

**GRANDVIEW CITY COUNCIL  
MEETING AGENDA  
TUESDAY, APRIL 12, 2016**



**STUDY SESSION – 6:00 PM**

**PAGE**

1. Grandview City Council Procedures Manual

1-20

**REGULAR MEETING – 7:00 PM**

1. **CALL TO ORDER & ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **PRESENTATIONS**

- A. 25-Year Service Award – Police Officer Mitch Fairchild  
B. 2016 GHS Girls Wrestling State Championship Team 21-22  
C. 2016 Arbor Day Proclamation 23  
D. Certificates of Recognition – Lorena Trujillo and Kendra Bean (Councilmember Mendoza) 24-26

4. **PUBLIC COMMENT**

Citizens may address the Council on matters other than those appearing on the agenda.

5. **CONSENT AGENDA**

Items on the Consent Agenda will be voted on together by the Council, unless a Councilmember requests that items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under Unfinished and New Business.

- A. Minutes of the March 22, 2016 study session 27-29  
B. Minutes of the March 22, 2016 regular meeting 30-33  
C. Payroll Electronic Fund Transfers (EFT) Nos. 5536-5541 in the amount of \$83,154.97  
D. Payroll Check Nos. 8726-8766 in the amount of \$25,842.73  
E. Payroll Direct Deposit 03/16/16 – 03/31/16 in the amount of \$92,967.15  
F. Claim Check Nos. 110206-110334 in the amount of \$175,496.63

6. **ACTIVE AGENDA**

- A. Public Hearing – Community Development Block Grant Close-Out for East Fourth Street Neighborhood Improvement Project 34-39  
B. Resolution No. 2016-20 declaring bicycles as surplus and authorizing the disposition 40-42  
C. Resolution No. 2016-21 committing funds to complete the deck lighting improvements for the Swim Pool Improvements – Phase 2 43-44  
D. Country Park Events Center Drain Ditch Piping Project 45-46  
E. 2016 Transportation Benefit District – Street Maintenance Projects 47-49  
F. Resolution No. 2016-22 accepting the bid for the Euclid/Wine Country Road Intersection and Forsell Road Improvements and authorizing the Mayor to sign all contract documents with Wheeler Excavation, LLC 50-54

7. **UNFINISHED AND NEW BUSINESS**

8. **CITY ADMINISTRATOR AND/OR STAFF REPORTS**

9. **MAYOR & COUNCILMEMBER MEETING REPORTS**

10. **EXECUTIVE SESSION – Non-Union Employee Salary Survey (30 minutes)**

11. **ADJOURNMENT**



# Memorandum

**To:** Mayor and Council

**From:** Anita Palacios, City Clerk/HR

**Date:** March 29, 2016

**RE:** Grandview City Council Procedures Manual – Section 5 Committee-of-the-Whole

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At the March 22<sup>nd</sup> study session following review and discussion of Section 5 of the Grandview City Council Procedures Manual entitled Committees, I was directed to redraft that section.

I researched previous versions of the Grandview City Council Procedures Manual and the wording included in this revision was wording that had previously been adopted by the Grandview City Council under the Committee-of-the-Whole system.

AGP

# **GRANDVIEW CITY COUNCIL**

## **PROCEDURES MANUAL**

ADOPTED 02/04/86	RES NO. 86-10
REVISED 01/20/87	ORD NO. 1184
REVISED 01/04/88	RES NO. 88-1
REVISED 07/17/89	RES NO. 89-34
REVISED 01/02/90	RES NO. 90-1
REVISED 02/05/90	RES NO. 90-5
REVISED 12/16/91	RES NO. 91-66
REVISED 05/04/92	RES NO. 92-18
REVISED 11/02/92	RES NO. 92-39
REVISED 11/16/92	RES NO. 92-47
REVISED 01/19/94	RES NO. 94-03
REVISED 7/16/01	RES NO. 2001-30
REVISED 10/13/15	RES NO. 2015-40

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**\* NOTE: These statutes may change from time to time and current RCW's should be available at City Hall.**

**CITY COUNCIL  
PROCEDURES MANUAL**

**SECTION 1. GENERAL RULES:**

1.1 **Public Meetings:** All meetings of the Council, with the limited exception of Executive Sessions, shall be open to the public, and minutes shall be kept of all regular and special meetings of the Council, and shall be available for public inspection in accordance with RCW Chapter 42.30.

1.2 **Quorum:** At all meetings of the Council, a majority of the Councilmembers shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members, **in accordance with RCW 35A.12.120.**

1.3 **Voting on Ordinance:** The passage of any ordinance, grant, or revocation of a franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council, in accordance with RCW 35A.12.120.

1.4 **Tie-Votes:** In the event of a tie vote, the Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with regard to matters other than the passage of any ordinance, grant, or revocation of franchise or licenses, or any resolution for the payment of money.

1.5 **Ordinances--Subject--Effective Date:**

**In accordance with RCW 35A.12.130:**

(a) No ordinance shall contain more than one subject and that must be clearly expressed in its title.

(b) No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

(c) No ordinance shall take effect until five days after the date of its publication unless otherwise provided by State Law, except that an ordinance passed by a majority plus one of the whole membership of the Council, designated therein as a public emergency ordinance necessary for the protection of public property or public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

1.6 **Ordinances--Mayor's Veto:** **In accordance with RCW 35A.12.130,** **Every** ordinance which passed the Council in order to become valid must be presented to the Mayor, if he approves it, he shall sign the ordinance. If not, he shall return the ordinance with his written objection to the Council and the Council shall cause

his objections to be entered into the minutes and shall proceed to reconsider the ordinance. If, upon reconsideration, a majority plus one of the whole membership votes in favor of its passage, the ordinance shall become valid without the Mayor's approval. If the Mayor fails for 10 days to either approve or veto an ordinance, it shall become valid without his approval. Ordinances shall be signed by the Mayor, attested by the City Clerk, and approved by the City Attorney, as to form.

**1.7 Adoption by Reference:** In accordance with RCW 35A.12.140, Ordinances may, by reference, adopt Washington State statutes and State, County, or City Codes, regulations, or ordinances or any standard code of technical regulations, or portions thereof. Said adopted codes, statutes, or regulations so adopted need not be published in a newspaper as provided in ~~Section 2.7~~ RCW 35A.12.160, but the adopting ordinance shall be so published and the adopted code, statutes, or regulations so adopted shall be on file at the office of the City Clerk for uses and examination of the public and shall be authenticated and recorded by the City Clerk along with the ordinance.

## **SECTION 2. MEETINGS:**

**2.1 Day and Time of Regular Meetings:** The regular meetings of the Council shall be held on the second and fourth Tuesdays of each and every month at the hour of 7:00 p.m.; provided, that regular meetings shall be held on the next succeeding day when the meeting day is a state-established holiday. **Committee-of-the-Whole meetings of the Council shall be held on the third Tuesday of each and every month at the hour of 6:00 p.m.**

**2.2 Location of Meetings:** All regular meetings of the City Council shall be held in the City Hall situated at 207 West Second Street in the City, unless Council at a previous meeting decides to hold them elsewhere.

~~**2.3 Failure to Attend Meeting-Arrest:** Whenever a lesser number of Councilmembers than a quorum are present at the time and place fixed by Ordinance for any regular meeting or of any legally called meeting of the Council, such member or members as are present shall have the authority to order any police officer of the City to arrest and bring to such meeting any or all absent Councilmember, whether absent at the time fixed for open meeting or later in the session.~~

~~**2.4 Penalty for Refusal to Attend Meeting:** Any member refusing to attend when so required under Section 2.3 shall be deemed guilty of a misdemeanor and fined in any sum of not less than one dollar nor more than five dollars~~

**2.53 Special Meetings:** RCW 42.30.080 provides that Special meetings may be called by the Mayor or any three by a majority of the members of the Council by written notice delivered to each member of the Council personally, by mail, by fax or by electronic mail at least 24 hours before the time specified for the proposed meeting. The call and notice shall specify the time and place of the special meeting and

the business to be transacted. Final disposition shall not be taken on any other matter at such meeting by the City Council. **The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.**

**2.64 Executive Sessions:** Executive sessions may be held in accordance with the State Open Meetings Act, RCW Chapter 42.30, and by amendments thereto. Unless amended by RCW, said executive sessions may be called during regular or special meeting to consider:

- (a) matters affecting national security.
- (b) selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- (c) the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing of public property shall be taken in a meeting open to the public.
- (d) review negotiations on the performance or publicly-bid contracts where public knowledge regarding such consideration would cause a likelihood of increased costs.
- (e) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.
- (f) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body or salaries, wages, or other conditions of employment to be generally applied within the City shall occur in a meeting open to the public, and when a governing body elects to take final action on hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
- (g) to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.
- (h) to discuss with legal counsel representing the City matters relating to the City enforcement actions, or to discuss with legal counsel representing the City litigation or potential litigation to which the City, the governing body, or a member acting

in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

(i) before convening in executive session, the Mayor shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Mayor.

**2.5 Remote Participation:** A Councilmember may participate and vote telephonically or via other electric means in all or part of a regular or special Council meeting if the following conditions are met:

(a) The majority of the Council membership consents and such consent shall not be unreasonably withheld; and

(b) All persons participating in the meeting are able to hear each other at the same time, such as by the use of a speaker phone, computer speaker or other amplification; and

(c) Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately hearing and speaking to each other shall be addressed immediately; and

(d) The Councilmember participating telephonically or via other electronic means bears any costs of such participation, but may use the communications equipment owned by the City at City Hall without charge.

### **SECTION 3. RULES OF ORDER:**

3.1 **Rules Governing:** Meetings shall be governed by Robert's Rules of Order Revised.

