

**GRANDVIEW CITY COUNCIL
MEETING AGENDA
TUESDAY, APRIL 26, 2016**



REGULAR MEETING – 7:00 PM

PAGE

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PRESENTATIONS**
 - A. People For People Nutrition and Transportation Programs – Madelyn Carlson 1-3
 - B. Rural Community Development Initiative Grants – Shawn Conrad, Senior Planner, Yakima Valley Conference of Governments 4-11
- 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 April 12, 2016 study session 12-13
 - B. Minutes of the April 12, 2016 regular meeting 14-19
 - C. Payroll Electronic Fund Transfers (EFT) Nos. 5543-5547 in the amount of \$76,480.90
 - D. Payroll Check Nos. 8767-8784 in the amount of \$79,926.05
 - E. Payroll Direct Deposit 04/01/16 – 04/15/16 in the amount of \$88,755.48
 - F. Claim Check Nos. 110335-110423 in the amount of \$166,335.08
- 6. ACTIVE AGENDA**
 - A. Resolution No. 2016-23 amending the Grandview City Council Procedures Manual 20-35
 - B. Resolution No. 2016-24 approving Task Order No. 2016-04 with HLA Engineering and Land Surveying, Inc., for the Ash Street and Alley Paving Improvements 36-40
 - C. Resolution No. 2016-25 approving Task Order No. 2016-05 with HLA Engineering and Land Surveying, Inc., for the Wallace Way Resurfacing 41-45
- 7. UNFINISHED AND NEW BUSINESS**
- 8. CITY ADMINISTRATOR AND/OR STAFF REPORTS**
- 9. MAYOR & COUNCILMEMBER MEETING REPORTS**
- 10. EXECUTIVE SESSION – Public Works Union Negotiations (30 minutes)**
- 11. ADJOURNMENT**

Anita Palacios

From: Madelyn Carlson <mcarlson@pfp.org>
Sent: Wednesday, April 20, 2016 6:49 AM
To: Anita Palacios
Cc: Meaghan Patterson
Subject: People For People - Materials
Attachments: City of Grandview 2016--.pdf; Copy of CC Schedule FINAL edits 8-15-14 Eng.pdf

Good Morning Anita,
Attached please find information for the City of Grandview Council Meeting on April 26.
I will be out of the office today, but if you have any questions or need additional information, please contact my Executive Assistant, Meaghan Patterson at mpatterson@pfp.org or 509-248-6726.

Thank you,

Madelyn Carlson
People For People, CEO
(509) 248-6726



PEOPLE FOR PEOPLE

People For People's Mission: Strengthening the communities we serve by providing resources and opportunities that empower people to lead self-sufficient and enriched lives.



PEOPLE FOR PEOPLE

City of Grandview

People For People's primary purpose is to improve lives and strengthen communities. For over 50 years, People For People has provided resources and opportunities that empower people to lead self-sufficient and enriched lives.

Meals on Wheels – Senior Nutrition

Grandview Community Center – 812 Wallace Way— Monday, Tuesday, Thursday, Friday – 11:30 a.m.
Meal service for Seniors, 60+ years of age
Congregate and Home Delivery = 8,548 meals for Grandview seniors in 2015



Senior and Special Needs Transportation

People For People provides transportation service to individuals that live outside transit service area.
3,147 trips were provided for Grandview's vulnerable senior and others with special needs
2,685 trips were provided for individuals arriving and departing from Grandview on the Community Connector



Non-Emergency Medical Transportation (NEMT)

For individuals that are Medicaid eligible, People For People brokers transportation services for individuals to access critical health care. Transportation includes mileage reimbursement, gas voucher, bus pass, taxi, or contracted transportation. Trips include out-of-area service for specialty care in Seattle or Spokane.
5,208 trips were provided in 2015 for residents of Grandview

Greater Columbia 2-1-1

People For People provides information and referrals to help connect people to local resources. 2-1-1 is an easy-to-remember and free number to request help identifying community health and human resources.

In 2015, 288 callers from Grandview used 2-1-1 to request information and referrals.

The most requested services:

- Tax Preparation
- Basic Food – Food Stamps
- Transportation
- Housing/Rent/Utilities
- Child Care Assistance

We are an Equal Opportunity Agency and provider of employment & training and social services. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711



PEOPLE FOR PEOPLE

YAKIMA - PROSSER COMMUNITY CONNECTOR

Provided by People For People
 Fare-Free & available to the general public. Funded by
 Grants from the Washington State Department of Transportation

WEEKDAY SERVICE (MONDAY-FRIDAY) (509) 457-1111

No Service, 1/2 Day New Years Eve & New Years Day; Martin L. King Jr. Day; Memorial Day; Presidents Day;
 Independence Day; Labor Day; Veterans Day; Thanksgiving Day & Day after; 1/2 Day Christmas Eve & Christmas Day



YAKIMA Transit Center 105 S. 4th St.	WAPATO International Market 512 W. 1st St.	TOPPENISH NCAC 706 Rentschler Ln.	ZILLA Shell Sun Mart 900 Vintage Valley Rd.	GRANGER Chandler's Conoco 1201 Bailey Ave.	GRANGER KDNA Radio Station 121 Sunnyside Ave.	SUNNYSIDE Neighborhood Health 617 Scoon Rd.	SUNNYSIDE WorkSource 1925 Morgan Rd.	GRANDVIEW Lucky 7 Mini Mart 226 Wine Country Rd.	GRANDVIEW Safeway Grocery Store 610 Wine Country Rd.	PROSSER 7th & Stacey Ave.
7:30 AM	7:50 AM	8:05 AM	8:20 AM	8:25 AM	8:45 AM	8:55 AM	9:10 AM	9:13 AM	9:30 AM	
12:45 PM	1:05 PM	1:25 PM	1:40 PM	1:40 PM	2:05 PM	2:05 PM	2:23 PM	2:20 PM	2:20 PM	
4:00 PM	4:20 PM	4:35 PM	4:55 PM	4:55 PM	5:10 PM	5:10 PM	5:25 PM	5:28 PM	5:45 PM	

