

**GRANDVIEW CITY COUNCIL  
MEETING AGENDA  
TUESDAY, MARCH 8, 2016**



**STUDY SESSION – 5:30 PM**

	<b><u>PAGE</u></b>
1. Water Comprehensive Plan	1-3
2. Swim Pool Improvements – Phase 2	
3. 2016 Grant Opportunities	4-14
4. Grandview City Council Procedures Manual	15-45

**REGULAR MEETING – 7:00 PM**

<b>1. CALL TO ORDER &amp; ROLL CALL</b>	
<b>2. PLEDGE OF ALLEGIANCE</b>	
<b>3. PRESENTATIONS</b>	
A. 25-Year Service Award – Juan Moreno, Public Works Foreman	
<b>4. PUBLIC COMMENT</b>	
Citizens may address the Council on matters other than those appearing on the agenda.	
<b>5. CONSENT AGENDA</b>	
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 February 23, 2016 study session	46-48
B. Minutes of the February 23, 2016 regular meeting	49-52
C. Payroll Electronic Fund Transfers (EFT) Nos. 5520-5525 in the amount of \$78,933.94	
D. Payroll Check Nos. 8669-8709 in the amount of \$26,655.41	
E. Payroll Direct Deposit 02/16/16 – 02/29/16 in the amount of \$89,059.07	
F. Claim Check Nos. 110035-110110 in the amount of \$520,851.16	
<b>6. ACTIVE AGENDA</b>	
A. Resolution No. 2016-14 declaring certain Fire Department vehicles as surplus and authorizing disposal of the surplus vehicles by public auction, sale or trade	53-54
B. Resolution No. 2016-15 authorizing the Mayor to sign a Public Defender Agreement for conflict indigent defense counsel with Daniel Polage	55-66
C. Fourth Street & Birch Street CDBG Improvements Project Acceptance	67-77
D. Resolution No. 2016-16 accepting the bid for the Old Inland Empire Highway DWSRF Water System Improvements and authorizing the Mayor to sign all contract documents with Culbert Construction, Inc.	78-82
E. Ordinance No. 2016-1 amending the 2016 Annual Budget	83-87
<b>7. UNFINISHED AND NEW BUSINESS</b>	
A. Circle Park	88-90
<b>8. CITY ADMINISTRATOR AND/OR STAFF REPORTS</b>	
<b>9. MAYOR &amp; COUNCILMEMBER MEETING REPORTS</b>	
<b>10. EXECUTIVE SESSION – Non-Union Employee Salary Survey (30 minutes)</b>	
<b>11. ADJOURNMENT</b>	

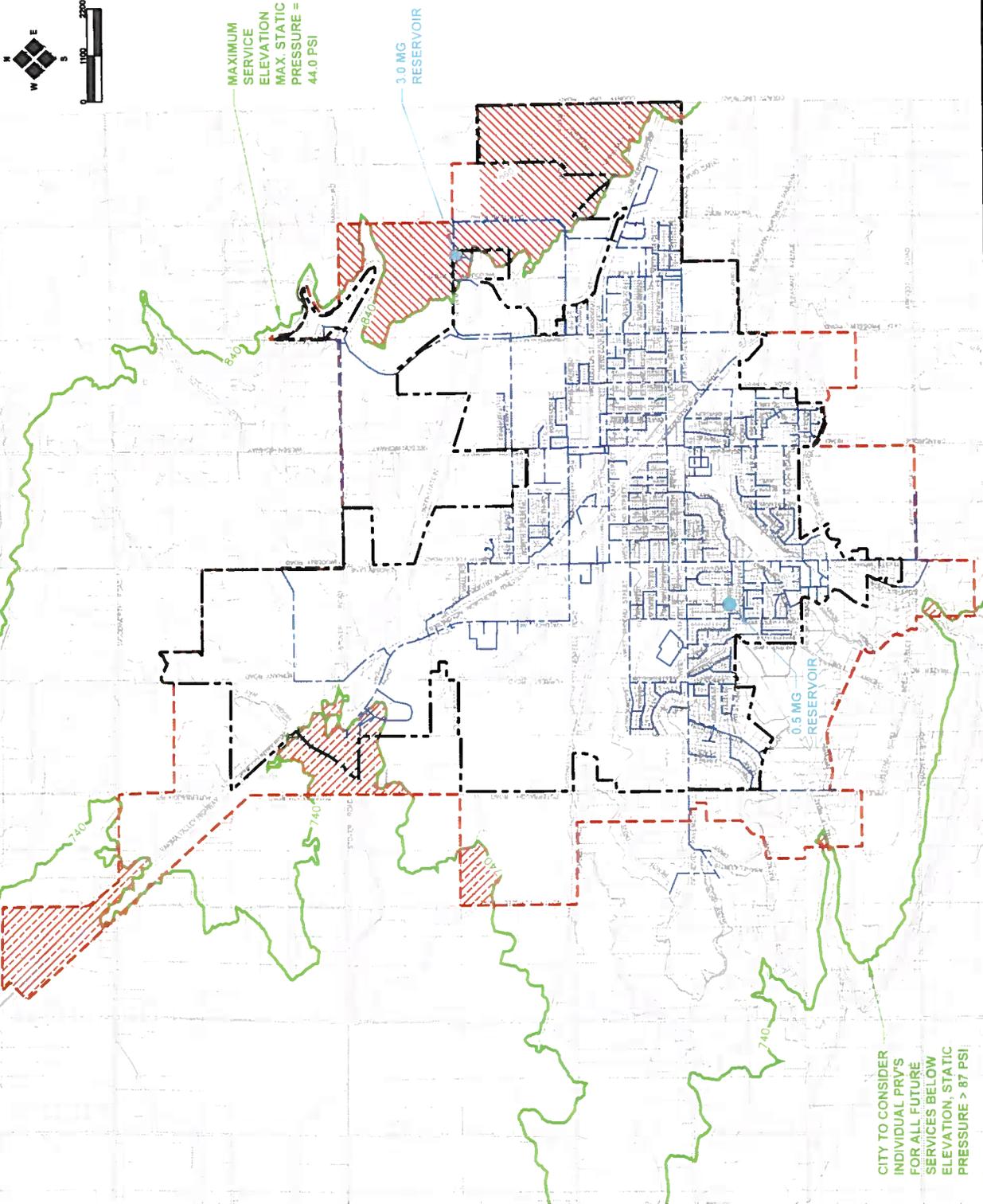
# CITY OF GRANDVIEW

## Water System Plan Update

### WATER SYSTEM SERVICE AREA/ELEVATIONS MAP

#### LEGEND

- RETAIL SERVICE AREA (CITY LIMITS)
- - - FUTURE SERVICE AREA (URBAN GROWTH AREA)
- SERVICE ELEVATION CONTOUR
- WATER MAINS
- RESERVOIR
- YAKIMA COUNTY 20' CONTOURS
- ▨ SERVICE AREA ABOVE ELEVATION 840 FT.
- ▨ SERVICE AREA BELOW ELEVATION 740 FT.



CITY TO CONSIDER INDIVIDUAL PRV'S FOR ALL FUTURE SERVICES BELOW ELEVATION; STATIC PRESSURE > 87 PSI

MAXIMUM SERVICE ELEVATION MAX. STATIC PRESSURE = 44.0 PSI

0.5 MG RESERVOIR

3.0 MG RESERVOIR

840

740

100 200

W E



**TABLE 8-2 SCHEDULE OF RECOMMENDED MAJOR CAPITAL IMPROVEMENTS**

Priority No.	Improvement Description	Estimated Cost in 2015 Dollars	Completion Year								Funding Source	
			2016	2017	2018	2019	2020	2021	2022 to 2025			
1	O.I.E.H. and Elm St. Water Main Loop and Upsizing (DWSRF Loan Secured)	900,900		900,900*								SRF Loan/City
2	Cedar St. Water Main Upsizing	339,850			371,363							SRF Loan/City
3	N. Elm St. Water Main Upsizing	233,800			255,480							SRF Loan/City
4	W. 3 <sup>rd</sup> St. Water Main Upsizing	329,200			359,726							SRF Loan/City
5	W. 4 <sup>th</sup> St. Water Main Upsizing	213,250			233,024							SRF Loan/City
6	Glen St. Water Main Upsizing	187,700			205,105							SRF Loan/City
7	Future Well A/C	1,529,350						1,772,936				SRF Loan/City/ CERB/Private
8	New Reservoir and Transmission Main	5,182,300								6,187,937		SRF Loan/City/ CERB/Private
9	Hillcrest Rd. and Vista Dr. Water Main Loop and Upsizing	149,800									184,235	SRF Loan/City
10	W. Concord Ave. Water Main Upsizing	369,550									454,500	SRF Loan/City
11	Princeville St. Water Main Loop	30,750									37,819	SRF Loan/City
12	Grandridge Rd. and Apricot Rd. Water Main Loop	836,950									1,029,343	SRF Loan/City
13	W. 2 <sup>nd</sup> St. Water Main Upsizing	345,600									425,044	SRF Loan/City
14	Pecan St. Water Main Loop	144,650									177,901	SRF Loan/City
15	Balcom & Moe Well S02 Reconstruction	1,211,850									1,490,423	SRF Loan/City
16	Future Well B/D	1,466,350									1,880,426	SRF Loan/City
	<b>TOTAL COSTS</b>	<b>13,535,041</b>	<b>0</b>	<b>900,900</b>	<b>1,424,697</b>	<b>0</b>	<b>0</b>	<b>1,772,936</b>	<b>6,187,937</b>	<b>5,602,690</b>		

Note: Improvement costs for years following 2015 include 3% inflation per year.  
\* DWSRF Loan secured.

