

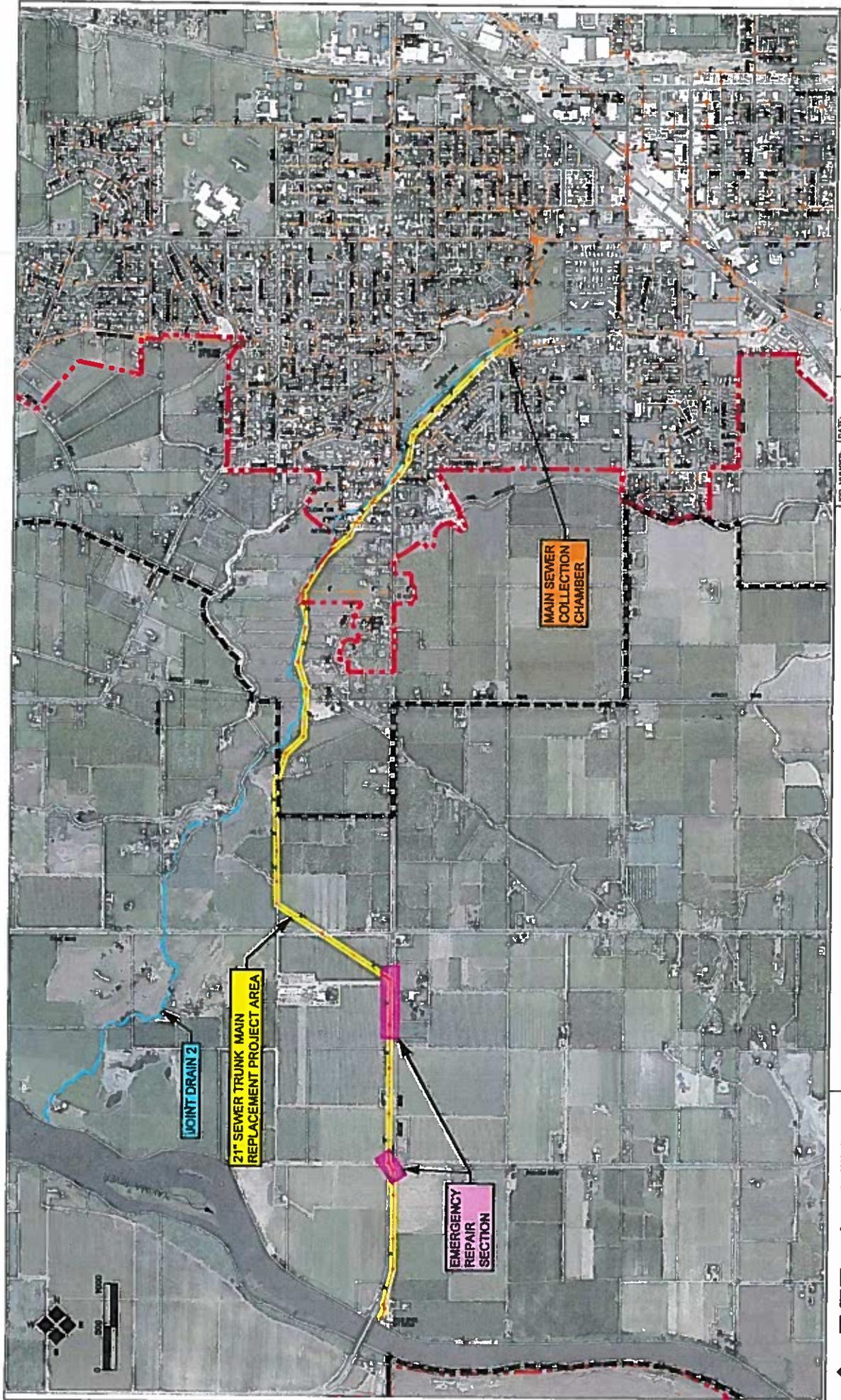
**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE  
MEETING AGENDA  
TUESDAY, MARCH 27, 2018**



**COMMITTEE-OF-THE-WHOLE MEETING – 6:00 PM**

**PAGE**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT** – At this time, the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing.
4. **NEW BUSINESS**
  - A. Sewer Trunk Main Replacement – Community Development Block Grant –  
City Engineer Justin Bellamy 1-14
  - B. Resolution accepting the bid for the Wine Country Road Resurfacing and authorizing  
the Mayor to sign all contract documents with Central Washington Asphalt, Inc. 15-18
  - C. Ordinance amending the 2018 Annual Budget 19-25
5. **OTHER BUSINESS**
6. **ADJOURNMENT**



**CITY OF GRANDVIEW  
SANITARY SEWER TRUNK  
MAIN REPLACEMENT**

PROJECT MAP

JOB NUMBER:	17007	DATE:	10-13-17
FILE NAME:	DRAWING:	EXHIBIT:	exhibit.dwg
DRAWN BY:	JJD	CHECKED BY:	JJD

2103 River Road  
Yakima, WA 98902  
509.846.7000  
Fax: 509.963.3800  
www.hlaenv.com

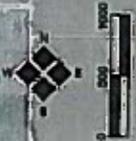


**JOINT DRAIN 2**

**21" SEWER TRUNK MAIN  
REPLACEMENT PROJECT AREA**

**EMERGENCY  
REPAIR  
SECTION**

**MAIN SEWER  
COLLECTION  
CHAMBER**



# 2018 CDBG Funding Cycles - proposed

Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019
<p><b>2018 General Purpose Grants (construction, acquisition, local assistance and planning-only)</b>                      Late March - application materials available                      Early June - applications due                      Early September - awards announced</p>												
<p><b>2018 Economic Opportunity Grants</b>                      July 1<sup>st</sup>. applications accepted and awarded through June 30, 2019, while funds are available</p>												
<p><b>2018 Housing Enhancement Grants</b>                      Sept - Initial CDBG forms accepted during the state Housing Trust Fund application cycle                      Dec - If awarded HTF, final CDBG application documents to be completed</p>												
<p><b>2018 Public Services Grants</b>                      Early February - application materials available                      Early April - applications due                      July 1<sup>st</sup> - awards begin</p>												



# GENERAL PURPOSE GRANT FUNDING OVERVIEW AND SUBMITTAL INSTRUCTIONS

This handbook provides information and forms to apply for a 2018 General Purpose Grant from the state Community Development Block Grant (CDBG) program.

