$312,501	\$258,745	\$74,542
C	200 PERSONNEL BENEFITS	239,974	23,757	104,629	86,631	24,957
C	2U9 UNIFORMS AND CLEANING	5,100	505	2,224	1,841	530
A	310 OFFICE & OPERATING SUPPLIES	3,675	456	1,136	1,514	569
B	320 FUEL CONSUMED	105,700	14,270	34,141	42,914	14,375
G	350 SMALL TOOLS & MINOR EQUIPMENT	210,000	8,500	-	191,500	10,000
B	410 PROFESSIONAL SERVICES	90,000	12,150	29,070	36,540	12,240
E	420 COMMUNICATION	2,266	43	612	1,201	410
G	470 PUBLIC UTIL SERV/LANDFILL	504,000	66,000	132,000	266,000	40,000
A	480 REPAIRS & MAINTENANCE	100	12	31	41	16
C	490 MISCELLANEOUS	2,900	287	1,264	1,047	302
D	530 STATE/COUNTY TAXES (5% of Rev.)	165,337	17,766	57,707	71,675	18,189
D	540 INTERFUND TAXES (9% of Rev.)	316,600	34,020	110,500	137,250	34,830
B	950 INTERFUND DEPT RENTAL/LEASES	512,991	69,254	165,696	208,274	69,767
B	980 INTERFUND GARAGE/PLANT CHGS	35,509	4,794	11,469	14,417	4,829
C	990 INTERFUND ADMIN CHGS	258,719	25,613	112,801	93,398	26,907
<u>SERVICE UNIT 219-ADMINISTRATION</u>						
C	110 SALARIES & WAGES - TOTAL	170,816	16,911	74,476	61,664	17,765
C	200 PERSONNEL BENEFITS	38,723	3,834	16,883	13,979	4,027
C	310 OFFICE & OPERATING SUPPLIES	630	62	275	227	66
C	420 COMMUNICATION	588	58	257	212	61
C	430 TRANSPORTATION/TRAINING	1,045	103	456	377	109
C	490 MISCELLANEOUS	2,526	250	1,101	912	263
<u>SERVICE UNIT 639-ADMINISTRATION</u>						
C	990 INTERFUND-ADMIN CHGS	88,315	8,743	38,505	31,882	9,185
<u>SERVICE UNIT 641-INSURANCE & BONDS</u>						
B	960 INTERFUND INSURANCE SERVICES	68,339	9,226	22,073	27,746	9,294
TOTAL EXPENDITURES		3,540,599	387,572	1,229,807	1,549,987	373,233

REVENUE						
BEG UNENCUMBERED BALANCE		114,206	12,220	39,858	49,565	12,563
CHARGES FOR SERVICE		3,517,800	378,000	1,227,800	1,525,000	387,000
MISC. REVENUE/INTEREST		3,000	321	1,047	1,302	330
TOTAL REVENUE		3,635,006	390,541	1,268,705	1,575,867	399,893
ENDING FUND BALANCE		\$94,407	\$2,969	\$38,898	\$25,880	\$26,660

BASIS FOR ALLOCATION OF COSTS

	BIN SYSTEM	CAN SYSTEM	CART SYSTEM	YARD SYSTEM
A NUMBER OF ROUTES	6	15	20	7.5
B NUMBER OF TRUCKS	1.75	4.20	5.28	1.77
C WORK FORCE	1.63	7.20	5.96	1.71
D REVENUE GENERATED	\$378,000	\$1,227,800	\$1,525,000	\$387,000
E NUMBER OF ACCOUNTS	430	6,100	12,000	4,100

	BIN RATIO	CAN RATIO	CART RATIO	YARD RATIO
A NUMBER OF ROUTES	0.124	0.309	0.412	0.155
B NUMBER OF TRUCKS	0.135	0.323	0.406	0.136
C WORK FORCE	0.099	0.436	0.361	0.104
D REVENUE GENERATED	0.107	0.349	0.434	0.110
E NUMBER OF ACCOUNTS	0.019	0.270	0.530	0.181

ESTIMATED AVERAGE COST PER ACCT	901.33	201.61	129.17	91.03
ESTIMATED AVERAGE REVENUE PER ACCT	908.24	207.98	131.32	97.53

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Public Works

DIVISION: Refuse

**POLICY ISSUE TITLE: Purchase Route Analysis System Hardware and Software
-- Budgeted**

1. Proposal – This proposal is to purchase a route analysis system to be installed in refuse collection vehicles.

Traditionally, drivers use paper route sheets to note exceptions to their regular scheduled pickups. These exceptions include extra charges, blocked container, services not out for collection, etc. The route sheets are turned in to office staff at the end of the day and pertinent data is manually entered into the billing systems and the sheets are filed for future reference. Office staff often need to access route data to resolve customer service issues. The route sheets do not provide complete information such as what time the truck arrived at a customer's location, what was collected or if the collection was uneventful. Staff spends a large amount of time handling this paper trail. A route analysis system allows the route information to be fed directly to a display unit in each truck. Each stop is recorded. Exceptions can easily be entered into the display unit, noting the collection time, location and the type of exception.

Equipment mechanical problems occasionally prevent a crew from completing their scheduled route. It has often been difficult to distribute the route between other trucks to assure that all the services have been collected. Using a route analysis system allows office staff to divide up the remaining portion of the route and send the information directly to the other vehicles. This reduces route downtime and verifies that all services are collected.

Maintaining routes to assure they are run efficiently has been a challenge. Collection areas around schools and busy intersections are often more time consuming. By analyzing the data collected from a route analysis system, each pick up can be recorded; the routes can be better monitored; time per stop can be determined and the information can be used to resequence routes to minimize downtime, respond to growth and save costs.

Note: The Utility Operations and Utility Services Divisions are working towards the implementation of a new Utility Customer Service System. The new Utility customer Service System and the Route Analysis System, if authorized by Council, will need to be integrated so that data can easily and automatically flow from one system to the other. Additionally, both systems will need to utilize common customer and parcel data bases (establishing new, centralized customer and parcel data bases is a major component of, and the critical underlying fundamental basis for, the new Utility System and for all future business systems of the City.

