

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE SPECIAL MEETING MINUTES
OCTOBER 10, 2017**

1. CALL TO ORDER

Mayor Norm Childress called the Committee-of-the-Whole special meeting to order at 5:30 p.m., in the Council Chambers at City Hall.

2. ROLL CALL

Present were: Mayor Childress and Councilmembers Gay Brewer, Bill Moore, Javier Rodriguez and Joan Souders.

Councilmember Mike Everett arrived at 5:35 p.m. Councilmember Gloria Mendoza arrived at 5:40 p.m.

Absent from the meeting was Councilmember Dennis McDonald.

On motion by Councilmember Moore, second by Councilmember Rodriguez, the C.O.W. excused Councilmember Dennis McDonald from the C.O.W. and Council meetings.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Library Director Elizabeth Jahnke, Wastewater Treatment Plant Superintendent Dave Lorenz and City Clerk Anita Palacios.

3. PUBLIC COMMENT – None

4. NEW BUSINESS

A. 2018 Preliminary Budget Preparation Schedule & Department Budgets

City Administrator Arteaga presented the 2018 Preliminary Budget Preparation Schedule as requested at the September 26, 2017 C.O.W. meeting.

Following discussion, the C.O.W. concurred with the meeting dates and times as outlined on the 2018 Preliminary Budget Preparation Schedule.

City Treasurer Cordray presented the 2018 preliminary budget as follows:

2018 REVENUE ESTIMATES

Current Expense Fund

Total Beginning Cash Balance - \$1,283,200

Taxes

2017 Budget \$4,203,300

2018 Estimate \$4,337,000

Licenses and Permits

2017 Budget \$121,500

2018 Estimate \$131,500

Intergovernmental Revenues

2017 Budget \$348,000

2018 Estimate \$357,300

Charges for Goods and Services

2017 Budget \$155,450

2018 Estimate \$152,160

Fines and Penalties

2017 Budget \$190,100

2017 Estimate \$178,210

Miscellaneous Revenues

2017 Budget \$158,410

2018 Estimate \$134,515

Total Current Expense Fund Revenues

2017 Budget \$6,865,215

2018 Estimate \$6,573,885

2018 EXPENDITURE ESTIMATES

Current Expense Fund

It was noted that the following general wage increases were incorporated into the preliminary budget:

- Public Works Union Employees – 2.25% on 1/1/2018
- Police Sergeants & Patrol Union Employees – 2% on 1/1/2018 & 2% on 7/1/18
- Police Support Union Employees – 3% 1/1/2018
- Non-Union Employees – 2% 1/1/2018

Legislative Services - Council

2017 Budget \$57,450

2018 Estimate \$56,380

Notable Changes in 2018 – Increased travel fund \$1,000

Community Support Services

2017 Budget \$36,475

2018 Estimate \$36,450

Notable Changes in 2018 – Increased Election Services – County due to election year

Municipal Court Services

2017 Budget \$348,200

2018 Estimate \$364,390

Notable Changes in 2018 – Yakima County District Court costs increased from \$190,600 in 2017 to \$205,325 in 2018. Each year, the City pays the County a sum equal to the City's percentage of the County's budget. The percentage was determined based on a 4 year running average of the total District Court cases divided by the average number of City cases. For example: if the 4 year average of the District Court cases including Grandview was 10,000 and

Grandview's portion 4 year average was 1,000 – the City pays the county 10% of the total budget for that year. Beginning in 2018, the City would be contracting with Yakima County for probation services at a flat fee cost of \$70 per case. For 2018, the cost to the City for probation services would be \$4,500. The public defender agreement with the Law Firm of Beck and Phillips, PLLC was renewed for 2018 in the amount of \$75,920 payable in equal monthly installments. The Public Defender Agreement reflects a caseload limit, the reimbursement of costs for investigators and experts, warranty of public defender and quarterly reporting requirements. The City also contracts with other defense attorneys in the case of public defender conflicts. Another notable change for 2018 was Yakima County Prosecution Services was moved from “Legal Services” to “Municipal Court Services” in the amount of \$72,000.

General Management Services – Mayor & City Administrator

2017 Budget \$101,070

2018 Estimate \$104,500

Notable Changes in 2018 – None

Clerk Services – City Clerk

2017 Budget \$54,200

2018 Estimate \$54,820

Notable Changes in 2018 – None

Accounting Services – City Treasurer

2017 Budget \$111,135

2018 Estimate \$114,955

Notable Changes in 2018 – None

Risk Management Services

2017 Budget \$165,060

2018 Estimate \$159,370

Notable Changes in 2018 – The City's liability assessment with WCIA decreased from \$154,852 in 2017 to \$154,446 in 2018. The assessment formula was based on two factors: worker hours multiplied by the assessment rate. The assessment rate was determined by an actuarial review of the City's last five years loss history and successful completion of WCIA's COMPACT requirements. Property, boiler and machinery, and crime/fidelity rates remained the same for 2018.

