

**GRANDVIEW CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, JANUARY 14, 2025**



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.

REGULAR MEETING – 7:00 PM

PAGE

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE – Noah Jetke, 4th grader at McClure Elementary School**
- 3. APPROVE AGENDA**
- 4. PRESENTATIONS**
- 5. 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.***
- 6. CONSENT AGENDA – *Items on the Consent Agenda will be voted on together by the Council, unless a Councilmember requests that items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under Unfinished and New Business.***
 - A. Minutes of the December 10, 2024 Committee-of-the-Whole meeting 1-7
 - B. Minutes of the December 10, 2024 Council meeting 8-15
 - C. Payroll Check Nos. 14195-14207 in the amount of \$100,209.46
 - D. Payroll Check Nos. 14208-14231 in the amount of \$63,406.25
 - E. Payroll Electronic Fund Transfers (EFT) Nos. 61491-61495 in the amount of \$98,363.53
 - F. Payroll Electronic Fund Transfers (EFT) Nos. 61498-61504 in the amount of \$143,422.88
 - G. Payroll Direct Deposit 12/01/24-12/15/24 in the amount \$145,764.19
 - H. Payroll Direct Deposit 12/16/24-12/31/24 in the amount of \$160,922.07
 - I. Claim Check Nos. 130277-130488 in the amount of \$2,590,530.27
- 7. ACTIVE AGENDA – *Items discussed at the 6:00 pm Committee-of-the-Whole meeting of an urgent or time sensitive nature may be added to the active agenda pursuant to City Council Procedures Manual Section 3.18(c).***
 - A. Resolution No. 2025-01 authorizing submission of a 2025 Congestion Mitigation & Air Quality and Carbon Reduction Program Application to the Yakima Valley Conference of Governments for funding to purchase a new street sweeper 16-24
 - B. Resolution No. 2025-02 establishing job descriptions for the Public Works Facilities Supervisor and Public Works Utilities Supervisor and setting forth procedures to establish the Public Works Facilities Supervisor and Public Works Utilities Supervisor's salaries 25-29

PAGE

- 8. UNFINISHED AND NEW BUSINESS**
- 9. CITY ADMINISTRATOR AND/OR STAFF REPORTS**
- 10. MAYOR & COUNCILMEMBER REPORTS**
- 11. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, January 14, 2025 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/85123082232?pwd=c3ZfjGpm73S0ISlcW0mPwbpDbVb2ha.1>

To join via phone: +1 253 215 8782

Meeting ID: 851 2308 2232

Passcode: 348187

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE MEETING MINUTES
DECEMBER 10, 2024**

1. CALL TO ORDER

Mayor Ashley Lara called the Committee-of-the-Whole (C.O.W.) meeting to order at 6:00 p.m., in the Council Chambers at City Hall.

The meeting was held in person and was also available via teleconference.

2. ROLL CALL

Present in person: Mayor Ashley Lara, Councilmembers Steve Barrientes, David Diaz, Laura Flores, Bill Moore (Mayor Pro Tem), Javier Rodriguez and Joan Souders

Present via teleconference: None

Absent: Councilmember Robert Ozuna

Staff present: City Administrator Shane Fisher, City Attorney Quinn Plant, City Treasurer Matt Cordray, Parks and Recreation Director Gretchen Chronis, Library Director Wendy Poteet, Assistant Police Chief Seth Bailey and City Clerk Anita Palacios

3. PUBLIC COMMENT – None

4. NEW BUSINESS

A. Resolution approving a Site Use Agreement between People For People and the City of Grandview Community Center

Parks and Recreation Director Chronis explained that for several years, the City has allowed People For People to use the Community Center for the operation of a noon meal program to serve hundreds of area senior citizens. This valuable program enhances the health and social well-being of the elderly. She presented the annual Site Use Agreement between People For People and the City to provide food and nutrition services for area senior citizens. The noon meal program has offered a host of opportunities for the Parks and Recreation staff and volunteers to enhance lives with additional and meaningful recreation programs. In addition, the agreement included a reimbursement provision for utility costs from People For People in the amount of \$500 per month. The term of the agreement is from January 1, 2025 through December 31, 2025.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Rodriguez, the C.O.W. moved a resolution approving a Site Use Agreement between People For People and the City of Grandview Community Center to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Abstained

B. Resolution authorizing the Mayor to sign a Service Agreement and Clearing Agreement with Nayax LLC for the Nayax Cashless and Remote Monitoring Solution for the Grandview Library

Library Director Poteet explained that in June 2023, using Yakima Valley College (YVC) funds, the Grandview Library purchased a new printer for patron use. The new printer arrived in December of 2023. Since December 2023, YVC IT experienced integration issues between multiple technologies and the printer. Additionally, they were researching converting to a new print management software system wide. In November 2024, YVC IT indicated they were ready to proceed with all new technology and software. The new printer system at Grandview Library was also a payment kiosk. This enables patrons to pay at the printer using cash, card, or tap with Google Pay or Apple Pay. This means patrons would no longer need to wait in line at the circulation desk. The City receives all funds generated at the Grandview Library and thus needs to enter a contract with the provider of the payment system, Nayax LLC. The City would pay Nayax, LLC a 5.95% processing fee for each transaction, as well as a \$8.95 monthly fee for each device. This contract was for 12 months and may be canceled at any time with 30-day written notice. Nayax hereby grants the Customer, during the term of this Agreement, a non-exclusive, personal, non-transferable and non-sub licensable right and license to access and use the Nayax Service solely in connection with and together with the Nayax Unit.

Discussion took place.

