

**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE  
MEETING AGENDA  
TUESDAY, JULY 28, 2020**



**Governor Proclamation 20-28.7 continues the prohibition on "in-person" meetings. This meeting will be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.**

**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. **Coronavirus Relief Funds for Local Governments** 1-7
  - B. **Ordinance amending the 2020 Annual Budget** 8-12
  - C. **Resolution authorizing the Mayor to sign the Law Enforcement Assistance Agreement Communications/ 2020 with Yakima County Sheriff** 13-17
5. **OTHER BUSINESS**
6. **ADJOURNMENT**

Governor Proclamation 20-28.7 continues the prohibition on "in-person" meetings. This meeting will be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

The City of Grandview Committee-of-the-Whole and Council Meetings scheduled for Tuesday, July 28, 2020 at 6:00 pm and 7:00 pm will only be available via teleconference.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/649746141>

You can also dial in using your phone.

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**CORONAVIRUS RELIEF FUNDS FOR LOCAL GOVERNMENTS  
CITY OF GRANDVIEW  
\$336,000**

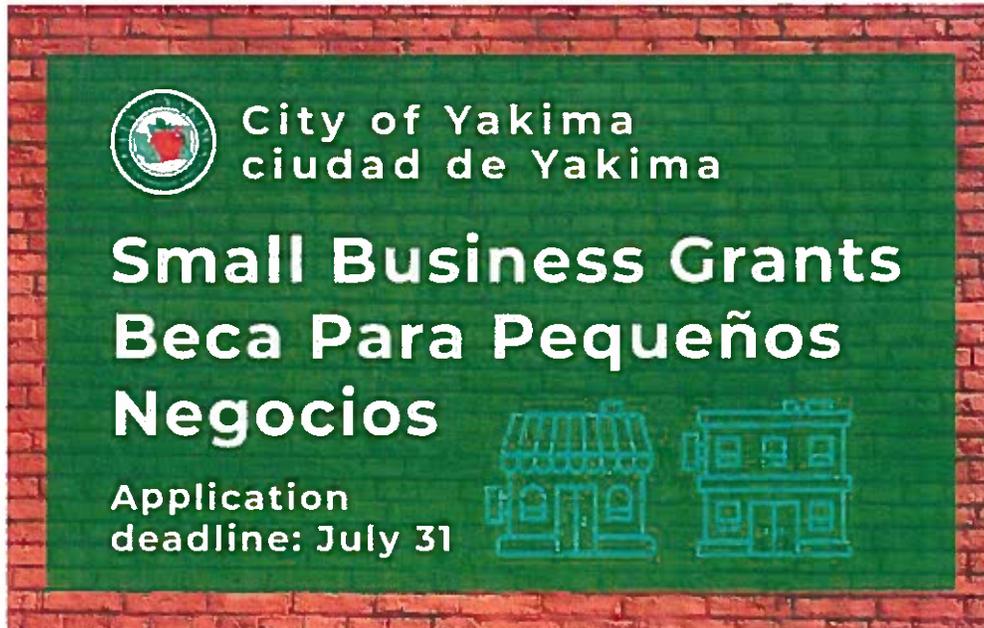
The City may be eligible for a reimbursement funding program for COVID related expenses which may include some of the following:

1. Funding to upgrade electronic equipment to support conference calls and/or zoom meetings. Consider replacing some of the old phones and purchase new laptop computers for zoom meetings for the Mayor, Council and Department Heads.
2. Consider submitting the 4% credit card service fees.
3. Consider submitting the ambulance service fees.
4. Submit all equipment, tools and/or supplies that was purchased for the pandemic.
5. Provide a financial grant to commercial businesses to subsidize their monthly utility bill. The program could be administered by the Yakima County Development Association similar to what they are doing for the City of Yakima and Yakima County.

