

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE MEETING MINUTES
SEPTEMBER 8, 2020**

1. CALL TO ORDER

Mayor Gloria Mendoza called the Committee-of-the-Whole meeting to order at 6:00 p.m., in the Council Chambers at City Hall.

Governor Proclamation 20-28.9 continued the prohibition on "in-person" meetings through October 1, 2020. This meeting was available via teleconference.

2. ROLL CALL

Present: Mayor Mendoza and Councilmembers David Diaz, Mike Everett, Diana Jennings, Bill Moore, Javier Rodriguez and Joan Souders

Staff present: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Fire Chief Pat Mason and City Clerk Anita Palacios

3. PUBLIC COMMENT - None

4. NEW BUSINESS

Due to technical difficulties with Fire Chief Mason, Item (C) was discussed first.

C. Resolution approving the final plat of Grandridge Estates – Phase 1 located on Grandridge Road

City Administrator Arteaga explained that at the March 24, 2020 meeting, Council adopted Resolution No. 2020-13 approving the Grandridge Estates Subdivision 227-lot preliminary plat. Following approval of the preliminary plat, the developer proceeded with the infrastructure improvements for Grandridge Estates – Phase 1 consisting of 25 lots subject to the conditions as outlined in the Hearing Examiner's report and per Grandview Municipal Code Section 16.24 Design Standards and Section 16.28 Improvements. The infrastructure improvements for Grandridge Estates Phase 1 consisting of 25 lots were completed to the City's standards.

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Moore, the C.O.W. moved a resolution approving the final plat of Grandridge Estates – Phase 1 located on Grandridge Road to the September 8, 2020 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

A. Ambulance Service Utility Fee

Fire Chief Mason explained that in 2018, the City began evaluating alternatives in regards to ensuring ambulance service to the citizens of Grandview through a financial agreement with a local ambulance provider. The Council chose to partner with the City of Sunnyside for the service. An Interlocal Agreement (ILA) was finalized with the City of Sunnyside in July of 2019 and the Sunnyside Fire Department started providing ambulance service in October of 2019. The ILA showed the 1st year total cost to provide the service as \$368,439; however, the City's share was \$163,439. The ILA showed the 2nd year projected total cost to provide the service as \$392,562, with the City's share projected to be \$187,562. The City was currently funding this service from the existing EMS budget. The EMS funding source would be completely exhausted by the end of 2020; therefore, the City would need to establish a new alternative source for this revenue in order to continue to fund the service. He summarized the cost of providing the ambulance service by the City, the cost to continue to partner with the Sunnyside Fire Department, a comparison of the two, a potential ambulance utility revenue source and his recommendation, as follows:

The Cost to Own/Operate a City Owned Ambulance Service

• Initial cost to purchase and outfit (2) ambulances	2/\$300,000	\$ 600,000
• Initial cost for housing the new staff		<u>\$ 300,000</u>
Initial Start Up Costs		\$ 900,000
• Annual FTE Staffing payroll and benefits	10 FTE/\$103,000	\$1,030,000
• Unforeseen overtime	10 FTE/\$1,200	\$ 12,000
• EMS Billing fees	550 /\$25	\$ 13,750
• Vehicle maintenance fees	2/ \$4,000	\$ 8,000
• Annual DOT physicals	10 FTE /\$200	\$ 2,000
• Personnel clothing and uniforms	10 FTE/\$1,500	\$ 15,000
• Annual NFPA / OSHA / EMS training and continuing education	10 FTE/\$1,200	\$ 12,000
• Medical equipment maintenance fees	2 /\$1,500	\$ 3,000
• Fuel & oil		\$ 6,600
• EMS disposable equipment		\$ 3,000
• Medicare Cost Survey Report	\$17,000 Every 4 yrs	\$4,250
• GEMT Contract services		<u>\$10,000</u>
Annual Operating Costs		\$1,119,600
Revenue (Based on 550 calls for service)		
Billing for service	Avg per call \$183.63	\$101,000
GEMT		\$63,000
Debt Collections		\$2,300
Stand-by at Events		\$2,000
Total Revenue		\$168,300
1st Year Own/Operate City Ambulance		
Total Expenditures		\$2,019,600
Total Revenues		\$105,300
Additional Funding Needed 1st Year		\$1,914,300

2nd Year Own/Operate City Ambulance

Total Expenditures	\$1,119,600
Total Revenues	\$168,300
Additional Funding Needed 2nd Year	\$951,300

Partnership with the Sunnyside Fire Department

• Annual contract cost	1 st YR - \$163,500	2 nd YR - \$187,600
• Initial cost to purchase equipment		No additional cost
• Annual FTE Staffing payroll and benefits		No additional cost
• Unforeseen overtime		No additional cost
• EMS Billing fees		No additional cost
• Vehicle maintenance fees		No additional cost
• Annual DOT physicals		No additional cost
• Personnel clothing and uniforms		No additional cost
• Annual NFPA / OSHA / EMS training and continuing education		No additional cost
• Medical equipment maintenance fees		No additional cost
• Fuel & oil		No additional cost
• EMS disposable equipment		No additional cost

Annual Cost of Sunnyside Fire Department (SSFD) Contract Versus Owning Our Own Ambulance Service

- **1st YEAR** - \$163,500 (SSFD) Versus \$1,914,300 (Ownership/Start Up & Annual Operating Costs)
- **2nd YEAR** - \$187,600 (SSFD) Versus \$951,300 (Ownership/Annual Operating Costs)

Revenue/Ambulance Utility Fee

1. Identify number of utility accounts.
2. Implement method for accessing commercial/industrial/government utility accounts.
3. Establish a monthly rate to be collected.
4. Identify ways to educate the citizens.
5. Council approve and enact the Ambulance Utility Fee. (For Example: 3,500 utility accounts (estimated) at \$10 per month would generate \$420,000 per year.)
6. If we continue with Sunnyside at \$187,000 per year, the City would have \$233,000 per year to help support this program and/or put towards purchasing own equipment.

