

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, FEBRUARY 11, 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.

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. Comprehensive Plan Update Timeline and Climate Element – Keelan Naasz, Land Use Planner with the Yakima Valley Conference of Governments 1-61
 - B. Resolution authorizing the Mayor to sign Change Order No. 1 with C&E Trenching, LLC for the Grandview Stormwater Improvements 62-75
 - C. Resolution approving Amendment No. 1 to Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements 76-80
 - D. Resolution accepting the Mike Bren Park Restroom as complete 81-85
 - E. Resolution approving Task Order No. 2025-02 with HLA Engineering and Land Surveying, Inc., for the Dykstra Park Restroom Restoration 86-92
 - F. Resolution approving a Repayment Agreement with Grandview Truck Plaza, LLC and Malhiinvestment LLC for a loan through the Supporting Investment in Economic Diversification Fund 93-107
 - G. Ordinance amending the 2025 Annual Budget 108-119
 - H. Resolution amending Section 27.04(B) of the Credit Card Use Policy within the City of Grandview Personnel Policy Manual to add the Mayor as an authorized user 120-126
- 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, February 11, 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/83839060984?pwd=1NqL6lJPbodukBFk1EiPurNiB9kdYy.1>

To join via phone: +1 253 215 8782

Meeting ID: 838 3906 0984

Passcode: 324659

Anita Palacios

From: Keelan Naasz <keelan.naasz@yvcog.us>
Sent: Wednesday, February 5, 2025 11:00 AM
To: Anita Palacios
Cc: Shane Fisher
Subject: Re: City Council and Climate Policy Advisory Team
Attachments: 2026 Periodic Update Checklist.docx; Grandview Periodic Update Public Participation Plan Deliverable 2.docx; Grandview Periodic Update Work Plan - Deliverable 1.docx; Grandview Community Assets List.docx; City of Grandview Comprehensive Plan Update.pptx

CAUTION: External Email

Hello Anita,

Please find the attached materials for the city council meeting. The order I will be discussing them is:

1. Work Plan
2. Public Participation Plan
3. Periodic Update Checklist
4. Community Asset List

I don't plan to go into too many details in the periodic update checklist, more of an overview.

Thank you,
- Keelan



*Regional Partnerships.
Regional Solutions*

Keelan Naasz
Land Use Planner

☎ 509-215-1427, Direct Line
509-574-1550, Main Office

✉ Keelan.Naasz@yvcog.us

📍 311 N. 4th Street, Suite 204
Yakima, WA 98901

🌐 yvcog.us

From: Keelan Naasz <keelan.naasz@yvcog.us>
Sent: Tuesday, February 4, 2025 4:36 PM
To: Anita Palacios <anitap@grandview.wa.us>
Cc: Shane Fisher-Grandview <sfisher@grandview.wa.us>
Subject: Re: City Council and Climate Policy Advisory Team

Ok, thank you

City of Grandview Comprehensive Plan Update



Cities in Yakima County must
complete update by June 2026

Comprehensive Plan Elements

- Administration
- Land Use
- Housing
- Capital Facilities
- Utilities
- Transportation
- Parks and Recreation (may be included in Land use and Capital Facilities)
- Physical Character
- Climate Change and Resiliency *New Element

Process

- Create Work Program – Work plan
- Develop community engagement plan – Public Participation Plan
- Review Existing Regulations - Checklists

Climate Change and Resiliency Element

- New required element for 2026
- Reviewing existing plans
- Identifying community assets

City of Grandview

Periodic Update Work Plan

Periodic Update Scope

The City of Grandview is updating its Comprehensive Plan, Critical Areas Ordinance, Subdivision Ordinance, and Zoning Ordinance. The main purpose of the updates is to provide City Council, the Planning Commission, city staff, city residents, and the business and development community a cohesive plan to guide decision making and development for the next 20 years. The updated plan will help coordinate development efforts between the city and the public, as well as those who live here and own businesses and property in Grandview.

Grandview's Comprehensive Plan is separated into eight elements: Administrative, Land Use, Housing, Transportation, Capital Facilities, Utilities, Physical Character, and Climate Change and Resiliency. Changes are needed to reflect how the Growth Management Act (GMA) has changed since the last update in 2017. The Climate Change and Resiliency Element is a new element being drafted concurrently with the update of the other elements. The following table summarizes the individual elements of the Comprehensive Plan:

Element	Description
Administration	The Administrative Element provides information on future updates to the Grandview Comprehensive Plan and provides the process to be used for those updates and amendments.
Land Use	The Land Use Element establishes the desirable character, quality and pattern of the physical environment, and represents the community's policy plan for growth over the next 20 years. In addition, because land is a limited resource, the Land Use Element acts as an overall check and balance system to provide a balance between people's use of land and lands left in a natural state to maintain natural systems functions.
Housing	The Housing Element contains existing housing resources and needs in the City, as well as projected future housing needs.
Transportation	The Transportation Element coordinates with land use, establishes level of service thresholds, and identifies both transportation demand mitigation measures and realistic transportation funding mechanisms to meet the needs of Grandview.

Capital Facilities	The Capital Facilities Element ensures that adequate capital facilities such as schools, libraries, parks, and water and sewer systems are developed concurrently with future development, and that existing level of service standards are maintained or improved.
Parks and Recreation	While there isn't a separate Parks and Recreation Element, Goals and Policies related to public parks and recreation facilities are included in the Capital Facilities and Land Use Elements.
Utilities	This Utilities Element addresses utility services in the City of Grandview and its urban growth area (UGA), and considers the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.
Physical Character	The Physical Character Element identifies the goals and policies that relate to the natural systems that exist and function within Grandview and its UGA, as well as the greater Yakima Valley. The goals and policies related to the Shoreline Master Program are included in this element.
Climate Change and Resiliency	Climate Change and Resiliency is a new element during this update cycle. It is intended to increase Grandview's resiliency when impacted by climate change related hazards, such as drought, extreme temperatures, and flooding.

The Periodic Update is a two-year process, and this Work Plan serves as an outline to the steps that will be taken and the timelines for each step.

	2024												2025												2026											
	J	A	S	O	N	D	J	F	M	A	M	J	J	J	A	S	O	N	D	J	F	M	M	A	M	J										
Develop Public Participation Plan																																				
Public Outreach and Engagement																																				
Population Allocation																																				
Land Capacity Analysis																																				
Housing Allocation																																				
Comprehensive Plan Elements and Regulations Checklist																																				
Critical Areas Checklist																																				
Update Comprehensive Plan																																				
Update Critical Areas Ordinance																																				
Update Subdivision Ordinance																																				
Update Zoning Ordinance																																				
Climate Element*																																				
SEPA Review																																				
Legislative Review and Adoption																																				

* The Climate Element is a new Element in the Comprehensive Plan that will be completed in June of 2026. It is a separate process from the Periodic Update, but follows the same timeline.

In addition to changes to the Comprehensive Plan and development regulations as a result of legislative updates of the GMA, changes to Future Land Use Map and development regulations may occur as directed by Grandview City Council and staff or as a result of requests from the community.

City of Grandview

Periodic Update Public Participation Plan

Introduction

The City of Grandview is responsible for planning under the Washington State Growth Management Act (GMA). The GMA is a series of laws, first enacted into law in 1990, that provide for the orderly management of population growth. This is accomplished, in part, by creating a Comprehensive Plan. The Comprehensive Plan is organized into chapters, also known as elements. There are several elements that are required in a Comprehensive Plan, including: Land Use, Housing, Transportation, Utilities, Capital Facilities, and Climate Change and Resiliency.

Each element examines that aspect of the Comprehensive Plan and analyzes Grandview’s ability to accommodate predicted population growth over the next 20 years. A series of goals and their associated policies within each element are intended to reflect the community’s vision and are implemented through development regulations. Every 10 years, Grandview is required to review the Comprehensive Plan and its development regulations in order to make sure that changes to state law are reflected in the plans and ordinances.

The GMA requires “early and continual citizen participation” in the development and updates of local comprehensive plans. A specific goal of the GMA is to “Encourage the involvement of citizens in the planning process.” RCW 36.70A.140 provides that every jurisdiction “shall establish and broadly disseminate to the public a public participation program identifying procedures for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans.”

The purpose of this Public Participation Plan is to outline how the community and stakeholders will be provided the opportunity to engage with the process that updates the Comprehensive Plan, Critical Areas Ordinance, Subdivision Ordinance, and Zoning Ordinance. An open and transparent process is key to having the Comprehensive Plan and development regulations reflect the unique character of the City of Grandview, as well as the wants and needs of its citizens.

Roles and Responsibilities

City Council

Grandview City Council will provide guidance on, and is the final decision maker for, the Comprehensive Plan and development regulations updates. Council will receive periodic briefings on the update process, review recommendations made from the Citizen Advisory Committee/Planning Commission, and adopt amendments to the Comprehensive Plan and development regulations.

Citizen Advisory Committee/Planning Commission

This is the primary citizen committee that is responsible for the update process. They will provide local feedback on the proposed changes to the Comprehensive Plan and development regulations. They provide the final recommendations to City Council.

Stakeholders

The Public Participation Plan is intended to reach all members of the community and those that are interested in the periodic update of the Comprehensive Plan and development regulations. This list is not exhaustive, and is subject to change should additional stakeholders be identified.

1. Other Governmental Agencies:
 - a. Tribes: Confederated Tribes and Bands of the Yakama Nation
 - b. Adjacent jurisdictions: Yakima County, Benton County
 - c. Local Departments: Grandview Police Department, Grandview Fire Department, Grandview Parks and Recreation Department, Grandview Public Works Department
 - d. State Agencies: Department of Commerce, Department of Transportation, Department of Ecology, Department of Fish and Wildlife, Washington State Recreation and Conservation Office, Department of Archaeology and Historic Preservation
2. Quasi-governmental organizations
 - a. Grandview School District
 - b. Yakima Valley Public Libraries
 - c. Port of Grandview
3. Utility Providers
 - a. Sunnyside Valley Irrigation District
 - b. Pacific Power
 - c. Cascade Natural Gas
4. Business Groups
 - a. Chamber of Commerce

b. Main Street Grandview Association

5. Local and Regional Non-profit Organizations

Methods of Public Outreach

Public involvement is important to the Periodic Update Process. Formal public notification requirements are identified in RCW 36.70A.035 and the Grandview Municipal Code. The following methods of outreach are intended to reach the entire community, and will be used in all or part:

1. **Direct Contact:** Stakeholders will be noticed about the Comprehensive Plan update and invited to participate.
2. **Webpage:** A “Comprehensive Plan Update” webpage will be developed to provide information to the public on the process and progress of the update, with draft work made available for public review. The webpage will be regularly updated to provide the most current information.
3. **Spanish language translation:** Public outreach and notification materials will be translated into Spanish. An interpreter will be available during public meetings and other events.
4. **Social Media:** Updates on the Comprehensive Plan Update process and progress will be communicated through social media platforms that the city uses.
5. **Newspaper:** The Grandview Herald will be notified of the Periodic Update so they are able to inform the community of the effort.
6. **Utility billings:** Notification to the community may be made through a notice included in the utility mailing that is sent to the addresses within the community.
7. **Posters:** Posters to create public awareness of the Periodic Update Process are made and placed in locations frequented by the community.
8. **Public Notice/Legal Ad:** Legal ads are a requirement for advertising public hearings. Public meeting and hearing notices are additionally provided on the City’s website and posted in specific posting locations around town.
9. **Email lists:** Those who provide their email address will be provided updates on the Comprehensive Plan Update process and progress.

10. **Public Meetings.** All meetings associated with the update (Citizen Advisory Committee/Planning Commission, City Council, Open Houses) will offer opportunity for individuals to provide comment on the topics at hand, as well as opportunity for comments for items not specifically being discussed on the agenda for the particular meeting.
11. **Washington State Environmental Policy Act (SEPA) Review:** A SEPA environmental review and determination and associated comment period is required prior to adoption of the Comprehensive Plan updates and any associated development regulation updates considering the environmental impacts of specific actions/policies. Public comment on the SEPA determination will be considered prior to action on the updates.
12. **Agency Review:** The City will distribute draft Comprehensive Plan elements and development regulations to the Department of Commerce and other state agencies as required seeking their comment prior to final recommendation from the Planning Commission to the City Council for potential adoption.

Is amendment needed to meet current statute? Check YES to indicate a change to your plan will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn't changed since your previous update, if your jurisdiction has kept current with required inventories, or if there haven't been many changes in local circumstances.

Use the "Notes" column to add additional information to note where your city may elect to work on or amend sections of your plan or development regulations, to call out sections that are not strictly required by the GMA, or to indicate if the item is not applicable to your jurisdiction.

Submit your checklist! This will be the first deliverable under your [periodic update grant](#).

PlanView system and instructions: Completed checklists can be submitted through Commerce's PlanView portal. The PlanView system allows cities and counties to submit and track amendments to comprehensive plans or development regulations online, with or without a user account. You can also submit via email: reviewteam@commerce.wa.gov Fill out and attach a [cover sheet](#), a copy of your submittal and this checklist. *Please be advised that Commerce is no longer accepting paper submittals.*

For further information about the submittal process, please visit Commerce's [Growth Management Act Laws and Rules webpage](#).

Need help?

Please visit Commerce's [periodic update webpage](#) for additional resources.

Or contact:

Suzanne Austin, AICP
Senior Planner
Growth Management Services
WA Department of Commerce
509.407.7955

Suzanne.Austin@commerce.wa.gov

Or, [your assigned regional planner](#)

Checklist Navigation

Section I: Comprehensive Plan	Section II: Development Regulations	Appendices
LAND USE	CRITICAL AREAS	APPENDIX A: HOUSING UNIT MINIMUMS PER POPULATION
HOUSING	ZONING CODE	APPENDIX B: ELEMENT UPDATES UNDER HB 1181
CAPITAL FACILITIES	SHORELINE MASTER PROGRAM	
UTILITIES	RESOURCE LANDS	
TRANSPORTATION	ESSENTIAL PUBLIC FACILITIES	
SHORELINE	SUBDIVISION CODE	
ESSENTIAL PUBLIC FACILITIES	STORMWATER	
TRIBAL PLANNING	ORGANIC MATERIALS MANAGEMENT	
CLIMATE CHANGE & RESILIENCY	IMPACT FEES	
ECONOMIC DEVELOPMENT	CONCURRENCY & TDM	
PARKS & RECREATION	TRIBAL PARTICIPATION	
OPTIONAL ELEMENTS	REGULATIONS FOR OPTIONAL ELEMENTS	
CONSISTENCY	PROJECT REVIEW PROCEDURES	
PUBLIC PARTICIPATION	PLAN & REGULATION AMENDMENTS	

Section I: Comprehensive Plan

Land Use Element

Consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1), amended in 2023

	in Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>Notice: 2021-2022 legislation ESSB 5593 includes changes to RCW 36.70A.130 regarding UGA size, patterns of development, suitability and infrastructure.</p> <p>Coordinate these efforts with your county.</p>				Completed: Date: <input type="checkbox"/>
<p>a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the central Puget Sound region, the plan is consistent with applicable multicounty planning policies. RCW 36.70A.210 WAC 365-196-305</p> <p>Coordinate these efforts with your county.</p>				Completed: Date: <input type="checkbox"/>
<p>b. A future land use map showing city limits and UGA boundaries. RCW 36.70A.070(1) amended in 2023 and RCW 36.70A.110(6), WAC 365-196-400(2)(d), WAC 365-196-405(2)(i)(ii)</p>				Completed: Date: <input type="checkbox"/>
<p>c. Consideration of urban planning approaches that increase physical activity and reduce per capita vehicle miles 25 traveled within the jurisdiction, but without increasing greenhouse gas emissions elsewhere in the state. RCW 36.70A.070(1) (amended in 2023) and WAC 365-196-405(2)(i).</p> <p>Additional resources: Commerce's Climate guidance, Transportation Efficient Communities' guidance, and the WA Department of Health Washington State Plan for Healthy Communities and Active Community Environment Toolkit</p>				Completed: Date: <input type="checkbox"/>

17

Section I: Comprehensive Plan

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>d. A consistent population projection throughout the plan which should be consistent with the jurisdiction's allocation of countywide population and housing needs. RCW 36.70A.115, RCW 43.62.035 and WAC 365-196-405(f)</p>				Completed: <input type="checkbox"/> Date:
<p>e. Estimates of population densities and building intensities based on future land uses and housing needs. RCW 36.70A.070(1) (amended in 2023), WAC 365-196-405(2)(i)</p> <ul style="list-style-type: none"> For cities required to plan under the Buildable Lands Program, RCW 36.70A.215 amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See Commerce's Buildable Lands Program page. 				Completed: <input type="checkbox"/> Date:
<p>f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(1) (amended in 2023), WAC 365-196-405(1)(c); WAC 365-196-485(1)(d)</p>				Completed: <input type="checkbox"/> Date:
<p>g. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools and other public uses. RCW 36.70A.150 and WAC 365-196-340</p>				Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>h. Identification of open space corridors and green spaces within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails and connection of critical areas, and urban and community forests within the UGA. RCW 36.70A.070(1) amended in 2023, RCW 36.70A.160 and WAC 365-196-335</p>				Completed: <input type="checkbox"/> Date:
<p>i. If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports. RCW 36.70A.510, RCW 36.70.547 Note: The plan (and associated regulations) must be filed with the Aviation Division of WSDOT. WAC 365-196-455</p>				Completed: <input type="checkbox"/> Date:
<p>j. Where applicable, a review of drainage, flooding and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.070(1) (amended in 2023) and WAC 365-196-405(2)(e) Note: RCW 90.56.010(27) defines waters of the state. Additional resources: Commerce's climate guidance, Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>				Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>k. Policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas and geologically hazardous areas. In developing these policies, the city must have included the best available science (BAS) to protect the functions and values of critical areas, and give "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries.</p> <p>RCW 36.70A.030(6), RCW 36.70A.172, WAC 365-190-080. Best Available Science: see WAC 365-195-900 through -925</p>			<p>Completed: <input type="checkbox"/> Date:</p>	
<p>l. If forest or agricultural lands of long-term commercial significance are designated inside a city: a program authorizing Transfer (or Purchase) of Development Rights. RCW 36.70A.060(4), RCW 36.70A.170</p>			<p>Completed: <input type="checkbox"/> Date:</p>	
<p>m. If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: policies, land use designations, (and consistent zoning) to discourage the siting of incompatible uses adjacent to military bases.</p> <p>RCW 36.70A.530(3), WAC 365-196-475</p>			<p>Completed: <input type="checkbox"/> Date:</p>	
<p>n. New section RCW 36.70A.142 (2022), HB 1799: Development regulations newly developed, updated, or amended after January 1, 2025 allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting must meet criteria described in RCW 70A.205.040(3). See also RCW 36.70.330. For applicability, see RCW 70A.205.540.</p>			<p>Completed: <input type="checkbox"/> Date:</p>	