## WHAT IS CDBG?

CDBG is a state administered federal grant that funds eligible local governments for priority community development projects principally benefiting low- and moderate-income persons. The General Purpose Grant is the largest fund within the state CDBG program. A summary of all proposed 2018 CDBG fund opportunities is on the CDBG Fact Sheet in Appendix B-4.

All CDBG funded activities must meet at least one of three national objectives:

- Principally benefit low- and moderate-income persons
- Prevent or eliminate slums or blight
- Meet urgent needs posing serious and immediate threat to public health or safety

<b>General Purpose Grants</b>	
<b>ELIGIBLE APPLICANTS</b>	<p><b>Cities and towns with less than 50,000 people and not participating in a CDBG entitlement urban county consortium; and counties with populations less than 200,000.</b> See Appendix A for a map and list of local governments served by the state CDBG program.</p> <p>Subrecipients: Special purpose districts, public housing authorities, community action agencies, economic development councils, other nonprofit organizations and Indian tribes are not eligible to apply, but may be partners in projects and be a subrecipient of funding through an eligible city/town or county applicant.</p>
<b>ELIGIBLE ACTIVITIES</b>	<p><b>Construction, Acquisition and Local Assistance Programs:</b></p> <ul style="list-style-type: none"> <li>• Acquisition, final design (only when part of a construction project), construction reconstruction, or installation of public facilities and community facilities</li> <li>• Clearance, demolition, removal, and rehabilitation of building and housing</li> <li>• Activities in support of affordable housing</li> <li>• Some economic development activities, such as local microenterprise assistance programs and public infrastructure directly resulting in job creation</li> </ul> <p><b>Planning-Only activities:</b></p> <ul style="list-style-type: none"> <li>• Capital facility plans or non-routine infrastructure system plans</li> <li>• Community development strategic plans and comprehensive plans</li> <li>• Functional plans, in areas such as housing, land use, and economic development</li> <li>• Individual project plans and feasibility studies</li> <li>• Small area and neighborhood plans</li> <li>• Capital improvement plans</li> <li>• Environmental studies</li> <li>• Disaster resilience plans</li> </ul> <p>A variety of activities are eligible for CDBG funding under Section 105(a) of Title I of the Housing and Community Development Act of 1974 located in <u>Appendix A-5</u>. The state has prioritized its General Purpose Grants for sewer, water and transportation activities that address public health and safety; community facilities, including facilities for the homeless and special needs populations; economic development; affordable housing; and planning-only activities identified in this Act.</p>

<b>INELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• CDBG application preparation costs</li> <li>• New housing construction</li> <li>• Government buildings</li> <li>• Regular government operations</li> <li>• Facility maintenance/operations</li> <li>• Most equipment</li> <li>• Projects located in a floodway</li> <li>• Costs incurred prior to CDBG award</li> <li>• Professional services and contractors not procured following CDBG requirements</li> <li>• Most projects located in a CDBG entitlement area</li> <li>• Projects already awarded a CDBG General Purpose Grant</li> </ul> <p><b>Planning-Only activities also cannot fund:</b></p> <ul style="list-style-type: none"> <li>• Final engineering or architectural design/blue prints</li> </ul>
<b>TOTAL FUNDS AVAILABLE</b>	\$9 million (contingent on federal funding)
<b>MAXIMUM GRANT AMOUNTS</b>	<ul style="list-style-type: none"> <li>• \$750,000 for construction projects and acquisition projects <ul style="list-style-type: none"> <li>- Investment limit is \$25,000 per household or per job created/retained</li> </ul> </li> <li>• \$500,000 for local housing rehabilitation programs <ul style="list-style-type: none"> <li>- Investment limit is \$25,000 per household or \$35,000 per household if rehabilitation includes lead-based paint mitigation</li> </ul> </li> <li>• \$250,000 for local microenterprise assistance programs <ul style="list-style-type: none"> <li>- Investment limit is \$25,000 per household or job created/retained</li> </ul> </li> <li>• \$24,000 for planning-only activities</li> </ul>
<b>NUMBER OF APPLICATIONS ALLOWED</b>	Under limited circumstances, a local government could submit up to four unrelated General Purpose Grant applications: one for construction/acquisition, one for microenterprise assistance, one for housing rehabilitation, and one for planning-only activities.
<b>RELATIONSHIP WITH OTHER CDBG FUNDS</b>	Each year a local government could submit an application for each of the following CDBG funds: General Purpose Grant, Housing Enhancement Grant, Public Services Grant, Economic Opportunity Grant.
<b>DUE DATE</b>	Must be hand delivered and received by 5 pm, or sent by first class or priority mail and postmarked by <b>June 1, 2018</b> .
<b>AWARD DATE</b>	By early September 2018.
<b>TIMING OF FUNDS</b>	<p>CDBG cannot fund construction contracts already underway.</p> <p>Eligible costs incurred after the CDBG award date can be reimbursed, but only after grant contract execution and the CDBG-specific NEPA/SEPA procedures are completed.</p> <p><b>Planning-Only activities exception:</b></p> <p>Costs for planning-only activities cannot be incurred until after grant contract execution <u>and</u> the CDBG-specific NEPA/SEPA procedures are completed.</p>
<b>LENGTH OF BENEFIT</b>	Funded construction or acquisition activities must provide the intended benefit for at least 10 years.

## **FORMAT GUIDELINES**

To make it easier for CDBG staff to locate all parts of your application, we recommend you submit your forms, narrative statements, and attachments in the same order as presented in this Application Handbook.

Suggested labels for tabbed dividers:

1. Project Summary
2. LMI/Demographics
3. Certifications
4. Citizen Participation
5. Other forms
6. Work Plan/Budget
7. Narrative
8. Attachments

Recommended formatting:

- Print Size ..... Generally no smaller than this font (Arial 11)
- Layout ..... Double spaced for narrative responses; two-sided pages (unless a one-sided form)
- Page Numbering ..... Essential for the narrative; nice for the entire document
- Total Narrative Pages..... Not to exceed 25 (excluding narrative questions)
- Attachments ..... Tabbed so raters can locate referenced material
- Source Documentation.... Provide as attachments. If many pages, summarize and note source
- Instruction Pages ..... Please exclude
- Binding ..... Clip or staple in the upper left corner is sufficient

## **LETTERS OF SUPPORT**

Letters documenting support or participation by sectors of the community or regulatory agencies, and letters verifying contribution of resources are appropriate and should be provided as attachments in the application. Letters of support from state or federal political representatives are not necessary since they do not confirm local support nor provide additional information to determine the statewide priority of one project over another.