3.2 **Preservation of Order:** In accordance with RCW 35A.12.100, ¶the Mayor, Mayor Pro-Tem, or the elected chairman, in the absence of the Mayor and Mayor Pro-Tem, shall preside over all meetings and shall preserve order and decorum, prevent attacks on personalities, or the impugning of member's motives, and confine members in debate to the question under discussion.

3.3 **Points of Order:** The chairman shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chairman be sustained?"

3.4 **Reading of the Minutes:** Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk properly furnished each member with a copy thereof.

3.5 **Conflicts of Interest:** In accordance with RCW 42.23, Councilmen Councilmembers or the Mayor shall excuse themselves from the Council Chamber during any discussions or vote on any subject in which there are conflicts of interest or which may give the appearance that there may be a conflict of interest.

3.6 **Permission to Speak:** No member shall speak more than twice on the same subject without permission of the presiding officer. No person, not a member of the Council, shall be allowed to address the same while in session without the permission of the presiding officer.

3.7 **Motions:** Motions shall be reduced to writing when required by the presiding officer of the Council. All resolutions and ordinance shall be in writing.

3.8 **Motions to Reconsider:** Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council.

3.9 **Journal of Proceedings:** The City Clerk shall keep a correct journal of all proceedings and at the desire of any member of ayes and nays shall be taken on any question and entered in the journal.

3.10 **Questions of Order:** All questions of order shall be decided by the presiding officer of the Council with the right of appeal to the Council by any member.

3.11 **Presiding Officers-Discretion:** The ~~presiding officer of the Council~~ Mayor may, at his discretion, call any member to take the chair, to allow him to address the Council, ~~make a motion,~~ or discuss any other matter at issue.

3.12 **Motions to Table:** Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distance day, and the largest sum shall be put first. All motions to table will be to a time certain.

3.13 **Abstentions:** Any member not voting is deemed to be voting with the majority, except as to matters with respect to which such council member has a disqualifying interest. City Attorney to provide legal opinion.

3.14 **Adjournment:** A motion for adjournment shall always be in order.

3.15 **Rules-Changes:** The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

3.16 **Committee-Reports:** The chairman of each respective committee, or the Councilmember acting in that capacity in his place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

3.17 **Attendance of Staff:** The City Administrator, City Clerk, City Attorney, City Treasurer, Police Chief, Fire Chief, Public Works Director, Parks and Recreation Director, Library Director and such other officers or employees of the City shall, when

requested, attend ~~all~~ meetings of the Council.

### 3.18 Procedure of Presenting Matters to Council:

(a) All matters coming before the City Council shall first be referred to a ~~standing committee~~ **Committee-of-the-Whole**. Therefore, all new matters shall be placed on the Council agenda as new business for referral to the ~~appropriate standing committee~~ **Committee-of-the-Whole**.

(b) At the next Council meeting, after such referral to the ~~standing committee~~ **Committee-of-the-Whole**, the ~~standing committee~~ **Committee-of-the-Whole** will report their recommendation to the Council. If the ~~standing committee~~ **Committee-of-the-Whole** feels that it is something that should be referred to the Mayor for disposition as an administrative matter, then the ~~standing committee~~ **Committee-of-the-Whole** will report that back to the Council at the next Council meeting. Otherwise, the matter will come back to the Council for their action.

(c) If a matter is of an ~~emergency~~ **urgent or time sensitive** nature, the Council can vote to suspend the rules pursuant to Section 3.15 of this manual and dispose of an item immediately.

### 3.19 Citizen Participation

The following rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

(a) **Addressing the Council:** Any person desiring to address the Council under agenda item "~~Citizen Participation~~ **Public Comment**," shall first secure the permission of the Mayor.

(b) **Manner of Addressing the Council - Time Limit:** Each person addressing the Council shall step up to the microphone, will give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their remarks to three minutes. All remarks shall be addressed to the Council as a whole, not individual Councilmembers. No person, other than the Mayor, members of the Council, and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Mayor. No one other than the Mayor may interrupt the speaker and the Mayor is obligated to interrupt if the speaker exceeds the time limit or when it is necessary to uphold the rules and restore order. The Council will then determine the disposition of the issue (information only, place on present agenda, a future agenda, assign to staff, or do not consider).

(c) **Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, threatening, intimidating, disrespectful or personally abusive while addressing the Council may be requested to leave the meeting and may be forthwith, by the Mayor,

barred from further audience before the Council during that Council meeting. No demonstrations, noises, or other disruptive expressions are allowed.

(d) **“Out of Order” comments:** The Mayor has the authority to preserve order at all meeting of the Council and to enforce the Rules of the Council. Any person whose comments have been ruled out of order by the Mayor shall immediately cease and refrain from further improper comments or disorderly conduct. The refusal of an individual to desist from inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the Mayor may be subject to removal from the Council Chambers ~~and banned from addressing the Council in the future unless permission is granted by the Mayor.~~ The Mayor may command assistance of any police officer to enforce all lawful orders of the Mayor to restore order at any meeting.

(e) **Citizen Complaints:** Citizens with complaints, concerns or questions will be encouraged to refer the matter to the City Administrator or ask that the matter be placed on a future City Council meeting agenda with the appropriate background information. The Mayor shall refer administrative matters to the City Administrator for resolution.

Personnel matters, including labor negotiations, grievances, hiring, and dismissals will not be dealt with at public Council meetings. Such complaints may be submitted in writing to the City Administrator or Mayor.

#### **SECTION 4. AGENDA:**

4.1 **Agenda Preparation:** The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of subjects to be considered by the City Council and shall be formulated as follows:

4.2 **Agenda Matters--Submitted:** Matters shall be submitted for the City Council agenda as follows:

- (a) Any member of the City Council may place a matter on the agenda.
- (b) All other matters to be placed on the agenda shall be submitted to the City Administrator or to the Mayor for consideration and possible placement on the agenda.
- (c) All matters placed on the agenda shall be noted with the sponsor's name.
- (d) All reports, communications, ordinances, resolutions, and other items to be submitted to the Council shall be delivered to the City Clerk no later than 12:00 Noon on the Wednesday preceding each Council meeting, whereupon the City Clerk shall arrange a list of such matters according to the order of business.
- (e) The agenda shall be delivered to each Councilmember by 5:00 p.m., the

Friday preceding the Council meeting.

4.3 **Order of Business**: The order of business shall be as follows:

- (a) Call to Order & Roll Call
- (b) Pledge of Allegiance
- (c) Presentations
- (d) Public Comment - at which **time the citizens public** may address the Council on **matters other than those appearing items** on the agenda.
- (e) Consent Agenda
  - (i) Minute Approval
  - (ii) Payroll and Claim Payments
  - (iii) Other items**
- (f) Active Agenda
- (g) Unfinished and New Business
- (h) City Administrator and/or Staff Reports
- (i) Mayor & Councilmember Meeting Reports
- ~~(j) Executive Session~~
- (k j)** Adjournment

4.4 **Consent Agenda**: Items may be placed on a "Consent Agenda" which items of business will be voted on together by the Council, unless a Councilmember requests that one or more of the items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under "Unfinished and New Business".

4.5 **Active Agenda**: This section of the agenda shall include items of a general nature, including:

- (a) Resolutions and ordinances previously discussed at a **Committee-of-the-Whole** or Council meeting.
- (b) Consideration of bids, L.I.D.'s, and related matters.

4.6 **Unfinished and New Business**: This section of the agenda shall include all items of a general nature, including resolutions and ordinances put forward to the regular meeting and items that have been removed from the Consent Agenda.

## SECTION 5. COMMITTEES-OF-THE-WHOLE & AD HOC COMMITTEES:

Standing Council Committees, with the exception of the Personnel and Finance Committee which shall be a Committee of the Whole, shall consist of three Councilmembers each, and their responsibilities are as follows:

5.1 (a) Utilities Committee: Responsible for the development of policy, rates, and fees relating to water, sewer, and irrigation utilities.

(b) Streets Committee: Responsible for the development of policy and fees relating to streets, alleys, sidewalks, drainage, street utility, garbage, and cemetery departments.

(c) Public Safety Committee. Responsible for the development of policy and fees for the Police Department, Fire Department, Animal Control Department, business license and building inspection, and public health matters.

(d) Parks and Recreation Committee. Responsible for the development of policy and fees relating to Parks and Recreation programs, Senior Center, Library, and Museum, and swimming pool.

(e) Personnel and Finance Committee. Shall consist of the Committee of the Whole and shall be responsible for the development of policy relating to administrative matters, including personnel, finance, civic buildings, and the annual budget.

5.2 Ad Hoc Committees shall be appointed as deemed necessary.

5.3 The City Council may meet as a Committee of the Whole, or in study session, for any specific issue.

5.4 At the first meeting in January each year, the members of each Committee shall be appointed by the Mayor and confirmed by Council. The Mayor shall consult with Councilmembers with respect to their preferences prior to making the appointments. The Mayor and City Administrator shall be ex-officio members of all Committees, except the Committee of the Whole. The City Administrator shall designate which staff members shall attend each Committee meeting. Staff members shall not have a vote.

5.5 (a) Each standing Committee should immediately after its appointment select their chairperson, determine the time, date, and frequency of its regular meetings and shall advise the Mayor, City Council, and staff of those times. The City Clerk shall then issue the notices required by the Open Public Meetings Act. When establishing meeting times, Committees should keep in mind the time requirements of staff to prepare the minutes and recommendations of the Committee so that the City Clerk has them in hand in time for the preparation of the Council Committee agendas and not

cause unnecessary delays in the decision making process.

(b) Actions and recommendations of all Committees shall be subject to the approval of the City Council. Copies of all Committee agendas and minutes shall be provided to the Mayor, Councilmembers, City Administrator, City Clerk, and appropriate City staff.