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>o. Give special consideration to achieving environmental justice in goals and policies, including efforts to avoid creating or worsening environmental health disparities. RCW 36.70A.070(1) amended in 2023.</p>				Completed: <input type="checkbox"/> Date:
<p>p. The land use element must reduce and mitigate the risk to lives and property posed by wildfires by using land use planning tools and through wildfire preparedness and fire adaptation measures. RCW 36.70A.070(1) amended in 2023. See also: International Wildland-Urban Interface Code</p>				Completed: <input type="checkbox"/> Date:

Housing Element

New 2021 and 2022 legislation substantially amended the housing-related provisions of the Growth Management Act (GMA), RCW 36.70A.070 (2). Local governments should review local comprehensive plan policies and countywide planning policies to be consistent with the updated requirements. Please refer to Commerce's housing webpage for further information. See also Appendix A of this checklist for the new 2023 minimum housing unit requirements per city population.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>Notice: For more information about what these housing element requirements involve and what Commerce staff will be reviewing for, please see the Expanded Housing Checklist located on the Updating GMA Housing Elements webpage.</p>				
<p>a. Goals, policies and objectives for:</p> <ul style="list-style-type: none"> the preservation, improvement and development of housing RCW 36.70A.070(2)(b); moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes, within an urban growth area boundary, RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a); and Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) new in 2021 <p>Notice: These items were separately listed in the previous version of the checklist. No content was changed.</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of countywide housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021, WAC 365-196-410(2)(b) and (c)</p>				<p>Completed: <input type="checkbox"/> Date:</p>

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>c. Identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters and permanent supportive housing. RCW 36.70A.070(2)(g) amended in 2021, WAC 365-196-410(e) and (f)</p>				Completed: <input type="checkbox"/> Date:
<p>d. Adequate provisions for existing and projected housing needs for all economic segments of the community, including documenting barriers and actions needed to achieve housing availability. RCW 36.70A.070(2)(d) amended in 2021, WAC 365-196-010(q)(ii), WAC 365-196-300(f), WAC 365-196-410 and see Commerce's Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan.</p>				Completed: <input type="checkbox"/> Date:
<p>e. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:</p> <ul style="list-style-type: none"> • Zoning that may have a discriminatory effect; • Disinvestment; and • Infrastructure availability <p>RCW 36.70A.070(2)(e) new in 2021</p>				Completed: <input type="checkbox"/> Date:
<p>f. Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions. RCW 36.70A.070(2)(f) new in 2021</p>				Completed: <input type="checkbox"/> Date:

	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	Notes	
	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	Notes	
<p>g. Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments. RCW 36.70A.070(2)(g) new in 2021 Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing. RCW 36.70A.070(2)(h) new in 2021 See also: Support Materials for Racially Disparate Impacts, Exclusion and Displacement Work</p>				<p>Completed: <input type="checkbox"/> Date:</p>

Capital Facilities Plan (CFP) Element

To serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided and paid for by public entities including local government and special districts, etc. including water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from park and recreation elements, if separate, should be included in the CFP Element. The CFP Element must be consistent with CWPPs, and RCW 36.70A.070(3) amended in 2023. Changes made to this element through HB 1181 (climate change and resiliency) are not required, although jurisdictions should make a good faith effort to incorporate these items to be consistent with the new legislation.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. RCW 36.70A.120</p>				Completed: <input type="checkbox"/> Date:
<p>b. An inventory of existing capital facilities owned by public entities, including green infrastructure. RCW 36.70A.070(3)(a) amended in 2023 and WAC 365-196-415(1)(a)</p>				Completed: <input type="checkbox"/> Date:
<p>c. A forecast of needed capital facilities. RCW 36.70A.070(3)(b) and WAC 365-196-415(1)(b) Note: The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period.</p>				Completed: <input type="checkbox"/> Date:
<p>d. Proposed locations and capacities of expanded or new capital facilities. RCW 36.70A.070(3)(c) and WAC 365-196-415(1)(c) and (3)(c) Infrastructure investments should consider equity and plan for any potential displacement impacts.</p>				Completed: <input type="checkbox"/> Date:
<p>e. A six-year plan (at minimum) that will finance such capital facilities within projected funding capacities and identify sources of public money to finance planned capital facilities. RCW 36.70A.070(3)(d), RCW 36.70A.120, WAC 365-196-415(1)(d)</p>				Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>f. A policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d)</p> <p>Note: park and recreation facilities shall be included in the capital facilities plan element.</p>				Completed: Date: <input type="checkbox"/>
<p>g. If impact fees are collected: identification of public facilities on which money is to be spent. RCW 82.02.050(5) and WAC 365-196-850(3)</p>				Completed: Date: <input type="checkbox"/>
<p>h. Identify and include information about all public entities, including special purpose districts that own capital facilities. RCW 36.70A.070 (3) amended in 2023</p>				Completed: Date: <input type="checkbox"/>
<p>Utilities Element Consistent with relevant CWPPs and RCW 36.70A.070 (4) amended in 2023. Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical lines, telecommunication lines, and natural gas lines. Changes made to this element through HB 1181 (climate change and resiliency) are not required, although jurisdictions should make a good faith effort to incorporate these items to be consistent with the new legislation.</p>				
<p>a. The general location, proposed location and capacity of all existing and proposed utilities, to include telecommunications. RCW 36.70A.070(4)(a) amended in 2023 and WAC 365-196-420</p>				Completed: Date: <input type="checkbox"/>
<p>b. Identify and include information and contact information about all public entities, including special purpose districts that own utility systems. RCW 36.70A.070 (4)(b) new in 2023</p>				Completed: Date: <input type="checkbox"/>

Transportation Element

Consistent with relevant CWPPs and RCW 36.70A.070 (6) amended in 2023 by HB 1181. See also the new climate element below for jurisdictional requirements.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>a. An inventory of air, water and ground transportation facilities and services, including transit alignments, active transportation facilities, state-owned transportation facilities and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) amended in 2023 and WAC 365-196-430(2)(c)</p>				Completed: Date: <input type="checkbox"/>
<p>b. Adopted multimodal levels of service standards for all locally owned arterials, locally and regionally operated transit routes that serve UGAs, state-owned or operated transit routes that serve urban areas if the department of transportation has prepared such standards, and active transportation facilities to serve as a gauge to judge performance of the system and success in helping to achieve environmental justice. RCW 36.70A.070(6)(a)(iii)(B) and (C) amended in 2023, WAC 365-196-430</p>				Completed: Date: <input type="checkbox"/>
<p>c. Identification of specific actions to bring transportation facilities and services to established multimodal LOS. RCW 36.70A.070(6)(a)(iii)(D) amended in 2023, WAC 365-196-430</p>				Completed: Date: <input type="checkbox"/>
<p>d. A forecast of multimodal transportation for at least 10 years including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i), RCW 36.70A.070 (6)(a)(iii)(E) amended in 2023, WAC 365-196-430(2)(f)</p>				Completed: Date: <input type="checkbox"/>

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>e. A projection of state and local system needs to equitably meet current and future demand and equitably implement the multimodal network. <u>RCW 36.70A.070(6)(a)(iii)(F)</u> amended in 2023, <u>WAC 365-196-430(1)(c)(vi)</u> and <u>RCW 47.06</u></p>				Completed: Date: <input type="checkbox"/>
<p>f. A transition plan for transportation as required in <u>Title II of ADA</u>. Perform self-evaluations of current facilities and develop a program access plan to address deficiencies and achieve the identification of physical obstacles, establish methods, perform modifications and identify leadership roles. <u>RCW 36.70A.070(6)(a)(iii)(G)</u> new in 2023.</p>				Completed: Date: <input type="checkbox"/>
<p>g. An active transportation component to include collaborative efforts to identify and designate planned improvements for active transportation facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. <u>RCW 36.70A.070(6)(a)(vii)</u> amended in 2023, <u>WAC 365-196-430(2)(i)</u></p>				Completed: Date: <input type="checkbox"/>
<p>h. A description of any existing and planned transportation demand management (TDM) strategies, such as HOV lanes or subsidy programs, parking policies, etc. <u>RCW 36.70A.070(6)(a)(vi)</u> and <u>WAC 365-196-430(2)(i)(i)</u></p>				Completed: Date: <input type="checkbox"/>
<p>i. An analysis of future funding capability to judge needs against probable funding resources. <u>RCW 36.70A.070(6)(a)(iv)(A)</u>, <u>WAC 365.196-430(2)(k)(iv)</u></p>				Completed: Date: <input type="checkbox"/>

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>j. A multi-year financing plan based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010, WAC 365-196-430(2)(k)(ii)</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>k. If probable funding falls short of meeting identified needs of the transportation system, including state transportation facilities, a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met. RCW 36.70A.070(6)(a)(iv)(C) amended in 2023, WAC 365-196-430(2)(l)(iii)</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>l. A description of intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan. RCW 36.70A.070(6)(a)(v); WAC 365-196-430(1)(e) and 430(2)(a)(iii)</p>				<p>Completed: <input type="checkbox"/> Date:</p>

Shoreline

For shorelines of the state, the goals and policies of the shoreline management act as set forth in RCW 90.58.020 are added as one of the goals of the Growth Management Act (GMA) as set forth in RCW 36.70A.480. The goals and policies of a shoreline master program for a county or city approved under RCW 90.58 shall be considered an element of the county or city's comprehensive plan.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. The policies, goals, and provisions of <u>RCW 90.58</u> and applicable guidelines shall be the sole basis for determining compliance of a shoreline master program with this chapter except as the shoreline master program is required to comply with the internal consistency provisions of <u>RCW 36.70A.070</u>, <u>36.70A.040(4)</u>, <u>35.63.125</u>, <u>35A.63.105</u>, <u>36.70A.480</u></p>				Completed: <input type="checkbox"/> Date:
<p>b. Shoreline master programs shall provide a level of protection to critical areas located within shorelines of the state that assures no net loss of shoreline ecological functions necessary to sustain shoreline natural resources as defined by department of ecology guidelines adopted pursuant to <u>RCW 90.58.060</u>.</p>				Completed: <input type="checkbox"/> Date:
<p>c. Shorelines of the state shall not be considered critical areas under this chapter except to the extent that specific areas located within shorelines of the state qualify for critical area designation based on the definition of critical areas provided by <u>RCW 36.70A.030(5)</u> and have been designated as such by a local government pursuant to <u>RCW 36.70A.060(2)</u></p>				Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>d. If a local jurisdiction's master program does not include land necessary for buffers for critical areas that occur within shorelines of the state, as authorized by RCW 90.58.030(2)(f), then the local jurisdiction shall continue to regulate those critical areas and their required buffers pursuant to RCW 36.70A.060(2).</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>Provisions for siting essential public facilities (EPFs) Consistent with CWPPs and RCW 36.70A.200, amended 2021. This section can be included in the Capital Facilities Element, Land Use Element or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.</p>				
<p>a. A process or criteria for identifying and siting essential public facilities (EPFs). RCW 36.70A.200 and WAC 365-196-550(1) Notes: RCW 36.70A.200, amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in RCW 36.70A.200. Regional transit authority facilities are included in the list of essential public facilities.</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5) Note: If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well. WAC 365-196-550(3)</p>				<p>Completed: <input type="checkbox"/> Date:</p>

Tribal Participation in Planning new in 2022 (see HB 1717)

A federally recognized Indian tribe may voluntarily choose (opt-in) to participate in the local and regional planning processes.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period. RCW 36.70A.040(8)(a) new in 2022, RCW 36.70A.190 new in 2022</p>				Completed: <input type="checkbox"/> Date:
<p>b. Port elements, if adopted, are developed collaboratively between the city, the applicable port and the applicable tribe(s), which shall comply with RCW 36.70A.040(8). RCW 36.70A.085 amended in 2022</p>				Completed: <input type="checkbox"/> Date:
<p>c. Urban Growth Areas: counties and cities coordinate planning efforts for any areas planned for urban growth with applicable tribe(s). RCW 36.70A.110(1) amended 2022, RCW 36.70A.040(8)</p>				Completed: <input type="checkbox"/> Date:

Climate Change and Resiliency

New in 2023, see HB 1181. RCW and WAC updates are forthcoming.

A new required element for comprehensive plans and new goal of the GMA. Designed to reduce greenhouse gas (GHG) emissions, plan for resiliency and support environmental justice. Climate elements must maximize economic, environmental and social co-benefits and prioritize environmental justice in order to avoid worsening environmental health disparities. A climate element can take the form of a single comprehensive plan chapter or be integrated into several chapters/elements such as housing, transportation and land use. Visit Commerce's [Climate Program](#) webpage for further guidance, grants, tools and staff contacts.

These requirements for GHG emission reductions and resiliency apply to the following counties and their cities with a population greater than 6,000 as of April 1, 2021. Please also review [Appendix B](#) for requirements due in the upcoming [periodic update](#).

- June 30, 2025 Deadline: Clark, Skagit, Thurston, Whatcom
- June 30, 2026 Deadline: Benton, Franklin, Spokane
- June 30, 2029 Deadline: These jurisdictions are only required to update two elements this cycle – the transportation and climate elements

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Greenhouse gas emissions reduction sub-element: must include goals and policies to reduce emissions and vehicle miles traveled. This sub-element is mandatory for the state's largest and fastest-growing counties and the cities within those counties. RCW 36.70A.070(9) new in 2023</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Resiliency sub-element: must include goals and policies to improve climate preparedness, response and recovery efforts. This is mandatory for all counties and cities fully planning under the GMA and encouraged for others. RCW 36.70A.070(9) new in 2023</p>				<p>Completed: <input type="checkbox"/> Date:</p>

Future required elements: pending state funding

As of 2022, these elements have not received state funding to aid local jurisdictions in implementation. Therefore, these elements are not required to be added to comprehensive plans at this time. Commerce encourages jurisdictions to begin planning for these elements, pending the future mandate.

	In Current Plan? Yes/No If yes, cite section	Notes	
<p>Economic Development</p> <p>Although included in RCW 36.70A.070 "mandatory elements" an economic development element is not currently required because funding was not provided to assist in developing local elements when this element was added to the GMA. However, provisions for economic growth, vitality, and a high quality of life are important, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. RCW 36.70A.070(7) amended in 2017</p>			<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>Parks and Recreation</p> <p>Implements and is consistent with the capital facilities plan. Include a ten-year demand estimate, evaluation of service and facilities needs and evaluation of tree canopy coverage within UGAs. RCW 36.70A.070(8) amended in 2023</p> <p>Although included in RCW 36.70A.070 "mandatory elements" a parks and recreation element is not currently required because the state did not provide funding to assist in developing local elements when this provision was added to the GMA. However, parks, recreation and open space planning are GMA goals, and it is important to plan for and fund these facilities.</p>			<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

Optional Elements

Pursuant to RCW 36.70A.080, a comprehensive plan may include additional elements, items, or studies dealing with other subjects relating to the physical development within its jurisdiction, including, but not limited to:

	In Current Plan? Yes/No If yes, cite section	Notes	
Sub-Area Plans			Completed: <input type="checkbox"/> Date:
Conservation			Completed: <input type="checkbox"/> Date:
Recreation			Completed: <input type="checkbox"/> Date:
Solar Energy			Completed: <input type="checkbox"/> Date:

Consistency is required by the GMA

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. All plan elements must be consistent with relevant county-wide planning policies (CWPPs) and, where applicable, multi-county planning policies (MPPs), and the GMA. <u>RCW 36.70A.100</u> and <u>210, WAC 365-196-305; 400(2)(c); 510</u> and <u>520</u></p>				Completed: <input type="checkbox"/> Date:
<p>b. All plan elements must be consistent with each other. <u>RCW 36.70A.070 (preamble)</u> and <u>WAC 365-197-040</u></p>				Completed: <input type="checkbox"/> Date:
<p>c. The plan must be coordinated with the plans of adjacent jurisdictions. <u>RCW 36.70A.100</u> and <u>WAC 365-196-520</u></p>				Completed: <input type="checkbox"/> Date:
Public Participation				
<p>a. Plan ensures public participation in the comprehensive planning process. <u>RCW 36.70A.020(1), .035,</u> and <u>.140, WAC 365-196-600(3)</u> provide possible public participation choices.</p>				Completed: <input type="checkbox"/> Date:
<p>b. If the process for making amendments is included in the comprehensive plan:</p> <ul style="list-style-type: none"> • The plan provides that amendments are to be considered no more often than once a year, not including the exceptions described in <u>RCW 36.70A.130(2), WAC 365-196-640</u> • The plan sets out a procedure for adopting emergency amendments and defines emergency. <u>RCW 36.70A.130(2)(b)</u> and <u>RCW 36.70A.390, WAC 365-196-650(4)</u> 				Completed: <input type="checkbox"/> Date:

Consistency is required by the GMA

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>c. Plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comp plan's goals and the goals of the GMA. WAC 365-196-660 discusses a potential review of growth management implementation on a systematic basis. New 2021-2022 legislation HB 1241 provides that those jurisdictions with a periodic update due in 2024 have until December 31, 2024 to submit. The legislation also changed the update cycle to every ten years after the 2024-2027 cycle. Jurisdictions that meet the new criteria described in RCW 36.70A.130(9) will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. Considerations for preserving property rights. Local governments must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property. RCW 36.70A.370. For further guidance see the 2018 Advisory Memo on the Unconstitutional Taking of Private Property</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. Encourage the involvement of citizens in the planning process, including the participation of vulnerable populations and overburdened communities, and ensure coordination between communities and jurisdictions to reconcile conflicts. HB 1181 (2023) revised RCW 36.70A.020 Planning Goals for inclusion of</p>				<p>Completed: <input type="checkbox"/> Date:</p>

Consistency is required by the GMA

vulnerable populations and overburdened communities. [RCW 36.70A.035](#) *Public Participation* was not amended under HB 1181.

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Section II: Development Regulations

Must be consistent with and implement the comprehensive plan. [RCW 36.70A.040](#), [WAC 365-196-800](#) and [810](#)

Critical Areas

Regulations protecting critical areas are required by [RCW 36.70A.060\(2\)](#), [RCW 36.70A.172\(1\)](#), [WAC 365-190-080](#) and [WAC 365-195-900](#) through [925](#).

Please visit Commerce's [Critical Areas webpage](#) for resources and to complete the [Critical Areas Checklist](#). Critical areas regulations must be reviewed and updated, as necessary, to incorporate legislative changes and best available science. Jurisdictions using periodic update grant funds to update critical areas regulations must submit the critical areas checklist as a first deliverable, in addition to this periodic update checklist.