## **NUMBER AND TYPE OF COPIES**

**FOUR total:** ONE application with original signature on Project Summary, TWO copies, and ONE scanned (pdf) version sent electronically or on a flash drive.

### **MAILING ADDRESS**

CDBG Program  
Department of Commerce  
Post Office Box 42525  
Olympia, Washington 98504-2525  
Attn: Laurie Dschaak

### **PHYSICAL ADDRESS**

CDBG Program  
Department of Commerce  
1011 Plum St SE (Corner of Union & Plum)  
Olympia, WA 98504-2525  
Open Monday-Friday, 8:00 am to 5:00 pm

### **EMAIL ADDRESS**

[laurie.dschaak@commerce.wa.gov](mailto:laurie.dschaak@commerce.wa.gov)

## HOW ARE PROJECTS SELECTED?

The selection process has three stages: threshold review, rating and selection, and award.

### Stage 1 - Threshold Review

Commerce staff will determine if an application meets minimum requirements and may contact you to resolve threshold issues. Applications failing to meet threshold **will not** advance to the next stage. Incomplete applications (such as missing a DUNS#, SWV#, UBI#, SAM.gov expiration date or copy of the public hearing notice) may result in a lower Capacity score. To be considered for funding, your application must:

- Be submitted by a local government served by the state CDBG program (Appendix A-2);
- Be for an eligible activity(s);
- Demonstrate at least 51 percent of the persons to benefit have incomes at the low- to moderate-level according to CDBG guidelines;
- Document how and when a public hearing was conducted; and
- Include the completed forms in the next section and have those with signature lines signed by the chief administrative official. Only the Project Summary requires an original signature.

### Stage 2 - Rating and Selection

Applications are reviewed, rated and ranked based on the responses to questions in the Narratives Section of this handbook. Up to 100 points are available with the points distributed among the five narrative statements:

Financial Review	20 Points
Need Statement	20 Points
Capacity Statement	20 Points
Readiness/Feasibility Statement	20 Points
Results Statement	<u>20 Points</u>
	<b>100 Points</b>

Applications will be evaluated and scored by review teams grouped by project type, depending on applications received. Typical project types include:

- water
- sewer
- community facility
- housing
- economic development
- streets/transportation
- planning-only

Commerce may consult with informed third parties including local, state and federal agencies and may conduct interviews or make site visits to assist in the rating and selection process.

After scoring, the applications are ranked by total points. To break a tie, the application Need scores and then Readiness scores will be used to determine the higher-ranking application. Applications receiving scores of at least 65 points are eligible for funding. The highest-ranking application from each project type (water, sewer, community facility, housing, economic development, transportation, and planning-only) receiving the 65 point minimum will be funded. Then the highest-ranking applications receiving the 65 point minimum will be funded on a funds available basis.

The CDBG Program reserves the right to negotiate funding amounts with jurisdictions and in coordination with other funding partners.

### Stage 3 – Award

Commerce management considers CDBG staff recommendations and makes final funding decisions. Legislators are informed and awards are announced to recipients. Award letters are sent setting the incur cost date (no retroactive costs can be covered) and outlining the contracting process. Unsuccessful applicants are contacted and offered a debriefing.

It takes generally up to 90 days to execute a CDBG contract. Commerce offers training and technical assistance on managing a CDBG-funded project.

Any professional services contracts to be funded by CDBG must be procured following CDBG requirements, even if the procurement occurs prior to execution of the CDBG contract with Commerce. See Section 5 of the CDBG Management Handbook.

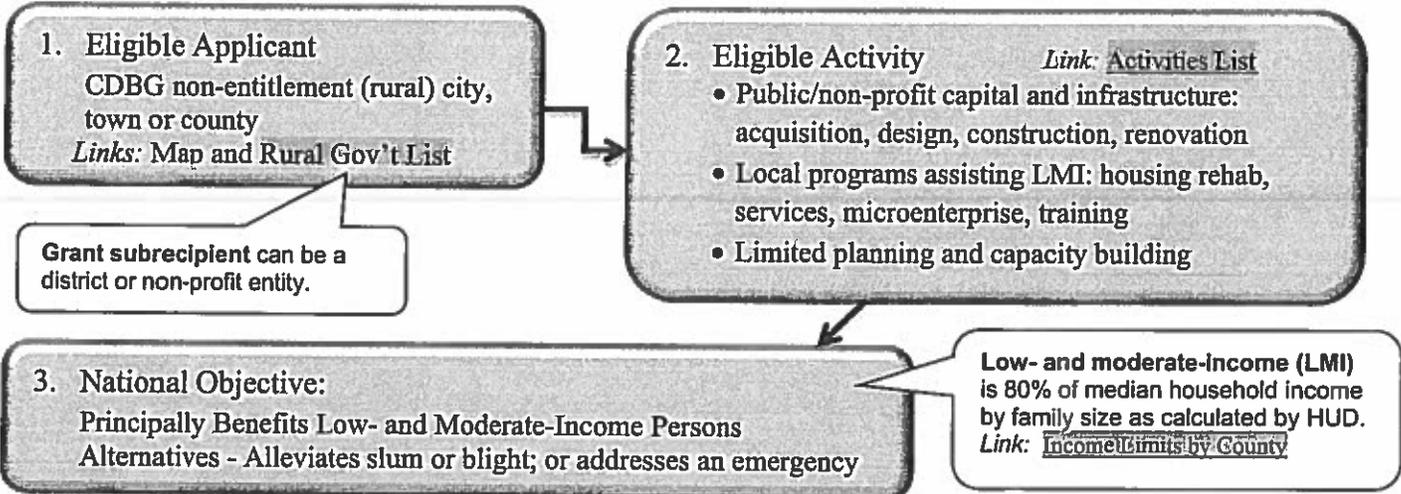
The CDBG Grant Management Handbook is at [www.Commerce.wa.gov/cdbg](http://www.Commerce.wa.gov/cdbg).