SOUTHBOUND
 Leave /
 Salida

"For more information on transportation resources please dial 211"

PROSSER 7th & Stacey Ave. Transit Center	GRANDVIEW Across the street Safeway Grocery Store 610 Wine Country Rd.	GRANDVIEW Across the street from Lucky 7 Mini Mart 226 Wine Country Rd.	SUNNYSIDE WorkSource 1925 Morgan Rd.	SUNNYSIDE Neighborhood Health 617 Scoon Rd.	GRANGER Chandler's Conoco 1201 Bailey Ave.	GRANGER KDNA Radio Station 121 Sunnyside Ave.	ZILLA Shell Sun Mart 900 Vintage Valley Rd.	TOPPENISH NCAC 706 Rentschler Ln.	TOPPENISH Safeway Grocery Store Southeast corner	WAPATO International Market 512 W. 1st St.	YAKIMA Transit Center 105 S. 4th St.
10:15	10:30 AM	10:33 AM	10:50 AM	11:00 AM	11:15 AM	11:30 AM	11:40 AM	6:55 AM	7:10 AM	7:30 AM	
	2:20 PM	2:23 PM	2:40 PM	2:50 PM			3:05 PM		3:20 PM	3:40 PM	
6:30 PM	6:45 PM	6:48 PM	7:05 PM		7:20 PM				7:35 PM	7:50 PM	8:10 PM

NORTHBOUND
 Leave /
 Salida

Persons with special mobility needs call People For People at 457-1111 visit our web site at www.pfp.org Effective 08/01/2014

USDA Rural Communities Development Initiative Grant Proposal

Yakima Valley Conference of Governments



About the Grant:

- Provides funding to help non-profit housing and community development organizations support housing, community facilities, and community and economic development projects in eligible rural areas.
- An “intermediary” provides a service, such as training or staffing, to the “beneficiaries.”

YVCOG Proposal:

- YVCOG is “intermediary,” participating cities are “beneficiaries.”
- Request grant funds for YVCOG to hire an economic development specialist to provide economic development services directly to participating cities during a three-year period.
- Tasks could include business promotion, business plan education, strategic planning, city marketing, business recruitment, other – needs of city determines services provided.
- New Vision involved in an advisory capacity; this work considered complementary to their work.

What is Needed from Participating Cities:

- Grant requires a 100% cash match.
- Participating cities must provide a portion of the cash match.
- Currently, five cities have expressed interest in participating.
- Now developing what the \$ amount of the grant request will be.
- Met with cities interested in participating in March; will be continuing discussion with interested cities regarding how match would be distributed and services provided.
- Currently exploring interest and how grant could be set up; at this time no commitment needed from cities interested in participating.

Benefit to Participating Cities:

- Receive significant economic development services from a well-qualified specialist meeting the cities’ needs over a 3-year period for a fraction of the cost for the city to hire someone directly.

Timeline:

- Grant is yearly. 2016 funding announcement is expected very soon. Funds are likely to be awarded in October 2016.



Rural Community Development Initiative Grants Program 101

Program Status: Open

Application Deadline: 4:00 pm Local Time - August 13, 2015

Notice of Solicitation of Application (pdf) | Posted: May 15, 2015

What does this program do?

This program provides funding to help non-profit housing and community development organizations support housing, community facilities, and community and economic development projects in rural areas.

[Announcement of recent RCDI Grant Awards and the list of recipients.](#)

Who may apply for this program?

- Public bodies
- Non-profit organizations
- Federally Recognized Tribes

What is an eligible area?

Rural areas including cities, villages, townships, towns and Federally Recognized Tribal Lands outside the boundaries of a city of 50,000 or more and its immediately adjacent urbanized area.

How may funds be used?

To improve housing, community facilities, and community and economic development projects in rural areas.

Rural Community Development Initiative grants may be used for, but are not limited to:

- Training sub-grantees to conduct:
 1. Home-ownership education
 2. Minority business entrepreneur education
- Providing technical assistance to sub-grantees on
 1. Strategic plan development
 2. Accessing alternative funding sources
 3. Board training
 4. Developing successful child care facilities
 5. Creating training tools, such as videos, workbooks, and reference guides
 6. Effective fundraising techniques

What kind of funding is available?

- Minimum grant award is \$50,000; maximum grant award is \$250,000
- Grant funds are limited and are awarded through a competitive process

Are matching funds required?

- Matching fund requirement equal to amount of grant
- In-kind contributions cannot be used as matching funds
- Partnerships with other federal, state, local, private and nonprofit entities are encouraged

How do we get started?

- Applications are accepted on an annual basis through a Notice of Funding Availability (NOFA) in the Federal Register
- Program Resources are available online (includes forms needed, guidance, certifications etc.)

Who can answer questions?

Contact your local RD office.

What governs this program?

Code of Federal Regulation; 2 CFR 200 and Guidelines announced in NOFA, published in the Federal Register.