Zoning Code

Note: Please review the new 2023 housing laws in the [Washington State Housing Laws of 2019 through 2023](#) guidance, on Commerce's [Planning for Housing webpage](#) and [Appendix A](#) of this checklist.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>Notice: For more information about housing regulatory changes regarding supportive housing types, see Supportive Housing Types Review Checklist on the Updating GMA Housing Elements webpage. And for additional information on middle housing and ADU regulations, see the Middle Housing webpage.</p>				
<p>a. Zoning designations are consistent and implement land use designations that accommodate future housing needs by income bracket as allocated through the countywide planning process. (RCW 36.70A.070(2)(c) - amended in 2021 (HB 1220)</p>				Completed: <input type="checkbox"/> Date:
<p>b. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. RCW 36.70A.390 new in 2021, (HB 1220 sections 3-5) "permanent supportive housing" is defined in RCW 36.70A.030; "transitional housing" is defined in RCW 84.36.043(2)(c)</p>				Completed: <input type="checkbox"/> Date:

39

In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date:
<p>c. Indoor emergency shelters and indoor emergency housing must be allowed in any zones in which hotels are allowed, except in cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within one-mile of transit. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5)</p> <p>"emergency housing" is defined in RCW 84.36.043(2)(b)</p>			Completed: <input type="checkbox"/> Date:
<p>d. The number of unrelated persons that occupy a household or dwelling unit except as provided in state law, for short-term rentals, or occupant load per square foot shall not be regulated or limited by cities. (HB 5235), RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2022, RCW 36.01.227 new in 2021</p>			Completed: <input type="checkbox"/> Date:
<p>e. Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019</p>			Completed: <input type="checkbox"/> Date:
<p>f. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450. Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information.</p>			Completed: <input type="checkbox"/> Date:

In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>g. Manufactured housing is regulated the same as site built housing. RCW 35.21.684 amended in 2019, RCW 35.63.160, RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019. A local government may require that manufactured homes: (1) are new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood, but may not discriminate against consumer choice in housing.</p> <p>See: National Manufactured Housing Construction and Safety Standards Act of 1974</p>			Completed: <input type="checkbox"/> Date:
<p>h. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls. RCW 36.70A.680 amended in 2023, RCW 36.70A.696 amended in 2023, RCW 36.70A.697 amended in 2020, RCW 36.70A.698 amended in 2020, RCW 36.70A.699 amended in 2020</p> <p>See new Commerce guidance on the Middle Housing webpage</p>			Completed: <input type="checkbox"/> Date:
<p>i. Residential structures occupied by persons with handicaps, and group care for children that meets the definition of "familial status" are regulated the same as a similar residential structure occupied by a family or other unrelated individuals. No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860</p>			Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>j. Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300</p> <p>See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i)</p> <p>“affordable housing” is defined in RCW 84.14.010</p> <p>Review RCW 36.70A.620 amended in 2020, for minimum residential parking requirements.</p>				Completed: <input type="checkbox"/> Date:
<p>k. Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 36.01.290 amended in 2020</p>				Completed: <input type="checkbox"/> Date:
<p>l. Regulations discourage incompatible uses around general aviation airports. RCW 36.70.547 and WAC 365-196-455. Incompatible uses include: high population intensity uses such as schools, community centers, tall structures, and hazardous wildlife attractants such as solid waste disposal sites, wastewater or stormwater treatment facilities, or stockyards. For more guidance, see WSDOT’s Aviation Land Use Compatibility Program.</p>				Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
m. If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, zoning should discourage the siting of incompatible uses adjacent to military base. RCW 36.70A.530(3) and WAC 365-196-475 . Visit Military One Source to locate any bases in your area and help make determination of applicability. If applicable, inform the commander of the base regarding amendments to the comprehensive plan and development regulations on lands adjacent to the base.				Completed: <input type="checkbox"/> Date:
n. Electric vehicle infrastructure (jurisdiction specified: adjacent to Interstates 5, 90, 405 or state route 520 and other criteria) must be allowed as a use in all areas except those zoned for residential, resource use or critical areas. RCW 36.70A.695				Completed: <input type="checkbox"/> Date:
Shoreline Master Program Consistent with RCW 90.58 Shoreline Management Act of 1971				
a. Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.480				Completed: <input type="checkbox"/> Date:
b. if updated to meet RCW 36.70A.480 (2010), SMP regulations provide protection to critical areas in shorelines that is at least equal to the protection provided to critical areas by the critical areas ordinance. RCW 36.70A.480(4) and RCW 90.58.090(4) See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage				Completed: <input type="checkbox"/> Date:

Resource Lands

Defined in [RCW 36.70A.030\(3\)](#), [\(12\)](#) and [\(17\)](#) and consistent with [RCW 36.70A.060](#) and [RCW 36.70A.170](#)

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Zoning is consistent with natural resource lands designations in the comprehensive plan and conserves natural resource lands. RCW 36.70A.060(3), WAC 365-196-815 and WAC 365-190-020(6). Consider innovative zoning techniques to conserve agricultural lands of long-term significance RCW 36.70A.177(2). See also WAC 365-196-815(3) for examples of innovative zoning techniques.</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. RCW 36.70A.060(1)(a) and WAC 365-190-040 Regulations require notice on all development permits and plats within 500 feet of designated natural resource lands that the property is within or near a designated natural resource land on which a variety of commercial activities may occur that are regulations to implement comprehensive plan</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>c. For designated agricultural land, regulations encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes. Accessory uses should be located, designed and operated to support the continuation of agricultural uses. RCW 36.70A.177(3)(b)</p>				<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. Designate mineral lands and associated regulations as required by RCW 36.70A.131 and WAC 365-190-040(5). For more information review the WA State Dept. of Natural Resources (DNR)'s Geology Division site</p>				<p>Completed: <input type="checkbox"/> Date:</p>

Siting Essential Public Facilities

Regulations for siting essential public facilities should be consistent with [RCW 36.70A.200](#) and consider [WAC 365-196-550](#). Essential public facilities include those facilities that are typically difficult to site, such as airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities. Regulations may be specific to a local jurisdiction, but may be part of county-wide planning policies (CWPPs).

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>Regulations for CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200 amended in 2023, WAC 365-196-550(6) lists process for siting EPFs. WAC 365-196-550(3) details preclusions. EPFs should be located outside of known hazardous areas.</p> <p>Visit Commerce's Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs.</p> <p>Note: RCW 36.70A.200 amended by SB 5536 to include EPFs for opioid treatment programs</p>				Completed: <input type="checkbox"/> Date:
Subdivision Code				
<p>a. Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(8), RCW 36.70A.040(4)</p>				Completed: <input type="checkbox"/> Date:
<p>b. Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018</p> <ul style="list-style-type: none"> • Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students. • Potable water supplies, sanitary wastes, and drainage ways. RCW 36.70A.590 amended 2018 • Open spaces, parks and recreation, and playgrounds • Schools and school grounds <p>Other items related to the public health, safety and general welfare, WAC 365-196-820(1).</p>				Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>c. Preliminary subdivision approvals under RCW 58.17.140 and RCW 58.17.170 are valid for a period of five or seven years (previously five years).</p> <p>Note: preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and ten years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.</p>				<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>d. Include in short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots. RCW 58.17.060(3) new in 2023 by SB 5258 - section 11</p>				<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

Stormwater

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>a. Regulations protect water quality and implement actions to mitigate or cleanse drainage, flooding, and storm water run-off that pollute waters of the state, including Puget Sound or waters entering Puget Sound. RCW 36.70A.070(1) Regulations may include: adoption of a stormwater manual consistent with Ecology's latest manual for Eastern or Western Washington, adoption of a clearing and grading ordinance – See Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington.</p> <p>Adoption of a low impact development ordinance. See Puget Sound Partnership's 2012 Low Impact Development guidance and Ecology's 2013 Eastern Washington Low Impact Development guidance.</p> <p>Additional Resources: Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>				Completed: <input type="checkbox"/> Date:
<p>b. Provisions for corrective action for failing septic systems that pollute waters of the state. RCW 36.70A.070(1). See also: DOH Wastewater Management, Ecology On-Site Sewage System Projects & Funding</p>				Completed: <input type="checkbox"/> Date:

Organic Materials Management Facilities

New in 2022, HB 1799 added a section to the GMA aimed at reducing the volumes of organic materials collected in conjunction with other solid waste and delivered to landfills, supporting productive uses of organic material waste and reduction of methane gas (a greenhouse gas).

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>New section RCW 36.70A.142; new in 2022 legislation HB 1799: Development regulations newly developed, updated, or amended after January 1, 2025 allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting to meet criteria described in RCW 70A.205.040(3)</p> <p>See also RCW 36.70.330. For applicability, see RCW 70A.205.540</p>				<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

Impact Fees

May impose impact fees on development activity as part of the financing for public facilities, provided that the financing for system improvements to serve new development must provide for a balance between impact fees and other sources of public funds; cannot rely solely on impact fees.

<p>a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2015, RCW 82.02.060 amended in 2023 by SB 5258, .070, .080, .090 amended in 2018 and .100.</p> <p>WAC 365-196-850 provides guidance on how impact fees should be implemented and spent.</p>				<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>b. Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016</p>				<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>c. If adopted, limitations on impact fees for early learning facilities RCW 82.02.060 amended in 2021</p>				<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2023. See also definition change in RCW 82.02.090(1)(b) amended in 2018</p>				Completed: Date: <input type="checkbox"/>
<p>e. Ensure impact fees are not assessed on the construction of accessory dwelling units that are greater than 50 percent (50%) of the impact fees that would be imposed on the principal unit. RCW 36.70A.681 new in 2023 by HB 1337</p>				Completed: Date: <input type="checkbox"/>
<p>f. The schedule of impact fees reflects the proportionate impact of new housing units, including multifamily and condominium units, based on the square footage, number of bedrooms, or trips generated, in the housing unit in order to produce a proportionally lower impact fee for smaller housing units. RCW 82.02.060 amended in 2023 by SB 5258</p>				Completed: Date: <input type="checkbox"/>
<p>Concurrency and Transportation Demand Management (TDM) Ensures consistency in land use approval and the development of adequate public facilities as plans are implemented, maximizes the efficiency of existing transportation systems, limits the impacts of traffic and reduces pollution.</p>				
<p>a. The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b) amended in 2023, WAC 365-196-840. Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.</p>				Completed: Date: <input type="checkbox"/>

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p>b. Measures exist to bring into compliance locally owned, or locally or regionally operated, transportation facilities or services that are below the levels of service established in the comprehensive plan. RCW 36.70A.070(6)(a)(iii)(B) and (D), RCW 36.70A.070(6)(b) amended in 2023 Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.</p>				Completed: <input type="checkbox"/> Date:
<p>c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)</p>				Completed: <input type="checkbox"/> Date:
<p>d. Traffic demand management (TDM) requirements are consistent with the comprehensive plan. RCW 36.70A.070(6)(a)(vi) Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. WAC 365-196-840(4) recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.</p>				Completed: <input type="checkbox"/> Date:
<p>e. If required by RCW 82.70, a commute trip reduction (CTR) ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with comprehensive plan policies for CTR and Department of Transportation rules.</p>				Completed: <input type="checkbox"/> Date:

Tribal Participation in Planning new in 2022 (see HB 1717)

A federally recognized Indian tribe may voluntarily choose to participate in the county or regional planning process. See Commerce's new Tribal Planning Coordination for GMA webpage for guidance and staff contacts.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period RCW 36.70A.040(8)(a) new in 2022.				Completed: Date: <input type="checkbox"/>
b. Policies consistent with countywide planning policies that address the protection of tribal cultural resources in collaboration with federally recognized Indian tribes that are invited, provided that a tribe, or more than one tribe, chooses to participate in the process. RCW 36.70A.210(3)(i) new in 2022.				Completed: Date: <input type="checkbox"/>

Regulations to Implement Optional Elements

a. New fully contained communities are consistent with comprehensive plan policies, RCW 36.70A.350 and WAC 365-196-345				Completed: Date: <input type="checkbox"/>
b. If applicable, master planned resorts are consistent with comprehensive plan policies, RCW 36.70A.360 , RCW 36.70A.362 and WAC 365-196-460				Completed: Date: <input type="checkbox"/>
c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies, RCW 36.70A.365 , RCW 36.70A.367 and WAC 365-196-465				Completed: Date: <input type="checkbox"/>
d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. RCW 36.70A.020(13) , WAC 365-196-450				Completed: Date: <input type="checkbox"/>

51

In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date:
<p>e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. WAC 365-196-445</p> <p>f. Design guidelines for new development are clear and easy to understand; administration procedures are clear and defensible</p> <p>g. Local design review includes one or more ascertainable guideline, standard or criterion by which an applicant can determine whether a given building design is permissible under that development regulation. May not result in a reduction in density, height, bulk or scale below the generally applicable development regulations for a development proposal in the applicable zone. RCW 36.70A.630 new in 2023 by HB 1293</p>			Completed: Date:
Project Review Procedures In 2023, SB 5290 substantially amended local permit review processes. Codification and additional resources from Commerce are forthcoming.			
<p>Project review processes integrate permit and environmental review. RCW 36.70A.470, RCW 36.70B and RCW 43.21C.</p> <p>Also: WAC 365-196-845, WAC 197-11 (SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook.</p> <p>Integrated permit and environmental review procedures for:</p> <ul style="list-style-type: none"> • Notice of application • Notice of complete application • One open-record public hearing • Combining public hearings & decisions for multiple permits • Notice of decision • One closed-record appeal 			Completed: Date:

Plan & Regulation Amendments

If procedures governing comprehensive plan amendments are part of the code, then assure the following are true:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>a. Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). RCW 36.70A.130(2) and WAC 365-196-640(3)</p>				Completed: <input type="checkbox"/> Date:
<p>b. Regulations define emergency for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4)</p>				Completed: <input type="checkbox"/> Date:
<p>c. Regulations include a docketing process for requesting and considering plan amendments. RCW 36.70A.130(2), RCW 36.70A.470, and WAC 365-196-640(6)</p>				Completed: <input type="checkbox"/> Date:
<p>d. A process has been established for early and continuous public notification and participation in the planning process. RCW 36.70A.020(11), RCW 36.70A.035 and RCW 36.70A.140. See WAC 365-196-600 regarding public participation and WAC 365-196-610(2) listing recommendations for meeting requirements.</p>				Completed: <input type="checkbox"/> Date:
<p>e. A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property RCW 36.70A.370. See the 2018 Advisory Memo on the Unconstitutional Taking of Private Property</p>				Completed: <input type="checkbox"/> Date:
<p>f. Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in WAC 365-196-650(1).</p>				Completed: <input type="checkbox"/> Date:

53

● **Appendix A: Housing unit minimums per population**

See Commerce’s [Middle Housing webpage](#) for more information and the [Middle Housing Fact Sheet](#) for the list of cities that must comply with the following requirements.

Cities with a population less than 25,000 but within the Contiguous UGA with the largest city in a county with a population greater than 275,000			
In Current zoning? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
Zoning and development regulations allow at least two residential units per lot on all lots zoned predominantly for residential use, unless the lot is smaller than 1,000 square feet. RCW 36.70A.635 (1) and (6) HB 1110			

Cities with a population between 25,000 and 75,000			
In Current zoning? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: Date: <input type="checkbox"/>
<p>a. Zoning and development regulations allow at least:</p> <ul style="list-style-type: none"> • two residential units on each lot, • four residential units on each lot if at least one unit is affordable, unless the lot is smaller than 1,000 square feet. 			
<p>b. Zoning and development regulations allow at least four residential units on each lot, within ¼ mile walking distance of a major transit stop.</p>			

Cities with a population greater than 75,000

	In Current zoning? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Zoning and development regulations allow at least:</p> <ul style="list-style-type: none"> • four residential units on each lot, • six residential units on each lot if at least two units are affordable, unless the lot is smaller than 1,000 square feet. 				Completed: <input type="checkbox"/> Date:
<p>b. Zoning and development regulations allow at least six residential units on each lot, within ¼ mile walking distance of a major transit stop.</p>				Completed: <input type="checkbox"/> Date:

● Appendix B: Element updates per HB 1181

Required Updates to GMA Elements per HB 1181							
GMA Periodic Update Due Dates	Greenhouse Gas Reduction Sub-element	Climate Resilience Sub-element	Transportation Element	Land Use Element	Capital Facilities Element*	Utilities Element*	Parks & Recreation Element*
For jurisdictions with a 2024 deadline and subject to GHG Emissions Reduction [Sec. 15 (10)]	Due 2029	Due 2029	Due 2029			Due in 2034	
For jurisdictions with a 2025 & 2026 deadline and subject to GHG Emissions Reduction [Sec. 4 (1) and (2)]	X	X	X	X	X*	X*	X*
Jurisdictions not subject to GHG Emissions Reduction (all years) [Sec. 4 (3) and 9(e)(1)]	Optional	X See RCW 36.70A.070(9)(e)	**	Only counties over 20k pop.	X*	X*	X*

Table notes: "X" indicates a GMA update requirement. One asterisk (*) indicates jurisdictions should make a good faith effort to update their elements to be consistent; refer to HB 1181 (Chapter 228, Laws of 2023) for specifics. Two asterisks (**) indicates 22 cities that need to update their transportation element based on population, not whether or not their county is among those that must develop a GHG emissions element.