**TABLE 9-4 PROPOSED WATER OPERATING FUND FINANCIAL PROGRAM**

Year Ending	2015 <sup>a</sup>	2016	2017	2018	2019	2020	2021
<b>BEGINNING FUND BALANCE</b>	3,545,053	3,788,248	3,985,532	4,341,758	4,791,969	5,024,210	5,450,027
<b>REVENUES</b>							
Water Service Fees	1,735,000	1,769,700	1,805,094	1,841,196	1,878,020	1,915,580	1,953,892
Connection Fees	10,000	12,000	12,000	12,000	12,000	12,000	12,000
Interest Earnings	21,000	18,941	19,928	21,709	23,960	25,121	27,250
Rent & Leases	4,245	4,000	4,000	4,000	4,000	4,000	4,000
Other Water Revenue/Adjustments	1,200	1,224	1,248	1,273	1,299	1,325	1,351
Utility Tax	485,000	428,267	436,833	445,569	454,481	463,570	472,842
<b>Subtotal Operating Revenues</b>	2,256,445	2,234,133	2,279,103	2,325,748	2,373,759	2,421,597	2,471,335
Loan/Bond Proceeds	31,000	0	836,840	1,424,697	0	1,772,936	6,187,937
<b>TOTAL - REVENUES</b>	2,287,445	2,234,133	3,115,943	3,750,445	2,373,759	4,194,533	8,659,272
<b>EXPENDITURES</b>							
<b>Water Operations</b>							
Salaries and Wages	347,200	357,616	368,344	379,395	390,777	402,500	414,575
Benefits	160,720	165,542	170,508	175,623	180,892	186,319	191,908
Supplies	63,000	64,890	66,837	68,842	70,907	73,034	75,225
Other Services and Charges	443,100	456,393	470,085	484,187	498,713	513,674	529,085
Utility Tax	505,000	428,267	436,833	445,569	454,481	463,570	472,842
Operating Transfers Out	0	0	0	0	0	0	0
<b>Subtotal - Water Operations</b>	1,519,020	1,472,708	1,512,607	1,553,616	1,595,769	1,639,098	1,683,635
<b>Capital Outlay</b>							
Major Capital Improvements	246,480	0	836,840	1,424,697	0	1,772,936	6,187,937
Misc. Capital Improvements	10,000	314,600	161,800	10,900	145,500	0	119,400
Machinery and Equipment	37,500	20,000	20,600	21,218	21,855	22,510	23,185
<b>Subtotal - Capital Outlay</b>	293,980	334,600	1,019,240	1,456,815	167,355	1,795,446	6,330,522
<b>Debt Service</b>							
99 PWTF Well Rehab	28,500	28,223	27,952	27,680	27,409	0	0
03 SRF Loan Well Rehab	152,630	151,218	149,818	148,418	147,017	145,617	144,217
Yakima Co SIED Loan Downtown	28,510	28,500	28,500	28,500	28,500	28,500	0
USDA Note '09 & '10 Water Imp	21,610	21,600	21,600	21,600	21,600	21,600	21,600
DWSRF Loan '13 OIE	0	0	0	63,605	54,140	53,685	53,230
New DWSRF Loan '18 (Imp. 2-6)	0	0	0	0	99,729	84,769	84,057
New Loan '20 (Imp. 7)	0	0	0	0	0	0	124,106
New Loan '21 (Imp. 8)	0	0	0	0	0	0	0
Transfers to Bond Redemption	0	0	0	0	0	0	0
<b>Subtotal - Debt Service</b>	231,250	229,541	227,870	289,803	378,395	334,171	427,210
<b>TOTAL - EXPENDITURES</b>	2,044,250	2,036,849	2,759,716	3,300,234	2,141,519	3,768,715	8,441,367
<b>ENDING FUND BALANCE</b>	3,788,248	3,985,532	4,341,758	4,791,969	5,024,210	5,450,027	5,667,932
<b>NET INCREASE (DECREASE)</b>	243,195	197,284	356,227	450,211	232,241	425,817	217,905
Projected Revenue Annual Increase	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

<sup>a</sup> 2015 figures are consistent with actual budget by the City.

<sup>b</sup> Water Operations expenditures include 2% inflation per year.

## 2016 GRANT OPPORTUNITIES

### **Pedestrian and Bicycle Program**

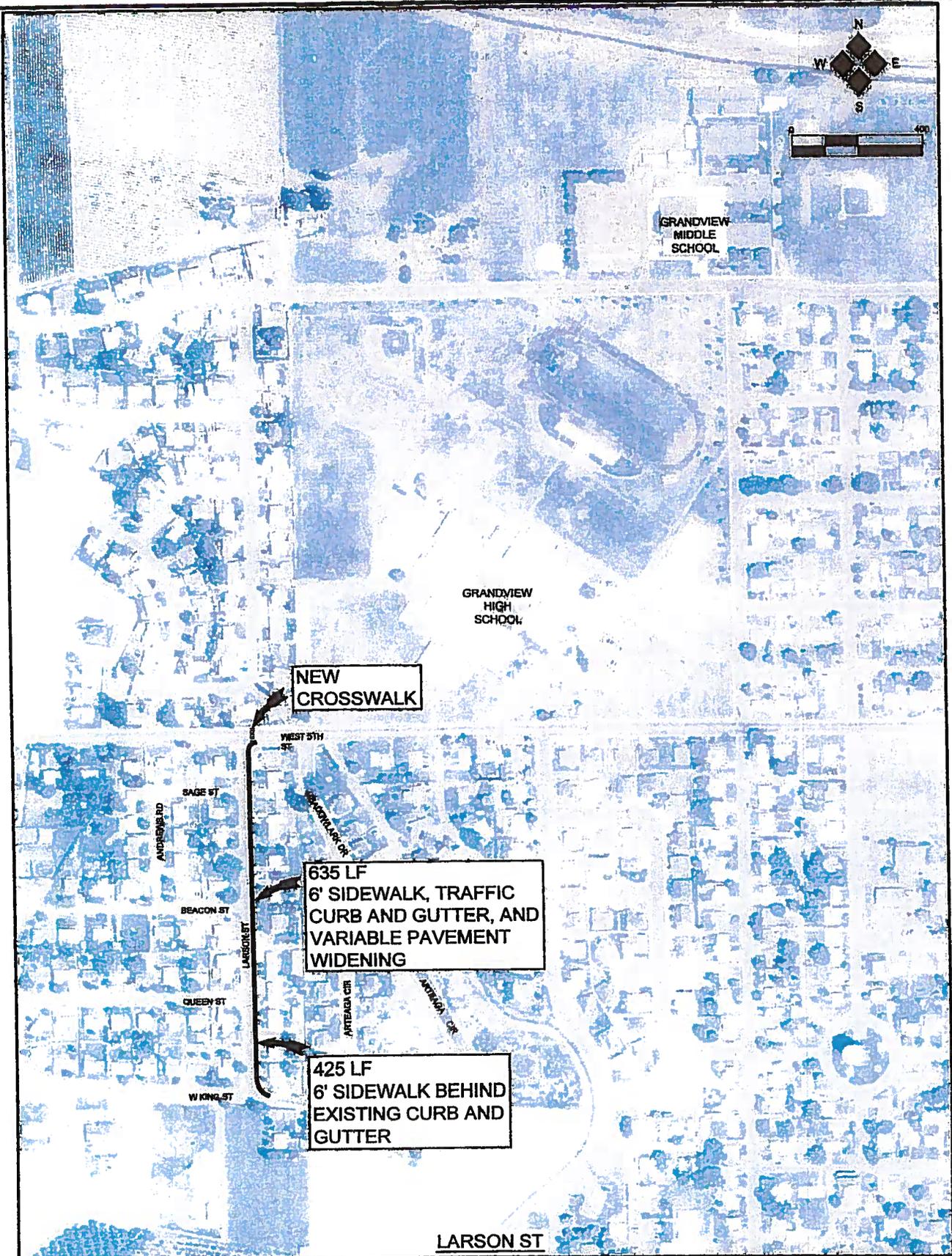
- Funding source: Washington State Department of Transportation
- Funds available: \$18,380,000
- Match: There is no match but preference will be given to projects with match
- Application due: May 6, 2016
- Grant award: Spring 2017
- Recommended project: Larson Street Pedestrian Improvements (Map A)
  - Larson Street from West Fifth Street to West King Street
- Estimated construction cost: \$217,000
- Estimated engineering cost for application preparation: \$4,000
- Funding partners:
  - Grandview School District – \$5,000 local match
  - Port of Grandview