2.
 - a. **Fiscal Impact** – \$90,000.
 - b. **Proposed Funding Source** – Funding will be generated by Refuse rate structure.
 - c. **Public Impact** – The public will benefit from improved level of service by use of this system.
 - d. **Personnel Impact** – The crews will be able to better serve the customers. Activities on the route can be recorded as they occur through a method that is easy to apply and will reduce errors.
 - 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.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

DEPARTMENT: Public Works

DIVISION: Transit

POLICY ISSUE TITLE: Add One Administrative Support Position – Budgeted

1. Proposal –Add Clerical (DA I/II) Position to Transit Staff for the following:

- Dispatcher Assistance – Assist Dispatch with answering the telephone when call volume and radio traffic exceeds the capability of the single person coverage.
 - Drug/Alcohol Reports –A new D/A contractor is now servicing the City and screening/reports that need to be monitored. Federal Transit Administration have been revised and guidelines are more stringent. We need to ensure driver’s records are accurately recorded. H/R staff indicate they can no longer support this requirement with the planned HR Manager’s retirement.
 - Dial-A-Ride records of eligible participants have to be continually updated (three years since the last revision). Transit needs to be more vigilant in keeping this upgraded now that new Americans’ Disability Act (ADA) is being enforced. This program also generates a considerable amount of filing that often is set aside due to lack of staff.
 - Our ADA grant now requires us to track passengers in wheelchairs. This includes testing of our lift equipment monthly, providing an alternative means of transportation within 30 (thirty) minutes should a person in a wheel chair be unable to board, monitoring our Special Needs (SN) objectives and funding. Note: Another round of SN/ADA grant funding is expected to be passed by the State Legislature for the biennium beginning 7/1/05. Our previous formula conversion resulted in an outright grant of \$115,500 for our ADA focused activities.
 - Vanpool/Marketing – Assists in the day-to-day operations of our growing program. Responsible for all Vanpool record keeping, scheduling of routine maintenance and collecting fees/balancing accounts. Helps to promote and establish new vanpools and provide liaison support to area employees and businesses.

- **Translation Services:** This would allow a Spanish speaking person to be on the Transit staff to answer questions/route request relating to our transit operations. We continue to convert our timetables and vanpool materials to Spanish. Legal is asking we ensure the translation is accurate and using the correct dialect.

Note: A position description is being developed that incorporates these tasks.

2. **a. Fiscal Impact** -- \$35,600
 - b. Proposed Funding Source** – Transit Operating Budget - Transit Sales Tax / Operating Grant
 - c. Public Impact** -- Improved Customer Service (Transit/Dial-A-Ride)
 - d. Personnel Impact** – Add 1 FTE for 2005 Budget Period
 - e. Required Changes in City Regulations or Policies** – N/A
 - f. Legal Constraints, if applicable** – N/A
 - g. Viable Alternatives** – Use Temporary Staff to perform the above mentioned functions.
3. **Conclusion and/or Staff Recommendation** -- Staff recommends approval of this policy issue.

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2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: Yakima County Development Association -- Budgeted

1. **Proposal** -- This proposal is an outside agency request to provide financial support in the amount of \$19,913 to the Yakima County Development Association.
2.
 - a. **Fiscal Impact** -- Non-personnel -- \$19,913.
This is the same amount approved by Council in 2004.
 - b. **Proposed Funding Source** -- General Fund.
 - c. **Public Impact** -- see attached.
 - d. **Personnel Impact** -- see attached.
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - g. **Viable Alternatives** -- N/A
3. **Conclusion and/or Staff Recommendation** -- This is a Council policy decision.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: Yakima Chamber of Commerce -- Budgeted

1. **Proposal** -- This proposal is an outside agency request to provide financial support for Leadership Yakima, Community Pride Month and the continuation of the Yakima Chamber Initiatives Program. This is the same amount as requested last year and agreed to by the City Council.

We have graduated over 400 people from Leadership Yakima who are now serving more than 300 organizations as part of their leadership teams.

With the Yakima County Landfill no longer available, we are shifting to a new volunteer program we call "Community Pride Month." It will do much of the same successful projects which were completed by the Clean Up/Green Up Program.

The balance of the Initiatives Program deal with pursuing projects and issues to create a sound business climate for the Yakima area.

2.
 - a. **Fiscal Impact** -- Non-personnel -- \$5,900.
 - 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 to help with Community Pride Month.
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - 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.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: 4th of July Committee -- Budgeted

1. **Proposal --** This proposal is an outside agency request to provide financial support in the amount of \$5,000 to the 4th of July Committee. Each year the Yakima 4th 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 4th 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 -- \$5,000.
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 4th 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 4th 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 --** N/A
- e. Required Changes in City Regulations or Policies --** N/A
- f. Legal Constraints, if applicable --** N/A
- g. Viable Alternatives --** N/A
3. **Conclusion and/or Staff Recommendation --** This is a Council policy decision.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: Sunfair Association -- Budgeted

1. **Proposal** -- This proposal is an outside agency request to provide \$1,000 to the Sunfair Association in 2005.
2.
 - a. **Fiscal Impact** -- Non-personnel \$1,000
 - b. **Proposed Funding Source** -- General Fund.
 - c. **Public Impact** -- N/A
 - d. **Personnel Impact** -- N/A
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - g. **Viable Alternatives** -- N/A
3. **Conclusion and/or Staff Recommendation** -- This is a Council policy decision.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

OUTSIDE AGENCY REQUEST

**POLICY ISSUE TITLE: Yakima Basin Storage Alliance --
 Black Rock Reservoir -- Unbudgeted**

1. Proposal -- Financial contribution to promote Black Rock Reservoir (see attached for additional information).

2. a. Fiscal Impact --	Water Reserves	\$36,000
	Irrigation Reserves	<u>\$24,000</u>
		\$60,000

b. Proposed Funding Source -- Water Utility: Operating and/or Capital Fund.

c. Public Impact -- May require a Water Utility rate increase in future for continued support. To generate an additional \$60,000 annually, rates would require an adjustment of slightly more than 1%.

d. Personnel Impact -- N/A

e. Required Changes in City Regulations or Policies -- N/A

f. Legal Constraints, if applicable -- N/A

g. Viable Alternatives -- N/A

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

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2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: Allied Arts Arts Van -- Deleted

1. **Proposal --** This proposal is to eliminate financial support to the Allied Arts Arts Van in 2005.
2. **a. Fiscal Impact – N/A**
 - b. **Proposed Funding Source – N/A**
 - c. **Public Impact – N/A**
 - d. **Personnel Impact – N/A**
 - e. **Required Changes in City Regulations or Policies -- N/A**
 - f. **Legal Constraints, if applicable -- N/A**
 - g. **Viable Alternatives -- N/A**
3. **Conclusion and/or Staff Recommendation –** Staff recommends elimination of support for this outside agency.

2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: Salvation Army (Milroy Park) -- Deleted

1. **Proposal** -- This proposal is to eliminate financial support to the Salvation Army in 2005.
2. **a. Fiscal Impact** – N/A
 - b. **Proposed Funding Source** – N/A
 - c. **Public Impact** – N/A
 - d. **Personnel Impact** --N/A
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - g. **Viable Alternatives** -- N/A
3. **Conclusion and/or Staff Recommendation** – Staff recommends elimination of support for this outside agency.