Climate Element: City of Grandview Community Assets

Task 1.1: Identify community assets	
Sectors	Assets (examples below; revise list as desired)
Agriculture & Food Systems	<ol style="list-style-type: none"> 1. Agricultural production 2. Agricultural processing 3. Produce storage (Cold Storage/Controlled Atmosphere) 4. Agricultural markets (ex. Farmer's market, roadside stand) 5. Community gardens 6. Home gardens 7. Food delivery services (door dash, grocery delivery, meals on wheels) 8. Foodbanks 9. Food drives 10. Grocery stores 11. EBT/Food stamp – programs and access locations
Buildings & Energy	<ol style="list-style-type: none"> 1. Transmission power lines 2. Distribution power lines 3. Power generation (Solar energy production, Wind energy production, non-renewable) 4. Natural gas lines 5. Electric substations 6. Municipal buildings 7. Commercial buildings 8. Communication towers 9. Communication facilities/studios (radio, tv, internet, etc.) 10. Stormwater facilities 11. Electric vehicle infrastructure 12. Fueling stations 13. Parks and recreation 14. Homeless facilities/shelters 15. Medical facilities 16. Education facilities 17. Food distribution systems/centers 18. Warehousing (shipping and receiving) 19. Wastewater treatment facilities (domestic and industrial)
Cultural Resources & Practices	<ol style="list-style-type: none"> 1. Tribal practices 2. Archaeological sites (existing and potential)

	<ol style="list-style-type: none"> 3. Historic buildings 4. Granges 5. Art and theater organizations 6. Art galleries 7. Performing event facilities 8. Cemeteries 9. Museums 10. Hunting, fishing, gathering sites 11. Community gatherings (festivals, events, etc.) 12. Sporting events 13. Holiday events 14. Native species 15. Public art (murals, sculptures) 16. Outdoor gathering spaces
<p>Economic Development</p>	<ol style="list-style-type: none"> 1. Tourism (Agritourism, Outdoor recreation tourism) 2. Agricultural industries 3. Plant nurseries 4. Animal husbandry 5. Manufacturing industries 6. Technology industries 7. Retail businesses 8. Service industry 9. Financial businesses (banking, insurance, etc.) 10. Construction/building industry 11. Restaurants 12. Event venues 13. Outdoors sales lots (cars, boats, RVs, building materials, etc.) 14. Outdoor storage facilities (RV/boats, fruit bins, building materials) 15. Chamber of Commerce/Downtown Assoc. 16. Farmers markets 17. Wineries/breweries
<p>Ecosystems</p>	<ol style="list-style-type: none"> 1. Fish and Wildlife Habitat 2. Wetlands 3. Critical Aquifer Recharge Area (Groundwater) 4. Geologically Hazardous Areas 5. Frequently Flooded Areas 6. Water quality 7. Parks, trails, campgrounds, and open space corridors 8. Golf courses

	<ol style="list-style-type: none"> 9. Landscaping, urban forests, and tree canopy 10. Urban grasslands 11. Threatened & Endangered species (ex. – salmon, sage grouse) 12. Native species 13. Native habitat 14. Wetland banking
Emergency Management	<ol style="list-style-type: none"> 1. Fire and police stations, equipment, etc. 2. Wildland Urban Interface 3. Fire station 4. Fire suppression (hydrants, etc.) 5. Police station 6. Animal control 7. Medical facilities 8. Communication facilities and infrastructure 9. Flood protection infrastructure (levies, stormwater systems, etc.)
Health & Well-being	<ol style="list-style-type: none"> 1. Health facilities 2. Exercise facilities 3. Parks and recreation (Skate parks, city parks) 4. Outdoor sports facilities (Pickle ball courts, 18-Hole Disc Golf Course) (other football, soccer, baseball, tennis, etc.) 5. Housing and shelter 6. Clean air 7. Clean water 8. Employment 9. Food availability 10. Access to education 11. Access to social services 12. Social programs (e.g. – Meals on Wheels) 13. Code enforcement 14. Campgrounds 15. Public Art (murals, sculptures) 16. Lighted walking paths
Transportation	<ol style="list-style-type: none"> 1. Highway system 2. Road system 3. Sidewalks 4. Trails 5. Public Transportation 6. Park and Rides

	<ol style="list-style-type: none"> 7. Transportation demand response services (e.g. – Dial a ride) 8. Fueling stations 9. EV charging stations 10. Rail transit 11. Port District 12. Freight systems 13. Multimodal transportation 14. Street maintenance (street sweepers, snow plowing – keeping roads open) 15. Wildlife corridors
<p>Waste Management</p>	<ol style="list-style-type: none"> 1. Transfer station 2. Waste hauling 3. Wastewater treatment facilities (municipal domestic and industrial) 4. Septic systems 5. Solid waste collection (domestic and industrial/demolition) 6. Hazardous waste collection 7. Nuclear waste storage 8. Yard waste collection 9. Composting facilities 10. Recycling programs 11. Incinerator
<p>Water Resources</p>	<ol style="list-style-type: none"> 1. Aquifer levels 2. Water rights 3. Drinking water supply (municipal and well) 4. Irrigation water 5. Clean water 6. Water treatment plant 7. Water infrastructure (pumps, lines, water towers, etc.) 8. Water storage (reservoirs, tanks, reregulation reservoirs [irrigation], etc.) 9. Surface water (rivers and streams) 10. Water quantity 11. Water banking
<p>Zoning & Development</p>	<ol style="list-style-type: none"> 1. Single and multi-family residences (residential densities) 2. Commercial properties 3. Industrial properties 4. Local businesses 5. Warehousing (shipping and receiving) 6. Public utility districts (sewer, irrigation) 7. Utility districts (internet, tv, etc.)


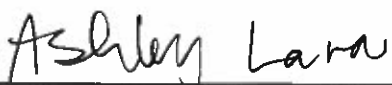
	<ul style="list-style-type: none">8. Development standards9. Urban Wildland Interface10. Code enforcement11. Parks and open space12. Green corridors/wildlife corridors
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**CITY OF GRANDVIEW
AGENDA ITEM HISTORY/COMMENTARY
COMMITTEE-OF-THE-WHOLE MEETING**

ITEM TITLE Resolution authorizing the Mayor to sign Change Order No. 1 with C&E Trenching, LLC for the Grandview Stormwater Improvements	AGENDA NO.: New Business 4 (B) AGENDA DATE: February 11, 2025
DEPARTMENT Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT HEAD REVIEW

 Shane Fisher, City Administrator

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

The City of Grandview has received funding from the Department of Ecology for the construction of stormwater improvements to disconnect the municipal stormwater system from SVID infrastructure at three locations. The project is currently under construction.

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.

This action is to approve execution of Change Order 1. Unforeseen utility conflicts occurred at the intersection of Butternut Road and Pecan Road where it was required to improve an existing drainage swale. Due to elevation conflicts with the existing sanitary sewer forcemain, the forcemain had to be lowered in elevation to construct the drainage swale. No asbuilts existed for this sanitary sewer forcemain to document the depth of the forcemain, and it was found to be shallower than standard industry practice. In addition to lowering the forcemain, near the same location, the contractor damaged an unmarked water main. The water main was not noted on City record drawings, was asbestos-concrete pipe, and did not have tracer wire or detectable marking tape. The contractor repaired the water main. Delays were also encountered by the contractor due to weather. All time and materials incurred by the contractor was tracked as the work occurred. The change order total is \$34,756.32, and the contractor is requesting 21 additional contract days. Executing Change Order 1 will not exceed the funding agreement amount. No additional expense will be incurred by the City for Change Order 1.

ACTION PROPOSED

Move a resolution authorizing the Mayor to sign Change Order No. 1 with C&E Trenching, LLC for the Grandview Stormwater Improvements to the February 11, 2025 regular Council meeting for consideration.

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN CHANGE ORDER NO. 1 WITH C&E
TRENCHING, LLC FOR THE GRANDVIEW STORMWATER IMPROVEMENTS**

WHEREAS, the City of Grandview has contracted with C&E Trenching, LLC as the contractor for the Grandview Stormwater Improvements; and,

WHEREAS, Change Order No. 1 is to replace a portion of the force main and add 21 additional working days to the project; and,

WHEREAS, Change Order 1 will not exceed the funding agreement amount and no additional expense will be incurred by the City for Change Order 1,

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

The Mayor is hereby authorized to sign Change Order No. 1 with C&E Trenching, LLC for the Grandview Stormwater Improvements 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 _____, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



CHANGE ORDER NO. 1



DATE: January 13, 2025
 PROJECT OWNER: City of Grandview
 PROJECT NAME: Stormwater Improvements
 FED. AID PROJECT NO.: WQC 2023-GRANDV-00123
 HLA PROJECT NO.: 19175A-C
 CONTRACTOR: C&E Trenching, LLC

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENT:

Original Contract Price (Including Applicable Sales Tax):	\$	907,776.72
Current Contract Price Adjusted by Previous Change Order(s) Including Applicable Sales Tax:	\$	907,776.72
Change in Contract Price Due to this Change Order (Including Applicable Sales Tax): \$32,181.78 plus 8.00% Sales Tax of \$2,574.54 = \$34,756.32 Total	\$	34,756.32
Adjusted Contract Price Including this Change Order (Including Applicable Sales Tax):	\$	942,533.04
Original Contract Working Days:		50
Current Contract Working Days Adjusted by Non-Working Days and/or Previous Change Order(s):		50
Change in Contract Working Days due to this Change Order:		21
Revised Contract Working Days:		71

CONTRACTOR: _____ Date: _____

ENGINEER: _____ Date: _____

OWNER: _____ Date: _____



CHANGE ORDER NO. 1



DATE: January 13, 2025
 PROJECT OWNER: City of Grandview
 PROJECT NAME: Stormwater Improvements
 FED. AID PROJECT NO.: WQC 2023-GRANDV-00123
 HLA PROJECT NO.: 19175A-C
 CONTRACTOR: C&E Trenching, LLC

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	CHANGE AMOUNT
CHANGE ORDER NO. 1					
C01	Lower Force Main	FA	1	\$ 34,756.32	\$ 34,756.32
CHANGE ORDER NO. 1 TOTAL:					\$ 34,756.32

CHANGE ORDER JUSTIFICATION:

Change Order No. 1 is being executed to replace a portion of the force main and adding additional working days to the project.

Replace a portion of the force main with PVC pipe and install approximately 260 LF of force main at a deeper elevation than planned due to a conflict with the swale location. The cost associated with the change order was calculated utilizing the force account provisions of the contract.

21 days granted for the following:

- * 5 days granted for work stoppage due to emergency sewer repair, mobilization, demobilization to the Grandview OIE (Welch) Sanitary Sewer Improvements project #23157C.
- * 5 days for mobilization and demobilization to the Grandview OIE (Welch) Sanitary Sewer Improvements project #23157C.
- * 7 days granted for lowering force main work on the retention pond located at the corner of Butternut & Pecan.
- * 4 days granted for the Butternut & Pecan water main conflict in the swale.



CITY OF GRANDVIEW

PROJECT NAME: STORMWATER IMPROVEMENTS

HLA PROJECT NO.: 19175A-C

PRIME CONTRACTOR: C&E TRENCHING, LLC

FORCE ACCOUNT SUMMARY

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
MINOR CHANGE BID ITEM No. 1				
10/29/24	\$1,722.28	\$1,722.28	C&E TRENCHING, LLC	Butternut Rd, 22+16.3 11.6' RT. Repair unlocated water service line.
10/30/24	\$1,383.91	\$3,106.18	C&E TRENCHING, LLC	Butternut Rd/Pecan Rd. 21+94 19' RT. Materials for side sewer repair, attach to sewer main.
11/1/24	\$797.51	\$3,903.69	C&E TRENCHING, LLC	Butternut Rd 22+55 16.75' RT
11/5/24	\$4,444.05	\$8,347.74	C&E TRENCHING, LLC	21+00. Water line break, A/C line.
11/13/24	\$2,091.33	\$10,439.07	C&E TRENCHING, LLC	20+25. Extend existing drain pipe into drainage swale
11/22/24	\$1,252.10	\$11,691.17	C&E TRENCHING, LLC	21+00. Drain pond after the rain.
CHANGE ORDER ITEMS FOR LOWER FORCE MAIN WORK - BID ITEM No. 31				
11/7/24	\$694.70	\$694.70	C&E TRENCHING, LLC	21+00. Pot hole for force main.
11/18/24	\$2,979.27	\$3,673.97	C&E TRENCHING, LLC	Butternut Swale. Lower existing force main.
11/19/24	\$12,610.67	\$16,284.64	C&E TRENCHING, LLC	Butternut Swale area. Lower force main work.
11/20/24	\$15,897.14	\$32,181.78	C&E TRENCHING, LLC	Butternut Swale area. Lower force main work.

HLA ENGINEERING AND LAND SURVEYING, INC.
FORCE ACCOUNT WORKSHEET

DATE WORK PERFORMED: 11/7/2024

BID ITEM: CO1

SCHEDULE: A

CITY OF GRANDVIEW

PROJECT NAME: STORMWATER IMPROVEMENTS

HLA PROJECT NO. 19175A-C

PRIME CONTRACTOR: C&E TRENCHING, LLC

SUBCONTRACTOR: _____

DESCRIPTION / LOCATION OF 21+00.

WORK: Pot hole for force main.

TIME WORKED RECORD (LABOR)

LABOR EMPLOYEE NAME	JOB CLASSIFICATION	HOURS WORKED		WAGE RATES		TAXES	L & I	FRINGE BENEFIT	TOTAL WAGES
		REG.	O.T.	REG.	O.T.	14.660%	\$2.00		
Ignacio Olivera	Foreman/Operator	3	0	\$ 69.71	\$ 104.57	\$ 30.43	\$ 6.00	\$ 9.00	\$ 272.56
Esteban Quiroz	General Laborer	3	0	\$ 39.72	\$ 59.58	\$ 17.34	\$ 6.00	\$ 8.00	\$ 168.50
Subtotal									\$ 439.06
Markup 31% (Includes WA State Paid Sick Leave)									\$ 138.11
TOTAL LABOR									\$ 575.16

EQUIP. NO. OR ID	EQUIPMENT DESCRIPTION	REGULAR HOURS	STANDBY HOURS	REGULAR RATE	STANDBY RATE	AMOUNT
8EX-13	2019 John Deere 50G Excavator	3	0	\$ 32.93	\$ 9.43	\$ 98.79
Subtotal						\$ 98.79
Markup 21%						\$ 20.75
TOTAL EQUIPMENT						\$ 119.54

DATE	INV. NO.	SUPPLIER	MATERIALS USED	QTY	UNIT	UNIT PRICE	AMOUNT
Subtotal							\$ -
Markup 21%							\$ -
Sales / Use Tax							\$ -
TOTAL MATERIAL							\$ -

SUBCONTRACTOR/INVOICE NO.	DESCRIPTION	AMOUNT

Notes:		TOTAL WORK	\$ 694.70
VERIFICATION OF HOURS WORKED: Certified Payroll Reports		GRAND TOTAL	\$ 694.70
CONTRACTOR REPRESENTATIVE	DATE	HLA REPRESENTATIVE	DATE

HLA ENGINEERING AND LAND SURVEYING, INC.
FORCE ACCOUNT WORKSHEET

DATE WORK PERFORMED: 11/18/2024

BID ITEM: CO1

SCHEDULE: A

CITY OF GRANDVIEW

PROJECT NAME: STORMWATER IMPROVEMENTS

HLA PROJECT NO. 19175A-C

PRIME CONTRACTOR: C&E TRENCHING, LLC

SUBCONTRACTOR: _____

DESCRIPTION / LOCATION OF Butternut Swale.
 WORK: Lower existing force main.

TIME WORKED RECORD (LABOR)

LABOR EMPLOYEE NAME	JOB CLASSIFICATION	HOURS WORKED		WAGE RATES		TAXES	L & I	FRINGE BENEFIT	TOTAL WAGES
		REG.	O.T.	REG.	O.T.	14.850%	\$2.00		
Ignacio Olivera	Foreman	5.5	0	\$ 39.72	\$ 59.58	\$ 31.79	\$ 11.00	\$ 8.00	\$ 305.25
Salvador Amezcua	Operator	5.5	0	\$ 72.02	\$ 108.03	\$ 57.63	\$ 11.00	\$ 9.00	\$ 514.24
Eladio Amezcua	General Laborer	5.5	0	\$ 71.31	\$ 106.97	\$ 57.07	\$ 11.00	\$ 8.00	\$ 504.27
Ruddy Villasenor	Truck Driver/General Laborer	5.5	0	\$ 66.26	\$ 99.39	\$ 53.02	\$ 11.00	\$ 9.00	\$ 477.95
Vince Martin	General Laborer	5.5	0	\$ 39.72	\$ 59.58	\$ 31.79	\$ 11.00	\$ 8.00	\$ 305.25
Subtotal									\$ 2,106.96
Markup 31% (Includes WA State Paid Sick Leave)									\$ 653.16
TOTAL LABOR									\$ 2,760.12

EQUIP. NO. OR ID	EQUIPMENT DESCRIPTION	REGULAR HOURS	STANDBY HOURS	REGULAR RATE	STANDBY RATE	AMOUNT
8EX-13	2019 John Deere 50G Excavator	5.5	0	\$ 32.93	\$ 9.43	\$ 181.12
Subtotal						\$ 181.12
Markup 21%						\$ 38.03
TOTAL EQUIPMENT						\$ 219.15

DATE	INV. NO.	SUPPLIER	MATERIALS USED	QTY	UNIT	UNIT PRICE	AMOUNT
Subtotal							\$ -
Markup 21%							\$ -
Sales / Use Tax							\$ -
TOTAL MATERIAL							\$ -

SUBCONTRACTOR/INVOICE NO.	DESCRIPTION	AMOUNT

Notes:	TOTAL WORK	\$ 2,979.27
VERIFICATION OF HOURS WORKED: Certified Payroll Reports	GRAND TOTAL	\$ 2,979.27

CONTRACTOR REPRESENTATIVE	DATE	HLA REPRESENTATIVE	DATE
---------------------------	------	--------------------	------

HLA ENGINEERING AND LAND SURVEYING, INC.
FORCE ACCOUNT WORKSHEET

DATE WORK PERFORMED: 11/19/2024

BID ITEM: CO1

SCHEDULE: A

CITY OF GRANDVIEW

PROJECT NAME: STORMWATER IMPROVEMENTS

HLA PROJECT NO. 19175A-C

PRIME CONTRACTOR: C&E TRENCHING, LLC

SUBCONTRACTOR: _____

DESCRIPTION / LOCATION OF Butternut Swale area
 WORK: Lower force main work.

