

**GRANDVIEW CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 8, 2020**



Governor Proclamation 20-28.9 continues the prohibition on "in-person" meetings through October 1, 2020. This meeting will be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

REGULAR MEETING – 7:00 PM

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|---|-------|
| 1. CALL TO ORDER & ROLL CALL | |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. PRESENTATIONS | |
| 4. 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. | |
| 5. CONSENT AGENDA – Items on the Consent Agenda will be voted on together by the Council, unless a Councilmember requests that items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under Unfinished and New Business. | |
| A. Minutes of the August 25, 2020 Committee-of-the-Whole meeting | 1-5 |
| B. Minutes of the August 25, 2020 Council meeting | 6-8 |
| C. Minutes of the August 31, 2020 Council special meeting | 9-10 |
| D. Payroll Check Nos. 11804-11830 in the amount of \$26,323.05 | |
| E. Payroll Electronic Fund Transfers (EFT) Nos. 60392-60399 in the amount of \$95,061.74 | |
| F. Payroll Direct Deposit 8/16/20-8/31/20 in the amount of \$116,294.10 | |
| G. Claim Check Nos. 120512-120578 in the amount of \$400,366.99 | |
| 6. ACTIVE AGENDA – Notice: Items discussed at the 6:00 pm Committee-of-the-Whole meeting of an urgent or time sensitive nature may be added to the active agenda pursuant to City Council Procedures Manual Section 3.18(c). | |
| A. Declarations of Interest – Appointment for Vacant City Council Position | 11 |
| • Laura Flores | 12-15 |
| • Joe Jensen | 16-17 |
| • Robert Ozuna | 18-21 |
| B. Resolution No. 2020-35 accepting the Stover Road and Birch Street Resurfacing as complete | 22 |
| C. Resolution No. 2020-36 authorizing the Mayor to sign the School Resource Officer Memorandum of Agreement with the Grandview School District | 23-26 |
| 7. UNFINISHED AND NEW BUSINESS | |
| 8. CITY ADMINISTRATOR AND/OR STAFF REPORTS | |
| 9. MAYOR & COUNCILMEMBER REPORTS | |
| 10. ADJOURNMENT | |

Governor Proclamation 20-28.9 continues the prohibition on "in-person" meetings through October 1, 2020. 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, September 8, 2020 at 6:00 pm and 7:00 pm will only be available via teleconference.

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

<https://global.gotomeeting.com/join/626251813>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122

- One-touch: <tel:+16467493122,626251813#>

Access Code: 626-251-813 #

Audio Pin: 1 #

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE MEETING MINUTES
AUGUST 25, 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 20-28.8 continued the prohibition on "in-person" meetings through September 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, Police Chief Kal Fuller and City Clerk Anita Palacios

3. PUBLIC COMMENT - None

4. NEW BUSINESS

On motion by Councilmember Everett, second by Councilmember Souders, the C.O.W. adopted the C.O.W. agenda in the following order:

A. Resolution approving an Interlocal Cooperative Agreement between the City of Grandview and the Port of Grandview, Washington, for Small Business Emergency Grants

B. Resolution authorizing the Mayor to sign an Agreement for the pass through and use of Washington State Department of Commerce Coronavirus Relief Funds between the City of Grandview and the Yakima County Development Association

C. Resolution accepting the Stover Road and Birch Street Resurfacing as complete

D. Resolution authorizing the Mayor to sign the School Resource Officer Memorandum of Agreement with the Grandview School District

E. Grandview Police Department Personnel Decisions

Roll Call Vote:

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

A. Resolution approving an Interlocal Cooperative Agreement between the City of Grandview and the Port of Grandview, Washington, for Small Business Emergency Grants

City Administrator Arteaga explained that on April 27, 2020, Governor Inslee announced the award of nearly \$300 million to local governments in Coronavirus Relief Funds (CRF) from Washington State's allocation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. The City of Grandview's award was \$336,000. At the August 6, 2020 special meeting, Council agreed to dedicate \$141,000 in Coronavirus Relief Funds for small business assistance and invited the Port of Grandview to participate in said small business grants. The Port of Grandview agreed to participate in the amount of \$50,000. The Port drafted the Interlocal Cooperative Agreement between the City and Port for Small Business Emergency Grants as presented.

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Diaz, the C.O.W. moved a resolution approving an Interlocal Cooperative Agreement between the City of Grandview and the Port of Grandview, Washington, for Small Business Emergency Grants to the August 25, 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

B. Resolution authorizing the Mayor to sign an Agreement for the pass through and use of Washington State Department of Commerce Coronavirus Relief Funds between the City of Grandview and the Yakima County Development Association

City Administrator Arteaga explained that on April 27, 2020, Governor Inslee announced the award of nearly \$300 million to local governments in Coronavirus Relief Funds (CRF) from Washington State's allocation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. The City of Grandview's award was \$336,000. At the August 6, 2020 special meeting, Council agreed to dedicate \$141,000 in Coronavirus Relief Funds for small business assistance and partner with Yakima County Development Association to administer the business grant application and funding. An Agreement was drafted with Yakima County Development Association for the pass through and use of Washington State Department of Commerce Coronavirus Relief Funds as presented.

Discussion took place.