NOTE: Because citations and other information may be subject to change please always consult the program Instructions listed in the section above titled "What Law Governs this Program?" You may also contact your [State Office RCDI Contact](#) for assistance.

Forms & Resources

NOTE: If state specific forms are not shown above, please refer to the application materials listed below to start the process of applying. Please ensure that your state is selected in the dropdown menu above to find the [State Office contact information](#) for this program and speak to a [Business Programs Specialist](#) before attempting to fill out any forms or applications. This will save you valuable time in the process.

Application Information:

An application package can be downloaded from [Grants.gov](#) CFDA 10.446

[Checklist of Forms](#) included in [Grants.gov](#) application package ([pdf](#) | [doc](#))

For more information about this program, or to file an application, contact the Rural Development [State Office RCDI Contact](#).





United States Department of Agriculture

Office of Communications

1400 Independence Ave, SW
Washington, DC 20250-1300
(202) 720-4623
oc.news@usda.gov
www.usda.gov

News Release

Release No. 0096.15

Contact:
Anne Todd (202) 720-1021

USDA Awards Grants to Help Rural Communities Create Jobs and Strengthen Economic Development Capacity

KINGSPORT, Tenn., April 15, 2015 – Agriculture Under Secretary Lisa Mensah today announced the selection of 31 community-based organizations in 17 states and the District of Columbia for grants to help small rural communities create jobs and boost economic development. The grants are being made available through USDA Rural Development's Rural Community Development Initiative (RCDI) program.

"These grants bring increased economic opportunities to rural residents and communities by strengthening the capacity of the regional organizations that serve them," Mensah said during a visit today to Kingsport, Tenn. "They help organizations that are experienced in economic development create more job opportunities for rural residents. RCDI grants are an important part of USDA's ongoing efforts to address rural poverty. They help boost growth in our most economically vulnerable rural communities, including towns in Appalachia and Native American reservations."

Mensah is in Kingsport today to participate on a panel at the Appalachia Funders Network conference. Several organizations represented at the conference are among those selected for RCDI grants. Today's announcement demonstrates the importance of philanthropy and public-private partnerships. Three of the organizations selected for grants received their matching funds from foundations and/or charitable donors.

Here in Tennessee, the Appalachian Community Federal Credit Union, based in Gray, has been selected for a \$125,000 grant to help low-income rural residents build their financial literacy, learn to prepare income tax returns, and improve their capacity to plan and conduct economic development activities. In addition to attending the Appalachia Funders Network conference, Mensah also toured Rural Development investments in Tennessee.

Rural Community Development Initiative grants support rural housing, community facilities and economic development projects. Funds may be used to develop child care facilities; provide education, technical assistance and training; conduct strategic planning, and conduct other projects that help local communities develop their capacity. Eligible grant recipients are non-profit housing and community development organizations.

The Foundation for Appalachian Kentucky has been selected for a \$250,000 grant to provide technical assistance and training for community and economic development programs in 43 impoverished counties in southeastern Kentucky. Kentucky's Mountain Association for Community Economic Development (MACED) is receiving a \$250,000 technical assistance grant to help develop food systems for farmers, food banks and other groups in rural, low-income communities in central Appalachia. MACED is receiving matching funds from the Mary Reynolds Babcock Foundation and other organizations.

These RCDI grants are part of USDA's efforts to strengthen rural economies. They also support the Obama Administration's POWER+ initiative. POWER+, which stands for Partnerships for Opportunity and Workforce and Economic Revitalization, is a coordinated effort among multiple federal agencies, including USDA, to invest in coal communities, workers and technology. POWER+'s goal is to target federal economic and workforce development programs and resources to help communities negatively impacted by changes in the coal industry and power sector.

In Colorado, the Ute Mountain Ute Tribe is receiving a \$250,000 grant to provide economic development and training to Tribal members living on the reservation. Walking Shield, Inc., in Lake Forest, Calif., is receiving \$250,000 to help four Native American recipients with community development, healthcare, infrastructure and education programs. In Missouri, the Kaysinger Basin Regional Planning Commission is receiving a \$155,000 grant to support economic development in seven rural, low-income communities.

USDA is awarding \$6.3 million in grants for 31 projects in today's announcement. Funding is contingent upon the recipients meeting the terms of their grant agreements. [View the list of recipients.](#)

Seven states, including Tennessee, receiving support through this announcement are part of [USDA's StrikeForce for Rural Growth and Opportunity](#) initiative, which coordinates USDA assistance in the Nation's most economically challenged rural areas. Through StrikeForce, USDA works with community partners to feed kids, assist farmers, secure safe homes, conserve natural resources and create jobs. USDA StrikeForce teams are working with more than 500 community partners to address rural poverty in more than 800 counties in 21 states and Puerto Rico.

President Obama's historic investments in rural America have made our rural communities stronger. Under his leadership, these investments in housing, community facilities, businesses and infrastructure have empowered rural America to continue leading the way – strengthening America's economy, small towns and rural communities.

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USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).