On motion by Councilmember Diaz, second by Councilmember Barrientes, the C.O.W. moved a resolution authorizing the Mayor to sign a Service Agreement and Clearing Agreement with Nayax LLC for the Nayax Cashless and Remote Monitoring Solution for the Grandview Library to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

C. Ordinance establishing a debt service fund for repayment of Supporting Investments in Economic Diversification (SIED) Loan on the Wine Country Road & Higgins Way Improvements project

City Treasurer Cordray explained that the City entered into a SIED contract with Yakima County for the purpose of infrastructure improvements related to Wine Country Road and Higgins Way. The project was funded with 50 percent SIED loan and 50 percent SIED grant. This ordinance established a debt service fund to repay the loan portion of the roadway work. By Fund the highlights of the budget change was:

- **SIED Loan – WCR/Higgins Way:** The total loan amount for this project was \$766,208. Beginning in 2025 the developer on the project would send in the annual debt payment to the City. The City would then turn around and send that same amount to the Yakima County Infrastructure Fund. This process would continue annually until the obligation was satisfied in 2034.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. moved an ordinance establishing a debt service fund for repayment of Supporting Investments in Economic Diversification (SIED) Loan on the Wine Country Road & Higgins Way Improvements project to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

D. Resolution approving Task Order No. 2024-09 with HLA Engineering and Land Surveying, Inc., for the Pappy’s Landing Phase 2 Development Construction Engineering

City Administrator Fisher explained that the City approved the Phase 2 Site Improvement Plans for the Plat of Pappy’s Landing. Infrastructure for this plat consisting of domestic water, sanitary sewer, and streets would become property of the City upon completion of construction and formal acceptance by the City. The City desired construction of infrastructure to be observed to confirm work was performed in accordance with the approved plans and specifications for the plat. Construction was anticipated to begin the week of February 3, 2025, and was anticipated to be substantially complete before June 27, 2025. As observation of construction was a condition of plat approval, the City engaged HLA Engineering and Land Surveying, Inc., to perform construction observation. Per the City’s Construction Standards, the City would invoice Birdie Shots, LLC, the developer for reimbursement of work performed.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Rodriguez, the C.O.W. moved a resolution approving Task Order No. 2024-09 with HLA Engineering and Land Surveying, Inc., for the Pappy's Landing Phase 2 Development Construction Engineering to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

E. Resolution approving Task Order No. 2024-10 with HLA Engineering and Land Surveying, Inc., for the Splash Pad Improvements

City Administrator Fisher explained that the City budgeted up to \$500,000 of local funds, and \$50,000 of American Rescue Plan Act (ARPA) funds to design and construct Splash Pad Improvements at Westside Park. The splash pad would consist of several water features, landscaping, and additional amenities including seating. The total project was anticipated to cost approximately \$522,000. Engineering design work would begin immediately following Task Order approval with construction anticipated in Summer 2025.

Discussion took place.

On motion by Councilmember Diaz, second by Councilmember Barrientes, the C.O.W. moved a resolution approving Task Order No. 2024-10 with HLA Engineering and Land Surveying, Inc., for the Splash Pad Improvements to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

F. Resolution approving Task Order No. 2024-11 with HLA Engineering and Land Surveying, Inc., for the Willoughby Road Reconstruction

City Administrator Fisher explained that the Grandview Cemetery has approximately 2-3 years of space remaining for interments. The City was in the process of expanding the cemetery to the south of the Grandview Dog Park. The City desires to reconstruct and widen Willoughby Road from Elm Street to the end of the road. This project was in preparation of future cemetery improvements and expansion, to include approximately 1,400 linear feet of roadway

improvements including curb, gutter and sidewalk. It was anticipated Design Engineering services were being paid for with American Rescue Plan Act (ARPA) funds.

Discussion took place.

On motion by Councilmember Diaz, second by Councilmember Moore, the C.O.W. moved a resolution approving Task Order No. 2024-10 with HLA Engineering and Land Surveying, Inc., for the Splash Pad Improvements to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

G. Resolution authorizing the Mayor to sign the Technical Assistance Contract No. 010125GV with the Yakima Valley Conference of Governments

City Clerk Palacios explained that each year, the City contracts with the Yakima Valley Conference of Governments (YVCOG) for technical assistance to include planning activities and grant applications on an as needed basis as requested by the City. YVCOG has the expertise and capability of assisting the City with planning activities and projects. The maximum amount of compensation and reimbursement to be paid by the City to YVCOG under this Technical Assistance Contract was \$30,000. When assistance was requested by the City, YVCOG prepares a scope of work and cost estimate. YVCOG invoices the City based upon actual expenses incurred. This amount was appropriated in the 2025 planning budget under professional services.

Discussion took place.

On motion by Councilmember Rodriguez, second by Councilmember Souders, the C.O.W. moved a resolution authorizing the Mayor to sign the Technical Assistance Contract No. 010125GV with the Yakima Valley Conference of Governments to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

H. Resolution accepting the Request For Qualifications and Cost Proposal for Event Planning and Execution and authorizing the Mayor to sign all contract documents with Finn Styles Company

City Administrator Fisher explained that the ARPA Committee appropriated \$20,000 towards two (2) major public events in 2025 to be held at the Childress Amphitheater. The City conducted an Request For Qualifications process. RFQ were due on November 27, 2024 at 5:00 p.m. The ARPA Committee met to review the RFQ submittal and approved the proposal as presented. One (1) RFQ was received from Finn Styles Company.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. moved a resolution accepting the Request For Qualifications and Cost Proposal for Event Planning and Execution and authorizing the Mayor to sign all contract documents with Finn Styles Company to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

I. Resolution authorizing the Mayor to sign the Audiovisual Solution Proposal with Avidex Industries, LLC for the Stage Pavilion Audio System at the Childress Amphitheater

City Administrator Fisher explained that the ARPA Committee appropriated \$182,064.93 to add audio integration to the pavilion and stage areas at the Childress Amphitheater to promote community events at Country Park. He presented the Audiovisual Solution Proposal from Avidex Industries, LLC., for installation of the stage pavilion audio system at the Childress Amphitheater in the amount of \$182,064.93. The total cost of the services would be paid through the ARPA Fund.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. moved a resolution authorizing the Mayor to sign the Audiovisual Solution Proposal with Avidex Industries, LLC for the Stage Pavilion Audio System at the Childress Amphitheater to the December 10, 2024 regular Council meeting for consideration.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes

- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

5. CITY ADMINISTRATOR AND/OR STAFF REPORTS

Council Retreat – City Administrator Fisher requested feedback from Council on retreat dates, etc., for the first of the year.