2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: RSVP (Retired Senior Volunteer Program) -- Deleted

- 1. Proposal --** This proposal is to eliminate financial support to the RSVP (Retired Senior Volunteer Program) in 2005.
- 2. a. Fiscal Impact – N/A**
 - b. Proposed Funding Source – N/A**
 - c. Public Impact – N/A**
 - d. Personnel Impact – N/A**
 - e. Required Changes in City Regulations or Policies -- N/A**
 - f. Legal Constraints, if applicable -- N/A**
 - g. Viable Alternatives -- N/A**
- 3. Conclusion and/or Staff Recommendation –** Staff recommends elimination of support for this outside agency.

**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

OUTSIDE AGENCY REQUEST

POLICY ISSUE TITLE: Clean Air Authority -- Budgeted

1. **Proposal** -- This proposal is an outside agency request to provide financial support in the amount of \$12,580.
2.
 - a. **Fiscal Impact** -- Non-personnel -- Intergovernmental Program -- \$12,580
 - b. **Proposed Funding Source** -- General Fund.
 - c. **Public Impact** -- N/A
 - d. **Personnel Impact** -- N/A
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - g. **Viable Alternatives** -- N/A
3. **Conclusion and/or Staff Recommendation** -- This is a Council policy decision.

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**2005 MAJOR POLICY ISSUES /
SUPPLEMENTAL BUDGET REQUESTS**

OUTSIDE AGENCY REQUEST

**POLICY ISSUE TITLE: Yakima Valley Office of Emergency Management
Request -- Enhanced Agency Services -- Budgeted**

1. **Proposal** -- This proposal is an outside agency request to provide financial support in the amount of \$40,813 to the Yakima Valley Office of Emergency Management.
2.
 - a. **Fiscal Impact** -- Non-personnel -- \$40,813 -- Intergovernmental Program.
 - b. **Proposed Funding Source** -- General Fund.
 - c. **Public Impact** -- Unknown.
 - d. **Personnel Impact** -- Unknown.
 - e. **Required Changes in City Regulations or Policies** -- N/A
 - f. **Legal Constraints, if applicable** -- N/A
 - g. **Viable Alternatives** -- N/A
3. **Conclusion and/or Staff Recommendation** -- This is a Council policy decision.

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2005 MAJOR POLICY ISSUES / SUPPLEMENTAL BUDGET REQUESTS
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OUTSIDE AGENCY REQUEST

**POLICY ISSUE TITLE: Yakima Valley Conference of Governments
 (COG) Membership Assessment -- Budgeted**

1. **Proposal** -- This proposal is an outside agency request to provide financial support in the amount of \$38,532 to the Yakima Valley Conference of Governments (COG) membership assessment. The General Assessment remained level, however, the Metropolitan/Regional Transportation Planning portion increased in order to provide local match for regional planning grants.

2. **a. Fiscal Impact** -- Non-personnel -- \$38,532 -- Intergovernmental Program.
b. Proposed Funding Source -- General Fund.
c. Public Impact -- Unknown.
d. Personnel Impact -- Unknown.
e. Required Changes in City Regulations or Policies -- N/A
f. Legal Constraints, if applicable -- N/A
g. Viable Alternatives -- N/A

3. **Conclusion and/or Staff Recommendation** -- Council approved this assessment at their October 19, 2004 meeting.

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City of Yakima
2005 Preliminary Budget – Policy Issue Document

Policy Issue: Contingency Budget Reduction Plan

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City of Yakima
2005 Preliminary Budget – Policy Issue Document

Policy Issue Title: Contingency Budget Reduction Plan

Introduction:

Due to previous, and potential future, voter initiatives that reduce or restrict revenues, continued unfunded mandates that drive up required expenditures and the stressed local and national economy that continues to place severe pressures on the City's ability to provide existing core services in the future, staff was directed to develop a Contingency Budget Reduction Plan. In total, General Government Departments were requested to create a plan to reduce \$4.2 million, or 10% of the 2004 discretionary budget. This target reduction amount was broken down by level of severity into three tiers; Tier I target reduction is \$1.25 million or 3%; Tier II is \$962,000 or 2.3% and Tier III is 2.0 million or 4.8%. (Note: to help balance the 2005 budget, \$1.2 million was cut from the budget utilizing portions of the CBRP.)

The 2005 proposed budget is balanced within available resources; however, the Contingency Budget Reduction Plan (CBRP), which is updated annually, would be utilized in the event that significant reductions in the expenditure budget are necessary in order to maintain a balanced budget in the future. There are numerous situations that could arise that would cause the Contingency Plan to be implemented; some examples include:

- A reprioritization of programs / priorities by City Council
- Labor negotiations with binding arbitration awards greater than anticipated (budgeted) settlements
- Future Initiatives and other legislation that significantly restrict revenues
- Additional, unbudgeted and unfunded mandated expenditures
- Further deterioration of the local economy
- Other fiscal emergencies

The City of Yakima has been working with limited resources for the past several years brought about by a depressed local economy and initiatives affecting our revenue sources. The City has responded to these challenging situations by implementing a number of cost containment measures.

The most notable of the cost reduction actions taken in the recent past include:

- Reduced staffing by approximately 50 FTEs (Full-time Equivalent Positions) over the past five years; 10 FTEs eliminated in 2005 budget alone and 34 FTEs eliminated in 2000 after the passage of Initiative 695.
- Reduced Capital Outlay – e.g.: extended the service life of equipment or leased on a long-term basis with an option to buy
- Prioritization of police calls for response; eliminated police responses to unverified alarms; established bicycle and motorcycle routes to save fuel and vehicle costs
- Invested in technology to increase efficiencies in operations and/or minimize risk
- Installed automated sprinkler systems in Parks and Cemetery to reduce irrigation frequency and staffing requirements
- Reduced Travel budgets by 5% several years ago and maintained this budget level ever since
- Higher utilization level of intergovernmental purchasing contracts
- Negotiated a freeze in labor wages with all bargaining units in 2001
- Remained self-insured for Workers' Compensation, Unemployment and Medical / Dental Insurance
- Converted several traffic signals to use more energy efficient lighting
- Expanded Department of Correction work crews for basic community clean-up activities
- Prepare annual contingency budget reduction options, city-wide
- Contracted out operation of Miller pool, basic maintenance for passenger vehicles and pick-ups and building maintenance
- Reduced hours of operation of pools and reduced number of classes offered by Parks and Recreation Division

The Contingency Budget Reduction Plan (CBRP) is a dynamic document in that it is constantly being utilized and/or updated as situations change. Several proposed reductions noted in the most current plan have been implemented either during 2004 or in the 2005 proposed budget. Additionally, the Budget Strategy Team (appointed by City Council during 2004 to review and comment on the CBRP) is currently reviewing the City's budget, services and the CBRP and will be providing Council with their comments and recommendations sometime in mid 2005. Therefore, the enclosed CBRP is as proposed in early 2004 and submitted to the Budget Strategy Team in mid 2004. However, since the majority of this plan remains intact, it is being included in this report for your information. Additionally, notes have been made in the document to identify those items that have been fully or partially implemented to date.