(c) Committees in their deliberations shall limit their discussions to matters of a policy nature, but they may discuss operational efficiencies in their area of responsibility. Any conclusions or recommendations shall be directed through the Department Head and City Administrator to the Mayor for consideration. Direction of staff and day-to-day operations are the responsibility of the Mayor and City Administrator and Council Committees and Councilmembers shall act accordingly.

(d) Each Committee may deal with all matters referred to it by the Mayor, City Council, or City Administrator and report back within a time period specified in the request.

(e) From time to time, issues are referred to Committees that are of an overlapping nature. The Committees and staff shall cooperate in the interfacing of situations like this and depending upon the importance of the issue it may even be necessary to hold joint Committee meetings and issue a joint report or recommendation to City Council. Any Committee or Department Head can ask to have a staff member from another department attend a Committee meeting for the provision of information. This should be arranged through the cooperation of the administrative staff. All departments shall ensure that the provision of information be handled as expeditiously as possible.

(f) Each standing Committee should continuously review City policies, regulations, ordinances, and resolutions that are relevant to the area of responsibility of their Committee. Any proposed change in policy shall be discussed with the appropriate Department Head, City Attorney, City Administrator, and/or Mayor to determine how it will affect the departments operation and how it may relate to existing ordinances, resolutions, regulations, State law, and other conditions prior to its presentation to the City Council.

(g) Each Committee shall tour the facilities of the department concerned as early as possible after the first Committee meeting each year so that the members may familiarize themselves and have firsthand knowledge of City operations to help them in their policy deliberations throughout the year.

(h) At the discretion of the Chair and Committee members, recommendations may come forward to Council in either a formal manner or simply a consensus of opinion of that Committee.

5.6 Any procedures not specifically covered in this section shall be in accordance with Section 1 General Rules, Section 2 Meetings, and Section 3 Rules of Order.

5.1 The Committee-of-the-Whole shall consist of all members of the City Council. The Mayor shall chair the Committee-of-the-Whole. A quorum shall be the majority of the members.

5.2 The Committee-of-the-Whole shall meet on the third Tuesday of each and every month at 6:00 p.m., except if at any time the Committee-of-the-Whole meeting falls on a holiday, the Committee shall meet on the next business day at the same hour.

5.3 The Committee-of-the-Whole should, in their deliberations, limit discussions to matters of a policy nature, but it may discuss operational efficiencies. Any conclusions or recommendations of an operational nature should be directed to the City Administration for consideration. Direction of day-to-day operations is the responsibility of City Administration. The Committee may deal with all matters referred to it by the Mayor, City Council, or the City Administrator and report back within a time period specified within the request. The Committee-of-the-Whole shall have no power to take any official action.

5.4 Agenda. Matters shall be submitted for the Committee-of-the-Whole agenda as follows:

(a) Any member of the City Council, the Mayor, or the City Administrator may submit items for the agenda. Items for the agenda shall be delivered to the City Clerk no later than 12:00 noon on the Wednesday preceding the Committee-of-the-Whole meeting, whereupon the City Clerk shall arrange a list of such items accordingly to the order of business. The agenda shall be delivered to each Councilmember by 5:00 p.m., the Friday preceding the Committee-of-the-Whole meeting.

(b) The Order of Business shall be as follows:

- Call to Order
- Roll Call
- Citizen Participation
- New Business
- Other Business
- Adjournment

5.5 Ad Hoc Committees shall be appointed as deemed necessary.

5.6 The Mayor and City Administrator shall be ex-officio members of the Committee-of-the-Whole.

5.7 Action and recommendation of the Committee-of-the-Whole and Ad Hoc Committees shall be subject to the approval of the City Council, and shall be placed on the agenda of the City Council at a regular or special meeting thereof.

5.9 Copies of the minutes of all meetings of the Committee-of-the-Whole

shall be provided to all Councilmembers and Department Heads with the agenda for the next regular meeting of the City Council.

5.10 Any procedures not specifically covered in this section shall be in accordance with Section 1. General Rules, Section 2. Meetings, and Section 3. Rules of Order.

## **SECTION 6. LAPTOP USAGE POLICY:**

6.1 **Purpose:** The City of Grandview recognizes that the use of digital communications has become necessary to conduct official business. This policy strives to ensure that the Mayor and Council Members are able to be issued a device which will enable them to utilize digital communications in a manner consistent with their role as an elected official and applicable law.

### **6.2 Ownership:**

(a) One laptop computer and accessory package will be issued to the Mayor and each member of Council. Laptops issued under this policy will remain the property of the City of Grandview. The Mayor and members of Council will have no ownership, interest or right to title of the laptop.

(b) Each recipient issued a laptop is responsible for the security and care of that laptop, regardless of where the laptop is used.

(c) All laptops will be covered by a hardware warranty and supplemental support plan through the manufacturer or a third party.

(d) Upon vacating elected or appointed seat, each laptop recipient will ensure that their laptop is returned to the City Clerk. The City Council shall have the discretion to declare the laptop surplus and authorize its disposal or to direct the City Clerk to reimage the laptop and reissue the laptop to the next holder of that seat.

6.3 **Passwords:** Council Members granted access to the City's electronic mail (e-mail) system will be issued an initial identifying password. A Council Member must immediately notify the City Clerk of any changes to their identifying password. The City Clerk shall maintain a record of all current identifying passwords.

6.4 **License Agreements:** The City of Grandview is the sole licensee of the software included with the laptop. Any copying, modification, merging or distribution of the software by the recipient, including written documentation, is prohibited. The recipient is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

### **6.5 Liability:**

(a) Recipients are responsible for all material sent by and/or stored on the laptop issued to them which they will knowingly and intentionally send or store/install. Recipients accept responsibility for keeping their laptop free from all inappropriate or dangerous files.

(b) The City of Grandview is not liable for any inappropriate material sent by and/or stored on laptops issued under this policy outside of the scope of use expected by a City official.

**6.6 Email Usage:**

(a) The recipient of a device under this policy agrees to conduct all email communications which are stored on this device through their assigned City of Grandview email account. All emails sent through the City's email system are archived and retained by the City in a manner consistent with the City's record retention policies.

(b) Syncing personal email accounts to the issued device, other than the recipient's assigned City email account, is prohibited.

**6.7 Acceptable Use:**

(a) The City of Grandview only authorizes use of its laptops in a manner that supports the recipient's role as an elected official of the City.

(b) The device may only be used for limited personal use that does not interfere with the ability of the device to be used for official intended purposes.

(c) Use of the laptop for any political use including, but not limited to campaigning, is expressly forbidden.

**6.8 Privacy:** All communications made via devices covered under this policy are subject to disclosure under the Public Records Act, Ch. 42.56 RCW, or for litigation purposes unless a privilege or exemption exists that justify withholding the records.

**6.9 Installation of applications:**

(a) The installation of applications or programs on laptops covered by this policy is subject to approval by the City Clerk.

(b) Modification of the laptop's operating systems to allow installation of applications not approved by the manufacturer is prohibited.

**6.10 Care of the Device:** Recipients are responsible for the general care of the device issued under this policy. The laptop must remain free of any writing, drawing, stickers, or labels that are not property of the City. Only a clean microfiber cloth, like what is used to clean eyewear, should be used when cleaning the screen.

**6.11 Loss and Damage:**

(a) Recipients of laptops under this policy are encouraged to keep the device safe and in good working order. If a user demonstrates extreme negligence with a device, or loses a replacement device within 18 months of being issued a replacement, then he or she shall be financially responsible for the cost of the replacement.

(b) Loss of or damage to a City of Grandview laptop and/or accessory must be reported immediately to City staff.

(c) Recipients must not modify, upgrade, or attempt to repair laptops and/or accessories issued under this policy without the express permission of the City of Grandview's contracted IT support personnel. All repairs must be made through the provided protection plan. Repairs not covered by the supplied protection plan which are determined to be caused by negligence, shall be covered by the recipient.

**GRANDVIEW CITY COUNCIL**

**Off-site Equipment Receipt**

I, \_\_\_\_\_, agree and understand that I have received the below listed equipment in good working order.

I acknowledge having received, read and understand the Grandview City Council Laptop Use Policy.

I agree that this equipment will be used solely for the conduct of City business, and in accordance with any and all Grandview City Council policies, and applicable laws.

I will return the equipment in good working order, with allowance for normal wear and tear.

I understand that I must provide an inventory of all City of Grandview provided equipment used off-site annually, and sign other equipment receipt for same.

<b>Manufacturer</b>	<b>Model</b>	<b>Serial Number</b>	<b>Remarks</b>

\_\_\_\_\_  
City Council Member Name (Please print)

\_\_\_\_\_  
City Council Member Signature

\_\_\_\_\_  
Date

**SECTION 7. AMENDMENT-REPEAL:** This manual may be amended, modified, or repealed by a vote of the majority of the full membership of the City Council.

**END OF CITY COUNCIL PROCEDURES MANUAL**

## Anita Palacios

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**From:** Mike Carpenter  
**Sent:** Tuesday, March 22, 2016 3:51 PM  
**To:** Scott Parrish  
**Cc:** Cus Arteaga; Anita Palacios  
**Subject:** State Championship Girl's Wrestling Team Recognition @ City Council

Good afternoon Scott,

Once again, the City of Grandview would like to invite the state championship girl's wrestling team/coaches to a City Council meeting so that Mayor Childress and City Council can recognize them for their exceptional achievement. Winning back to back state team titles does not happen too often in any sport!