Municipal Code Update – City Administrator Fisher reported that the editorial and legal analysis of the Grandview Municipal Code was received from General Code on December 9th. Staff would begin review of the analysis for specific amendments and revisions to the code.

Public Works Director and WWTP Superintendent – City Administrator Fisher reported that job announcements for the Public Works Director and Wastewater Treatment Plant positions would be posted the first of the year. Job descriptions were currently being reviewed.

Police Officer Graduation – City Administrator Fisher and Mayor Lara attended the Basic Law Enforcement Academy graduation for Police Officer Josue Lopez.

6. MAYOR & COUNCILMEMBER REPORTS

Rotary Club Senior Christmas Dinner – The Rotary Club held their annual Senior Christmas Dinner on December 1st at the Grandview Community Center.

Selfies w/Santa – Selfies with Santa was scheduled for December 14th at the Grandview Museum.

Skate Park Survey – The City contracted with the American Ramp Company to start the design of the new skate park. The first step in the process was community feedback. A survey was placed on the City's Facebook page to collect information and ideas from the skating community.

7. ADJOURNMENT

On motion by Councilmember Moore, second by Councilmember Barrientes, the C.O.W. meeting adjourned at 6:40 p.m.

Mayor Ashley Lara

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 10, 2024**

1. CALL TO ORDER

Mayor Ashley Lara called the regular meeting to order at 7:00 p.m. in the Council Chambers at City Hall.

The meeting was held in person and was also available via teleconference.

Present in person: Mayor Lara and Councilmembers Steve Barrientes, David Diaz, Laura Flores, Bill Moore (Mayor Pro Tem), Javier Rodriguez and Joan Souders

Present via teleconference: None

Absent: Councilmember Robert Ozuna

On motion by Councilmember Moore, second by Councilmember Barrientes, Council excused Councilmember Ozuna from the meeting.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

Staff present: City Administrator Shane Fisher, City Attorney Quinn Plant, City Treasurer Matt Cordray and City Clerk Anita Palacios

2. PLEDGE OF ALLEGIANCE

Aaron Lopez, 5th grader at McClure Elementary School, led the pledge of allegiance.

3. APPROVE AGENDA

On motion by Councilmember Moore, second by Councilmember Souders, Council approved the December 10, 2024 regular meeting agenda as presented.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes

- Councilmember Souders – Yes

4. PRESENTATIONS

A. Safe Yakima Valley and Grandview Coalition

Derek Johnson and Katie Goodale with Safe Yakima Valley presented the work and initiatives of Safe Yakima Valley and the Grandview Coalition.

5. PUBLIC COMMENT

Dan White, Community Coordinator of the Grandview Day of Service, distributed a calendar for the Light The World Mid-Columbia 2024.

6. CONSENT AGENDA

On motion by Councilmember Diaz, second by Councilmember Souders, Council approved the Consent Agenda consisting of the following:

- A. Minutes of the November 26, 2024 Committee-of-the-Whole meeting**
- B. Minutes of the November 26, 2024 Council meeting**
- C. Payroll Check Nos. 14171-14194 in the amount of \$25,229.10**
- D. Payroll Electronic Fund Transfers (EFT) Nos. 61478-61484 in the amount of \$110,011.13**
- E. Payroll Direct Deposit 11/16/24-11/30/24 in the amount \$160,200.70**
- F. Claim Check Nos. 130207-130276 in the amount of \$422,413.86**
- G. Mosquito Control Board Reappointment Request – Mayor Pro Tem Bill Moore**
- H. Grandview Municipal Court Judge Appointments – Judge Donald Engel, Judge Gary Hintze, Judge Brian Sanderson, Judge Alfred Schweppe and Commissioner Kevin Eilmes**

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

7. ACTIVE AGENDA

- A. Resolution No. 2024-68 accepting the bid and authorizing the Grandview Herald as the Official City Newspaper for the year 2025**

This item was previously discussed at the November 26, 2024 C.O.W. meeting.

On motion by Councilmember Moore, second by Councilmember Rodriguez, Council approved Resolution No. 2024-68 accepting the bid and authorizing the Grandview Herald as the Official City Newspaper for the year 2025.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

B. Resolution No. 2024-69 accepting the bid from Talos Tactical for the surplus firearms

This item was previously discussed at the November 26, 2024 C.O.W. meeting.

On motion by Councilmember Rodriguez, second by Councilmember Souders, Council approved Resolution No. 2024-69 accepting the bid from Talos Tactical for the surplus firearms.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

C. Ordinance No. 2024-27 amending the City of Grandview 2025 non-union salary schedule

This item was previously discussed at the November 26, 2024 C.O.W. meeting.

On motion by Councilmember Diaz, second by Councilmember Moore, Council approved Ordinance No. 2024-27 amending the City of Grandview 2025 non-union salary schedule.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

D. Ordinance No. 2024-28 adopting the budget and confirming tax levies for revenue to carry on the government for the fiscal year ending December 31, 2025

This item was previously discussed at the November 26, 2024 C.O.W. meeting.