On motion by Councilmember Jennings, second by Councilmember Moore, the C.O.W. moved a resolution authorizing the Mayor to sign an Agreement for the pass through and use of Washington State Department of Commerce Coronavirus Relief Funds between the

City of Grandview and the Yakima County Development Association to the August 25, 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

C. Resolution accepting the Stover Road and Birch Street Resurfacing as complete

City Administrator Arteaga explained that Central Paving, LLC completed the construction of the Stover Road and Birch Street Resurfacing. Staff recommended Council accept the project as complete once the requirements in the August 19, 2020 letter from HLA Engineering and Land Surveying, Inc., were satisfied.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Diaz, the C.O.W. moved a resolution accepting the Stover Road and Birch Street Resurfacing as complete 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

E. Resolution authorizing the Mayor to sign the School Resource Officer Memorandum of Agreement with the Grandview School District

Police Chief Fuller explained that Grandview has had a School Resource Officer (SRO) for many years. SRO wages were paid half by the City and half by the Grandview School District. The SRO program has always been supported by the Council and benefits both the public and the Police Department. In 2019, the Legislature passed HB 1216. HB 1216 created a statewide consistency for roles, limitations, and minimum training for SRO's. Schools were required to adopt a model policy for the 2020-2021 school year. The main impact of this legislation on Grandview Police Department was the training requirement. In anticipation of this being required for the upcoming school year, the SRO completed all necessary training classes. Approval of the SRO Memorandum of Agreement would allow the SRO program to continue as it has been.

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Jennings, the C.O.W. moved a resolution authorizing the Mayor to sign the School Resource Officer Memorandum of Agreement with the Grandview School District 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

E. Grandview Police Department Personnel Decisions

Police Chief Fuller presented a memo to generate Council discussion on two topics (1) the addition of one new police officer position and (2) the promotion of one current officer to the rank of sergeant.

Anticipatory New Hire Police Officer: During the budget process, money was included to hire a 20th commissioned police officer position with the understanding that the request would be reviewed by Council mid-year to review the City's financial situation and confirm the decision. There were several officers eligible to retire in 2021 and it could easily take up to one year before a new hire was filling a road position. Since 201, the City has hired one new officer each year in anticipation of the next year's retirement. Because of the uncertainty involved with retirements, the Police Department (PD) has been proactive in making sure officers were ready to fill vacancies. This approach has been successful and has kept the PD at minimum staffing levels. As presented in charts during budget season, the minimum staffing level for the PD was 18 commissioned officers. The 2019 hire was now on a shift by himself which puts the PD at 19 commissioned officers. If only one officer retired in 2021, the PD would be back at minimum staffing level of 18. If a second officer retired any time before October of 2021, the PD would drop below minimum staffing. Currently, no officers have turned in official notice of retirement in 2021. As mentioned during the budget presentation, retirements could happen with little notice.

He requested direction from the Council to either:

- start the hiring process; or
- re-submit the request as part of the 2021 budget process, to provide more time for discussion.

Promoting One Current Officer to Sergeant: Included in written handout materials for the 2020 budget was a request to promote one current police officer to the rank of sergeant in 2020. The funds for this were included in the 2020 budget. During his verbal presentation to Council, Police Chief Fuller did not have adequate time to verbally highlight this promotion. The promotion of a fourth sergeant has become absolutely critical for the PD and public safety. Sergeants modify behavior, implements systems, ensure compliance with policy, and were essential to risk management in law enforcement.

He indicated that the promotion of a fourth sergeant was critical for the following reasons:

- With the 24 hour/7 day a week operation there were younger, inexperienced officers working without a sergeant present. They were making decisions that could impact the City for years, without the oversight that only a well-trained sergeant can provide.
- There has been a gradual build-up of new duties being assigned to current sergeants. These new duties have been added on top of their real-time supervision duties.
- An increase in officers needing to leave the City (e.g., DUI, mental health calls, jail transports), requires specialized supervisory experience and training to determine the safest way (for the officer and the city) to handle those events.
- New policies that the PD was adopting need to be consistently enforced in real time.

With the events going on around the country and video examples of law enforcement failures, the PD needed to put proper safeguards in place to reduce exposure to the City. An adequate number of sergeants would help do this. The insurance a sergeant provided to the City was incredible compared to the \$10,000 that a sergeant earns above a patrol officer's wages. The current union contract created an officer-in-charge (OIC) position. The OIC was authorized to make some supervisory decisions in real time when they were working and no sergeant was available. An OIC has not been trained to the same level as a sergeant and does not provide the same quality of oversight. Money spent giving basic training to multiple OICs could be better spent giving specialized training to one sergeant. As the PD moves into the future this promotion would provide an adequate number of sergeants to modify behavior, implement systems, and enforce policies. This would allow the PD to fulfill its vision of "Service with Excellence."

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Rodriguez, the C.O.W. tabled the hiring of an additional police officer for discussion during the 2021 preliminary budget meeting.

Roll Call Vote:

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

6. **OTHER BUSINESS** – None

7. **ADJOURNMENT**

The C.O.W. meeting adjourned at 7:05 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 25, 2020**

1. CALL TO ORDER

Mayor Gloria Mendoza called the regular meeting to order at 7:05 p.m. in the Council Chambers at City Hall.

Governor Proclamation 20-28.8 continued the prohibition on "in-person" meetings through September 1, 2020. This meeting was available via teleconference.

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 and City Clerk Anita Palacios

2. PLEDGE OF ALLEGIANCE

Mayor Mendoza led the pledge of allegiance.