### **Safe Routes to School Program**

- Funding source: Washington State Department of Transportation
- Funds available: \$19,150,000
- Match: There is no match but preference will be given to projects with match
- Application due: May 13, 2016
- Grant award: Spring 2017
- Recommended project: North Elm Street and Fir Street Pedestrian Improvements (Map B)
  - North Elm Street from Wine Country Road to east Bonnieview
  - Fir Street from Wine Country Road south to Smith Elementary School
  - Fir Street from Smith Elementary School south to Highland Road
- Estimated construction cost: \$420,000
- Estimated engineering cost for application preparation: \$4,000
- Funding partners:
  - Grandview School District – \$5,000 local match
  - Port of Grandview

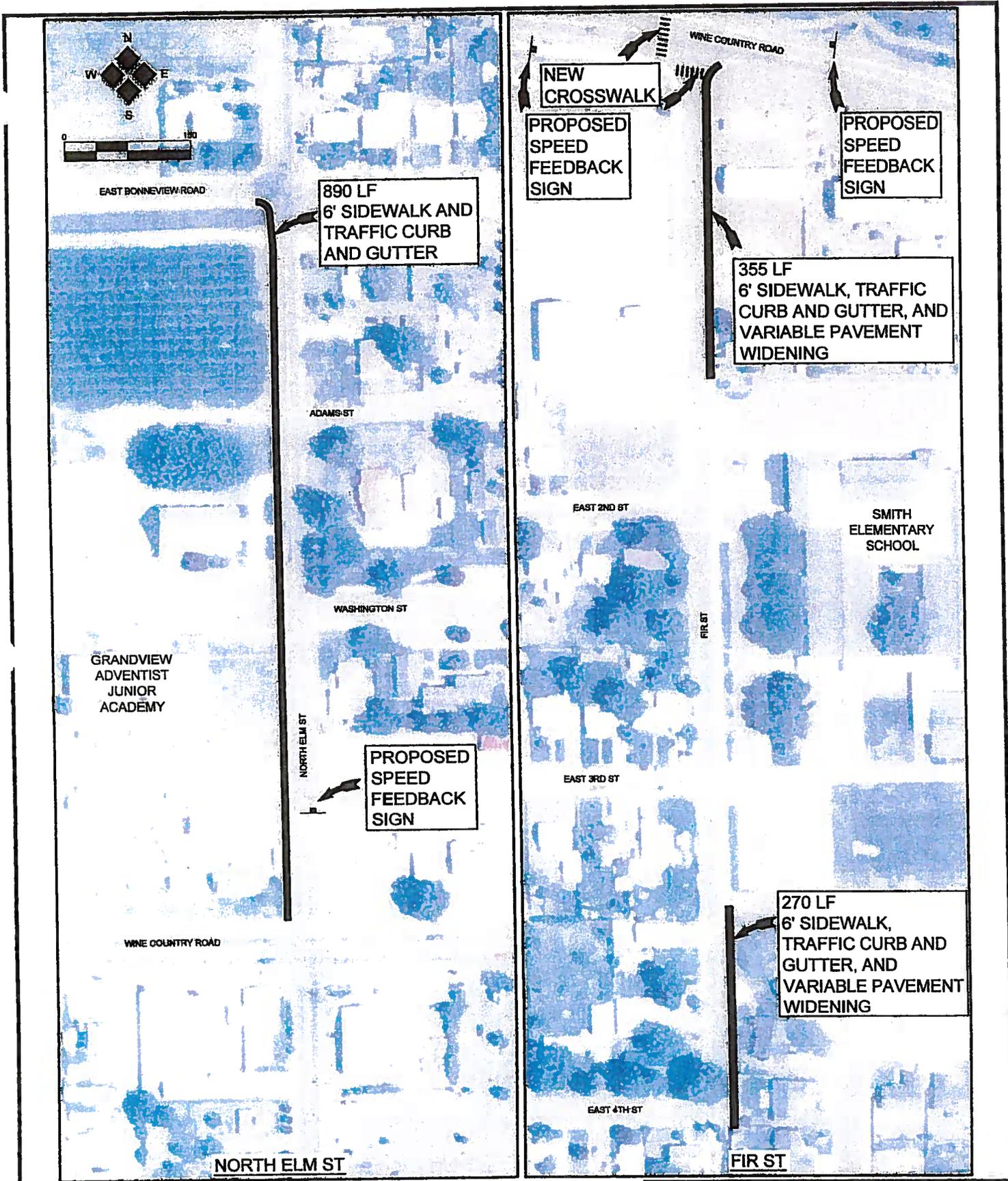
### **Community Development Block Grant (CDBG) Program**

- Funding source: Washington State Department of Commerce
- Funds available: \$8,500,000
- Match: There is no match but preference will be given to projects with match
- Application due: June 1, 2016
- Grant award: Fall 2016
- Recommended project: Stassen Way Neighborhood Improvements (Map C)
  - Stassen Way from Euclid west to Hillcrest
- Estimated construction cost: Maximum grant award \$750,000
- Estimated engineering cost for application preparation: \$10,000



SAFE ROUTES TO SCHOOL PROGRAM - MAP B

420,000

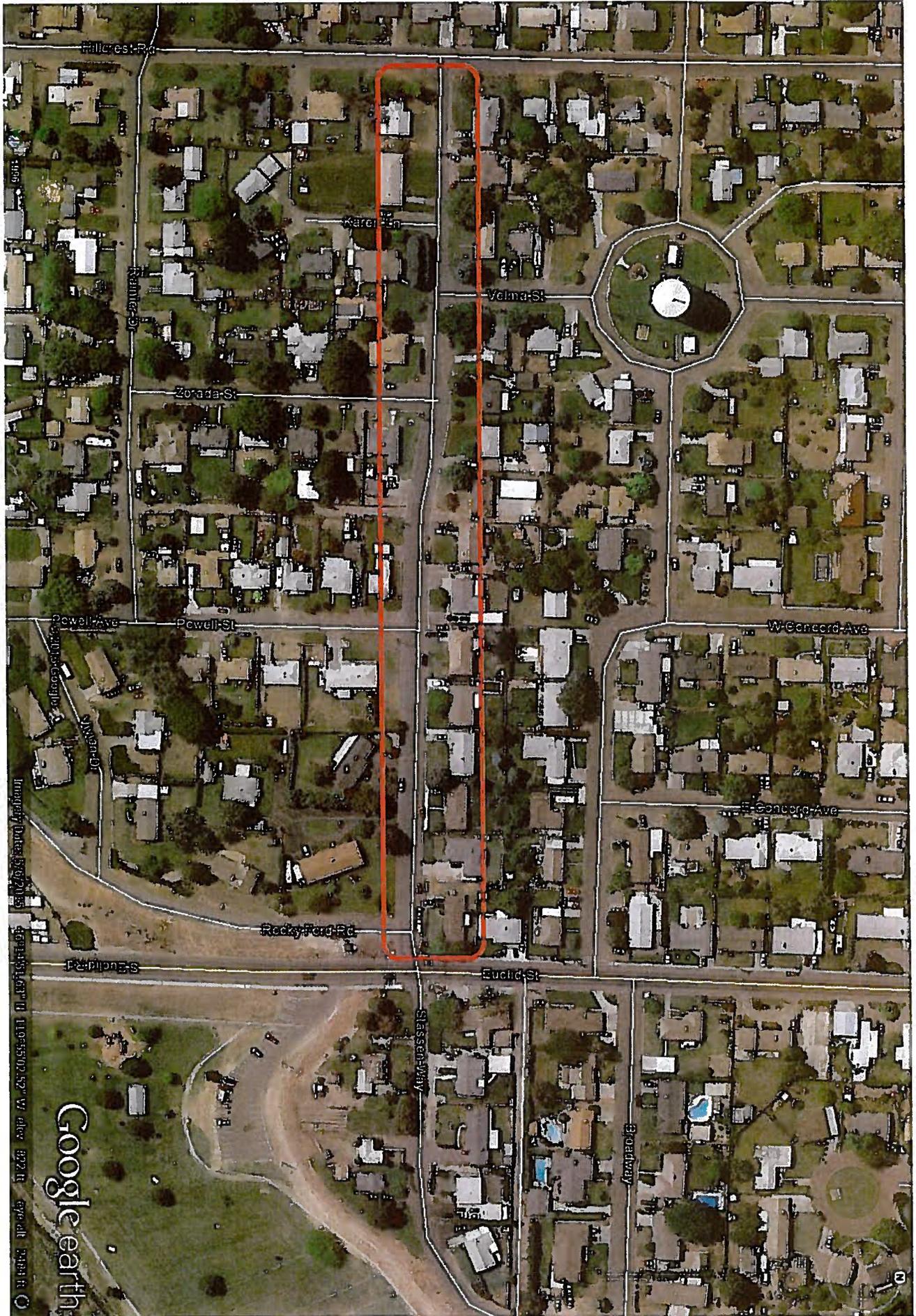


**HLA**  
 Huibregtse, Louman Associates, Inc.  
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**CITY OF GRANDVIEW**  
**NORTH ELM ST AND FIR ST**  
**PEDESTRIAN IMPROVEMENTS**