TIME WORKED RECORD (LABOR)

LABOR EMPLOYEE NAME	JOB CLASSIFICATION	HOURS WORKED		WAGE RATES		TAXES	L & I	FRINGE BENEFIT	TOTAL WAGES
		REG.	O.T.	REG.	O.T.	14.650%	\$2.00		
Ignacio Olivera	Foreman	8	0	\$ 39.72	\$ 59.58	\$ 46.23	\$ 16.00	\$ 8.00	\$ 443.99
Salvador Amezcua	Operator	8	0	\$ 72.02	\$ 108.03	\$ 83.83	\$ 16.00	\$ 9.00	\$ 747.99
Eladio Amezcua	General Laborer	8	0	\$ 39.72	\$ 59.58	\$ 46.23	\$ 16.00	\$ 8.00	\$ 443.99
Esteban Quiroz	General Laborer	8	0	\$ 39.72	\$ 59.58	\$ 46.23	\$ 16.00	\$ 8.00	\$ 443.99
Ruddy Villasenor	Truck Driver/General Laborer	8	0	\$ 39.72	\$ 59.58	\$ 46.23	\$ 16.00	\$ 8.00	\$ 443.99
Vince Martin	General Laborer	8	0	\$ 39.72	\$ 59.58	\$ 46.23	\$ 16.00	\$ 8.00	\$ 443.99
Subtotal									\$ 2,967.96
Markup 31% (Includes WA State Paid Sick Leave)									\$ 920.07
TOTAL LABOR									\$ 3,888.03

EQUIP. NO. OR ID	EQUIPMENT DESCRIPTION	REGULAR HOURS	STANDBY HOURS	REGULAR RATE	STANDBY RATE	AMOUNT
8EX-13	2019 John Deere 50G Excavator	6	0	\$ 32.93	\$ 9.43	\$ 197.58
Subtotal						\$ 197.58
Markup 21%						\$ 41.49
TOTAL EQUIPMENT						\$ 239.07

DATE	INV. NO.	SUPPLIER	MATERIALS USED	QTY	UNIT	UNIT PRICE	AMOUNT
11/11/2024	I6876349	HD Fowler	Invoice for pipe & parts	1.00	EA	\$ 7,011.21	\$ 7,011.21
Subtotal							\$ 7,011.21
Markup 21%							\$ 1,472.35
TOTAL MATERIAL							\$ 8,483.56

SUBCONTRACTOR/INVOICE NO.	DESCRIPTION	AMOUNT

Notes:		TOTAL WORK	\$ 12,610.67
VERIFICATION OF HOURS WORKED: Certified Payroll Reports		GRAND TOTAL	\$ 12,610.67
CONTRACTOR REPRESENTATIVE	DATE	HLA REPRESENTATIVE	DATE



**H.D. FOWLER
COMPANY**

REMIT: PO Box 84368, Seattle, WA 98124

Invoice
Number **16876349**

PSWH

031031

Corporate Office
3633 136th Pl SE, Ste 100, Bellevue, WA 98006
PO Box 160, Bellevue, WA 98009-0160
Phone 425-654-8800 * Fax 425-641-8885

Pasco Branch
1336 Dietrich Rd
Pasco, WA 99301
(509) 545-0255 Fax (509) 545-0299

To: T-0 C & E TRENCHING LLC PO BOX 3788 PASCO WA 993023788		Ship to: HD Fowler Company - Pasco Pasco WA 99301		1/1
Order#	Inv Date:	Order Writer:		
O8372031	11/11/24	RUBEN CANDANOZA		

Terms: NET 10TH PROX FOB: H. D. FOWLER	Due: 12/10/24 Ship Via: Will-Call Here (Order	PO/JOB: GRANDVIEW STORM GRANDVIEW STORM WJ24344
---	--	--

Line	Qty Ship'd	Qty BO'd	UoM	Part # Description	Unit Price	Extended Price	T X
1	180	0	FT	6" CL235 DR18 C900 GASKETED PVC PIPE 20' LENGTH	11.730	2111.40	
2	9	0	EA	6" RIEBERLOK SELF RESTRAINING SBR GASKET FOR C900 PVC PIPE NSF61 AND FM APPROVED WHITE	65.640	590.76	
3	2	0	EA	6" MACRO TWO-BOLT WIDE RANGE COUPLING 6.60 - 7.60 EPOXY L&C EPDM GASKET 304SS B&N HP (HIGH PERFORMANCE) ROMAC	400.380	800.76	
4	1	0	EA	6" MJ X MJ RESILIENT WEDGE GATE VALVE, AFC MODEL 2506, AWWA C515, LESS MJ ACC	1082.480	1082.48	
5	1	0	EA	18" VALVE BOX TOP 940B SLIP TYPE	76.100	76.10	
6	1	0	EA	LID FOR 940 VALVE BOX DEEP SKIRT MARKED "WATER"	19.980	19.98	
7	1	0	EA	36" VALVE BOX BASE	74.190	74.19	
8	8	0	EA	6" MJ 45 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (32 LBS)	115.510	924.08	
9	18	0	EA	6" MEGA LUG RET GLAND FOR PVC PAINTED RED #2006PV EBAA	47.570	856.26	
10	18	0	EA	6" GASKET AND T-BOLT SET FOR C153 MJ FITTINGS	26.400	475.20	

Sub total 7,011.21
Freight 0.00
Tax 0.00
Grand Total **7,011.21**

70

HLA ENGINEERING AND LAND SURVEYING, INC.
FORCE ACCOUNT WORKSHEET

DATE WORK PERFORMED: 11/20/2024

BID ITEM: CO1

SCHEDULE: A

CITY OF GRANDVIEW

PROJECT NAME: STORMWATER IMPROVEMENTS

HLA PROJECT NO. 19175A-C

PRIME CONTRACTOR: C&E TRENCHING, LLC

SUBCONTRACTOR: _____

DESCRIPTION / LOCATION OF Butternut Swale area.
 WORK: Lower force main work.

TIME WORKED RECORD (LABOR)

LABOR EMPLOYEE NAME	JOB CLASSIFICATION	HOURS WORKED		WAGE RATES		TAXES	L & I	FRINGE BENEFIT	TOTAL WAGES
		REG.	O.T.	REG.	O.T.	14.560%	\$2.00		
Ignacio Olivera	Foreman	7.75	0	\$ 39.72	\$ 59.58	\$ 44.79	\$ 15.50	\$ 8.00	\$ 430.12
Salvador Amezcua	Operator	8	0	\$ 72.02	\$ 108.03	\$ 83.83	\$ 16.00	\$ 9.00	\$ 747.99
Eladio Amezcua	General Laborer	8	0	\$ 39.72	\$ 59.58	\$ 46.23	\$ 16.00	\$ 8.00	\$ 443.99
Esteban Quiroz	General Laborer	7.75	0	\$ 39.72	\$ 59.58	\$ 44.79	\$ 15.50	\$ 8.00	\$ 430.12
Ruddy Villasenor	Truck Driver/General Laborer	7.75	0	\$ 39.72	\$ 59.58	\$ 44.79	\$ 15.50	\$ 8.00	\$ 430.12
Vince Martin	General Laborer	7.5	0	\$ 39.72	\$ 59.58	\$ 43.34	\$ 15.00	\$ 8.00	\$ 416.24
Subtotal									\$ 2,898.59
Markup 31% (Includes WA State Paid Sick Leave)									\$ 898.56
TOTAL LABOR									\$ 3,797.15

EQUIP. NO. OR ID	EQUIPMENT DESCRIPTION	REGULAR HOURS	STANDBY HOURS	REGULAR RATE	STANDBY RATE	AMOUNT
8EX-13	2019 John Deere 50G Excavator	4	0	\$ 32.93	\$ 9.43	\$ 131.72
Subtotal						\$ 131.72
Markup 21%						\$ 27.66
TOTAL EQUIPMENT						\$ 169.38

DATE	INV. NO.	SUPPLIER	MATERIALS USED	QTY	UNIT	UNIT PRICE	AMOUNT
11/12/2024	I6877494	HD Fowler	Pond Liner (only used 1 roll)	1.00	EA	\$ 1,625.63	\$ 1,625.63
Subtotal							\$ 1,625.63
Markup 21%							\$ 341.38
TOTAL MATERIAL							\$ 1,967.01

SUBCONTRACTOR/INVOICE NO.	DESCRIPTION	AMOUNT
TTC Construction/1543	Vac Truck and Services	\$ 6,630.00
Ray's Twilight Septic Service/21382	Vac Truck and Services	\$ 2,275.00

Notes: VERIFICATION OF HOURS WORKED: Certified Payroll Reports	TOTAL WORK	\$ 14,828.54
	PRIME'S SUBCONTRACTOR 12% MARKUP	\$ 1,068.60
	GRAND TOTAL	\$ 15,897.14
CONTRACTOR REPRESENTATIVE _____	DATE _____	HLA REPRESENTATIVE _____
		DATE _____



H.D. FOWLER COMPANY

REMIT: PO Box 84368, Seattle, WA 98124

Invoice Number **16877494**

PSWH

031031

Corporate Office
3633 136th Pl SE, Ste 100, Bellevue, WA 98006
PO Box 160, Bellevue, WA 98009-0160
Phone 425-654-8800 * Fax 425-641-8885

Pasco Branch
1336 Dietrich Rd
Pasco, WA 99301
(509) 545-0255 Fax (509) 545-0299

To:		Ship to: OLD INLAND EMPIRE HWY & W 5TH 1/1	
T-0 C & E TRENCHING LLC PO BOX 3788 PASCO WA 993023788		GRANDVIEW WA 989309999	
Terms: NET 10TH PROX		Due: 12/10/24	PO/JOB: LINER
FOB: H. D. FOWLER COMPANY		Ship Via: SALESPERSON DELIVER	GRANDVIEW STORM WJ24344
Order#	Inv Date:	Order Writer:	
O8373637	11/12/24	RUBEN CANDANOZA	

Line	Qty Ship'd	Qty BO'd	UoM	Part # Description	Unit Price	Extended Price	T X
1	2	0	RL	45 MIL EPDM 15' X 100' POND LINER 1500' SQ FEET FISH FRIENDLY	1625.630	3251.26	
ONLY TO PAY FOR 1 LINER PER EJH.							
Sub total						3,251.26	
Freight						0.00	
Tax						0.00	
Grand Total						3,251.26	

WAYNE

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72

TTC CONSTRUCTION		FORCE ACCOUNT #		DAILY REPORT OF FORCE ACCOUNT WORKED						
CONTRACT NAME / NUMBER:		C and E Trenching Grandview								
PROJECT No: 224TM026			Date: 09/26/2024 - 11/27/2024		Weekday:					
Bid Item Number and Description:			VAC							
11/20/24 - VAC										
Sub Contractor										
TIME WORKED RECORD										
EMPLOYEE	Classification	HOURS WORKED		WAGE RATES			TAX RATE	L & I	FRINGE	TOTAL
		REGULAR	O.T.	REGULAR	O.T.	TOTAL	11.52%	\$1.41	AMOUNT	WAGES
Dustin Chard	Vac Prevail	6.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fernando Mendoz	Vac Prevail	9.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kyle Bell	Vac Prevail	6.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal									\$ -	
Markup 30%									\$ -	
TOTAL LABOR									\$ -	
EQUIPMENT USED										
EQUIP. NO.	Make	TYPE		MODEL	UNIT	Quantity	RATE	AMOUNT		
8VACTRL3		Travel			HR	3.00	\$ 200.00	\$ 600.00		
8VACTRL5		HXX VAC Truck			HR	18.00	\$ 335.00	\$ 6,030.00		
Subtotal								\$ 6,630.00		
Markup 21%										
TOTAL EQUIPMENT								\$ 6,630.00		
Sub Contractor										
Markup 0%										
TOTAL SUBCONTRACTOR								\$ -		
MATERIALS										
INV. NO.	Vendor	Material			Unit	Quantity	Price	AMOUNT		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
								\$ -		
Subtotal								\$ -		
Markup 15%								\$ -		
TOTAL MATERIAL								\$ -		
TOTAL WORK								\$ 6,630.00		
Wash State Sales Tax 8.3%										
GRAND TOTAL								\$ 6,630.00		
*** Acknowledge Hours Worked on Above Force Account *** Contractor Representative _____ TTC Representative _____										

TTC Construction, INC
12871 Summitview Rd
Yakima, WA 98908

Invoice: 1543

(509) 457-3969

Sold
to

C and E Trenching, LLC
PO BOX 3788
Pasco, WA 99302

Ship
to

Grandview Trenching

Account
CETR01

P.O. Num

Ship Via

Ship Date

Terms
Net 30

Invoice
Date
11/29/24

Page
1

Item

Quantity
1

Description
Grandview Vac. Please see attached

Unit
Price
6,630.00

Extended
Price
6,630.00*

* means item is non-taxable

Subtotal 6,630.00

Total \$6,630.00

74



PO Box 3788 | Pasco, WA 99302
(509) 375-3333 | contact@twilightseptic.com | http://twilightseptic.com/

RECIPIENT:

C & E Trenching
Grandview, Washington 98930

Invoice #21362

Issued	12/17/2024
Due	12/17/2024
Total	\$2,275.00

For Services Rendered

Product Service	Description	Qty.	Unit Price	Total
11/20/2024				
Mobilization	Travel Time	3	\$200.00	\$600.00
Vac Services		5	\$335.00	\$1,675.00

Thank you for your business. Please contact us with any questions regarding this invoice.

Subtotal	\$2,275.00
Tax Exempt (0.0%)	\$0.00
Total	\$2,275.00

C & E Trenching
Grandview, Washington 98930

For Services Rendered

Invoice #: 21362
Due date: 12/17/2024
Amount due: \$2,275.00
Amount enclosed: _____

Mail to:
Ray's Twilight
PO Box 3788
Pasco, WA 99302

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


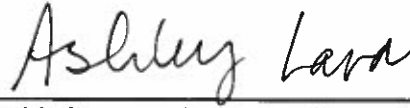
ITEM TITLE Resolution approving Amendment No. 1 to Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements	AGENDA NO.: New Business 4 (C) AGENDA DATE: February 11, 2025
DEPARTMENT Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT HEAD REVIEW

Shane Fisher, City Administrator

CITY ADMINISTRATOR

MAYOR

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

Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., to provide professional engineering and land surveying services for the Grandview Stormwater Improvements was originally approved by City Council by Resolution No. 2023-68 on October 24, 2023..

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.

Amendment No. 1 to Task Order No. 2023-09 provides additional construction management and inspection services through the duration of the contract due to the execution of Change Order 1 for 21 additional contract days for the replacement of a sanitary sewer force main, repair of water main, and de-mobilization and re-mobilization of the contractor to the project site. Amendment No. 1 is for a total of \$46,200. Executing Amendment No 1 will not exceed the funding agreement amount. No additional expense will be incurred by the City for Amendment No. 1.

ACTION PROPOSED

Move a resolution approving Amendment No. 1 to Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements to the February 11, 2025 regular Council meeting for consideration.



*** TRANSMITTAL ***

Date: February 5, 2025

Project No.: 19175A-C

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

Attention: Shane Fisher
City Administrator

From: Stephanie J. Ray, PE

Re: Grandview Stormwater Improvements - WQC-2023-Grandv-00123
Task Order No. 2023-09 - Amendment No. 1

We are sending you the attached following items:

Two (2) Original Task Order Amendment Agreements

Comment:

Shane,

Upon review and approval, please have the Mayor sign the attached Task Order No. 2023-09 - Amendment No. 1 agreements for the Grandview Stormwater Improvements - WQC-2023-Grandv-00123 project. Keep one of the Amendments for your records and return the other to our office.

We very much appreciate the opportunity to work for the City of Grandview. If you have any questions or need additional information, please contact me at (509) 966-7000 or sray@hlcivil.com.

Thank you.

Copy to: Anita Palacios

Signed: 

RESOLUTION NO. 2025-____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING AMENDMENT NO. 1 TO TASK ORDER NO. 2023-09 WITH
HLA ENGINEERING AND LAND SURVEYING, INC., FOR THE
GRANDVIEW STORMWATER 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 Council adopted Resolution No. 2023-68 on October 24, 2023 approving Task Order No. 2023-09 with HLA to provide professional engineering and land surveying services for the Grandview Stormwater Improvements; and

WHEREAS, Amendment No. 1 to Task Order No. 2023-09 provides additional construction management and inspection services through the duration of the contract due to the execution of Change Order 1 for 21 additional contract days for the replacement of a sanitary sewer force main, repair of water main, and de-mobilization and re-mobilization of the contractor to the project site;

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

The Mayor is hereby authorized to sign Amendment No. 1 to Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., to provide construction management and inspection services for the Grandview Stormwater Improvements for the estimated maximum fee of \$144,000 plus the additional amount of \$46,200 for added services due to Change Order No. 1, for a total fee of \$190,200 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 _____, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

AMENDMENT NO. 1
TASK ORDER NO. 2023-09

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Grandview Stormwater Improvements - WQC-2023-Grandv-00123
HLA Project No. 19175A-C

The City of Grandview (CITY) has received FY 2023 Water Quality Combined Financial Assistance from the Washington State Department of Ecology (ECOLOGY) to improve stormwater conditions within the CITY. The project will design and construct three stormwater treatment facilities for known outfalls to remove untreated stormwater from the Sunnyside Valley Irrigation District's conveyance system. Funding for this project consists of \$1,074,995.00 ECOLOGY grant and \$189,705.00 City funds, for a total project cost of \$1,264,700.00.

REASON FOR AMENDMENT NO. 1

Additional construction engineering efforts, in the form of construction inspection and administration services, are necessary due to the addition of twenty-one (21) contract days for construction. These days are for the replacement of a sanitary sewer force main, repair of water main, and de-mobilization and re-mobilization of the contractor to the project site.

SCOPE OF SERVICES:

Amendment No. 1 shall not change Scope of Services.

TIME OF PERFORMANCE:

Amendment No. 1 revises 4.0 Construction Management as follows:

4.0 Construction Management

Construction management services shall begin upon construction contract award by the CITY and will extend through the completion of construction, and through notification to the CITY when retainage may be released. It is anticipated the physical construction will take fifty (50) working days, plus twenty-one (21) additional working days for Amendment No. 1, utilizing standard 40-hour work weeks. Amendment No. 1 is for the replacement of a sanitary sewer force main, repair of water main, and de-mobilization and re-mobilization of the contractor to the project site. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, construction management services beyond seventy-one (71) working days shall be billed as additional services, or Amendment No. 2 will be executed.

FEE FOR SERVICES:

Amendment No. 1 revises 4.0 Construction Management as follows:

4.0 Construction Management

All work for construction management shall be completed on a time-spent basis, at the current hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$144,000.00, plus \$46,200 for Amendment No. 1. Per Amendment No. 1, the total fee for construction management shall be \$190,200. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then construction management related to the granted additional working days shall be billed as Additional Services or Amendment No. 2 will be executed.

Proposed:  2/5/2025
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President


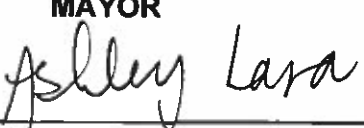
Approved: _____ Date _____
City of Grandview
Ashley Lara, Mayor

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

ITEM TITLE Resolution accepting the Mike Bren Park Restroom as complete	AGENDA NO.: New Business 4 (D) AGENDA DATE: February 11, 2025
DEPARTMENT Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable) N/A

DEPARTMENT DIRECTOR REVIEW

Shane Fisher, City Administrator

CITY ADMINISTRATOR 	MAYOR 
---	--

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

None

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.

Kachemak Contractor, LLC completed the construction of the Mike Bren Park Restroom. Staff recommends Council accept the project as complete once the requirements in the January 27, 2024 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

ACTION PROPOSED

Move a resolution accepting the Mike Bren Park Restroom as complete to the February 11, 2025 regular Council meeting for consideration.

Anita Palacios

From: Janell Buchanan <jbuchanan@hlacivil.com>
Sent: Monday, January 27, 2025 4:44 PM
To: Anita Palacios; Shane Fisher; Todd Dorsett; Hector Mejia
Cc: Jacob Sevigny; Angie Ringer
Subject: 23108C - GV - Mike Bren Park Restroom - Project Acceptance
Attachments: 2025-01-27 - 23108C - Project Acceptance Letter.pdf

CAUTION: External Email

Good afternoon,

Attached, please find the Engineer's recommendation for project acceptance by the City of Grandview for the above referenced project.

The items being provided to the City of Grandview by our office are in the One Drive link below.

[23108C - Project Documents](#)

It has been our pleasure working with the City of Grandview. Should you need anything further, please feel free to contact our office.

Thanks,



Janell Buchanan, Contract Administrator I

HLA Engineering and Land Surveying, Inc.

2803 River Road, Yakima, WA 98902

Office: (509) 966-7000 |

jbuchanan@hlacivil.com | www.hlacivil.com



January 27, 2025

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

Attn: Anita Palacios, City Clerk

Re: Mike Bren Park Restroom
HLA Project No.: 23108
Project Acceptance

Dear Mayor Lara:

This letter serves as our recommendation for acceptance for the above referenced project by the City of Grandview. We have reviewed the work performed by Kachemak Contractor, LLC on this project and believe it has been completed satisfactorily. If everything is acceptable, please provide us with a copy of the City of Grandview resolution authorizing project acceptance.

Once the project has been accepted as complete by the City of Grandview, the required "Notice of Completion of Public Works Contract" will be completed by HLA and sent to the Department of Revenue, Department of Labor and Industries, and Employment Security Department in Olympia, on the City's behalf through our access to the City of Grandview Labor and Industries Portal.

The retainage on this project in the amount of \$4250.00, should be released to Kachemak Contractor, LLC after acceptance of the project and when the City of Grandview has received a lien release from the Department of Labor and Industries, the Department of Revenue, and the Employment Security Department, and when the City has confirmed there are no additional liens on this project.