3. PRESENTATIONS - None

4. PUBLIC COMMENT – None

5. CONSENT AGENDA

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

- A. Minutes of the August 11, 2020 Committee-of-the-Whole meeting**
- B. Minutes of the August 11, 2020 Council meeting**
- C. Payroll Check Nos. 11788-11803 in the amount of \$92,470.62**
- D. Payroll Electronic Fund Transfers (EFT) Nos. 60385-60389 in the amount of \$83,785.33**
- E. Payroll Direct Deposit 8/1/20-8/15/20 in the amount of \$107,071.55**
- F. Claim Check Nos. 120429-120511 in the amount of \$212,560.65**

Roll Call Vote:

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

6. **ACTIVE AGENDA**

A. **Resolution No. 2020-33 approving an Interlocal Cooperative Agreement between the City of Grandview and the Port of Grandview, Washington, for Small Business Emergency Grants**

This item was previously discussed at the August 25, 2020 C.O.W. meeting.

On motion by Councilmember Everett, second by Councilmember Rodriguez, Council approved Resolution No. 2020-33 approving an Interlocal Cooperative Agreement between the City of Grandview and the Port of Grandview, Washington, for Small Business Emergency Grants.

Roll Call Vote:

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

B. **Resolution No. 2020-34 authorizing the Mayor to sign an Agreement for the pass through and use of Washington State Department of Commerce Coronavirus Relief Funds between the City of Grandview and the Yakima County Development Association**

This item was previously discussed at the August 25, 2020 C.O.W. meeting.

On motion by Councilmember Jennings, second by Councilmember Diaz, Council approved Resolution No. 2020-34 authorizing the Mayor to sign an Agreement for the pass through and use of Washington State Department of Commerce Coronavirus Relief Funds between the City of Grandview and the Yakima County Development Association.

Roll Call Vote:

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

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

8. **CITY ADMINISTRATOR AND/OR STAFF REPORTS** – None

9. MAYOR & COUNCILMEMBER REPORTS

Retail Recruitment Teleconference Meeting with Casey Kidd, CEO, NaviRetail – Councilmember Everett reported that a special Council teleconference meeting was scheduled for August 31, 2020 at 6:00 p.m. with Casey Kidd, CEO with NaviRetail, to provide a retail recruitment update.

YVCOG General Membership Meeting – Councilmember Moore reported that the Yakima Valley Conference of Government's General Membership meeting would be held via Zoom on Wednesday, September 16, 2020 at 6:00 p.m. The presentation would be a Legislative update.

Employee Appreciation – Councilmember Jennings requested that the Council consider alternative options to recognize City employees as the current COVID-19 requirements would not allow for the annual employee appreciation picnic.

10. ADJOURNMENT

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

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
SPECIAL MEETING MINUTES
AUGUST 31, 2020**

1. CALL TO ORDER

Mayor Pro Tem Bill Moore called the special meeting to order at 6:00 p.m. in the Council Chambers at City Hall.

Governor Proclamation 20-28.8 continued the prohibition on "in-person" meetings through September 1, 2020. This meeting was available via teleconference.

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

Mayor Gloria Mendoza arrived at 6:10 p.m.

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

Present on behalf of the Grandview Chamber of Commerce were President Cody Goepfner, Carmen Anders and Carter Gale.

2. RETAIL RECRUITMENT UPDATE BY NAVIRETAIL

Casey Kidd, CEO with NaviRetail, LLC., provided the following retail recruitment update:

- He opened a new office in Fortworth, Texas.
- He specified that most of his contacts for Grandview have been with the hotel industry.
- He changed his contacts to fast food restaurants since the inception of COVID-19.
- He indicated the importance of working with local businesses through the Chamber of Commerce.
- He explained the importance of business collaboration to increase traffic flow from business to business.
- He noted the importance of an on-line presence for local businesses.
- He recommended the City and Chamber focus on business retention, retail education, and business collaboration.

He provided a proposed Scope of Work for continued market analysis and retail development services which would include the following:

- COVID-19-Community Interviews: Interview local businesses to assess overall economic health.
- Phase One-Data Gathering: Gather all necessary data and facts about the community.
- Phase Two-Market Analysis: Study the patterns and trends concerning local shoppers.
- Phase Three-Report Creation: Create comprehensive reports to better convey what the retail information means.
- Phase Four-Community Forums/Downtown Revitalization: Host two separate community forums to better understand and embrace the opportunities that exist.
- Phase Five-Retailer Matching: Match information to retailers current expanding in our area.
- Phase Six-Site Matching: Match potentially interested retailers with sites that best suit them.

- Phase Seven-Contacting: Begin contacting retailers and developers on Grandview's behalf.
- Phase Eight-Ongoing Support: Continue contacting new retailers as needed as well as following up with others.

Discussion took place. No action was taken.

3. **ADJOURNMENT**

The special meeting adjourned at 7:00 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk



**CITY OF GRANDVIEW
NOTICE OF CITY COUNCIL VACANCY**

The Grandview City Council is accepting Declarations of Interest from qualified persons to be considered for appointment to fill a vacancy on the City Council. Eligibility requirements are that the person must be a registered voter and a resident of the City of Grandview for at least one year.

Declarations of Interest are available at City Hall, 207 West Second Street, phone (509) 882-9200, email anitap@grandview.wa.us or on the City's website www.grandview.wa.us. The deadline for submitting the declaration and resume is Wednesday, September 2, 2020 by 5:00 p.m.