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**Rural Community Development Initiative Grant Recipients
April 15, 2015**

State	Recipient	Amount	Purpose
AR	Winrock International	\$249,969	Technical assistance and training for Berryville, Eureka Springs and Mulberry to increase their capacity for economic development.
CA	Rural Community Assistance Corporation	\$187,500	Technical assistance and training for four ultimate rural recipients.
CA	Self-Help Enterprises	\$250,000	Technical assistance and training for rural water and wastewater service providers in five counties.
CA	Sierra Institute for Community and Environment	\$250,000	To help seven northern California recipients carry out forest biomass energy and wood manufacturing projects.
CA	Siskiyou County Economic Council	\$150,000	Technical assistance and training to enable three rural city councils to effectively undertake projects, conduct programs and attract additional funding.
CA	Walking Shield	\$250,000	To help four Tribal recipients with community development, healthcare, infrastructure and education.
CO	Colorado Community Revitalization Association dba Downtown Colorado, Inc.	\$131,480	Economic development training and education for nine low-income rural communities to increase their capacity for sustainable economic development.
CO	Red Wind Consulting, Inc.	\$244,259	To help the Leech Lake Band of Ojibwe Housing Authority develop new programs for Tribal community members who are homeless, including veterans and victims of domestic abuse.
CO	Ute Mountain Ute Tribe	\$250,000	Economic development training and education for individuals living on the Ute Mountain Ute Tribe Reservation in Towaoc, Colorado.
HI	State of Hawaii Department of Hawaiian Home Lands	\$250,000	To help four rural agriculture and farming communities build their capacity and ability to undertake community facilities, community development and economic development projects.
KY	Foundation for Appalachian Kentucky	\$250,000	Technical assistance and training for community and economic development programs in 43 southeastern Kentucky Appalachian counties that are struggling due to persistent poverty.
KY	Habitat for Humanity	\$54,400	Technical assistance and training for 32 Habitat for Humanity affiliates in Kentucky to help them expand affordable housing programs for lower-income families. Twenty of the affiliates are in persistent-poverty counties.
KY	Kentucky Highlands Investment Corporation	\$250,000	Technical assistance and training for six rural low-income communities to help boost local

State	Recipient	Amount	Purpose
			economic development. The communities are in persistent-poverty counties.
KY	Mountain Association for Community Economic Development	\$250,000	Technical assistance and training to support development of food systems for farmers, food banks, and other groups in rural low-income communities in central Appalachia.
ME	Genesis Community Loan Fund	\$249,900	Technical assistance and training for three Native American Tribes and two island-based community organizations to provide or preserve affordable housing for senior citizens.
MA	Capital Link	\$75,000	Technical assistance and training for non-profits in Vermont, California, Mississippi, North Carolina, Oklahoma and Tennessee that will support 15 rural health centers over a three-year period.
MA	YouthBuild	\$249,983	For regional and economic development programs, and job training programs for rural youth, in the central Appalachian regions of Kentucky, Ohio, Pennsylvania and West Virginia.
MN	Initiative Foundation	\$250,000	Technical assistance, training and financial support for nine low-income rural communities to develop their capacity to undertake housing, community facilities, and community and economic development projects.
MN	Minnesota Housing Partnership	\$130,000	To help the Rosebud Economic Development Corporation, a non-profit organization of the Rosebud Sioux Tribe, develop sustainable affordable housing, community and economic development programs on the reservation.
MO	Kaysinger Basin Regional Planning Commission	\$155,000	Technical assistance to support community and economic development in seven rural low-income communities. Emphasis will be placed developing capacity and resources in the most poverty-stricken areas of the region.
NH	Northern Forest Center	\$250,000	Technical assistance for the Northern Community Investment Corporation to help it develop a new food system network in northern New Hampshire and the Northeast Kingdom in Vermont.
NY	Local Initiatives Support Corporation	\$250,000	Technical assistance, training and financial assistance for 16 non-profit organizations in Alabama, Alaska, Arkansas, Arizona, Florida, Kentucky, Maryland, Mississippi, New Mexico, Ohio and South Dakota to increase delivery of affordable housing, community facilities, community and economic development programs.
NC	North Carolina Rural Economic Development Center, Inc.	\$250,000	To support the state's Small Towns Economic Prosperity project and help eight small rural towns build their economic development

State	Recipient	Amount	Purpose
			capacity through coaching, technical assistance, leadership training and strategic planning.
NC	University of North Carolina at Chapel Hill Office of Sponsored Research	\$149,566	To help rural town administrators in the southeast U.S. create sustainable energy efficiency programs.
OR	Mid-Columbia Economic Development District	\$60,000	To help five recipients in Oregon and Washington begin using the Agora Investment Platform, a web application that connects community leaders with investment capital sources.
PA	The Progress Fund dba Trail Town Program	\$140,000	Technical and financial assistance to help small rural Pennsylvania towns take advantage of the trail and tourism market to boost economic development, business growth and revitalization efforts.
SD	Northeast South Dakota Community Action Program, Inc.	\$250,000	Technical assistance and training for housing, community facilities and economic development activities in rural South Dakota.
TN	Appalachian Community Federal Credit Union	\$125,000	To help low-income rural communities build their financial literacy, income tax preparation and strategic planning capacity.
WV	Randolph County Housing Authority	\$187,522	Technical assistance for six non-profit recipients to revitalize their local rural communities and improve their economies.
DC	Housing Assistance Council	\$250,000	Technical assistance and training, over a three-year period, to help rural communities increase their capacity for economic, housing and community development on behalf of low-income families.
DC	NeighborWorks America	\$250,000	To build the capacity of eligible rural organizations that serve persistent-poverty areas. The project is part of NeighborWorks America's Rural Initiative.
TOTAL		\$6,289,579	

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES
APRIL 12, 2016**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 6:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Gloria Mendoza, Bill Moore, Javier Rodriguez and Joan Souders.

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

2. GRANDVIEW CITY COUNCIL PROCEDURES MANUAL

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

City Clerk Palacios explained that she researched previous versions of the Grandview City Council Procedures Manual and the wording included in the revision was wording that had previously been adopted by the Grandview City Council under the Committee-of-the-Whole system. The revision read as follows:

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

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.