Please use the One Drive link provided to the City through email to access this project's Closeout Documentation. Closeout Documentation for this project includes:

- ❖ A Contractor signed punch list confirming all items identified during the final walkthrough were completed. HLA has verified and confirmed that all items were completed.
- ❖ A PDF set of Record Drawings.
- ❖ The Final Contract Voucher Certification signed by the contractor which states that all labor and materials furnished on this project have been paid for.
- ❖ The required project labor documentation including:
 - Requests to Sublet and Contractor Verifications for the Prime Contractor and all Subcontractors.
 - A *Statement of Intent to Pay Prevailing Wages and Affidavits of Wages Paid* approved by the Department of Labor and Industries for the Prime Contractor and all Subcontractors.

Our office will retain an electronic copy of all these files on the City's behalf, should you need them again.

City of Grandview
January 27, 2025
Page 2

Please provide us with a copy of your notice releasing retainage (after all the required steps are met) for our records and to complete the project file.

Please contact this office if you have questions or if we may furnish additional information.

Sincerely,

 Digitally signed by Jacob R. Sevigny
Date: 2025.01.27 16:32:37-08'00'

Jacob R. Sevigny, PE

JRS/jdb

Enclosures

Copy: Shane Fisher, Todd Dorsett, Hector Mejia, City of Grandview
Angela Ringer, HLA

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ACCEPTING THE MIKE BREN PARK RESTROOM AS COMPLETE**

WHEREAS, the City contracted with Kachemak Contractor, LLC to perform work for the Mike Bren Park Restroom; and,

WHEREAS, the City's Engineer has determined that the work performed by Kachemak Contractor, LLC on this project is complete and ready for final acceptance by the City Council,

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

The City of Grandview accepts the Mike Bren Park Restroom as complete and authorizes staff to release the retainage to Kachemak Contractor, LLC once the conditions in the January 27, 2025 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

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

ITEM TITLE	AGENDA NO.: New Business 4 (E)
Resolution approving Task Order No. 2025-02 with HLA Engineering and Land Surveying, Inc., for the Dykstra Park Restroom Restoration	AGENDA DATE: February 11, 2025
DEPARTMENT	FUNDING CERTIFICATION (City Treasurer) (If applicable)
Public Works Department	N/A

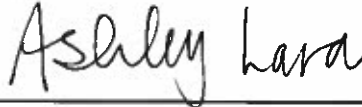
DEPARTMENT HEAD REVIEW

Shane Fisher, City Administrator

CITY ADMINISTRATOR



MAYOR



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

The City applied for and was awarded grant funding in the amount of \$100,000 through the Recreation and Conversation Office (RCO) to restore the existing Dykstra Park restroom located near West Fifth Street and Stassen Way.

ITEM COMMENTARY (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The City plans to restore the existing public restroom facility within Dykstra Park utilizing funding received from the RCO. The City requested HLA Engineering and Land Surveying, Inc., provide limited design plans, specifications, engineer's estimate, and bid package for the project in order to contract through the City's small works roster.

Improvements will consist of a new sanitary side sewer connection, new roofing, replacement of interior plumbing and bathroom fixtures, electrical services, and lighting. Engineering design work will begin immediately following Task Order execution, with construction anticipated to occur during spring of 2025.

ACTION PROPOSED

Move a resolution approving Task Order No. 2025-02 with HLA Engineering and Land Surveying, Inc., for the Dykstra Park Restroom Restoration to the February 11, 2025 regular Council meeting for consideration.

Anita Palacios

From: Susan Shane <sshane@hlacivil.com>
Sent: Friday, January 31, 2025 2:27 PM
To: Shane Fisher; Anita Palacios
Cc: Jacob Sevigny
Subject: Dykstra Park Restroom Restoration Task Order
Attachments: Grandview Dykstra Park Restroom Task Order.pdf

CAUTION: External Email

Good afternoon Shane and Anita,

Attached is a scan of the Dykstra Park Restroom Restoration Task Order.

Unfortunately, we have missed today's mail so hard copies will go out on Monday.

Please let me know if there is anything else that I can provide.

Have a great weekend!

Thank you,



Susan Shane, Contract Specialist
HLA Engineering and Land Surveying, Inc.
2803 River Road, Yakima, WA 98902
Office: (509) 966-7000 | www.hlacivil.com

IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email in error, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof. Warning: Although taking reasonable precautions to ensure no viruses or malicious software are present in this email, the sender cannot accept responsibility for any loss or damage arising from the use of this email or attachments. No employee or agent of HLA is authorized to conclude any binding agreement on behalf of the company with another party by email.



*** TRANSMITTAL ***

Date: January 30, 2025

Project No.: 25062E

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

Attention: Shane Fisher
City Administrator

From: Jacob R. Sevigny, PE

Re: Dykstra Park Restroom Restoration
Task Order No. 2025-02

We are sending you the attached following items:

Two (2) Original Task Order Agreements

Comment:

Shane,

Upon review and approval, please have the Mayor sign the attached Task Order No. 2025-02 agreements for the Dykstra Park Restroom Improvements project. Keep one of the Task Orders for your records and return the other to our office.

We very much appreciate the opportunity to work for the City of Grandview. If you have any questions or need additional information, please contact me at (509) 966-7000 or jsevigny@hlacivil.com.

Thank you.

Copy to: Anita Palacios

Signed:

Susan Shane ^{for:} *Jacob Sevigny*

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2025-02 WITH HLA ENGINEERING AND
LAND SURVEYING, INC., FOR THE DYKSTRA PARK RESTROOM RESTORATION**

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 engineering services for the Dykstra Park Restroom Restoration,

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. 2025-02 with HLA Engineering and Land Surveying, Inc., for the Dykstra Park Restroom Restoration with an estimated fee for services in the amount of \$20,000 for design 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 _____, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2025-02

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Dykstra Park Restroom Restoration

HLA Project No. 25062E

The City of Grandview (CITY) plans to restore the existing public restroom facility within Dykstra Park utilizing funding received from the Recreation and Conservation Office (RCO). The CITY requested HLA Engineering and Land Surveying, Inc. (HLA), provide limited design plans, specifications, engineer's estimate, and bid package for the project in order to contract through the CITY's small works roster. Improvements will consist of a new sanitary side sewer connection, new roofing, replacement of interior plumbing and bathroom fixtures, electrical services, and lighting. Engineering design work will begin immediately following Task Order execution, with construction anticipated to occur during spring of 2025.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide professional engineering services for the Dykstra Park Restroom Restoration (PROJECT). HLA services shall include the following.

1.0 Design Engineering

- 1.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 1.2 Perform field investigations necessary to design the identified improvements, including photographs. No topographic survey is anticipated.
- 1.3 Attend meetings with the CITY to address technical aspects of the work related to scope, design, and schedule of the PROJECT. Up to two (2) meetings are anticipated.
- 1.4 Notify private utilities of pending improvements.
- 1.5 Perform quality control and assurance review of all final documents.
- 1.6 Incorporate CITY review comments and prepare final plans, specifications, and estimate for review and approval by CITY.
- 1.7 Prepare final engineer's construction cost estimate.
- 1.8 Provide final plans and specifications to the CITY in electronic format suitable for printing. 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.
- 1.9 Coordinate with CITY on list of potential small works roster contractors to request bids.
- 1.10 Provide electronic plans and specifications in PDF format to select bidders, per their request.
- 1.11 Answer and supply information as requested by prospective bidders.
- 1.12 Prepare and issue addenda to contract documents, if necessary.

- 1.13 Attend the bid opening and participate in the evaluation process.
- 1.14 Prepare a summary of the bids received and review the bidder's qualifications and responsiveness.
- 1.15 Make recommendation of award to the CITY for construction contract.

2.0 Construction Engineering

If requested by the CITY, HLA will provide an amendment to this Task Order for construction engineering services.

3.0 Additional Services

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

4.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 4.1 Provide all 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 government 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.
- 4.7 It is anticipated that CITY forces will paint the building exterior.

TIME OF PERFORMANCE:

HLA will diligently pursue the completion of the PROJECT as follows:

1.0 Design Engineering

- 1.1 HLA will provide draft plans, specifications, and cost estimate within twenty (20) working days of receiving executed Task Order from the CITY.
- 1.2 Final plans, specifications, and cost estimate will be provided within ten (10) working days of receiving CITY comments on draft plans, specifications, and estimate.

2.0 Construction Engineering

If requested by the CITY, HLA will provide an amendment to this Task Order for construction engineering services.

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

ITEM TITLE	AGENDA NO.: New Business 4 (F)
Resolution approving a Repayment Agreement with Grandview Truck Plaza, LLC and Malhiinvestment LLC for a loan through the Supporting Investment in Economic Diversification Fund	AGENDA DATE: February 11, 2025
DEPARTMENT	FUNDING CERTIFICATION (City Treasurer) (If applicable)
Public Works Department	

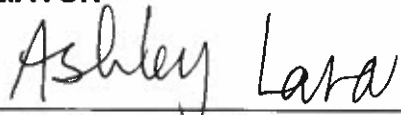
DEPARTMENT DIRECTOR REVIEW

Shane Fisher, City Administrator

CITY ADMINISTRATOR



MAYOR



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

The City was awarded a half grant and half loan in the amount of \$1,532,416 from the Yakima County Infrastructure Fund also referred to as the Supporting Investments in Economic Diversification (SIED) Fund for municipal infrastructure improvements on Wine Country Road and Higgins Way to facilitate the development of a truck plaza. The project would be a partnership with the developer Grandview Truck Plaza, LLC and Mahliinvestment LLC. The developer would be responsible for reimbursing the City \$766,208 for the portion of the SIED loan.

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 Repayment Agreement and accompanying documents for Grandview Truck Plaza, LLC and Mahliinvestment LLC repayment of the SIED loan in the amount of \$766,208.

ACTION PROPOSED

Move resolution approving a Repayment Agreement with Grandview Truck Plaza, LLC and Malhiinvestment LLC for a loan through the Supporting Investment in Economic Diversification Fund to a regular Council meeting for consideration.

RESOLUTION 2025-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING A REPAYMENT AGREEMENT WITH GRANDVIEW TRUCK PLAZA,
LLC AND MALHIINVESTMENT LLC FOR A LOAN THROUGH THE SUPPORTING
INVESTMENT IN ECONOMIC DIVERSIFICATION FUND**

WHEREAS, Grandview Truck Plaza, LLC and Malhiinvestment LLC (collectively "Truck Plaza") own real property in the vicinity of Wine Country Road and Higgins Way that Truck Plaza seeks to develop for commercial use; and

WHEREAS, certain municipal infrastructure improvements are necessary to facilitate the development of the Truck Plaza property; and

WHEREAS, these municipal infrastructure improvements will facilitate development within the City in addition to the Truck Plaza property; and

WHEREAS, in order to fund said municipal infrastructure improvements, the City of Grandview has applied for funding from Yakima County in the amount of \$1,532,416.00 from the Supporting Investment in Economic Diversification ("SEID") fund, \$766,208.00 to be in the form of a loan and \$766,208.00 to be in the form of a grant; and

WHEREAS, the City desires to enter into a repayment agreement with Truck Plaza whereby will repay to Yakima County the SEID loan in the amount of \$766,208.00;

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

The Mayor is hereby authorized to sign a Repayment Agreement with Grandview Truck Plaza, LLC and Malhiinvestment LLC in the form as is attached hereto and incorporated by reference.

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

REPAYMENT AGREEMENT

1. **PARTIES:** This Repayment Agreement dated _____, 2025, is made and executed between the CITY OF GRANDVIEW, a Washington municipal corporation (hereinafter referred to as "City") and GRANDVIEW TRUCK PLAZA LLC, a Washington limited liability company, and MALHIINVESTMENT LLC, a Washington limited liability company (hereinafter referred to as "Truck Plaza" and "Malhiinvestment" respectively, and collectively as "Obligors") and RAMANDEEP S. MALHI and MANJIT MALHI (hereinafter referred to individually and collectively as "Guarantors").

2. **PURPOSE:** The purpose of this Agreement is to provide for repayment by Truck Plaza and Malhiinvestment to the City for city water, sewer and road improvements to be constructed which will serve and benefit property owned and to be developed by Truck Plaza and Malhiinvestment.

3. **RECITALS:**
 - A. Truck Plaza and Malhiinvestment are limited liability companies whose sole owner, member and manager is a guarantor, Ramandeep S. Malhi. His wife, Manjit Malhi, is also a guarantor.

 - B. Truck Plaza owns the following described property within the City:

Lot 1 of BINDING SITE PLAN, recorded under Auditor's File No. 8173474, records of Yakima County, Washington.

Lot 4 of BINDING SITE PLAN, recorded under Auditor's File No. 8176130, records of Yakima County, Washington.

(Assessor's Parcel Nos. 230910-31401 and 230910-31404)

(hereinafter referred to as "Truck Plaza Property").

 - C. Malhiinvestment owns the following described property within the City:

Remainder Parcel of BINDING SITE PLAN, recorded under Auditor's File No. 8176130, records of Yakima County, Washington, described as follows:

A parcel of land located in a portion of Parcel A, according to the survey thereof, recorded under Auditor's File No. 7887913, records of Yakima County, Washington, situated in a portion of the Northeast 1/4 of the Southwest 1/4 of Section 10, Township 9 North, Range 23, E.W.M, City of Grandview, Yakima County, Washington, more particularly described as follows:

Beginning at the Southeast corner of the Southwest 1/4 of said Section 10, from which an iron rebar marking the Southwest corner, of Section 10 bears North 89°54'53" West 2546.70 feet; thence along the East line of the Southwest 1/4 of said Section 10 and the centerline of Bethany Road, North 00°19'39" West, 888.32 feet to the North line of the South 888.30 feet of the Southeast 1/4 of the Southwest 1/4 of said Section 10; thence leaving the East line of the Southwest 1/4 of Section 10 and the centerline of said Bethany Road along the North line of the South 888.30 feet of the Southeast 1/4 of the Southwest 1/4 of said Section 10, North 89°54'53" West, 20.00 feet to the Westerly right-of-way line of said Bethany Road at a point 20.00 feet Westerly of the center line thereof when measured at right angles; thence along the Westerly right-of-way line of said Bethany Road North 00°19'39" West, 978.97 feet to the Northeast corner of Lot 3, BINDING SITE PLAN 8173474 (BSP 8173474), records of Yakima County, Washington and the true point of beginning of the parcel to be described; thence continuing along the Westerly right-of-way line of said Bethany Road, North 00°19'39" West, 624.68 feet; thence leaving the Westerly right-of-way line of said Bethany Road, Northwesterly along the arc of a 50.00 foot radius, tangent curve to the left (the radius of which bears South 89°40'21" West) through a central angle of 89°38'04" for an arc length of 78.22 feet (the long chord which bears North 45°08'40" West, 70.48 feet) to the Southerly right-of-way line of Higgins Way, said point being 44.00 feet Southerly of the centerline thereof, when measured at right angles; thence along the Southerly and Easterly right-of-way line of said Higgins Way, said point being 44.00 feet Southerly of the centerline thereof, when measured at right angles; thence along the Southerly and Easterly right-of-way line of said Higgins Way the following three courses; thence North 89°57'42" West, 63.70 feet; thence Southwesterly along the arc of a 156.00-foot radius, tangent curve to the left (the radius of which bears South 00°02'18" West) through a central angle of 65°32'06" for an arc length of 178.43 feet (the long chord which bears South 57°16'15" West, 168.88 feet); thence South 24°30'12" West, 644.14 feet; thence leaving the Easterly right-of-way line of said Higgins Way, North 89°40'21" East, 271.61 feet to the Northwest corner of said Lot 3; thence continuing, North 89°40'21" East, 254.84 feet to the Northeast corner of said Lot 3 and the true point of beginning and the end of this legal description.

(Assessor's Parcel Nos. 230910-31405)

(hereinafter referred to as "Malhiinvestment Property").

- D. Obligors intend to develop the Truck Plaza Property and Malhiinvestment Property as commercial property.
- E. A necessary prerequisite to Obligors developing the Truck Plaza Property and Malhiinvestment Property is construction and installation of city water, sewer and road to serve and benefit the Truck Plaza Property and Malhiinvestment Property (hereinafter referred to as "the Project").

- F. City has applied for funding from Yakima County, Washington (hereinafter referred to as “County”) for the amount of One Million Five Hundred Thirty Two Thousand Four Hundred Sixteen Dollars and Zero Cents (\$1,532,416.00) from the Supporting Investment in Economic Diversification fund (hereinafter referred to as “SIED”), Seven Hundred Sixty Six Thousand Two Hundred Eight Dollars and Zero Cents (\$766,208.00) to be in the form of a loan, and Seven Hundred Sixty Six Thousand Two Hundred Eight Dollars and Zero Cents (\$766,208.00) to be in the form of a grant, to fund the City’s completion of the Project.
- G. The City and County have entered into an agreement for the County to loan Seven Hundred Sixty Six Thousand Two Hundred Eight Dollars and Zero Cents (\$766,208.00) to the City, such amount to be repaid by the City as provided in such agreement. The agreement also provides for a grant to the City of Seven Hundred Sixty Six Thousand Two Hundred Eight Dollars and Zero Cents (\$766,208.00) for the Project. The agreement described in this recital is hereinafter referred to as “SIED Contract.”
- H. In consideration of the City’s completion of the Project, which will serve and benefit the Truck Plaza Property and Malhiinvestment Property, Obligors have agreed to repay to the City the loan from the County to the City in the amount of Seven Hundred Sixty Six Thousand Two Hundred Eight Dollars and Zero Cents (\$766,208.00) (hereinafter referred to as “Loan Funds”) at the same interest rate and upon the same payment terms as the loan by the County to the City.
- I. In order to secure the Obligors' obligation to repay to the City the Loan Funds, the Guarantors have agreed to guaranty repayment of the Loan Funds. To further secure Obligors' obligation to repay to the City the Loan Funds, Truck Plaza has agreed to grant the City a Deed of Trust in the Truck Plaza Property and Malhiinvestment has agreed to grant the City a Deed of Trust in the Malhiinvestment Property
- J. By action of the City’s Council, the City has approved this Agreement and authorized the Mayor to execute it for and on behalf of the City.