Qualified persons will be provided three minutes to address the City Council at their regular meeting on Tuesday, September 8, 2020 at 7:00 p.m.

CITY OF GRANDVIEW

Anita G. Palacios, MMC
City Clerk

NOTIFICATION:

Mayor and Council
Cus Arteaga, City Administrator
Department Directors
News Media



Please return completed application to:
City Clerk, City of Grandview
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9200
FAX: (509) 882-3099
www.grandview.wa.us

DECLARATION OF INTEREST

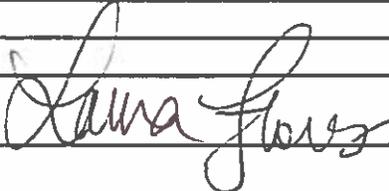
I wish to be of service to our Community and request your consideration for appointment to the Grandview City Council

NAME: Laura Flores
ADDRESS: 104 Harrison St.
CITY, STATE, ZIP: Grandview, WA 98930
PHONE: (509) 788-5498 (home) **(work)**
E-MAIL: lauraflores05@live.com
EMPLOYER/OCCUPATION: Human Resources Manager

Are you a resident of the City of Grandview? Yes
Are you a registered voter? Yes
Length of residence in the City of Grandview? 16 years

Please provide a resume including job experience, education, skills, hobbies, and special areas of interest. Also include community activities you participated in during the past five years, and any citizen boards or commissions you have served on.
See attached

What challenges, issues or concerns do you see facing the City Council and how would you propose they be addressed? (Use extra pages if necessary.)
see attached

Signature of Applicant: 
Date: 8/31/2020

The City thanks you for your interest in volunteering your time to serve the citizens of Grandview.

What challenges, issues or concerns do you see facing the City Council and how would you propose they be addressed?

I have lived in the City of Grandview for over 15 years. The Grandview community is a great place to raise a family and to call home. As with any community, there are always opportunities to provide a more inclusive atmosphere and a feeling of safety and security in our small town. I have not participated in City Council meetings before which is the main reason for my declaration of interest in city council.

I would politely suggest a few concerns or challenges to be considered for discussion.

I have two children who attend public school in our school district. My priority as a mother is to ensure their safety and well-being. One challenge I have as a parent is the lack of before school and after school programs such as tutoring, creative activities, recreational sports, social events and volunteer and leadership opportunities. The community center is far out of the way for children who may have to walk there after school.

In addition, I have found it hard to find opportunities to assist with community events or volunteer opportunities. One way to address this concern is having a central point to assist our community members with resources they may need that we as the City of Grandview have available. If a central point already exists, possibly making it more noticeable for community members.

Recruiting additional community members for different committees who are well connected to programs that would be beneficial as partnerships to not only provide resources our community members may need but as well as events that can create a more inclusive feel. People tend to participate when someone they know and trust is participating as well.

Although I do not have the solutions for these concerns, I am confident that the great people of Grandview can address these as well as other challenges we may face.

I thank you for your consideration and look forward to the opportunity to serve our community in the future.

LAURA FLORES

104 Harrison Street, Grandview, WA 98930 * (509) 788-5498 * lauraflores05@live.com

HUMAN RESOURCES PROFESSIONAL

Bilingual, highly energetic, personable and results-oriented professional with over 16 years of experience and a demonstrated record of outstanding performance in Human Resources. Flexible, fast learner who adapts quickly to new challenges. Resourceful in troubleshooting problems and implementing solutions. Excellent organizational and communications skills.

Areas of Expertise

- | | | |
|----------------------------|----------------------------------|----------------------------------|
| ✓ Policies and Procedures | ✓ Recruitment and Retention | ✓ Employment Law & Compliance |
| ✓ Employee/Labor Relations | ✓ Employee Orientations | ✓ Staff Training and Development |
| ✓ HR Information Systems | ✓ Union Contracts / Negotiations | ✓ Benefits Administration |
| ✓ Project Management | ✓ Leave Management | ✓ Learning Management Systems |

Professional Experience

- **Employee Relations:** Conflict resolution, grievances, disciplinary action and/or termination of employment.
- **Workplace Investigations:** Conduct internal investigations, coordinate grievances, and/or prepare for legal issues.
- **Training and Development:** Create, coordinate, track and conduct training and development for all staff.
- **Pre-employment Process:** Complete pre-employment documentation to include background checks, credentialing verification, reference checks, drug screenings, etc.
- **Onboarding:** Ensure new hires are prepared for employment with job specific and required training. Create, present and train new staff for New Hire Orientation.
- **Union Negotiations:** Prepare and bargain proposals/counterproposals for renewal of Collective Bargaining Agreement. Coordinate and participate in grievances, mediation, and unfair labor practices (ULPs).
- **Policies and Procedures:** Create, revise and/or interpret Company Wide Policies and Procedures, Collective Bargaining Agreements, Employment Law, Contract and Grant Compliance and Regulations and State/Federal Guidelines.
- **HRIS:** Design, implement and maintain confidential recordkeeping systems to include personnel files, employee performance evaluations, wage and benefit information, vendor contracts, employment agreements, budgetary proposals, meeting minutes, disciplinary action, etc. Oversee the implementation of the new HRIS system and training of management in new software.
- **Employee Benefits:** Coordinate employee benefits including benefits enrollment, communicating plan revisions and retirement plan inquiries.
- **Compliance:** Ensure compliance with grant and program funding positions and monies to ensure proper data and accurate reporting to local/county/state/federal funders.
- **Strategic Business Partner:** Research and analyze data for implementation of new programs, software systems, processes and/or partnerships to include vendors, funders, grant opportunities, program utilization and community partnerships. Research and recommend benefits packages, salaries and compensation packages, software programs, and processes and procedures for internal efficiencies.
- **Salary Structures:** Conduct salary surveys and create new and/or revise current salary grade structures. Created and implemented new salary grade structure for union and non-union employees.
- **Recruitment:** Respond to all internal/external inquiries of vacant positions, post open positions, screen resumes, participate in interviews, determine salary placement and extend job offers.
- **Employment Offers/Contracts:** Prepare job offers and/or employment contracts for key roles and health providers.
- **Audits:** Internal audits of personnel files, I-9's, HRIS data, and record retention files, etc. Coordinate and prepare data and files for external audits and state/federal reviews.
- **Employee Recognition:** Design and implement programs to recognize employees for employee of the month, annual awards ceremony, years of service awards, retirement banquets, employee of the year, etc.
- **Medical Leaves:** Oversee and administer medical leaves such as FMLA, ADA, and Worker's Compensation for employees.