City of Yakima
2005 Budget Process
City Wide Summary

2004 Contingency Budget Reduction Plan (Updated)

General Government Department	Total 2004 Budget Eligible for Reduction ⁽¹⁾	Tier 1 Proposed Reduction	% Tier 1 vs. 2004 Budget	Tier 2 Proposed Reduction	% Tier 2 vs. 2004 Budget	Tier 3 Proposed Reduction	% Tier 3 vs. 2004 Budget	Tier 1, Tier 2 and Tier 3 Combined	% Combined vs. 2004 Budget	Modified and/or implemented in 2005	% Savings from 2004 Budget
Police (Incl. Jail Costs)	\$15,020,786	\$258,000	1.7%	\$195,000	1.3%	\$453,000	3%	\$906,000	6%	\$214,494	1.4%
Fire	6,652,368	132,000	2%	66,000	1%	198,000	3%	396,000	6%	20,000	0.3%
Public Works: Streets	4,762,134	273,400	6%	209,000	4%	207,200	4%	689,600	14%	280,416	5.9%
Parks	<u>3,749,317</u>	<u>186,173</u>	<u>5%</u>	<u>149,043</u>	<u>4%</u>	<u>450,000</u>	<u>12%</u>	<u>785,216</u>	<u>21%</u>	<u>123,171</u>	<u>3.3%</u>
Total Public Works	8,511,451	459,573	5.5%	358,043	4%	657,200	8%	1,474,816	17.5%	403,587	9.2%
Finance (Includes Information Systems, Municipal Court & Outside Agencies)	5,041,663	179,736	3.6%	140,936	2.8%	160,000	3.2%	480,672	9.5%	294,213	5.8%
Community & Economic Development	3,086,203	61,650	2%	62,400	2%	124,050	4%	248,100	8%	51,747	1.7%
General City Administration / Legal	2,636,701	51,000	2%	55,000	2.1%	53,000	2%	159,000	6.1%	99,000	3.8%
Library	1,414,107	113,000	8%	85,000	6%	368,000	26%	566,000	40%	113,000	8.0%
Total ⁽¹⁾	\$42,363,279	\$1,254,959	3%	\$962,379	2.3%	\$2,013,250	4.8%	\$4,230,588	10.1%	\$1,196,041	2.8%

(1) The total General Government Budget for 2004 is \$46,817,118. This consists of the \$42,363,279 eligible for reduction plus \$4,453,839 of fixed non-discretionary costs. Non-discretionary costs include: Police Pension, Probation, Indigent Defense, State Examiner, Debt Service, District Court, and Utility Customer Services which is supported by Enterprise Funds.

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CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: POLICE

Tier 1, 2 & 3 Summary*

Division	Tier 1	Tier 2	Tier 3	Total
Police	\$258,000	\$195,000	\$453,000	\$906,000
Total FTE	<u>3.00 FTE</u> .00 Filled 3.00 Vacant	<u>3.00 FTE</u> 3.00 Filled .00 Vacant	<u>7.00 FTE</u> 7.00 Filled .00 Vacant	<u>13.00 FTE</u> 10.00 Filled 3.00 Vacant

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Police Patrol SU 113	3 Vacant Positions (3.00 FTE's)	\$195,000				
2.	Police Admin. SU 119			D.A.R.E. Printing	\$3,000		
3.	Police Patrol SU 113			Police Vehicle Replacement	\$24,000	yes (Transf. to Cap. Fund)	
4	Police Corrections SU 115			Reduce Prisoner Housing Contracts	\$36,000		
	Tier 1 Sub-Total Proposed Reductions	<u>3.00 FTE</u> .00 Filled 3.00 Vacant	\$195,000		\$63,000		Total Tier 1: \$258,000

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Police Patrol SU 113	3 Filled Positions (3.00 FTE's)	\$195,000				
	Tier 2 Sub-Total Proposed Reductions	3.00 FTE 3.00 Filled .00 Vacant	\$195,000		-0-		Total Tier 2: \$195,000

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Police Patrol SU 113	4 Filled Positions (4.00 FTE's)	\$260,000				
2.	Investigation SU 112	2 Filled Positions (2.00 FTE's)	\$130,000				
3.	Parking SU 323	1 Filled Position (1.00 FTE's)	\$36,800			yes .75 FTE - 2005 .25 FTE - prev.	
4.	Police Patrol SU 113			Uniforms & Cleaning	\$15,000		
5.	Police Patrol SU 113			Vehicle Maintenance	\$4,000		
6.	Police Admin. SU 119			Office & Operating	\$5,200		
7.	Police Patrol SU 119			Fuel	\$2,000		
	Tier 3 Sub-Total Proposed Reductions	7.00 FTE 7.00 Filled .00 Vacant	\$426,800		\$26,200		Total Tier 3: \$453,000

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: FIRE

Tier 1, 2 & 3 Summary*

Division	Tier 1	Tier 2	Tier 3	Total
Fire	\$132,000	\$66,000	\$198,000	\$396,000
Total FTE	<u>2.00 FTE</u> .00 Filled 2.00 Vacant	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	<u>3.00 FTE</u> 3.00 Filled .00 Vacant	<u>6.00 FTE</u> 4.00 Filled 2.00 Vacant

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Fire Suppression SU 122	Eliminate 2.00 Vacant Positions	\$132,000				
	Tier 1 Sub-Total Proposed Reductions	<u>2.00 FTE</u> .00 Filled 2.00 Vacant	\$132,000				Total Tier 1: 132,000

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Fire Suppression SU 122	Eliminate 1.00 Filled Position	\$66,000				
	Tier 2 Sub-Total Proposed Reductions	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	\$66,000				Total Tier 2: \$66,000

2004 CBRP
 FIRE DEPARTMENT

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Fire Suppression SU 122	Eliminate 3.00 Filled Positions	\$198,000				
	Tier 3 Sub- Total Proposed Reductions	3.00 FTE 3.00 Filled .00 Vacant	\$198,000				Total Tier 3: \$198,000