#### **CHANGES FROM 2017 APPLICATION**

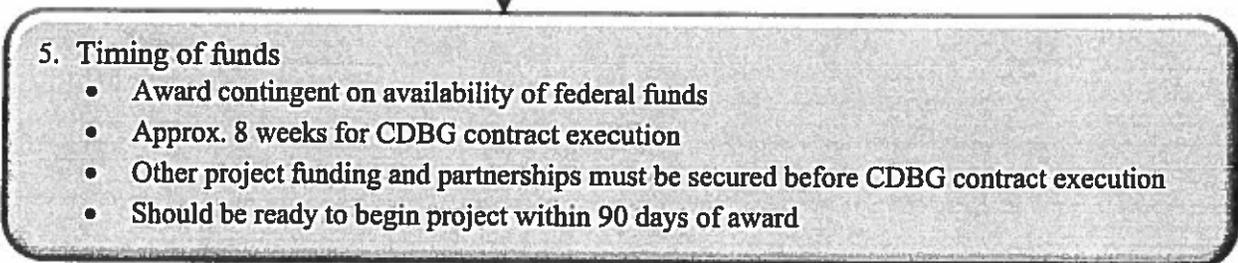
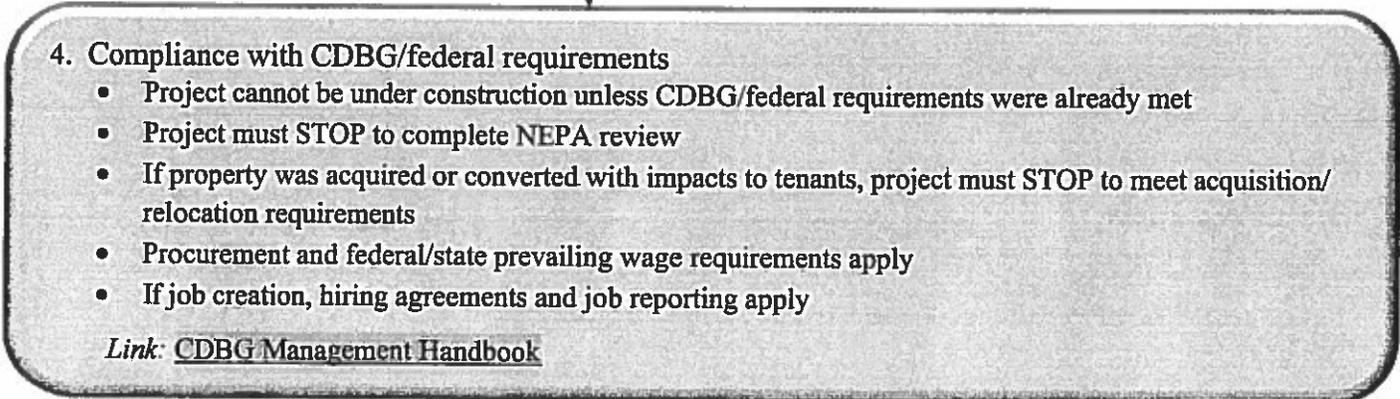
There have been no substantial changes in policies or application procedures. Forms have been updated for 2018. Be sure to use the updated forms. Do not use earlier versions. Many forms in the handbook are also available as separate Word documents on the CDBG website under General Purpose Grants.

# Washington State Community Development Block Grant (CDBG)

## Can a project be funded by CDBG?



Benefit Type	Is the activity available for all residents of a primarily residential area? Ex. sewer improvements, fire station		Is the activity targeting its benefit for LMI persons? Ex. food bank, housing rehab, infrastructure directly resulting in jobs for LMI		
	AREA BENEFIT		DIRECT BENEFIT		
Data Options	CDBG data must show at least 51% of area population is LMI		Limited Clientele Facilities and Services		Jobs (permanent jobs)
		HUD LMI Data	Income Survey	Local program uses an income qualification process or has its mission to ensure at least 51% LMI benefit	Exclusively for HUD presumed low-income group (homeless, illiterate, elderly, etc.)
	Data is available for each:	<ul style="list-style-type: none"> <li>Meets CDBG survey standards</li> <li>Survey must be more current than HUD data</li> </ul>	<ul style="list-style-type: none"> <li>Recruit LMI</li> <li>At least 51% of new hires are LMI</li> <li>No more than \$35,000 CDBG per FTE job</li> </ul>		



# PROJECT AND APPLICATION DEVELOPMENT TIPS

Here are tips for selecting and developing the project proposal, and for writing a competitive grant application.

**Review community priorities.** Review local planning documents such as the Growth Management Comprehensive Plan, Economic Development Plan, Sewer and Water Plans, Hazard Mitigation Plan and Capital Facility Plan and compare with CDBG-eligible activities. Be able to document how the proposed project is a priority, especially for lower income persons within the community.

**Plan for community/citizen involvement before developing the application.** Schedule your public hearing now. Notice must be advertised at least once, two weeks before the hearing date. During the hearing, you can consider community proposals or receive comments on the selected project. Involve citizens who represent a cross-section of the community such as local officials, special interest groups, and civic organizations. Solicit participation and input early in the development of the project to build support and eliminate potential conflicts or duplication of effort. Complete the assessment in the Citizen Participation Documentation form.

**Establish relationship with subrecipient, if applicable.** If the local government intends to partner with a local special purpose district, nonprofit organization or other subrecipient to implement the project, review the Subrecipient Guidance at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) to better understand the commitment and oversight responsibilities when using a subrecipient. Confirm the organization has no active exclusions in the federal System for Award Management (SAM) located at [SAM.gov](http://SAM.gov)

**Organize your team and establish an application development plan.** Identify the tasks, key individuals, grant team meetings, and time frames for assembly, editing, approval and obtaining official signatures, copying, and delivery of the application by the due date. Develop the project concept as a team, but have one person do the overall writing and editing.



General Purpose Grants are due by June 1, 2018. Start with that due date and work backwards to establish your application development plan.

**Determine how your project benefits persons with low- and moderate-income.** You will need to document that the activities either will benefit everyone in a lower income area or will target or limit benefit to lower income persons. Do not assume the project will meet the CDBG low- and moderate-income documentation requirements without first reading the Low- and Moderate-Income (LMI) requirements in this handbook. Acceptable data sources are limited. You may need to conduct an income survey, which takes time.