The Coronavirus Relief Funds are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

# Small Business Grants

By John Fannin (<https://www.yakimawa.gov/media/points-of-interest/author/jfannin/>)



**Click here for the application (<https://forms.gle/fJTUawNdCmmqK9P8>)**

**Haga clic aquí para aplicar (<https://forms.gle/Z4gsNRJAYFChqaFY8>)**

City of Yakima – Small Business Grant – How to fill out the application  
(<https://youtu.be/yrh2KuKOiCs>)

City of Yakima – Beca Para Pequeños Negocios – Como llenar la aplicacion  
(<https://youtu.be/ufas7LASKM>)

**CDBG City of Yakima Small Business Grant FAQ –**

CDBG City of Yakima Small Business Grant FAQ (<https://www.yakimawa.gov/media/points-of-interest/wp-content/blogs.dir/2/files/sites/2/CDBG-City-of-Yakima-Small-Business-Grant-FAQ.pdf>) Download (<https://www.yakimawa.gov/media/points-of-interest/wp-content/blogs.dir/2/files/sites/2/CDBG-City-of-Yakima-Small-Business-Grant-FAQ.pdf>)

**Beca para los Pequeños Negocios en la Ciudad de Yakima – Preguntas más frecuentes –**

CDBG City of Yakima Small Business Grant FAQ Spanish (<https://www.yakimawa.gov/media/points-of-interest/wp-content/blogs.dir/2/files/sites/2/CDBG-City-of-Yakima-Small-Business-Grant-FAQ->

Spanish.pdf) Download (<https://www.yakimawa.gov/media/points-of-interest/wp-content/blogs.dir/2/files/sites/2/CDBG-City-of-Yakima-Small-Business-Grant-FAQ-Spanish.pdf>)

The City of Yakima has dedicated \$480,000 in small business assistance. The money is available for low or moderate-income business owners that employ five or fewer people. The business must be located within the Yakima city limits.

Eligible businesses can receive reimbursements of up to \$10,000 for expenses related to COVID-19.

The Yakima County Development Association (YCDA) is assisting the City with administering the application process. If a business owner has questions or needs help completing the application, they can make an appointment to meet YCDA staff for assistance by calling 575-1140.

The application deadline is Friday, July 31st. YCDA will contact applicants on Friday, August 7th, to notify them of their status.

This program is funded through a Community Development Block Grant (CDBG). Funds are available on a limited basis. Please note that submitting an application does not guarantee a grant award.

#### ELIGIBILITY REQUIREMENTS

- Be a for-profit business
- Have five or fewer employees, including owner(s)
- Have a physical location in the city limits of the City of Yakima
- Have been in operation for at least one year
- Provide documents to prove loss of income of 25% or more due to COVID-19
- The business owner, who is applying, must meet the Community Development Block Grant low to moderate household income criteria for the City of Yakima (see below)

La ciudad de Yakima ha dedicado \$480,000 en asistencia a pequeñas empresas. El dinero está disponible para dueños de negocios de ingresos bajos o moderados que emplean a cinco personas o menos. El negocio debe estar ubicado dentro de los límites de la ciudad de Yakima.

Las empresas elegibles pueden recibir reembolsos de hasta \$10,000 por gastos de negocio relacionados con COVID-19.

La Asociación de Desarrollo Económico del Condado de Yakima (YCDA) está ayudando a la Ciudad a administrar el proceso de solicitud. Si el dueño de un negocio tiene preguntas o necesita ayuda para completar la solicitud, puede hacer una cita para llenar una aplicación en persona llamando al 509-575-1140.

La aplicación cierra el viernes 31 de julio. YCDA se comunicará con los solicitantes el viernes 7 de agosto para notificarles sobre su estado.

Esta ayuda de alivio está fundada a través del Community Development Block Grant (CDBG). Los fondos están disponibles de forma limitada. Por favor tome en cuenta que al enviar una solicitud no garantiza que recibirá una beca.

#### REQUISITOS DE ELEGIBILIDAD

- El negocio debe ser lucrativo.
- El negocio tiene 5 empleados o menos, a partir del momento de esta solicitud. El/Los dueño(s) del negocio debe(n) ser incluido como parte de los cinco empleados o menos.
- El negocio está localizado en la ciudad de Yakima.
- El negocio abrió hace un año o más, a partir del momento de esta solicitud.
- El negocio puede presentar documentos que comprueban pérdida de ingresos de por lo menos 25% o más debido al coronavirus. La documentación puede incluir estados financieros y/o estados de cuenta bancarios.
- El dueño del negocio, quien está solicitando, debe cumplir con el criterio de ingreso familiar bajo a moderado del Community Development Block Grant en la ciudad de Yakima (vea abajo).

To meet the CDBG's criteria, the business owner's household gross income, based on their household size, must be less than the listed amount seen on this table.

