

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, MAY 14, 2024**



PLEASE NOTE: The maximum occupancy of the Council Chambers is 49 individuals at one time. Access to exits must be kept clear to ensure everyone in the Chambers can safely exit in the event of an emergency.

This meeting will be held in person and will also 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. The public comment period is not an opportunity for dialogue with the Mayor and Councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. If you would like to address the Council, please step up to the microphone and give your name and address for the record. Your comments will be limited to three minutes.*
- 4. NEW BUSINESS**
 - A. Resolution authorizing the Mayor to sign a Recreational Use Permit by and between the City of Grandview and the Grandview Neptune Rotary Swim Team for the use of the swimming pool – 2024 Swim Team Program 1-6
 - B. Ordinance establishing a Debt Service Fund for repayment of a Supporting Investments in Economic Diversification (SIED) Loan from Yakima County for costs associated with infrastructure improvements related to the Wine Country Road and McCreadie Road Intersection 7-8
 - C. Ordinance amending the 2024 Annual Budget 9-15
 - D. Resolution authorizing the Mayor to sign an Interagency Data Sharing Agreement between the City of Grandview and the Office of the Washington State Auditor 16-23
 - E. Resolution accepting the bid for Storm Drainage Improvements and authorizing the Mayor to sign all contract documents with C & E Trenching, LLC 24-29
 - F. Resolution establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts 30-66
 - G. Council Retreat Focus Items Update 67-89
- 5. CITY ADMINISTRATOR AND/OR STAFF REPORTS**
- 6. MAYOR & COUNCILMEMBER REPORTS**
- 7. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, May 14, 2024 at 6:00 pm and 7:00 pm will be held in person and will also be available via teleconference.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85102556174?pwd=BGbBqOFgrnadlLae8bbGHcbUwmoO4s.1>

To join via phone: +1 253 215 8782

Meeting ID: 851 0255 6174


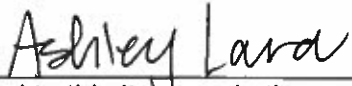
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**CITY OF GRANDVIEW
AGENDA ITEM HISTORY/COMMENTARY
COMMITTEE-OF-THE-WHOLE MEETING**

<p>ITEM TITLE</p> <p>Resolution authorizing the Mayor to sign a Recreational Use Permit by and between the City of Grandview and the Grandview Neptune Rotary Swim Team for the use of the swimming pool – 2024 Swim Team Program</p>	<p>AGENDA NO.: New Business 4 (A)</p> <p>AGENDA DATE: May 14, 2024</p>
<p>DEPARTMENT</p> <p>Parks & Recreation – Aquatics</p>	<p>FUNDING CERTIFICATION (City Treasurer) (If applicable)</p>

DEPARTMENT DIRECTOR REVIEW

Gretchen Chronis, Parks & Recreation Director 

<p>CITY ADMINISTRATOR</p> 	<p>MAYOR</p> 
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ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)

Washington Cities Insurance Authority strongly recommends that the City enter into Recreational Use Permits between those athletic organizations that are utilizing City owned recreational facilities to conduct their respective programs.

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.

Attached is the Recreational Use Permit between the City and the Grandview Neptune Rotary Swim Team for the 2024 season. The Swim Team Treasurer has reviewed and signed the agreement.

ACTION PROPOSED

Move a resolution authorizing the Mayor to sign a Recreational Use Permit by and between the City of Grandview and the Grandview Neptune Rotary Swim Team for the use of the swimming pool – 2024 Swim Team Program to the next regular Council meeting for consideration.

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN A RECREATIONAL USE PERMIT
BY AND BETWEEN THE CITY OF GRANDVIEW AND THE GRANDVIEW NEPTUNE
ROTARY SWIM TEAM FOR THE USE OF THE SWIMMING POOL –
2024 SWIM TEAM PROGRAM**

WHEREAS, the City of Grandview and the Grandview Neptune Rotary Swim Team desire to enter into a Recreational Use Permit regarding the use of the swimming pool for the 2024 Swim Team 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 a Recreational Use Permit by and between the City of Grandview and the Grandview Neptune Rotary Swim Team for the use of the swimming pool – 2024 Swim Team program 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 _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

RECREATIONAL USE PERMIT
By and Between the City of Grandview and the
Grandview Neptune Rotary Swim Team
For the Use of the Swimming Pool – 2024 Swim Team Program

This Agreement, entered into this ___ day of _____, 2024 is made and entered into by and between the City of Grandview, a municipal corporation, hereinafter referred to as “City”, and the Grandview Neptune Rotary Swim Team, a non-profit organization, hereinafter referred to as the “Swim Team”.

1. Recitals:

The City owns, operates and maintains a municipal swimming pool located within Westside Park. The City believes that the Swim Team provides an excellent social, recreational and educational experience for its participants and spectators and therefore, benefits the citizens of Grandview.

The Swim Team acknowledges its responsibility to organize, promote and conduct a competitive swimming program for the youth within the Grandview community, and the City desires to facilitate such a program;

2. Agreement:

2.1 Safety:

2.1.1 The City shall provide a certified Lifeguard on the deck at all times during practice sessions and swim meets. The Lifeguard shall have current American Red Cross Lifeguarding Certification, including CPR for the professional rescuer.

2.1.2 Swim Team shall observe all pool rules. Running and rough housing is not allowed anywhere in the facility.

2.1.3 Swim Team meets and practices must be operated in the safest manner possible. If an accident occurs, a coach must report all accidents and incidents to the Pool Management, and complete the incident/accident form.

2.1.4 If any pool equipment, pool facility component or other item related to Swim Team use or not, are damaged or found to be damaged, these must be reported to Pool Management for immediate repairs. The City reserves the right to recover costs associated with labor and repair as the result of damaged equipment and/or facility by the Swim Team.

2.1.5 Unauthorized persons are not allowed in the mechanical building, chemical storage area or the bathhouse office area.

2.1.6 Swim Team agrees to strictly comply with and strictly enforce Washington State's Zackery Lystedt Law (RCW 28A.600.190). Any youth athlete suspected of sustaining a concussion must be removed from swimming activity immediately and may not return until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and receives written clearance to return to swim activity from that health care provider.

2.2 Scheduling:

2.2.1 Swim Team may begin use of the pool with the permission of the Parks and Recreation Director once the pool has been filled and has passed pre-season inspection by City staff. The season will end following the Mid Valley League Championships.

2.2.2. Barring inclement weather or emergency maintenance, the Swim Team shall have priority use during the following times:

- Monday through Friday from 8:00-11:00 a.m. beginning June 12, 2024 (weekday evening practices 6-8 p.m. June 3-11 while school in session).
- Up to six mutually scheduled Home Swim Meets (6:00 p.m. start until closing for meets).
- Mutually scheduled practice times, prior to the pool opening to the general public.

2.3 Facility Maintenance:

Swim Team shall be responsible for removing all litter and belongings from the deck, locker rooms and surrounding park area immediately following each usage. The Swim Team will assign a clean-up crew to address litter in the bathhouse, on the deck and around the pool facility during and after each home meet.

2.4 Use Payment:

2.4.1 Each swim team participant will be required to pay \$50 per youth fee as outlined in Section 2.75.020 (swimming pool fees) of the Grandview Municipal Code. Once the Swim Team Roster has been finalized, the Swim Team shall submit a check to the City with proper documentation to verify the total participants for the season.

2.4.2 On July 1, 2024 the Swim Team Shall submit a letter to the City requesting the release of \$350 that has been earmarked for Swim Team Scholarships through the annual United Way of Central Washington funding.

2.5 Liability Insurance:

2.5.1 The Swim Team shall obtain and maintain a policy of liability insurance at all times during the term of this Agreement covering all activities of the Swim Team. A comprehensive general liability policy of insurance covering body injury and property damage, with respect to the use or occupancy of the swimming pool, with liability limits

not less than \$1,000,000 per occurrence shall be required. The City shall be named as additional insured on all such policies, which policies shall in addition provide that they shall not be cancelled or modified for any reason without fifteen (15) days prior written notice to the City. Swim Team shall also provide the City with a Certificate or Certificates of Liability Insurance within ten (10) days of execution of this Agreement.

2.5.2 Swim Team shall indemnify and hold harmless the City and/or its elected officials, employees, volunteers, insurers, successors and assigns from and against any and all claims, demands, causes of action, damages, suits or judgments, for deaths or injuries to persons for loss or damage of property arising from or in connection with Swim Team activities at the pool or on City property. As used in this section, the term Swim Team includes agents, servants, employees, and volunteers of the Swim Team, as well as participants, invitees and spectators at Swim Team activities occurring at the pool or on City property. In the event of any claims made or suits filed, the City shall give Swim Team prompt written notice thereof and Swim Team shall have the right to defend or settle the same to the extent of its interest hereunder. The provision applies in all events, regardless of whether or not the insurance provisions above are required or expected.

2.6 Concessions:

Under a separate Concession Agreement, the Swim Team shall be entitled to operate a concession stand during home swim meets at a site approved by the City. Swim Team shall comply with all applicable health code and permit requirements, including but not limited to food preparation, storage, sanitation and waste removal.

2.7 Community Athletic Program-Sexual Discrimination Prohibited:

Swim Team agrees to comply with RCW 49.60.500, made applicable to community athletics programs by RCW 35A.21.350, and prohibit discrimination on the basis of gender with respect to all activities undertaken in connection with this Agreement.

2.8 Early Termination:

In the event it becomes necessary for either party to terminate this Agreement, the party invoking the termination shall provide the other party advanced written notice of termination at least thirty (30) days prior to the effective date of termination; provided, however, in the event of an emergency, the City may cause this Agreement to be terminated upon such date and terms reasonably required.

2.9 Termination for Cause:

If Swim Team fails to abide by the terms and conditions of this Agreement.

2.10 Entire Agreement:

This Agreement, with Swim Team's application for use of the City's swim pool, constitutes the entire agreement of the parties, and shall not be amended except in writing signed by both parties. All terms and provisions of the City's application for use of the park facilities shall apply to this Agreement, and more incorporated herein by this reference. In the event of conflict between this Agreement and the terms and provisions of such application, the terms shall control.

2.11 Assignment:

This Agreement and terms and provisions herein are personal to the Swim Team and shall not be assigned to any third party without the written authorization of the City, which approval shall not be unreasonably withheld.

Wherefore, this Agreement is deemed executed and effective on the date first references above.

City of Grandview

By: _____
Mayor Ashley Lara

Swim Team

By: Richard Van Treas
Team President or Board Member

ATTEST:

By: _____
Anita Palacios, City Clerk

APPROVED AS TO FORM:

By: _____
City Attorney

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

ITEM TITLE Ordinance establishing a debt service fund for repayment of Supporting Investments in Economic Diversification (SIED) Loan on the Wine Country Road & McCreddie Road Intersection	AGENDA NO.: New Business 4 (B) AGENDA DATE: May 14, 2024
DEPARTMENT City Treasurer	FUNDING CERTIFICATION (City Treasurer) (If applicable)

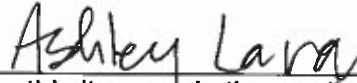
DEPARTMENT DIRECTOR REVIEW

Matthew Cordray, City Treasurer 

CITY ADMINISTRATOR



MAYOR



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

The City of Grandview entered into a SIED contract with Yakima County for the purpose of infrastructure improvements related to the Wine Country Road and McCreddie intersection. The project was funded with 50 percent SIED loan and 50 percent SIED grant. This ordinance establishes a debt service fund to repay the loan portion of the roadway work.

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:

SIED LOAN – WCR/MCCREADIE: The total loan amount for this project was \$259,050. Beginning in 2024 the City of Grandview will send a payment to Yakima County Infrastructure Fund and will continue to do so annually until the obligation is satisfied in 2033. The City of Grandview's Street fund will be responsible for transferring the amount to this debt service fund.

ACTION PROPOSED

Move an ordinance establishing a debt service fund for repayment of Supporting Investments in Economic Diversification (SIED) Loan on the Wine Country Road & McCreddie Road Intersection to the next regular Council meeting for consideration.

ORDINANCE NO. 2024-___

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
ESTABLISHING A DEBT SERVICE FUND FOR REPAYMENT OF A SUPPORTING
INVESTMENTS IN ECONOMIC DIVERSIFICATION (SIED) LOAN FROM YAKIMA
COUNTY FOR COSTS ASSOCIATED WITH INFRASTRUCTURE IMPROVEMENTS
RELATED TO WINE COUNTRY ROAD AND MCCREADIE ROAD INTERSECTION**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW,
WASHINGTON, AS FOLLOWS:**

Section 1. Statement of Purpose: The City Council for the City of Grandview, Washington, has determined that for accounting purposes it would be in the best interest of the city to establish a Debt Service Fund for the repayment of a Supporting Investments in Economic Diversification (SIED) loan as per Contract No. YC-RA82-22, from Yakima County for costs associated with infrastructure improvements which include Wine Country Road and McCreadie Intersection.

Section 2. SIED (WCR/McCreadie) Loan Fund: The SIED (WCR/McCreadie) Loan Fund (215) is hereby created. Said fund shall be available for deposit of any interest accrued or funds that may be received pertaining to repayment of said loan.

Section 3. Expenditures of Fund: Monies in the SIED Loan Fund shall be expended exclusively for repayment of debt associated with repayment of the SIED Loan with Yakima County as per SIED Contract No. YC-RA82-22.

Section 4. Severability: If any provision of this Ordinance or its application to any person or circumstances is held to be invalid the remainder of this Ordinance or the application of the provisions to other persons or circumstances shall not be affected.

Section 5. Effect: This Ordinance shall be in full force and effect five (5) days after its passage and publication as required by law.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:
EFFECTIVE:

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

ITEM TITLE	AGENDA NO.: New Business 4 (C)
Ordinance amending the 2024 Annual Budget	AGENDA DATE: May 14, 2024
DEPARTMENT	FUNDING CERTIFICATION (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)

Staff monitoring and review of fund and department budgets has identified numerous budget accounts to be amended. An ordinance was prepared to provide for the amending of the 2024 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:
- ARPA FUND:** Increase appropriations for Grandview/Sunnyside Pathway and decrease appropriations for Irrigation Pump – Stassen Station. Net effect is no change in estimated ending fund balance.
 - STREET FUND:** Increase appropriations for Transfer Out to SIED Loan – WCR/McCreadie. Net effect is a decrease in estimated ending fund balance.
 - SIED LOAN – WCR/MCCREADIE FUND:** Increase revenues for Transfer In from Street Fund. Increase appropriations for SIED Loan Principal and Interest. Net effect is no change in estimated ending fund balance.
 - CAPITAL IMPROVEMENT FUND:** Increase appropriations for Irrigation Pump – Stassen Station and decrease appropriations for Grandview/Sunnyside Pathway. Net effect is no change in estimated ending fund balance.
 - WATER FUND:** Increase appropriations for SIED Loan – WCR/McCreadie Principal and Interest. Net effect is a decrease in estimated ending fund balance.
 - SEWER FUND:** Increase appropriations for SIED Loan – WCR/McCreadie Principal and Interest. Net effect is a decrease in estimated ending fund balance.