**Collect data.** Collect documentation to support facts on the project's need and urgency, supporting plans, past efforts, community demographics, local government's financial condition, and status of other funding sources. For rate-based systems, complete the Affordability Review form early to determine whether the project would be competitive for CDBG funding.

**Read through the entire application first.** The instructions for various forms FOLLOW the forms themselves. Be sure to read the instructions before completing any form.

**Respond to ALL questions** in the narrative statement section. It is recommended to copy and paste this handbook's narrative questions and then provide your answer.

**Start the SEPA and NEPA environmental review process.** There are specific CDBG requirements for the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA), including a Section 106 cultural and historic resources review. The CDBG environmental review is unique in that the local government grant recipient (rather than the federal or state agency) is responsible for completing and certifying the environmental review requirements. While you can begin the NEPA process using environmental review forms completed for other federal funding programs, the local government must still complete the CDBG steps that include additional public notices and public comment periods for projects not certified as exempt. Section 6 of the CDBG Management Handbook, available at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg), outlines the CDBG environmental review requirements in detail and provides forms and samples.



**Begin the environmental review process as early as possible,** although in most cases the full review cannot be completed until after CDBG award. Review of the project's potential environmental impacts and opportunities will influence the location, design, timing of the project, and use of other funds. The laws set forth in 24 CFR 58.22 regarding "choice-limiting actions" apply to a CDBG project on the date the application is received.

**Meet procurement requirements.** Ensure professional services to be funded by CDBG are procured following the CDBG requirements. The unique CDBG procurement requirements are in Section 5 of the CDBG Management Handbook, available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg).

**Obtain site control.** The application will be more competitive if you document site control of any property required for the project. If property is acquired or if it has been occupied by anyone other than the owner over the last 12 months, contact CDBG staff to follow early steps to document the acquisition is voluntary and no displacement will occur under the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

**Incorporate labor standards.** If CDBG-funded, your construction contract must incorporate federal and state labor standards, including prevailing wage requirements. This could affect your construction bid timeline, budget and project administration responsibilities.

**Review your draft application.** Allow time for review by the grant writing team and someone unfamiliar with the project. Specifically:

- Eliminate typos and grammatical errors
- Ensure the budget, project description and supporting data are consistent throughout application
- Clearly justify budget costs
- Support important statements with facts and documentation
- Align your intended results with your statements of need



**Wait towards the end to complete/sign the Project Summary,** since it contains budget information and data that may change as the application is developed.

**Consult the funding program.** The CDBG program staff is available to answer questions. The program staff contact information is listed on the title page. Application and guidance materials are also available on the CDBG website.



## **ADDITIONAL TIPS FOR WATER AND/OR SEWER PLANNING PROJECTS**

**Consult the appropriate regulatory agency.** If your project involves planning for a water system, schedule a pre-plan meeting with the Department of Health (DOH). If your project involves planning for a sewer system, schedule a pre-plan meeting with the Department of Ecology (ECY). Ask DOH/ECY staff to complete the Regulatory Agency Review form in this application, after your meeting. Do not delay scheduling the pre-plan review with the regulatory agency, since the outcome of the review could result in you changing your scope of work/budget, or you may learn about other funding opportunities to consider.

**Assess your ability to fund your project with system-related revenues/reserves.**

Regular system plan updates should be anticipated and included in your annual operating budget. CDBG will no longer fund such plan updates. Before you apply for planning-only funding for system planning, please use the Affordability Review tool, found on the CDBG website, to assess your financial need and capacity. If the analysis results in an Affordability Index score of less than 2.0, this indicates you can afford to pay for your planning project without a grant. Be sure to submit a copy of your rate schedule, ordinance, or resolution as a part of your affordability review.

**Small Water System Management Program (SWSMP) considerations.** If your goal is to develop a basic SWSMP for your community, carefully consider if you need a grant, since SWSMPs were designed to allow local governments to complete them without hiring a professional consultant. Before applying, do an objective assessment of your local capacity, and assess the urgency to complete all elements of a SWSMP.



***Use the Application Checklist on the next page to be certain your application is complete.***

# APPLICATION CHECKLIST

## ARE YOU SURE?

1.	Applicant is a eligible local government	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	All activities and costs are eligible	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Amount requested is within maximum grant level	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Amount requested is within the CDBG investment per household or job limits	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Each activity principally benefits persons with low- to moderate-incomes	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	The local government is submitting only one General Purpose Grant application, unless one is for an unrelated local assistance program or planning-only activity	<input type="checkbox"/> YES <input type="checkbox"/> NO

## HAVE YOU INCLUDED?

1.	Signed and completed Project Summary (with original signature)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Low- and Moderate-Income Benefit Documentation form with required documentation of LMI benefit	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Community Demographics	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Signed Title VI Certification	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Signed Resolution with Certification of Compliance	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Completed Citizen Participation Documentation form with copies of public hearing notice(s), hearing minutes, and grievance procedure	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Contact List	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Floodplain Review (construction and/or acquisition projects only)	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Affordability Review & Rate Schedule (rate-based system projects only)	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Work Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Budget Forms (Budget Assumptions, Project Budget and Operations Budget for community facilities & fire protection facilities)	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Narrative Statement (Project Description, Financial Review, Need, Capacity, Readiness, Results)	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Additional Considerations:	
	• Commerce will receive the application on time	<input type="checkbox"/> YES <input type="checkbox"/> NO
	• Submitted 1 original AND 2 hard copies; AND 1 electronic, scanned version	<input type="checkbox"/> YES <input type="checkbox"/> NO
	• If persons to be served include CDBG entitlement area residents, the application documents how the project meets the CDBG entitlement/non-entitlement policy requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
	• A readable map of the local government, project service area, and project site	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Application Process Feedback Form (optional)	<input type="checkbox"/> YES <input type="checkbox"/> NO

## IF SEWER AND/OR WATER PLANNING PROJECT, DID YOU ALSO INCLUDE:

15.	• Regulatory Agency Review Form – Be sure to use the right one for your type of plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	• If a water plan, the notes from the pre-plan meeting with DOH	<input type="checkbox"/> YES <input type="checkbox"/> NO