Would it be possible to ask if the team and coaches can attend the City Council meeting on Tuesday, April 12th at 7 pm so Mayor Childress and City Council can present the team/coaches with a certificate and unveil the championship signs that will be at both entrances @ the main Greyhound Country sign? The meeting will be held at City Hall (207 West 2nd Street).

Can you also provide a list of the state participants for our record?

We look forward to hearing back from you! Go Hounds!

Please let us know  
Mike Carpenter  
Parks and Recreation Director  
City of Grandview  
Grandview, WA 98930  
Phone: (509) 882-9219  
Fax: (509) 882-3099  
Visit our Website: [http:// www.grandview.wa.us](http://www.grandview.wa.us)

*This message may contain confidential and/ or proprietary information and is intended for the person/ entity to whom it was originally addressed. Any use by others is strictly prohibited.*

## 2016 Girls State Wrestling Champions:

### Team:

Jasel Perez

Viannei Perez

Maria Reyes

Desiree Zavala

### Coaches:

Bob Johnson

Eric Meza

Mark Uribe

Jesenia Meza



## 2016 ARBOR DAY PROCLAMATION

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal, and

**NOW, THEREFORE**, I, Norm Childress, Mayor of the City of Grandview, Washington, do hereby proclaim **APRIL 13, 2016** as **ARBOR DAY** in the City of Grandview, Washington, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 12<sup>th</sup> day of April, 2016

A handwritten signature in black ink, appearing to read "Norm Childress".

Mayor Norm Childress

## Anita Palacios

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**From:** Gmc Mendoza <gmcmandoza@gmail.com>  
**Sent:** Monday, April 04, 2016 3:02 PM  
**To:** Anita Palacios  
**Subject:** Re: Certificates  
**Attachments:** award letters.pdf

Good afternoon Anita,  
I have attached the letters I will be sending out to the two individuals for your information.

I would like to say a few words at the meeting and have Norm Childress give them the certificates.

Can you make the certificates for us?

Thank you!

On Fri, Apr 1, 2016 at 10:16 AM, Anita Palacios <[anitap@grandview.wa.us](mailto:anitap@grandview.wa.us)> wrote:

Cus indicated that you would be inviting individuals to the April 12<sup>th</sup> Council meeting for a presentation of a certificate. For agenda preparation, please provide some specifics regarding the certificate presentation and whether or not you will be preparing the certificates.

Thanks,

Anita G. Palacios, MMC

City Clerk/Human Resource

City of Grandview

207 West Second Street

Grandview, WA 98930

PH: [\(509\) 882-9208](tel:(509)882-9208)

FAX: [\(509\) 882-3099](tel:(509)882-3099)

[anitap@grandview.wa.us](mailto:anitap@grandview.wa.us)

[www.grandview.wa.us](http://www.grandview.wa.us)

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**GMC  
TRAINING INSTITUTE**

109 West Second Street  
Grandview, Washington 98930  
Telephone: 509.882.2523  
Fax: 509.203.4397  
E-mail: gmctraininginstitute@gmail.com

April 1, 2016

Lorena Trujillo  
Smith Elementary School  
205 Fir Steet  
Grandview, WA 98930

Re: Award Recommendation

Dear Lorena,

First of all, I would like to extend my appreciation for the work you are doing in our community. I am recommending you for a recognition award for outstanding work in our community. This award will be presented to you by Norm Childress, Mayor of Grandview, at the City Council meeting on April 12, 2016.

Congratulations and thank you for all you do for the students and community of Grandview.

Sincerely,

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

Gloria Mendoza  
President of GMC Training Institute  
Grandview City Council Member

CC: Jared Lind, Smith Elementary Principal

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## GMC TRAINING INSTITUTE

109 West Second Street  
Grandview, Washington 98930  
Telephone: 509.882.2523  
Fax: 509.203.4397  
E-mail: gmctraininginstitute@gmail.com

April 1, 2016

Kendra Bean  
Grandview Police Department  
207 W. 2<sup>nd</sup> Street  
Grandview, WA 98930

Re: Award Recommendation

Dear Kendra,

First of all, I would like to extend my appreciation for the work you are doing in our community. I am recommending you for a recognition award for outstanding work in our community. This award will be presented to you by Norm Childress, Mayor of Grandview, at the City Council meeting on April 12, 2016.

I would also like to recognize the work you are doing with the Sunnyside Police Explorer Program.

I would like to congratulate you and thank you for all you do for the students and community of Grandview.

Sincerely,

A handwritten signature in black ink that reads "Gloria Mendoza". The signature is fluid and cursive, with the first name being particularly prominent.

Gloria Mendoza  
President of GMC Training Institute  
Grandview City Council Member

CC: Kal Fuller, Grandview Police Chief

**GRANDVIEW CITY COUNCIL  
STUDY SESSION MINUTES  
MARCH 22, 2016**

**1. CALL TO ORDER**

Mayor Pro Tem Bill Moore called the study session to order at 5:30 p.m. in the Council Chambers at City Hall.

Present were: Mayor Pro Tem Moore and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Javier Rodriguez and Joan Souders. Councilmember Gloria Mendoza arrived at 5:50 p.m. Mayor Norm Childress was excused from the meeting.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Parks & Recreation Director Mike Carpenter, Assistant Public Works Director Santos Trevino and City Clerk Anita Palacios.

**2. SWIM POOL IMPROVEMENTS – PHASE 2**

Parks & Recreation Director Carpenter explained that at the March 8<sup>th</sup> study session, Justin Bellamy of HLA updated Council on the Phase 2 Swim Pool Improvements. The two items that were the focus of discussion included the deck lighting corrective action plan by the State of Washington Department of Health and the draft construction schedule. The deck lighting correction action plan involved the need to upgrade the exterior deck lighting that illuminates both the pool tank and deck. In order to approve the Phase 2 swim pool improvements, the Department of Health would require that the City install 10 foot candles by the beginning of the 2017 pool operation. The other item involved the review of the draft construction schedule. The draft construction schedule proposed construction during the operation of the 2016 pool season which included the Mid-Valley Swim League Championships scheduled for July 29-31, 2016 at the pool. Based on discussions, Council invited the Swim Pool Committee and representatives from the local swim team to the study session to obtain feedback on these issues.

He summarized the components of the Phase 2 swim pool improvements as follows:

- Contractor mobilization
- Site clearing and demolition
- Double flume waterslide, including access stairs and water connection
- Replacement of deck/sidewalk drain on the south side
- Foot shower stations, including drains
- Concrete/deck extension for waterslide
- Fencing to expand the total area for the facility (1 ¼" mesh x 8 feet high) with mowing strip
- Barrier to channel patrons past foot shower stations

Justin Bellamy with HLA Engineering and Land Surveying, Inc., presented another overview of the deck lighting and draft construction schedule. He explained that HLA completed an evaluation of the existing pool deck lighting levels. The existing lights were not in compliance with Department of Health (DOH) standards and did not provide the lighting levels required. DOH requested the City provide a corrective action plan to improve the existing lighting in order for other pool improvements to be approved. DOH requested that the City commit to completing the lighting improvements prior to the 2017 pool season. The estimated cost for the lighting

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improvements was \$70,000 – \$100,000. Lighting improvements were only required for the City to operate the pool at night. In addition, HLA completed a topographic survey of the site and prepared preliminary plans and specifications for review and approval by the City and DOH. The preliminary site plan of the improvements and a draft schedule were distributed to Council. Advertisement for bids and construction contract award was anticipated to be completed in April 2016 with construction of improvements to begin in May 2016. The City anticipated beginning to fill the pool on May 26, 2016. He explained that some improvements might need to be completed after the pool season was over, depending on the delivery time for materials. The draft schedule was dependent upon approval from DOH of the other pool improvements.

Following discussion, the Council and members of the Swim Pool Committee and representatives from the local swim team concurred that it would be in the best interest of the public and patrons of the swim pool to postpone construction of the Phase 2 improvements following the 2016 pool season.

Council directed staff to finalize the plans and specifications, complete preliminary electrical engineering for future lighting improvements, advertise for bids and recommend construction contract award so that construction would begin immediately following the 2016 pool season. Staff was also directed to prepare a resolution committing the City to completing the lighting improvements as required by the Department of Health prior to the 2017 pool season for Council consideration at the next meeting.

### **3. GRANDVIEW CITY COUNCIL PROCEDURES MANUAL**

Council reviewed sample procedures for telephonic/remote appearance.

Following discussion, Council consensus was the following procedure entitled “Remote Participation” which reads as follows:

Remote Participation: A Councilmember may participate and vote telephonically or via other electric means in all or part of a regular or special Council meeting if the following conditions are met:

- (a) The majority of the Council membership consents and such consent shall not be unreasonably withheld; and
- (b) All persons participating in the meeting are able to hear each other at the same time, such as by the use of a speaker phone, computer speaker or other amplification; and
- (c) Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately hearing and speaking to each other shall be addressed immediately; and
- (d) The Councilmember participating telephonically or via other electronic means bears any costs of such participation, but may use the communications equipment owned by the City at City Hall without charge.

Council reviewed the Police Chief’s concerns with respect to Section 2.3 Failure to Attend Meeting–Arrest and Section 2.4 Penalty for Refusal to Attend Meeting.

Following discussion, Council consensus was to delete Section 2.3 Failure to Attend Meeting– Arrest and Section 2.4 Penalty for Refusal to Attend Meeting.

Council reviewed the draft City Council Procedures Manual with the changes and/or additions previously discussed.

Following discussion, the City Clerk was directed to re-draft Section 5 Committees to clarify Committee-of-the-Whole and Ad Hoc Committees.

**4. ADJOURNMENT**

The study session adjourned at 6:55 p.m.