HOUSEHOLD SIZE	INCOME
1	\$37,700
2	\$43,100
3	\$48,500
4	\$53,850
5	\$58,200
6	\$62,500
7	\$66,800
8+	\$71,100+

#### WHAT CAN MONEY BE USED FOR?

These funds can be used for day-to-day operation costs incurred as of March 27, 2020. This includes:

- Payroll
- Rent
- Utilities

#### WHAT DO I NEED TO APPLY?

The business owner will need the following documents to apply

##### The Owner's

- Driver's license
- Personal tax return for 2018 and 2019
- Last two pay stubs (if applicable)
- Supplemental Security Income status (if applicable)

##### The Business'

- City of Yakima business license
- DUNS number (YCDA can help you get a DUNS number)
- Documents that prove at least a 25% loss of revenue due to COVID-19
- Monthly operating expenses
- Documentation proving the number of employees (if applicable)

Para cumplir con los criterios de CDBG, el ingreso familiar bruto del dueño del negocio, basado en el tamaño de su hogar, debe ser menos que la cantidad indicada en esta tabla.

PERSONAS EN EL HOGAR	INGRESO TOTAL
1	\$37,700
2	\$43,100
3	\$48,500
4	\$53,850
5	\$58,200
6	\$62,500
7	\$66,800
8+	\$71,100+

#### ¿PARA QUÉ PUEDO USAR LOS FONDOS?

Estos fondos pueden ser usados para cubrir los gastos de operaciones diarias incurridas a partir del 27 de marzo de 2020.

- Salarios de los empleados
- Renta
- Servicios publicos

#### ¿QUÉ NECESITO PARA APLICAR?

El dueño del negocio necesitará los siguientes documentos para aplicar para este programa.

##### DE EL DUEÑO SE NECESITA ...

- Identificación del estado de Washington
- Declaración de impuestos personales del 2018 y 2019
- Los últimos dos talones de pago (si le aplica)
- Estado de ingreso suplemental de seguridad (si le aplica)

##### DE EL NEGOCIO SE NECESITA...

- Licencia de negocio de la ciudad de Yakima
- Número DUNS – Si usted no tiene un número DUNS, YCDA le puede ayudar a conseguirlo
- Documentos que comprueban por lo menos el 25% de pérdida de ingresos por causa del coronavirus
- Gastos mensuales de operación
- Documentación que comprueba el número de empleados (si le aplica)

# City of Yakima Small Business Grant FAQ

## What is the source of funding for this grant program?

The City of Yakima Small Business Grant is made possible by Federal Community Development Block Grant (CDBG) funding. CDBG is a type of federal funding with specific funding eligibility criteria that necessarily shaped the requirements for our process.

## What are the eligibility requirements?

The following criteria must be met for a business to be eligible:

**1) Geographic location requirement:**

Businesses must operate out of a physical location located in within the city limits of the City of Yakima. Physical location includes a 'brick and mortar' edifice, food truck, farmers market, and other types of physical spaces that depend on foot traffic for business.

**2) Low/moderate-income requirement:**

Business owners must meet the income requirements established by CDBG federal funding eligibility guidelines. The business owner must have low-moderate income (less than 80% of the Area Median Income). Income includes all wages, child support, SSI, unemployment, pension, income from assets, etc. for all adult family members in the household.

**80% Area Median Income – City of Yakima**

# of People in Household	1	2	3	4	5	6	7	8
Household Income	\$37,700	\$43,100	\$48,500	\$53,850	\$58,200	\$62,500	\$66,800	\$74,100

**3) Micro-enterprise status requirement:**

Businesses must employ five people or fewer at the time of completing the application. This in accordance with CDBG federal funding eligibility guidelines.

**4) COVID-19-related harm requirement:**

The business must be able to demonstrate that they have experienced a loss of income of 25% or more due to COVID-19.

## What documentation do I need to complete an application?

In accordance with CDBG federal funding eligibility guidelines, the business owner will need the following documents to apply for this financial business relief program.

The Owners	The Businesses
<ul style="list-style-type: none"><li>• Driver's license</li><li>• Last two Personal Tax Returns</li><li>• Last two pay stubs (if needed)</li><li>• Documentation of SSI Income if applicable</li></ul>	<ul style="list-style-type: none"><li>• City of Yakima business license</li><li>• DUNS number (we can help you get this if needed)</li><li>• Documents to prove loss of revenue</li><li>• Monthly operating expenses</li><li>• Documentation of the number of employees</li></ul>

## How much money can businesses receive?

Up to \$10,000 per application.