Selected Accomplishments

- Designed and Implemented Learning Management System for agency wide training delivery and centralized tracking of required and supplemental training.
 - Project management of annual training conference for season start up for over 700 employees.
 - Developed a new process for employee evaluations and performance reviews. Trained management in new software for performance review completion.
 - Coordinate quarterly leadership development training for management to include external trainers, content experts, and employment attorneys.
 - Participated in the Union Negotiations Team to create a new Collective Bargaining Agreement and union grade structure.
-

Certifications and Associations

- Leaders Who Coach Certification for Internal Training
 - CompTIA Project Management Certification
 - Board Member of local SHRM chapter Yakima Valley Human Resources Association (YVHRA) for two years
 - Advisory committee member for Perry Technical Institute's Business Technology and Accounting program for two years
 - Member of the Staff Affiliate for National Migrant and Seasonal Head Start Association (NMSHSA) for one year
 - Community partner with local foster care services and domestic violence center for Christmas Giving Tree
 - PTA Board Member at Arthur H. Smith Elementary for four years
-

Employment History

Human Resources Manager, Inspire Development Centers	October 2011 - current
Human Resources Generalist, Tri-Cities Community Health	April 2004 – October 2011
Office Manager, Premier Technology Group	March 2002 – April 2004
Accounting Specialist I, Encompass Electrical Technologies	March 2001 – March 2002

Education

University of Washington – Seattle, WA	Undergraduate – Business Administration
Bellevue Community College – Bellevue, WA	Undergraduate
Western Governors University	Undergraduate – Graduation 2021
SHRM – SCP	Exam Scheduled February 2021

Anita Palacios

From: Joe Jensen <joejensen21580@gmail.com>
Sent: Monday, August 24, 2020 7:10 PM
To: Anita Palacios
Subject: Fwd: Council form

[External Email]

Is this okay

Sent from my iPhone

Begin forwarded message:

From: Elizabeth Jensen <joeandelizabeth@outlook.com>
Date: August 24, 2020 at 4:59:32 PM PDT
To: Joe Jensen <joejensen21580@gmail.com>, Elizabeth Jensen <joeandelizabeth@outlook.com>
Subject: Council form

Please return completed application to
City Clerk, City of Grandview
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9200
FAX: (509) 882-3099
www.grandview.wa.us



DECLARATION OF INTEREST

I wish to be of service to our Community and request your consideration for appointment to the Grandview City Council

NAME: Joe Jensen
ADDRESS: 916 W 5th St.
CITY, STATE, ZIP: Grandview WA 98730 (work)
PHONE: (509) 830-3299 (home)
E-MAIL: joeandelizabeth@outlook.com
EMPLOYER/OCCUPATION: Horticulturist

Are you a resident of the City of Grandview? Yes
Are you a registered voter? Yes
Length of residence in the City of Grandview? 17 years

Please provide a resume including job experience, education, skills, hobbies, and special areas of interest. Also include community activities you participated in during the past five years, and any citizen boards or commissions you have served on.

What challenges, issues or concerns do you see facing the City Council and how would you propose they be addressed? (Use extra pages if necessary.)

In the times it is especially challenging to engage with our community for the betterment of Grandview. However, it is particularly important now that we are coming together in safe and innovative ways to lift each other up. Our city Council will need to continue to find and fill the needs of our fellow community members. We must continue coordinating with the school district to support outreach and communication.

Signature of Applicant: *[Handwritten Signature]*
Date: 8-29-20

The City thanks you for your interest in volunteering your time to serve the citizens of Grandview.

Sent from my iPhone

Joe Jensen

916 W 5th St., Grandview

(509)830-3599

Education:

Sandpoint High School, Sandpoint, ID

High School Diploma, 1998

Occupation:

Homemaker – 2 children & wife

2003-current

Citizen Boards:

Grandview Beautification Commission,
Chairman & Vice Chairman

2014-current

Community Activities:

Rose Garden Work Party

Arbor Day Tree Planting

City of Grandview Clean Up Day



Please return completed application to:
City Clerk, City of Grandview
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9200
FAX: (509) 882-3099
www.grandview.wa.us

DECLARATION OF INTEREST

I wish to be of service to our Community and request your consideration for appointment to the Grandview City Council

NAME: Robert Ozuna
ADDRESS: 1901 Wyant Way
CITY, STATE, ZIP: Grandview, WA 98930
PHONE: (home) 509-830-1967 (work) 509-839-2700
E-MAIL: robert@rgicorporation.com
EMPLOYER/OCCUPATION: Owner of RGI Research Corporation/ CEO & President

Are you a resident of the City of Grandview? Yes
Are you a registered voter? Yes
Length of residence in the City of Grandview? 30+ years

Please provide a resume including job experience, education, skills, hobbies, and special areas of interest. Also include community activities you participated in during the past five years, and any citizen boards or commissions you have served on.