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Mayor Pro Tem Bill Moore

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Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL  
REGULAR MEETING MINUTES  
MARCH 22, 2016**

**1. CALL TO ORDER**

Mayor Pro Tem Bill Moore called the regular meeting to order at 7:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Pro Tem Moore and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Gloria Mendoza, Javier Rodriguez and Joan Souders. Mayor Norm Childress was excused from the meeting.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Attorney Tony Menke, City Treasurer Matt Cordray, Assistant Public Works Director Santos Trevino and City Clerk Anita Palacios.

**2. PLEDGE OF ALLEGIANCE**

Councilmember Rodriguez led the pledge of allegiance.

**3. PRESENTATIONS – None**

**4. PUBLIC COMMENT – None**

**5. CONSENT AGENDA**

**On motion by Councilmember Rodriguez, second by Councilmember Souders, Council approved the amended Consent Agenda consisting of the following:**

- A. Minutes of the March 8, 2016 study session**
- B. Minutes of the March 8, 2016 regular meeting**
- C. Payroll Electronic Fund Transfers (EFT) Nos. 5529-5533 in the amount of \$73,087.21**
- D. Payroll Check Nos. 8710-8725 in the amount of \$79,556.22**
- E. Payroll Direct Deposit 03/01/16 – 03/15/16 in the amount of \$89,065.92**
- F. Claim Check Nos. 110111-110205 in the amount of \$257,238.16**

**6. ACTIVE AGENDA**

**A. Resolution No. 2016-17 adopting the updated Water System Plan**

At the March 8<sup>th</sup> study session, Ben Annen with HLA Engineering and Land Surveying, Inc., provided an overview of the City's Water System Plan update. The City's water system was required to have an approved Water System Plan updated every six years. The last one was approved in 2008, and staff had been working on the new plan for over a year. The City was notified by the Department of Health (DOH) that the plan was ready for their formal approval once Council approved the plan as submitted to DOH. Resolution No. 2016-17 would formally approve the Water System Plan which would then be approved by DOH.

**On motion by Councilmember Mendoza, second by Councilmember Everett, Council approved Resolution No. 2016-17 adopting the updated Water System Plan.**

**B. 2016 Fuel Bid Award – Bleyhl Farm Service**

The City used a common strategy of having bidders provide a bid that was compared to the Oil Information Price Service (OPIS) rack price for a specified location. The bidder was bidding their margin of markup over the rack price for the delivery location they specify. If fuel prices increased or decreased, the price was adjusted accordingly, but the margin as bid must remain the same. Bids to provide fuel for the year beginning April 1, 2016 to March 31, 2017 were opened on March 16, 2016. One bid was received from Bleyhl Farm Service in the amount of \$1.31 per gallon for regular/unleaded fuel and \$1.34 per gallon for diesel fuel.

**On motion by Councilmember Rodriguez, second by Councilmember McDonald, Council accepted the lowest responsible bid submitted by Bleyhl Farm Service in the amount of \$1.31 per gallon for regular/unleaded fuel and \$1.34 per gallon for diesel fuel.**

**C. Ordinance No. 2016-2 amending the 2016 Annual Budget**

Staff monitoring and review of fund and department budgets during the first two months of 2016 identified budget accounts to be amended. Ordinance No. 2016-2 provided for the amending of the 2016 Annual Budget to accommodate the changes in sources and uses. By Fund the highlights of the budget changes were as follows:

Current Expense Fund: Transfer out to Street Fund resulted in a decrease in estimated Ending Fund Balance.

Street Fund: Transfer in from Current Expense and increase revenue on STP Grant - OIE results in an increase in Estimated Ending Fund Balance.

**On motion by Councilmember Souders, second by Councilmember Rodriguez, Council approved Ordinance No. 2016-2 amending the 2016 Annual Budget.**

**D. Resolution No. 2016-18 approving Task Order No. 2016-03 with HLA Engineering and Land Surveying, Inc., for Water Telemetry System Upgrades – Phase 2A**

In 2002, the Public Works Department installed a computerized Telemetry Alarm System for the water system. This system operated the well pumping equipment as well as the levels in the water reservoirs. This computerized equipment became obsolete and was in need of upgrading and/or replacing equipment and programs. The old computer system in the wells did not have the ability to communicate with the new windows program so all components at the pump houses would need to be replaced. In order to move forward with a materials bidding package, a task order with the City Engineers would need to be approved. HLA provided Task Order No. 2016-03 for the engineering work estimated at \$24,000 which included the following:

- Engineering design, plans and specifications
- Services during construction

The funds for these improvements were included in this year's water budget.

**On motion by Councilmember Brewer, second by Councilmember Mendoza, Council approved Resolution No. 2016-18 approving Task Order No. 2016-03 with HLA Engineering and Land Surveying, Inc., for Water Telemetry System Upgrades – Phase 2A.**

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**E. Resolution No. 2016-19 expressing support for adequate funding of the Municipal Research and Services Center**

The City received an e-mail from Tracy Burrows, the Executive Director of Municipal Research and Services Center (MRSC), regarding funding for MRSC. The e-mail explained that the current legislative budget proposals by the House and the Governor fully fund MRSC with no conditions. Although the Senate's proposed budget restores MRSC's funding, it does so for only one year and with conditions, including a reduction in city and county funds. Ms. Burrows requested the City adopt a resolution of support for full funding for MRSC.

**On motion by Councilmember Mendoza, second by Councilmember Souders, Council approved Resolution No. 2016-19 expressing support for adequate funding of the Municipal Research and Services Center.**

**7. UNFINISHED AND NEW BUSINESS – None**

**8. CITY ADMINISTRATOR AND/OR STAFF REPORTS**

2016 Sidewalk Grant Opportunities – City Administrator Arteaga reported that the Safe Routes to School and the Pedestrian Sidewalk grants did not require local matching funds. In researching the last round of grant awards, he found that all the projects funded had a monetary match. In order for the City's applications to have a better chance of being funded, he recommended Council consider at least a 15% monetary match. The Pedestrian Sidewalk grant project was estimated at \$217,000 and a 15% match equaled \$32,550. The Safe Routes to School project was estimated at \$420,000 and a 15% match equaled \$63,000. If funded, the projects would be constructed in 2018 and the City would have two budget cycles to provide the match.

Following discussion, Council directed staff to provide additional information for consideration at the April 12<sup>th</sup> Council meeting.

**9. MAYOR & COUNCILMEMBER MEETING REPORT**

Council Retreat Committee – Councilmember Everett reported that the Council Retreat Committee proposed the following facilitators to conduct a Council Retreat: YVCOG and Executive Dynamics. The estimated cost for a 1½ day retreat was as follows: YVCOG–\$2,990.72 and Executive Dynamics–\$3,325.00. The Committee also proposed the following dates for the retreat (Friday afternoon and all day Saturday): April 29-30, May 6-7, May 13-14 or May 20-21.

Following discussion, Council directed staff to contact Executive Dynamics to determine their availability for a Council Retreat on July 11-12.

YVCC Grandview Campus Medical Assistant Ceremony – Councilmember Souders attended the YVCC Grandview Campus medical assistant student pinning ceremony.

YVCOG General Membership Meeting – Mayor Pro Tem Moore, City Administrator Arteaga and Assistant Public Works Director Trevino attended the YVCOG General Membership meeting on March 16<sup>th</sup> in Union Gap. The program was Kurt Stiles with the WSDOT Visual Engineering

Resource Group (VERG). VERG provides clear and effective communication of project development, design, and delivery issues through visual media made with a wide range of 3D modeling, animation, video, and other graphic software packages.

**10. EXECUTIVE SESSION – Non-Union Employee Salary Survey**

Mayor Pro Tem Moore adjourned the meeting to an executive session at 7:45 p.m., for approximately 30 minutes to discuss the non-union employee salary survey per RCW 42.30.110(1)(g) with the aforementioned Mayor Pro Tem, Councilmembers, City Attorney Menke and City Attorney Plant present. All other staff present recused themselves from the meeting. The executive session was continued an additional 10 minutes at 8:15 p.m. The meeting resumed at 8:25 p.m., with the aforementioned Mayor Pro Tem, Council and staff present.

**11. ADJOURNMENT**

**On motion by Councilmember Everett, second by Councilmember Mendoza, Council adjourned the meeting at 8:25 p.m.**

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Mayor Pro Tem Bill Moore

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Anita Palacios, City Clerk



207 W. 2nd Street • Grandview, Washington 98930 • Tel: (509) 882-9200 • Fax: (509) 882-3099 • [www.grandview.wa.us](http://www.grandview.wa.us)

**NOTICE OF PUBLIC HEARING  
CITY OF GRANDVIEW  
COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE-OUT  
EAST FOURTH STREET NEIGHBORHOOD IMPROVEMENT PROJECT**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Grandview City Council in the council chamber located at City Hall, 207 West Second Street, Grandview, on Tuesday, April 12, 2016 at 7:00 p.m.

The purpose of the public hearing is to review final project performance on the East Fourth Street Neighborhood Improvement Project funded by the Community Development Block Grant (CDBG).

Comments may also be submitted in writing to the City of Grandview, 207 West Second Street, Grandview, WA 98930 until Tuesday, April 12, 2016 at 4:30 p.m. The Grandview City Hall is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact City Clerk Anita Palacios at (509) 882-9208, located at Grandview City Hall at 207 West Second Street.

**AVISO DE AUDIENCIA PÚBLICA  
CIUDAD DE GRANDVIEW  
CONCESIÓN DEL DESARROLLO DE LA COMUNIDAD FINAL  
PROYECTO DE MEJORAMIENTOS DE LA CALLE CUATRO ESTE**

ESTE AVISO SE HACE de que una audiencia pública se llevará acabo por el Consejo de Grandview en el cuarto del consejo que está localizado en la Oficina de la Ciudad de Grandview en el 207 West Second Street el martes, 12 de abril del 2016 a las 7:00 p.m.