On motion by Councilmember Moore, second by Councilmember Rodriguez, Council approved Ordinance No. 2024-28 adopting the budget and confirming tax levies for revenue to carry on the government for the fiscal year ending December 31, 2025.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

E. Resolution No. 2024-70 approving a Site Use Agreement between People For People and the City of Grandview Community Center

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Diaz, second by Councilmember Barrientes, Council approved Resolution No. 2024-70 approving a Site Use Agreement between People For People and the City of Grandview Community Center.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Abstained serves on People For People Board of Directors

F. Resolution No. 2024-71 authorizing the Mayor to sign a Service Agreement and Clearing Agreement with Nayax LLC for the Nayax Cashless and Remote Monitoring Solution for the Grandview Library

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Rodriguez, second by Councilmember Barrientes, Council approved Resolution No. 2024-71 authorizing the Mayor to sign a Service Agreement and Clearing Agreement with Nayax LLC for the Nayax Cashless and Remote Monitoring Solution for the Grandview Library.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

G. Ordinance No. 2024-29 establishing a debt service fund for repayment of Supporting Investments in Economic Diversification (SIED) Loan on the Wine Country Road & Higgins Way Improvements project

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Moore, second by Councilmember Souders, Council approved Ordinance No. 2024-29 establishing a debt service fund for repayment of Supporting Investments in Economic Diversification (SIED) Loan on the Wine Country Road & Higgins Way Improvements project.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

H. Resolution No. 2024-72 approving Task Order No. 2024-09 with HLA Engineering and Land Surveying, Inc., for the Pappy's Landing Phase 2 Development Construction Engineering

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Rodriguez, second by Councilmember Moore, Council approved Resolution No. 2024-72 approving Task Order No. 2024-09 with HLA Engineering and Land Surveying, Inc., for the Pappy's Landing Phase 2 Development Construction Engineering.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes

- Councilmember Souders – Yes

I. **Resolution No. 2024-73 approving Task Order No. 2024-10 with HLA Engineering and Land Surveying, Inc., for the Splash Pad Improvements**

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Diaz, second by Councilmember Souders, Council approved Resolution No. 2024-73 approving Task Order No. 2024-10 with HLA Engineering and Land Surveying, Inc., for the Splash Pad Improvements.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

J. **Resolution No. 2024-74 approving Task Order No. 2024-11 with HLA Engineering and Land Surveying, Inc., for the Willoughby Road Reconstruction**

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Moore, second by Councilmember Rodriguez, Council approved Resolution No. 2024-73 approving Task Order No. 2024-10 with HLA Engineering and Land Surveying, Inc., for the Splash Pad Improvements.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

K. **Resolution No. 2024-75 authorizing the Mayor to sign the Technical Assistance Contract No. 010125GV with the Yakima Valley Conference of Governments**

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Rodriguez, second by Councilmember Souders, Council approved Resolution No. 2024-75 authorizing the Mayor to sign the Technical Assistance Contract No. 010125GV with the Yakima Valley Conference of Governments.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

L. Resolution No. 2024-76 accepting the Request For Qualifications and Cost Proposal for Event Planning and Execution and authorizing the Mayor to sign all contract documents with Finn Styles Company

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Rodriguez, second by Councilmember Souders, Council approved Resolution No. 2024-76 accepting the Request For Qualifications and Cost Proposal for Event Planning and Execution and authorizing the Mayor to sign all contract documents with Finn Styles Company.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

M. Resolution No. 2024-77 authorizing the Mayor to sign the Audiovisual Solution Proposal with Avidex Industries, LLC for the Stage Pavilion Audio System at the Childress Amphitheater

This item was previously discussed at the December 10, 2024 C.O.W. meeting.

On motion by Councilmember Souders, second by Councilmember Diaz, Council approved Resolution No. 2024-77 authorizing the Mayor to sign the Audiovisual Solution Proposal with Avidex Industries, LLC for the Stage Pavilion Audio System at the Childress Amphitheater.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes

- Councilmember Souders – Yes

8. UNFINISHED AND NEW BUSINESS

A. December 24, 2024 C.O.W. and Council Meeting Cancellation

On motion by Councilmember Moore, second by Councilmember Souders, Council cancelled the December 24, 2024 Committee-of-the-Whole and Council meetings due to a lack of agenda items and the Christmas holiday.

Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Absent
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

9. CITY ADMINISTRATOR AND/OR STAFF REPORTS – None

10. MAYOR & COUNCILMEMBER REPORTS – None

11. ADJOURNMENT

On motion by Councilmember Moore, second by Councilmember Souders, the Council meeting adjourned at 7:35 p.m.

Mayor Ashley Lara

Anita Palacios, City Clerk

RESOLUTION NO. 2025-01

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING SUBMISSION OF A 2025 CONGESTION MITIGATION &
AIR QUALITY AND CARBON REDUCTION PROGRAM APPLICATION
TO THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
FOR FUNDING TO PURCHASE A NEW STREET SWEEPER**

WHEREAS, the City is applying to the Yakima Valley Conference of Governments for the 2025 Congestion Mitigation & Air Quality and Carbon Reduction Program for funding to purchase a new street sweeper;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, Mayor Ashley Lara is authorized to submit applications on behalf of the City;

NOW, THEREFORE, be it resolved that the City authorizes submission of an application to the Yakima Valley Conference of Governments for the 2025 Congestion Mitigation & Air Quality and Carbon Reduction Program for funding to purchase a new street sweeper.

BE IT FURTHER RESOLVED that the City designates Mayor Ashley Lara, as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with the application for funding assistance.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on January 14, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



**2025 Congestion Mitigation & Air Quality (CMAQ)
and Carbon Reduction Program (CRP)
APPLICATION**

Project Lead	City of Grandview				
Project Name	Street Sweeper				
Contact Name	Shane Fisher		E-Mail: sfisher@grandview.wa.us		
Phone #	509-882-9200		Fax #: 509-882-3099		
Type of Project Submitted	Diesel Engine Replacement				
CMAQ Application	Yes	No	CRP Eligibility List Application	Yes	No
Is the project in the 2025-2028 MTIP?	Yes	No	Is the project ready to proceed?	Yes	No

Proposed Project Description

Describe the project as it should be represented for best modeling results. The description may be written, may be sketched, photographed, digital edited, or may be a combination of any imaging format. If some design components cannot not be modeled in the current YVCOG emissions model. YVCOG will notify the potential applicant if another quantitative or qualitative analysis is necessary to evaluate the submitted project instead of the travel demand model.