Upon review, the Council recommended the following changes and/or additions:

5.2 The Committee-of-the-Whole shall meet on the ~~third~~ **second and fourth Tuesdays** of each and every month at 6:00 p.m., **and if determined necessary 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.

Following discussion, the City Clerk was directed to present the Grandview City Council Procedures Manual for Council consideration at the April 26th Council meeting.

3. ADJOURNMENT

The study session adjourned at 6:50 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 12, 2016**

1. CALL TO ORDER

Mayor Norm Childress called the regular meeting to order at 7:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Bill Moore, Gloria Mendoza, Javier Rodriguez and Joan Souders.

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

2. PLEDGE OF ALLEGIANCE

Councilmember McDonald led the pledge of allegiance.

3. PRESENTATIONS

A. 25-Year Service Award – Police Officer Mitch Fairchild

Mayor Childress presented a 25-Year Service Award to Mitch Fairchild, Police Officer, in recognition and appreciation of his loyal service and dedication to the City of Grandview.

B. 2016 GHS Girls Wrestling State Championship Team

Mayor Childress presented the GHS Girls Wrestling State Champions and Coaches with a Certificates of Achievement for winning the 2016 Girls Wrestling State Championship Team Trophy. Present on behalf of the 2016 GHS Girls Wrestling Team were Jasel Perez, Viannei Perez, Maria Reyes and Desiree Zavala, along with coaches Bob Johnson, Eric Meza, Mark Uribe and Jesenia Meza.

C. 2016 Arbor Day Proclamation

Mayor Childress proclaimed April 13, 2016 as Arbor Day in the City of Grandview and urged all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands. The Arbor Day celebration was scheduled for April 13th at the Palacios Parkway to plant trees with Teddy Bear Corner Daycare and students from Smith Elementary School.

D. Certificates of Recognition – Lorena Trujillo and Kendra Bean

Councilmember Mendoza and Mayor Childress presented Certificates of Recognition to Lorena Trujillo and Kendra Bean for their outstanding work in the community.

4. PUBLIC COMMENT – None

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5. CONSENT AGENDA

Councilmember Brewer requested that the Minutes of the March 22, 2016 study session be removed from the Consent Agenda.

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

- A. Minutes of the March 22, 2016 regular meeting**
- B. Payroll Electronic Fund Transfers (EFT) Nos. 5536-5541 in the amount of \$83,154.97**
- C. Payroll Check Nos. 8726-8766 in the amount of \$25,842.73**
- D. Payroll Direct Deposit 03/16/16 – 03/31/16 in the amount of \$92,967.15**
- E. 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**

Mayor Childress opened the public hearing to review final project performance on the East Fourth Street Neighborhood Improvement Project funded by the Community Development Block Grant by reading the public hearing procedure.

City Administrator/Public Works Director Arteaga explained that the East Fourth Street Neighborhood Improvement Project was complete and the contractor finalized all requirements to close out the project. The project included the reconstruction of existing roadways, curb, sidewalks, water and sewer utilities. The CDBG Project Manager completed an audit of the project on March 30th. CDBG procedures required that a public hearing to assess the success of the project be accomplished by the City at the end of the project.

No comments were received during the public hearing or by mail and the hearing was closed.

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

Police Chief Fuller explained that the Grandview Police Department currently has in its evidence storage bicycles that were recovered as lost or stolen property over the past few years. There were no known owners of the bicycles and they were ready for surplus. As in the past, the Police Department requested that the bicycles be declared surplus and disposed of by donating the bicycles to charitable organizations for distribution to needy children.

On motion by Councilmember Mendoza, second by Councilmember Souders, Council approved Resolution No. 2016-20 declaring bicycles as surplus and authorizing the disposition.

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

Parks & Recreation Director Carpenter explained that 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 correction action plan to bring the lighting up to the 10 foot candle requirement by the beginning of the 2017 pool season. At the March 22, 2016 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.

On motion by Councilmember Souders, second by Councilmember Moore, Council amended Resolution No. 2016-21 to read “The City Council commits to an estimated \$100,000 in funding to construct and/or improve the pool deck lighting as necessary to bring the existing lighting levels into compliance with state standards prior to the 2017 pool season.”

On motion by Councilmember Everett, second by Councilmember Moore, Council approved Resolution No. 2016-21 committing funds to complete the deck lighting improvements for the Swim Pool Improvements – Phase 2, as amended.

D. Country Park Events Center Drain Ditch Piping Project

Parks & Recreation Director Carpenter explained that within the “Improvements other than buildings” line item of the 2016 Parks Maintenance Service Budget, there was \$16,700 budgeted to participate in the drain ditch piping at the northeast boundary of the Country Park Events Center. This partnership included the Yakima Valley Fair & Rodeo, Yakima Valley Farm Workers Clinic, Sunnyside Valley Irrigation District, and City of Grandview all contributing toward this project which would make this property more usable and accessible to patrons for various facility events. Earlier this year, SVID advised the City that a new manhole would need to be installed to accommodate existing drains from the Country Park Events Center site. This additional element would increase the required contributions that would 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 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.

On motion by Councilmember Moore, second by Councilmember Rodriguez, Council accepted the Yakima Valley Fair & Rodeo Board proposal to pay up to \$3,000 for the additional manhole in exchange for a credit up to \$3,000 in future fair utility expenses.