El propósito de la audiencia pública es repasar funcionamiento final del proyecto de Mejoramientos de la Calle Cuatro Este financiado por la Concesión del Desarrollo de la Comunidad (CDBG).

Comentarios también pueden ser sometidos por escrito a la Ciudad de Grandview, 207 West Second Street, Grandview, WA 98930 hasta el martes, 12 de abril del 2016 a las 4:30 p.m. La Oficina de la Ciudad de Grandview es accesible para personas discapacitadas. Arreglos razonablemente para acomodar necesidades especiales o interprete serán tomadas si se avisa con 24 horas de anticipación. Contacte a Anita Palacios, Secretaria al (509) 882-9208, localizada en la Oficina de la Ciudad de Grandview en 207 West Second Street.

Publication: Daily Sun News – March 29 & April 5, 2016

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**CITY OF GRANDVIEW  
CITY COUNCIL**

**PUBLIC HEARING PROCEDURE**

THE FOLLOWING PROCEDURE IS USED BY THE GRANDVIEW CITY COUNCIL TO MEET APPEARANCE OF FAIRNESS REQUIREMENTS:

**MAYOR**

1. The purpose of tonight's public hearing is to review final project performance on the East Fourth Street Neighborhood Improvement Project funded by the Community Development Block Grant (CDBG). The hearing is now open.
2. Before hearing from the public, City Administrator/Public Works Director Cus Arteaga will present the staff report.
3. Public comments will now be received. When you address the Council, begin by stating your name and address for the record.
4. Comments received by mail will now be entered in the record. The City Clerk will read any received.
5. The public testimony portion of this hearing is now closed. No further comments will be received.

## Anita Palacios

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**From:** Escobar, Arlene (COM) <arlene.escobar@commerce.wa.gov>  
**Sent:** Friday, April 01, 2016 12:12 PM  
**To:** Anita Palacios  
**Subject:** 12-65400-021  
**Attachments:** 201604011206.pdf

Hi Anita, I've attached my monitoring letter. Only thing left, other than the closeout, is the payroll corrections for PSC. It was nice to see you and visit your lovely, neat and clean small city.

Arlene



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

[www.commerce.wa.gov](http://www.commerce.wa.gov)

March 31, 2016

City of Grandview  
Honorable Norm Childress  
207 West Second St  
Grandview, WA 98930-9830

Re: City of Grandview Community Development Block Grant Contract No. 14-65400-021

Dear Mayor Childress:

On March 30, 2016 I conducted an on-site review of the City's Community Development Block Grant (CDBG) contract no. 14-65400-021. This grant provided funds for construction and improvements to water and sewer lines, street and sidewalks along the east fourth street from Ash to Elm streets. During my review, I met with and was provided information by Cus Arteaga, City Administrator; Anita Palacios, City Clerk; and Matt Cordray, City Treasurer.

The purpose of this letter is to summarize the results of my review, and to request any corrective action needed from the city to fully comply with the terms and conditions of the contract.

Compliance areas reviewed are as follows:

- Overall Management & Record Keeping
- National Objective & Progress in Activities
- Environmental Review
- Financial Management
- Construction Procurement
- Efforts to Use Small, Minority, & Women-Owned Businesses
- Labor Standards
- Procuring Professional Services
- Subrecipients
- Civil Rights
- Citizen Participation

**OVERALL MANAGEMENT & RECORD KEEPING**

During my visit I reviewed the city's CDBG contract files. The files were organized and followed the CDBG suggested method. All documentation requested thus far during the progress of this project has been submitted on a timely basis. **No corrective action required.**

### **NATIONAL OBJECTIVES**

The project provides an area benefit to approximately 10,862 persons of whom 80.7 percent are low- or moderate-income, which meets the CDBG low-and moderate area (LMA) national objective. **No corrective action required.**

### **ENVIRONMENTAL REVIEW**

The environmental review records were complete and in order. Appropriate checklists and determinations were made. A Release of Funds letter was sent to the city June 29, 2015. **No corrective action required.**

### **FINANCIAL MANAGEMENT**

The financial management system used by the city appears to provide accurate, current and complete disclosure and control of financial transactions. Required checks and balances were in place and operating efficiently. No instances of ineligible costs were noted. **No corrective action required.**

### **PROCUREMENT AND EFFORTS TO USE SMALL, MINORITY- AND WOMEN-OWNED BUSINESSES**

For the procurement of the prime contractor, advertisements included language that encouraged the submission of proposals or bids from minority- and women-owned business. The invitation for bid advertisement was posted on the Office of Minority and Women-owned Business' web site as well as the local newspaper. Advanced Dirt Contractors Inc. was the lowest bidder and verification was made through the System for Award Management system (SAM) that they were not excluded from receiving federal funds. The city also has a Code of Conduct in place. **No corrective action is required.**

### **LABOR STANDARDS**

Brent Schilperoort from Huibregtse, Louman Associates (HLA) is responsible for the labor standards compliance. The files were very well organized and had all required documentation. **No corrective action is required.**

### **PROCURING PROFESSIONAL SERVICES**

The firm of Huibregtse, Louman Associates (HLA) was hired to provide design and engineering of the project. The contract was properly advertised, awarded and contained the required provisions and CDBG clauses. **No corrective action required.**

### **SUB RECIPIENTS**

There is no sub recipient for this project. **No corrective action required.**

Honorable Mayor Childress  
March 31, 2016  
Page 3

**CIVIL RIGHTS/FAIR HOUSING/ADA**

The city has been active in complying with applicable Civil Rights, Fair Housing and the Americans with Disabilities Act (ADA) requirements. The city advertises as an Equal Opportunity Employer and did not show any disparity in employment according to sex, race, handicapped status or national origin. The city appears to be meeting EEO, Fair Housing and ADA requirements. **No corrective action required.**

**CITIZEN PARTICIPATION**

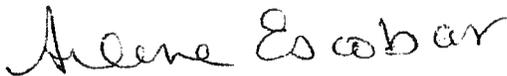
The city has a grievance procedure in place, and it appears that citizens are informed about the project. **No corrective action required.**

**SUMMARY**

The project was at the time of my visit approximately 99% complete. It is anticipated the project will be completed ahead of schedule. CDBG procedures require that a public hearing to assess the success of the project be accomplished by the city at the end of the project.

I would like to thank the jurisdiction and especially Cus, Anita and Matt for their assistance and cooperation during my monitoring visit. If you have any questions about any aspect of my review, please contact me at (360) 725-2725 or [Arlene.Escobar@commerce.wa.gov](mailto:Arlene.Escobar@commerce.wa.gov).

Sincerely,



Arlene Escobar  
CDBG Project Manager  
Washington State Department of Commerce

CC: Anita Palacios

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

Resolution No. 2016-20 declaring bicycles as surplus and authorizing the disposition

**AGENDA NO.** Active 6 (B)

**AGENDA DATE:** April 12, 2016

**ORIGINATING SOURCE**

Police Department

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

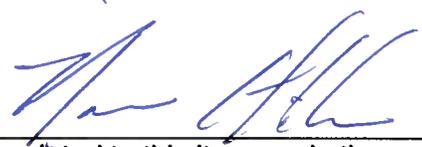
**DEPARTMENT DIRECTOR REVIEW**

Kal Fuller, Police Chief



**CITY ADMINISTRATOR**

**MAYOR**



**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

None

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The Grandview Police Department currently has in its evidence storage bicycles that have been recovered as lost or stolen property over the past few years. There are no known owners of these bicycles and they are ready for surplus. As in the past, the Police Department is requesting that these bicycles be declared surplus and disposed of by donating them to charitable organizations for distribution to needy children.

**ACTION PROPOSED**

Approve Resolution No. 2016-20 declaring bicycles as surplus and authorizing the disposition.

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**RESOLUTION NO. 2016-20**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
DECLARING BICYCLES AS SURPLUS AND AUTHORIZING THE DISPOSITION**

**WHEREAS**, the Grandview Police Department has in its possession, bicycles that have been recovered as lost or stolen property for which the department has no use, and,

**WHEREAS**, public auctions of said property historically have not resulted in reasonable monetary returns, and,

**WHEREAS**, State law allows the donation of such property to charitable organizations,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, as follows:**

The list of bicycles attached hereto and incorporated herein by reference is hereby declared as surplus, and the Police Department is authorized to donate said bicycles to charitable organizations for distribution to needy children.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April 12, 2016.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

21

# Grandview Police Department Surplus

This document is to authorize the surplus of the below mentioned items of evidence that are located in the Grandview Police Department Evidence Room. The items have been disposed of in a court of law and are of no redeeming value to the city of Grandview.

EV TAG #	CASE#	ITEM	MAKE	MODEL	SERIAL #
1. 09-0515	09V5070	BICYCLE	NEXT	BMX	N/A
2. 09-0516	09V5070	BICYCLE	NEXT	BMX	N/A
3. 12-0163	12V2375	BICYCLE	UNKN	BMX	N/A
4. 12-0164	12V2212	BICYCLE	UNKN	BMX	N/A
5. 13-0334	13V3299	BICYCLE	MURRAY	BMX	N/A
6. N/A		BICYCLE	MONGOOSE	BMX	N/A
7. N/A		BICYCLE	HUFFY	BMX	N/A
8. N/A		BICYCLE	QUEST	MNT	N/A
9. N/A		BICYCLE	BARBIE	BMX	N/A
10. N/A		BICYCLE	NEXT	MNT	N/A
11. N/A		BICYCLE	NEXT	MNT	N/A
12. N/A		BICYCLE	NEXT	BMX	N/A
13. N/A		BICYCLE	UNKN	BMX	N/A
14. N/A		BICYCLE	LOW RIDER	CRUISER	N/A
15. N/A		BICYCLE	NEXT	BMX	N/A
16. N/A		BICYCLE	NEXT	BMX	N/A
17. N/A		BICYCLE	KENT	BMX	N/A
18. N/A		BICYCLE	UNKN	BMX	N/A
19. N/A		BICYCLE	MAGNA	MNT	N/A
20. N/A		BICYCLE	ROADMASTER	MNT	N/A
21. N/A		BICYCLE	NEXT	MNT	N/A

I attest that the above described property is authorized for donation and so authorize it.