The following should be fully described in the project description:

Modal Alternatives

- Bike / Ped Facilities (that provide reduction in SOV use)
- Transit service (demonstration)
- Transit Fleet / Infrastructure acquisition
- Diesel retrofits, alternate fuels, vehicles and technology
- Establishment or operations of traffic monitoring, management, and control facilities.
- Projects or programs that shift travel demand to non-peak hours or other transportation modes (teleworking, ridesharing, pricing, and others.)

Lanes

- Posted speed change
- Grade separation
- Increased/decreased number of lanes
- Change in capacity on a roadway
- Change in functional class
- Addition of a two-way left turn lane, turn pockets, restriction of a turn such as a barrier at an intersection, weaving lane
- Restrictions or removal of a restriction such as one-way only/change to two-way/reversible lanes/HOV lanes/truck only/trucks-not-allowed lanes

Intersections

- Traffic Flow Improvements
- Change in stop control – stop sign, signal, yield, round-about
- Addition of a turn pocket, restriction of a turn such as right-in/right-out

- The applicant will provide information on the cover page and complete application Parts I, II, III, IV, V, and VI.
- YVCOG will calculate air quality benefits in consultation with project sponsors for reporting purposes.

Anticipated CMAQ funding for the 2025 Call for Projects is:

\$2,000,000 (Approx) through FY 2026

The CMAQ Application Process recommends that:

- MPO Eligible Jurisdictions only may apply.
- Each jurisdiction is allowed to submit one solo application for this Call for Projects and/or one multi-jurisdictional application.
- The max amount of requested CMAQ funding for any project:
 - \$500,000 for program or equipment / \$750,000 for construction projects.
- Projects within YVCOG’s PM10 and MPO Boundary are eligible.
 - (Grandview, Selah, Yakima, (Urbanized) Yakima County).
Union Gap is ineligible per previous agreement.
 - Carbon Monoxide and/or PM10 benefit per state/federal air quality models.

Requested CMAQ Project Amount (\$):	
-------------------------------------	--

Anticipated CRP funding for the 2025 Call for Projects is:

\$561,849 per year and allocated by population (per U.S. Census/FHWA) as stated below:

\$3,072,428 (Approx) through FY 2026

- “Medium” Urban Populations b/n 50,000 – 200,000 \$1,391,500 (Thru FY26)
 - (Moxee, Naches, Selah, Union Gap, Yakima, Yakima Co.)
- “Small” Urban Populations b/n 5,000 – 49,999: \$546,890 (Thru FY26)
 - (Grandview, Sunnyside, Toppenish, Wapato, Yakima Co.)
- “Rural” Populations Less than 5,000: \$652,275 (Thru FY26)
 - (Granger, Harrah, Mabton, Tieton, Zillah, and Unincorporated Yakima County)
- “Anywhere” \$481,750 (Thru FY26)

The CRB Application Process recommends that:

- All YVCOG Jurisdictions may apply,
- Each jurisdiction is allowed to submit one application for this Call for Projects, and/or one multi-jurisdictional application.
- The max amount of requested CRP funding for any project is \$500,000.

Anticipated CRP Project Cost (\$):	\$400,000.00
------------------------------------	--------------

PART I: PROPOSAL DESCRIPTION

Describe the proposal in general terms and include a discussion of how the project/proposal will reduce carbon emissions (for CRP funding) or transportation related PM₁₀ emissions (for CMAQ funding), **or other air pollution emissions***, and/or transportation congestion. Include all project information items shown on the cover page. Attach a vicinity map showing the proposed location (if applicable) or the area affected in either 8½ x 11 inch or 11 x 17-inch format and an aerial photo of the area and any other supportive information in your application packet.

Project Start (Nearest Crossroad /Landmark, if applicable)	N/A
Project Finish (Nearest Crossroad /Landmark, if applicable)	N/A
Project Description	
<p>The City of Grandview currently uses a 23-year-old street sweeper which is nearing the end of it's serviceable life. The EPA suggests that the current average lifespan of a street sweeper is 5-8 years, depending on usage. The environment for which a sweeper operates wears on all components, and its efficiency decreases, especially compared to the new sweepers equipped with more advanced technology. The request for a modern street sweeper would decrease diesel emissions, resulting in a reduction of carbon and air pollution emissions (PM₁₀).</p> <p>By purchasing a new street sweeper, the City would reduce diesel, carbon, and nitrogen emissions, while also cutting the additional yearly maintenance expenses and continuing to keep streets clean.</p> <p>The City currently has 94.3 lane miles of roadway that should be regularly swept. Street sweeping improves air quality in the PM₁₀ maintenance area, reduces the amount of trash and debris on our roadways, and enhances water quality. An emission-friendly sweeper would significantly amplify these benefits.</p> <p><i>*Projects demonstrating an air pollution reduction other than PM₁₀ may submit a 2025 application according to consensus between YVCOG and WSDOT as of October 4, 2012. If new FHWA or FTA guidance restricts air pollution reductions in the PM₁₀ maintenance area to PM₁₀ reduction exclusively, the prioritization or awarding of projects may change. Exclusive consideration of PM₁₀ reductions by FHWA or FTA will result in YVCOG removing from the selection process those projects primarily showing PM_{2.5}, CO, VOC, NO_x, SO_x, or NH₃ reductions in their evaluations. If pollutant reduced is other than PM₁₀, it is the applicant's responsibility to explicitly identify which and explain why specific pollutants are to be evaluated.</i></p>	

**PART II: AIR QUALITY BENEFITS /
VEHICLE MILES TRAVELED (VMT) REDUCTION**

Please describe the air quality benefits anticipated within the Yakima Valley PM₁₀ Limited Maintenance Area as a result of this project/program. If you are submitting a CRP project, describe anticipated carbon reduction benefits. What populations will benefit over time from this project. For YVCOG reporting purposes, please note which criteria pollutants will be addressed.