Recommendation

He recommended Council enact an ambulance utility fee that would be sufficient to cover the estimated \$400,000 cost of providing the service annually. To do so, the City would need to incorporate an Ambulance Utility Chapter into the Grandview Municipal Code and establish how many utility accounts the City has so that a rate could be set. In addition, it would be beneficial for the Council to establish a financial threshold amount in regards to the contract amount that the City pays Sunnyside Fire Department. An annual contracted payment amount that would trigger discussions for the City to start its own service. As an example, if the City was paying Sunnyside \$475,000 per year, the City would look at starting its own service. In the interim, the City could use the money not used to pay the contract annually to build a reserve, offset other

associated costs and purchase equipment to lessen the impact of starting own service.

Maintain Current Ambulance/Fire Department Operations (Option A)

- Manned ambulance in town up to 12 hours per day
- Ambulance responds from Sunnyside otherwise
- A minimum of 1 Grandview Fire Department responder available at any given time to respond
- Typically 3 Volunteers available to respond from home to a call from 10 pm to 6 am per day
- Average ambulance response time 9:19
- Average Fire Department response time 9:14
- Annual cost to provide/maintain current funded department categories (Fire Admin, Fire Supp, EMS - \$501,680)
- Add additional funding to support Sunnyside Ambulance contract - \$187,600 / \$392,600

24-Hour In Town Ambulance Service w/Volunteer & Residency Living Quarters (Option B)

- Manned ambulance in town 24 hours per day
- A minimum of 3 Grandview Fire Department responders available at any given time to respond
- Allows the City to increase the area the City could attract personnel from (not required to live within City limits or immediate area)
- Anticipated average ambulance response time 6:30
- Anticipated average Fire Department response time 6:30
- Annual cost to provide/maintain current funded department categories (Fire Admin, Fire Supp, EMS - \$501,680)
- Add additional funding to support Sunnyside Ambulance contract - \$187,600/\$392,600 and residency program \$15,000
- One-time expense to establish living quarters - \$230,000

24-Hour Ambulance/Fire Department Operated w/Grandview FTE's & Supplemented w/Volunteers (Option C)

- Manned ambulance in town 24 hours per day
- A minimum of 3 Grandview Fire Department responders available at any given time to respond
- Allows the City to increase the area the City could attract personnel from (not required to live within the City limits or immediate area)
- Anticipated average ambulance response time 6:30
- Anticipated average Fire Department response time 6:30
- Annual cost to provide/maintain current funded department categories (Fire Admin, Fire Supp, EMS - \$501,680)
- Add additional funding to support 10 FTE's and ambulance equipment - \$1,000,000
- On- time expense to establish living quarters and ambulance equipment - \$900,000

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Souders, the C.O.W. moved to schedule a special Council meeting for September 23, 2020 to further discuss the ambulance utility fee.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

B. Resolution declaring certain City property from the Fire Department as surplus and authorizing disposal by public auction, sale, trade or disposal

Fire Chief Mason explained that the Fire Department had four (4) Phillips automated external defibrillators (AED's) that due to changes in technology over the years were not serviceable, not compatible with other equipment and would not meet the City's needs. The Fire Department also had 24 MSA 45-minute SCBA packs, 23 MSA SCBA face masks, 46 MSA SCBA 45-minute bottles and one (1) MSA SCBA 60-minute bottle that have exceeded their service life and were no longer utilized by the department. This equipment was being recommended for surplus.

Discussion took place.

On motion by Councilmember Jennings, second by Councilmember Diaz, the C.O.W. moved a Resolution declaring certain City property from the Fire Department as surplus and authorizing disposal by public auction, sale, trade or disposal to the September 22, 2020 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

5. RECESS & RECONVENE OF C.O.W. MEETING

On motion by Councilmember Everett, second by Councilmember Souders, the Council recessed the Committee-of-the-Whole meeting at 7:00 p.m., to reconvene following the regular Council meeting.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes

- Councilmember Moore – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

On motion by Councilmember Moore, second by Councilmember Everett, the Council reconvened the Committee-of-the-Whole meeting at 7:50 p.m., to discuss the remaining item on the C.O.W. agenda.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

D. Retail Recruitment Update/NaviRetail – Follow-up Discussion

City Administrator Arteaga explained that a special Council meeting was held on August 31, 2020 wherein Casey Kidd, CEO with NaviRetail, LLC, provided a retail recruitment update. Mr. Kidd's contract with the City for retail recruitment services would expire in October 2020. He requested direction from the Council with respect to renewal of said contract.

Discussion took place. No action was taken. Further discussion would take place at a future meeting.

6. OTHER BUSINESS – None

7. ADJOURNMENT

On motion by Councilmember Moore, second by Councilmember Rodriguez, the C.O.W. meeting adjourned at 8:15 p.m.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

Mayor Gloria Mendoza

Anita Palacios, City Clerk