Councilmembers Everett and Brewer voted in opposition.

E. 2016 Transportation Benefit District – Street Maintenance Projects

City Administrator/PW Director Arteaga explained that each year, staff recommended a list of street maintenance projects for Council consideration. The 2016 Transportation Benefit District budget appropriated \$70,000 for street maintenance. Street maintenance consisted of dust abatement, pothole repair, sealcoating and asphalt overlays. In the past, Yakima County Public

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Works provided the City's dust abatement and sealcoating treatments. The City was notified that the County would not be sealcoating roads for the 2016 season. He recommended 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

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).

He recommended that the two asphalt overlay projects could be included with the Wine Country Road asphalt grind and overlay scheduled for this spring.

On motion by Councilmember Mendoza, second by Councilmember Everett, Council authorized staff to include the Ash Street from Second south to Third Street asphalt overlay and the alley between Division and Ash from Second to Third asphalt overlay with the Wine Country Road asphalt grind and overlay project.

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

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

On motion by Councilmember Everett, second by Councilmember Brewer, Council approved 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.

7. UNFINISHED AND NEW BUSINESS –

A. Minutes of the March 22, 2016 study session

Councilmember Brewer requested the Swim Pool Improvements – Phase 2 section of the March 22, 2016 study session minutes be amended for clarification.

The first paragraph, fourth sentence to be amended to read: In order to approve the Phase 2 swim pool improvements, the Department of Health would require that the City ~~install 10-foot candles~~ **improve the existing lighting** by the beginning of the 2017 pool operation.

The fifth paragraph to be amended to read: 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~~ **until after** the 2016 pool season.

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On motion by Councilmember Brewer, second by Councilmember Souders, Council approved the minutes of the March 22, 2016 Study Session as amended.

8. CITY ADMINISTRATOR AND/OR STAFF REPORTS

2016 Sidewalk Grant Opportunities – City Administrator Arteaga reported that the Safe Routes to School Program and the Pedestrian and Bicycle Program grant applications were due on May 6th. He expressed concern with the time constraint to complete the applications. He recommended Council authorize staff to complete and submit the grant applications as follows:

- The Pedestrian and Bicycle Program grant application for Larson Street in the amount of \$217,000 with a 15% match in the amount of \$32,550.
- The Safe Routes to School Program grant application for North Elm and Fir Streets in the amount of \$420,000 with a 15% match in the amount of \$63,000.

He reminded Council that if the grant applications were funded, the projects would be constructed in 2018 and the City would have two budget cycles to provide the match.

Following discussion, Council consensus was for staff to proceed with the submission of the two grant applications as presented.

9. MAYOR & COUNCILMEMBER MEETING REPORT

Community Partnership Meeting – Councilmember Souders reported that the Community Partnership Meeting was held on March 29th at the Community Center with representatives of the City Council, Grandview School District, Port of Grandview, YVCC Grandview Campus, Yakima Valley Fair & Rodeo Board, Yakima County Fair & Rodeo Foundation and the Grandview Chamber of Commerce.

Council Retreat Committee – Councilmember Everett reported that the Council Retreat Committee along with City Administrator Arteaga and City Clerk Palacios met with Chuck Goll of Executive Dynamics on April 12th to discuss the strategic planning model for the Council Retreat. The retreat was scheduled for July 11-12 at the Community Center with the Mayor, Council and Department Heads.

YVCOG Homeless Planning & Policy Council – Councilmember Souders reported that she attended the YVCOG Homeless Planning and Policy Council meeting on April 12th.

Justice Housing Project – Councilmembers Souders and Brewer attended the Justice Housing Project meeting in Yakima. The project would construct micro-housing for the homeless.

10. EXECUTIVE SESSION – Non-Union Employee Salary Survey

Mayor Childress adjourned the meeting to an executive session at 9:00 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, Councilmembers, City Attorney Menke, City Attorney Plant and City Administrator present. All other staff present recused themselves from the meeting. The executive session was continued an additional 15 minutes at 9:30 p.m. The meeting resumed at 9:45 p.m., with the aforementioned Mayor, Council and staff present.

11. **ADJOURNMENT**

On motion by Councilmember Moore, second by Councilmember Mendoza, Council adjourned the meeting at 9:45 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk

RESOLUTION NO. 2016-23

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE GRANDVIEW CITY COUNCIL PROCEDURES MANUAL**

WHEREAS, the City Council adopted a Council Procedure Manual in 1986 for the purpose of outlining procedures to be followed by the City Council in the conduct of municipal business; and

WHEREAS, it has from time to time been necessary to amend the Council Procedures Manual to reflect changes in Council operations or applicable law; and

WHEREAS, the City Council finds and determines that amending the Council Procedure Manual in such a manner that the manual be consistent with the Grandview Municipal Code and current City Council operations is in the best interest of the residents of the City of Grandview and will promote the general health, safety and welfare;

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

SECTION 1. The Grandview City Council Procedures Manual is hereby repealed in its entirety.

SECTION 2. There is hereby adopted a new Grandview City Council Procedures Manual to read as follows:

**GRANDVIEW CITY COUNCIL
PROCEDURES MANUAL**

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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 accordance with RCW 35A.12.100, the Mayor may vote only in case of a tie vote of the Council. The Mayor may not vote to break a tie with respect to the passage of an ordinance, a resolution for the payment of money, or revocation of franchise or license.

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 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.

2.2 **Location of Meetings:** All 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 **Special Meetings:** RCW 42.30.080 provides that special meetings may be called by the Mayor or 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.