Air Quality Benefits (Enter Text Here):

The City of Grandview currently contains 47.15 linear miles of streets, which the City sweeps two days a week, for approximately 8 hours each day. The reduction in diesel emissions provided by a new street sweeper will significantly improve air quality and help to reduce the PM₁₀ Region.

A new street sweeper equipped with a diesel emission system offers the greatest benefit in reducing diesel emissions. This system uses a diesel oxidation catalyst to raise exhaust gas temperatures, which helps reduce carbon monoxide and hydrocarbons. Next, a diesel particulate filter captures and stores emitted debris until the regeneration conditions are optimal. The exhaust is then treated with diesel exhaust fluid before entering the selective catalytic reduction, where any remaining nitrogen oxide emissions are removed.

In addition to reducing emissions, a street sweeper will continue to decrease the number of organic particulates on the streets that are resuspended into the air by traffic. Other contaminants such as asbestos and heavy metals from brakes and leaking fluids are also resuspended in air or washed into the storm systems. A reduction in air pollution within the City of Grandview would benefit both residents and visitors.

**To be filled in by YVCOG if applicant modeling request is made
(PM₁₀ Emission reduction for the project as provided to YVCOG for Analysis)**

How many Kilograms (Kg) per day of PM₁₀ will be reduced? (CMAQ Application)

Describe the methodology used to estimate PM₁₀ reduction (i.e. modeling tool, or other device)

Other Pollutant emission reduction for the project as provided for YVCOG analysis

Pollutant Type	PM _{2.5}	CO	VOC	NO	SO _x	NH ₃
Pollutant Reduction (Kilograms per day)						

Describe the methodology used to estimate other pollutant reduction (i.e. modeling tool, or other device)

How will the proposal contribute to the reduction of single occupant vehicle use (SOV)? **If YVCOG modeling is not requested**, how many VMTs will be reduced from this project/program? Describe the methodology used to estimate VMT reductions.

VMT Reduction (Enter Text Here):

This proposal will have no effect on the use of single occupant vehicles, nor will this proposal have any effect of reducing vehicle miles traveled.

To be filled in by YVCOG if applicant modeling request is made (VMT reduction for the project as provided to YVCOG for Analysis)	
How Many VMT's will be reduced?	
Describe the methodology used to estimate VMT reduction	

PART III: MULTI- / INTER-MODAL FACILITIES

What accommodation to multi-or inter-modalism does this proposal make? Indicate how many and which modes of transportation will benefit from this project/proposal? What populations will this project serve?

Multi- / Inter-Modal Facilities (Enter Text Here):
 A street sweeper will efficiently and effectively clean the particulates and debris off the streets, thus improving air quality at transit stops and for pedestrians and bicyclists.

 The City's residents and any visitors would be served by the street sweeper.

PART IV: ENVIRONMENTAL JUSTICE

Describe the user groups that will benefit from the project, including commuters, residents, commercial users, highly impacted communities and those groups identified in the President's Order for Environmental Justice, seniors, people with disabilities and/or areas experiencing high levels of unemployment or chronic underemployment.

Environmental Justice (Enter Text Here):
 The City of Grandview places a strong emphasis on fairness by actively engaging with and addressing the requirements of economically disadvantaged, underserved, and burdened segments of the community. With 57% of households classified as low income, 40% of population lacking a high school education, a 5% unemployment rate, and 9% of individuals with disabilities, alongside an 87% Hispanic population, the project recognizes the diverse needs within the community. Every user of Grandview's transportation system and the entirety of the Grandview population would benefit from a new street sweeper.

PART V: FINANCIAL PARTNERSHIP REQUIREMENTS

Note: Based on WSDOT Highway and Local Program (H&LP) Office direction, this project is NOT required to provide a 13.5% match. For this call for projects only, WSDOT Toll Credits will be used in lieu of local match. If project is part of a greater, multi-funding sourced partnership, list sources and respective amounts of the matching funds they will provide below (other than the regional federal request).

List Participating Agencies:

N/A

Double click on the table and complete the white sections of the funding table to **calculate match dollars** secured for your project and the percentage of match represented by non-CMAQ funds. Please provide documentation of participating agencies matching funds in your submittal.

Source	\$ Amount	% of Total
CMAQ or CRP Competitive Funds Requested	400,000	100.0
Local agency funds	0	0.0
State funds	0	0.0
Private funds	0	0.0
Other eligible matching funds	0	0.0
Sub Total (Non-CMAQ Funds)	0	0.0
Total Project Cost = CMAQ Funds + Non-CMAQ Funds	400,000	100
Percentage of Match (Non-CMAQ Funds)	0.0	
Percentage of Match Required as minimum	13.5	

PART VI: CONSISTENCY REQUIREMENTS

Describe how this proposal is consistent with and supports the 2024-2045 Yakima Valley Metropolitan Transportation Plan, and local GMA plans. Cite specific pages.

Consistency Requirements (Enter Text Here):

- Development of local performance targets in Green House Gases. (Page 61)
- A policy in Section 5 states to "Continue to monitor and implement air quality conformance measures." (Page 71)

PART VII: ENDORSEMENT AND ASSURANCES

This project meets all the following criteria and is eligible to receive 2025 Congestion Mitigation Air Quality (CMAQ) Call for Project and or Carbon Reduction Program (CRP) funds:

1. The project is consistent with 2024-2045 Yakima Valley Metropolitan Transportation Plan and all local land use plans.
2. The project reduces transportation related PM₁₀ or other pollutant emissions.
3. The project has secured the required local match and/or partnership investments.
4. The project is ready to proceed.