What challenges, issues or concerns do you see facing the City Council and how would you propose they be addressed? (Use extra pages if necessary.)

See Attached Sheet.

Signature of Applicant: Robert Ozuna

Date: 8.17.20

The City thanks you for your interest in volunteering your time to serve the citizens of Grandview.

The Coronavirus is the most urgent and challenging issue currently facing the City and its Citizens.

1. Coronavirus – This devastating pandemic is the most urgent challenge and concerning issue for the citizens and the City of Grandview in these unprecedented times. The immediate concern is how to keep everyone healthy and safe including all the first responders and city employees. Essential services such as law enforcement, fire fighters, and city utilities need to function to maintain safe communities. Citizens are afraid and getting mixed messages about what to do in this changing environment.

Addressing this Concern: I believe that clear communication and education can help our citizens to take appropriate actions to stay healthy and safe such as wearing a mask, social distancing and washing hands. The city can provide leadership and examples similar to the City of Yakima starting an education campaign on “**Mask up to Open Up**”. This has helped them bring down the COVID-19 cases and deaths. The City of Grandview and Council Members can provide leadership by promoting the appropriate actions to be taken by citizens. Communications could include posters on business windows, website messages, social media, billboards, and other proven strategies.

2. Businesses – small and downtown businesses are suffering due to their closures in the state’s Phase I Plan. Businesses are struggling to stay afloat with minimal employees and revenues. Without sufficient support, they may be forced to go out of business, impacting our downtown.

Addressing this Concern: These businesses need encouragement, support, and strategies to stay opened. Again, the city can provide leadership by working with the county, port, chamber, and New Vision to develop strategies to support these businesses being devastated by the pandemic.

3. Engaging Citizens During this Pandemic – In these unprecedented times, the city should make extra efforts and develop new methods to engage citizens for them to provide input into the city’s policy decisions and the allocation of resources. How can the City be more transparent in its work? With City Hall being closed, this is a symbolic message to some that the city is closed for business. Now is the time that citizens are seeking direction, leadership and need to interact with the city more than ever.

Addressing this Concern: The City could redesign the city’s website to be more interactive with citizens’ questions and input. The City could also use Zoom more efficiently so citizens could attend council meetings from their homes. Furthermore, is there ways the City can use technology for those tech savvy citizens to engage them more with the city? For those not tech savvy, is there other methods we can use to connect with the citizens using the newspaper, radio, social media, mailings, newsletters, etc.

The City needs to reimagine how it does business in this changing world and in the new normal after the pandemic. The younger generation is more comfortable with technology and the City needs to take advantage of these opportunities to use more technology in the delivery of its services and how they engage citizens. The City should adapt to the changing times to be more responsive and transparent to its citizens. I can help in this area.

Another long-term concern is to increase and maintain the City’s current economic development efforts to bring in new businesses to Grandview.

These areas are of interest to me and I can assist in addressing some of these challenges.



Profile

Twenty- five years of successful leadership, management and community experience in private business, university, school districts, state government and non-profit organizations. Demonstrated skills and proven record of accomplishments in managing federal, state and private foundation grant programs offering educational, technology, training and employment services to youth and adults. Also includes operating a for-profit business. Knowledgeable in all aspects of advanced public management principles including TQM, continuous improvement and team management techniques. Abilities include human resource management, program development, excellent oral and writing skills, public speaking, use of information technology, strategic planning and financial management.

Education

Harvard University, JFK School of Government – Cambridge, Massachusetts 1994
▪ Master in Public Administration

Heritage University – Toppenish, Washington 1991
▪ Bachelor of Arts – Public Administration and Computer Science
▪ Associate of Arts – Public Administration

Academic Appointments

Faculty Appointment at Heritage University – Public Policy and Administration Program
Lecturer at University of Washington – Public Leadership Academy
Adjunct Lecturer at Washington State University at Tri-Cities

Employment

RGI Research Corporation

Apr. 99 – Present **President & CEO – Sunnyside, WA**
▪ Founder, Owner and CEO of RGI Research Corporation
▪ Providing Management, Leadership, Evaluation and Grant-Writing Consulting Services
▪ Managing an educational and research consulting corporation
▪ Consulting services to universities, ESDs, colleges, school districts and non-profit organizations

University of Washington (UW)

Apr. 00 – Dec. 07 **Director of University of Washington Yakima Valley Community Partnership – Toppenish, WA**
▪ Providing leadership in extending UW programs, resources and research to rural eastern Washington communities
▪ Managing the UW/ Heritage University Community Business Training Center
▪ Facilitating the exchange of teaching and research resources between the faculty and students of the University of Washington, Heritage University and the community