2.4 **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, 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 Mayor may, at his discretion, call any member to take the chair, to allow him to address the Council, 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 distant 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.

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 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 the Committee-of-the-Whole. Therefore, all new matters shall be placed on the Council agenda as new business for referral to the Committee-of-the-Whole.

(b) At the next Council meeting, after such referral to the Committee-of-the-Whole, the Committee-of-the-Whole will report their recommendation to the Council. If the Committee-of-the-Whole feels that it is something that should be referred to the Mayor for disposition as an administrative matter, then the 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 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 "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. 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 public may address the Council on 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) 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. COMMITTEE-OF-THE-WHOLE & AD HOC COMMITTEES:

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 second and fourth Tuesdays of each and every month at 6:00 p.m., and if determined necessary 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.

Manufacturer	Model	Serial Number	Remarks

City Council Member Name (Please print)

City Council Member Signature

Date

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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

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April 26, 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**

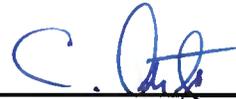
ITEM TITLE Resolution No. 2016-24 approving Task Order 2016-04 with HLA Engineering and Land Surveying, Inc., for the Ash Street and Alley Paving Improvements	AGENDA NO.: Active 6 (B) AGENDA DATE: April 26, 2016
ORIGINATING SOURCE Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT HEAD 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.

At the April 12th City Council meeting, a Transportation Benefit District report was presented to Council identifying street maintenance projects for 2016. It was recommended that the 200 Block of Ash Street and the alley (200 block) between Division and Ash be included as an alternate to the Wine Country Road grind and overlay project. The goal would be to gain an economy of scale and receive favorable bids by adding this section as an alternate to the Wine Country Road project.

Task Order No. 2016-04 with HLA Engineering is in the amount of \$6,530.00 for design, plans and specifications and \$8,160.00 for services during construction.

ACTION PROPOSED

Approve Resolution No. 2016-24 approving Task Order 2016-04 with HLA Engineering and Land Surveying, Inc., for the Ash Street and Alley Paving Improvements.

RESOLUTION NO. 2016-24

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2016-04 WITH HLA ENGINEERING AND LAND
SURVEYING, INC., FOR THE ASH STREET AND ALLEY PAVING IMPROVEMENTS**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City would like to complete resurfacing improvements to the 200 block of Ash Street, consisting of a shoulder grind and full width overlay, and the alley between Division Street and Ash Street, consisting of a full width grind and overlay,

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

The Mayor is hereby authorized to sign Task Order No. 2016-04 in the amount of \$14,690.00 with HLA Engineering and Land Surveying, Inc., for the Ash Street and Alley Paving Improvements in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April 26, 2016.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2016-04

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Ash Street and Alley Paving Improvements

The City of Grandview (CITY) has received funding from the Transportation Improvement Board to complete the Wine Country Road Resurfacing from Ash Street to Fir Avenue. In addition to the Wine Country Road Improvements the CITY would like to complete resurfacing improvements to the 200 block of Ash Street, consisting of a shoulder grind and full width overlay, and the alley between Division Street and Ash Street, consisting of a full width grind and overlay.

SCOPE OF SERVICES:

HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) to consist of resurfacing improvements to Ash Street and the alley between Division Street and Ash Street; provide advertising and bidding services, make recommendation of contract award to the lowest responsible bidder, and provide engineering services during construction.

HLA shall provide the following services:

Plans, Specifications, Opinion of Cost, and Bidding Services

1. Prepare complete plan set including roadway plan sheets with construction notes, and plan details.
2. Prepare final construction document level construction estimate.
3. Prepare final project specifications.
4. Submit final documents to the CITY for review and approval.
5. Transmit plans to dry utility companies including power, cable, natural gas, and telephone to advise them of impending construction.
6. Incorporate CITY review comments, and provide final construction documents for bidding approval.
7. Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
8. Provide contract documents to potential bidders, as requested, and maintain plan holders list.
9. Prepare up to two (2) addenda to contract documents.
10. Answer questions during bidding from prospective bidders.

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11. Attend project bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.

Construction Services

1. Following award of the Contract by the CITY, prepare Notice of Award to the Contractor.
2. Assist in reviewing bond and insurance, and prepare contracts.
3. Coordinate and conduct preconstruction conference, followed by issuance of Notice to Proceed.
4. Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
5. Provide staking for roadway construction including structures, curb and gutter, and subgrade elevations.
6. Provide submittal review for project materials as provided by the Contractor per the project specifications.
7. Attend construction meetings associated with civil improvements, anticipated once per week during the duration of the improvements.
8. Furnish a qualified resident engineer who shall make construction observations and be on the job at all times significant work is in progress, whose sole duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications (estimated additional 5 working days added to the TIB construction contract).
9. Prepare progress reports on the project construction for the days during which a resident engineer is present.
10. Recommend progress payments for the Contractor to the CITY.
11. Prepare and submit proposed contract change orders when applicable.
12. Conduct final inspection and prepare list of items to be corrected, and provide to the CITY.
13. Prepare record drawings of civil-related improvements based on the Contractor's as-built plans.

TIME OF PERFORMANCE:

Following authorization to proceed, HLA will diligently pursue completion of the Project with the following schedule anticipated:

1. Completion of Plans, Specifications, Opinion of Cost, and Bidding Services within ten (10) working days following authorization to proceed.
2. It is estimated construction of improvements (TIB and City) will be completed within 30 working days following the notice to proceed.