4. **AGREEMENT:**

- A. **Incorporation of Recitals.** The facts contained in Section 3, “RECITALS” of this Agreement are accurate and incorporated herein.
- B. **Representations and Warranties.** Obligors and Guarantors hereby represent and warrant as follows:

- (1) Organizations: Truck Plaza and Malhiinvestment are limited liability companies which are, and at all times shall be, duly organized, validly existing and in good standing under and by virtue of the laws of the State of Washington.
- (2) Authorization. The Obligors' and Guarantors' execution, delivery, and performance of this Agreement and all documents to be executed by them have been duly authorized by all necessary action by Obligors and Guarantors and do not conflict with, result in any violation of, or constitute a default under any provision of Obligors' articles or agreements related to the limited liability companies, any agreement or other instrument binding upon the Obligors or Guarantors, or any law, government regulation, court decree, or other order applicable to Obligors or Guarantors or to their properties.
- (3) Legal Effect. This Agreement and any instrument or agreement Obligors or Guarantors are required to give under this Agreement when delivered will constitute legal, valid and binding obligations of Obligors and/or Guarantors enforceable against Obligors and/or Guarantors in accordance with the respective terms of this Agreement and any other instruments or agreement required herein.
- (4) Properties. Except as contemplated by this Agreement or as previously disclosed by Obligors or Guarantors in writing to the City and accepted by the City and except for property tax liens for taxes not presently due and payable, Obligors own and have good title to all of the Obligors' properties free and clear of all liens and security instruments, and have not granted or executed any liens or security documents or financing statements relating to such properties. All of Obligors' properties are titled in Obligors' legal name, and Obligors have not used or filed a financing statement under any other name in the last five years.
- (5) Litigation Claims. No litigation, claim, investigation or administrative proceeding or similar action (including those for unpaid taxes) against Obligors or Guarantors is pending or threatened, and no other event has occurred which may materially adversely affect Obligors' or Guarantors' condition or properties, other than litigation, claims or events, if any, that have been disclosed to and acknowledged by the City in writing.
- (6) Lien Priority. Unless otherwise previously disclosed to City in writing, Obligors have not entered into or granted any mortgage, deed of trust or security agreements, or permitted the filing or attachment of any lien or security interest on or affecting any of the properties directly or indirectly securing repayment to the City, that would be prior or that may in any way be superior to the City's lien

or security interest and rights in and to collateral provided by the Obligors to secure Obligors' obligations to the City.

(7) **Binding Effect.** This Agreement, the Promissory Note and Deed of Trust are binding upon the signors thereof as well as upon their successors, representatives and assignees, and are legally enforceable in accordance with their respective terms.

C. **Repayment.** Obligors shall repay to the City the full amount of the Loan Funds for completion of the Project at the same interest rate and with the same terms of payment payable by the City to the County, which interest rate and payments are as follows:

REPAYMENT OF COUNTY LOAN—The City shall *repay* the County's loan of Seven Hundred Sixty Six Thousand Two Hundred Eight Dollars and Zero Cents (\$766,208.00) with interest on unpaid principal, at an annual per annum rate of **6.18%**, which is the Yakima County Interfund Loan Rate. In the event the contract is executed after **August 15, 2023**, the parties agree to use the current yield on the date this contract is fully executed by both parties. Interest shall accrue from the date this contract is approved by the County.

Repayment of principal and interest shall be made in ten annual installments. The first payment shall be due on June 1, 2025, and annual payments thereafter shall be due on June 1 of each year with the final payment nevertheless due on June 1, 2034; Provided however, that the final installment may be in such greater or lesser amount as shall be required for full amortization of the repayment amount.

Exhibit A attached hereto and incorporated herein reflects the Debt Service Schedule as noted.

In the event of payment by the City of any one or more installments, or of the entire loan balance, before the date prescribed in Exhibit A, interest shall accrue on such installment(s) or balance until, but not beyond, the June 1 next succeeding the date of such payment(s). If more than one installment is paid during any repayment year, then the repayment period recited above shall be correspondingly shortened and the scheduled of payments reflected in **Exhibit A** shall be correspondingly advanced.

Concurrently with the execution of this Agreement by the parties, Obligors shall execute and deliver to the City a Promissory Note to evidence its repayment obligation to the City in the form attached hereto as **Exhibit B** and incorporated herein by reference (hereinafter referred to as "Promissory Note"). Obligors' obligation to repay the Loan Funds and the

Promissory Note described above shall be an unconditional obligation of Obligors to the City and shall not be conditional upon Obligors developing or otherwise improving the Truck Plaza Property or the Malhiinvestment Property.

- D. **Joint and Several Liability.** Obligors and Guarantors acknowledge and agree that they are jointly and severally liable for, and absolutely and unconditionally guarantee to the City, repayment of the full loan amount set forth in this Agreement and performance of all obligations set forth in this Agreement.
- E. **Individual Guaranty.** Concurrently with the execution of this Agreement, the Guarantors shall execute and deliver to the City an Individual Guaranty in the form attached hereto as **Exhibit C** (hereinafter referred to as “Guaranty”) and incorporated herein by reference to fully secure the Promissory Note.
- F. **Collateral.** Concurrently with the execution of this Agreement, Obligors shall execute and deliver to the City a Deed of Trust in the form attached hereto as **Exhibit D** and incorporated herein by reference to further secure repayment of the Loan Funds (hereinafter referred to as “Deed of Trust”) and the Promissory Note.
- G. **City’s Expenditures.** Obligors shall reimburse the City for any costs and expenses incurred by the City for appraisals, title searches, title insurance and reconveyance fees for the collateral securing Obligors’ obligation to repay Loan Funds and the Promissory Note and escrow and closing fees and costs related to securing signatures, notaries and recording of documents and instruments in escrow to accomplish the intents and purposes of this Agreement and any of its provisions. In addition, if any action or proceeding is commenced that would materially affect the City’s interest in the collateral or if the Obligors or Guarantors fail to comply with any provision of this Agreement, the Promissory Note, Guaranty or Deed of Trust, including but not limited to the Obligors’ and Guarantors’ failure to discharge or pay when due any amounts the Obligors or Guarantors are required to discharge or pay under this Agreement or under the Promissory Note, Guaranty or Deed of Trust, the City on the Obligors’ and Guarantors’ behalf may (but shall not be obligated to) take any action that the City deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances, and other claims, at any time levied or placed on any collateral and paying all costs for insuring, maintaining and preserving the collateral. All such expenditures incurred that are paid by the City for such purposes shall bear interest at the rate charged on the Promissory Note from the date incurred or paid by the City to the date of repayment by the Obligors or Guarantors. All such expenses will become a part of the indebtedness, and, as part of the indebtedness by Obligors to the City and, at the City’s option, will (1) be payable upon demand; (2) be added to the balance of the Promissory

Note and apportioned among and be payable with any installment payments that become due during either the term of any applicable insurance policy, or the remaining term of the Promissory Note; or (3) be treated as a balloon payment which will become due and payable at the Promissory Note's maturity.

- H. **Default.** Each of the following shall constitute an event of default under this Agreement:
- (1) **Payment Default.** Obligors fail to make any payment when due under the Promissory Note;
 - (2) **Other Defaults.** The Obligors or Guarantors fail to comply with or to perform any other term, obligation, covenant or condition contained in this Agreement or in the Promissory Note, Guaranty or Deed of Trust or fail to comply with or perform any obligation, covenant or condition contained in any other agreement between the City and the Obligors and Guarantors.
 - (3) **Defective Collateralization.** This Agreement, the Promissory Note, Guaranty or Deed of Trust ceases to be in full force and effect (including failure of the Deed of Trust to create a valid and perfected security interest or lien at any time and for any reason).
 - (4) **Creditor of Forfeiture Proceedings.** Commencement of foreclosure or forfeiture proceedings, whether by judicial proceedings, self help, repossession or any other method, by any creditor of Obligors or Guarantors or by any governmental agency against any collateral securing the Promissory Note. This includes a garnishment of any of the Obligors' or Guarantors' accounts. However, this event of default shall not apply if there is a good faith dispute by Obligors or Guarantors as to the validity of reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if the Obligors or Guarantors give the City written notice of the creditor or forfeiture proceeding and deposits with the City monies or a surety bond for the creditor or forfeiture proceedings, in an amount determined by the City, in its sole discretion, as being an adequate reserve or bond for the dispute.
 - (5) **Events Affecting Guarantors.** Any of the preceding events occurs with respect to the Guarantors of the Promissory Note or the Guarantors dispute the validity of, or liability under, any guaranty of the Promissory Note.
 - (6) **Events Affecting Members of the Obligors.** Any of the preceding events occurs with respect to any member of the Obligors.

- (7) **Insolvency.** The insolvency of any Obligors or the Guarantors, the appointment of a receiver for any part of the Obligors' property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against the Obligors or the Guarantors.
- (8) **Change in Ownership.** The resignation or expulsion of any member with an ownership interest of twenty-five percent (25%) or more in either of the Obligors.
- I. **Effect of an Event of Default.** If an event of default shall occur, except where otherwise provided in this Agreement, the Promissory Note, Guaranty or Deed of Trust, at the City's option, all amounts owed by the Obligors and the Guarantors to the City will become due and payable, all without notice of any kind to the Obligors or Guarantors. In addition, the City shall have all rights and remedies provided in the Promissory Note, Guaranty and Deed of Trust or available at law, in equity, or otherwise, except as may be prohibited by applicable law. All of the City's rights and remedies shall be cumulative and may be exercised singularly or concurrently. Election by the City to pursue any remedies shall not exclude pursuit of any other remedy, and an election to make expenditures or to take action to perform an obligation of the Obligors shall not affect the City's right to declare a default and to exercise its rights and remedies.
- G. **Governing Law.** This Agreement will be governed by the laws of the State of Washington.
- K. **Severability.** If a court of competent jurisdiction finds any provision of this Agreement to be illegal, invalid or unenforceable as to any circumstance, that finding shall not make the offending provision illegal, invalid or enforceable as to any other circumstance. If feasible, the offending provision shall be considered modified so that it becomes legal, valid and enforceable. If the offending provision cannot be so modified it shall be considered deleted from this Agreement. Unless otherwise provided by law, the illegality, invalidity or unenforceability of any provision of this Agreement shall not affect the legality, validity or enforceability of any other provision of this Agreement.
- L. **Successors and Assigns.** All covenants and agreements by or on behalf of the Obligors and Guarantors contained in this Agreement, the Promissory Note, Guaranty or Deed of Trust shall bind the Obligors' and Guarantors' successors and assigns and shall inure to the benefit of the City and its successors and assigns. Obligors shall not, however, have the right to assign Obligors' rights under this Agreement or any interest herein, without the prior written consent of the City.

- M. **Survival of Representations and Warranties.** Obligors and Guarantors understand and agree that in entering into this Agreement, the City is relying on all representations, warranties, and covenants made by the Obligors and Guarantors under this Agreement or in any certificate or other instrument delivered by the Obligors or Guarantors to the City under this Agreement, the Promissory Note, Guaranty or Deed of Trust. Obligors and Guarantors further agree that regardless of any investigation made by the City, all such representations, warranties and covenants shall survive the execution of this Agreement and delivery to the City of the Promissory Note, Guaranty and Deed of Trust, shall be continuing in nature, and shall remain in full force and effect until such time as all amounts due to the City under this Agreement and the Promissory Note, Guaranty and Deed of Trust have been paid in full.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year last written below.

CITY OF GRANDVIEW

GRANDVIEW TRUCK PLAZA LLC,
a Washington limited liability company

ASHLEY LARA, Mayor

By: _____
RAMANDEEP S. MALHI, Member/Manager

MALHIINVESTMENT LLC,
a Washington limited liability company

By: _____
RAMANDEEP S. MALHI, Member/Manager

Attest:

ANITA PALACIOS, City Clerk

Dated: 7/25/2023
 Delivered: 7/25/2023

Debt Service Schedule
 City of Grandview
 Wine Country Rd & Higgins Way Improvements

1
 SLA 30/360 YRLY 7/6
 Simp Int

Period	Coupon Date	Int Calc Day Cnts	Principal Payment	Effective Coupon Rate	Interest Payment	Credit Enhancements	Periodic Debt Service	Outstanding Balance
2	6/1/2025	666/360	22,586.42	6.18000	87,600.56		110,186.98	743,621.58
3	6/1/2026	360/360	64,231.17	6.18000	45,955.81		110,186.98	679,390.41
4	6/1/2027	360/360	68,200.65	6.18000	41,986.33		110,186.98	611,189.76
5	6/1/2028	360/360	72,415.45	6.18000	37,771.53		110,186.98	538,774.31
6	6/1/2029	360/360	76,890.73	6.18000	33,296.25		110,186.98	461,883.58
7	6/1/2030	360/360	81,642.58	6.18000	28,544.40		110,186.98	380,241.00
8	6/1/2031	360/360	86,688.09	6.18000	23,498.89		110,186.98	293,552.91
9	6/1/2032	360/360	92,045.41	6.18000	18,141.57		110,186.98	201,507.50
10	6/1/2033	360/360	97,733.82	6.18000	12,453.16		110,186.98	103,773.68
11	6/1/2034	360/360	103,773.68	6.18000	6,413.21		110,186.89	0.00
10	Records =	10	\$766,208.00		\$335,661.71	\$0.00	\$1,101,869.71	

True Interest Cost (TIC)	6.1800000
Arbitrage Yield Limit (AYL)	0.0000000
Average Life	7.0887011

Face Value of Bond Issue	\$766,208.00
Accrued Interest (+)	\$0.00
Original Issue Premium/Discount (+)	\$0.00
Underwriter Discount (+)	\$0.00
Lump-sum credit enhancements (-)	\$0.00

Prepared by: Nicole
 Prepared on: 7/21/2023 14:30 1699 Rpt 01j

:Mun-EaseElevateMainDb
 YC-WCR-23-2023-A

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

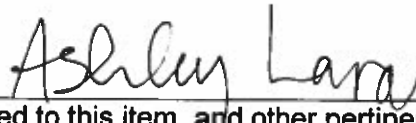
ITEM TITLE Ordinance amending the 2025 Annual Budget	AGENDA NO.: New Business 4 (G) AGENDA DATE: February 11, 2025
DEPARTMENT City Treasurer	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT DIRECTOR REVIEW

Matthew Cordray, City Treasurer

CITY ADMINISTRATOR

MAYOR

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

Staff monitoring and review of fund and department budgets during the first month of 2025 has identified numerous budget accounts to be amended. An ordinance will be prepared to provide for the amending of the 2025 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 estimated beginning fund balance. Increase revenues for Commercial Vehicle Pursuit Grant. Increase appropriations for Vehicle Pursuit Equipment and Animal Control services. Net effect is an increase in estimated ending fund balance.

AMERICAN RESCUE PLAN ACT FUND: Reduction of estimated beginning fund balance. Increase revenues for Yakima County ARPA Funds and City of Sunnyside Contribution. Increase appropriations for project balances not spent in 2024. Net effect is no change in estimated ending fund balance.

YAKIMA CO. LAW & JUSTICE TAX FUND: Increase estimated beginning fund balance with equal change in estimated ending fund balance.

STREET FUND: Increase estimated beginning fund balance. Increase revenues for OIE Hwy, WCR Sidewalk and Pathway and Stormwater grants. Increase appropriations for OIE Hwy, WCR Sidewalk and Pathway and Stormwater projects. Net effect is an increase in estimated ending fund balance.

TRANSPORTATION BENEFIT DISTRICT FUND: Increase estimated beginning fund balance. Increase appropriations for ADA Transition Plan and Stormwater project. Net effect is an increase in estimated ending fund balance.

CEMETERY FUND: Increase estimated beginning fund balance. Increase appropriations for New Cemetery Engineering. Net effect is an increase in estimated ending fund balance.

CAPITAL IMPROVEMENT FUND: Increase estimated beginning fund balance. Increase appropriations for Dykstra & Bren Park Restrooms and OIE Hwy. Net effect is an increase in estimated ending fund balance.

NW GRANDVIEW INFRASTRUCTURE FUND: Increase estimated beginning fund balance. Increase appropriations for Water, Sewer and Roadway Improvements. Net effect is no change in estimated beginning fund balance.

E.M.S. FUND: Increase estimated beginning fund balance with equal change in estimated ending fund balance.

WATER FUND: Reduction of estimated beginning fund balance. Increase revenues for DWSRF Loan – Source Well & Rehab. Increase appropriations for New Well. Net effect is a decrease in estimated ending fund balance.

SEWER FUND: Increase estimated beginning fund balance. Increase revenues for Mahli Contribution – Additional Sewer. Increase appropriations for WWTP Upgrade Improvements. Net effect is a decrease in estimated ending fund balance.

IRRIGATION FUND: Increase estimated beginning fund balance with equal change in estimated ending fund balance.

SOLID WASTE FUND: Increase estimated beginning fund balance with equal change in estimated ending fund balance.

EQUIPMENT RENTAL FUND: Reduction of estimated beginning fund balance with equal change in estimated ending fund balance.

ACTION PROPOSED

Move an ordinance amending the 2025 Annual Budget to the February 25, 2025 regular Council meeting for consideration.