## What can the money be used for?

Grant money may only be used for the operating expenses of the awarded business. The operating expenses are defined as the day-to-day trading operations of the business such as covering payroll and rent/mortgage, utilities, and inventory.

## What businesses are NOT eligible to apply?

Businesses not meeting the criteria above are ineligible. Additionally, franchises, chains, non-profits, or businesses not legal under federal requirements (e.g. cannabis retailers) are not eligible.

## Why is so much documentation required, including personal tax returns and business financials?

Documentation is a requirement of this federally funded program. Tax returns and/or paystubs allow us to ensure the financial support goes to business owners that met the federal income restrictions. Business financials will enable us to understand the ongoing operating needs of small businesses, how far the \$10,000 grant will support them, and the potential need for additional financial support from other sources.

## Is the documentation and financial records subject to public disclosure?

Generally, application materials are subject to public disclosure. However, Washington state law allows for certain personal and financial information to be withheld from disclosure in order to protect the privacy of the applicants.

## What is the timeframe and process for these grants?

- 1) Microenterprises complete the online application using a computer or smartphone with an internet connection. Applications for round one will be accepted through July 31. If there is funds remaining additional applications will be accepted until the years end or funds run out.
- 2) As applications are submitted, they will be reviewed for accuracy and completeness. A member of the YCDA Grant taskforce team will connect with each applicant to gather any additional information and documentation that is needed

- 3) When the application period has closed, the applications will be sorted and ranked based on the income level of the owner, the likelihood of the Microenterprise going out of business, if the business has been closed due to a government order, the number of employees at the Microenterprise, the minority status of the owner, and amount of funds requested
- 4) YCDA will start with the highest-ranked applicant and enter into a contractual agreement with the Microenterprise for the disbursement of the CDBG funds.
- 5) An online results page and FAQ page will be posted at <https://www.yakimawa.gov/media/points-of-interest/small-business-grants/> The page will include general information about the number of applications received and the microenterprises that were awarded funds.

### **If there are more applications than funds available, how will awards be determined?**

These funds are intended to help microenterprises in the City of Yakima. It is anticipated there will be up to 150 microenterprises that apply for relief assistance. Applications will be prioritized on:

- 1) The income level of the owner(s) of the Microenterprise with more weight given to those with lower income
- 2) Likelihood of the Microenterprise going out of business with more weight given to those that are more likely to permanently close
- 3) If the business has been closed due to a government order with more weight given to those that are completely closed
- 4) Number of employees at the Microenterprise with more weight given to those with fewer employees
- 5) Minority status of the owner of the Microenterprise with more weight given to minorities including ethnicity, gender, Tribal, and veterans
- 6) Amount of funds requested with more weight given to microenterprises requesting fewer dollars

### **How will YCDA ensure that underrepresented and non-English speaking business owners have a fair chance of getting a grant?**

- Application materials will be available in Spanish and English at <https://www.yakimawa.gov/media/points-of-interest/small-business-grants/>
- One-on-one assistance completing applications and gathering documentation will be available in Spanish and English by appointment at 10 North 9<sup>th</sup> Street, Yakima, WA 98901.
- The task force reviewing applications will ensure that the awards are representative of Yakima County's demographic makeup, as well as the demographic makeup of those that applied.

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

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (B)
Ordinance amending the 2020 Annual Budget	<b>AGENDA DATE:</b> July 28, 2020
<b>DEPARTMENT</b>	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)
City Treasurer	

**DEPARTMENT DIRECTOR REVIEW**

Matthew Cordray, City Treasurer  

**CITY ADMINISTRATOR**  **MAYOR**

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

At a prior meeting, Council approved the closure of the municipal pool due to COVID-19 concerns. Staff monitoring and review of the Current Expense Fund and swimming pool department budget has identified several budget accounts to be amended.

At the July 14, 2020 meeting, Council approved separating the Water and Sewer Funds per the requirement of a USDA Loan. Staff monitoring and review of these funds has identified several budget accounts to be amended.

An ordinance will be prepared to provide for the amending of the 2020 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:** Decrease revenues for Swimming Pool Fees and Swimming Lessons. Decrease several appropriations within Swimming Pools. Net effect is an increase in estimated ending fund balance.

**WATER FUND:** Move all Sewer revenues, expenditures and balances to Sewer Fund.

**SEWER FUND:** Move all Sewer revenues, expenditures and balances from the Water Fund.

**ACTION PROPOSED**

Move Ordinance amending the 2020 Annual Budget to the next regular Council meeting for consideration.