Jurisdiction / Agency Lead (Signature)	Date
Elected Official or City Executive for Lead Jurisdiction / Agency (Signature)	Date

The applicant must provide documentation (e.g. Council meeting minutes, a letter from the Mayor or City Manager, or some other evidence) that the legislative body is aware that CMAQ funds are being applied for on the application. **YVCOG must receive the documentation with the application in order for the application to be complete.**

Air Quality Modeling Prepared by	Date

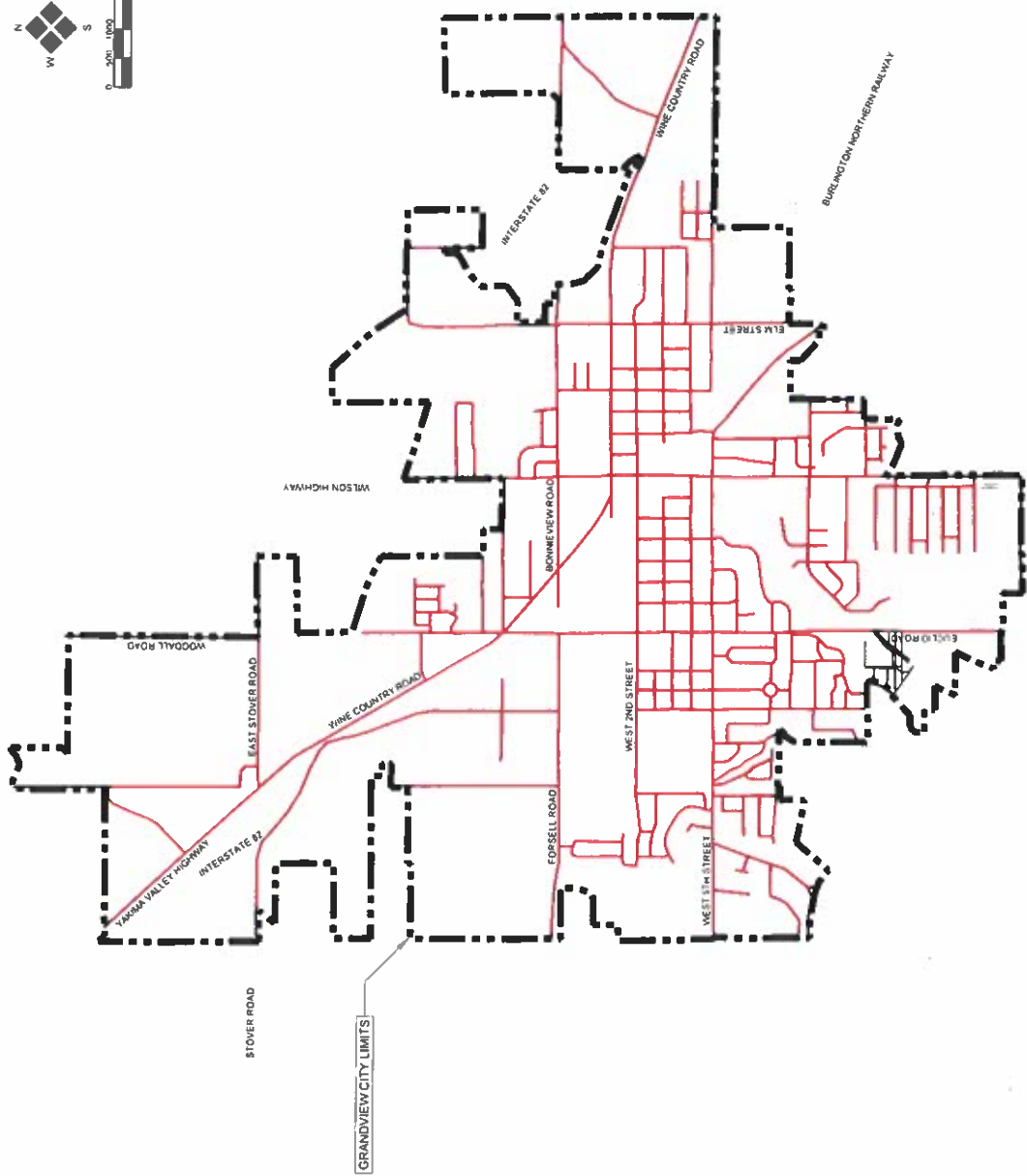
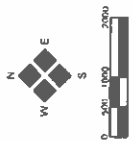
Project Proposals

Proposals must include the following in order to be considered:

- A completed and signed application – can be electronic or handwritten (signed)
- One-page project vicinity map (8.5” x 11” or 11” x 17”)
- Any necessary supporting documentation

Date	Action
December 2, 2024	Announce 2025 CMAQ & CRP Call for Projects to eligible jurisdictions and agencies.
December 20, 2024	Initial Application Intent Page and Project Description information due to YVCOG to determine air quality benefits.
January 24, 2025	Applications due to YVCOG.
Late Jan. / Early Feb. 2025	TAC subcommittee meets to score CMAQ and CRP applications.
February 13, 2025	TAC prioritization recommendations for CMAQ/CRP to Transportation Policy Board.
February 19, 2025	Transportation Policy Board considers/approves TAC’s CMAQ/CRP recommendations.
Week of February 24, 2025	CMAQ/CRP Award letters mailed to funded project applicant(s)
July 31, 2025	Deadline to Submit Obligation Paperwork for Inclusion in 2025 Federal Fiscal Year
September 30, 2025	End of 2025 Federal Fiscal Year
October 1, 2025	First Day to Obligate Funds in 2026 Federal Fiscal Year

**Mail, deliver or email the completed application, no later than 12:00 noon on January 24, 2025 to:
 YVCOG, 311 North 4th Street, Suite 204, Yakima, WA 98901
 email: alan.adolf@yvcog.us**