## LOCAL GOVERNMENTS SERVED BY THE STATE CDBG PROGRAM

### Cities & Towns:

Aberdeen	Garfield	Nooksack	Toledo
Albion	George	North Bonneville	Tonasket
Almira	Goldendale	Northport	Toppenish
Asotin	Grand Coulee	Oak Harbor	Twisp
Benton City	Grandview	Oakesdale	Union Gap
Bingen	Granger	Oakville	Uniontown
Blaine	Hamilton	Ocean Shores	Vader
Bonney Lake	Harrah	Odessa	Waitsburg
Brewster	Harrington	Okanogan	Wapato
Bridgeport	Hartline	Omak	Warden
Burlington	Hatton	Oroville	Washtucna
Cashmere	Hoquiam	Othello	Waterville
Castle Rock	Ilwaco	Palouse	West Richland
Cathlamet	Ione	Pateros	Westport
Centralia	Kahlotus	Pe Ell	White Salmon
Chehalis	Kalama	Pomeroy	Wilbur
Chelan	Kelso	Port Angeles	Wilson Creek
Chewelah	Kettle Falls	Port Townsend	Winlock
Clarkston	Kittitas	Prescott	Winthrop
Cle Elum	Krupp	Prosser	Zillah
Colfax	La Conner	Pullman	
College Place	La Crosse	Quincy	
Colton	Lamont	Raymond	
Colville	Langley	Reardan	
Conconully	Leavenworth	Republic	
Concrete	Lind	Ritzville	
Connell	Long Beach	Riverside	
Cosmopolis	Lyman	Rock Island	
Coulee City	Lynden	Rosalia	
Coulee Dam	Mabton	Roslyn	
Coupeville	Malden	Royal City	
Creston	Mansfield	Sedro Woolley	
Cusick	Marcus	Selah	
Davenport	Mattawa	Sequim	
Dayton	McCleary	Shelton	
Electric City	Mesa	Soap Lake	
Ellensburg	Metaline	South Bend	
Elma	Metaline Falls	South Cle Elum	
Elmer City	Montesano	Sprague	
Endicott	Morton	Springdale	
Entiat	Moses Lake	St. John	
Ephrata	Mossyrock	Starbuck	
Everson	Moxee	Stevenson	
Farmington	Naches	Sumas	
Ferndale	Napavine	Sunnyside	
Forks	Nespelem	Tekoa	
Friday Harbor	Newport	Tieton	

**LOCAL GOVERNMENTS  
WITH 51 PERCENT OR GREATER LMI POPULATION**  
for Non-Entitlement Communities served by Washington State CDBG Program  
HUD 2014 LMI Data, based on 2006-2010 American Community Survey (ACS) sample

✓ Used to document only LMI Area Benefit Activities

Jurisdiction Name	LMI %	Jurisdiction Name	LMI %	Jurisdiction Name	LMI %
Adams County	52.88%	Kelso , City of	54.02%	Reardan , Town of	52.29%
Franklin County	53.56%	La Conner , Town of	51.76%	Riverside , Town of	56.03%
Whitman County	51.01%	LaCrosse , Town of	56.67%	Rock Island , City of	63.98%
Brewster , City of	65.74%	Lyman , Town of	66.98%	Rosalia , Town of	64.44%
Bridgeport , City of	76.04%	Mabton , City of	64.20%	Royal City , City of	80.06%
Burlington , City of	52.20%	Malden , Town of	56.52%	Soap Lake , City of	64.56%
Chewelah , City of	57.62%	Mansfield , Town of	60.87%	South Bend , City of	56.23%
Clarkston , City of	58.09%	Marcus , Town of	69.23%	Springdale , Town of	57.81%
Cle Elum , City of	52.26%	Mattawa , Town of	72.70%	Starbuck , Town of	76.19%
Colville , City of	51.12%	Mesa , City of	82.98%	Sumas , City of	57.00%
Concrete , Town of	66.67%	Mossyrock , City of	72.50%	Sunnyside , City of	57.32%
Connell , City of	53.25%	Nespelem , Town of	75.86%	Tekoa , City of	55.17%
Ellensburg , City of	64.02%	Newport , City of	62.56%	Tieton , Town of	60.44%
Endicott , Town of	52.70%	North Bonneville , City of	61.36%	Tonasket , City of	63.08%
Entiat , City of	52.46%	Northport , Town of	60.00%	Toppenish , City of	73.03%
Friday Harbor , Town of	52.43%	Oakville , City of	52.14%	Twisp , Town of	55.78%
Garfield , Town of	56.31%	Omak , City of	53.78%	Union Gap , City of	58.95%
Goldendale , City of	57.08%	Oroville , City of	66.84%	Wapato , City of	69.38%
Grand Coulee , City of	61.86%	Othello , City of	54.55%	Warden , City of	59.35%
✓ Grandview , City of	67.19%	Pateros , City of	58.70%	Waterville , Town of	57.58%
Granger , City of	76.42%	Pomeroy , City of	55.31%	Westport , City of	54.16%
Hamilton , Town of	65.59%	Pullman , City of	59.70%	White Salmon , City of	56.62%
Hoquiam , City of	52.74%	Quincy , City of	62.73%	Winlock , City of	55.51%
Kahlotus , City of	58.97%	Raymond , City of	51.37%		

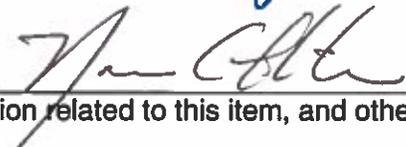
**Data Notes:**

Link to WA State CDBG website -- <http://www.commerce.wa.gov/serving-communities/current-opportunities/community-development-block-grants/>

For source data on these communities and others in the state, follow the link below, scroll through the list of states, and click on Washington.