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: PUBLIC WORKS

Tier 1, 2 & 3 Summary*

Division	Tier 1	Tier 2	Tier 3	Total
A. Streets & Traffic	\$273,400	\$209,000	\$207,200	\$689,600
Sub-Total FTE	<u>0.00 FTE</u> .00 Filled .00 Vacant	<u>4.00 FTE</u> .00 Filled 4.00 Maintain Vacancies	<u>3.00 FTE</u> 3.00 Filled .00 Vacant	<u>7.00 FTE</u> 3.00 Filled 4.00 Vacant
B. Parks & Recreation	\$186,173	\$149,043	\$450,000	\$785,216
Sub-Total FTE	<u>1.75 FTE</u> .75 Filled 1.00 Vacant	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	<u>3.25 FTE</u> 3.25 Filled .00 Vacant	<u>6.00 FTE</u> 5.00 Filled 1.00 Vacant
Total Public Works	\$459,573	\$358,043	\$657,200	\$1,474,816
Public Works Total FTE	<u>1.75 FTE</u> .75 Filled 1.00 Vacant	<u>5.00 FTE</u> 1.00 Filled 4.00 Vacant	<u>6.25 FTE</u> 6.25 Filled .00 Vacant	<u>13.00 FTE</u> 8.00 Filled 5.00 Vacant

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: PUBLIC WORKS / Streets and Traffic

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.		Eliminate Street Division funding of designated position -- reallocate to Stormwater Fund	\$79,100	Services for Stormwater to Stormwater Fund	\$10,000	yes	
2.	141/524 Snow & Ice Control	Professional Services		Reduce Annual Professional Services -- Seek Council approval for any increased appropriation as circumstances warrant from contingency resources	\$20,000		
3.	133 / 116 Public Area Lighting			Reduction in Power Cost due to turning off every other street light on classified streets	\$15,000		
4.	133 / 526 Traffic Engineering			Professional Services Reduction - - One-time contract with KAI to update Transportation Element	\$47,000	yes	
5.	141 / 521 Street Maintenance			Reduce Vehicle Replacement Contribution	\$25,000	partial \$22,000	
6.	141 / 521 Street Maintenance			Reduce Vehicle Maintenance and Operation contribution	\$23,300		

Continued.....

2004 CBRP
PUBLIC WORKS / Streets and Traffic

Tier 1 (Continued.....)

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
7.	141 / 639 Administration			Reduce Contribution to Public Works Administration	\$5,400		
8.	141 / 521 Street Maintenance	.30 FTE (Temp) for Fall Leaf Program (Vacant)	\$7,500	Tipping Fees for Fall Leaf Program	\$10,000		
9.	Misc. Accounts in 141 & 133			Miscellaneous Reductions – Eliminate Uniforms, Shift Differential, CBD Refuse, Tipping Fees	\$11,100	yes	
10.	151 / 522 (1)			Reduce 50/50 Sidewalk Program from \$50,000 to \$30,000	\$20,000		
	Tier 1 Sub-Total Proposed Reductions	-0-FTE	\$86,600		\$186,800		Total Tier 1: \$273,400

(1) Corresponds to 2004 50/50 Sidewalk Policy Issue -- Option 2.

2004 CBRP
PUBLIC WORKS / Streets and Traffic

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	141 / 521, 141 / 522 & 141 / 524	Maintain vacancy of designated position through 2004	\$54,000			yes	
2.	141 / 224 & 141 / 524	Maintain vacancy of designated position through 2004	\$52,000				
3.	133 / 116 & 133 / 525	Maintain vacancy of designated position through 2004	\$50,000			yes	
4.	133 / 525	Maintain vacancy of designated position through 2004	\$53,000				
	Tier 2 Sub-Total Proposed Reductions	Maintain Vacancy 4.00 FTE	\$209,000				Total Tier 2: \$209,000

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	141 and 133	1.53 FTE Temporary Time (equivalent to 7 temporary)	\$40,500				
2.	141 and 133	3.00 FTE (Filled)	\$154,000				
3.	141 and 133			Eliminate all training funds	\$12,700		
	Tier 3 Sub-Total Proposed Reductions	3.00 FTE 3.00 Filled .00 Vacant	\$194,500		\$12,700		Total Tier 3: \$207,200

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: PUBLIC WORKS / Parks and Recreation

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Eliminate Outside Agency Requests			ArtsVan RSVP Milroy	\$5,333 \$3,000 \$7,000	yes yes yes	
2.	Eliminate Community Recreation Programs	1.15 FTE (Temporaries)	\$25,784	Program Supplies Loss of Revenue	\$16,191 (\$1,500)		
3.	Eliminate Youth Program	1.00 FTE (Vacant) .32 FTE (Temporary)	\$44,600	Program Supplies Loss of Revenue	\$17,000 (\$26,000)		
4.	Public Works Fleet and Admin.			5% Reduction	\$21,965		
5.	P&R Capital			Reduce Capital Projects	\$30,000		
6.	Eliminate CBD Services	.75 FTE (Filled) (Permanent) .70 FTE (Temporary)	\$44,700	Supplies Loss of Revenue	\$13,100 (\$25,000)		
7.	Professional Services			Contracts	\$5,000		
8.	Equipment Replacement			Reduce Vehicle Replacement	\$5,000		
	Tier 1 Sub-Total Proposed Reductions	1.75 FTE .75 Filled 1.00 Vacant	\$115,084		Exp.: \$123,589 Loss Rev.: (\$52,500) \$71,089 (net)		Total Tier 1: \$186,173 Total Net

2004 CBRP
PUBLIC WORKS / PARKS AND RECREATION

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Eliminate Tree Budget			Contracts and Supplies	\$20,000		
2.	Reduce Parks Capital			Eliminate Capital Projects	\$20,000		
3.	Eliminate Uniforms			Eliminate Uniforms	\$5,000		
4.	Eliminate Aquatic Leader	1.00 FTE (Permanent) (Filled)	\$39,755				
5.	Public Works Fleet & Admin.			4% Reduction	\$17,576		
6.	Eliminate Senior Center Temporary Employees	.60 FTE (Temporary)	\$12,000				
7.	Eliminate Cemetery Temporary Employees	.75 FTE (Temporary)	\$17,212				
8.	Fee Increase			Add Revenue	\$17,500		
	Tier 2 Sub-Total Proposed Reductions	1.00 FTE 1.00 Filled .00 Vacant	\$68,967		Exp.: \$62,576 Rev.: \$17,500		Total Tier 2: \$149,043 Total Net