LEGEND:
 CITY STREET

CITY OF GRANDVIEW

JOB NUMBER	DATE
24007	12.12.24
CLIENT NAMES	SSA
344446	Street
	Survey
	deg
DESIGNED BY	DATE
ENTERED BY	DATE

2403 Rufus Road
 Yalaha, WA 98902
 509 966 7000
 Fax 509 965 3809
 www.hla.ca.com



STREET MAP

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ESTABLISHING JOB DESCRIPTIONS FOR THE PUBLIC WORKS
FACILITIES SUPERVISOR AND PUBLIC WORKS UTILITIES
SUPERVISOR AND SETTING FORTH PROCEDURES TO ESTABLISH
THE PUBLIC WORKS FACILITIES SUPERVISOR AND PUBLIC WORKS
UTILITIES SUPERVISOR SALARIES**

WHEREAS, the City Administrator is proposing that the City Council establish job descriptions for the new positions of Public Works Facilities Supervisor and Public Works Utilities Supervisor to use in the recruitment process; and

WHEREAS, pursuant to RCW 35A.11.020, the City Council is responsible for establishing positions, including job descriptions and salaries; and

WHEREAS, the City Council desires to adopt this resolution to establish job descriptions for the Public Works Facilities Supervisor and Public Works Utilities Supervisor positions and provide a process for setting the Public Works Facilities Supervisor and Public Works Utilities Supervisor salaries;

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

1. The City Council hereby adopts the job descriptions for the Public Works Facilities Supervisor and Public Works Utilities Supervisor in the forms attached hereto and incorporated herein by this reference.

2. The City Council shall establish the salary for the Public Works Facilities Supervisor and Public Works Utilities Supervisor by ordinance following approval of the job descriptions.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on January 14, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

POSITION DESCRIPTION

Position: Public Works Facilities Supervisor
Report to: Public Works Director
Department: Public Works
Revised: January 2, 2025

Position Purpose

The Facilities Supervisor shall assist the Public Works Director in the performance of their duties, specifically assigned responsibilities, and shall be responsible for the direct supervision of crews.

Supervises

All employees in specified operating divisions of the Public Works Department, including but not limited to parks, streets, cemetery, and building maintenance.

Essential Job Functions

1. Responsible for the direct supervision of crews in the Public Works Department. Assists in the preparation of budget estimates and budget administration. Supervises, schedules, and trains employees in all divisions of the Public Works Department and evaluates employee performance.
2. Assists the Public Works Director in the preparation of specifications for equipment, the calling for bids, purchasing materials used and costs, and the maintenance of project records.
3. Responsible for the maintenance of all departmental equipment, vehicles, and buildings.
4. Operates equipment and vehicles as required.
5. Assists the Public Works Director and City Administrator in confidential matters relating to labor relations and personnel issues within the department.
6. Effectively recommends the hiring, disciplining, or discharging of employees within his or her jurisdiction in accordance with City policy, procedures, and union agreements as appropriate. Acts as the first step in any grievance procedure.
7. Assists with risk management within the department.
8. Performs other related duties as required or assigned.

Working Condition

Work is performed both in the office and in the field.

Minimum Qualifications

High School Diploma or GED equivalent.

Fluency, verbal and written, in Spanish and English is preferred, but not required.

Pesticide Spray Certification, First-Aid Certification, and Aquatic Facilities Operator Certification or be able to obtain within six months.

Knowledge of current methods, materials, practices, procedures, and equipment used in construction, maintenance, and repair of all public works facilities. An in-depth understanding and adherence to Department of Labor & Industries Safety Standards.

Knowledge of effective supervisory principles and practices, the ability to apply those principles, the ability to plan and assign work, and the ability to make independent decisions in emergency situations is necessary.

Possession of or the ability to obtain a valid Washington State Motor Vehicle Operator's License.

A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.

POSITION DESCRIPTION

Position: Public Works Utilities Supervisor
Report to: Public Works Director
Department: Public Works
Revised: January 2, 2025

Position Purpose

The Utilities Supervisor shall assist the Public Works Director in the performance of their duties, specifically assigned responsibilities, and shall be responsible for the direct supervision of crews.

Supervises

All employees in specified operating divisions of the Public Works Department, including water, sewer, irrigation, and garbage.

Essential Job Functions

1. Responsible for the direct supervision of crews in the Public Works Department. Assists in the preparation of budget estimates and budget administration. Supervises, schedules, and trains employees in all divisions of the Public Works Department and evaluates employee performance.
2. Assists the Public Works Director in the preparation of specifications for equipment, solicit for bids using the Small Works Roster process, cost estimates and purchasing of materials, as well as record keeping for all operation & maintenance work.
3. Responsible for the maintenance of all departmental equipment, vehicles, and buildings.
4. Operates equipment and vehicles as required.
5. Assists the Public Works Director and City Administrator in confidential matters relating to labor relations and personnel issues within the department.
6. Effectively recommends the hiring, disciplining, and/ or discharging of employees under their supervision in accordance with City policy, procedures, and union agreements as appropriate. Acts as the first step in any grievance procedure.
7. Assists with risk management within the department.
8. Performs other related duties as required or assigned.

Working Condition

Work is performed both in the office and in the field.

Minimum Qualifications

High School Diploma or GED equivalent.

Fluency, verbal and written, in Spanish and English is preferred, but not required.

Possession of a Water Distribution Manager II Certification, Cross-Connection Certification, and First Aid Certification or be able to obtain within six months.

Knowledge of current methods, materials, practices, procedures, and equipment used in construction, maintenance, and repair of all public works facilities. An in-depth understanding and adherence to Department of Labor & Industries Safety Standards.

Knowledge of effective supervisory principles and practices, the ability to apply those principles, the ability to plan and assign work, and the ability to make independent decisions in emergency situations is necessary.

Possession of or the ability to obtain a valid Washington State Motor Vehicle Operator's License.

A combination of experience and education which provides suitable knowledge and ability to perform the duties may be substituted.