ACTION PROPOSED

Move an ordinance amending the 2024 Annual Budget to the next regular Council meeting for consideration.

to Sue 5/xx/2024 - mc

Ordinance No. 2024-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
010 000 000 308 31 00 00	American Rescue Plan Act Fund Beginning Fund Balance - Restricted	905,300		905,300	
	Revenues/Sources	700,000		700,000	
	ARPA Fund Total	1,605,300	-	1,605,300	
010 082 000 594 76 63 02	Grandview/Sunnyside Pathway		50,000		Grandview/Sunnyside pathway project Moving this project to Capital Improvements
010 082 000 594 76 63 03	Irrigation Pump - Stassen Station		(50,000)		
	Expenditures/Uses	1,586,200		1,586,200	
010 099 000 508 31 00 00	Ending Fund Balance - Restricted	19,100		19,100	
	ARPA Fund Total	1,605,300	-	1,605,300	
	Street Fund				
110 000 000 308 31 00 00	Beginning Fund Balance - Restricted	55,000		55,000	
110 000 000 308 51 00 00	Beginning Fund Balance - Assigned	310,390		310,390	
	Revenues/Sources	6,292,700		6,292,700	
	Street Fund Total	6,658,090	-	6,658,090	
110 000 095 597 00 00 02	Transfer out SIED Loan - WCR/McCreadie		14,500		Transfer out to make payment on SIED Loan
	Expenditures/Uses	6,438,830		6,453,330	
110 000 099 508 31 00 00	Ending Fund Balance - Restricted	55,000		55,000	
110 000 099 508 51 00 00	Ending Fund Balance - Assigned	164,260	(14,500)	149,760	
	Street Fund Total	6,658,090	-	6,658,090	

to Sue 5/xx/2024 - mc Ordinance No. 2024-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
215 000 000 308 31 00 00	SIED Loan - WCR/McCreadie Fund Beginning Fund Balance - Restricted	-	-	-	
215 000 000 397 00 00 01	Transfer in from Street Fund Revenues/Sources	-	14,500	14,500	Transfer in to make payment on SIED Loan
SIED Loan - WCR/McCreadie Fund Total					14,500
215 000 010 591 95 78 01	SIED Loan Principal - WCR/McCreadie	-	6,500	-	Principal payment for WCR/McCreadie roadway portion Interest payment for WCR/McCreadie roadway portion
215 000 010 592 95 83 01	SIED Loan Interest - WCR/McCreadie Expenditures/Uses	-	8,000	14,500	
215 000 099 508 31 00 00	Ending Fund Balance - Restricted SIED Loan - WCR/McCreadie Fund Total	-	14,500	14,500	
Capital Improvement Fund					
301 000 000 308 51 00 00	Beginning Fund Balance - Assigned	1,140,350	-	1,140,350	
Revenues/Sources					266,500
Capital Improvements Fund Total					1,406,850
301 000 090 594 39 64 01	Irrigation Pump - Stassen Station	-	50,000	-	Irrigation pump replacement at Stassen station Moving Grandview/Sunnyside pathway project to ARPA
301 000 090 594 76 63 06	Pathway Improvements Expenditures/Uses	1,018,000	(50,000)	1,018,000	
301 000 099 508 51 00 00	Ending Fund Balance - Assigned Capital Improvements Fund Total	388,850	-	388,850	
Capital Improvements Fund Total					1,406,850

Ordinance No. 2024-X

to Sue 6/xx/2024 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
Water Fund					
410 000 000 308 31 00 01	USDA Water Loan Reserve - Restricted	21,600		21,600	
410 000 000 308 31 00 02	USDA Water Loan SL Assets - Restricted	447,030		447,030	
410 000 000 308 31 00 03	USDA Water Loan O&M - Restricted	248,035		248,035	
410 000 000 308 51 00 00	Beginning Fund Balance - Assigned	7,818,480		7,818,480	
	Revenues/Sources	10,080,750		10,080,750	
Water Fund Total		18,615,895	-	18,615,895	
410 000 036 591 34 78 12	SIED Loan Principal - WCR/McCreadie		4,000		Principal payment for WCR/McCreadie water portion
410 000 036 592 34 83 12	SIED Loan Interest - WCR/McCreadie		5,000		Interest payment for WCR/McCreadie water portion
	Expenditures/Uses	13,120,760		13,129,760	
410 000 099 508 31 00 01	USDA Water Loan Reserve - Restricted	21,600		21,600	
410 000 099 508 31 00 02	USDA Water Loan SL Assets - Restricted	496,700		496,700	
410 000 099 508 31 00 03	USDA Water Loan O&M - Restricted	248,035		248,035	
410 000 099 508 51 00 00	Ending Fund Balance - Assigned	4,728,800	(9,000)	4,719,800	
Water Fund Total		18,615,895	-	18,615,895	

Ordinance No. 2024-X

to Sue 5/xx/2024 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
Sewer Fund					
415 000 000 308 31 00 01	USDA WW Loan Reserve - Restricted	115,700		115,700	
415 000 000 308 31 00 02	USDA WW Loan SL Assets - Restricted	80,850		80,850	
415 000 000 308 31 00 03	USDA WW Loan O&M - Restricted	415,050		415,050	
415 000 000 308 51 00 00	Beginning Fund Balance - Assigned	7,674,190		7,674,190	
	Revenues/Sources	4,788,100		4,788,100	
Sewer Fund Total		13,073,890	-	13,073,890	
415 000 036 591 35 78 15	SIED Loan Principal - WCR/McCreadie		5,500		Principal payment for WCR/McCreadie sewer portion
415 000 036 592 35 83 15	SIED Loan Interest - WCR/McCreadie		7,000		Interest payment for WCR/McCreadie sewer portion
	Expenditures/Uses	6,219,440		6,231,940	
415 000 099 508 31 00 01	USDA WW Loan Reserve - Restricted	129,000		129,000	
415 000 099 508 31 00 02	USDA WW Loan SL Assets - Restricted	88,200		88,200	
415 000 099 508 31 00 03	USDA WW Loan O&M - Restricted	415,050		415,050	
415 000 099 508 51 00 00	Ending Fund Balance - Assigned	6,222,200	(12,500)	6,209,700	
Sewer Fund Total		13,073,890	-	13,073,890	

ORDINANCE NO. 2024-____

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE 2024 ANNUAL BUDGET**

WHEREAS, the original 2024 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 2024 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 _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:
EFFECTIVE:

Exhibit A


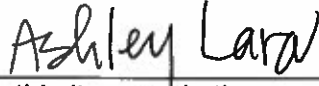
	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
ARPA Fund					
Original 2023 Budget	905,300	700,000	1,586,200	19,100	1,605,300
Amendment Amount			-	-	-
Amended Total	905,300	700,000	1,586,200	19,100	1,605,300
Street Fund					
Original 2023 Budget	365,390	6,292,700	6,438,830	219,260	6,658,090
Amendment Amount			14,500	(14,500)	-
Amended Total	365,390	6,292,700	6,453,330	204,760	6,658,090
SIED Loan - WCR/McCreadie Fund					
Original 2023 Budget	-	-	-	-	-
Amendment Amount		14,500	14,500	-	14,500
Amended Total	-	14,500	14,500	-	14,500
Capital Improvement Fund					
Original 2023 Budget	1,140,350	266,500	1,018,000	388,850	1,406,850
Amendment Amount			-	-	-
Amended Total	1,140,350	266,500	1,018,000	388,850	1,406,850
Water Fund					
Original 2023 Budget	8,535,145	10,080,750	13,120,760	5,495,135	18,615,895
Amendment Amount			9,000	(9,000)	-
Amended Total	8,535,145	10,080,750	13,129,760	5,486,135	18,615,895
Sewer Fund					
Original 2023 Budget	8,285,790	4,788,100	6,219,440	6,854,450	13,073,890
Amendment Amount			12,500	(12,500)	-
Amended Total	8,285,790	4,788,100	6,231,940	6,841,950	13,073,890

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

ITEM TITLE Resolution authorizing the Mayor to sign an Interagency Data Sharing Agreement between the City of Grandview and the Office of the Washington State Auditor	AGENDA NO.: New Business 4 (D) AGENDA DATE: May 14, 2024
DEPARTMENT City Treasurer	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT DIRECTOR REVIEW

 Matthew Cordray, City Treasurer 

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

 See email attached from Ann Strand, Program Manager with the Office of the Washington State Auditor regarding the City's Data Sharing Agreement.

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.

 The attached Interagency Data Sharing Agreement between the City and the Office of the Washington State Auditor has been revised and reviewed by the City Attorney.

ACTION PROPOSED

 Move a resolution authorizing the Mayor to sign an Interagency Data Sharing Agreement between the City of Grandview and the Office of the Washington State Auditor to the next regular Council meeting for consideration.

Matt Cordray

From: Boob, Adam (SAO) <adam.boob@sao.wa.gov>
Sent: Tuesday, March 19, 2024 9:45 AM
To: Matt Cordray
Cc: Strand, Ann (SAO)
Subject: City of Grandview Data Sharing Agreement
Attachments: 0831_CoG_2024_001_GEN.docx

CAUTION: External Email

This email is being sent on behalf of Program Manager Ann Strand of the State Auditor's Office.

Under a bill passed by the Legislature in 2021, data sharing agreements (DSAs) are required for all state and local governments sharing data. This includes the data we exchange for your audits. For your reference, the legislation requiring DSAs is [ESSB5432](#), "Concerning cybersecurity and data sharing in Washington state government."

Our original DSA agreement with you will be expiring soon.

I have attached the DSA our Office would like to complete with your government. We have made some revisions to our previous agreement, to add or modify the following elements:

- References to state law (42.40 RCW and 43.101 RCW) in the introductory paragraph as well as sections describing intended use and constraints
- Language that enables SAO to share confidential information with you. (Purpose, Data Storage, Oversight, Non-disclosure, Termination)
- 'Audit results' to description of data
- 'Using encryption' to data storage and handling
- 'Non-disclosure' now indicates 'confidential'
- Three new sections, covering Data Disposal, Incident notification and response, and Awareness and Training

Please review the document and let me know if there are any changes or modifications needed. We will send you a PDF for your signature once all changes are made.

Please let me know if you have any questions or would like to schedule a time to discuss the agreement.

Sincerely,



Ann Strand

Program Manager, [Office of the Washington State Auditor](#)
(509) 454-7849

Connect with us on [Facebook](#), [X](#) and [LinkedIn](#).



Adam Boob

Administrative Assistant 3, [Office of the Washington State Auditor](#)
(509) 454-7848

Let us help you improve your cyber health: [#BeCyberSmart](#).

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN AN INTERAGENCY DATA SHARING
AGREEMENT BETWEEN THE CITY OF GRANDVIEW AND THE
OFFICE OF THE WASHINGTON STATE AUDITOR**

WHEREAS, under ESSB5432 passed by the Legislature in 2021, data sharing agreements are required for all state and local governments sharing data; and,

WHEREAS, this includes data exchanged between the City of Grandview and the office of the Washington State Auditor during yearly audits; and,

WHEREAS, the previous agreement was revised to add or modify certain elements;

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

The Interagency Data Sharing Agreement between the City of Grandview and the Office of the Washington State Auditor is approved and the Mayor is hereby authorized and directed to sign the Agreement on behalf of the City of Grandview in the form attached hereto and incorporated herein by this reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

INTERAGENCY DATA SHARING AGREEMENT

Between

City of Grandview

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between City of Grandview, hereinafter referred to as "Agency", and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW, 42.40 RCW, 43.101 RCW and 43.09 RCW.

Agency:

Agency Name: City of Grandview
Contact Name: Matt Cordray
Title: City Treasurer
Address: 207 W. 2nd Grandview, WA 98930
Phone: (509) 882-9207
E-mail: mattc@grandview.wa.us

SAO:

Agency Name: Office of the Washington State Auditor
Contact Name: Ann Strand
Title: Audit Manager
Address: 230 S. Second Street Room 204
Yakima, WA 98902
Phone: (509) 454-7849
E-mail: Ann.Strand@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and WaTech Policy and Standards) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or WaTech / State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems; d. List of individuals for commercial purposes.

Category 4 – Confidential Information Requiring Special Handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other compliance mandates; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on July 1, 2024, or date of execution, whichever is later, and end on June 30, 2027, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored using data encryption with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of WaTech Policy and Standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.

- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall protect confidential data provided by SAO to the extent authorized by law. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the Agency contact.

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of applicable WaTech Policy and Standards and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: _____

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

ITEM TITLE

Resolution accepting the bid for the Storm Drainage Improvements and authorizing the Mayor to sign all contract documents with C & E Trenching, LLC

AGENDA NO.: New Business 4 (E)

AGENDA DATE: May 14, 2024

DEPARTMENT

Public Works Department

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR REVIEW

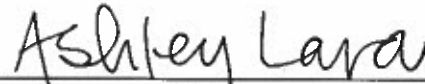
Hector Mejia, Public Works Director



CITY ADMINISTRATOR



MAYOR



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

The City of Grandview was awarded a Water Quality Combined Financial Assistance grant from the State of Washington Department of Ecology to fund the Stormwater Drainage Improvements located at Larson Street, West Fifth Street and Butternut Road.

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.

Bids for the Stormwater Drainage Improvements were opened on May 2, 2024. A total of five (5) bids were received with C & E Trenching, LLC, of Pasco, Washington, submitting the low bid in the amount of \$907,776.72.

ACTION PROPOSED

Move resolution accepting the bid for the Stormwater Drainage Improvements and authorizing the Mayor to sign all contract documents with C & E Trenching, LLC to a regular Council meeting for consideration.

Anita Palacios

From: Deanna Dillon <ddillon@hlacivil.com>
Sent: Friday, May 3, 2024 8:09 AM
To: Hector Mejia; Shane Fisher; Todd Dorsett; Anita Palacios; Sue Desallier; Lillian Veliz
Cc: Angie Ringer; Taylor Denny; Stephanie Ray
Subject: 19175 - GV - Storm Drainage Improvements - Recommendation of Award and Bid Summary
Attachments: 2024-05-02 - 19175 - Rec of Award Ltr.pdf; 2024-05-02 - 19175 - Bid Summary - HLA Signed.pdf

CAUTION: External Email

Good morning,

Please see the attached Recommendation of Award and Bid Summary for the above referenced project. If Award is authorized by the City of Grandview, please send a copy of the authorization to our office so that we may proceed with contract execution.

Please contact us if you have any questions.

Thank you,



Deanna Dillon, Contract Administrator 1

HLA Engineering and Land Surveying, Inc.

2803 River Road, Yakima, WA 98902

Office: (509) 966-7000

ddillon@hlacivil.com | www.hlacivil.com



May 2, 2024

City of Grandview
207 West 2nd Street
Grandview, WA 98930

Attn: Hector Mejia, Public Works Director

Re: City of Grandview
Storm Drainage Improvements
DOE Project No.: WQC 2020-GRANDV-00007/WQC 2023-GRANDV-00123
HLA Project No.: 19175
Recommendation of Award

Dear Hector:

The bid opening for the above referenced project was held at the City Council Chamber at 10:00 a.m. on Thursday, May 2, 2024. A total of five (5) bids were received with the low bid of \$907,776.72, being offered by C & E Trenching, LLC, of Pasco, WA. This low bid is approximately eleven (11%) percent below the Engineer's Estimate of \$1,020,524.40.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Grandview award a construction contract to C & E Trenching, LLC, in the amount of \$907,776.72, *contingent upon approval from the Department of Ecology*. Please send us a copy of the City of Grandview Council meeting minutes authorizing award of this project.

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

Sincerely,

A handwritten signature in blue ink that reads "Stephanie Ray".



Digitally signed by Stephanie Ray
Date: 2024.05.03 07:56:00-07'00'

Stephanie J. Ray, PE

SJR/dld

Enclosures



Copy: Shane Fisher, Todd Dorsett, Anita Palacios, Sue Desallier, Lillian Veliz – City of Grandview
Angie Ringer, Taylor Denny – HLA

BID SUMMARY

Owner: City of Grandview
 Project: Storm Drainage Improvements
 DOE Project No.: WQC 2020-GRANDV-00007/WQC 2023-GRANDV-00123
 HLA Project No.: 19175
 Bid Opening Date: May 2, 2024

ITEM NO.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE		BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Minor Change	Est.	FA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	Mobilization	--	LS	\$ 80,000.00	\$ 80,000.00	\$ 69,800.00	\$ 69,800.00	\$ 94,000.00	\$ 94,000.00	\$ 31,600.00	\$ 31,600.00
3	Project Temporary Traffic Control	--	LS	\$ 45,000.00	\$ 45,000.00	\$ 41,000.00	\$ 41,000.00	\$ 95,000.00	\$ 95,000.00	\$ 64,920.00	\$ 64,920.00
4	Clearing and Grubbing	--	LS	\$ 10,000.00	\$ 10,000.00	\$ 18,500.00	\$ 18,500.00	\$ 32,000.00	\$ 32,000.00	\$ 15,950.00	\$ 15,950.00
5	Removal of Structures and Obstructions	--	LS	\$ 20,000.00	\$ 20,000.00	\$ 38,100.00	\$ 38,100.00	\$ 29,000.00	\$ 29,000.00	\$ 67,900.00	\$ 67,900.00
6	Unclassified Excavation Incl. Haul	630	CY	\$ 50.00	\$ 31,500.00	\$ 45.20	\$ 28,476.00	\$ 53.00	\$ 33,390.00	\$ 31.67	\$ 19,952.10
7	Crushed Surfacing Base Course	520	TON	\$ 40.00	\$ 20,800.00	\$ 62.20	\$ 32,344.00	\$ 45.00	\$ 23,400.00	\$ 57.00	\$ 29,640.00
8	Crushed Surfacing Top Course	280	TON	\$ 50.00	\$ 13,000.00	\$ 57.50	\$ 14,950.00	\$ 53.00	\$ 13,780.00	\$ 64.00	\$ 16,640.00
9	HMA Cl. 3/8-Inch PG 64-28	280	TON	\$ 200.00	\$ 56,000.00	\$ 166.30	\$ 46,564.00	\$ 220.00	\$ 61,600.00	\$ 150.50	\$ 42,140.00
10	Storm Sewer Pipe 12 In. Diam.	640	LF	\$ 100.00	\$ 64,000.00	\$ 80.00	\$ 51,200.00	\$ 57.00	\$ 36,480.00	\$ 73.31	\$ 46,918.40
11	Underdrain Pipe Infiltration Trench System 24 In. Diam.	860	LF	\$ 250.00	\$ 215,000.00	\$ 203.00	\$ 174,580.00	\$ 145.00	\$ 124,700.00	\$ 216.16	\$ 185,897.60
12	Roadside Swale, Complete	--	LS	\$ 50,000.00	\$ 50,000.00	\$ 70,200.00	\$ 70,200.00	\$ 78,600.00	\$ 78,600.00	\$ 215,450.00	\$ 215,450.00
13	Concrete Spill Apron	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 780.00	\$ 780.00	\$ 1,400.00	\$ 1,400.00	\$ 800.00	\$ 800.00
14	Catch Basin Type 2 48 In. Diam.	9	EA	\$ 4,500.00	\$ 40,500.00	\$ 4,500.00	\$ 40,500.00	\$ 4,420.00	\$ 39,780.00	\$ 3,657.78	\$ 32,920.02
15	Catch Basin Type 1	6	EA	\$ 3,000.00	\$ 18,000.00	\$ 3,100.00	\$ 18,600.00	\$ 2,630.00	\$ 15,780.00	\$ 2,505.83	\$ 15,034.98
16	Pretreatment Manhole 48 In. Diam.	2	EA	\$ 25,000.00	\$ 50,000.00	\$ 20,600.00	\$ 41,200.00	\$ 27,600.00	\$ 55,200.00	\$ 17,400.00	\$ 34,800.00
17	Connection to Existing Structure	14	EA	\$ 2,500.00	\$ 35,000.00	\$ 1,200.00	\$ 16,800.00	\$ 1,400.00	\$ 19,600.00	\$ 737.86	\$ 10,330.04
18	Adjust Manhole	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 950.00	\$ 950.00	\$ 1,100.00	\$ 1,100.00	\$ 1,200.00	\$ 1,200.00
19	Shoring or Extra Excavation	860	LF	\$ 3.00	\$ 2,580.00	\$ 3.20	\$ 2,752.00	\$ 4.00	\$ 3,440.00	\$ 3.00	\$ 2,580.00
20	Select Backfill, as Directed	280	CY	\$ 50.00	\$ 14,000.00	\$ 68.50	\$ 19,180.00	\$ 44.00	\$ 12,320.00	\$ 33.00	\$ 9,240.00
21	PVC Sanitary Sewer Pipe 8 In. Diam.	220	LF	\$ 220.00	\$ 48,400.00	\$ 73.85	\$ 16,247.00	\$ 120.00	\$ 26,400.00	\$ 88.27	\$ 19,419.40
22	Sanitary Sewer Bypass	--	LS	\$ 20,000.00	\$ 20,000.00	\$ 19,000.00	\$ 19,000.00	\$ 12,000.00	\$ 12,000.00	\$ 8,300.00	\$ 8,300.00
23	Landscape Restoration	Est.	FA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
24	Sodded Lawn Repair	10,000	SF	\$ 5.00	\$ 50,000.00	\$ 1.49	\$ 14,900.00	\$ 1.00	\$ 10,000.00	\$ 4.75	\$ 47,500.00
25	Cement Conc. Traffic Curb and Gutter	600	LF	\$ 35.00	\$ 21,000.00	\$ 33.91	\$ 20,346.00	\$ 52.00	\$ 31,200.00	\$ 27.00	\$ 16,200.00
26	Cement Conc. Sidewalk 6-Inch Thick	55	SY	\$ 100.00	\$ 5,500.00	\$ 113.00	\$ 6,215.00	\$ 150.00	\$ 8,250.00	\$ 97.18	\$ 5,344.90
27	Cement Conc. Sidewalk 4-Inch Thick	9	SY	\$ 100.00	\$ 900.00	\$ 180.00	\$ 1,620.00	\$ 130.00	\$ 1,170.00	\$ 102.56	\$ 923.04
28	Permanent Signing	--	LS	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00
29	Pavement Markings	--	LS	\$ 2,500.00	\$ 2,500.00	\$ 7,700.00	\$ 7,700.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
30	Control Density Fill	3	CY	\$ 250.00	\$ 750.00	\$ 760.00	\$ 2,280.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ 1,500.00

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BID SUMMARY				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3			
Owner: City of Grandview Project: Storm Drainage Improvements DOE Project No.: WQC 2020-GRANDV-00007/WQC 2023-GRANDV-00123 HLA Project No.: 19175 Bid Opening Date: May 2, 2024				C & E Trenching, LLC PO Box 3788 Pasco, WA 99302		Belsaas & Smith Construction, Inc. PO Box 926 Ellensburg, WA 98926		Premier Excavation, Inc. 306 E B Circ Pasco, WA 99301			
ITEM NO.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE		BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
	Bid Subtotal				\$ 944,930.00		\$ 840,534.00		\$ 896,090.00		\$ 978,600.48
	8.0% Sales Tax				\$ 75,594.40		\$ 67,242.72		\$ 71,687.20		\$ 78,288.04
	BID TOTAL				\$ 1,020,524.40		\$ 907,776.72		\$ 967,777.20		\$ 1,056,888.52
ENGINEER'S REPORT				ADDITIONAL BID TOTALS							
Competitive bids were opened May 2, 2024. All bids have been reviewed by this office. We recommend the contract be awarded to: C & E Trenching, LLC.				BIDDER DW Excavating, Inc. \$ 1,189,755.00 Midway Underground, LLC \$ 1,303,242.48							
 Digitally signed by Stephanie Ray Date: 2024.05.02 17:27:43-07'00'				*Highlighted amounts have been corrected.							
Project Engineer _____ Date _____											
*Bid results can be found at: hlacivil.com											

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ACCEPTING THE BID FOR THE STORMWATER DRINAGE IMPROVEMENTS
AND AUTHORIZING THE MAYOR TO SIGN ALL CONTRACT DOCUMENTS
WITH C & E TRENCHING, LLC**

WHEREAS, the City of Grandview has advertised for bids for the Stormwater Drainage Improvements; and,

WHEREAS, C & E Trenching, LLC, of Pasco, Washington, has submitted the lowest responsible bid, which bid has been accepted;

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

The Mayor is hereby authorized to sign all contract documents with C & E Trenching, LLC, for the Stormwater Drainage Improvements in the amount of \$907,776.72.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

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

ITEM TITLE

Resolution establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts

AGENDA NO.: New Business 4 (F)

AGENDA DATE: May 14, 2024

DEPARTMENT

Administration

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

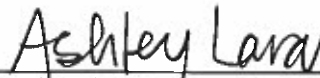
DEPARTMENT DIRECTOR REVIEW

Shane Fisher, City Administrator



CITY ADMINISTRATOR

MAYOR

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

Small public works rosters are lists of qualified contractors who can bid for an eligible public works projects, as long as the project falls below a certain dollar threshold (currently \$350,000). Rosters are less restrictive, time-consuming and costly than full formal competitive bids.

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.

Effective July 1, 2024, due to SB 5268, authorizations and requirements for small public works rosters will be changing to include Municipal Research and Services Center (MRSC) Rosters as the statewide roster, expanding roster authorization to all local governments that are authorized to perform public works.

ACTION PROPOSED

Move a resolution establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts to a regular Council meeting for consideration.

Small Works Roster

A Guide for Washington's
Local Governments

Please note, our publications are updated frequently. To ensure you have the most accurate information, download the latest version of this publication from our website: www.mrsc.org/publications.

SMALL WORKS ROSTER: A GUIDE FOR WASHINGTON'S LOCAL GOVERNMENTS

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DISCLAIMER

The content of this publication is for informational purposes only and is not intended as legal advice, nor as a substitute for the legal advice of an attorney. You should contact your district's legal counsel if you have a question regarding any legal issue.

These guidelines are permissive and discretionary and are applicable to all conservation districts. Where the guidelines indicate possible practices using such terms as "should" or "may," the suggestion is permissive and not mandatory. In addition, districts must also consider their own Board of Supervisors resolutions, policies, and procedures to determine what requirements are truly mandatory for a given contracting scenario. Case law, new regulations, or audit findings for one type of municipal corporation will not necessarily apply to all municipal corporations since enabling statutes may differ.

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Introduction

Small public works rosters are lists of qualified contractors who can bid for an eligible public works project, as long as the project falls below a certain dollar threshold (currently \$350,000). Rosters are less restrictive and time-consuming than full formal competitive bids.

Some local government types are specifically authorized to use small works rosters by state statute, while others are not and some statutes are silent on the matter.

This manual is intended to help local governments navigate the small works roster process, including:

- Definitions
- Authorized local government types
- Roster procedures & checklists
- Tips for success
- Limited public works projects under \$50,000
- Emergency roster contracts
- And more!

However, many of these authorizations and requirements will be changing effective July 1, 2024, due to [SB 5268](#). This includes designating MRSC Rosters as the statewide roster, expanding roster authorization to all local governments that are authorized to perform public works, and making a number of changes to the roster contracting process. We will be updating this publication once again by July 1, 2024 to reflect the changes.

Quick Tips for Small Works Roster Success

When considering use of the small works roster (SWR) process, here are some tips for getting started.

1. Is your project a public works project?

Check out the [Definitions](#).

2. If it is a public works project, is it an emergency?

Check out [Small Works Contracting in an Emergency](#).

3. If it is a public works project, then what is the estimated cost?

Check out [Cost Estimates](#), and then use the [Small Works Roster \(SWR\) Contracting Flow Chart](#).

If the estimated cost exceeds \$350,000, you cannot use the SWR process.

If the estimated cost is less than your agency's bid limits (refer to your specific public works statutes), then you do not need to use the SWR process.

4. Is your agency authorized to use the SWR process?

Check out [Authorized Agencies](#).

5. If your agency is authorized to use the SWR process:

Follow the [Small Works Roster Adoption Submittal and Implementation Checklist](#). Does your agency have its own SWR and/or has it considered a shared SWR with other nearby agencies or contracting with [MRSC Rosters](#)?

Has your agency adopted a SWR Resolution? For sample small works roster resolutions, see the [MRSC Rosters website](#) under the "Public Agencies" tab.

Does your SWR Resolution establish policies and procedures for registering and selecting contractors?

Does your SWR Resolution establish policies and procedures for requesting quotes and for awarding contracts?

6. Does your agency have policies and procedures in place for administering SWR projects?

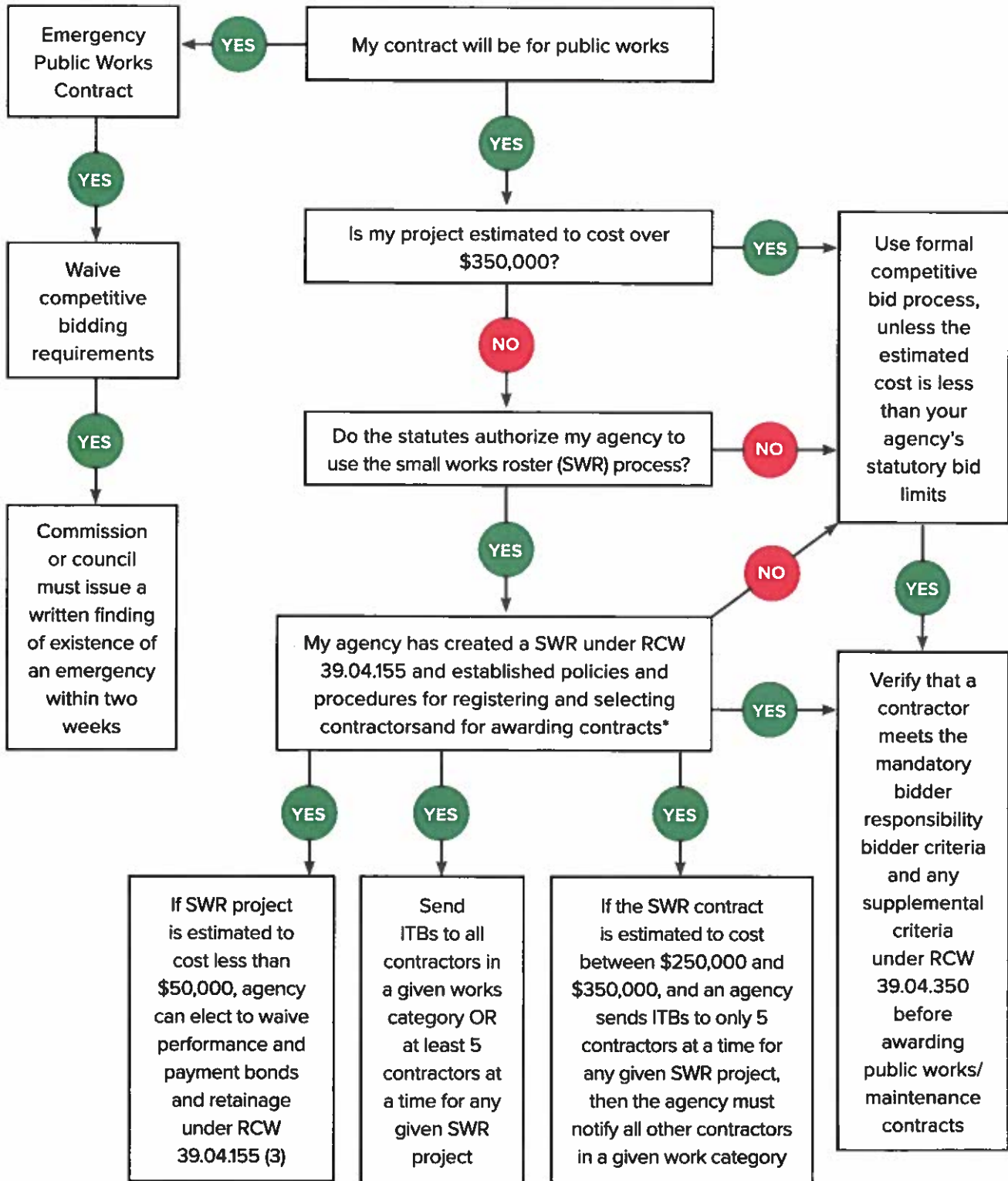
The [SWR Contract Administration Checklist](#) lists steps that may be helpful in developing a SWR process. Sample policy and procedure documents can also be found online on MRSC's webpage [Small Public Works Rosters](#).

Small Works Roster Adoption Submittal and Implementation Checklist

Procedure or Document	Date	By
Roster Adoption Checklist		
Option A – Agency Roster		
We will use our own roster		
Council/commission has adopted a SWR for our agency		
Option B – Shared Roster		
We will share a roster with		
Council/commission has adopted interlocal agreement for a shared SWR. The agreement must identify a lead agency.		
Option C – MRSC Rosters		
We will contract with <u>MRSC Rosters</u>		
Council/commission has approved a contract with <u>MRSC Rosters</u>		
Roster Submittal Checklist (for Option A and B Lead Agency)		
Application Form (Paper or Electronics)		
Contact information, email, telephone, address, and contact person(s)		
Mandatory responsibility criteria per RCW 39.04.350(1)		
Supplemental responsibility criteria per RCW 39.04.350(2), experience, claims history, safety history, etc. (optional)		
Roster Implementation Checklist		
Invitation to Bid (ITB) documents are to be available electronically on <ul style="list-style-type: none"> • Agency website • Service provider website • Other _____ 		
ITB documents are to be available in paper form at		
ITB notifications will be via email, telephone, other		
For contracts less than \$250,000, ITBs are sent to all contractors in a given work category or ITBs are sent to only 5 contractors in a given work category		
For contracts greater than \$250,000, ITBs are sent to all contractors in a given work category or ITBs are sent to only 5 contractors in a given work category and all other contractors in the work category are notified via email, US mail, or publication in newspaper		
For contracts less than \$50,000 under the limited public works process, ITBs are sent to at least three (3) contractors in a given work category		
ITB responses will be accepted via email, telephone, mail, other		
Before a SWR contract is awarded, our _____ will check to be sure that the contractor meets all mandatory and supplemental responsibility criteria		

Use not applicable (NA) to mark those items that do not pertain to a given item. Be sure your agency is authorized to use SWR.

Small Works Roster (SWR) Contracting Flow Chart



* As an alternative, your agency can subscribe to MRSC Rosters.

SWR Contract Administration Checklist

Project: _____ Contractor: _____ Contract Amount: \$ _____

	Performed By	Number	Date/Verified
Invitation to Bid (ITB)			
ITB Sent to All Contractors in the _____ Subcategory			See ITB Email or other notice
Contract Documents Posted at _____			See attached webpage printout
Addendums _____ & _____ Sent and Posted on _____ & _____			See email or other notice
Quote Opening Date			
Quotes Reviewed and Award of Contract Recommended			
Commission/Council Approval			
Verification of Low Bidder Minimum Qualifications			
Contractor Registration Number as of Bid Opening Date			
Contractor Unified Business Identifier (UBI #)			
Contractor Industrial Insurance Coverage		Current?	
Contractor Employment Security Department Number			
Contractor State Excise Tax Registration Number			
Contractor Debarred		Yes No	
Contractor Wage Compliance Certificate			
Contractor L&I Training Verification		Physically verify	
Supplemental Criteria Met (If applicable)			
Pre-Construction			
Notice of Award			
Insurance Certificates and Endorsements obtained			
Performance and Payment Bond			
Intents to Pay Prevailing Wages (Contractor and All Subs)			
Options for Retainage Stated or Retainage Bond Posted (If not waived)			
Contract Signed by Contractor			
Contract Signed by Agency			
Contract Effective Date			
Notice to Proceed Issued			
Construction			
Pay Estimate No. 1			
Pay Estimate No. 2			
Pay Estimate No. 3			
Change Orders _____, _____, _____			
Final Pay Estimate			
Punch List Prepared			
Punch List Items Completed			
Contract Closeout			
Affidavits of Prevailing Wages Paid (Contractor and All Subs)			
General _____, Sub. 1 _____, Sub. 2 _____, Sub. 3 _____			
Notice of Completion of Public Works to Dept. of Revenue (>\$35k)			
Dept. of Revenue Certificate of Payment of Excise Taxes (>\$35k)			
Employment Securities Dept. Payroll Tax Liability Release (>\$35k)			
Dept. of L&I Industrial Insurance Web Page Check (>\$35k)			
Engineer's Certificate of Completion			
Legal Notice of Acceptance of Work (Optional)			
Council/Commission Acceptance			
Completion of 45-Day Lien Filing Period from Acceptance			
Release of Liens Filed During 45-Day Acceptance Period (If Any)			
Retainage Released (if applicable; must have all previous items verified)			
Archive Files and As-Built Drawings			

Definitions

Statutory	Definition
Award	The formal decision by the state or municipality notifying a responsible bidder with the lowest responsive bid of the state or municipality's acceptance of the bid and intent to enter into a contract with the bidder. RCW 39.04.010 .
Contract	A contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW 39.04.155 .
Municipality	Every city, county, town, port district, district, or other public agency authorized by law to require the execution of public work, except drainage districts, diking districts, diking and drainage improvement districts, drainage improvement districts, diking improvement districts, consolidated diking and drainage improvement districts, consolidated drainage improvement districts, consolidated diking improvement districts, irrigation districts, or other districts authorized by law for the reclamation or development of waste or undeveloped lands.
Responsible Bidder	A contractor who meets the criteria in RCW 39.04.350 .
Public Works	All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is, by law, a lien or charge on any property therein. All public works, including maintenance when performed by contract, shall comply with chapter 39.12 RCW . "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under development agreements entered into under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8) .
Emergency	For purposes of this section "emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. RCW 39.04.280(3) .
Other	Definition
Statutory Bid Limits	Dollar amounts below which neither competitive bids, nor the small works roster process, are required for the purchase of equipment, supplies, or materials or for public works projects. Agencies are to establish internally acceptable procedures at these levels.
Formal Competitive Bids	A competitive process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award. Typically these solicitations are more rigorous or time-intensive, and likely apply to larger and more complex contracts with higher estimated costs.
Small Works Roster (SWR)	A process through which there is competition for public works contracts following notification to some or all public works contractors who have requested placement on a roster kept by the local government agency.
Invitation to Bid (ITB)	A process through which written or electronic bids are solicited from contractors on an agency's small public works roster for public works contracts in which price is the primary basis for consideration and contract award.
Unit Price Contract	A contract for an unknown number of small public works over a fixed period of time ("indefinite quantity, indefinite frequency"), not associated with one particular project. Work orders are issued for the performance of approved tasks during the period of the contract.
Public Agency Work by Employees	Limits set by the legislature on the amount of public works that can be accomplished using the agency's own work force. Limits are expressed as specific dollar amounts for single or multiple craft projects and/or as percentages of the public works or road fund budgets. The county road fund statutes have specific county forces road construction limits separate from a county's general public work construction limits (Chapter 36.77 RCW)

Authorized Agencies

Small works rosters (SWRs) may be used “by state agencies and by any local government that is expressly authorized.” [RCW 39.04.155\(1\)](#). The initial step in using a small works roster is to determine if your agency is the type of agency that may use a small works roster process.

The following local governments are specifically authorized to use a small works roster process:

- Cities and towns:
 - First class cities: [RCW 35.22.620](#)
 - Second class cities and towns: [RCW 35.23.352](#)
 - Code cities: [RCW 35.23.352](#) (as referenced by [RCW 35A.40.200](#))
- Counties:
 - General authorization: [RCW 36.32.250](#)
 - County with purchasing department: [RCW 36.32.235](#)
 - County roads: [RCW 36.77.075](#)
- Fire protection districts: [RCW 52.14.110](#)
- Housing authorities: [RCW 35.82.076](#)
- Irrigation districts: [RCW 87.03.436](#)
- Metropolitan park districts: [RCW 35.61.135](#)
- Port districts: [RCW 53.08.120](#)
- Public hospital districts: [RCW 70.44.140](#)
- Public utility districts: [RCW 54.04.070](#)
- School districts: [RCW 28A.335.190](#)
- Water-sewer districts: [RCW 57.08.050](#)

In addition, a roster can be used by jurisdictions that do not have bid law requirements for public works projects.

Of course, each agency must also comply with any locally adopted procedures for public works projects. If you are not certain if you can use a small works roster, check with your own legal counsel or the legal consultants at MRSC.

Beginning July 1, 2024, the statutory roster authorization will expand to include all “authorized local governments,” which means “a political subdivision of the state, school district, or special purpose district with public works authority.” See [SB 5268](#).

If a project is estimated to cost over \$350,000, a formal competitive bid process is required. If a project is estimated to cost \$350,000 or less, an authorized local government may use the SWR process. If the estimated

project cost is below the agency’s bid limits, the agency may construct the project (subject to individual agency purchasing policies):

- By use of agency crews (counties have different restrictions for road projects)
- By interlocal agreement with another agency
- By contract with private contractor

Contracting bid limits and day labor limits for selected agencies are shown below:

Small Works Competition Thresholds & Contract Requirements

Public Works Category	Threshold	Competition Requirement	Retainage Requirement	Bond Requirement	Intent/Affidavit Requirement
Limited Public Works	< \$50,000	Allows option to select minimum of 3, or notify all on roster category per RCW 39.04.155 (3)		Allows waiver of bonds	Under \$2,500 - Allows for combined intent/affidavit forms per RCW 39.12.040 Otherwise, Individual Intent/ Affidavits Required
	\$50,000 – \$250,000	Allows option to select minimum of 5, or notify all on roster category per RCW 39.04.155 (2)(c)		Allow 10% retainage in lieu of Bond for public works contracts under \$150,000 per RCW 39.08.010	Individual Intent/ Affidavits Required
Small Works	\$250,000 – \$350,000	If the option selected is minimum of 5, must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. Notice to the remaining contractors can be made by: (i) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (ii) mailing a notice to these contractors; or (iii) sending a notice to these contractors by facsimile or other electronic means, per RCW 39.04.155 (2)(c)	Allows the option to assess risk and determine waiver of retainage per RCW 39.04.155 (2)(f)	Performance & Payment Bond Required	

Small Works Rosters

The following section is based on language in [RCW 39.04.155](#). For the purposes of this section, “agency” means either a state agency or an authorized local government.

EXEMPTION FROM ADVERTISEMENT REQUIREMENTS

Public works projects awarded under SWR and Limited Public Works Projects (LPWP) processes are exempt from the requirement that contracts be awarded after advertisement as provided under [RCW 39.04.010](#).

BID SPLITTING

The breaking of any project into units, or accomplishing any projects by phases, is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the SWR and LPWP processes.

CREATION OF A SMALL PUBLIC WORKS ROSTER AND ANNUAL ADVERTISEMENTS

[RCW 39.04.155](#) presents uniform provisions for the award of contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property that may be used by any local government that is expressly authorized to use these provisions (see [Authorized Agencies and Bid Limits](#)). These provisions may be used in lieu of other procedures (i.e. formal competitive bids) to award contracts for such work with an estimated cost of \$350,000 or less.

- In addition, any local government authorized to award contracts using the SWR process may award contracts with an estimated cost of less than \$50,000 using the limited public works process under [RCW 39.04.155\(3\)](#) of this section.
- A local government may create a single general small works roster, or may create small works rosters for different specialties or categories of anticipated work. Rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
- Small works rosters are to consist of all responsible contractors who have requested to be on the list and, where required by law, are properly licensed or registered to do work in Washington State.
- A local government may require eligible contractors desiring to be placed on a roster or rosters to keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the state agency or local government as a condition of being placed on a roster or rosters.
- Local governments are to publish a notice of the existence of the roster or rosters in a newspaper of general circulation within the jurisdiction and solicit the names of contractors for such roster or rosters. In addition, responsible contractors must be added to an appropriate roster or rosters at any time they submit a written request and necessary records.

Keeping Your Roster Up-to-Date

After contractors submit an initial application, an agency should require them to update their information yearly. The agency also may want to “purge” contractors that do not respond within a given time frame (say 30-60 days) after the updated information is requested. To avoid undue paperwork, the agency can limit the number of times a year that it sends out the request for updated information to every quarter or semiannually, for those contractors whose anniversary date falls within the past three or six months.

Before awarding a contract, an agency should check to see if the contractors still meet the minimum requirements of [RCW 39.04.350\(1\)](#):

1. (1) Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:
 - (a) At the time of bid submittal, have a certificate of registration in compliance with [chapter 18.27 RCW](#);
 - (b) Have a current state unified business identifier number;
 - (c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title [51 RCW](#); an employment security department number as required in [Title 50 RCW](#); and a state excise tax registration number as required in [Title 82 RCW](#); and
 - (d) Not be disqualified from bidding on any public works contract under [RCW 39.06.010](#) or [39.12.065\(3\)](#).
 - (e) If bidding on a public works project subject to the apprenticeship utilization requirements in [RCW 39.04.320](#), not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under [chapter 49.04 RCW](#) for the one-year period immediately preceding the date of the bid solicitation;
 - (f) Have received training on the requirements related to public works and prevailing wage under this chapter and [chapter 39.12 RCW](#).
 - (g) Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of [chapter 49.46](#), [49.48](#), or [49.52 RCW](#).

Supplemental Criteria for a Small Public Work

[RCW 39.04.350\(3\)](#) allows an agency to establish relevant supplemental bidder responsibility criteria if warranted. Most small public works roster projects do not warrant development and use of supplemental criteria. For more information and sample criteria contact the MRSC Public Works Consultant and/or see the CPARB Suggested Guidelines for Bidder Responsibility. To view the most recent version, see [CPARB's Background and Reference page](#) and click on “Bidder Responsibility Guidelines.”

- [RCW 39.04.155\(2\)\(a\)](#) allows agencies to establish “master” contracts with one or many contractors that become effective when a specific award is made using a small works roster. The master contract would have general and special conditions, with the scope and dollar amounts added at the time of contracting. These contracts are usually for maintenance or smaller repair projects.

SOLICITATIONS UNDER SMALL WORKS ROSTER CONTRACT PROCEDURES

- A local government is to establish procedures for securing telephone, written, or electronic quotations from contractors on an appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in [RCW 39.04.010](#).
- Invitations to bid (ITBs) shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished.
- However, detailed plans and specifications need not be included in the invitation. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

PRACTICAL CONSIDERATIONS

1. An ideal scenario using the flexibility granted by the SWR statutes is to post the bidding/contract documents on the agency's website or on a service provider's website (such as Builders Exchange, Daily Journal of Commerce, etc.) and send a short email to all contractors in the appropriate SWR category asking them to look at the online documents and submit an electronic, written, or faxed quote by a given date and time.
2. Notifications and postings should emphasize that bids will be accepted only from contractors on the agency's small works roster.
3. Then it should be decided when the contractor must be on the roster for his/her bid to be considered. Some agencies accept a contractor's bid if they are on the roster by the bid due date. Other agencies will only accept a bid if the contractor is on the SWR at the time that the notification is sent out.
4. Sealed bids are not required. Agencies are required to establish procedures for obtaining telephone, written, or electronic quotations.
5. All of the bids should be collected and presented at the same time to the appropriate agency person(s) for consideration, determination of the lowest responsible bidder, and award of the contract.
6. Statutory requirements for advertising for a public works project in formal bid processes (typically 13 days in advance of bid opening) do not apply to a small works roster or limited public works process. Advertising is not required. However, depending on the complexity of the project, 7 to 14 days (or longer) should be allowed for contractors to submit a proposal so that they have adequate time to properly research the specifications.
7. ITBs may be sent to all contractors in the appropriate small works roster category. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the

opportunity among the contractors on the appropriate roster. "Equitably distribute" means that an agency soliciting quotes may not favor certain contractors over other contractors who perform similar services.

8. However, if the estimated cost of the work is from \$250,000 to \$350,000, an agency that chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster must also notify the remaining contractors on the roster that quotations on the work are being sought. At the agency's sole option, it can accomplish this notice by: publishing notice in a legal newspaper of general circulation in the area where the work is to be done; mailing a notice to these contractors; or sending a notice to these contractors by email or other electronic means. If a contractor is not on an original (short) solicitation list and hears about a project that is estimated at more than \$250,000 through the notification process above, the agency is obligated to accept his/her bid.

9. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone or electronic inquiry.

Limited Public Works Projects Under \$50,000

- An authorized local government may award a contract for work, construction, alteration, repair, or improvement projects estimated to cost less than \$50,000 using the limited public works project (LPWP) process provided under [RCW 39.04.155](#).
- For LPWPs, an agency is to solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and must award the contract to the lowest responsible bidder as defined under [RCW 39.04.350](#).
- An agency is to attempt to distribute opportunities for LPWPs equitably among contractors willing to perform in the geographic area of the work.
- After an award is made, the quotations must be open to public inspection and available by electronic request.
- An agency is to maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the LPWP process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.
- For LPWPs, an agency may waive the payment and performance bond requirements of [chapter 39.08 RCW](#) and the retainage requirements of [chapter 60.28 RCW](#), thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, and taxes imposed under [Title 82 RCW](#) that may be due from the contractor for the LPWP.
- However, the agency has the right of recovery against the contractor for any payments made on the contractor's behalf.

SMALL BUSINESS INCENTIVES

- An agency may use the limited public works process of [RCW 39.04.155\(3\)](#) to solicit and award small works roster contracts to minibusinesses and microbusinesses as defined in [RCW 39.26.010](#) that are registered contractors.

PRACTICAL CONSIDERATIONS

1. If an agency contacts five firms on its small works roster, but receives less than five quotes, it is acceptable to award to the contractor with the lowest of those quotes received.
2. Bid guarantees are not required for SWR projects, but may be desirable for larger projects as the firm with the low quote may refuse the work after the bids of the other contractors are known, or fail to put reasonable effort into the bid preparation.
3. A small works roster does not eliminate the need for contract documents, performance and payment bond, contract, specifications, etc., unless the agency is using the LPWP process provided under [RCW 39.04.155\(3\)](#). The option to waive retainage for any project under the small works roster was granted in 2019. Agencies have the right of recovery against the contractor for payments made on behalf of the contractor.

Shared Small Works Rosters

The statutes allow agencies to share rosters between multiple agencies. The small works roster process applies to shared rosters the same as for individual rosters, but agencies may choose to share a roster in order to reduce the operational costs of maintaining a roster and have access to a broader pool of contractors.

There are two ways to share a small public works roster: entering into an interlocal contract or using a roster service provider.

INTERLOCAL CONTRACT

A large city or county may make its SWR available to other nearby agencies. Note that [RCW 39.04.155\(2\)\(b\)](#) requires that agencies entering into an interlocal contract must “clearly identify the lead entity that is responsible for implementing the provisions of this subsection.” In other words, the lead entity is the agency that will be posting the annual legal notice and maintaining the roster. For example, Vancouver had been the lead agency for an interlocal shared roster with Clark County and a number of agencies in Clark County.

ROSTER SERVICE PROVIDER

An agency also has an option of joining a roster service provider who will maintain their roster. For example, [MRSC Rosters](#) is a shared small public works and consultant roster online database for Washington agencies to join. [MRSC Rosters](#) posts the annual legal notice on behalf of all participating agencies and maintains the roster.

In the above approaches, either the lead agency or service provider takes the initial responsibility for ensuring that contractors on the roster meet the minimum qualifications of [RCW 39.04.350\(1\)](#). When a partnering or subscribing agency selects a contractor from a shared roster, it must verify that a contractor meets the mandatory (and any supplemental) responsibility criteria of [RCW 39.04.350](#) before awarding the contract.

Guarantees, Bonds and Retainage

BID BONDS (AKA BID GUARANTEES)

A bid bond is used to discourage bidders from failing to enter into a contract if it is awarded to them. The awarded bidder forfeits the guarantee amount should they decline to enter into a contract. Unlike performance and payment bonds, which are required uniformly of all agencies for all public works contracts, bid bond requirements are set in an agency's enabling statutes, many of which do not require a bid bond. For cities and counties, for example:

- [RCW 35.23.352\(1\)](#) says (for code cities and second class cities and towns): "Each bid shall be accompanied by a bid proposal deposit in the form of a cashier's check, postal money order, or surety bond to the council or commission for a sum of not less than five percent of the amount of the bid, and no bid shall be considered unless accompanied by such bid proposal deposit."
- [RCW 36.32.250](#) says (for counties): "No bid may be considered for public work unless it is accompanied by a bid deposit in the form of a surety bond, postal money order, cash, cashier's check, or certified check in an amount equal to five percent of the amount of the bid proposed."
- First class cities do not have a direct requirement for bid bonds in their statutes ([RCW 35.22.620](#)), but almost all cities require them.
- Port districts, in [RCW 53.08.130](#), are required to request a five percent proposal deposit, as are water/sewer districts in [RCW 57.08.050](#).
- School districts and fire districts have no apparent bid bond requirement.

The State Auditor's Office (SAO) has confirmed that bid bonds are not required for SWR contracts but in such cases would expect to see bid bond requirements defined in policy.

RETAINAGE AND PERFORMANCE BONDS

Retainage is that amount of money withheld from a contractor for a public improvement or work until completion and/or acceptance of the contract. A performance bond is a guarantee by a surety that the contractor, or the surety itself, will complete a project. Similarly, a surety is to guarantee payment of laborers, materialmen, etc., under the contract.

For public works projects outside of the small works roster, a local government must withhold retainage and must also have a contractor's performance and payment bond on file. For public works contracts under \$50,000, the retainage and bond requirements may be waived completely under the limited public works process in [RCW 39.04.155\(3\)](#). For public works contracts of \$350,000 or less, retainage may be waived completely under the SWR process in [RCW 39.04.155\(2\)\(f\)](#).

If retainage is withheld at the option of the agency, [RCW 60.28.011](#) shall govern.

When a bond cannot be waived in the SWR process, it is because [RCW 39.08.010](#) requires municipal governments to call for a performance and payment bond. The bond is to be issued by a surety company licensed to do business in Washington. It is to be conditioned on the contractor's performance of all the

provisions of the contract and payment of all laborers, mechanics, and subcontractors and materialmen, and all persons who supply such person or persons, or subcontractors, with provisions and supplies for the carrying on of such work. State agencies (DOR, L&I, ESD) have no direct claim against the bond.

- The penalty for failure to call for a performance and payment bond ([RCW 39.08.015](#)) is that the municipal corporation is liable to the persons mentioned in [RCW 39.08.010](#) to the full extent and for the full amount of all such debts so contracted by such contractor.
- Required performance and payment bonds are normally furnished on agency supplied forms. This form, or any proposed substitute form, should be reviewed by the agency's legal counsel and risk manager before the contract is signed.
- [RCW 39.08.010](#) states that on contracts of \$150,000 or less – at the option of the contractor – the agency may, in lieu of a performance and payment bond, retain 10% of the contract amount for a period of 30 days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under [chapter 60.28 RCW](#), whichever is later. When this is applied to a SWR contract, retainage becomes necessary. Retainage cannot be waived if this option to waive the bond is used.
- [RCW 39.08.030](#) provides that the performance and payment bond will be in the amount of 100 percent of the contract amount, except that cities and towns may, by ordinance, fix and determine the amount of the bond. However, the bond set by ordinance cannot be for less than 25 percent of the contract amount.
- [RCW 39.08.030](#) also provides that anyone who has a claim against the bond must file such a claim within 30 days from, and after, the completion of the contract with an acceptance of the work by the affirmative action of the board, council, commission, officer, or body acting for the agency.

Sales Tax Issues

Sales taxes apply to every sale of tangible personal property (and some services) to all persons, including local governments. For purposes of determining whether a purchase or project exceeds an agency's bid limits, sales tax must be included when determining the cost of a public work, or when calculating the cost of materials, supplies, and equipment purchased separately from a public work. However, there are some sales and use tax exemptions for certain public works projects. The exemptions include:

- Labor and services rendered for the building, repairing, or improving of any street, place, road, highway, easement, right-of-way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle owned by a city or town which is used primarily for pedestrian or vehicle traffic. Materials used in constructing these projects, however, are not exempt from the sales and use tax. [RCW 82.04.050\(8\)](#).
- Labor and services for the processing and handling of sand, gravel, and rock taken from city and/or county pits and quarries when the material is for public road projects. [RCW 82.08.0275](#).

For almost all local government public works contracts, the sales and use tax issue boils down to this:

Does the contractor include sales and use taxes, as applicable, in his/her unit prices or lump sum bid or does the agency include a line item in the contract for sales tax, either on the whole amount or on items not included in the exemptions?

PRACTICAL CONSIDERATIONS

1. When developing contract documents, it may be useful, in the bid proposal (bid item listing), to group together those items that are subject to sales tax. Then, in a separate line item labeled "sales tax," reference that group, making it clear that in all other bid items, sales and use taxes, as applicable, are to be included in the unit price or lump sum bid.
2. If an agency furnishes materials to a contractor for use in public works contract, it either must have paid applicable sales tax on the items furnished, or must specifically instruct the contractor to pay use taxes on the items.
3. Labor and services in the construction of a pedestrian pathway in a park are probably not exempt from sales and use tax. [RCW 82.04.050\(7\)](#) does exempt any "street, place, road... easement, right of way... which is used or to be used primarily for foot or vehicular traffic." However, the Department of Revenue believes that any such path or sidewalk must be in the street right-of-way to qualify for the exemption. Similarly, unless a public parking lot is used for mass transit, it is not exempt.
4. The Department of Revenue has a very good online discussion of taxes due on public roads construction at <https://dor.wa.gov/education/industry-guides/construction/public-road-construction>.

Prevailing Wages

Payment of prevailing wages under [chapter 39.12 RCW](#) in Washington State applies to all public works contracts accomplished through competitive bidding or the small works roster. It also applies to smaller public works contracts for which a contractor was chosen following a process deemed acceptable by the agency, and to maintenance contracts of any nature and for any amount.

PREVAILING WAGE PRINCIPLES

- Contractor must be told in advance that prevailing wages must be paid to all employees who work on the contract.
- Prevailing wages in effect for the contract must be included in the contract documents.
- Contractor must file a Statement of Intent to Pay Prevailing Wages with the Industrial Statistician of the Department of Labor and Industries (L&I). The agency must have a copy of the L&I-approved Statement of Intent before it can make any payments under the contract.
- After completion of the contract, the contractor must file an Affidavit of Wages Paid with L&I's Industrial Statistician. The agency must have a copy of the L&I-approved Affidavit before it can release the contract retainage. L&I has automated this process so that Intents and Affidavits can be filed online and an agency can be notified automatically if desired. An agency can check the contractor's filing status online at any time.
- For contracts under \$2,500, [RCW 39.12.040](#) and [WAC 296-127-050](#) provide that the Statement and Affidavit (no fees) may be combined and payment made by the agency without prior L&I approval. For contracts under \$35,000, a different combined form (for which fees are required) can be used.
- If a contract's funding includes both state and federal funds, both sets of prevailing wage rates and reporting requirements must be met. The higher of the two wage rates must be paid.

Small Works Contracting in an Emergency

Competitive bidding is not required when an emergency exists; however, in making emergency contracts, an agency should strive for the highest level of competition that is practical under the circumstances.

WASHINGTON STATE STATUTES

Two types of emergencies are envisioned in the statutes: declared (federal or state) disasters under [chapter 38.52 RCW](#) and emergencies (agency declared) under [RCW 39.04.280](#). When a federal or state declaration of emergency is made, a local agency should pass a resolution acknowledging the federal or state declaration and invoking [RCW 39.04.280](#).

In 1998, [RCW 39.04.280](#) was added to [chapter 39.04 RCW](#). This RCW provides uniform exemptions to municipal competitive bidding requirements when awarding contracts for public works and purchases. Note that statutes governing a specific type of municipality may also include other exemptions from competitive bidding requirements.

An emergency is defined, uniformly for all classes and types of municipalities, as unforeseen circumstances beyond the control of the municipality that either: (1) present a real, immediate threat to the proper performance of essential functions; or (2) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Competitive bidding procedures for public works contracts may be waived under the above circumstances by adopting either a resolution at the time of contracting, or by written policies beforehand. A resolution must state the factual basis for the exception. If written policies are used to waive competitive bidding requirements, the contract and the factual basis for the exception must be recorded and open to public inspection immediately after the contract is awarded.

Note the following related questions:

Do you need to get bids before they start?

No, although it is a good idea to get agreement as to a general plan of work before the contractor starts. Material sources and costs should be identified, so there are no surprises when the bills are due. If time allows, unit prices for completed major blocks of work should be negotiated and sales tax issues, if any, should be identified.

Should you have a contract in place beforehand?

Try to have a standard, short form, contract readily available. However, a fully executed contract is not needed before the contractor starts work.

Do you need a performance and payment bond?

Yes, just as soon as you can get one unless waived following a statutory exemption.

How soon do you need a certificate of insurance naming the agency as additional insured?

Practically speaking, as soon as the contractor's insurance carrier can get it to you.

How much insurance do you need?

If your agency does not have standard insurance requirements, Section 1-07.18 (APWA Supplement) of the Standard Specifications can be used.

Do prevailing wages apply?

Yes!

When do you tell the contractor prevailing wages need to be paid and how much need to be paid?

Before the contractor starts work. Download prevailing wages for anticipated worker classifications from the L&I website.

Can the contractor start work without an approved Intent to Pay prevailing wages?

Yes, but they can't be paid until your agency receives an approved Intent to Pay form from L&I.

Do you need to withhold retainage?

Yes, unless waived following a statutory exception.

Do you need to notify the Department of Revenue, Employment Security Department, and Industrial Insurance Division?

You need to send a Notice of Completion (NOC) to all three agencies if the contract is over \$35,000. Use the most current version of the NOC.

What action, and when, does your council/commission/board need to take in regard to this project?

[RCW 39.04.280\(2\)\(b\)](#) says:

If an emergency exists, the person or persons designated by the governing body of the municipality to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee, and duly entered of record, no later than two weeks following the award of the contract.

Local officials, by resolution, make a local proclamation or declaration of emergency to authorize use of local resources, the expenditure of local funds, and to waive the usual bidding process for goods and services.

Small Public Works Projects Below Bid Limits

For projects less than a local government's bid limits, there is no requirement to seek multiple quotes, but most agencies do so anyway – down to some practical limit, which varies by agency. Kirkland, for example, allows informal (single) bids for projects less than \$7,500, as does Woodland. Certainly, for projects less than \$2,500, all but the most conservative agencies should allow their staff to simply call up someone, get a quick written or documented telephone bid, and, if the bid is reasonable, tell them to go do the work.

Bid Limit Numbers

Competitive Bids	Over \$350K
Small Public Works Roster (SWR) Bids	\$350K or less
Bid Limit	See agency statutes
Practical No Bid Limit	Under \$10K? \$20K?
Really Practical No Bid Limit	Under \$2,500
Intentions and affidavits required for all contracts, regardless of size.	

The above discussion covers only the methods of getting bids or quotes. The two statutory allowances for not requiring performance and payment bonds are shown in the table below.

Retainage/Bonding/Closeout for Projects Less Than \$35K

RCW 39.04.155(3) Limited Public Works Project – Can waive Retainage and/or P/P Bonds*	Under \$50K
RCW 39.08.010 Waive P/P Bonds and Hold 10% Retainage until 30 days after completion**	Under \$150K
Notices of Completion to DOR, L&I, ESD are not required	Under \$35K

*Must have and use SWR

**At contractor's option

Cost Estimates

Before a project is advertised, or quotes sought under SWR processes, an engineer's (cost) estimate is needed. For larger projects this needs to be by a registered professional engineer. For smaller projects, an estimate by knowledgeable staff will suffice. For really small projects a tradesperson's estimate may suffice. Note that [RCW 39.04.020](#) requires that "plans, specifications, or both thereof and an estimate of the cost of such work to be made and filed in the office of the director, supervisor, commissioner, trustee, board, or agency."

[RCW 39.04.040](#) requires that "work to be done shall be executed in accordance with such plans and specifications unless supplemental plans and specifications of the alterations to be made therein shall be made and filed in the office where the original plans and specifications are filed."

For bidding purposes, cost estimates should include all construction related work, but not engineering/architectural design fees, contract administration costs, and construction inspection/testing.

Also note these statutes:

[RCW 39.04.050](#) Contents of original estimates.

Original estimates shall show in detail the estimated cost of the work; the estimated quantities of each class of work; the estimated unit cost for each class; the estimated total cost for each class; the time limit, allowed for the completion of the work and the estimated dates of commencement and completion.

[RCW 39.04.060](#) Supplemental estimates.

Supplemental estimates shall show the estimated increase or decrease in the total quantities of each class, in the unit cost of each class, in the total cost for each class and in the total cost of the work as shown by the original estimate, together with any change in the time limit and in the estimated dates of commencing and completing the work.

Following bid opening and award, the total contract price becomes the new theoretical project cost, but is itself subject to change. The final contract price paid reflects differences between estimated and actual quantities, added features, contractor claims, and unforeseen conditions.

Public Works Contracting Summaries

FORMAL COMPETITIVE BIDS

Also known as “Design-Bid-Build.”

- Over \$350,000 (but can be for smaller projects)
- Formal advertisement
- Bid guarantees
- Sealed bids
- Public bid opening
- Formal award
- P/P bonds required
- Retainage required
- Payment of prevailing wages

SMALL WORKS ROSTER (SWR) PROJECTS

- \$350,000 or less
- No advertisement required, just notice to SWR
- Bid guarantees optional
- Electronic, faxed, or telephone quotes allowed
- Informal bid opening(s)
- Award can be delegated
- P/P bonds required (waivers available)
- Retainage can be waived
- Payment of prevailing wages


LIMITED PUBLIC WORKS PROJECTS (LPWP)

- Under \$50,000
- No advertisement required, just notice to SWR
- Bid guarantees optional

- Electronic, faxed, or telephone quotes allowed
- Informal quote opening(s)
- Award can be delegated
- P/P bonds can be waived
- Retainage can be waived
- Payment of prevailing wages

BELOW BID LIMITS

- Under agency's bid limits
- No SWR required
- No advertisement required
- Bid guarantees optional
- Electronic, faxed, or telephone quotes allowed
- Informal bid opening(s)
- Award can be delegated
- Payment of prevailing wages
- P/P bonds and retainage may be waived following available statutory allowance

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 MRSC

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RESOLUTION 2024 - _____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD
PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR
ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES,
AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO
PUBLIC WORKS CONTRACTS**

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process; and

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

Section 1. MRSC Rosters. The City of Grandview wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for City use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes the City Administrator to sign that contract.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the City pursuant to RCW 39.04.155:

- 1. Cost.** The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155, or other authorizing agency statute, which includes the costs of labor, material, equipment, sales or use taxes as applicable. Instead, the City may use the Small Public Works Roster procedures for public works projects as set forth. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the Small Works Roster process.

2. **Publication.** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

3. **Telephone, Written, or Electronic Quotations.** The City shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The City may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.
 - a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

 - b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) up to the authorized threshold for use of the small works roster process in RCW 39.04.155 or other authorizing agency statute, the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The city has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- (ii) Mailing a notice to these contractors; or
- (iii) Sending a notice to these contractors by facsimile or email.

- c) At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
- d) A written record shall be made by the City representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

- 4. Limited Public Works Process.** The City may award a contract for work, construction, alteration, repair, or improvement projects using the limited public works process if the project cost is equal to or less than the amount established in RCW 39.04.155 (3). For a limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- 5. Determining Lowest Responsible Bidder.** The City shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB

2010) and who meets any supplementary bidder responsibly criteria established by the City.

6. **Award.** All of the bids or quotations shall be collected by the City.
 - a) The City shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the City Council delegates the authority to award bids to the City Administrator for public works projects costing less than or equal to **\$7,500.00**, the City Administrator shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the City Administrator's approval at the next scheduled City Council meeting by means of the consent agenda. For public works projects costing more than **\$7,500.00**, the City Council shall award all public works contracts.

SECTION 3. Consulting Services Roster. The following consulting services roster procedures are established for use by the City pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Review and Selection of the Statement of Qualifications Proposals.** The City shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:
 - a) The City shall establish criteria that the City Administrator, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and

obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the City of Grandview.

- b) The City Administrator, or their designee, shall evaluate the written statements of qualifications and performance data on file with the City of Grandview at the time that architectural or engineering services are required; and
- c) Such evaluations shall be based on the criteria established by the City Council; and
- d) The City Administrator, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services; and
- e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. Award

- a) The City Council considers the proposal received and awards the contract; or
- b) If the City Council delegates the authority to award projects to the City Administrator of the City of Grandview for consulting services costing less than or equal to \$7,500.00, the Mayor shall have the authority to award contracts for consulting services without City Council approval, provided that the City Council shall ratify the City Administrator's approval at the next scheduled City Council meeting by means of the consent agenda. For consulting services costing more than \$7,500.00, the City Council shall award all contracts for consulting

SECTION 4. Vendor List Roster. The following vendor list roster procedures are established for use by the City pursuant to RCW 39.04.190:

- 1. Purchase of materials, supplies, or equipment not connected to a public works project.** The City is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed fifteen thousand dollars. The City will attempt to obtain the lowest practical price for such goods and services.

- 2. Publication.** At least twice per year, MRSC shall, on behalf of the City, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC and meets minimum State requirements for roster listing.
- 3. Telephone, Written, or Electronic Quotations.** The City shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

 - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase.
 - b) The City shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment.
 - c) The City shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment.
 - d) A written record shall be made by the City of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor.
- 4. Determining the Lowest Responsible Bidder.** The City shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the City may call for new bids.
- 5. Award.** All of the bids or quotations shall be collected by the City. The City shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

 - a) The City shall then present all bids or quotations and their recommendation for award of the contract to the City Council. The City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

b) If the City Council delegates the authority to award bids to the City Administrator, or their designee, of the City for materials, supplies, or equipment costing less than or equal to the statutory threshold of the agency as provided in RCW 39.04.155, the City Administrator, or their designee, shall have the authority to award public works contracts without City Council approval, provided that the City Council shall ratify the City Administrator, or their designee's approval at the next scheduled City Council meeting by means of the consent agenda. For materials, supplies or equipment costing more than the statutory threshold of the City as provided in RCW 39.04.190, the City Council shall award all vendor contracts.

6. **Posting.** A list of all contracts awarded under these procedures shall be posted at the City's main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Anita Palacios

From: Shane Fisher
Sent: Tuesday, April 30, 2024 9:14 AM
To: Laura Flores; Anita Palacios
Cc: Ashley Lara; David Diaz; David Diaz 1; Robert Ozuna (robert@rgicorporation.com); Robert Ozuna; Joan Souders; Bill Moore; Steve Barrientes; Javier Rodriguez
Subject: RE: Committee of the Whole Agenda Item

Laura,
Yes, we can add that to the next Committee of the Whole agenda for May 14.

I will update the council on the following "Focus" items from the retreat...

- Ambulance Service
- Sleeping Facility
- Library Books in Spanish
- Pool Maintenance
- Playground Equipment
- Animal Control
- Wastewater Treatment Plant Upgrades

Thanks,

Shane Fisher
City Administrator
City of Grandview
207 West Second Street
Grandview, WA 98930
(509)882-9206 – Direct
(509)882-9200 – City Hall
sfisher@grandview.wa.us
www.grandview.wa.us

This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

From: Laura Flores <floresl@grandview.wa.us>
Sent: Monday, April 29, 2024 5:15 PM
To: Anita Palacios <anitap@grandview.wa.us>; Shane Fisher <sfisher@grandview.wa.us>
Cc: Ashley Lara <LaraA@grandview.wa.us>
Subject: Committee of the Whole Agenda Item

Hello Anita/Shane,

Hope you had a great start to the week. I would like to add an agenda item to the Committee of the Whole meeting. What is the process to include items onto the agenda? I would like to discuss the items that were noted as priorities during the Council Retreat as a refresher and also to review progress.

Thank you in advance for your assistance!

Laura Flores
Council Member
floresl@grandview.wa.us



City Council Focus Items

The following were determined as Focus Items by City Council during the Council Retreat last August. I have provided a short update on each item. Please review and prepare any questions you may have so that we can discuss them during our May 14 City Council Meeting.

Ambulance Service

The City of Grandview is currently under an ILA with the City of Sunnyside for them to provide EMS Transport Services. The costs of operating this service have become too expensive and we are exploring other options. Fire Chief Mason is currently working with Prosser to finalize an agreement. We will bring any new information before City Council for discussion and consideration at a later date.

Sleeping Quarters

This item is a bit complex and there are several things that need to happen before we are ready to invest in converting a portion of an already cramped facility into sleeping quarters. The need for sleeping quarters was born from City Council discussions regarding operating our own Ambulance Transport Service. Until we figure out how to fund such an endeavor, this item will be on-going.

Books in Spanish

Library Director Poteet has purchased 136 books in Spanish.

Pool Maintenance

The pool pump and associated piping will be replaced next week.

Playground Equipment

We will be installing two (2) playgrounds this year at Eastside Park and Emerson Park (formerly Meadowlark Park). Two (2) playgrounds were recently installed at Vista Grande Park and Cherry Acres Park. In addition, staff has applied for an RCO grant for renovation of the Euclid Park tennis courts for tennis courts and pickleball courts.

Animal Control

The City of Grandview is currently under an ILA with the City of Sunnyside for them to provide Animal Control Services.

Wastewater Plant Upgrades

We are currently in the design phase of this project. The plan is to start the project next year with the understanding that it may take 2-3 years to complete all phases.

**Grandview Washington
Council Retreat
August 28-29, 2023**



Grandview, Washington

Grandview received its name in 1906 because of the ‘GRAND’ view of Mount Rainer and Mount Adams. Grandview was officially incorporated on September 21, 1909. It began as the halfway point on the rail line between Prosser and Sunnyside.

Grandview is a growing community. Grandview’s economy is agriculture based; with apples, cherries, concord and wine grapes, hops, asparagus, corn, wheat, dairy, and other fruit and vegetable production supported by processing plants and cold storage facilities.



Community members enjoy the Local outdoor recreation including golf, tennis, swimming, fishing, hunting, and boating. Grandview also offers walking and bicycling on dedicated pathways. Supporting agriculture and outdoor recreation, Grandview enjoys an average of 300 days of sunshine per year.

According to the Census, Grandview is home to approximately 10,891 people, with 9,344 being Hispanic or Latino. 13.4% of the population is considered to live at or below the moderate-income level. Grandview has grown 28.2% since the 2000 and is growing somewhat quickly. The Census reports that Grandview is growing faster than 70% of similarly sized cities since 2000.

Yakima Valley Conference of Governments (YVCOG) is a local regional government for the Yakima Valley. YVCOG has been in operation since 1966 governed by an Executive Committee voted on by the General Membership. General Membership consists of one elected official from each town, city, and the County.



Grandview pays an assessment fee as a member of YVCOG and enjoys the programs and services offered in support of their city such as, but not limited to, transportation planning, land use planning, housing services, local crime lab, and meeting facilitation.

It has been a pleasure to offer a strategic visioning retreat for Staff and City Council. We have completed the retreat and this report is an overview of the work accomplished by City Council.

We look forward to continuing to support Grandview as they work toward their goals and priorities.

Sincerely,

A handwritten signature in black ink that reads 'Christina Wickenhagen'.

Christina Wickenhagen
Executive Director

COUNCIL RETREAT DAY 1

Council attended a retreat facilitated by Yakima Valley Conference of Governments on August 28 from 9:00 am – 4:00 pm.

Those in attendance included:

Mayor:	Gloria Mendoza	
Mayor PRO TEM:	Bill Moore	
	David Diaz	Steve Barrientes
	Robert Ozuna	Laura Flores
	Joan Souders	

Others in attendance: City Administrator, Cus Arteaga; City Administrator Shane Fisher; City Treasurer Matt Cordray; Police Chief Kal Fuller, Fire Chief Pat Mason, Parks and Recreation Director Gretchen Chronis, Library Director Wendy Poteet, Public Works Assistant Director Todd Dorsett, Wastewater Treatment Plant Superintendent Dave Lorenz, Public Works Foreman Hector Mejia.

YVCOG Executive Director, Chris Wickenhagen; YVCOG Deputy Director, Vicki Baker; YVCOG Land Use Planning Manager, Byron Gumz

Members of the public, Cody Goeppner and Ashley Lara



The process of day 1 for the retreat is described using the following agenda. Clarifying the purpose of the retreat, the desired outcomes, and role of the participants gave Council an overview of what to expect throughout the day. Going through each exercise assisted in the meeting's desired outcomes.

Council reviewed and agreed on the agenda, roles of participants (them) and facilitators (YVCOG Staff), the rules of the meeting, and the outcomes they could expect.

Mayor Mendoza offered a welcome to participants. She shared her appreciation for the effort and work by staff and council over the past year and spoke of her gratitude to live in Grandview. She said she was excited about the work being done in Grandview and the accomplishments over the past year. She thanked YVCOG Staff for facilitating their board retreat.

2023 Grandview City Council Retreat – Day 1

● AGENDA

TIMES	ACTIVITIES
8:45 – 9:00	Breakfast
9:00 – 9:10	Mayor
9:10 – 9:15	Agenda Review
9:15 – 10:15	Cover Story
10:15 – 10:30	Prayer
10:30 – 12:00	Capital Needs
12:00 – 12:45	Lunch
12:45 – 1:15	Chief Fuller
1:15 – 1:45	Chief Mason
1:45 – 2:15	Ms. Chronis
2:15 – 3:00	Prayer
3:00 – 3:15	Marathon Goals
3:15 – 3:45	HR
3:45 – 4:00	Wrap Up

See you tomorrow!

● ROLES


Participants	Facilitators
- Active Participation	- Guide Conversation
- Active Listening	- Referee
- Ask questions	- Recorder
	- Timekeeper

● RULES

- Start / End on
- Freedom to move around
- ~~Silent~~ cell phones
- No cross-talk
- Respect others
- Stay Focused

● OUTCOMES

- 2022 Goals Review
- Learn Department Needs
- Discuss Funding Options



Council began the retreat by reviewing accomplishments over the past year.

Revisiting the previous year’s decisions and goals identified during the 2022 retreat provided accountability for the past year’s actions taken by Council. This starting point was a natural way to assess their success or areas they may need to complete.

Grandview Council met their goals from 2022.

In 2022, council determined core values of the Grandview Governing Body and demonstrated these values over the past year.

We will maintain behavioral integrity by serving with honesty, civility, and humility, while respecting different perspectives and honoring diversity.

2022 Goals Met!

QUOTES

- My greatest hope is to have our schools and community educated on safety. — Mayor Menhiza
- One of our greatest strengths is our diversity. — 2022 Council Retreat

BRAINSTORMS

- Looking ahead
- We all benefit in the HD's PR. TOUR
- Handling social media
- Making decisions as an Elected Official
- With success comes growing pains

HEADLINES

- City Council and Senior Staff developed a plan outlining priorities for 2022. Under the leadership of City Administrator Cam Artega, these priorities are:
- City Council set a priority to engage the youth in various ways. These young leaders provide Grandview a bright future with ideas and energy.

MEET THE PEOPLE

- Our people make us Great!
- Yes we can!

Community Engagement drives decisions

Public safety increased by hiring more law enforcement

Youth engagement in Grandview made a huge impact!

Downtown businesses revitalized with ARPA grant assistance

© 1996-2009 THE GROVE

Council focused on three areas. Public Safety, Youth, and Downtown Revitalization. During the past two years, 5 law enforcement officers were hired. These officers replaced officers who had retired and filled open positions. Engaging youth during the past year has led to new energy and activities in the community. Grandview used \$385,000 of their American Rescue Planning Award for 62 existing businesses and \$57,500 was awarded to 6 new businesses to assist them with individual business needs.

City Administrator, Cus Artega, began with discussing the successes of Grandview because of its employees. Grandview has great longevity with staff. Cus spoke of staff's expertise and their capacity to perform their duties. He is proud of their ability to problem solve and to work through any issue that may arise to maintain services for the city. Cus shared his gratitude for the privilege of working with great people in a great community.



Council heard about partnerships with outside agencies who contribute to the quality of life for the people who live, work, go to school, and enjoy shopping, restaurants, and life in Grandview. Council was able to reflect on the accomplishments of the past and to learn about new opportunities they will have as they continue to serve the community.

Cus gave an overview for Capital Projects. He discussed different projects that are in progress and projects that have been completed in the past year. He stated that Grandview can do what they do for the community because of partnerships and because of what work staff does.

Cus discussed public works staff's ability to maintain equipment, roads, parks, and the water treatment plant. He talked about the certifications necessary to perform the work they do. He explained the importance of what they do that contributes to value of life for those living in Grandview. He reminded them they will not be able to take advantage of USDA funding once their population exceeds 15,000. Currently, Grandview uses USDA for water, sewer projects and public safety equipment purchases. He hopes they will take this into consideration when deciding when to fund a capital project.

As identified in the agenda for day 1, department heads had an opportunity to share with Council their vision for their departments to continue to provide the services they provide as Grandview grows. They expressed gratitude to work in Grandview and the value of the work their staff performs. Discussions will continue during Grandview's budget process.

The opportunity to present to Council allowed for dialog between staff and Council. This time provided Grandview's Governing Board to learn more about the day-to-day work in departments, equipment, regulations, and the responsibility staff has taken on to contribute to the success of Grandview.

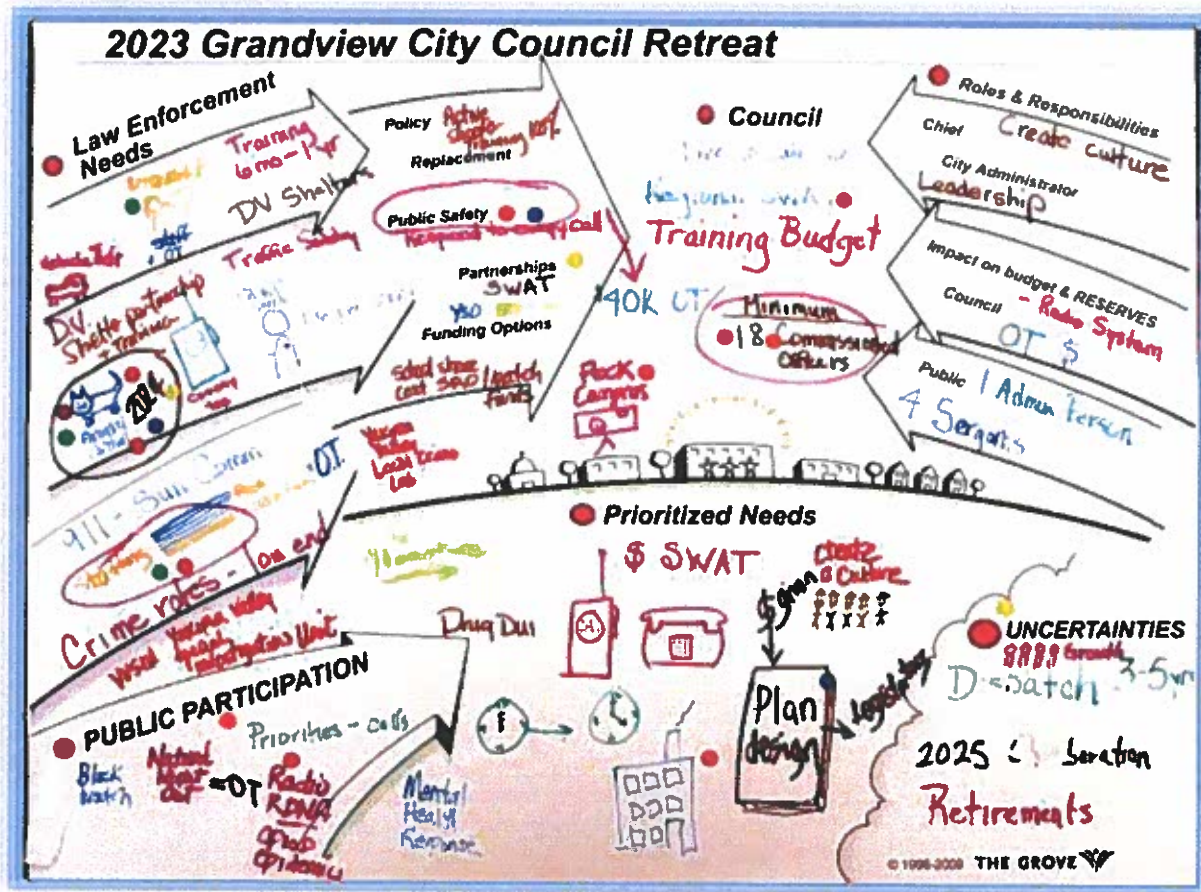
Todd Dorsett, Public Works Assistant Director, discussed the new round-a-bout and the benefits to traffic flow for this area. He discussed ongoing maintenance, the need for a street sweeper, road maintenance, snow removal and how public works plans to maintain services, equipment, and prepare for future needs. He discussed as the city grows, so will the needs and cost. He looks at compliance, projected growth, operational capability, and future needs when making decisions in his department.

Dave Lorenz, Wastewater Treatment Plant Superintendent, continued an ongoing discussion with Council from over the past 4 years. Grandview has been on a timeline to upgrade and add additional treatment processes to their existing facility, so as to protect and enhance groundwater. Ground water standards have been developed by the EPA and passed down to Washington State, who passes the new regulations down to the city. In 2013, the cost to replace this equipment was \$23 million. The cost is now \$32 million. The current HLA plan Dave presented is meant to bring the city into compliance with today's standards. Dave shared that the underground drinking water is good in the city.



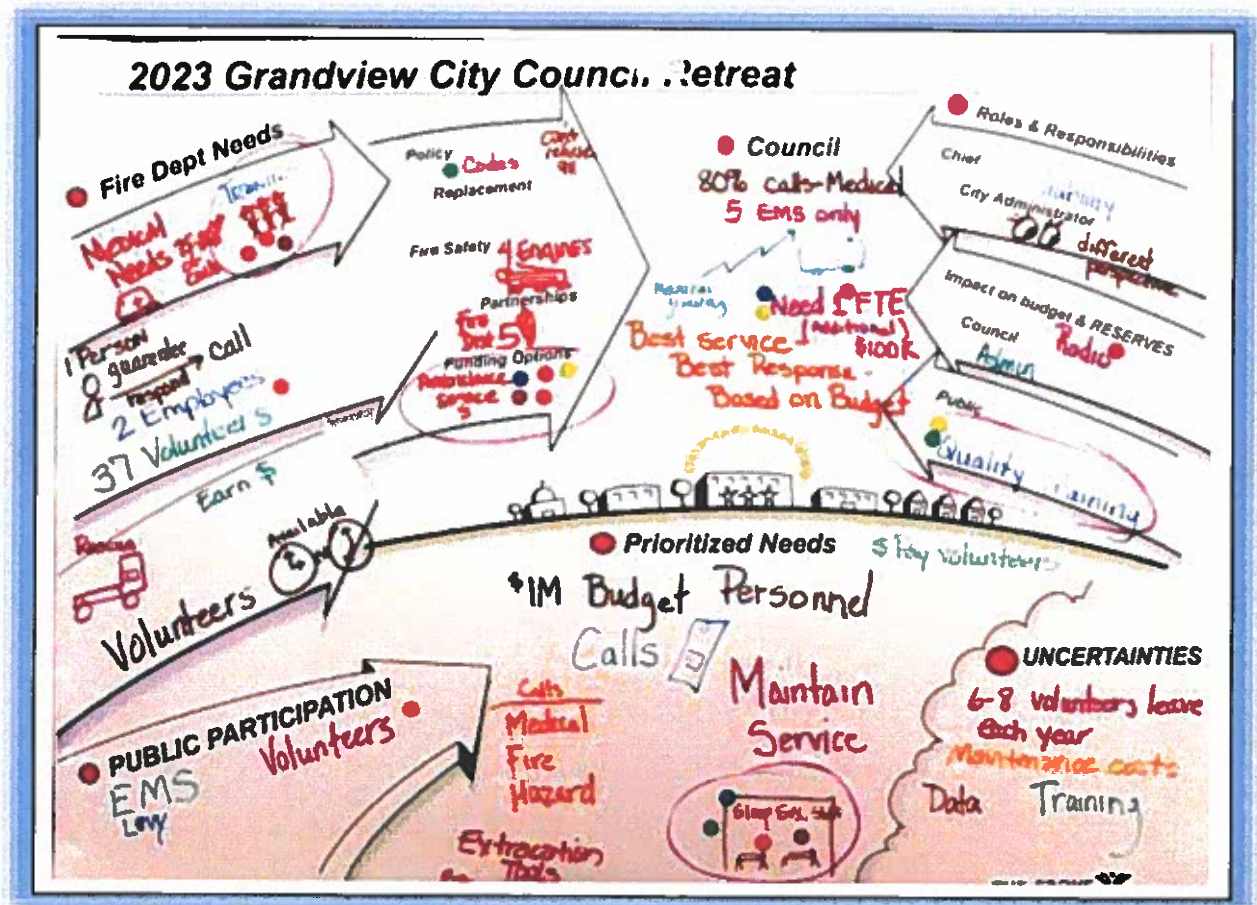
Utilizing impact fees could be a means to help cover future costs for capital projects. YVCOG Byron Gumz will discuss this later during the retreat.

Police Chief Fuller announced his department had just this month reached their minimum staffing level of 18 commissioned officers but would soon be losing one officer and going into 2024 understaffed again. He shared the challenge that at minimum staffing levels, the city pays overtime for coverage of FMLA, vacation, holiday, and sick leave time. Officers continue to respond to every call received, and Grandview's crime rates are generally the lowest per capita in Yakima County.



Chief discussed regional partnerships for SWAT, YV Special Investigations Unit, and YV Local Crime Lab. More partnerships will be forming with a regional radio system and the discussion of a regional dispatch in the future. Chief is focused on an adequate training budget for 2024. His short-term concerns are filling empty shifts while below minimum staffing levels, and Animal Control. His mid-range concerns are increasing officer numbers to keep up with population growth to keep crime down. His long-term concerns involve a new building that will handle his agency almost doubling in the next ten years.

Chief Mason shared information on the history of the department regarding staffing and call volume. He shared approximately 80% of their calls now, are for emergency medical needs. He spoke of the need to research and begin planning for its own ambulance service in the future. Currently, he has 39 Firefighters, 30 of which are Emergency Medical Technician (EMT) certified. Of those 39 Firefighters, 37 are Volunteers and only 2 are full time employees. This staffing model has been in place since the 1990's. Based on the current way the fire department is operating, he can only guarantee 1 person from Grandview Fire Dept. will respond to an emergency call. He shared some of the challenges of maintaining a Volunteer Firefighter department. The current need to hire another FTE will guarantee members trained properly and create a learning atmosphere that will help draw more new Volunteers.

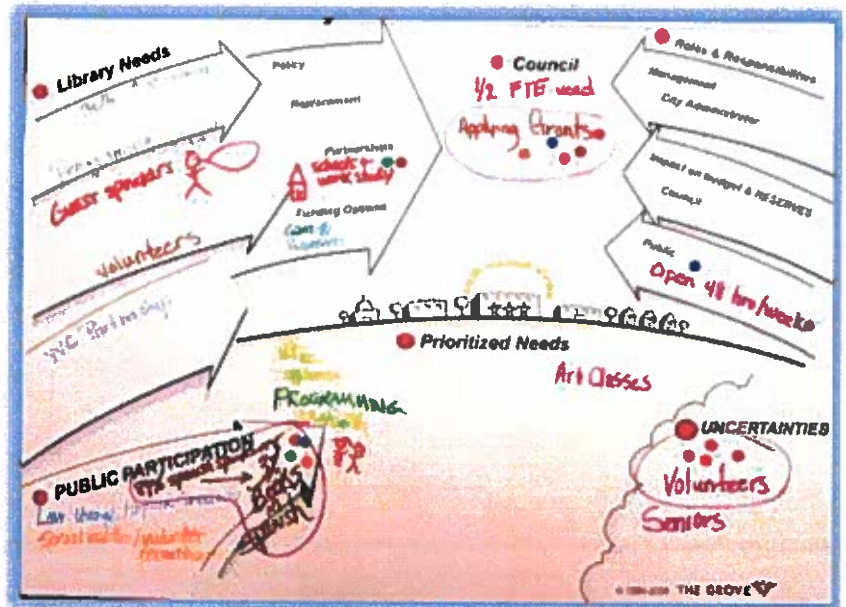


Chief Mason is focused on a quality training budget, maintaining services for 2024 and trying to improve services provided. He is looking into purchasing extrication tools, providing a raise for the Volunteers, an additional FTE, partnering with SSFD on a fire station/aerial project, purchasing an ambulance and providing sleeping quarters for 2 personnel to allow for the ambulance to be stationed in town to provide a quicker response time. He continues to strive to provide the best service, with the best response, based on his budget.



Parks and Recreation Director, Gretchen Chronis presented to Council some of the activities that have been offered over the past year. Many of these were in conjunction with local youth organizations. The City of Grandview has a vibrant Parks & Rec. program and will have some needs in the future to maintain the level of service currently offered. There is an immediate need to repair the main pool pump and eventually replace playground equipment. There have been many volunteers who have assisted with programs and activities. Gretchen discussed the potential Splash Pad project, possibility of a new skate park, and working with the local school district to construct outdoor pickleball courts. She would love to see commercial recreation businesses come to Grandview.

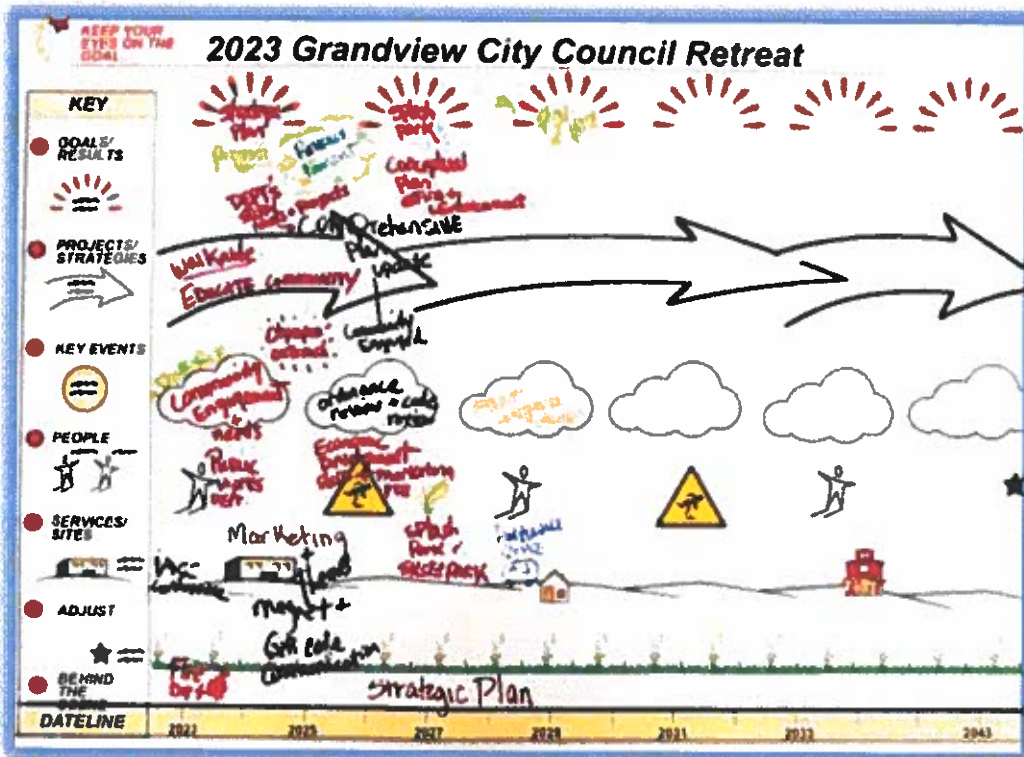
Wendy Poteet, Library Director, is excited about the direction of Grandview Library. In 2022, they were open 34 hours per week, and are now open 48, hoping to move that to 54 in October. They noted the need for additional staff and have attempted recruiting volunteers, and recently made another push, however the interest is not there. She also pointed out the collection is woefully inadequate and is not a reflection of our community. They have been successful this year with fundraising and grants, though this takes a lot of time and is a strain on a small staff. They have increased by 8 times the number of events and programming offered to the community and have seen a 13% increase in new patrons in 2023. Operation costs are kept low due to their partnership with VYC. VYC owns and maintains the building and technology, as well as the academic portion of the collection. Everything else is the city's responsibility.



Council’s exercise after department heads presented to them involved considering current and future needs and priorities out to 2043. Council recognized the need to begin with strategic plans to accomplish some of the needs presented to them. They would like to have conceptual plans for both the fire and police departments for their capital needs. They understand they will begin updating their comprehensive plan and that this will list out goals and priorities over the next 10 years.

There were areas they did not want to lose focus on. Economic Development and community engagement are high on their priority list. Continuing to find ways to be inclusive for all people living in Grandview is important to them. Offering engagement through technology and on paper is a necessity in Grandview, as is communicating in Spanish and English.

Council would like to have staff attend the IACC conference to be able to talk with funders to learn about stacking funding for their projects. They are interested in beginning to learn and talk about an ambulance service ran by Grandview and the possibility of a splash park. They would be excited to have commercial recreation companies come into the city to offer more activities for people.



After a full day of presentations and discussions, day 1 was a wrap!

Welcome back!

COUNCIL RETREAT DAY 2

Council attended a retreat facilitated by Yakima Valley Conference of Governments on August 29 from 9:00 am – 4:00 pm.

Those in attendance included:

Mayor:	Gloria Mendoza	
Mayor PRO TEM:	Bill Moore	
	David Diaz	Steve Barrientes
	Robert Ozuna	Laura Flores
	Joan Souders	

Others in attendance: City Administrator, Cus Arteaga; City Administrator Shane Fisher; City Treasurer Matt Cordray; City Clerk Anita Palacios.

YVCOG Executive Director, Chris Wickenhagen; YVCOG Deputy Director, Vicki Baker; YVCOG Land Use Planning Manager, Byron Gumz

Members of the public, Cody Goepfner and Ashley Lara

The process of day 2 for the retreat is described using the following agenda. Reviewing the purpose for the retreat, the desired outcomes, and role of the participants gave Council an overview of what to expect throughout the day. Going through each exercise assisted in the meeting's desired outcomes.

2023 – Grandview City Council Retreat – Day 2

● AGENDA		● ROLES		● OUTCOMES
TIME	ACTIVITIES	Participants	Legislators	<ul style="list-style-type: none">- Define Grandview Elected Officials Communication Actions- Understand how to Grow Grandview- Discuss stacking funding taking, impact fees, and services
8:45 - 9:00	Breakfast	- Active Participation	- Guide Conversation	
9:00 - 9:15	Stacy	- Active Listening	- Referee	
9:15 - 9:45	Agendas Review	- Ask questions	- Recorder	
9:45 - 10:15	Day 1 Review		- Timekeeper	
10:15 - 10:30	10:15-14			
10:30 - 12:00	Grouping Points			
12:00 - 12:45	Lunch			
12:45 - 1:15	Grouping Points			
1:15 - 1:45	Who You Are			
1:45 - 2:15	Staffing			
2:15 - 2:45	The BIG Picture			
2:45 - 3:00	Break			
3:00 - 3:15	Field Picnic			
3:15 - 3:45	8-Course Dinner			
3:45 - 4:00	Wrap Up			
	Thank you!			

● RULES

- Start! Elected
- Front row to those around
- ~~Strong~~ cell phones
- No cross-talk
- Respect others
- Stay Focused

THE GRANDVIEW

Mayor Mendoza offered a welcome to council and staff in attendance on day two. She was grateful for the discussions from day one. Hearing from department heads how much people love working for the city was gratifying. She thanked everyone for their dedication on Council and was looking forward to day two.

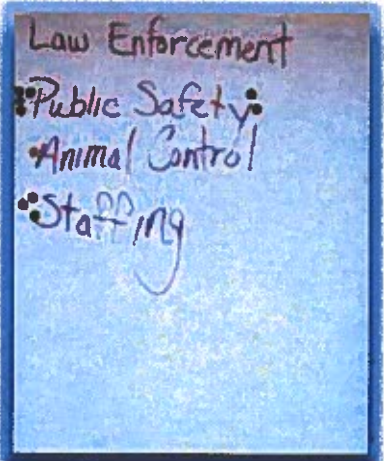
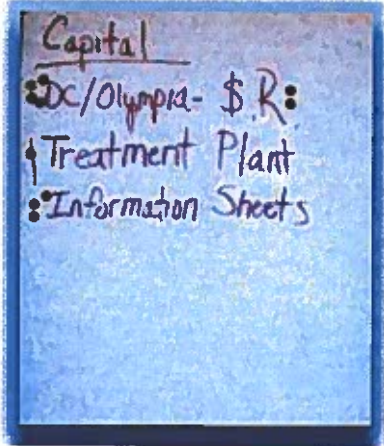
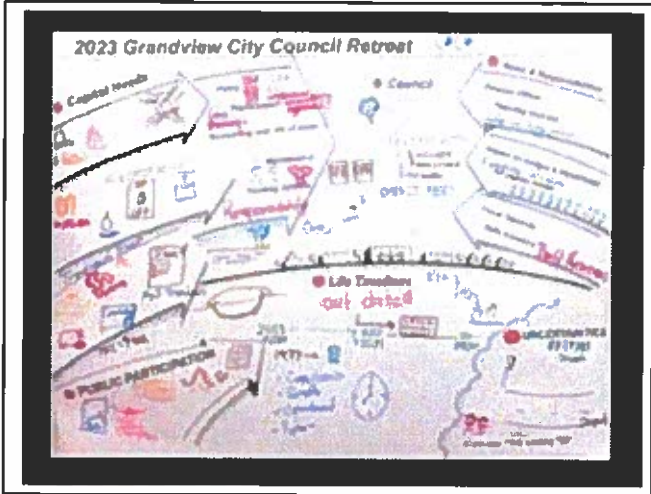
Vicki Baker, Deputy Director for YVCOG, starting by reviewing the presentations from the previous day. She discussed each presentation and verified correct information was recorded on each poster. She asked if there was discussion that was not recorded that needed to be. Council added a few items to posters that were not recorded during the presentations.

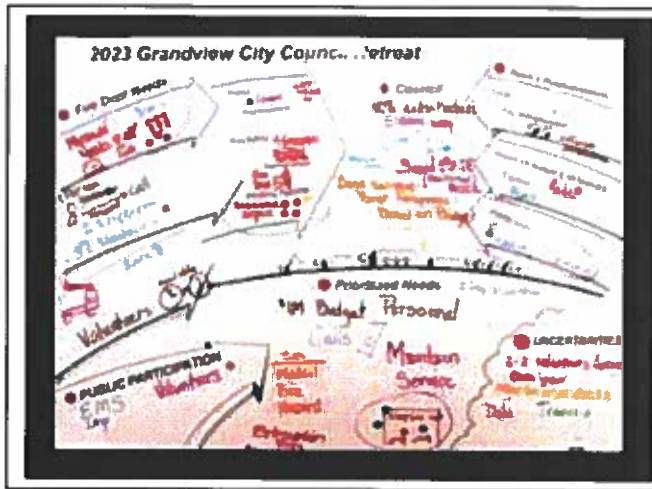


Following a review of department presentations, Council was given an opportunity to consider priorities for each department. Council was given time to consider the information provided by the heads of departments and align this with the community and in support of who Grandview is and what their priorities are.

Council recognizes the growth for the city will require an investment in staffing, services, equipment, water, sewer services, roads, infrastructure, recreation, public safety, emergency services, housing, and economic development opportunities.

Council was provided three colored sticky dots to identify the top three opportunities they felt the Council should focus on as their priority for the future. During this point in the retreat, the Council discussed the opportunities they each selected and why. Each opportunity listed is **important** and is an opportunity for Grandview. After each person was able to share their thoughts and reasons why they selected the priority they selected, the Council discussed the priorities that included all departments.

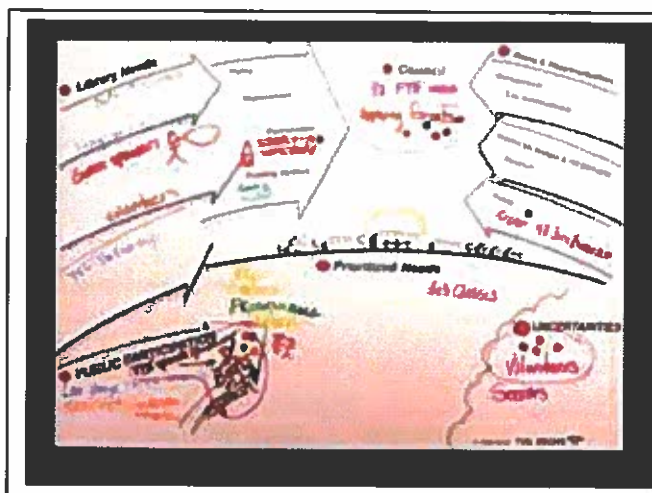




Fire
 • Ambulance Service
 • Sleep Sys Staff
 • Training



Parks & Rec
 • Community Center
 • Playground Improvements
 • Pool Maintenance

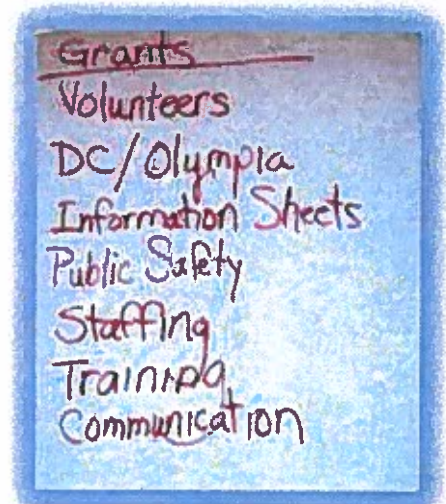


Library
 • Grants
 • Books in Spanish
 • Volunteers

Reviewing the wants and needs presented by departments, Council determined many of the BIG PICTURE top priorities and focus for 2024 and beyond for all departments is to review staffing now and in the future, applying for grants and other funding opportunities, and developing relationships with legislators to learn their priorities and to share Grandview's priorities. It is important that staff and council travel to Olympia to meet with representatives, and on occasion, to Washington DC.

Council acknowledges the complexity of applying for and then managing grants. Council would like to see all departments take advantage of grant funding but understands that not all departments may have a person who is qualified to apply for or manage a grant if received.

It is important to Council that staff is trained appropriately for the position(s) they hold to perform the essential duties to the best of their ability. It is important that staff be certified in specific positions and that they have the capability to problem solve to determine problems or issues for services Grandview offers.



Council would like to be presented with information sheets from each department to allow them the ability to explain to Grandview community members why specific equipment needs to be repaired or replaced, especially if the community could see an increase in rates.

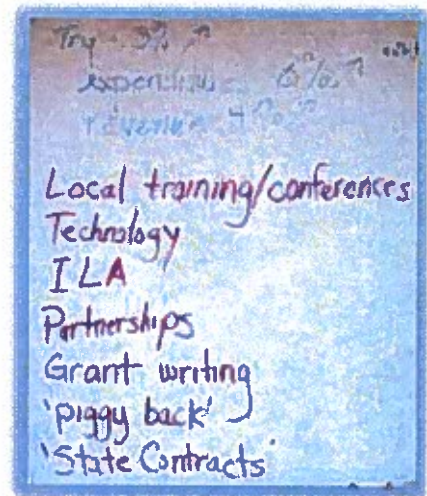
Council recognizes the challenges that may come with using volunteers, but they believe this to be an important role for community members. Balancing staffing with employees and with volunteers is a delicate balance.

Public safety will remain a high priority for all departments and for council.

Council believes the list consisting of: grants, volunteers, DC/Olympia visits, information sheets, public safety, staffing, training, and communication will be reviewed and discussed in all departments and is a top priority for all departments.

Considering the 'Fast Food' for Grandview, YVCOG asked budget questions and asked council to list partners of the city. This gave council an opportunity to learn about the struggle with developing a city budget and different ways staff has worked to off-set their budgets.

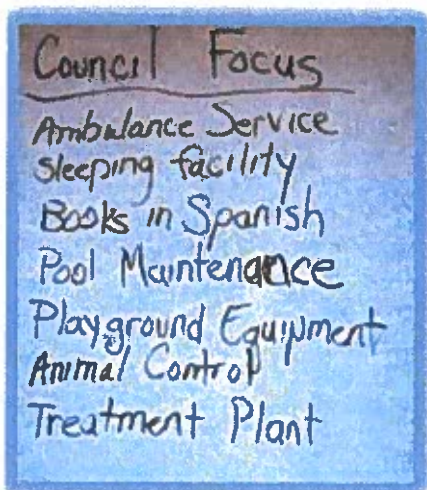
Staff continues to attempt to maintain a growth of no more than 3% for the city budget. Expenditures could increase 8% while revenue is only increasing 4%. To reduce expenditures, Grandview takes advantage of local trainings or conferences which decreases the cost of travel and allows for staff to be available in an emergency.



Utilizing new technology has allowed Grandview to not need as much staff as in the past for current responsibilities.

Tapping into Interlocal Agreements benefits the city with offering the same services as a reduced price by 'sharing in the cost', when applicable. Partnering with other agencies can offer services to community members without the burden of costs being solely Grandview's. Using state grants and piggy backing on these contracts allows for Grandview use another government agency's request for quote for equipment or resources needed.

Grandview also takes the time to review and determine if a vacant position needs to be filled, if technology can be utilized, or if the essential duties can be covered by using another staff person. This has assisted with keeping expenditures down.



Each opportunity presented by departments is important and is an opportunity for Grandview. Council has determined the following items to focus on for 2024. They have not committed to take action on any of these items but would like to explore them and the impacts for the community.

Before the close of the retreat, Byron Gumz, YVCOG Planning Manager, provided an overview related to funding opportunities by using impact fees. He gave an overview of how impact fees can be assessed and how they can be used. He shared the requirements and type of capital projects that can be funded using impact fees (public streets and roads, publicly owned parks, open space, and recreation facilities, school facilities, and fire protection facilities).

Byron shared that Recreation and Conservation Office (RCO) has a grant available Grandview may be interested in regard to maintenance that was not able to happen in local parks due to lack of funding. There was also a discussion on the upcoming Comprehensive Plan Periodic Update starting in 2024. Byron is here to assist you if you are interested in applying for funding.

Vicki Baker, YVCOG Deputy Director, provided an overview of funding opportunities through Commerce and how YVCOG can assist in applying for available funds for Grandview's projects. She also shared the cycle for requesting funding from the state legislature and the importance of building those relationships, learning about the direction the legislature is going, and sharing with your representatives what is happening in Grandview.

It would be our honor to assist you with applying for and administering grants for you.





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Grandview has been a key member of Yakima Valley Conference of Governments since 1966.

As your local regional government, our mission is and will continue to be: ***'working on matters of mutual concern'***.

By allowing the authority to stay with City Council, YVCOG administers programs and offers services for each municipality within the valley.



Regional Programs and Services

- Bilingual Community Outreach
- Land Use Planning
- Collaboration and Partnerships
- Leadership and Training Opportunities
- Commute Trip Reduction
- Local Crime Laboratory
- Custom Digital Mapping
- Transportation Planning Organization
- Grant Administration, Research & Writing
- Senior Housing Services
- Health and Housing Services
- Strategic Planning Facilitation
- Income-Level Housing Strategies
- Other Programs and Services as requested