**Ordinance No. 2020-X**

to Sue 7/xx/2020 - mc

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	1,360,960		1,360,960	
001 000 000 347 30 10 00	Swimming Pool Fees		(11,500)		City pool closed due to COVID-19
001 000 000 347 60 10 00	Swimming Lesson Fees		(6,500)		City pool closed due to COVID-19
	<b>Revenues/Sources</b>	<b>5,679,840</b>		<b>5,661,840</b>	
	<b>Current Exp. Fund Total</b>	<b>7,040,800</b>	<b>(18,000)</b>	<b>7,022,800</b>	
001 081 000 576 20 11 02	Regular Salaries & Wages		(55,000)		City pool closed due to COVID-19
001 081 000 576 20 11 03	Regular Salaries & Wages - Maint.		(5,000)		City pool closed due to COVID-19
001 081 000 576 20 12 00	Overtime		(3,500)		City pool closed due to COVID-19
001 081 000 576 20 21 00	Social Security		(5,300)		City pool closed due to COVID-19
001 081 000 576 20 22 00	Retirement		(300)		City pool closed due to COVID-19
001 081 000 576 20 23 00	Workman's Compensation		(3,800)		City pool closed due to COVID-19
001 081 000 576 20 24 00	Medical/Life Insurance		(1,700)		City pool closed due to COVID-19
001 081 000 576 20 24 01	Family Medical Leave Premium		(100)		City pool closed due to COVID-19
001 081 000 576 20 26 00	Uniforms & Clothing		(500)		City pool closed due to COVID-19
001 081 000 576 20 31 00	Office & Operating Supplies		(20,000)		City pool closed due to COVID-19
001 081 000 576 20 41 00	Professional Services		(4,000)		City pool closed due to COVID-19
001 081 000 576 20 41 01	Advertising		(120)		City pool closed due to COVID-19
001 081 000 576 20 45 00	Operating Rentals & Leases		(200)		City pool closed due to COVID-19
001 081 000 576 20 47 00	Public Utility Services		(8,500)		City pool closed due to COVID-19
001 081 000 576 20 48 00	Repairs & Maintenance		(7,000)		City pool closed due to COVID-19
001 081 000 576 20 49 00	Miscellaneous		(1,900)		City pool closed due to COVID-19
	<b>Expenditures/Uses</b>	<b>6,586,330</b>		<b>6,479,410</b>	
001 099 000 508 80 00 00	Ending Fund Balance	444,470	98,920	543,390	
	<b>Current Exp. Fund Total</b>	<b>7,040,800</b>	<b>(18,000)</b>	<b>7,022,800</b>	

**Ordinance No. 2020-X**

to Sue 7/xx/2020 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
410 000 000 308 80 00 00	Water Fund Beginning Fund Balance	11,899,540		11,899,540	
410 000 000 361 11 00 00	Several Accounts All Sewer Revenues Investment Interest		(8,542,000) (47,000)		Separating Water/Sewer Funds Separating Water/Sewer Funds
	Revenues/Sources	11,160,005		2,571,005	
	<b>Water Fund Total</b>	<b>23,059,545</b>	<b>(8,589,000)</b>	<b>14,470,545</b>	
410 000 099 508 80 00 00	Several Accounts All Sewer Expenditures Special Item - 2019 Sewer End Bal		(7,834,280) 5,132,845		Separating Water/Sewer Funds Separating Water/Sewer Funds
	Expenditures/Uses	10,627,170		7,925,735	
	<b>Ending Fund Balance</b>	<b>12,432,375</b>	<b>(5,887,565)</b>	<b>6,544,810</b>	
	<b>Water Fund Total</b>	<b>23,059,545</b>	<b>(8,589,000)</b>	<b>14,470,545</b>	
415 000 000 308 80 00 00	Sewer Fund Beginning Fund Balance	-		-	
415 000 000 361 11 00 00	Several Accounts All Sewer Revenues Investment Interest		8,542,000 47,000		Separating Water/Sewer Funds Separating Water/Sewer Funds
415 000 000 385 00 00 00	Special Item - 2019 Sewer End Bal		5,132,845		Separating Water/Sewer Funds
	Revenues/Sources	-		13,721,845	
	<b>Sewer Fund Total</b>	<b>-</b>	<b>13,721,845</b>	<b>13,721,845</b>	
Several Accounts	All Sewer Expenditures		7,834,280		Separating Water/Sewer Funds
	Expenditures/Uses			7,834,280	
415 000 099 508 80 00 00	Ending Fund Balance		5,887,565	5,887,565	
	<b>Sewer Fund Total</b>	<b>-</b>	<b>13,721,845</b>	<b>13,721,845</b>	

**ORDINANCE NO. 2020-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
AMENDING THE 2020 ANNUAL BUDGET**

**WHEREAS**, the original 2020 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 2020 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 \_\_\_\_\_, 2020.