Link to HUD LMI Data - FY 2014 LMISD Local Governments by State, Based on 2006-2010 American Community Survey: <https://www.onecpd.info/manage-a-program/acs-low-mod-summary-data-local-government/>

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

<b>ITEM TITLE</b>  Resolution accepting the bid for the Wine Country Road Resurfacing and authorizing the Mayor to sign all contract documents with Central Washington Asphalt, Inc.	<b>AGENDA NO.:</b> New Business 4 (B)  <b>AGENDA DATE:</b> March 27, 2018
<b>DEPARTMENT</b>  Public Works Department	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)
<b>DEPARTMENT DIRECTOR REVIEW</b>  City Administrator/Public Works Director Cus Arteaga	
<b>CITY ADMINISTRATOR</b>	 <b>MAYOR</b>
  <b>ITEM HISTORY</b> (Previous council reviews, action related to this item, and other pertinent history)	
<b>ITEM COMMENTARY</b> (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.  Bids for the Wine Country Road Resurfacing from the SVID canal crossing to east City limits were opened on March 22, 2018. A total of three (3) bids were received with Central Washington Asphalt, Inc., of Moses Lake, Washington, submitting the low bid in the amount of \$180,000.00. The low bid was approximately 33 percent below the City Engineer's estimate of \$271,125.00.	
<b>ACTION PROPOSED</b>  Move resolution accepting the bid for the Wine Country Road Resurfacing and authorizing the Mayor to sign all contract documents with Central Washington Asphalt, Inc., to a regular Council meeting for consideration.	

March 22, 2018

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

Attn: Mr. Cus Arteaga

Re: City of Grandview  
WINE COUNTRY ROAD RESURFACING  
TIB Project No.: 3-E-183(007)-1  
HLA Project No.: 17191  
Recommendation of Award

Dear Mr. Arteaga:

The bid opening for the above referenced project was held at Grandview City Hall at 10:00 a.m. on Thursday, March 22, 2018. A total of three (3) bids were received with the low bid of \$180,000.00, being offered by Central Washington Asphalt, Inc. of Moses Lake, Washington. This low bid is approximately thirty-three (33) percent below the Engineer's Estimate of \$271,125.00.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Grandview award a construction contract to Central Washington Asphalt, Inc., in the amount of \$180,000.00, contingent on approval of the Transportation Improvement Board. Please send us a copy of the City of Grandview Council minutes authorizing award of this project.

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

Very truly yours,



Stephen S. Hazzard, PE

SSH/crf

Enclosures

Copy: Christa Draggie, PE, Transportation Improvement Board (Email)  
Caroline Fitzsimmons, HLA  
Rachelle Pacsuta, HLA



**RESOLUTION NO. 2018-\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
ACCEPTING THE BID FOR THE WINE COUNTRY ROAD RESURFACING AND  
AUTHORIZING THE MAYOR TO SIGN ALL CONTRACT DOCUMENTS WITH  
CENTRAL WASHINGTON ASPHALT, INC.**

**WHEREAS**, the City of Grandview has advertised for bids for the Wine Country Road Resurfacing from SVID canal crossing to east City limits; and,

**WHEREAS**, Central Washington Asphalt, Inc., of Moses Lake, Washington, has submitted the lowest responsible bid, which bid has been accepted;

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

The Mayor is hereby authorized to sign all contract documents with Central Washington Asphalt, Inc., for the Wine Country Road Resurfacing in the amount of \$180,000.00.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2018.

**MAYOR**

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_

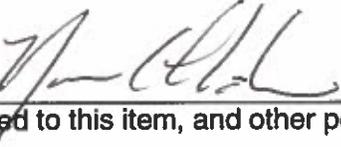
**CITY ATTORNEY**

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (C)
Ordinance amending the 2018 Annual Budget	<b>AGENDA DATE:</b> March 27, 2018
<b>DEPARTMENT</b>	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)
City Treasurer	

**DEPARTMENT DIRECTOR REVIEW**

Matthew Cordray, City Treasurer 

<b>CITY ADMINISTRATOR</b>	<b>MAYOR</b>
	

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

Staff monitoring and review of fund and department budgets has identified budget accounts to be amended. An ordinance will be prepared to provide for the amending of the 2018 Annual Budget to accommodate the changes in sources and uses.

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

By Fund the highlights of the budget changes are:

**CURRENT EXPENSE FUND:** Increase revenues for USDA loan on fire truck. Increase appropriations for fire truck. Net effect is no change in estimated ending fund balance.

**YAKIMA CO. LAW & JUSTICE TAX FUND:** Increase appropriates for new officer. Net effect is a decrease in estimated ending fund balance.

**CAPITAL IMPROVEMENT FUND:** Increase revenues for donations from private organizations. Increase appropriations for pool amenities. Net effect is a decrease in estimated ending fund balance.

**WATER/SEWER FUND:** Increase appropriates for engineering services on sewer trunk main. Net effect is a decrease in estimated ending fund balance.

**ACTION PROPOSED**

Move an ordinance amending the 2018 Annual Budget to the next regular Council meeting for consideration.

to Sue 4/XX/2018 - mc

**Ordinance No. 2018-X**

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
001 000 000 308 80 00 00	Current Expense Fund Beginning Fund Balance	1,417,850		1,417,850	
<input type="checkbox"/> 001 000 000 391 80 00 01	USDA Rural Loan - Fire Truck Revenues/Sources	5,314,435	550,000	5,864,435	Loan received to purchase new pumper fire engine
	Current Exp. Fund Total	6,732,285	550,000	7,282,285	
<input type="checkbox"/> 001 038 000 594 22 64 02	Pumper Fire Truck Expenditures/Uses	6,034,360	550,000	6,584,360	Purchase new pumper fire engine
001 099 000 508 80 00 00	Ending Fund Balance Current Exp. Fund Total	697,925	-	697,925	
	Current Exp. Fund Total	6,732,285	550,000	7,282,285	
105 000 000 308 80 00 00	Emergency Medical Svcs Fund Beginning Fund Balance	228,190		228,190	
	Revenues/Sources	138,270		138,270	
	E.M.S. Fund Total	366,460	-	366,460	
	Expenditures/Uses	154,450		154,450	
105 000 099 508 80 00 00	Ending Fund Balance E.M.S. Fund Total	212,010	-	212,010	
	E.M.S. Fund Total	366,460	-	366,460	