Signed Kal Fuller Date 4/4/16 Time 11:54 AM

Kal Fuller  
Chief of Police

H2

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

Resolution No. 2016-21 committing funds to complete the deck lighting improvements for the Swim Pool Improvements – Phase 2

**AGENDA NO.:** Active 6 (C)

**AGENDA DATE:** April 12, 2016

**VISION:**

Strategic Plan – More Leisure Opportunities

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

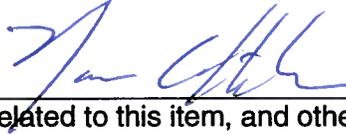
**DEPARTMENT DIRECTOR REVIEW**

Mike Carpenter, Parks & Recreation Director



**CITY ADMINISTRATOR**

**MAYOR**



**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

Phase 2 swim pool improvements included an evaluation by the Washington State Department of Health (DOH) pertaining to the existing lighting levels for the pool and deck. It was determined that the existing lighting was not in compliance with DOH standards and in order for Phase 2 components to be completed, the City would need to commit to a corrective action plan to bring the lighting up to the 10 foot candle requirement by the beginning of the 2017 pool season.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

At the March 22, 2016 Council meeting, Council directed staff to prepare a resolution committing the City to completing the lighting improvements as required by the DOH prior to the 2017 pool season.

**ACTION PROPOSED**

Approve Resolution No. 2016-21 committing funds to complete the deck lighting improvements for the Swim Pool Improvements – Phase 2.

**RESOLUTION NO. 2016-21**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
COMMITTING FUNDS TO COMPLETE THE DECK LIGHTING IMPROVEMENTS  
FOR THE SWIM POOL IMPROVEMENTS – PHASE 2**

**WHEREAS**, the City Council authorized improvements to the existing swim pool facility; and

**WHEREAS**, Phase 2 improvements included an evaluation of the existing pool deck lighting levels; and

**WHEREAS**, the existing lights were not in compliance with the Washington State Department of Health (DOH) standards and did not provide the lighting levels required; and

**WHEREAS**, in order for other pool improvements to be approved by the DOH, the City must provide the DOH with a corrective action plan to improve the existing lighting prior to the 2017 pool season;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The City Council authorizes funds to complete preliminary electrical engineering and construction of the pool deck lighting improvements necessary to bring the existing light levels into compliance with state standards prior to the 2017 pool season.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April 12, 2016.

**MAYOR**

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

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**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

Country Parks Event Center Drain Ditch Piping Project

**AGENDA NO.:** Active 6 (D)

**AGENDA DATE:** April 12, 2016

**VISION:**

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

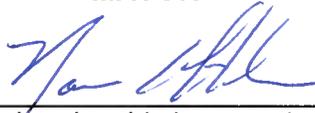
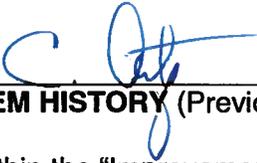
**DEPARTMENT DIRECTOR REVIEW**

Mike Carpenter, Parks & Recreation Director



**CITY ADMINISTRATOR**

**MAYOR**



**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

Within the "Improvements other than buildings" line item of the 2016 Parks Maintenance Service Budget, there is \$16,700 budgeted to participate in the drain ditch piping at the northeast boundary of the Country Park Events Center. This partnership includes the Yakima Valley Fair & Rodeo, Yakima Valley Farm Workers Clinic, Sunnyside Valley Irrigation District, and City of Grandview all contributing toward this project which will make this property more usable and accessible to patrons for various facility events.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Earlier this year, it was brought to our attention that a new manhole will need to be installed to accommodate existing drains from the Country Park Events Center site. This additional element will increase the required contributions that will be required from the City from \$16,700 to \$19,000. During the March 21, 2016 Yakima Valley Fair & Rodeo Board meeting, the Fair & Rodeo Board approved of paying up to \$3,000 for costs above the original estimate that was projected due to the manhole addition, with the understanding that this would include an exchange of credit up to \$3,000 in future fair utility expenses.

**ACTION PROPOSED**

Accept the Yakima Valley Fair & Rodeo Board proposal to pay up to \$3,000 for the additional manhole in exchange for a credit of \$3,000 in future fair utility expenses.

## Financial Support

ROBERT FAY <bojofay@embarqmail.com>

Tue 3/22/2016 9:43 PM

To: Mike Carpenter <mcarp@grandview.wa.us>;

Dear Mike,

At our regular Y.V.F.R. Board meeting on March 21, 2016 the board passed a motion to help pay for the drain ditch project for the City of Grandview. The board approved paying up to \$3000 for costs above the original estimates that were projected. This additional cost is for manhole insertion for drains that are under the parking lot and the grounds themselves. This extra cost will be reimbursed to the Fair through deductions for the overhead that is billed to the fair after our annual fair every year. This is similar to the bathroom project we did about three years ago. Thanks, Bob Fay

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## Memorandum

To: Mayor & Council

Copy: Matt Cordray, City Treasurer & Anita Palacios, City Clerk

From: Cus Arteaga, City Administrator/Public Works Director

Date: March 24, 2016

RE: 2016 Transportation Benefit District – Street Maintenance Projects

Each year, staff provides a recommended list of street maintenance projects for Council's consideration. The street maintenance consists of dust abatement, pothole repair, sealcoating and asphalt overlays

In the past, Yakima County Public Works has been providing the City's dust abatement and sealcoating treatments. We have been notified that the County will not be sealcoating roads for the 2016 season.

I am recommending the following street maintenance treatments:

### Dust Abatement:

- Cornell Road from Elm to City limits
- Hickory Road from Cherry Lane to City limits
- Lindsey Lane from East Stover to end of road

### Sealcoat Treatment:

- None for 2016

### Asphalt Overlay:

- Ash Street from Second south to Third Street (estimated at \$41,000)
- The alley between Division and Ash from Second to Third (estimated at \$28,000).

Both of the asphalt overlay projects could be included with the Wine Country Road asphalt grind and overlay scheduled for this spring.

The 2016 Transportation Benefit District budget appropriated \$70,000 for street maintenance.

h7

**City of Grandview**  
**Ash, Birch, and Cedar Street and Alley Improvements**  
**Cost Estimate**

No.	Description	Unit	Quantity	Unit Cost	Total
<b>Schedule A: Ash Street(WCR to 2nd) (Full Width Grind and Overlay - 380 linear feet)</b>					
1	Mobilization	LS	1	\$ 3,000.00	\$ 3,000.00
2	Project Temporary Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00
3	Planing Bituminous Pavement	SY	2,150	\$ 2.00	\$ 4,300.00
4	HMA Cl. 1/2" PG 64-28	TON	245	\$ 90.00	\$ 22,050.00
5	Pavement Markings	LS	1	\$ 1,000.00	\$ 1,000.00
6	Adjust Manhole	EA	1	\$ 400.00	\$ 400.00
7	Minor Change	FA	Est	\$ 1,000.00	\$ 1,000.00
Schedule A Subtotal					\$ 34,250.00
10% Contingency					\$ 3,400.00
					\$ 37,650.00
Design Engineering 12%					\$ 4,520.00
Construction Services 15%					\$ 5,650.00
Schedule A Total					\$ 47,820.00
<b>Schedule B: Birch Street(WCR to 2nd) (Full Width Grind and Overlay - 420 linear feet)</b>					
8	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00
9	Project Temporary Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
10	Planing Bituminous Pavement	SY	1,800	\$ 2.00	\$ 3,600.00
11	HMA Cl. 1/2" PG 64-28	TON	205	\$ 90.00	\$ 18,450.00
12	Pavement Markings	LS	1	\$ 1,000.00	\$ 1,000.00
13	Minor Change	FA	Est	\$ 1,000.00	\$ 1,000.00
Schedule B Subtotal					\$ 28,050.00
10% Contingency					\$ 2,800.00
					\$ 30,850.00
Design Engineering 12%					\$ 3,700.00
Construction Services 15%					\$ 4,630.00
Schedule B Total					\$ 39,180.00
<b>Schedule C: Cedar Street(WCR to 2nd) (Full Width Grind and Overlay - 415 linear feet)</b>					
14	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00
15	Project Temporary Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
16	Planing Bituminous Pavement	SY	1,775	\$ 2.00	\$ 3,550.00
17	HMA Cl. 1/2" PG 64-28	TON	205	\$ 90.00	\$ 18,450.00
18	Pavement Markings	LS	1	\$ 1,000.00	\$ 1,000.00
19	Minor Change	FA	Est	\$ 1,000.00	\$ 1,000.00
Schedule C Subtotal					\$ 28,000.00
10% Contingency					\$ 2,800.00
					\$ 30,800.00
Design Engineering 12%					\$ 3,700.00
Construction Services 15%					\$ 4,620.00
Schedule C Total					\$ 39,120.00