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - MAP C



## Call for Projects - Pedestrian and Bicycle Program and Safe Routes to School Program

	Pedestrian and Bicycle Program	Safe Routes to School Program
Program purpose	Reduce pedestrian and bicycle collisions and increase the number of people who choose to walk and bike for transportation.	Increase the number of children walking and biking to school safely.
Expected funding amount	\$18,380,000	\$19,150,000
Funding source	State	Federal and State
Applications due	May 6, 2016	May 13, 2016
Eligible project types	1) Pedestrian/bicycle safety and/or mobility infrastructure improvements (may include PE); 2) Design only projects that will result in a ready to construct pedestrian or bicycle improvement project.	Infrastructure improvements within two miles of a school and/or local transportation safety programs (education and encouragement activities) serving children kindergarten to 12th grade that will improve safety and/or increase the number of children walking and biking to school.
Eligible Applicants	All public agencies in Washington	All public agencies in Washington, and nonprofit entities responsible for the administration of local transportation safety programs
Website	<u><a href="#">Pedestrian and Bicycle Program</a></u>	<u><a href="#">Safe Routes to School Program</a></u>
Contacts	Ed Spilker, Active Transportation Program Specialist, 360-705-7387, <u><a href="mailto:spilkee@wsdot.wa.gov">spilkee@wsdot.wa.gov</a></u> or <u><a href="#">Local Region Local Programs Engineers</a></u>	Charlotte Claybrooke, Active Transportation Program Manager, 360-705-7302, <u><a href="mailto:claybrc@wsdot.wa.gov">claybrc@wsdot.wa.gov</a></u> or <u><a href="#">Local Region Local Programs Engineers</a></u>

## **Match**

There is no match requirement but preference will be given to projects with match.

## **Funding**

Funds are available for the 2017-2019 biennium beginning July 2017. These are not "cash-up-front" programs. Costs incurred prior to WSDOT project approval are not eligible for reimbursement. This call is in preparation for 2017-19 state legislative session to appropriate funding for the programs.

## **Program Requirements**

Projects must address the program purpose and be consistent with the programs standards and guidelines. Those projects on the state system must be coordinated with the appropriate WSDOT Region Office. Agencies that are awarded funding must be prepared to comply with the following requirements as part of their project:

- Program recipients are required to report quarterly on the status of the project;
- Program recipients shall comply with all necessary state or federal requirements;
- Projects must be Americans with Disabilities Act (ADA)
- Proposed projects must be in the local Transportation Improvement Plan (TIP) or in progress to be added to the TIP;
- Program recipients are required to submit completed post project counts of walkers and bikers.

## **Example Infrastructure Project Elements**

- Crossing/intersection treatments (roundabouts, traffic signals, crosswalk beacons etc.);
- Traffic calming (medians, refuge islands, road reconfigurations, raised crossings, curb extensions, etc.);
- Signage and pavement markings;
- Pedestrian-scale lighting;
- Bike lanes, bike boulevards, and separated bike lanes
- Bicycle parking facilities;
- Shared-use paths/trails;
- Vehicle speed feedback signs and photo enforcement.
- Sidewalks, sidewalk buffer zones, curb, curb ramps and gutter;
- Other treatments that enhance bicycle and pedestrian safety and mobility, including but not limited to:
  - Protected Intersections (NACTO Urban Street Design Guide, 3rd Edition)  
(<http://www.protectedintersection.com/> and [http://www.slcgov.com/sites/default/files/images/transportation/2015/200 West Inside Map\\_Large2.jpg](http://www.slcgov.com/sites/default/files/images/transportation/2015/200%20West%20Inside%20Map_Large2.jpg);

- Bike Boxes, Two Stage Turn Queue Boxes, or other advanced bicycle Intersection treatments (<http://nacto.org/publication/urban-bikeway-design-guide/intersection-treatments/>);
- Bike signals, bicycle detection and actuation (<http://nacto.org/publication/urban-bikeway-design-guide/bicycle-signals/>);
- Residential shared streets/ woonerf street design (<http://nacto.org/publication/urban-street-design-guide/streets/residential-shared-street/>);
- Commercial shared streets/ festival streets (<http://nacto.org/publication/urban-street-design-guide/streets/commercial-shared-street/>).

### **Example Pedestrian and Bicycle Project Development/Design-only Project**

Elements "Design/Scoping Only" projects that are in preparation for future specific construction projects may include:

- Pedestrian and bicycle documentation (counts);
- Public engagement/pedestrian and bicycle public awareness;
- Network planning/analysis;
- Preliminary right of way (ROW) acquisition activities;
  - Title searches and review
  - ROW planning w/ROW staff and/or consultants
  - ROW plan preparation
  - ROW design development (determining ROW needs)
  - Public meetings/hearings
  - ROW estimates & schedules (scoping)
  - ROW project funding estimate/true cost estimate
  - Right of entry (testing, surveying, etc.)
- Preliminary environmental analysis – pre SEPA/NEPA scoping;
- Preliminary engineering (PE) design;
- Interim low cost treatments/reconfigurations to test operation effectiveness as a part of the planning process.

### **Example Safe Routes to School Local Transportation Safety Program (education/encouragement activities)**

- Establishment of walking school buses or bicycle trains (recruitment of adult leaders, training and safety equipment);
- Bicycle and Pedestrian Safety Education.

### **Example Project Detail**

Example 1 (Description) Install 1,650 linear feet of 6ft wide sidewalk, 3ft wide planter strip, curb, gutter and roadway reconfiguration (road diet), restripe to include bicycle lanes, maintain two 10ft wide travel lanes and 7ft wide side street parking: (Example city street location 1) Smith Rd. between H Street and M Street (Example county road location 2) Johnson Rd. #33445, MP 0.00-0.3125

Example 2 Description - Install curb-extensions, crosswalk signage and markings and implement a daily walking school bus at XYZ Elementary School. Location – at the intersections of Smith Rd and H, J, L, and M Streets

Example 3 Install round-about at Smith Rd. & Johnson Rd.

### **Inappropriate Uses of Funding**

Re-occurring costs such as salary for a walking school bus leaders;

- Pavement resurfacing, or pavement preservation;
- Widening travel lanes or other motor vehicle related improvements that could negatively impact pedestrian and bicycle safety;
- School bus safety projects or improvements to school bus stops;
- Portable enforcement equipment;
- Gifts or stipends.

### **Application Review Process**

WSDOT staff will conduct an assessment, using the quantitative criteria, to tier the projects into groups. Grant review committee members will evaluate the proposals and make recommendations. See the review criteria below for information about project characteristics that will be used to rank the projects and how they will be weighted. WSDOT will conduct site visits, in coordination with the lead agencies, for the higher ranking projects and those that would address pedestrian and bicycle safety at fatal or serious collision locations. The site visits will include a practical solutions consultation which will look for ways to improve the projects and identify cost savings. A prioritized list of projects will be submitted to the Governor's office and the legislature by December 1, 2016. The legislature will make the final decisions on program funding and grant awards during the 2017 Legislative session. Award announcements are expected in June 2017.

## Review Criteria

Extent of project need – Up to 35% of ranking determination will be based on need. (35 points (pts) possible):

- Safety
  - Locations with a known collision history (application comparison based on number and severity of collisions).
  - Or
  - Locations with potentially high safety risks for pedestrians and bicyclists, where there are high pedestrian/bicycle volumes and unprotected conflict points, high vehicle speeds, and/or a lack of compliance with the rules of the road (application comparison based on existing conditions).
  
- Bicycle/Pedestrian Mobility, and Connectivity (application comparison based on existing conditions)
  - Where there is a gap in the bicycle/pedestrian network (including consideration for intersection crossings), a need for improved multi-modal transitions, and/or a lack of way-finding tools for which improvements would likely result in increased walking and biking.
  - Pedestrian/bicycle improvements with a higher potential to impact economic development by completing the network to better connect pedestrians/bicyclists to businesses, community resources, and/or job opportunities.
  
- Health Equity (application comparison based on population served)
  - Pedestrian/bicycle improvements with a higher potential to impact community health, that serve populations at a higher risk for in-activity and/or poor health outcomes, including people living in poverty (as measured by census data or a higher than state average percent of school children eligible to receive free and reduced-price meals), minorities, the elderly, and/or people with disabilities.

Potential for the project to address the program purpose and project need – Up to 35% of ranking determination will be based on this criteria:

- Construction and/or local transportation safety projects – The potential for the project to improve safety and/or increase walking/biking by addressing the identified project need(s), (higher ranking projects will be those that include treatments shown to

increase safety and/or reduce bicyclist/pedestrian and motor vehicle conflicts based on existing research);

- Project Development/Design Only Projects (Pedestrian and Bicycle Program only) -- The extent to which the work will result in projects that are ready to construct and that will address the identified project need(s).

Cost of the project compared to the potential number of people that would be served or population density within 1 mile of the project location – Up to 10% of ranking determination will be based on this criteria.