Inspire Development Centers - a community-based nonprofit organization

Aug. 95 – Mar. 99 **Director of Statewide Farmworker Employment and Training Program – Sunnyside, WA**
▪ Administered statewide Department of Labor Employment and Training Programs
▪ Managed an annual budget of \$3 million employing 50 staff members in 6 statewide offices
▪ Established a statewide 6 field office employment and training service delivery system
▪ Exceeded annual Department of Labor employment and training performance goals

Aug. 94 – Jul. 95 **Director of Program Development – Sunnyside, WA**
▪ Conducted overall program development and fund-raising activities for organization
▪ Conducted community needs assessments, research and wrote grants to funding sources
▪ Successfully competed and awarded an annual \$2 million Department of Labor Grant



- Jan. 91 – Jul. 93 **Director of Migrant Child Institute – Sunnyside, WA**
- Managed 4 federal and state demonstration and research grants for at risk students and families
 - Administered the Migrant Child Institute Division responsible for all school youth services
 - Supervised, recruited, selected and evaluated all program staff and consultants
 - Maintained communication with grant officers, wrote and submitted required progress reports
- HyTech Services – Consulting Business – Grandview, WA**
- Feb. 89 – Dec. 90 **Owner/Consultant – Grandview, WA**
- Managed all aspects of a consulting business supporting schools and public agencies
 - Provided management, educational, evaluation and technology services
 - Conducted marketing, public relations, advertisement and sales
 - Completed all federal and state financial reporting requirements for business
- Sunnyside School District – OSPI WA State Migrant Education Program - Sunnyside, WA**
- Jul. 85 – Jan. 89 **Operations Manager**
- Supervised the daily operations of a special national computerized student records system
 - Managed the development of all software programs and conducted training to users
 - Supervised 3 departments consisting of data entry, training and field staff
- Sep. 82 – Jun. 85 **Training Supervisor**
- Supervised the training department to ensure appropriate training was provided to schools
 - Developed training materials and trained staff on the use of the computerized student record system
 - Assisted the director in the planning and evaluating project goals and accomplishments
 - Planned the statewide school district August Institute Workshop for 500 participants
- Educational Service District 123 – Statewide Educational Service Center, Sunnyside, WA**
- Aug. 81 – Aug. 82 **Parental Trainer**
- Trained school district staffs and parents on becoming involved in their children’s education
 - Planned and implemented numerous successful regional parent workshops statewide
 - Provided training to the Superintendent of Public Instruction parent state advisory committee
- Aug. 79 – Jul. 81 **Area Coordinator**
- Responsible for the supervision of data collection and compiling Washington State reports
 - Evaluated program accomplishments and produced mid-year and annual evaluation reports
- May 79 – Jul. 79 **Field Representative**
- Identified and recruited migrant children into school programs throughout the state
 - Assessed family needs and accessed educational and social services for children
-

Memberships & Community Service

- 2010 – Present ▪ Trustee - Board of Trustees – Yakima Valley College
- 2018 – 2019 ▪ Chair - Board of Trustees – Yakima Valley College
- 2014 – 2015 ▪ Council Member – Grandview City Council
- 2010 – 2012 ▪ University of Washington – Yakima Valley Advisory Committee
- 2004 – 2008 ▪ Vice Chair & Member – Yakima Valley Community Foundation
- 2002 – 2007 ▪ Executive Committee & Board Member – New Vision – Yakima County Development Association
- 2002 – 2003 ▪ Member – Governor Locke & Gates Foundation Digital Education Task Force
- 1998 – 1999 ▪ Chair – U.S. Secretary of Labor, Secretary’s Federal Farmworker Employment & Training Committee
- 1996 – 1999 ▪ Commissioner – Washington State Commission on Hispanic Affairs, Governor Appointment
- 1997 – 1999 ▪ Member – Yakima Valley One-Stop Partnership Oversight and Governance Committee
- 1997 – 1998 ▪ Member – Employment Security Commissioner, Agricultural Services Committee
- 1997 – 1998 ▪ Member – Department of Social & Health Services Secretary’s Region 2 Advisory Committee
- 1995 – 1997 ▪ Chairman – Yakima County Rural Enterprise Community Advisory Committee

RESOLUTION NO. 2020-35

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ACCEPTING THE STOVER ROAD AND BIRCH STREET RESURFACING
AS COMPLETE**

WHEREAS, the City contracted with Central Paving LLC to perform work for the Stover Road and Birch Street Resurfacing; and,

WHEREAS, the City's Public Works Director has determined that the work performed by Central Paving LLC on this project is complete and ready for final acceptance by the City Council,

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

The City of Grandview accepts the Stover Road and Birch Street Resurfacing as complete and authorizes staff to release the retainage to Central Paving LLC once the conditions in the August 19, 2020 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on September 8, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

RESOLUTION NO. 2020-36

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN THE SCHOOL RESOURCE OFFICER
MEMORANDUM OF AGREEMENT WITH THE GRANDVIEW SCHOOL DISTRICT**

WHEREAS, the City of Grandview and the Grandview School District have previously entered into Interlocal Agreements for the School Resource Officer, and

WHEREAS, the City and School District wish to continue said School Resource Officer program,

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

The Mayor is hereby authorized to sign the School Resource Officer Memorandum of Agreement with the Grandview School District 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 September 8, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

School Resource Officer Memorandum of Agreement

Memorandum of Understanding Between Grandview School District and Grandview Police Department

This agreement (the Agreement) is made by and between Grandview School District and Grandview Police Department. The Agreement refers to the District and the Police Department collectively as "the Parties". The Chief of Police of the Grandview Police Department (the "Chief") and the Superintendent of the District ("the Superintendent") are each a signatory to this Agreement. This Agreement shall be effective as of the date of signing and remains in full force and effect until amended or until such time as either of the Parties withdraws from this Agreement by delivering written notification to the other Party.