Schedule D: Division Street and Ash Street Alley (2nd to 3rd) (Full Width Grind and Overlay - 400 linear feet)					
20	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00
21	Project Temporary Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00
22	Planing Bituminous Pavement	SY	900	\$ 2.00	\$ 1,800.00
23	HMA Cl. 1/2" PG 64-28	TON	155	\$ 90.00	\$ 13,950.00
24	Minor Change	FA	Est	\$ 1,000.00	\$ 1,000.00
Schedule D Subtotal					\$ 20,250.00
10% Contingency					\$ 2,000.00
					\$ 22,250.00
Design Engineering 12%					\$ 2,670.00
Construction Services 15%					\$ 3,340.00
Schedule D Total					\$ 28,260.00
Schedule E: Ash Street (2nd to 3rd) (Full Width Overlay - 470 linear feet)					
25	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00
26	Project Temporary Traffic Control	LS	1	\$ 2,000.00	\$ 2,000.00
27	HMA Cl. 1/2" PG 64-28	TON	225	\$ 90.00	\$ 20,250.00
28	Utility Adjustments	EA	5	\$ 500.00	\$ 2,500.00
29	Pavement Markings	LS	1	\$ 1,000.00	\$ 1,000.00
29	Minor Change	FA	Est	\$ 1,000.00	\$ 1,000.00
Schedule E Subtotal					\$ 29,250.00
10% Contingency					\$ 2,900.00
					\$ 32,150.00
Design Engineering 12%					\$ 3,860.00
Construction Services 15%					\$ 4,820.00
Schedule E Total					\$ 40,830.00
Schedule A, B, C & D Total					\$ 154,380.00
Schedule A & D Total					\$ 76,080.00
Schedule D & E Total					\$ 69,090.00

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

Resolution No. 2016-22 accepting the bid for the Euclid/Wine Country Road Intersection and Forsell Road Improvements and authorizing the Mayor to sign all contract documents with Wheeler Excavation, LLC

**AGENDA NO.:** Active 6 (F)

**AGENDA DATE:** April 12, 2016

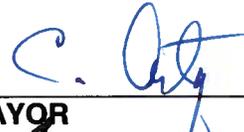
**DEPARTMENT**

Public Works Department

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

**DEPARTMENT DIRECTOR REVIEW**

Cus Arteaga, City Administrator/Public Works Director



**CITY ADMINISTRATOR**



**MAYOR**



**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Bids for the Euclid/Wine Country Road Intersection and Forsell Road Improvements were opened on April 7, 2016. A total of five (5) bids were received with Wheeler Excavation, LLC of Benton City, Washington, submitting the low bid in the amount of \$210,628.00. The low bid was approximately 24% below the City Engineer's estimate of \$279,565.00.

**ACTION PROPOSED**

Approve Resolution No. 2016-22 accepting the bid for the Euclid/Wine Country Road Intersection and Forsell Road Improvements and authorizing the Mayor to sign all contract documents with Wheeler Excavation, LLC.



April 7, 2016

City of Grandview  
207 W. Second Street  
Grandview, WA 98930

Attn: Mr. Cus Arteaga

Re: City of Grandview  
EUCLID/WCR INTERSECTION AND FORSELL ROAD IMPROVEMENTS  
HLA Project No.: 16034  
Recommendation of Award

Dear Mr. Arteaga:

The bid opening for the above referenced project was held at Grandview City Hall at 11:00 a.m. on Thursday, April 7, 2016. A total of five (5) bids were received with the low bid of \$210,628.00 (including Bid Item Alternate 9B, Concrete Commercial Approach), being offered by Wheeler Excavation, LLC of Benton City, Washington. This low bid is approximately twenty-four (24) percent below the Engineer's Estimate of \$279,565.00.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Grandview award a construction contract to Wheeler Excavation, LLC in the amount of \$210,628.00. Please send us a copy of the City of Grandview Council minutes authorizing award of this project.

Enclosed are copies of the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Very truly yours,

A handwritten signature in blue ink that reads "Terry D. Alapeteri".

Terry D. Alapeteri, PE

TDA/crf

Enclosures

Copy: Dean Smith, PE, HLA  
Steve Sziebert, HLA  
Brent Schilperoort, HLA  
Correspondence File

BID SUMMARY											
CITY OF GRANDVIEW EUCLID/WCR INTERSECTION AND FORSELL ROAD IMPROVEMENTS											
HLA Project No.: 16034 Bid Opening Date: April 7, 2016											
Item No.	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		BIDDER #1		BIDDER #2		BIDDER #3	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Minor Change	FA	EST.	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
2	Mobilization	LS	1	\$22,000.00	\$22,000.00	\$14,500.00	\$14,500.00	\$22,000.00	\$22,000.00	\$45,657.90	\$45,657.90
3	Project Temporary Traffic Control	LS	1	\$25,000.00	\$25,000.00	\$14,500.00	\$14,500.00	\$17,000.00	\$17,000.00	\$18,924.44	\$18,924.44
4	Unclassified Excavation Incl. Haul	CY	530	\$50.00	\$26,500.00	\$15.00	\$7,950.00	\$46.00	\$24,380.00	\$18.31	\$9,704.30
5	Crushed Surfacing Base Course	TON	540	\$22.00	\$11,880.00	\$29.00	\$15,660.00	\$29.00	\$15,660.00	\$29.47	\$15,913.80
6	Crushed Surfacing Top Course	TON	180	\$30.00	\$5,400.00	\$37.00	\$6,660.00	\$45.00	\$8,100.00	\$37.30	\$6,714.00
7	Planing Bituminous Pavement	SY	2,500	\$3.00	\$7,500.00	\$3.25	\$8,125.00	\$5.00	\$12,500.00	\$2.53	\$6,325.00
8	HMA Cl. 1/2-Inch PG 64-28	TON	600	\$110.00	\$66,000.00	\$90.00	\$54,000.00	\$72.50	\$43,500.00	\$74.30	\$44,580.00
9A	Alternate A: HMA Commercial Approach	SY	182	\$50.00	\$9,100.00	\$38.00	\$6,916.00	\$45.00	\$8,190.00	\$63.28	\$11,516.96
9B	Alternate B: Concrete Commercial Approach	SY	182	\$80.00	\$14,560.00	\$49.00	\$9,018.00	\$53.00	\$9,646.00	\$78.14	\$14,221.48
10	Storm Sewer Pipe 8 In. Diam.	LF	400	\$60.00	\$24,000.00	\$36.50	\$14,600.00	\$49.50	\$19,800.00	\$52.40	\$20,960.00
11	Concrete Inlet	EA	9	\$1,100.00	\$9,900.00	\$918.00	\$8,262.00	\$1,400.00	\$12,600.00	\$1,309.84	\$11,788.56
12	Connect to Existing Catch Basin	EA	4	\$800.00	\$3,200.00	\$450.00	\$1,800.00	\$275.00	\$1,100.00	\$241.47	\$965.88
13	Select Backfill, as Directed	CY	100	\$40.00	\$4,000.00	\$29.00	\$2,900.00	\$49.00	\$4,900.00	\$40.62	\$4,062.00
14	Erosion/Water Pollution Control	FA	EST.	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
15	Cement Conc. Traffic Curb and Gutter	LF	1,135	\$15.00	\$17,025.00	\$13.00	\$14,755.00	\$14.50	\$16,457.50	\$15.22	\$17,274.70
16	Cement Conc. Traffic Curb	LF	70	\$30.00	\$2,100.00	\$22.00	\$1,540.00	\$17.00	\$1,190.00	\$33.95	\$2,376.50
17	Valley Gutter	LF	230	\$30.00	\$6,900.00	\$18.00	\$4,140.00	\$14.55	\$3,346.50	\$30.48	\$7,010.40
18	Cement Conc. Sidewalk 6-Inch Thick	SY	8	\$200.00	\$1,600.00	\$44.00	\$352.00	\$285.00	\$2,280.00	\$153.56	\$1,228.48
19	Cement Conc. Sidewalk Ramp	EA	1	\$2,000.00	\$2,000.00	\$1,040.00	\$1,040.00	\$2,400.00	\$2,400.00	\$1,859.83	\$1,859.83
20	Traffic Rated Junction Box	EA	2	\$2,500.00	\$5,000.00	\$952.00	\$1,904.00	\$1,700.00	\$3,400.00	\$656.50	\$1,313.00
21	Pavement Markings	LS	1	\$5,000.00	\$5,000.00	\$9,022.00	\$9,022.00	\$8,300.00	\$8,300.00	\$6,805.20	\$6,805.20
<b>BID TOTAL WITH ALTERNATE 9A</b>					<b>\$274,105.00</b>		<b>\$208,626.00</b>		<b>\$247,104.00</b>		<b>\$254,980.95</b>
<b>BID TOTAL WITH ALTERNATE 9B</b>					<b>\$279,565.00</b>		<b>\$210,628.00</b>		<b>\$248,560.00</b>		<b>\$257,685.47</b>

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**RESOLUTION NO. 2016-22**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
ACCEPTING THE BID FOR THE EUCLID/WINE COUNTRY ROAD INTERSECTION  
AND FORSELL ROAD IMPROVEMENTS AND AUTHORIZING THE MAYOR TO SIGN  
ALL CONTRACT DOCUMENTS WITH WHEELER EXCAVATION LLC.**

**WHEREAS**, the City of Grandview has advertised for bids for the Euclid/Wine Country Road Intersection and Forsell Road Improvements; and,

**WHEREAS**, Wheeler Excavation LLC., of Benton City, Washington, has submitted the lowest responsible bid for said improvements, which bid has been accepted;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign all contract documents with Wheeler Excavation LLC., for the Euclid/Wine Country Road Intersection and Forsell Road Improvements in the amount of \$210,628.00.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April 12, 2016.

**MAYOR**

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**ATTEST:**

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**CITY CLERK**

**APPROVED AS TO FORM:**

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**CITY ATTORNEY**

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