Deliverability -- Up to 18% of ranking determination will be based on these criteria

- Consistency with community plans
- Community engagement used during the planning and/or project development of this proposal, including outreach to those target populations identified in the project need section
- Applicant history of successful past projects
- Quality of proposed schedule and budget
- Match

Other Considerations – Up to 2% of ranking determination will be based on these criteria

- ADA transition plan or ADA Compliance planning for public right-of-way
- Adopted greenhouse gas emissions policy (RCW 70.235.070)



# Department of Commerce

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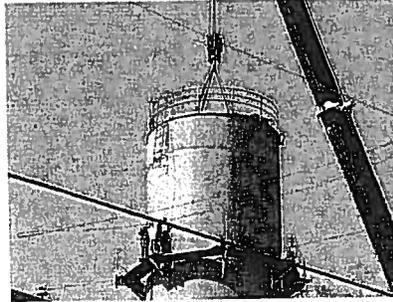
[Department of Commerce / Programs / Infrastructure & Community Development / Community Development Block Grant / General Purpose Grant](#)

## General Purpose Grants

### 2016 CDBG Application Workshops

The Department of Commerce will hold CDBG application workshops Tuesday, March 22, 2016 in Moses Lake and Thursday, March 24, 2016 in Olympia to provide information for eligible jurisdictions served by the state CDBG program. Application due date is June 1, 2016. Application materials will be available on the website after the workshops.

- [Workshops Announcement and Registration](#)



### General Purpose Grant Program

Community Development Block Grant (CDBG) General Purpose Grants are made available annually through a competitive application process to assist Washington State small cities, towns and counties in carrying out significant community and economic development projects that principally benefit low- and moderate-income persons. The Washington State CDBG Program is funded by the U.S. Dept. of Housing and Urban Development (HUD). The purpose of the state CDBG Program is to improve the economic, social and physical environment of eligible, non-entitlement cities and counties to enhance the quality of life for low- and moderate-income residents, and as a result, benefit the entire community. Examples of eligible General Purpose Grant activities include:

- Public facilities such as water, wastewater and streets
- Community facilities, such as community centers, fire stations, homeless shelters and child care facilities
- Economic development, such as microenterprise assistance and public infrastructure
- Affordable housing and housing rehabilitation

### Funds Available

Approximately \$8,500,000 is available for General Purpose Grants in 2015. The maximum grant amount is \$750,000 or \$1 million if higher funding criteria are met.

### Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 population not participating in a CDBG Entitlement Urban County Consortium.
- Special purpose districts, public housing authorities, port districts, community action agencies, economic development councils, other non-profit organizations, and Indian tribes are not eligible to apply directly to the state CDBG Program for funding, but may be a partner in projects and subrecipient of funding through eligible jurisdictions.
- Projects must principally benefit low- and moderate-income persons, or aid in the prevention or elimination of slums or blight.
- Local governments may submit only one application each annual funding cycle, unless one of the applications is for local micro-enterprise assistance.

### Application Process

The 2015 application period is closed. We are currently developing the 2016 application handbook. Use this application handbook as a guide for reference use ONLY. [2015 General Purpose Grant Application Handbook](#)

[Back to top](#)

## Community Development Block Grant

- [News and Announcements](#)
- [General Purpose Grant](#)
- [Planning-Only Grant](#)
- [Public Services Grant](#)
- [Housing Enhancement Grant](#)
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- [National Disaster Resilience Competition](#)
- [NDRC Applications](#)

### Program News

[2015 General Purpose Grant Awards](#)

### Resources

[Guidance Materials](#)

### Related Links

[www.sarn.gov](http://www.sarn.gov)

[U.S. Dept of Housing and Urban Development \(HUD\)](#)

### Contact Information

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14

## Anita Palacios

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**From:** Anita Palacios  
**Sent:** Wednesday, February 24, 2016 1:46 PM  
**To:** Bill Moore; Bill Moore; Bill Moore 1 (brmoore@embarqmail.com); Cus Arteaga; Dennis McDonald (dennism@grandview.wa.us); Dennis McDonald 1 (dennismcd10@gmail.com); Gaylord Brewer (brewerg@grandview.wa.us); Gloria Mendoza; Gloria Mendoza (mendozag@grandview.wa.us); Gview Mayor; Javier Rodriguez; Javier Rodriguez (rodhav1@yahoo.com); Joan Souders; Joan Souders 1 (jesouders@hotmail.com); Mayor Norm Childress; Mike Everett (everettm@grandview.wa.us); Mike Everett 1 (mike@everettlaw.net); Quinn Plant  
**Subject:** Council Procedures Manual - Telephonic/Remote Appearance  
**Attachments:** DOC254.PDF

Attached for your review are sample procedures for telephonic/remote appearance

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

confidentiality is waived by the majority of the Council. Violation of confidentiality may result in a censure motion by the Council during a regular meeting.

**H. Telephonic Appearance.** Councilmembers may appear at a Council meeting via telephone under limited circumstances. Telephonic appearances are for the benefit of the City of Mukilteo and not for the benefit of an individual Councilmember. Telephonic appearances may occur as follows:

- (a) The Council President may approve a Councilmember's appearance at a Council meeting via telephone when action on a measure to be voted on cannot be delayed but rather requires immediate action or remedy *and* one or more of the following circumstances exists:
  - i. Due to fire, flood, earthquake, or other emergency, there is a need for action by a governing body to meet the emergency;
  - ii. A vote of the Council of the whole is required for action; or
  - iii. A unanimous vote of the whole Council is required for passage of a measure.
- (b) In the event that subsection H(a) of Rule 1 of the Mukilteo City Council Rules and Procedures has been satisfied and more than one Councilmember is absent, reasonable efforts shall be given to provide all absent members an opportunity to appear via telephone. In no event shall the Council President approve a Councilmember's telephonic appearance unless satisfactory equipment is available. Satisfactory equipment shall mean any telephone equipped with a speakerphone function capable of broadcasting the Councilmember's voice attending via telephone clearly and sufficiently enough to be heard by those in attendance at the meeting. The telephone must allow the Councilmember to take and answer questions as posed from time to time.
- (c) During any meeting that a Councilmember is attending via telephone, the Council President or presiding officer shall state for the record that a particular Councilmember is attending via telephone and the reasons for such attendance.
- (d) Councilmembers appearing via telephone may participate and vote during the meeting as if they were physically present at the meeting.
- (e) Councilmembers appearing via telephone shall comply with all rules and procedures as if they were physically present at the meeting.

**I. City Staff.** Any officer or employee of the City, when requested, shall attend and remain at the meeting for such length of time as the majority of Councilmembers present may direct.

**J. Attendance of Media at Council Meetings.** All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

It is recognized that the hands of decision makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the "Three-Touch Rule" is impractical. However, when unusual circumstances arise which justify a "first discussion" decision, the persons requesting the expedited decision should also explain the timing need. The "Three-Touch Rule" excludes staff reports and other general communications not requiring a future Council decision.

#### **4.2 City Staff – Attendance at Meetings**

Attendance at meetings by City staff shall be at the discretion of the Mayor. It is the intent of the Council that the Mayor schedule adequate administrative support for the business at hand, while protecting the productive capability of department heads. When sound system or other monitoring capabilities exist, the City Administrator may allow personnel to utilize time in their offices or other areas while waiting for the item of business for which appearance before the Council is required.

#### **4.3 Administrative Presentations and Briefings**

In order to enhance public understanding of complex issues being presented, City Administration is encouraged to include the use of visual communication tools whenever possible.

#### **4.4 Special Council Meetings**

Special meetings shall be called as provided in the Open Public Meetings Act and as otherwise required by RCW. Special meetings will be strictly limited to time-sensitive matters that cannot be accommodated within regular business meetings or work/study sessions. The notice of a special meeting shall identify the agenda item(s). The notice of meeting shall suffice as the meeting's agenda.

#### **4.5 Public Notice**

Notice of all meetings and hearings shall be provided as required by the Open Public Meetings Act and as otherwise required by the RCW and Lake Forest Park Municipal Code (LFPMC). Notice of regular, special and study session meetings, along with draft agendas, shall be posted on City bulletin boards designated for public notice, any public library located in the City, Third Place Commons and the City website.

#### **4.6 Use of Recycled Products**

Material provided to the Council shall meet the City requirements for recycled content. The Council will be provided a container for recycling waste in the Council Chambers.

#### **4.7 Remote Participation**

A Councilmember may participate and vote telephonically or via other electronic 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

17

- 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.

#### **4.8 Council Meetings Open to the Public**

Council differentiates among five types of public meetings: (1) committee meetings; (2) work/study sessions (and single-issue workshops); (3) business meetings; (4) goal-setting retreats; and (5) public meetings, forums and town halls. All meetings of the Council and of any Committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

#### **4.9 Council Committees**

Council Committees are a part of the governance structure that extends the reach of the Council and makes it effective between meetings. Council Committees are established to inform and educate the Council on existing City programs and issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process, and to serve in an advisory capacity to the Council in reviewing policy matters referred to them by the Council, and such other matters as the Council, by simple majority vote, may direct. The Committees shall have no power or authority to commit the City or to take any binding action on their part without the express authorization of the Council. The Committees shall be concerned primarily with policy matters and matters vested in the legislative body of the City and shall not become involved in the administration of the City government.