2004 CBRP
PUBLIC WORKS / PARKS AND RECREATION

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Reduce Operations at Golf Course by 1 Month	.17 FTE (Permanent) .08 FTE Maintenance (Permanent)	\$6,971 \$4,349	Loss in Revenue	(\$5,000)		
2.	Eliminate Kid's Place	1.00 FTE (Temporary)	\$20,000	Program Expenses	\$55,000		
3.	Eliminate 1 Maintenance Superintendent	1.00 FTE (Filled) (Permanent)	\$87,689				
4.	Eliminate all Temporary Workers in Maintenance	2.00 FTE (Temporary)	\$49,005				
5.	Eliminate Fertilization Program			Supplies	\$20,000		
6.	Close 3 Swimming Pools: Miller, Eisenhower and Washington	2.83 FTE (Temporary)	\$62,250	Operating Supplies Revenue Loss	\$70,674 (\$39,890)	Miller Pool partial \$9,720	
7.	Eliminate Administrative Associate	1.00 FTE (Permanent) (Filled)	\$55,250				
8.	Reduce Cemetery Supplies			Fertilization	\$10,000		
9.	Reduce 4 Year-round Maintenance Employees to Seasonal	1.00 FTE (Filled) (Permanent)	\$45,816	Supplies	\$7,886		
	Tier 3 Sub-Total Proposed Reductions	3.25 FTE 3.25 Filled .00 Vacant	\$331,330		Exp. \$163,560 Loss Rev. (\$44,890) \$118,670 (net)		Total Tier 3: \$450,000 Total Net

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

**Proposals of the Street and Traffic Operations and
Parks and Recreation Divisions**

April 28, 2004

INTRODUCTION

Street and Traffic Operations (“Streets” – Fund 141) and the Parks and Recreation Divisions (“Parks” – Fund 131) have prepared budget reductions plans equaling 14.1% (\$689,000) and 21% (\$785,216), respectively, in accordance with the City Manager’s and Finance Director’s directive preparing for the possibility of passage of I-864 (25% reduction in local property tax revenues beginning January 1, 2005) and the systemic and chronic effects of revenue restrictions and growing costs in providing general government services. Streets and Parks invested significant effort at identifying core and critical functions prior to establishing the reduction recommendations, especially with regards to Tier Three reductions. The reductions have impacts on other services and funds and are not contained to the Parks and Streets Divisions alone. The Fleet Operations and Public Works Administration budgets must also absorb reductions from reduced contributions from Streets and Parks. These totals are \$43,070 for Fleet and \$25,170 for Public Works Administration. These reductions, if implemented in total or part, represent a significant crippling of services presently offered to the citizens of Yakima. The services provided by Streets, Parks, Fleet and Public Works Administration will be reduced. Public Works receives at least 60,000 calls for service or inquiry annually. It will be highly likely that in the face of these reductions, the calls for service will increase with fewer employees to respond to the service requests let alone answer the phone thus further fueling citizen discontent.

STREETS

The latest budget reduction plan “comes on the heels” of ten years of budget reductions and containment measures in the Street and Traffic Operation Division. Previous reductions have eliminated programs such as pruning of trees along city streets, installation of new street lights (30 to 40 new installations per year, historically), sidewalk replacement by city crews, the marking of on-parking spaces and painting yellow curb in “no parking” areas, spring clean-up, rotten wood pole replacement, and school safety programs. Other programs such as chip sealing and signal maintenance have been reduced well below recommended industry standards. Claims are increasing for property damage due to fallen branches, pedestrian tripping incidents and vehicle damage due to road conditions.

The proposed Tier I, II and III reductions will eliminate all pavement markings that are not required by the Manual on Uniform Traffic Control Devices (MUTCD). Markings eliminated would include pavement arrows, stencils, stop bars, and lane edge lines. Crosswalks, center and lane lines would be marked one time per year. This reduction will increase highlight winter wear and may result in motorist confusion. Damaged and faded sign replacement will focus only on stop, yield and school signs. The remainder of the inventory will not be replaced when damaged or vandalized. Unless funded by the proposed Stormwater Utility, the Fall Leaf Program is proposed for elimination, including the programmed street sweeping associated with leaf pick-up. This may increase water run-off issues and will negatively impact the visual appearance of the city. Resource reductions in maintenance will further reduce the maintenance of streets, sidewalks and signal. Deferral of maintenance will further decrease infrastructure integrity and increase the overall cost of future maintenance in the future. Damage claims can be expected to increase as real or perceived hazardous locations develop. The city may need to consider removing signals and installing roundabouts where practicable to reduce the long-term expense of power and maintenance. The BST treatment of unpaved streets will not continue in 2005 at the funding levels that are currently planned. Asphalt maintenance programs will consist of pothole patching and minimal crack filling on classified streets. Residential streets will receive only emergency maintenance repairs. The remaining trash containers in the CBD will be removed and streets in the commercial areas will be swept three to four times per year (many were swept on a weekly schedule in 2003.) Emergency response to weather related issues such as snow, ice and water will be focused on the 85 miles of classified streets. Residential plowing will be secondary if at all. The Snow Plan will need to be modified to reflect resource reality. The remaining employees will focus primarily on emergency maintenance and completing tasks mandated by state and federal regulations. This will severely reduce our ability to respond to citizen requests for service. The Street and Traffic Operations Division averages 23,500 contacts for service or inquiry annually.

PARKS

The community is proud of its parks system. During the past 6 years the Parks and Recreation Division has had an opportunity to expand services through grants and community contributions for park development. These projects have received wonderful support and have and will have great demand for use. At the same time these facilities were being added, however, resources to maintain them have remained static or been reduced. Aging facilities are more costly to preserve. Pools are an excellent example. Repairs are frequent and costly for facilities that are used just a few months per year (with the exception of Lions Pool). The Parks Division has recently completed a maintenance management plan that benchmarks service needs for various parks properties. Parks is accomplishing the maintenance with significantly fewer resources than identified in the benchmarking analysis. In this budget reduction plan for Parks, the Division first examined and defined its core services and moved those not in that category to the front for reduction or elimination. The Parks Commission has provided guidance over the years on these matters and their priorities were respected. The City Council and citizens of Yakima may have different “core service” priorities and the reduction plan developed thus far would need adjustments to reflect those opinions. All Recreation Programs will be eliminated within the 3 Tier structure of this plan. Programs for youth and families offered through Parks and Recreation will be eliminated. Core services in Parks Maintenance include mowing, irrigation, and basic litter control. These activities will be conducted on a 5 day per week schedule versus the 7 day per week schedule currently in place. Parks will not have sufficient resources to provide for frequent restroom cleaning, grass fertilization, spraying and tree maintenance. In addition, continued service to the Central Business District will not be possible beyond the level of financial support of the parking lots. The City and YDA have been supplementing these funds for the last few years to provide the level of service currently in place. Parks will be unable to assist community groups who host large events in City Parks. However, Graffiti removal will continue with the Department of Correction crews. Three neighborhood swimming pools are closed in this plan. The remaining two will go to reduced schedules. It is estimated that 6 permanent FTE’s and 9.35 temporary FTE’s will be eliminated.