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

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

### Exhibit A

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
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#### Current Expense Fund

Original 2020 Budget	1,360,960	5,679,840	6,596,330	444,470	7,040,800
Amendment Amount		(18,000)	(116,920)	98,920	(18,000)
<b>Amended Total</b>	<b>1,360,960</b>	<b>5,661,840</b>	<b>6,479,410</b>	<b>543,390</b>	<b>7,022,800</b>

#### Water Fund

Original 2020 Budget	11,899,540	11,160,005	10,627,170	12,432,375	23,059,545
Amendment Amount		(8,589,000)	(2,701,435)	(5,887,565)	(8,589,000)
<b>Amended Total</b>	<b>11,899,540</b>	<b>2,571,005</b>	<b>7,925,735</b>	<b>6,544,810</b>	<b>14,470,545</b>

#### Sewer Fund

Original 2020 Budget	-	-	-	-	-
Amendment Amount		13,721,845	7,834,280	5,887,565	13,721,845
<b>Amended Total</b>	<b>-</b>	<b>13,721,845</b>	<b>7,834,280</b>	<b>5,887,565</b>	<b>13,721,845</b>

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

<b>ITEM TITLE</b>  Resolution authorizing the Mayor to sign the Law Enforcement Assistance Agreement Communications/ 2020 with Yakima County Sheriff	<b>AGENDA NO.:</b> New Business 4 (C)  <b>AGENDA DATE:</b> July 28, 2020
<b>DEPARTMENT</b>  Police Department	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)

**DEPARTMENT DIRECTOR REVIEW**

Kal Fuller, Police Chief 

**CITY ADMINISTRATOR**  **MAYOR** 

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

Grandview Police Department has an in-house dispatch center which takes in phone calls and handles police radio traffic. In the event of an emergency or disaster which would close the current building there have never been any backup systems in place. Backup systems would allow us to implement a Continuity of Operations Plan (COOP) to continue routine public safety operations throughout a disruption of normal activities.

In the 2020 Police budget, funds were included to purchase equipment to allow phone calls and radio traffic to be sent off-site. Most of the equipment has been purchased and installed.

Agreements have been signed with Yakima County Tech Services to allow for radio traffic to be handled over currently existing fiber optic lines. A Law Enforcement Assistance Agreement with Yakima County Sheriff's Office (YSO) has been drafted to allow for their dispatch center to handle Grandview radio traffic sent to them over the County fiber optic lines.

**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.

In order to implement a Continuity of Operations Plan (COOP) for the Police Department, the City needs an agreement in place to send phone calls and radio traffic through the Yakima County Sheriff's Office (YSO). The agreement presented has been drafted to provide a set billing amount with a yearly review. The 2020 per call rate is set at \$19.46. The City will be billed at a per call rate. If the City does not utilize YSO services, the City pays nothing and are under no other obligations.

**ACTION PROPOSED**

Move a resolution authorizing the Mayor to sign the Law Enforcement Assistance Agreement Communications/ 2020 with Yakima County Sheriff to a regular Council meeting for consideration.

**RESOLUTION NO. 2020-\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN THE LAW ENFORCEMENT ASSISTANCE  
AGREEMENT COMMUNICATIONS/2020 WITH THE YAKIMA COUNTY SHERIFF**

**WHEREAS**, the City of Grandview wishes to enter into a Law Enforcement Assistance Agreement with the Yakima County Sheriff for radio communications, and

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

The Mayor is hereby authorized to enter into the Law Enforcement Assistance Agreement Communication/2020 with the Yakima County Sheriff in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2020.