- A. All Council Committee meetings shall be open to the public and posted at City Hall per the Open Public Meetings Act. Participation by Councilmembers not named to the Committee, the Mayor, other public officials and the public shall be at the discretion of the Chair of the Committee.
- B. It is the responsibility of the Chair of the Committee to notify the City Clerk of the date, time and place of any Council Committee meeting, and to provide a committee agenda at least seven calendar days prior to committee meeting. The City Clerk will arrange for notice to be conveyed to the public, the Mayor and all Councilmembers.
- C. The Mayor will work with the Chair of each committee to assign staff to support Committee deliberations. The Chair of each Committee will report on their deliberations and recommendations to the Council after each Committee meeting.
- D. Council may change membership of Committees by majority consent.
- E. The following Council Committees and Committee responsibilities are hereby established:
  - 1. **Council Committee of the Whole:** All seven Councilmembers serve on the Committee of the Whole. The Council Chair shall chair the Committee. The Committee considers policy issues of concern to the entire Council, with the exception of issues of specific concern to other Council Committees that are charged with specific responsibilities, such as the Budget and Finance Committee.

The Committee of the Whole may send legislation and policy issues for final action by the Council during a Council business meeting.

The Committee is responsible for the Council's annual work program, rules procedures and organization for council operations and city governance, the City's

BOTHELL

## 7.12 Restrictions on Political Involvement by Staff

Bothell is a nonpartisan local government. Professional staff formulates recommendations in compliance with Council policy for the good of the community, not influenced by political factors. For this reason, it is very important to understand the restrictions of political involvement of staff.

By working for the City, staff members do not surrender rights to be involved in political activities. Employees may privately express their personal opinions. They may register to vote, sign nominating or recall petitions, and they may vote in any election.

## 7.13 Council Attendance Policy

RCW 35A.13.020 (Council-Manager Plan of Government) directs us to RCW 35A.12.060 (Mayor-Council Plan of Government) - Vacancy for Nonattendance. A council position shall become vacant if the Council Member fails to attend three consecutive regular meetings of the council without being excused by the council.

At the start of each City Council meeting, the Mayor or City Clerk, or designee, will call the roll. Any absent Council Member who has called the Mayor or City Manager's Office prior to 5:00 p.m. on the day of the meeting to advise of such absence will be deemed excused.

## 7.14 Attendance via Speakerphone (AVS)

From time to time, a Council Member will not be able to be physically present at a Council meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Council Member to attend a Council meeting via speakerphone are as follows:

### A. *The Rare Occasion*

Attendance via speakerphone should be the rare exception, not the rule, and AVS is limited to two times per year per Council Member. Examples of situations where AVS would be appropriate include, but are not limited to:

- An agenda item is time sensitive, and AVS is needed for a quorum;
- An agenda item is of very high importance to the Council Member that cannot be physically present;
- It is important for all Council Members to be involved in a decision, but one Council Member is unable to be physically present.
- AVS should be limited to one agenda item, not the entire Council meeting.

B. *Attendance - Procedure*

1. The Council Member attending via speakerphone
  - a. must be able to hear the discussion on the agenda item taking place in the Council chambers, and
  - b. must be able to be heard by all present in Council Chambers.
2. When the particular agenda item is ready to be discussed, the Mayor (or presiding officer, if the Mayor is not physically present) should state for the record:
  - a. Let the record reflect that Council Member \_\_\_\_\_ is attending via speakerphone for Agenda Item No. \_\_\_\_\_, relating to \_\_\_\_\_.
  - b. Council Member \_\_\_\_\_, can you hear me? [There must then be a clearly audible response in the affirmative.]
  - c. Let the record reflect that Council Member \_\_\_\_\_, who is attending via speakerphone, can be heard by all present in Council chambers.
3. Upon conclusion of the particular agenda item, the Mayor (or presiding officer, if the Mayor is not physically present) should state:
  - a. Council Member \_\_\_\_\_, discussion on Agenda Item No. \_\_\_\_\_ has concluded. Thank you for your attendance via speakerphone. The telephone connection will now be terminated. [Connection should be terminated at this time.]
  - b. Let the record reflect Council Member \_\_\_\_\_'s attendance via speakerphone has been terminated. Next on the agenda is ...

C. *Notification*

If a Council Member wishes to attend a Council meeting via speakerphone for an agenda item, the Council Member should notify Council of his or her intent at the Council meeting prior to the meeting for which they wish to attend via speakerphone. This notification should be made during the Council's review of the projected agenda.

If that is not possible, the Council Member should notify the City Manager of his or her wish to attend a Council meeting via speakerphone for an agenda item not later than the business day prior to the Council meeting for which he or she wishes to attend via speakerphone. With less notice, it may not be possible to make the necessary arrangements to allow attendance via speakerphone.

#### **4.5.2 Permission Required to Address the Council**

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and/or introduction by the Chair of the meeting.

#### **4.5.3 Forms of address**

The Mayor or Mayor Pro Tem shall be addressed at a formal meeting where he or she is presiding as "Mayor" or "Mayor Pro Tem".

#### **4.6 Telephonic Participation from a Remote Location**

Requests, by a Councilmember, to participate remotely by telephonic connection in a *nonvoting* capacity shall be granted by the Council provided technical capability exists and adequate notice is given, and shall be at the Councilmember's own expense, unless waived in a Council motion.

Such a remote participation by a Councilmember for *voting* purposes may be permitted in extraordinary circumstances upon a majority vote of the Council present at the meeting site, provided all documents and exhibits are clearly visible or readable for all participants and provided that the audio recording of the meeting allows the remote participant to be heard. The cost of such remote connectivity shall be paid by the Councilmember requesting remote connectivity, unless waived by vote of the Council. No such remote participation for voting purposes shall be allowed for public hearings or any quasi-judicial proceedings.

Examples of extraordinary circumstances would be: emergencies or illness, accident, unforeseen urgent out-of-town business, or similar circumstances.

#### **4.7 Attendance; Excused Absences**

A Councilmember may forfeit his/her office by failing to attend three consecutive regular meetings without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor, Mayor Pro Tem, City Manager, or City Clerk prior to the meeting and state the reason for his/her inability to attend the meeting. During "Roll Call," the Chair shall inform the Council of the member's absence and state the reason for such absence. The Chair shall call for a motion to excuse the member. This motion shall be non-debatable. In such a case, the outcome of the vote shall determine whether the member shall be considered excused. (See RCW 35A.13.020 and RCW 35A.12.060.)

#### **4.8 Filling Council Vacancies**

If a vacancy occurs, the Council will follow the procedures provided in RCW 35A.13.020 and RCW 35A.12.050 in order to fill the vacancy with the most qualified person available until an election can be held. The Council will publish a notice of the vacancy, the procedure, and distribute the application form for soliciting candidates. The Council will draw up an application, which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

## Anita Palacios

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**From:** Anita Palacios  
**Sent:** Friday, February 26, 2016 8:48 AM  
**To:** Bill Moore; Bill Moore; Bill Moore 1 (brmoore@embarqmail.com); Cus Arteaga; Dennis McDonald (dennism@grandview.wa.us); Dennis McDonald 1 (dennismcd10@gmail.com); Gaylord Brewer (brewerg@grandview.wa.us); Gloria Mendoza; Gloria Mendoza (mendozag@grandview.wa.us); Gview Mayor; Javier Rodriguez; Javier Rodriguez (rodhav1@yahoo.com); Joan Souders; Joan Souders 1 (jesouders@hotmail.com); Mayor Norm Childress; Mike Everett (everettm@grandview.wa.us); Mike Everett 1 (mike@everettlaw.net); Quinn Plant  
**Cc:** Kal Fuller  
**Subject:** FW: Grandview City Council Procedures Manual  
**Attachments:** DOC189.PDF; DOC191.PDF; DOC187.PDF

At the February 23<sup>rd</sup> study session, I advised Council that Police Chief Fuller had concerns with Section 2.3 Failure to Attend Meeting--Arrest and Section 2.4 Penalty for Refusal to Attend Meeting of the Council Procedure Manual. Those sections read as follows:

**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.

Attached is a copy of Police Chief Fuller's memo and the RCW and GMC that reference these sections.

Anita G. Palacios, MMC  
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[www.grandview.wa.us](http://www.grandview.wa.us)

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**From:** Anita Palacios  
**Sent:** Thursday, January 14, 2016 3:53 PM  
**To:** Quinn Plant; Kal Fuller  
**Cc:** Cus Arteaga; Mike Hopp  
**Subject:** RE: Grandview City Council Procedures Manual

Attached is RCW 35A.12.120 which provides "At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business". GMC Chapter 2.04 Council was adopted by ordinance.

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---

**From:** Anita Palacios  
**Sent:** Thursday, January 14, 2016 2:32 PM  
**To:** Quinn Plant  
**Cc:** Cus Arteaga; Kal Fuller  
**Subject:** RE: Grandview City Council Procedures Manual

Grandview Municipal Code Chapter 2.04 Council provides in Section 2.04.030 Failure to attend meeting – Arrest, copy attached.

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

---

**From:** Anita Palacios  
**Sent:** Wednesday, January 13, 2016 2:40 PM  
**To:** Quinn Plant  
**Subject:** Grandview City Council Procedures Manual

See attached memo from Police Chief Fuller regarding Section 2.3 of the Council Procedures Manual.