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: FINANCE

Tier 1, 2 & 3 Summary*

Division	Tier 1	Tier 2	Tier 3	Total
A. Municipal Court	\$17,000	\$17,000	\$8,500	\$42,500
Sub-Total FTE	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>.00 FTE</u> .00 Filled .00 Vacant
B. Probation Services	\$10,000	\$10,000	\$8,500	\$28,500
Sub-Total FTE	<u>.25 FTE</u> .25 Filled .00 Vacant	<u>.25 FTE</u> .25 Filled .00 Vacant	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>.50 FTE</u> .50 Filled .00 Vacant
C. Financial Services	\$44,736	\$51,436	\$75,000	\$171,172
Sub-Total FTE	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>.75 FTE</u> .00 Filled .75 Vacant	<u>.25 FTE</u> .25 Filled .00 Vacant	<u>1.00 FTE</u> .25 Filled .75 Vacant
D. Information Systems	\$108,000	\$62,500	\$68,000	\$238,500
Sub-Total FTE	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	<u>.50 FTE</u> .50 Filled .00 Vacant	<u>1.50 FTE</u> 1.50 Filled .00 Vacant
Total Finance	\$179,736	\$140,936	\$160,000	\$480,672
Finance Total FTE	<u>.25 FTE</u> .25 Filled .00 Vacant	<u>2.00 FTE</u> 1.25 Filled .75 Vacant	<u>.75 FTE</u> .75 Filled .00 Vacant	<u>3.00 FTE</u> 2.25 Filled .75 Vacant

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: FINANCE

Tier 1

Municipal Court

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	018	Reduce Overtime for Municipal Court Staff Position	\$17,000				
	Tier 1 Sub-Total	-0- FTE	\$17,000				Total Tier 1: \$17,000

Probation Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	038 SU 134 Probation Services	Decrease hours of one Probation Position by 25%	\$10,000				
	Tier 1 Sub-Total	.25 FTE .25 Filled .00 Vacant	\$10,000				Total Tier 1: \$10,000

2004 CBRP
FINANCE

Tier 1 (Continued.....)

Financial Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	095 Reduce Outside Agency Funding by 50%: (From \$46.5K to \$23.2K)			Yakima County Development Assoc.	\$9,957	yes	
				Substance Abuse Coalition	\$4,830		
				Yakima Chamber of Commerce	\$2,950		
				4th of July Committee	\$2,500	yes	
				Allied Arts Van	\$2,666		
				Sunfair Assoc.	\$ 333		
2.	Discontinue Clean Air Contribution (if deemed discretion- ary)			Clean Air Authority	\$11,500		
3.	Reduce COG			Conference of Governments	\$10,000		
	Tier 1 Sub- Total				\$44,736		Total Tier 1: \$44,736

2004 CBRP
FINANCE

Tier 1 (Continued.....)

Information Systems

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	052/631/35C Computer Equipment (Non- Capital)			Computer & Peripheral Equipment Replacement & Upgrades	\$60,000	yes	
2.	052/631/410 Professional Services/ Software			Internet Control & Auditing Software Subscription	\$8,000	yes	
3.	052/631/410 Professional Services/ Software			Database License	\$10,000	yes	
4	052/631/480 Maintenance Contracts			Support reduction on servers	\$10,000	yes	
5.	052/631/480			Police Field Reporting System - Maintenance	\$20,000	yes	
	Tier 1 Sub- Total	-0- FTE			\$108,000		Total Tier 1: \$108,000

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: FINANCE

Tier 2

Municipal Court

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	018	Eliminate Overtime	\$17,000				
	Tier 2 Sub-Total	-0- FTE	\$17,000				Total Tier 2: \$17,000

Probation Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	038 SU 134 Probation Services	Decrease hours of one Probation Position by an additional 25% (total reduction of 50% when added to Tier 1)	\$10,000				
	Tier 2 Sub-Total	.25 FTE .25 Filled .00 Vacant	\$10,000				Total Tier 2: \$10,000

2004 CBRP
FINANCE

Tier 2 (Continued.....)

Financial Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Eliminate Outside Agency Funding 095			Yakima County Development Assoc.	\$9,956	yes	
				Substance Abuse Coalition	\$4,829		
				Yakima Chamber of Commerce	\$2,950		
				4th of July Committee	\$2,500		
				Allied Arts Van	\$2,667		
				Sunfair Assoc.	\$ 334		
2.	015/614 Financial Services Personnel	Eliminate 3/4 Time Cashier Position (vacant)	\$28,200			yes	
	Tier 2 Sub-Total	.75 FTE .00 Filled .75 Vacant	\$28,200		\$23,236		Total Tier 2: \$51,436

Information Systems

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	052/631/110 Personnel	Reduce Information Systems by 1.00 Position (Filled)	\$62,500				
	Tier 2 Sub-Total Proposed Reductions	1.00 FTE 1.00 Filled .00 Vacant	\$62,500				Total Tier 2: \$62,500

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: FINANCE

Tier 3

Municipal Court

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	018 Mun.Court - Professional Services			Reduce Professional Services	\$8,500		
	Tier 3 Sub- Total				\$8,500		Total Tier 3: \$8,500

Probation Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	038 / SU 134 Probation Services - Professional Services			Reduce purchase of mandated assessment tests for probationers	\$8,500		
	Tier 3 Sub- Total				\$8,500		Total Tier 3: \$8,500

Financial Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	015/054	Combine Positions for Cost Savings	\$51,000 (Gen. Fund)				

Continued.....

2004 CBRP
FINANCE

Tier 3 (Continued.....)

Financial Services

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
2.	015/052	Reduce overtime by expanding Payroll Cut-off Schedule to 10 days by Changing Pay Date	\$10,000				
3.		Reduce a Position to 65% to 75% FTE	\$14,000				
	Tier 3 Sub-Total	.25 FTE .25 Filled .00 Vacant	\$75,000				Total Tier 3: \$75,000

Information Systems

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	052/631/480			Eliminate City Document Imaging Maintenance	\$6,000	yes	
2.	052/631/480			Eliminate Financial Reporting System Maintenance	\$8,000	(1)	
3.	052/631/480			Eliminate Maintenance for Police Records System	\$16,000	(1)	
4.	052/631/410			Eliminate Police & Fire Software Purchases	\$18,000	(1)	
5.	052/652/110 Personnel	Reduce 1 Position in Word Processing to 50% .50 FTE (Filled)	\$20,000			yes	
	Tier 3 Proposed Reductions	.50 FTE .50 Filled .00 Vacant	\$20,000		\$48,000		Total Tier 3: \$68,000

(1) These are examples of the types of projects to be eliminated; the Information System's 2005 budget was reduced approximately \$161,000 in Professional Services.