Ordinance No. 2025-X

to Sue 2/xx/2025 - mc

Treasurer's notes

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
Current Expense Fund					
001 000 000 308 51 00 00	Beginning Fund Balance - Assigned	10,000		10,000	
001 000 000 308 91 00 00	Beginning Fund Balance - Unassigned	580,805	119,000	699,805	
001 000 000 334 04 20 01	Commercial Vehicle Pursuit Grant		22,300		Grant not received in 2024
	Revenues/Sources	7,334,700		7,357,000	
	Current Exp. Fund Total	7,925,505	141,300	8,066,805	
001 032 000 594 21 64 11	Vehicle Pursuit Equipment		22,300		
001 055 000 554 30 41 00	Professional Services		6,000		
	Expenditures/Uses	7,822,075		7,850,375	Drones purchased with commercial vehicle pursuit grant Animal Control services for Nov-Dec 24 not yet billed
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	93,430	113,000	206,430	
	Current Exp. Fund Total	7,925,505	141,300	8,066,805	
010 000 000 308 31 00 00	American Rescue Plan Act Fund				
	Beginning Fund Balance - Restricted	239,840	(373,000)	(133,160)	
010 000 000 332 92 10 01	Yakima County ARPA Funds		553,200		
010 000 000 337 10 10 01	City of Sunnyside Contribution		100,000		
	Revenues/Sources			653,200	Reimbursement for Grandview/Sunnyside Pathway Contribution towards Grandview/Sunnyside Pathway
	ARPA Fund Total	239,840	280,200	520,040	
010 062 000 558 70 41 01	Consultant Community Survey		2,000		
010 081 000 594 76 64 01	Pool Splash Pad		40,000		
010 082 000 594 76 63 02	Grandview/Sunnyside Pathway		118,200		
010 082 000 594 76 64 01	Park Playground Equipment		91,000		
010 082 000 594 76 64 03	Fairground Amphitheater Sound System		29,000		
	Expenditures/Uses	239,840		520,040	Additional 2024 costs not billed until 2025 Costs projected but not spent in 2024 Costs projected but not spent in 2024 Costs projected but not spent in 2024 Costs projected but not spent in 2024
010 099 000 508 31 00 00	Ending Fund Balance - Restricted				
	ARPA Fund Total	239,840	280,200	520,040	

Ordinance No. 2025-X

to Sue 2/xx/2025 - mc

Treasurer's notes

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate
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Account			
106 000 000 308 31 00 00			
Yakima Co. Law & Jctc Tax Fund			
Beginning Fund Balance - Restricted	210,030	2,500	212,530
Revenues/Sources	436,500		436,500
Yakima Co. LJ Fund Total	646,530	2,500	649,030

Expenditures/Uses	600,100		600,100
Ending Fund Balance - Restricted	46,430	2,500	48,930
Yakima Co. LJ Fund Total	646,530	2,500	649,030

Street Fund			
Beginning Fund Balance - Restricted	55,000		55,000
Beginning Fund Balance - Assigned	339,860	78,000	417,860

STP Grant - OIE		135,000	
RM Grant - WCR Sidewalk/Pathway/PR		340,000	
FHWA Grant - WCR Sidewalk/Pathway/PR		155,000	
DOE Grant - Stormwater Project		560,000	
Revenues/Sources	1,676,150		2,866,150

Grant reimbursement for OIE Hwy project
Grant reimbursement for WCR Sidewalk/Pathway project
Grant reimbursement for WCR Sidewalk/Pathway project
Grant reimbursement for Larson/W 5th/Buttanut project

Street Fund Total	2,071,010	1,268,000	3,339,010
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OIE Hwy		50,000	
Stormwtr Improv - Larson/W 5th/Buttanut		560,000	
WCR Sidewalk/Pathway/PR		495,000	
Expenditures/Uses	1,885,740		2,990,740

Costs projected but not spent in 2024
Costs projected but not spent in 2024
Costs projected but not spent in 2024

Ending Fund Balance - Restricted	20,000		20,000
Ending Fund Balance - Assigned	165,270	163,000	328,270
Street Fund Total	2,071,010	1,268,000	3,339,010

to Sue 2/xx/2025 - mc **Ordinance No. 2025-X**

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
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Account				
115 000 000 308 31 00 00				
TBD Fund				
Beginning Fund Balance - Restricted	249,400	175,000	424,400	

Revenues/Sources	206,500		206,500	
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TBD Fund Total	455,900	175,000	630,900	
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115 000 070 542 30 41 00		20,000		
Professional Services		20,000		
115 000 070 595 40 63 01		100,000		
Stormwtr Improv - Larson/W 5th/Butternut		100,000		
Expenditures/Uses	160,000		280,000	

ADA Transition Plan costs projected but not spent in 2024
Costs projected but not spent in 2024

115 000 099 508 31 00 00				
Ending Fund Balance - Restricted	295,900	55,000	350,900	
TBD Fund Total	455,900	175,000	630,900	

Cemetery Fund				
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	186,355	153,000	319,355	

Revenues/Sources	233,150		233,150	
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Cemetery Fund Total	419,505	153,000	572,505	
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130 000 010 536 20 41 06				
New Cemetery Engineering				
Expenditures/Uses	342,910	120,000	462,910	

Costs projected but not spent in 2024

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	56,595	33,000	89,595	
Cemetery Fund Total	419,505	153,000	572,505	

to Sue 2/xx/2025 - mc Ordinance No. 2025-X

Treasurer's notes

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate
301 000 000 308 51 00 00	Capital Improvement Fund			
	Beginning Fund Balance - Assigned	721,460	26,000	747,460
	Revenues/Sources	320,000		320,000
	Capital Improvements Fund Total	1,041,460	26,000	1,067,460
301 000 090 594 76 63 08	Dykstra & Bren Park Restrooms		15,000	
301 000 090 595 30 63 25	OIE Hwy Improvements		8,000	
	Expenditures/Uses	503,050		526,050
301 000 099 508 51 00 00	Ending Fund Balance - Assigned	538,410	3,000	541,410
	Capital Improvements Fund Total	1,041,460	26,000	1,067,460
350 000 000 308 31 00 00	NW Grandview Infrastructure Fund			
	Beginning Fund Balance - Restricted	900,000	39,000	939,000
	Revenues/Sources	5,650,000		5,650,000
	NW Grandview Infrastructure Fund Total	6,550,000	39,000	6,589,000
350 000 010 594 34 65 00	NW Grandview Water Improvements		10,000	
350 000 010 594 35 65 00	NW Grandview Sewer Improvements		12,000	
350 000 010 595 30 63 00	NW Grandview Roadway Improvements		17,000	
	Expenditures/Uses	6,550,000		6,589,000
350 000 099 508 31 00 00	Ending Fund Balance - Restricted	-	-	-
	NW Grandview Infrastructure Fund Total	6,550,000	39,000	6,589,000

Costs projected but not spent in 2024
Costs projected but not spent in 2024

Costs projected but not spent in 2024
Costs projected but not spent in 2024
Costs projected but not spent in 2024

to Sue 2/xx/2025 - mc **Ordinance No. 2025-X**

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
405 000 000 308 31 00 00	Emergency Medical Svcs Fund Beginning Fund Balance - Restricted	251,100	45,000	296,100	
	Revenues/Sources	568,550		568,550	
	E.M.S. Fund Total	819,650	45,000	864,650	
405 000 099 508 31 00 00	Ending Fund Balance - Restricted	235,130	45,000	280,130	
	E.M.S. Fund Total	819,650	45,000	864,650	
	Expenditures/Uses	584,520		584,520	
	Water Fund				
410 000 000 308 31 00 01	USDA Water Loan Reserve - Restricted	21,600		21,600	
410 000 000 308 31 00 02	USDA Water Loan SL Assets - Restricted	496,700		496,700	
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	8,021,260	(67,000)	7,954,260	
410 000 000 391 80 00 09	DWSRF Loan - Source Well & Rehab		1,250,000		Loan for new well
	Revenues/Sources	9,682,400		10,932,400	
	Water Fund Total	18,466,995	1,183,000	19,652,995	
410 000 033 594 34 63 15	New Well		1,650,000		Costs to complete project
	Expenditures/Uses	10,122,540		11,772,540	
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	546,370		546,370	
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	7,531,450	(467,000)	7,064,450	
	Water Fund Total	18,469,995	1,183,000	19,652,995	

to Sue 2/xx/2025 - mc **Ordinance No. 2025-X**

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
	Sewer Fund				
415 000 000 308 31 00 01	USDA WW Loan Reserve - Restricted	129,000		129,000	
415 000 000 308 31 00 02	USDA WW Loan SL Assets - Restricted	88,200		88,200	
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	6,870,360	87,000	6,957,360	
415 000 000 367 11 00 10	Mahli Contribution - Additional Sewer Revenues/Sources	5,847,700	202,500	6,050,200	Contribution towards additional sewer work on Higgins Way project
	Sewer Fund Total	13,350,310	289,500	13,639,810	
415 000 035 594 35 63 01	WWTP Upgrade Improvements Expenditures/Uses	5,479,580	900,000	6,379,580	Costs to complete project
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	7,238,480	(610,500)	6,627,980	
	Sewer Fund Total	13,350,310	289,500	13,639,810	
420 000 000 308 51 00 00	Irrigation Fund Beginning Fund Balance - Assigned	49,100	15,000	64,100	
	Revenues/Sources	663,500		663,500	
	Irrigation Fund Total	712,600	15,000	727,600	
420 000 099 508 51 00 00	Ending Fund Balance - Assigned	30,250	15,000	45,250	
	Expenditures/Uses	682,350		682,350	
	Irrigation Fund Total	712,600	15,000	727,600	

Ordinance No. 2025-X

to Sue 2025 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
430 000 000 308 51 00 00	Solid Waste Fund				
	Beginning Fund Balance - Assigned	413,840	2,000	415,840	
	Revenues/Sources	1,403,530		1,403,530	
	Solid Waste Fund Total	1,817,370	2,000	1,819,370	
	Expenditures/Uses	1,558,750		1,558,750	
430 000 099 508 51 00 00	Ending Fund Balance - Assigned	258,620	2,000	260,620	
	Solid Waste Fund Total	1,817,370	2,000	1,819,370	
510 000 000 308 51 00 00	Equipment Rental Fund				
	Beginning Fund Balance - Assigned	1,414,650	(10,000)	1,404,650	
	Revenues/Sources	605,000		605,000	
	Equipment Rental Fund Total	2,019,650	(10,000)	2,009,650	
	Expenditures/Uses	706,260		706,260	
510 000 099 508 51 00 00	Ending Fund Balance - Assigned	1,313,390	(10,000)	1,303,390	
	Equipment Rental Fund Total	2,019,650	(10,000)	2,009,650	

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE 2025 ANNUAL BUDGET**

WHEREAS, the original 2025 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 2025 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 February ____, 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:
EFFECTIVE:

Exhibit A

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
Current Expense Fund					
Original 2025 Budget	590,805	7,334,700	7,822,075	103,430	7,925,505
Amendment Amount	119,000	22,300	28,300	113,000	141,300
Amended Total	709,805	7,357,000	7,850,375	216,430	8,066,805
ARPA Fund					
Original 2025 Budget	239,840	-	239,840	-	239,840
Amendment Amount	(373,000)	653,200	280,200	-	280,200
Amended Total	(133,160)	653,200	520,040	-	520,040
Yakima Co. Law & Justice Tax					
Original 2025 Budget	210,030	436,500	600,100	46,430	646,530
Amendment Amount	2,500			2,500	2,500
Amended Total	212,530	436,500	600,100	48,930	649,030
Street Fund					
Original 2025 Budget	394,860	1,676,150	1,885,740	185,270	2,071,010
Amendment Amount	78,000	1,190,000	1,105,000	163,000	1,268,000
Amended Total	472,860	2,866,150	2,990,740	348,270	3,339,010
TBD Fund					
Original 2025 Budget	249,400	206,500	160,000	295,900	455,900
Amendment Amount	175,000		120,000	55,000	175,000
Amended Total	424,400	206,500	280,000	350,900	630,900
Cemetery Fund					
Original 2025 Budget	186,355	233,150	342,910	76,595	419,505
Amendment Amount	153,000		120,000	33,000	153,000
Amended Total	339,355	233,150	462,910	109,595	572,505
Capital Improvement Fund					
Original 2025 Budget	721,460	320,000	503,050	538,410	1,041,460
Amendment Amount	26,000		23,000	3,000	26,000
Amended Total	747,460	320,000	526,050	541,410	1,067,460
NW Grandview Infrastructure Fund					
Original 2025 Budget	900,000	5,650,000	6,550,000	-	6,550,000
Amendment Amount	39,000		39,000	-	39,000
Amended Total	939,000	5,650,000	6,589,000	-	6,589,000
E.M.S. Fund					
Original 2025 Budget	251,100	568,550	584,520	235,130	819,650
Amendment Amount	45,000			45,000	45,000
Amended Total	296,100	568,550	584,520	280,130	864,650

Exhibit A Continued

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
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Water Fund					
Original 2025 Budget	8,787,595	9,682,400	10,122,540	8,347,455	18,469,995
Amendment Amount	(67,000)	1,250,000	1,650,000	(467,000)	1,183,000
Amended Total	8,720,595	10,932,400	11,772,540	7,880,455	19,652,995

Sewer Fund					
Original 2025 Budget	7,502,610	5,847,700	5,479,580	7,870,730	13,350,310
Amendment Amount	87,000	202,500	900,000	(610,500)	289,500
Amended Total	7,589,610	6,050,200	6,379,580	7,260,230	13,639,810

Irrigation Fund					
Original 2025 Budget	49,100	663,500	682,350	30,250	712,600
Amendment Amount	15,000			15,000	15,000
Amended Total	64,100	663,500	682,350	45,250	727,600

Solid Waste Fund					
Original 2025 Budget	413,840	1,403,530	1,558,750	258,620	1,817,370
Amendment Amount	2,000			2,000	2,000
Amended Total	415,840	1,403,530	1,558,750	260,620	1,819,370


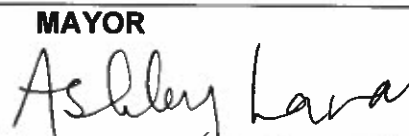
Equipment Rental Fund					
Original 2025 Budget	1,414,650	605,000	706,260	1,313,390	2,019,650
Amendment Amount	(10,000)			(10,000)	(10,000)
Amended Total	1,404,650	605,000	706,260	1,303,390	2,009,650

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

ITEM TITLE Resolution amending Section 27.04(B) of the Credit Card Use Policy within the City of Grandview Personnel Policy Manual to add the Mayor as an authorized user	AGENDA NO.: New Business 4 (H) AGENDA DATE: February 11, 2025
DEPARTMENT Executive – Mayor	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT DIRECTOR REVIEW

Mayor Ashley Lara

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

The City of Grandview has a policy which covers the use of City credit cards to transact official City business, see Grandview Personnel Manual Chapter 27 Credit Card Use Policy attached.

Section 27.04(B) of the policy provides that credit cards may be issued to the following Departments:

- Administration: City Administrator, City Clerk and City Treasurer
- Police Department: Police Chief and Assistant Police Chief
- Fire Department: Fire Chief and Fire Captain
- Library: Library Director
- Public Works: Public Works Director and Public Works Assistant

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.

Mayor Lara is requesting that a City credit card be issued to her for City use.

ACTION PROPOSED

Move a resolution amending Section 27.04(B) of the Credit Card Use Policy within the City of Grandview Personnel Policy Manual to add the Mayor as an authorized user to the February 25, 2025 regular Council meeting for consideration.

Chapter 27 CREDIT CARD USE POLICY

27.01 Policy Statement:

To establish a policy on the use of City credit cards to transact official City business.

27.02 Departments Effected:

City Administrator, Department Directors and Employees

27.03 References:

RCW 43.09.2855

27.04 Policy:

A. The City Council has authorized the City Administrator to implement procedures for the use of City credit cards for the following uses:

- **Travel:** Credit cards may be used by the above assigned individuals (section 2) for official business – related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency city vehicle repairs and other travel related expenses as authorized by the Mayor or City Administrator. In addition the assigned individual may use the City credit card for conference and class registrations. Out of state travel and out of state registration require the Department Head to obtain the Mayor’s pre-approval.
- **Purchases:** The assigned credit cards may be used for ordering supplies, including on-line purchases, under \$1,000 for City purposes, when pre-approved by the Department Director. The City Clerk’s credit card shall be utilized for on-line purchases over \$1,000 with pre-approval by the City Clerk and City Administrator.
- Purchases where an open charge account exists may be utilized for convenience at the time of purchase with the approval of the City Administrator.
- **Credit Limit:** The credit limit for each assigned City credit card shall be \$1,000 for employees. The credit limit for the Police Chief and Assistant Police Chief shall be \$2,000. The City Clerk’s credit limit for said assigned City credit card shall be \$10,000.
- City credit cards shall NOT be used for cash advances or personal purchases.

B. Credit Cards may be issued to Departments as follows:

- Administration: City Administrator, City Clerk and City Treasurer
- Police Department: Police Chief and Assistant Police Chief
- Fire Department: Fire Chief and Fire Captain
- Library: Library Director
- Public Works: Public Works Director and Public Works Assistant

C. The City has the following credit cards:

1. Visa Cards for each Department as identified in (B)
2. Chevron Fuel Card
3. CNH Capital Credit Card
4. Office Max Credit Card
5. Office Depot Credit Card
6. Safeway Credit Card
7. Sears Commercial One Credit Card
8. Staples Credit Card
9. Wal-Mart Credit Card

27.05 Procedures:

A. Authorization: Payment of all credit card expenditures is contingent upon the City Administrator's or Department Director's approval of the monthly statement of transactions. If expenditure is deemed inappropriate, the assigned credit card holder will be responsible for reimbursing the City.

B. Receipts/Verification:

1. Receipts **must be obtained** for each credit card transaction.
2. The purpose of the charge and the name of the individual(s) involved must be clearly written on the receipt. Meal receipts must note who ate and the purpose of the meeting.
3. Receipts or purchase verification for on-line charges are to be saved and retained by the assigned individual or designee.

C. The Department Director will reconcile and voucher the credit card transaction as scheduled with a completed purchase order and all corresponding credit card receipts attached.

D. The Accounting Clerk will:

1. Verify all credit card expenditures against the monthly transaction summary.
2. Notify the Department Director of missing receipts within 5 days of receiving the monthly statement.

27.06 Control:

A. The assigned department is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.

B. The City Clerk is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.

C. The City Administrator will disallow the use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy. The following will be considered an unauthorized purchase or use of any City purchasing/credit card:

1. Cash advances

2. Payment of invoices or statements
3. Purchases where an open charge account would be utilized without prior approval from the City Administrator
4. Personal purchases of any kind even if the cardholder intends to reimburse the City
5. Purchases where no or inadequate documentation is provided substantiating the necessity, nature and cost of the purchase

D. Any exceptions to this policy must be approved in writing in advance by the City Administrator.

E. Assigned individuals will sign a Credit Card User Agreement (Attachment A) before they are eligible to use the card.

F. Credit cards are to be returned to the City immediately upon ending employment with the City.

G. Misuse of a City credit card may result in disciplinary action, termination and/or legal action.

H. Failure to provide detailed documentation as required by the policy will at a minimum result in the user being responsible for the charge and may result in disciplinary action.

27.08 Credit Card User Agreement

I, _____, as an employee of the City of Grandview accept personal responsibility for the safeguard and proper use of the City credit card

which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

Credit cards are to be used solely for travel related business expenses (within and outside the city), and conference/class registrations incurred by the assigned individual only.

Credit cards may be used for purchasing department supplies up to \$1,000 only if prior approved by the assigned card holder's Department Director.

I have read and understand the credit card policies and procedures as set forth in the Credit Card Use Policy.

I understand the City Administrator will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures. I understand that such violation or misuse may subject me to discipline, including termination, under the City's Personnel Policies and/or legal action.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

"I hereby verify that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."

I understand that I will be held personally liable for inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck. For represented employees there will be a meeting between the City Administrator or designee, the employee and the Union representative within 10 days from when the misappropriation was discovered to discuss the charges and terms of repayment.

The undersigned individual has read and understands the above statements.

Employee Name Printed: _____

Employee Signature: _____

Date: _____

RESOLUTION NO. 2025-____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING SECTION 27.04(B) OF THE CREDIT CARD USE POLICY WITHIN THE
CITY OF GRANDVIEW PERSONNEL POLICY MANUAL TO ADD THE MAYOR AS
AN AUTHORIZED USER**

WHEREAS, the City Council of the City of Grandview adopted a credit Card Use Policy as Chapter 27 of the Grandview Personnel Policy Manual on April 8, 2014; and

WHEREAS, the City Council desires to make certain amendments to the Credit Card Use Policy,

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

Section 1: Grandview Personnel Manual Section 27.04(B), Policy, which reads as follows:

- B. Credit Cards may be issued to Departments as follows:
- Administration: City Administrator, City Clerk and City Treasurer
 - Police Department: Police Chief and Assistant Police Chief
 - Fire Department: Fire Chief and Fire Captain
 - Library: Library Director
 - Public Works: Public Works Director and Public Works Assistant

is hereby amended to read as follows:

- B. Credit Cards may be issued to Departments as follows:
- Administration: **Mayor**, City Administrator, City Clerk and City Treasurer
 - Police Department: Police Chief and Assistant Police Chief
 - Fire Department: Fire Chief and Fire Captain
 - Library: Library Director
 - Public Works: Public Works Director and Public Works Assistant

Section 2: Except as specifically amended herein, all other provisions of Chapter 27 of the Grandview Personnel Manual remain unchanged.

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

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY