

**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE  
MEETING AGENDA  
TUESDAY, SEPTEMBER 24, 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.

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

**PAGE**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT** – *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. Old Inland Empire Highway Improvements Project – Michael Uhlman, Project Engineer with HLA Engineering and Land Surveying, Inc. 1-5
  - B. Resolution approving Task Order No. 2024-07 with HLA Engineering and Land Surveying, Inc., for the Northwest Grandview Infrastructure Improvements 6-13
  - C. Resolution authorizing the Mayor to sign a Letter of Understanding between the City of Grandview and Destination Development Association of Roger Brooks International, Inc., for a Destination Assessment of Grandview, Washington 14-18
  - D. Ordinance amending the 2024 Annual Budget 19-26
- 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, September 24, 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/85629030598?pwd=piAT1PrLGG3kuXzefMysrhN2vcVSR6.1>

To join via phone: +1 253 215 8782

Meeting ID: 856 2903 0598

Passcode: 897000



# OLD INLAND EMPIRE HIGHWAY IMPROVEMENTS PROJECT

City Council

September 24, 2024



# PROJECT HISTORY

- New roadway constructed from Elm to Grandridge
  - Awarded to Culbert Construction for \$3,587,608.43
  - Included both Roadway and Sewer Construction
- Project obstacles
  - Difficult contractor leading to unusually high involvement of HLA Staff
  - Extensive coordination with Utilities
    - Multiple gas relocations required
    - Electrical pole relocation required 2+ years of coordination
  - Railroad coordination
- Project successes
  - Quality Project
  - Transformed the Elm Intersection
  - New Sewer!



# HLA REQUESTED SUPPLEMENT

- HLA is currently under a local agency consultant agreement
  - Original Contract was for \$330,000
  - Supplemental request is for \$100,000
  - Total Contract would be \$430,000
    - Work is performed hourly and would not exceed this amount
    - No costs are charged except for work performed

# PROJECT FUNDING

- HLA has worked with the City to acquire additional funding on the project
- \$63,000 addition funding awarded recently via funding augmentation from YVCOG (federal funds)
  - Coordination with WSDOT still required, but no issues anticipated
- Rare to acquire additional funding (twice) on the project
- Financial Picture
  - Estimated additional cost to the City to complete the project is \$12,208.58
    - Includes all costs associated with supplement
  - Request Council consider and approved the HLA supplement

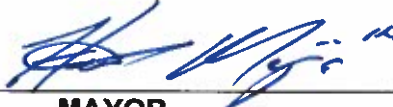
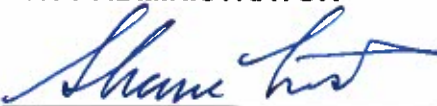



QUESTIONS?



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

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (B)
Resolution approving Task Order No. 2024-07 with HLA Engineering and Land Surveying, Inc., for the Northwest Grandview Infrastructure Improvements	<b>AGENDA DATE:</b> September 24, 2024
<b>DEPARTMENT</b>	<b>FUNDING CERTIFICATION (City Treasurer)</b> (If applicable)
Public Works Department	

<b>DEPARTMENT DIRECTOR REVIEW</b>	
Hector Mejia, Public Works Director	
<b>CITY ADMINISTRATOR</b>	<b>MAYOR</b>
	

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

The City received funding from the Yakima County Supporting Investments in Economic Development (SIED) program and is seeking funding through the Community Economic Revitalization Board (CERB) for domestic water facilities, sanitary sewer, storm drainage facilities, public roadway, and illumination improvements to a developing area adjacent to Wine Country Road and Higgins Way. This project will bring utility infrastructure and city streets to approximately 44 acres of land zoned as general commercial, inside the City of Grandview city limits.

**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.

Task Order 2024-07 with HLA Engineering and Land Surveying, Inc., provides professional engineering services for the Northwest Grandview Infrastructure Improvements in the amount of \$715,300 for design engineering and \$817,500 for construction engineering. HLA will provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) for improvements consisting of domestic water facilities, sanitary sewer and storm drainage facilities, public roadways, and illumination system. Services will also include advertising and bidding, recommendation of contract award to the lowest responsible bidder, and engineering services during construction. Engineering design work will begin immediately following Task Order approval. Construction is anticipated to occur in 2025 and 2026. SIED funding will be used to allow for design work to begin.

**ACTION PROPOSED**

Move a resolution approving Task Order No. 2024-07 with HLA Engineering and Land Surveying, Inc., for the Northwest Grandview Infrastructure Improvements to the September 24, 2024 regular Council meeting for consideration.





**\* TRANSMITTAL \***

**Date:** September 10, 2024

**Project No.:** 24162E

**To:** City of Grandview  
207 W. Second Street  
Grandview, WA 98930

**Attention:** Shane Fisher  
City Administrator

**From:** Stephen S. Hazzard, PE

**Re:** Northwest Grandview Infrastructure Improvements  
Task Order No. 2024-07

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**We are sending you the attached following items:**

Two (2) Original Signed Task Order Agreements

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**Comment:**

Shane,

Upon review and approval, please have the Mayor sign and date the attached Task Order No 2024-07 Agreements for the Northwest Grandview Infrastructure Improvements project. Keep one original agreement for your records and return the other to our office.

We appreciate the opportunity to serve the City of Grandview. If you have any questions or need additional information, please contact me at (509) 966-7000 or [shazzard@hlacivil.com](mailto:shazzard@hlacivil.com).

Thank you.

Copy to: Anita Palacios, MMC

Signed: 

**RESOLUTION NO. 2024-\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
APPROVING TASK ORDER NO. 2024-07 WITH HLA ENGINEERING AND  
LAND SURVEYING, INC., FOR THE NORTHWEST GRANDVIEW  
INFRASTRUCTURE IMPROVEMENTS**

**WHEREAS**, the City of Grandview has entered into a General Services Agreement with HLA Engineering and Land Surveying, Inc., (HLA) for work pursuant to task orders; and,

**WHEREAS**, the City would like to enter into a Task Order with HLA to provide design and construction engineering services for the Northwest Grandview Infrastructure Improvements,

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

The Mayor is hereby authorized to sign Task Order No. 2024-07 with HLA Engineering and Land Surveying, Inc., for the Northwest Grandview Infrastructure Improvements with an estimated fee for services in the amount of \$715,300 for design engineering and \$817,500 for construction engineering in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on \_\_\_\_\_, 2024.

**MAYOR**

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

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

**APPROVED AS TO FORM:**

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

**TASK ORDER NO. 2024-07**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Northwest Grandview Infrastructure Improvements**  
**HLA Project No. 24162E**

The City of Grandview (CITY) received funding from the Yakima County Supporting Investments in Economic Development (SIED) program and is seeking funding through the Community Economic Revitalization Board (CERB) for domestic water facilities, sanitary sewer, storm drainage facilities, public roadway, and illumination improvements to a developing area adjacent to Wine Country Road and Higgins Way. This project will bring utility infrastructure and city streets to approximately 44 acres of land zoned as general commercial, inside the City of Grandview city limits. Engineering design work will begin immediately following Task Order approval. Construction is anticipated to occur in 2025 and 2026. SIED funding will be used to allow for design work to begin.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA Engineering and Land Surveying (HLA), will provide professional engineering services for the Northwest Grandview Infrastructure Improvements (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) for improvements consisting of domestic water facilities, sanitary sewer and storm drainage facilities, public roadways, and illumination system. Services will also include advertising and bidding, recommendation of contract award to the lowest responsible bidder, and engineering services during construction.

HLA shall provide the following services:

**1.0 Design Engineering**

- 1.1 Perform field investigations as necessary to design the identified improvements.
- 1.2 Call for utility locates prior to survey and perform topographic survey of the PROJECT area.
- 1.3 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 1.4 Attend three (3) design meetings with the CITY to obtain input regarding existing and proposed improvements.
- 1.5 Coordinate review and approvals with Williams Pipeline Company, Sunnyside Valley Irrigation District (SVID), and Yakima County.
- 1.6 Prepare environmental documents, including SEPA and EO 21-02.
- 1.7 Prepare preliminary 60% plans and cost estimate of improvements for review and approval by the CITY.
- 1.8 Notify private utilities of pending improvements.
- 1.9 Based on approved preliminary engineering plans, prepare 90% plans, specifications, and cost estimate and provide to CITY for final review and coordination.

- 1.10 Perform quality control and assurance review of all final documents.
- 1.11 Incorporate CITY review comments and prepare final plans, specifications, and cost estimate.
- 1.12 Submit final documents to the CITY for review and approval.
- 1.13 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at bid advertisement. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be considered additional services.
- 1.14 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.
- 1.15 Post contract documents to HLA website notify potential bidders utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.16 Answer and supply information as requested by prospective bidders.
- 1.17 Prepare and issue addenda to contract documents, if necessary.
- 1.18 Attend the bid opening and participate in the evaluation process.
- 1.19 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 1.20 Make recommendation of award to the CITY for construction contract.
- 1.21 Submit summary of bids to Yakima County and CERB.

## **2.0 Construction Engineering**

- 2.1 Following Council award authorization, prepare notice of award to the Contractor, assemble construction contract documents, and coordinate contract execution with the CITY and Contractor.
- 2.2 Review Contractor's submission of certificate of insurance and contract bond.
- 2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies, including preconstruction agenda and meeting record.
- 2.4 Prepare and transmit notice to proceed to Contractor.
- 2.5 Furnish a field survey crew to provide geometric control, including construction staking.
- 2.6 Furnish a qualified resident engineer (inspector) to observe construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 2.7 Review Contractor's submission of samples and shop drawings.
- 2.8 Maintain material submittal list for duration of PROJECT.
- 2.9 Respond to Contractor requests for information (RFI).
- 2.10 Interpret plans and specifications when necessary.
- 2.11 Prepare daily progress reports.
- 2.12 Prepare weekly statements of working days.

- 2.13 Create and maintain accurate construction documentation for the life of the PROJECT.
- 2.14 Ensure the CITY has all necessary files for potential audits.
- 2.15 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 2.16 Coordinate testing scheduling with the Contractor's materials testing firm and review acceptance sampling and testing for construction materials.
- 2.17 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 2.18 Perform measurement and computation of pay items.
- 2.19 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.20 Prepare proposed contract change orders and/or force account computations as required.
- 2.21 Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit punchlist to Contractor.
- 2.22 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer and those submitted by the Contractor.
- 2.23 Monitor the Contractor's compliance with federal and state labor standards.
- 2.24 Assist the CITY with funding reimbursement information and supporting documentation, as requested.
- 2.25 Prepare and submit recommendation of PROJECT acceptance.
- 2.26 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.27 Notify CITY when retainage may be released.

### **3.0 Additional Services**

Provide professional engineering services for additional work requested by the CITY not included in this Task Order.

### **4.0 Items to be Furnished and Responsibility of CITY**

The CITY will provide or perform the following:

- 4.1 Provide full information as to CITY requirements for the PROJECT.
- 4.2 Provide all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 4.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 4.4 Obtain approval of all governmental authorities for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 4.5 Pay for advertising, notices, or other publications as may be required.

- 4.6 Pay for all necessary permits and testing fees not paid by the Contractor.

**TIME OF PERFORMANCE:**

HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

**1.0 Design Engineering**

- 1.1 HLA will complete plans, specifications, opinion of cost, and bidding services within one hundred fifty (150) working days following receipt of signed Task Order.

**2.0 Construction Engineering**

- 2.1 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.
- 2.2 A maximum of two hundred fifty (250) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 2.3 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the two hundred fifty (250) working days shall be considered additional services.

**3.0 Additional Services**

Time for completion of work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

**FEE FOR SERVICE:**

For the services furnished by HLA as described within this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

**1.0 Design Engineering**

All work for design engineering services shall be performed for the lump sum fee of \$715,300.00.

**2.0 Construction Engineering**

All work for construction engineering services shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated maximum fee of \$817,500.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered additional services until an amendment to this Task Order is executed.

**3.0 Additional Services**

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as vehicle mileage, out-of-town meals/lodging, advertising, and printing expenses. Outside subconsultant's invoices shall be marked up by a factor of 1.10 times the subconsultant invoice.

Signatures on following page.

**Proposed:**   
HLA Engineering and Land Surveying, Inc.  
Michael T. Battle, PE, President

9/10/2024  
Date

**Approved:** \_\_\_\_\_  
City of Grandview  
Ashley Lara, Mayor

\_\_\_\_\_  
Date

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

**ITEM TITLE**

Resolution authorizing the Mayor to sign a Letter of Understanding between the City of Grandview and Destination Development Association of Roger Brooks International, Inc., for a Destination Assessment of Grandview, Washington

**AGENDA NO.:** New Business 4 (C)

**AGENDA DATE:** September 24, 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)

At the September 10, 2024, C.O.W. meeting, Roger Brooks made a presentation regarding a community/destination assessment for the City of Grandview.

City Council directed the City Administrator to bring an agreement to the next City Council meeting for consideration.

**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 Letter of Understanding between the City and Destination Development Association to perform a Destination Assessment of Grandview, Washington. The total cost of the assessment is \$25,000 which will be paid through the ARPA Fund.

**ACTION PROPOSED**

Move a resolution authorizing the Mayor to sign a Letter of Understanding between the City of Grandview and Destination Development Association of Roger Brooks International, Inc., for a Destination Assessment of Grandview, Washington to the September 24, 2024 regular Council meeting for consideration.



**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN A LETTER OF UNDERSTANDING  
BETWEEN THE CITY OF GRANDVIEW AND DESTINATION DEVELOPMENT  
ASSOCIATION OF ROGER BROOKS INTERNATIONAL, INC.,  
FOR A DESTINATION ASSESSMENT OF GRANDVIEW, WASHINGTON**

**WHEREAS**, the City wishes to engage the services of Destination Development Association of Roger Brooks International, Inc., to perform a Destination Assessment of Grandview, Washington; and,

**WHEREAS**, Destination Development Association of Roger Brooks International Inc., wishes to provide services to perform a Destination Assessment of Grandview, Washington,

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

The Mayor is hereby authorized to sign a Letter of Understanding between the City of Grandview and Destination Development Association of Roger Brooks International, Inc., for a Destination Assessment of Grandview, Washington, in the total amount of \$25,000, 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**

## Destination Development Association

5919 Highway 291 Suite 1-187

Nine Mile Falls, WA 99026

Destinationdevelopment.org ° 206-241-4770

September 17, 2024

Shane Fisher  
City Administrator  
City of Grandview  
207 West Second Street  
Grandview, WA 98930

### LETTER OF UNDERSTANDING

#### Destination Assessment of Grandview, WA

This Letter of Understanding is hereby entered into this \_\_\_\_ day of September 2024 between the City of Grandview, WA (herein Client) and Destination Development Association of Roger Brooks International, Inc., an Arizona corporation (herein DDA). The Client retains DDA for professional services as outlined below.

#### Scope of Services

During the month of October 2024, with the specific dates to be mutually agreed upon, Roger Brooks shall perform a Destination Assessment of Grandview, Washington. The Assessment includes the following elements:

#### Professional Marketing Assessment:

DDA Team Members will perform a Professional Marketing Assessment. The object is to determine the effectiveness of the area's marketing efforts including websites, travel guide write-ups, visitor information services, advertising, marketing materials, etc. The DDA Team will take a professional look at the marketing materials and make suggestions to improve the marketing efforts. This Professional Marketing Assessment will be included in the final Findings & Suggestions Report.

#### On-site Assessment:

This element includes a visit to Grandview, Washington to assess the community through the eyes of a first-time visitor.

This includes a look at signage (public and private), wayfinding (ease of getting around), general appeal (architecture, beautification), critical mass/business mix, business hours and merchant curb/facade appeal, visitor information services, visitor amenities (parking, restrooms), local attitude, attractions and activities, (things to see and do). For challenges noted during the assessment, suggestions will be made on how they could be improved or corrected. During the assessment, numerous photographs will be taken and used in the Assessment Findings & Suggestions Workshop.

### **Workshops:**

Roger Brooks will prepare and present the multi-media Destination Assessment Findings & Suggestions workshop. The exact time and location of the workshop (typically 2.5 hours) will be mutually agreed upon.

### **Deliverables**

Upon return to the office, DDA will prepare the Destination Assessment Findings and Suggestions report based on the workshop. Six bound copies and a PDF file of the report will be sent to the Client within 65 days of the workshop.

The proposed timeframes can be modified by mutual consent.

### **Costs**

The total cost of the Destination Assessment shall be Twenty-Five Thousand US Dollars [\$25,000.00 USD]. A service charge of 1.5% per month will be added to all amounts due after 30 days of the invoice date.

### **Deposit**

A deposit in the amount of Seven-Thousand US Dollars [\$7,000.00 USD] is required to be paid by the Client upon signing the Letter of Understanding. The deposit will be applied to the cost of the project.

### **Responsibilities of the Client**

The Client shall provide the venue and all related costs of hosting and marketing the presentation and shall provide the AV equipment as outlined in the AV Requirements sheet that will be provided by DDA. The Client shall provide DDA with copies of advertising/marketing materials and any information that would be reasonably expected to enable DDA to perform the services outlined above. The Client will be responsible for marketing the workshop, distribution of brochures and/or fliers, etc. In addition, the Client shall coordinate filming/editing of the assessment presentation and provide one copy of the video to RBI.

Both parties to this agreement are required to perform their respective obligations in full or in part, to the extent that they are reasonably able. Either party may suspend or terminate its performance obligations, partially or entirely, without liability or further obligation, to the extent that its performance is affected by events or occurrences beyond its control such as, but not limited to the following:

- Acts of God, such as earthquakes, disasters, or hazardous weather conditions (actual or forecasted) war or specific threat of war (declared or undeclared)
- Acts of domestic or foreign enemies
- Government regulation or travel advisory
- A cancellation or reduction in commercial transportation preventing the majority of attendees or the presenter from attending
- Accidents, illness, or other casualties preventing performance of Roger Brooks or other members of the RBI Team
- An event or occurrence creating a significant risk to the participants' or presenter's health or safety, such as a nuclear or biological hazard or the outbreak of disease
- Civil disorder

Each party must take reasonable steps to avoid or remove the effects of the event or occurrence affecting their performance. If a party's performance under this contract is affected by an event or

occurrence described above, they must send written notice to the other party within a commercially reasonable time after the circumstance.

Video or audiotapes of DDA's session presentations shall be for internal use only. No copies of any of DDA's presentations may be duplicated, published, or placed on the Internet without written authorization from DDA.

The undersigned agree that the information garnered from this process, the workshops, videos, and materials will only be used for the purpose stated in this contract, and only by the organization that is under this contract.

This agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter of this agreement.

**This Letter of Understanding is valid if signed and returned within 10 days of receipt.**

Agreed to:

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ashley Lara  
City of Grandview, WA

Date: \_\_\_\_\_

\_\_\_\_\_  
Jane Brooks  
Roger Brooks International, Inc.  
Dba Destination Development Association

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

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (D)
Ordinance amending the 2024 Annual Budget	<b>AGENDA DATE:</b> September 24, 2024
<b>DEPARTMENT</b>	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)
City Treasurer	

**DEPARTMENT DIRECTOR REVIEW**

Matthew Cordray, City Treasurer 

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

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

Staff monitoring and review of fund and department budgets has identified numerous budget accounts to be amended. An ordinance will be 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:
- CURRENT EXPENSE FUND:** Increase revenues for Local Sales Tax and Judgments and Settlements. Increase appropriations for Website/Social Media Archiving, Supplies to Fight Opioid Epidemic, Police Corrections Professional Services, Library Professional Services and Parks Maintenance Professional Services. Net effect is an increase in estimated ending fund balance.
  - STREET FUND:** Increase revenues for Local Sales Tax. Increase appropriations for Traffic Control Professional Services and Repairs & Maintenance. Net effect is an increase in estimated ending fund balance.
  - CEMETERY FUND:** Increase revenues for Local Sales Tax. Net effect is an increase in estimated ending fund balance.
  - NW GRANDVIEW INFRASTRUCTURE FUND:** Increase revenues for Yakima County SIED Loan Increase appropriations for Water, Sewer and Roadway Improvements. Net effect is no change in estimated ending fund balance.
  - WATER FUND:** Increase appropriations for DWSRF Loan Interest. Net effect is a decrease in estimated ending fund balance.
  - SEWER FUND:** Increase revenues for Developer Contributions. Increase appropriations for Higgins Way Sewer Improvements. Net effect is a decrease in estimated ending fund balance.

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**EQUIPMENT RENTAL FUND:** Increase appropriations for Repairs & Maintenance. Net effect is a decrease in estimated ending fund balance.

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**ACTION PROPOSED**

Move an ordinance amending the 2024 Annual Budget to the September 24, 2024 regular Council meeting for consideration.

to Sue 9/xx/2024 - mc

**Ordinance No. 2024-X**

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
001 000 000 308 51 00 00	Current Expense Fund				
001 000 000 308 91 00 00	Beginning Fund Balance - Assigned	10,000		10,000	
001 000 000 308 91 00 00	Beginning Fund Balance - Unassigned	758,735		758,735	
001 000 000 313 11 00 01	Local Sales Tax		75,000	75,000	Sales tax revenue greater than expected
001 000 000 369 40 00 00	Judgments and Settlements		2,500	2,500	National opioid settlement
	Revenues/Sources	6,985,905		7,063,405	
	Current Exp. Fund Total	7,754,640	77,500	7,832,140	
001 002 000 557 20 41 02	Website/Social Media Archiving		7,000	7,000	Code publishing analysis
001 032 000 521 22 31 02	Supplies to Fight Opioid Epidemic		2,500	2,500	Supplies to fight opioid epidemic
001 034 000 523 60 41 00	Professional Services		45,000	45,000	Increased medical costs for inmates in Police Corrections
001 075 000 572 20 41 00	Professional Services		10,000	10,000	Seasonal staffing at the Library
001 082 000 576 80 41 00	Professional Services		5,000	5,000	Seasonal staffing in the Parks
	Expenditures/Uses	7,673,480		7,742,980	
001 099 000 508 51 00 00	Ending Fund Balance - Assigned	10,000		10,000	
001 099 000 508 91 00 00	Ending Fund Balance - Unassigned	71,160	8,000	79,160	
	Current Exp. Fund Total	7,754,640	77,500	7,832,140	
110 000 000 308 31 00 00	Street Fund				
110 000 000 308 51 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	
110 000 000 313 11 00 01	Local Sales Tax		30,000	30,000	Sales tax revenue greater than expected
	Revenues/Sources	6,292,700		6,322,700	
	Street Fund Total	6,658,090	30,000	6,688,090	
110 000 035 542 64 41 00	Professional Services		2,000	2,000	Seasonal help painting streets
110 000 035 542 64 48 00	Repairs & Maintenance		5,000	5,000	Additional equipment repairs in traffic control
	Expenditures/Uses	6,502,630		6,509,630	
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	100,460	23,000	123,460	
	Street Fund Total	6,658,090	30,000	6,688,090	

to Sue 9/xx/2024 - mc **Ordinance No. 2024-X**

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
	<b>Cemetery Fund</b>				
130 000 000 308 51 00 00	Beginning Fund Balance - Assigned	20,000		20,000	
130 000 000 308 51 00 01	Beginning Fund Balance - Assigned	221,880		221,880	
130 000 000 313 11 00 01	Local Sales Tax		7,500	344,550	Sales tax revenue greater than expected
	Revenues/Sources	337,050			
	Cemetery Fund Total	578,930	7,500	586,430	
	Expenditures/Uses	460,790		460,790	
130 000 099 508 51 00 00	Ending Fund Balance - Assigned	20,000		20,000	
130 000 099 508 51 00 01	Ending Fund Balance - Assigned	98,140	7,500	105,640	
	Cemetery Fund Total	578,930	7,500	586,430	
	<b>NW Grandview Infrastructure Fund</b>				
350 000 000 308 31 00 00	Beginning Fund Balance - Restricted	-		-	
350 000 000 391 80 00 01	Yakima Co. SIED Loan		100,000	100,000	Project being funding 50/50 grant/loan
	Revenues/Sources				
	NW Grandview Infrastructure Fund Total	-	100,000	100,000	
350 000 010 594 34 65 00	NW Grandview Water Improvements		25,000		NW Grandview water improvements
350 000 010 594 35 65 00	NW Grandview Sewer Improvements		30,000		NW Grandview sewer improvements
350 000 010 595 30 63 00	NW Grandview Roadway Improvements		45,000		NW Grandview roadway improvements
	Expenditures/Uses			100,000	
350 000 098 508 31 00 00	Ending Fund Balance - Restricted	-		-	
	NW Grandview Infrastructure Fund Total	-	100,000	100,000	



to Sue 9/19/2024 - mc

**Ordinance No. 2024-X**

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
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Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
	<b>Water Fund</b>				
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	
	<b>Revenues/Sources</b>	10,080,750		10,080,750	

Water Fund Total 18,615,895 - 18,615,895

410 000 036 592 34 83 13	Interest DWSRF Source Well CP		8,000		Interest payment on the loan for the new well
	<b>Expenditures/Uses</b>	13,128,760		13,137,760	

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	4,719,800	(8,000)	4,711,800	
	<b>Water Fund Total</b>	18,615,895	-	18,615,895	

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
	<b>Sewer Fund</b>				
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	

415 000 000 367 11 00 10	Contributions	4,788,100	202,500	4,990,600	Developer contribution for Higgins Way sewer improvements
	<b>Revenues/Sources</b>	4,788,100	202,500	4,990,600	

Sewer Fund Total 13,073,890 202,500 13,276,390

415 000 034 594 35 63 18	Higgins Way Sewer Improvements		405,000		Extending sewer improvements at Higgins Way (Truck Plaza)
	<b>Expenditures/Uses</b>	6,231,940		6,636,940	

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	6,209,700	(202,500)	6,007,200	
	<b>Sewer Fund Total</b>	13,073,890	202,500	13,276,390	

**Ordinance No. 2024-X**

to Sue 9/xx/2024 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
510 000 000 308 51 00 00	Equipment Rental Fund Beginning Fund Balance - Assigned	1,870,730		1,870,730	
	Revenues/Sources	647,500		647,500	
	Equipment Rental Fund Total	2,518,230	-	2,518,230	
510 000 010 548 60 48 00	Repairs and Maintenance Expenditures/Uses	1,137,550	30,000	1,167,550	More repairs to vehicles and equipment than anticipated
510 000 099 508 51 00 00	Ending Fund Balance - Assigned Equipment Rental Fund Total	1,380,680 2,518,230	(30,000) -	1,350,680 2,518,230	

**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**

	<b>Beginning Balance</b>	<b>Estimated Revenues</b>	<b>Appropriated Expenditures</b>	<b>Ending Balance</b>	<b>Budget Total</b>
<b>Current Expense Fund</b>					
Original 2024 Budget	768,735	6,985,905	7,673,480	81,160	7,754,640
Amendment Amount		77,500	69,500	8,000	77,500
<b>Amended Total</b>	<b>768,735</b>	<b>7,063,405</b>	<b>7,742,980</b>	<b>89,160</b>	<b>7,832,140</b>
<b>Street Fund</b>					
Original 2024 Budget	365,390	6,292,700	6,502,630	155,460	6,658,090
Amendment Amount		30,000	7,000	23,000	30,000
<b>Amended Total</b>	<b>365,390</b>	<b>6,322,700</b>	<b>6,509,630</b>	<b>178,460</b>	<b>6,688,090</b>
<b>Cemetery Fund</b>					
Original 2024 Budget	241,880	337,050	460,790	118,140	578,930
Amendment Amount		7,500		7,500	7,500
<b>Amended Total</b>	<b>241,880</b>	<b>344,550</b>	<b>460,790</b>	<b>125,640</b>	<b>586,430</b>
<b>NW Grandview Infrastructure Fund</b>					
Original 2024 Budget	-	-	-	-	-
Amendment Amount		100,000	100,000	-	100,000
<b>Amended Total</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>
<b>Water Fund</b>					
Original 2024 Budget	8,535,145	10,080,750	13,129,760	5,486,135	18,615,895
Amendment Amount			8,000	(8,000)	-
<b>Amended Total</b>	<b>8,535,145</b>	<b>10,080,750</b>	<b>13,137,760</b>	<b>5,478,135</b>	<b>18,615,895</b>
<b>Sewer Fund</b>					
Original 2024 Budget	8,285,790	4,788,100	6,231,940	6,841,950	13,073,890
Amendment Amount		202,500	405,000	(202,500)	202,500
<b>Amended Total</b>	<b>8,285,790</b>	<b>4,990,600</b>	<b>6,636,940</b>	<b>6,639,450</b>	<b>13,276,390</b>
<b>Equipment Rental Fund</b>					
Original 2024 Budget	1,870,730	647,500	1,137,550	1,380,680	2,518,230
Amendment Amount			30,000	(30,000)	-
<b>Amended Total</b>	<b>1,870,730</b>	<b>647,500</b>	<b>1,167,550</b>	<b>1,350,680</b>	<b>2,518,230</b>