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT

Tier 1, 2 & 3 Summary*

Division	Tier 1	Tier 2	Tier 3	Total
Code Admin.	\$0	\$18,000	\$0	\$18,000
City Hall	\$25,000	\$41,400	\$0	\$66,400
Engineering	\$27,650	\$3,000	\$124,050	\$154,700
Animal Control	\$9,000	\$0	\$0	\$9,000
Total Community & Economic Development	\$61,650	\$62,400	\$124,050	\$248,100
Total FTE	.00 FTE .00 Filled .00 Vacant	1.00 FTE 1.00 Filled .00 Vacant	2.00 FTE 1.00 Filled 1.00 Vacant	3.00 FTE 2.00 Filled 1.00 Vacant

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Engineering 041	Change Engineering Position from 30% General Fund to 0% General Fund, (from 70% to 100% Utilities)	\$16,400 (General Fund)			yes	
2.		Change Engineering Position Allocation from 30% General Fund to 13% General Fund	\$11,250 (General Fund)			yes	

2004 CBRP
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Tier 1 (Continued.....)

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
3.	City Hall 051-112	.11 FTE Reduction in Funding for Temp. Position	\$7,000	City Hall Expenses	\$18,000	partial \$7,000 (temp)	
4.	Animal Control 022-223	Overtime	\$9,000				
	Tier 1 Sub-Total Proposed Reductions	-0- FTE Reduction	\$43,650		\$18,000		Total Tier 1: \$61,650

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	City Hall 051	Eliminate Filled Position	\$37,400	Other City Hall Expenses	\$4,000		
2.	Codes Admin. 022			Reduce Dangerous Building Abatement	\$18,000		
3.	Codes and/or Engineering			Reduce Equipment Replacement	\$3,000		
	Tier 2 Sub-Total Proposed Reductions	1.00 FTE 1.00 Filled .00 Vacant	\$37,400		\$25,000		Total Tier 2: \$62,400

2004 CBRP
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	Engineering 041	Increase Engineering Position Reimbursement from 13% General Fund to 100% Stormwater Utility	\$9,250				
2.	Engineering 041	Eliminate Vacant Position	\$47,330			yes	
3.	Engineering 041	Increase Engineering Overhead Reimbursement from 35% to 40%	\$20,000				
4.	Engineering 041	Eliminate Engineering Position (Filled)	\$43,300 (net savings)				
5.	Engineering 041	Overtime Reduction	\$4,170				
	Tier 3 Sub- Total Proposed Reductions	<u>2.00 FTE</u> 1.00 Vacant 1.00 Filled	\$124,050				Total Tier 3: \$124,050

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CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: CITY MANAGEMENT

Tier 1, 2 & 3 Summary*

Division	Tier 1	Tier 2	Tier 3	Total
A. Administration:				
Human Resources	\$20,000	\$5,000	\$42,000	\$67,000
City Manager	\$6,000	\$-0-	\$5,000	\$11,000
Sub-Total	\$26,000	\$5,000	\$47,000	\$78,000
Sub-Total FTE	<u>.35 FTE</u> .35 Filled .00 Vacant	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	<u>1.35 FTE</u> 1.35 Filled .00 Vacant
B. Legal:	\$25,000	\$50,000	\$ 6,000	\$81,000
Sub-Total FTE	<u>.33 FTE</u> .33 Filled .00 Vacant	<u>.67 FTE</u> .67 Filled .00 Vacant	<u>.00 FTE</u> .00 Filled .00 Vacant	<u>1.00 FTE</u> 1.00 Filled .00 Vacant
Total City Management	\$51,000	\$55,000	\$53,000	\$159,000
City Management Total FTE	<u>.68 FTE</u> .68 Filled .00 Vacant	<u>.67 FTE</u> .67 Filled .00 Vacant	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	<u>2.35 FTE</u> 2.35 Filled .00 Vacant

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: CITY MANAGEMENT / Administration

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	016 / SU 623 Account 111	Reduce .35 FTE Human Resources Position	\$15,000				
2.	016 / SU 628 Account 410 Human Resources			Professional Services (Re-classifications), Charter Civil Service	\$5,000	partial \$3,000	
3.	012/City Manager	Reduce Temporary Employee funds by 50% .12 FTE	\$6,000			partial \$1,817	
	Tier 1 Sub-Total Proposed Reductions	.35 FTE .35 Filled .00 Vacant	\$21,000		\$5,000		Total Tier 1: \$26,000

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	016 / SU 628 Account 410			Professional Services, Charter Civil Service	\$5,000		
	Tier 2 Sub-Total Proposed Reductions	-0- FTE	- 0 -		\$5,000		Total Tier 2: \$5,000

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	012	Reduce Temporary Salaries .10 FTE	\$5,000				
2.	016	Eliminate Position	\$42,000				
	Tier 3 Sub-Total Proposed Reductions	<u>1.00 FTE</u> 1.00 Filled .00 Vacant	\$47,000				Total Tier 3: \$47,000

CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: CITY MANAGEMENT / Legal

Tier 1

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	017 Legal	Eliminate 1/3 Attorney (Filled)	\$25,000				
	Tier 1 Sub-Total Proposed Reductions	.33 FTE .33 Filled .00 Vacant	\$25,000				Total Tier 1: \$25,000

Tier 2

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	017 Legal	Eliminate remaining 2/3 Attorney (Filled)	\$50,000				
	Tier 2 Sub-Total Proposed Reductions	.67 FTE .67 Filled .00 Vacant	\$50,000				Total Tier 2: \$50,000

Tier 3

Item #	Division/ Service Unit	Personnel Changes		Capital Outlay / Maintenance & Operation Costs		2005 Budget Reduction	Comments
		Description	\$ Cost Reduction	Description	\$ Cost Reduction		
1.	017			Professional Services	\$6,000		
	Tier 3 Sub-Total Proposed Reductions				\$6,000		Total Tier 3: \$6,000

	Total -- Tier 1, Tier 2 and Tier 3	<u>1.00 FTE</u> 1.00 Filled .00 Vacant					Total -- Tier 1, Tier 2 and Tier 3: \$81,000
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CITY OF YAKIMA
2004 CONTINGENCY BUDGET REDUCTION PLAN

DEPARTMENT: LIBRARY

Summary*

Division	Tier 1	Tier 2	Tier 3	Total
Library	\$113,000	\$85,000	\$368,000	\$566,000

* See notes on detailed worksheets for cost reductions and revenue enhancement implemented in 2005 budget.

Tier 1 -- Item Detailed Narrative:

Item #	Description	\$ Cost Reduction	Explanation	2005 Budget Reduction	Comments
	Detail Narrative not available at time of printing	\$113,000		yes	

Tier 2 -- Item Detailed Narrative:

Item #	Description	\$ Cost Reduction	Explanation	2005 Budget Reduction	Comments
	Detail Narrative not available at time of printing	\$85,000			

Tier 3 -- Item Detailed Narrative:

Item #	Description	\$ Cost Reduction	Explanation	2005 Budget Reduction	Comments
	Detail Narrative not available at time of printing	\$368,000			

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