Thanks,

Anita G. Palacios, MMC  
City Clerk/Human Resource  
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207 West Second Street  
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## Anita Palacios

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**From:** Anita Palacios  
**Sent:** Thursday, January 14, 2016 3:53 PM  
**To:** Quinn Plant; Kal Fuller  
**Cc:** Cus Arteaga; Mike Hopp  
**Subject:** RE: Grandview City Council Procedures Manual  
**Attachments:** DOC189.PDF; DOC191.PDF; DOC187.PDF

Attached is RCW 35A.12.120 which provides "At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business". GMC Chapter 2.04 Council was adopted by ordinance.

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**From:** Anita Palacios  
**Sent:** Thursday, January 14, 2016 2:32 PM  
**To:** Quinn Plant  
**Cc:** Cus Arteaga; Kal Fuller  
**Subject:** RE: Grandview City Council Procedures Manual

Grandview Municipal Code Chapter 2.04 Council provides in Section 2.04.030 Failure to attend meeting – Arrest, copy attached.

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

---

**From:** Anita Palacios  
**Sent:** Wednesday, January 13, 2016 2:40 PM  
**To:** Quinn Plant  
**Subject:** Grandview City Council Procedures Manual

See attached memo from Police Chief Fuller regarding Section 2.3 of the Council Procedures Manual.

Thanks,

# GRANDVIEW POLICE DEPARTMENT

207 W. 2ND STREET, GRANDVIEW, WA 98930 TELEPHONE (509) 882-2000  
FAX (509) 882-1232



KAL FULLER  
Chief of Police

**Date:** 01/08/2016  
**To:** Cus Arteaga, City Administrator  
Anita Palacios, Human Resources  
**From:** Kal Fuller, Chief of Police  
**Re:** City Council Procedures Manual

I see that a review of the current Grandview City Council Procedures Manual has been requested and is ongoing by council.

I would suggest that "Section 2 Meetings/2.3 Failure to Attend Meeting" be reviewed.

Section 2.3 references that it is a misdemeanor *not* to attend a meeting and that a police officer can be *ordered* to arrest and bring to the meeting, an absent council member.

I am not familiar with state law or case law that allows this type of action. I think this would be a perfect time to bring the manual in line with current law, or provide references to municipal or state laws that would allow this type of action.

Respectfully,

A handwritten signature in black ink that reads "Kal Fuller".

Kal Fuller  
Chief of Police

CC: Cus Arteaga, City Administrator  
Anita Palacios, Human Resources

25

**RCW 35A.12.120****Council—Quorum—Rules—Voting.**

At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order. At the desire of any member, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the journal.

The passage of any ordinance, grant or revocation of 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.

[2009 c 549 § 3012; 1967 ex.s. c 119 § 35A.12.120.]

## Chapter 2.04 COUNCIL

### Sections:

- [2.04.010](#) Day and time of regular meetings.
- [2.04.020](#) Location of meetings.
- [2.04.030](#) Failure to attend meeting – Arrest.
- [2.04.040](#) Penalty for refusal to attend meeting.
- [2.04.050](#) Mayor and council compensation.

#### **2.04.010 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. (Ord. 2010-2 § 1; Ord. 2007-34 § 1; Ord. 1184 § 1, 1987; Ord. 1101 § 1, 1984; 1964 code § 1.04.030).

#### **2.04.020 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. (1964 code § 1.04.040).

#### **2.04.030 Failure to attend meeting – Arrest.**

Whenever a lesser number of councilmen 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 councilmen, whether absent at the time fixed for opening meeting or later in the session. (1964 code § 1.04.050).

#### **2.04.040 Penalty for refusal to attend meeting.**

Any member refusing to attend, when so required under GMC [2.04.030](#), shall be deemed guilty of a misdemeanor and fined in any sum of not less than \$1.00 nor more than \$5.00. (1964 code § 1.04.060).

#### **2.04.050 Mayor and council compensation.**

A. Commencing January 1, 2008, the mayor of the city of Grandview shall be compensated at the rate of \$540.00 per month.

B. Commencing January 1, 2008, all persons elected to the city council in the 2007 general election or thereafter shall be paid at the rate of \$300.00 per month.

C. Any person appointed or elected to complete an unexpired term of office shall be compensated at the rate such council position was paid at the time of the vacation of the position. (Ord. 2008-7 § 1; Ord. 2007-21 § 1).

# 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

## INDEX

### SECTION 1. GENERAL RULES

- 1.1 Public Meetings
- 1.2 Quorum
- 1.3 Voting on Ordinance
- 1.4 Tie-Votes
- 1.5 Ordinances--Subject--Effective Date
- 1.6 Ordinances--Mayor's Veto
- 1.7 Adoption by Reference

### SECTION 2. MEETINGS

- 2.1 Day and Time of Regular Meetings
- 2.2 Location of Meetings
- 2.3 Failure to Attend Meetings--Arrest
- 2.4 Penalty for Refusing to Attend Meetings
- 2.5 Special Meetings
- 2.6 Executive Sessions

### SECTION 3. RULES OF ORDER

- 3.1 Rules Governing
- 3.2 Preservation of Order
- 3.3 Points of Order
- 3.4 Reading of Minutes
- 3.5 Conflicts of Interest
- 3.6 Permission to Speak
- 3.7 Motions
- 3.8 Motions to Reconsider
- 3.9 Journal of Order
- 3.10 Questions of Order
- 3.11 Presiding Officers--Discretion
- 3.12 Motions to Table
- 3.13 Abstentions
- 3.14 Adjournment
- 3.15 Rules--Changes
- 3.16 Committee-Reports
- 3.17 Attendance of Staff
- 3.18 Procedure for Presenting Matters to Council
- 3.19 Citizen Participation

**SECTION 4. AGENDA**

- 4.1 Agenda Preparation
- 4.2 Agenda Matters-Submitted
- 4.3 Order of Business
- 4.4 Consent Agenda
- 4.5 Old Business
- 4.6 New Business

**SECTION 5. COMMITTEES**

**SECTION 6. LAPTOP USAGE POLICY**

- 6.1 Purpose
- 6.2 Ownership
- 6.3 Passwords
- 6.4 License Agreements
- 6.5 Liability
- 6.6 Email Usage
- 6.7 Acceptable Use
- 6.8 Privacy
- 6.9 Installation of Applications
- 6.10 Care of the Device
- 6.11 Loss and Damage

**SECTION 7. AMENDMENT--REPEAL**

**APPENDIX: \***

- A. RCW 35.A Optional Code Cities
- B. RCW 42.30 Open Public Meetings
- C. RCW 35.23 Bid Law
- D. RCW 42.17 Public Records
- E. RCW 42.23.030 Code of Ethics
- F. RCW 39.30.020 Competitive Bidding
- G. RCW 42.36 Appearance of Fairness

**\* 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. **City Attorney to provide legal opinion.**

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. **City Attorney to provide legal opinion.**

2.5 **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.**

2.6 **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.

### **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~~ **the 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.

35

(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:**

~~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 Community 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.~~

**5.31** The City Council ~~may will~~ meet as a Committee-of-the-Whole, or in study session, for ~~any specific issue~~ **all new matters**.

~~(f a) Each standing~~ **The Committee-of-the-Whole** 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 b) Each~~ **The Committee-of-the-Whole** shall tour the facilities of ~~the all departments 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.~~

**5.2** Ad Hoc Committees shall be appointed as deemed necessary ~~by the Mayor and confirmed by Council and shall consist of three Councilmembers. The Mayor shall consult with Councilmembers with respect to their preference prior to making 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 Ad Hoc Committee meeting. Staff members shall not have a vote.~~

~~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 Ad Hoc** 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, **Ad Hoc** Committees should keep in mind the time requirements of staff to prepare the minutes and recommendations of the **Ad Hoc** Committee so that the City Clerk has them in hand in time for the preparation of the Council **Committee-of-the-Whole** agendas and not cause unnecessary delays in the decision making process.

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

(c) **Ad Hoc** 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 Ad Hoc** Committees and Councilmembers shall act accordingly.

(d) Each **Ad Hoc** 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 **Ad Hoc** Committees that are of an overlapping nature. The **Ad Hoc** 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 **Ad Hoc** Committee meetings and issue a joint report or recommendation to City Council. Any **Ad Hoc** Committee or Department Head can ask to have a staff member from another department attend a **an Ad Hoc** 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.

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

## **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 reimagine 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**

**GRANDVIEW CITY COUNCIL  
STUDY SESSION MINUTES  
FEBRUARY 23, 2016**

**1. CALL TO ORDER**

Mayor Norm Childress called the study session to order at 5:30 p.m. in the Council Chambers at City Hall.

Present were: Mayor Norm Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Bill Moore and Joan Souders. Councilmember Gloria Mendoza arrived at 5:45 p.m. Excused from the meeting was Councilmember Javier Rodriguez.

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

**2. GRANDVIEW CITY COUNCIL PROCEDURES MANUAL**

At the January 12, 2016 study session, Council began the review of the Council Procedures Manual.

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

**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:** No notable changes

(c) **Personal and Slanderous Remarks:** No notable changes.

(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:** No notable changes.