**Ordinance No. 2018-X**

to Sue 4/XX/2018 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
106 000 000 308 80 00 00	Yakima Co. Law & Jetc Tax Beginning Fund Balance	164,110		164,110	
	Revenues/Sources	286,000		286,000	
	<b>Yakima Co. LJ Fund Total</b>	<b>450,110</b>	<b>-</b>	<b>450,110</b>	
106 000 000 521 22 11 00	Regular Salaries & Wages		11,600		Hire 2019 replacement officer in 2018
106 000 000 521 22 21 00	Social Security		900		Hire 2019 replacement officer in 2018
106 000 000 521 22 22 00	Retirement		650		Hire 2019 replacement officer in 2018
106 000 000 521 22 23 00	Workman's Compensation		350		Hire 2019 replacement officer in 2018
106 000 000 521 22 24 00	Medical/Life Insurance		2,500		Hire 2019 replacement officer in 2018
	<b>Expenditures/Uses</b>	<b>320,700</b>		<b>336,700</b>	
106 000 099 508 80 00 00	Ending Fund Balance	129,410	(16,000)	113,410	
	<b>Yakima Co. LJ Fund Total</b>	<b>450,110</b>	<b>-</b>	<b>450,110</b>	
110 000 000 308 80 00 00	Street Fund Beginning Fund Balance	364,885		364,885	
	Revenues/Sources	1,413,550		1,413,550	
	<b>Street Fund Total</b>	<b>1,778,435</b>	<b>-</b>	<b>1,778,435</b>	
	Expenditures/Uses	1,579,090		1,579,090	
110 000 099 508 80 00 00	Ending Fund Balance	199,345		199,345	
	<b>Street Fund Total</b>	<b>1,778,435</b>	<b>-</b>	<b>1,778,435</b>	

**Ordinance No. 2018-X**

to Sue 4/XX/2018 - mc

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
Capital Improvement Fund				
Beginning Fund Balance	45,415		45,415	
<input type="checkbox"/> 301 000 000 367 11 75 02 Contributions to Pool Amenities		1,500		Donations from Kiwanis, I.O.O.F. and Lower Valley CU
Revenues/Sources	80,500		82,000	
Capital Improvements Fund Total	125,915	1,500	127,415	
<input type="checkbox"/> 301 000 090 594 76 62 05 Pool Amenities		6,000		Picnic table, canopy and signage
Expenditures/Uses	59,000		65,000	
<input type="checkbox"/> 301 000 099 508 80 00 00 Ending Fund Balance	66,915	(4,500)	62,415	
Capital Improvements Fund Total	125,915	1,500	127,415	
<hr/>				
<b>Account</b>	<b>EWC Plaza</b>			
325 000 000 308 80 00 00 Beginning Fund Balance				
Revenues/Sources				
EWC Plaza Fund Total				
Expenditures/Uses				
325 000 099 508 80 00 00 Ending Fund Balance				
EWC Plaza Fund Total				

**Ordinance No. 2018-X**

to Sue 4/XX/2018 - mc

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<b>Water/Sewer Fund</b>				
410 000 000 308 80 00 00 Beginning Fund Balance	7,937,785		7,937,785	
Revenues/Sources	5,929,905		5,929,905	
<b>Water/Sewer Fund Total</b>	<b>13,867,690</b>	<b>-</b>	<b>13,867,690</b>	
<b>21" Sewer Main Repair Video</b>		100,000		
410 000 034 535 80 41 03		100,000		
410 000 034 535 80 41 04 21" Sewer Main - Design/Environmental Expenditures/Uses	5,090,080	501,000	5,691,080	Professional services for Sewer Trunk Main Engineering services for Sewer Trunk Main
410 000 099 508 80 00 00 Ending Fund Balance	8,777,600	(601,000)	8,176,600	
<b>Water/Sewer Fund Total</b>	<b>13,867,690</b>	<b>-</b>	<b>13,867,690</b>	
<b>Irrigation Fund</b>				
420 000 000 308 80 00 00 Beginning Fund Balance	240,215		240,215	
Revenues/Sources	471,000		471,000	
<b>Irrigation Fund Total</b>	<b>711,215</b>	<b>-</b>	<b>711,215</b>	
Expenditures/Uses	527,160		527,160	
420 000 099 508 80 00 00 Ending Fund Balance	184,055		184,055	
<b>Irrigation Fund Total</b>	<b>711,215</b>	<b>-</b>	<b>711,215</b>	

**ORDINANCE NO. 2018-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
AMENDING THE 2018 ANNUAL BUDGET**

**WHEREAS**, the original 2018 estimated beginning fund balances and revenues do not reflect available budget sources; and

**WHEREAS**, there are necessary and desired changes in uses and expenditure levels in the funds; and

**WHEREAS**, there are sufficient sources within the funds to meet the anticipated expenditures.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** That the 2018 annual budget be amended to reflect the changes presented in Exhibit A.

**Section 2.** That the City Administrator is authorized and directed to adjust estimated revenues, expenditures and fund balances reflecting the determined changes.

**Section 3.** This Ordinance shall be in full force and effect five (5) day after its passage and publication as required by law.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2018.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**PUBLICATION:**  
**EFFECTIVE:**

**Exhibit A**

	<b>Beginning Balance</b>	<b>Estimated Revenues</b>	<b>Appropriated Expenditures</b>	<b>Ending Balance</b>	<b>Budget Total</b>
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**Current Expense Fund**

Original 2018 Budget	1,417,850	5,314,435	6,034,360	697,925	6,732,285
Amendment Amount		550,000	550,000	-	550,000
<b>Amended Total</b>	<b>1,417,850</b>	<b>5,864,435</b>	<b>6,584,360</b>	<b>697,925</b>	<b>7,282,285</b>

**Yakima Co. Law & Justice Tax**

Original 2018 Budget	164,110	286,000	320,700	129,410	450,110
Amendment Amount			16,000	(16,000)	-
<b>Amended Total</b>	<b>164,110</b>	<b>286,000</b>	<b>336,700</b>	<b>113,410</b>	<b>450,110</b>

**Capital Improvement Fund**

Original 2018 Budget	45,415	80,500	59,000	66,915	125,915
Amendment Amount		1,500	6,000	(4,500)	1,500
<b>Amended Total</b>	<b>45,415</b>	<b>82,000</b>	<b>65,000</b>	<b>62,415</b>	<b>127,415</b>

**Water/Sewer Fund**

Original 2018 Budget	7,937,785	5,929,905	5,090,090	8,777,600	13,867,690
Amendment Amount			601,000	(601,000)	-
<b>Amended Total</b>	<b>7,937,785</b>	<b>5,929,905</b>	<b>5,691,090</b>	<b>8,176,600</b>	<b>13,867,690</b>