Legal Services

2017 Budget \$96,120

2018 Estimate \$103,610

Notable Changes in 2018 – The following union agreements would expire December 31, 2018:

- Police Sergeants & Patrol Bargaining Unit
- Police Dispatch & Corrections Bargaining Unit
- Public Works Bargaining Unit

Another notable change for 2018 was Yakima County Prosecution Services was moved from “Legal Services” to “Municipal Court Services” in the amount of \$72,000.

Human Resource Services

2017 Budget \$75,300

2018 Estimate \$77,360

Notable Changes in 2018 – Due to a Police Sergeant retirement in 2018, “Professional Services” was increased to include funds for Public Safety Testing to conduct a promotional testing selection process to fill the vacant position in the amount of \$5,000.

General Facilities Services

2017 Budget \$29,950

2018 Estimate \$29,020

Notable Changes in 2018 – None

Planning & Community Development Services

2017 Budget \$37,760

2017 Estimate \$36,150

Notable Changes in 2018 – None

Economic Development Services

2017 Budget \$18,680

2018 Estimate \$20,230

Notable Changes in 2018 – None

Library Services

2017 Budget \$287,680

2018 Estimate \$297,275

Notable Changes in 2018 – Work study positions were difficult to fill each quarter; Federal funding decreased for the on-line periodical database and for the OCLC bibliographic database and the e-books/e-audio subscription which makes the costs increase; YVC now contributes to “out of pocket cost” for the OCLC bibliographic database; depend on Friends of Grandview Library to pay for four newspaper subscriptions.; revenue was not consistent year to year; combined catalog with YVC would change workload dynamics (six month-implementation); increase of \$6,500 for part-time help during summer months.

The next preliminary budget meeting would be held on Monday, October 16, 2017 at 6:00 p.m.

B. Resolution authorizing the City of Grandview Public Works Department to repair a private parking lot owned by Phillip Winterholler in exchange for an exclusive perpetual easement for the Memorial Plaza

City Administrator Arteaga explained that at the June 13, 2017 C.O.W. meeting, the Beautification Commission presented a proposal with respect to the VFW monument and flag pole. The Beautification Commission recommended that the City enter into a License Agreement with Phillip Winterholler, current owner of the former VFW building located at 132 Division Street, for the City to access and maintain the components of the “Memorial Plaza”. This item was further discussed at the June 27, 2017 regular meeting and the July 11, 2017 and July 25, 2017 Committee-of-the-Whole meetings. At the August 8, 2017 regular meeting, Council directed staff to negotiate a permanent easement with Phillip Winterholler for the Memorial Plaza. Staff presented an Easement signed by Phillip Winterholler granting an exclusive perpetual easement to the City for the purpose of maintaining Memorial Plaza.

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Moore, the C.O.W. moved a resolution authorizing the City of Grandview Public Works Department to repair a private parking lot owned by Phillip Winterholler in exchange for an exclusive perpetual easement for the Memorial Plaza to the October 23, 2017 special Council meeting for consideration.

C. Industrial User Contract Schedule “A” Revisions

WWTP Superintendent Lorenz explained that Grandview Municipal Code Section 13.12.130 required all large industrial users to enter into an industrial discharge contract with the City. The contract included a Schedule “A” attachment that identified maximum loading limits for flow, BOD and TSS. The Schedule “A” on the various industrial user contracts have been revised numerous times throughout the years based on changes in industry operations and increases in product processing. In a letter dated September 21, 2017, the Department of Ecology (DOE) requested that the City revise the current Schedule “A” by removing the 120% rule footnote which states “Wastewater discharge shall not be considered a violation of the Industrial User’s Washington Department of Ecology State Waste Discharge Permit until they reach 120% of the values listed in Schedule “A”. Staff recommended the City comply with the Department of Ecology’s request to revise the Schedule “A” for the seven (7) industrial user contracts by removing the 120% rule footnote.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Mendoza, the C.O.W. moved to comply with the Department of Ecology’s request to revise the Schedule “A” for the seven (7) industrial user contracts by removing the 120% rule footnote which states “Wastewater discharge shall not be considered a violation of the Industrial User’s Washington Department of Ecology State Waste Discharge Permit until they reach 120% of the values listed in Schedule “A” to the October 23, 2017 special Council meeting for consideration.

5. **OTHER BUSINESS** – None

6. **ADJOURNMENT**

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

Mayor Norm Childress

Anita Palacios, City Clerk