**MAYOR**

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

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

**APPROVED AS TO FORM:**

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

# **LAW ENFORCEMENT ASSISTANCE AGREEMENT**

## **Communications/2020**

**THIS AGREEMENT is entered into by and between the Yakima County Sheriff (hereinafter referred to as the Sheriff) and the City of Grandview (hereinafter referred to as the City), to become effective on the 1<sup>st</sup> day of May 2020.**

**IN CONSIDERATION of the mutual promise contained herein, the parties hereto do mutually agree as follows:**

### **1. PURPOSE.**

**It is the purpose and intent of this agreement that the Sheriff, by and through his communications center, shall provide radio communication, and access service for the City.**

### **2. AUTHORITY.**

**This agreement is entered into pursuant to the authority granted in RCW 39.34.080, the Interlocal Cooperation Act.**

### **3. DUTIES OF THE SHERIFF.**

**It shall be the duty of the Sheriff to provide and make available phone and radio communication personnel and equipment sufficient to enable it to answer and relay all phone and radio communications for the City as needed from 7:00 pm through 7:00 am. It is understood that there may be times where the City may need the Sheriff to take over dispatch services earlier than 7:00 pm during unforeseen circumstances and unusual occurrences.**

**Yakima Sheriff's Office will provide the Grandview Police Department with Dispatch services for Emergency Coverage and Scheduled Coverage.**

**Emergency coverage is defined as an unusual event that causes Grandview Police Department to not have an in-house dispatcher to cover a particular shift. This usually happens with little or no advance notice. A Scheduled coverage is a planned filling of a Grandview Police Department monthly shift that does not have an in-house dispatcher to fill it. This will usually be planned a minimum of one month in advance.**

#### **4. DUTIES OF THE CITY.**

The City shall have radio equipment capable of receiving radio communication from and sending radio communication to the Communication center of the Sheriff. The City shall provide all codes and necessary data, in writing, to meet standards for entry into WACIC/NCIC. The City shall validate their WACIC/NCIC entries in accordance to the WACIC guidelines. A signed notice shall be sent to the Sheriff showing the validation was completed.

#### **5. PAYMENT**

The City shall pay the Yakima county Sheriff's Office for Services provided. The charge per call shall be \$19.46. The per call rate shall be reviewed yearly by the Sheriff. The Sheriff shall notify the City of rate changes for the coming calendar year, on or before August 1<sup>st</sup>.

The Yakima County Sheriff's Office will submit a bill for services to the City of Grandview no later than the 10<sup>th</sup> of each month unless the 10<sup>th</sup> falls on a holiday. If the 10<sup>th</sup> fall on a holiday, then the sheriff's Office will submit the bill no later than the 11<sup>th</sup>. The bill will be paid by the City of Grandview before the end of the billing month.

#### **6. TERM**

The term of this agreement is June 1, 2020 through December 31, 2020.

#### **7. MODIFICATION**

This contract may be modified only by written agreement of the parties.

#### **8. TERMINATION.**

This contract may be terminated only upon thirty days written notice by either party to the other, and then only because of a breach of the agreement or because the recited purpose of the contract becomes inapplicable.

#### **9. PARTIES.**

Both parties hereto shall carry out their responsibilities hereunder as independent agencies and neither, by virtue of this contract, shall be regarded as an agent of the other.

#### **10. DISCLAIMER OF LIABILITY AND HOLD HARMLESS.**

The City agrees to save and hold harmless the County from all claims and actions for liability arising from unlawful arrest, unlawful imprisonment, or any other claim resulting from the City's warrants being entered into WACIC/NCIC.

**11. SHERIFF'S COMMUNICATION USER'S GROUP:**

The cost of providing communication services to the City shall be reviewed annually prior to the City adopting its final budget. This review process will involve the Yakima County Sheriff, and other users of the communication services known as the Sheriff's Communication User's Group. This group will be a part of the process utilized to determine needed improvements, expansion of services and the future cost of providing those services to the various users.

**YAKIMA COUNTY SHERIFF**

**CITY OF GRANDVIEW**

\_\_\_\_\_  
Sheriff Robert Udell

\_\_\_\_\_  
Mayor

Approved as to form:

ATTEST this \_\_\_\_\_ day of

\_\_\_\_\_  
DEPUTY PROSECUTING ATTORNEY

\_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
City of Grandview Clerk

**BOARD OF YAKIMA COUNTY COMMISSIONERS:**

ATTEST this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Ron Anderson, Commissioner

By: \_\_\_\_\_

\_\_\_\_\_  
Norm Childress, Commissioner

Melissa Paul,  
Clerk of the Board

\_\_\_\_\_  
Vicky Baker, Commissioner  
*Constituting the Board of County Commissioners  
for Yakima County, Washington*