Upon the Parties execution of this Agreement, a copy of the Agreement shall be placed on file in the offices of the Chief and the Superintendent. The Parties shall also share copies of this Agreement with the SRO, any principals in schools where the SRO will work, and any other individuals whom they deem relevant or who request it.

The District and the Police Department will annually review the SRO program using a process that involves parents, students, and community members and adopt an updated agreement as appropriate.

I. Mission and Purpose

The mission of the SRO program is to improve school safety and the educational climate at the school. The purpose of this Agreement is to fulfill the requirements of RCW 28A.320.124(2), which requires an agreement between school districts and the local law enforcement agency for implementation of a School Resource Officer (SRO) program and specifies elements that must be incorporated into such an agreement. Additionally, this Agreement fulfills the requirements of RCW 10.93.160 and formalizes and clarifies the partnership between the District and the Police Department. This Agreement is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable by any person in any civil or criminal matter.

II. SRO Roles, Duties, and Limitations

The role of the SRO on campus typically involves three parts: educator, informal counselor, and law enforcer. The focus of any SRO working in the District is to keep students out of the criminal justice system when possible. The District shall integrate the SRO into the school community through participation in faculty and student meetings and assemblies as appropriate. SROs shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. The SRO is a valuable team member of School Based Threat Assessment Teams, which are preventative in purpose, and SROs are encouraged to participate consistent with Policy and Procedure 3225 – School Based Threat Assessment.

The primary responsibility for maintaining proper order and conduct in the schools resides with school principals or their designee, with the support of other school staff. This may include minor violations of the law occurring during school hours or at school activities. The

SRO program does not diminish the District's authority and shall not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the District. Principals or their designee maintain order and handle all student discipline matters consistent with Student Discipline Policy and Procedure 3241. SROs appropriately interact with students informally to reinforce school rules.

III. Requests for Intervention

Teachers and school administrators may ask an SRO to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances consistent with 3432 – Emergencies. SROs do not need to be asked before intervening in emergencies.

As a general rule, law enforcement activity should take place at a location other than school premises. However, there are circumstances where formal law enforcement intervention/activity at school is warranted and may be conducted by an SRO. These law enforcement activities may include interviews and interrogations; search of a student's person, possessions, or locker; citations, filing of delinquency petitions, referrals to a probation officer, actual arrests, and other referrals to the juvenile justice system, consistent with 3226 – Interview and Interrogations of Students on School Premises and 3230 – Student Privacy and Searches.

Per RCW 10.93.160, the SRO duties do not extend to immigration enforcement and the SRO will not inquire into or collect information about an individual's immigration or citizenship status, or place of birth. Neither will the SRO provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law, consistent with 4310 – District Relationship with Law Enforcement and other Government Agencies.

IV. Training of SRO

The SRO is an employee of the Police Department. The Police Department retains the authority and responsibility for training its employees, including SROs. By signing this Agreement, the Police Department confirms SROs assigned to the District have been trained in all the topics required by RCW 28A.320.124(1), including:

- Constitutional and civil rights of children in schools, including state law governing search and interrogation of youth in schools;
- Child and adolescent development;
- Trauma-informed approaches to working with youth;
- Recognizing and responding to youth mental health issues;
- Educational rights of students with disabilities, the relationship of disability to behavior, and best practices for interacting with students with disabilities;
- Collateral consequences of arrest and prosecution and pathways for youth to access services without court or criminal justice involvement;
- Local and national disparities in the use of force and arrest of children;
- De-escalation techniques when working with youth or groups of youth;
- State law regarding restraint and isolation in schools, including RCW 28A.600.485
- Bias free policing and cultural competency, including best practices for interacting with students from particular backgrounds, including English learners, Lesbian Gay Bisexual Transgender and Queer (LGBTQ), and immigrants; and
- The federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g) requirements, including limits on access to and dissemination of student records for non-educational purposes.

V. Complaint Resolution

The Parties shall develop and implement a simple and objective complaint resolution system for all members of the school community that complies with Police Department policies. The complaint resolution system will register concerns regarding the SRO or the SRO Program, provide for the investigation of registered complaints, and provide for timely communication of the resolution of the complaint to the complainant. The complaint resolution system shall allow parents and guardians to submit complaints in their preferred language and in a confidential manner that protects the identity of the complainant from the SRO consistent with the SRO’s due process rights and any applicable employment protections. The District will inform all students, parents, guardians, teachers, and administrators of the complaint resolution system at the beginning of each school year.

VI. Data Collection and Reporting

The SRO, Police Department, and the District shall work together to ensure the proper collection and reporting of data regarding calls for law enforcement service and the outcome of each call. The data will be disaggregated by school, offense type, race, gender, age, and students who have an individualized education program or plan developed under section 504 of the federal rehabilitation act of 1973. Data collection shall be maintained by the law enforcement agency.

Dated this 8th day of September 2020.

GRANDVIEW SCHOOL DISTRICT

CITY OF GRANDVIEW

Grandview School District
Superintendent

Mayor

Attest:

Grandview School District
School Board President

City Clerk

Dated: _____

Approved as to form:

City Attorney