FEE FOR SERVICE:

All work for Plans, Specifications, Opinion of Cost, and Bidding Services shall be performed for the Lump Sum fee of \$6,530.00.

Engineering Services during Construction shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$8,160.00.

Proposed:  4/21/2016
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, President

Approved: _____
City of Grandview Date
Norm Childress, Mayor

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

ITEM TITLE Resolution No. 2016-25 approving Task Order 2016-05 with HLA Engineering and Land Surveying, Inc., for the Wallace Way Resurfacing	AGENDA NO.: Active 6 (C) AGENDA DATE: April 26, 2016
ORIGINATING SOURCE Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT HEAD REVIEW

Cus Arteaga, City Administrator/Public Works Director

CITY ADMINISTRATOR 	MAYOR 
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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.

The City in partnership with a local industry was able to secure funding from the Yakima County SIED Program for improvements to the Euclid/Wine Country Road Intersection and Forsell Road. The City received good bids and has some remaining funds that we want to utilize for a grind and overlay of Wallace Way from Forsell Road north to Stover Road (near the Chevron). The budget estimate is approximately \$170,000. Task Order No. 2016-05 with HLA Engineering is in the amount of \$14,500 for design, plans and specifications and \$10,500 for services during construction.

We would like to incorporate the Wallace Way resurfacing project with the Wine Country Road grind and overlay Project which will go out to bid within the next three weeks.

ACTION PROPOSED

Approve Resolution No. 2016-25 approving Task Order 2016-05 with HLA Engineering and Land Surveying, Inc., for the Wallace Way Resurfacing.

RESOLUTION NO. 2016-25

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2016-05 WITH HLA ENGINEERING AND LAND
SURVEYING, INC., FOR THE WALLACE WAY RESURFACING**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City would like to complete a grind and overlay of Wallace Way from Forsell Road to the intersection where Stover Road begins (near the Chevron),

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

The Mayor is hereby authorized to sign Task Order No. 2016-05 in the amount of \$25,000.00 with HLA Engineering and Land Surveying, Inc., for the Wallace Way Resurfacing in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April 26, 2016.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

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TASK ORDER NO. 2016-05

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wallace Way Resurfacing

The City of Grandview (CITY) has received funding from the Yakima County Supporting Investment in Economic Development (SIED) program for improvements to Forsell Road and the intersection of Wine Country road and Euclid Road. There are additional project dollars remaining in the program to spend on a related project. The City desires to spend the remaining project funds on a grind and overlay of Wallace Way from Forsell Road to the intersection where Stover Road begins (near the Chevron). The approximate value of the construction contract is \$170,000.

In an attempt to gain an economy of scale, the project will be bid with the upcoming Transportation Improvement Board (TIB) project, Wine Country Road Resurfacing, from Ash Street to Fir Avenue. The TIB project also includes resurfacing improvements to the 200 block of Ash Street and the alley between Division Street and Ash Street with City funds.

Engineering design work of Wallace Way will need to begin immediately in order to package the improvements with the upcoming TIB project. Construction is anticipated to occur this summer.

SCOPE OF SERVICES:

HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) to consist of resurfacing improvements to Wallace Way; provide advertising and bidding services, make recommendation of contract award to the lowest responsible bidder, and provide engineering services during construction.

HLA shall provide the following services:

Plans, Specifications, Opinion of Cost, and Bidding Services

1. Prepare a complete plan set including roadway plan sheets with construction notes, and plan details.
2. Prepare a final construction cost estimate.
3. Prepare final project specifications.
4. Submit final documents to the CITY for review and approval.
5. Transmit plans to dry utility companies including power, cable, natural gas, and telephone to advise them of impending construction.
6. Incorporate CITY review comments, and provide final construction documents for bidding approval.
7. Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
8. Provide contract documents to potential bidders, as requested, and maintain plan holders list.

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9. Prepare addenda to the contract documents.
10. Answer questions during bidding from prospective bidders.
11. Attend project bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.

Construction Services

1. Following award of the Contract by the CITY, prepare Notice of Award to the Contractor.
2. Assist in reviewing bond and insurance, and prepare contracts.
3. Coordinate and conduct preconstruction conference, followed by issuance of Notice to Proceed.
4. Furnish the field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
5. Provide construction staking.
6. Provide submittal review for project materials as provided by the Contractor per the project specifications.
7. Attend construction meetings.
8. Furnish a qualified resident engineer who shall make construction observations and be on the job at all times significant work is in progress, whose sole duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications (estimated additional 6 working days added to the TIB construction contract).
9. Prepare progress reports on the project construction.
10. Recommend progress payments for the Contractor to the CITY.
11. Prepare and submit proposed contract change orders when applicable.
12. Conduct final inspection and prepare list of items to be corrected, and provide to the CITY.
13. Prepare record drawings of civil-related improvements based on the Contractor's as-built plans.

TIME OF PERFORMANCE:

Following authorization to proceed, HLA will diligently pursue completion of the Project with the following schedule anticipated:

1. Completion of Plans, Specifications, Opinion of Cost, and Bidding Services within ten (10) working days following authorization to proceed.
2. It is estimated construction of improvements (TIB, City and SIED) will be completed within 35 working days following the notice to proceed.

FEE FOR SERVICE:

All work for Plans, Specifications, Opinion of Cost, and Bidding Services shall be performed for the Lump Sum fee of \$14,500.00.

Engineering Services during Construction shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$10,500.00.

Proposed: Michael T. Battle 4/21/2016
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, President

Approved: _____ Date
City of Grandview
Norm Childress, Mayor

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