**SECTION 4. AGENDA:**

4.1 **Agenda Preparation:** No notable changes.

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4.2 **Agenda Matters--Submitted:** No notable changes.

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.

The Council will allow the public to address 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.

47

(c) Public hearings.

4.6 **Unfinished and New Business:** No notable changes.

3. **ADJOURNMENT**

The study session adjourned at 6:40 p.m.

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Mayor Norm Childress

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Anita Palacios, City Clerk

48

**GRANDVIEW CITY COUNCIL  
REGULAR MEETING MINUTES  
FEBRUARY 23, 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, Gloria Mendoza, Bill Moore and Joan Souders. Excused from the meeting was Councilmember Javier Rodriguez.

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

**2. PLEDGE OF ALLEGIANCE**

Councilmember McDonald led the pledge of allegiance.

**3. PRESENTATIONS – None**

**4. PUBLIC COMMENT – None**

**5. CONSENT AGENDA**

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

- A. Minutes of the February 9, 2016 study session**
- B. Minutes of the February 9, 2016 regular meeting**
- C. Payroll Electronic Fund Transfers (EFT) Nos. 5514-5518 in the amount of \$74,653.69**
- D. Payroll Check Nos. 8652-8668 in the amount of \$79,752.05**
- E. Payroll Direct Deposit 02/01/16 – 02/15/16 in the amount of \$91,982.34**
- F. Claim Check Nos. 109946-110034 in the amount of \$138,772.87**

**6. ACTIVE AGENDA**

- A. Resolution No. 2016-9 declaring certain vehicles as surplus and authorizing disposal of the surplus vehicles by sale or trade**

Police Chief Fuller explained that the current practice for surplus vehicles was that they were disposed of at public auction. Vehicles were normally sent to a farm auction and sold to the highest bidder. He requested that the wording on surplus vehicles be changed to add “or trade” to the list of possible options for disposition. The Police Department currently had several old vehicles. Based on trade-in values, it was believed that they would bring in very little if sold at auction. A change in the wording would allow for research to be conducted to determine if an amount more favorable to the City could be negotiated. This would be done by attempting to trade in several vehicles of little value for one newer vehicle that could then be retained and

49

used by the Police Department for a second detective vehicle and/or an out-of-town training vehicle.

**On motion by Councilmember Mendoza, second by Councilmember Souders, Council approved Resolution No. 2016-9 declaring certain vehicles as surplus and authorizing disposal of the surplus vehicles by sale or trade.**

**B. Resolution No. 2016-10 authorizing the Mayor to sign a Recreational Use Permit by and between the City of Grandview and the Lower Valley Cal Ripken League**

Parks & Recreation Director Carpenter explained that Washington Cities Insurance Authority strongly recommended the City enter into Recreational Use Permits between those athletic organizations that were utilizing City owned recreational facilities to conduct their respective programs. He presented the Recreational Use Permit between the City and the Lower Valley Cal Ripken League for the 2016 season. Baseball League Coordinator Clint Adamson of the Lower Valley Cal Ripken League reviewed and signed the agreement.

**On motion by Councilmember Everett, second by Councilmember Moore, Council approved Resolution No. 2016-10 authorizing the Mayor to sign a Recreational Use Permit by and between the City of Grandview and the Lower Valley Cal Ripken League.**

**C. Resolution No. 2016-11 authorizing the Mayor to sign the Flooring Change Order Proposal with Banlin Construction Inc., for the Grandview Museum Renovation Project**

Parks & Recreation Director Carpenter explained that during the February 9<sup>th</sup> Council meeting, he provided a report on the progress of the Museum Renovation Project. Discussion centered around the application to the concrete floor. As a result of a bare essential budget, the basic bid only provided for a concrete sealer which would show blemishes and patchwork upon its application. One option instead of the clear sealer would be the application of a commercial grade epoxy. This option required a change order for the project in the amount of \$6,956.00. Council directed staff to provide a change order proposal for consideration.

**On motion by Councilmember Souders, second by Councilmember McDonald, Council approved Resolution No. 2016-11 authorizing the Mayor to sign the Flooring Change Order Proposal with Banlin Construction Inc., for the Grandview Museum Renovation Project.**

**D. Resolution No. 2016-12 approving an Agreement with BNSF Railway Company for the issuance of a Pipeline License and Resolution No. 2016-13 approving a Roadway Surfacing Agreement with BNSF Railway Company**

City Administrator Arteaga explained that the City secured a low interest loan from the Department of Health in the amount of \$950,000 to replace the water main on OIE and loop the water main onto Elm which would improve the fire flow capacity for these areas. Currently, the City has an undersized water main on OIE which dead-ends at OIE and Elm. In addition, the City has a water main on Elm Street that dead-ends on the north side of the BNSF Railway line. The City was required to enter into a Pipeline License and Roadway Resurfacing Agreement

with BNSF for the construction and maintenance of the new water mains under the BNSF railway line and right-of-way.

**On motion by Councilmember Moore, second by Councilmember Mendoza, Council approved Resolution No. 2016-12 approving an Agreement with BNSF Railway Company for the issuance of a Pipeline License and Resolution No. 2016-13 approving a Roadway Surfacing Agreement with BNSF Railway Company.**

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

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

Community Partners Meeting – City Administrator Arteaga reported that a meeting of community partners was being organized. The community partners consisted of the City Council, School Board, Port Commission and YVCC Grandview Campus Board of Trustees. The meeting was scheduled for March 29<sup>th</sup>, 6 p.m., at the Community Center.

YCDA New Vision Annual Meeting – The YCDA New Vision annual meeting was scheduled for March 15<sup>th</sup>, 12:00 Noon at the Yakima Convention Center.

Liga Nezahualcoyotl Soccer League – City Administrator Arteaga reported that at the January 12<sup>th</sup> meeting, Jose Vasquez from the Liga Nezahualcoyotl Soccer League requested the City's assistance in providing facilities and/or fields at a reduced rate to operate the soccer league. At the meeting, Mayor Childress requested that Mr. Vasquez provide staff with a written proposal for consideration. To date, staff had not received a written proposal from Mr. Vasquez.

Non-Union Salary Survey – City Administrator Arteaga reported that at the August 11, 2015 meeting, Council directed staff to complete a salary and benefit comparison for non-union employees. The City Attorney would be finalizing a document for discussion with Council in executive session at the March 8<sup>th</sup> meeting.

2016 Grant Opportunities – City Administrator reported on the following grant opportunities available in 2016:

1. Pedestrian and Bicycle Program
  - Funding source: Washington State Department of Transportation
  - Funds available: \$18,380,000
  - Match: There is no match but preference will be given to projects with match
  - Application due: May 6, 2016
  - Grant award: Spring 2017
  - Recommended project: Larson Street Pedestrian Improvements
  - Location: Larson Street from West Fifth Street to West King Street
  - Estimated construction cost: \$217,000
  - Estimated engineering cost for application preparation: \$4,000
2. Safe Routes to School Program
  - Funding source: Washington State Department of Transportation
  - Funds available: \$19,150,000
  - Match: There is no match but preference will be given to projects with match

- Application due: May 13, 2016
  - Grant award: Spring 2017
  - Recommended project: North Elm Street and Fir Street Pedestrian Improvements
  - Project Location: North Elm Street from Wine Country Road to east Bonnieview; Fir Street from Wine Country Road south to Smith Elementary School; Fir Street from Smith Elementary School south to Highland Road
  - Estimated construction cost: \$420,000
  - Estimated engineering cost for application preparation: \$4,000
3. Community Development Block Grant (CDBG) Program
- Funding source: Washington State Department of Commerce
  - Funds available: \$8,500,000
  - Match: There is no match but preference will be given to projects with match
  - Application due: June 1, 2016
  - Grant award: Fall 2016
  - Recommended project: Stassen Way Neighborhood Improvements
  - Project Location: Stassen Way from Euclid west to Hillcrest
  - Estimated construction cost: Maximum grant award \$750,000
  - Estimated engineering cost for application preparation: \$10,000

**On motion by Councilmember Mendoza, second by Councilmember Souders, Council directed staff to research and compile information on the three grant opportunities for presentation to Council at the March 8<sup>th</sup> study session.**

**9. MAYOR & COUNCILMEMBER MEETING REPORT**

Council Retreat Committee – Councilmembers Everett, Brewer and Souders would be meeting on February 26<sup>th</sup> at City Hall to discuss the Council retreat.

Community Center Advisory Board Meeting – Councilmember Souders attended the Community Center Advisory Board meeting on February 16<sup>th</sup>.

Police Department Commendation – Councilmember Souders commended the Police Department for conducting a welfare check in her neighborhood.

New Business Ribbon Cuttings – Mayor Childress attended ribbon cuttings for Peace, Love & Coffee located at 101 Stover Road, and LKR Real Estate Services, Evergreen Home Loans, and Pleasant Ridge Construction located at 223 West Wine Country Road.

**10. EXECUTIVE SESSION – None**

**11. ADJOURNMENT**

**On motion by Councilmember Mendoza, second by Councilmember Moore, Council adjourned the meeting at 8:00 p.m.**

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Mayor Norm Childress

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Anita Palacios, City Clerk

52