

**GRANDVIEW CITY COUNCIL  
PLANNING SESSION MINUTES  
FEBRUARY 5, 2009**

**1. CALL TO ORDER**

Mayor Norm Childress called the planning session to order at 8:30 a.m., at The Vineyard, 150 Division Street, Grandview, WA.

Present were: Mayor Childress and Councilmembers Mike Bren, Pam Horner, Diana Jennings, Jan McDonald, Bill Moore, Joan Souders and Jesse Palacios.

Staff present were: City Administrator Scott Staples, City Attorney Jack Maxwell, Public Works Director Cus Arteaga, Parks & Recreation Director Mike Carpenter, Librarian Linda Dunham, City Treasurer John Myers, Fire Chief Pat Mason, Police Chief David Charvet and City Clerk Anita Palacios.

**2. 2008/2009 ACTION OUTLINES**

City Administrator Staples explained that in December 2007, the Mayor and Council had a two-day planning session to identify priorities for the years 2008/2009. Twenty-four goals were established. He provided the following update on what had been accomplished to date:

- Five year revenue and expense estimates for the Current Expense Fund were revised in early 2008, which verified the need for additional revenue to sustain city services, such as Police, Fire Streets, Parks, Recreation, Library, etc. Following the failure of a utility tax measure in May 2008, each Councilmember prioritized the services in the Current Expense Fund. Based upon this input, a list was developed for the Council as a whole. Council implemented a series of service reductions affecting animal control, parks maintenance, swimming pool, the museum and recreation. As a result, the Council was able to establish balanced budgets for 2008 and 2009. In early 2009, revised five year projections were prepared for the period 2010-2014.
- The City and School District renewed the joint agreement for a School Resource Officer at the Grandview Middle School, with both paying 50% of the costs.
- The Council approved the concept of establishing a rental registration and inspection program, similar to the program currently in Pasco.
- The Council approved the "Alive Downtown" plan for downtown revitalization and design standards for new construction or substantial renovation in the downtown core area. Efforts were underway to secure federal and/or state funding to make the improvements.
- A revised plan for a new swimming pool facility was developed by a citizens committee and staff to present to the community in the first quarter of 2009.
- Efforts were continuing to find a dedicated revenue source to develop a plan for street seal coating and resurfacing. The 2009 budget included \$25,000 for seal coating.
- The City obtained a grant of \$660,000 to install curb and gutter, sidewalks and water improvements to the neighborhood west of Grandridge and south of Second Street. The project should be completed by summer 2009.

- In pursuit of a new joint YVCC/City library facility on the YVCC Grandview Campus, the State has committed \$2 million for the project. Another \$2 million must be raised by June 2009, and as of December 2008, another \$1.1 million has been committed. The Council and YVCC President discussed the College's revised Master Plan and their interest in potentially purchasing the Senior Center building and/or Westside Park to accommodate growth in school population and programs.
- The Council adopted changes to the City code regarding criminal behavior to provide more tools for police officers. The City continues to work with local legislators to strengthen state laws.
- As part of the Council's desire to expand the neighborhood block watch program, three additional neighborhoods were now participating.
- A new Water Comprehensive Plan has been developed, was under review by the State Department of Health, and would be presented to the Council for approval in March 2009.
- A new Sewer Comprehensive Plan has been developed and would be submitted to the Council for approval in March 2009.
- In order to protect the City's water rights, efforts were underway to certificate each of the City's existing wells and add future well sites for growth.
- A Centennial Committee was established to develop a plan to celebrate the City's 100<sup>th</sup> birthday in 2009.
- A grant was secured to install new playground equipment at Westside Park, which was completed in November 2008.
- A new pre-manufactured restroom facility was installed at Dykstra Park.
- As required by State law, a new Comprehensive Plan for the City was approved in January 2008.
- In the 2008 budget, funds were budgeted in the Capital Improvement Fund for the placement of an automated electronic reader board, but the project was placed on hold after the failure of the utility tax measure in May 2008. A newsletter was sent to City residents three to four times per year, and efforts continue to expand the use of the City's website to provide information.
- Funds were included in the budget to support training opportunities for all City employees, based upon availability and priority.
- Design plans were developed for a new animal shelter facility and the project went out to bid. The project was placed on hold due to funding restraints.
- The Council met with the Port Commissioners and Dave McFadden of Yakima County Development Association to review the current economic development environment and efforts. The Council approved a new contract with YCDA for 2009 to 2013.

### **3. FIVE-YEAR CURRENT EXPENSE FUND PROJECTIONS**

City Treasurer John Myers presented updated Current Expense Fund projections for 2009-2014, which incorporated a 2% growth in revenue and 5% growth in expenditures, copies attached.

Mayor Childress requested that Council consider establishing a policy that provided a dollar amount or percentage amount for an ending fund balance in the Current Expense Fund.

City Treasurer Myers recommended a 15% minimum for an ending fund balance. He added that the 2009 budget provided for a 15% ending fund balance. The January 1, 2009 ending fund balance was currently at 20%.

Council discussed alternative uses of the excess funds in the Current Expense Fund.

Following discussion, Council reaffirmed its policy that the Current Expense Fund balance should be maintained at a 15% minimum of current year expenditures. It was determined that after the conclusion of this year's legislative session, Council would have another discussion about the alternative uses of the excess funds over 15%.

#### **4. DEPARTMENT REVIEWS**

##### **Parks and Recreation Department**

- Swimming Pool Direction: The Swim Pool Committee would be holding community outreach meetings set for Tuesday, March 31<sup>st</sup> at 1:00 p.m. and 7:00 p.m. at the Senior Center. The Committee's goals for the process included having the committee members do most of the presentation, continuing the grassroots effort and community ownership in planning for and developing a community pool facility, and providing Council clear direction on what the community would support for a pool facility. Main challenge would be getting community members to attend one of the two meetings. Committee developed a list of publicity tools that include the Grandview Pride Newsletter, Grandview School District Highlights Newsletter.

Following discussion, Council determined that due to current economic conditions and budget restrictions, the swim pool direction issue be put on hold at this time. Council was still very supportive of the pool concept, but felt it would not be prudent to pursue this process during these challenging economical times. Staff was instructed to cancel the community outreach meetings.

- Mid-Valley Swim Team Championships: Grandview would be hosting the 2009 Mid-Valley Swim Team Championships on July 31<sup>st</sup>, August 1<sup>st</sup> and 2<sup>nd</sup>. Approximately 400 swimmers with family and friends would be in attendance. City staff would be working with the event chairperson to review event logistics.
- Summer Help: As part of the 2009 budget process, the spring and summer recreation supervisor and playground aid positions were eliminated. It was suggested that staff contact regional colleges with recreation programs to seek internships to fill the positions. Interest letters were mailed and to date, no responses have been received. The lack of seasonal staff could potentially eliminate the summer playground program and the need to rely on volunteers for special events. In addition, the office could be closed more often, when staff have related commitments elsewhere. Other options were continuing to use High School seniors during their senior projects or participating in the YVCC Work Study Program. This program helps financial aid students earn money for

school while gaining experience. The State would reimburse the employer up to 65% of the student's wages.

- Soap Box Derby: The Soap Box Derby was cancelled in 2008 due to dwindling interest and costs. In 2007, 10 cars participated. In the past, sponsors have offset costs for prizes. Major expense was overtime for the maintenance staff approximately \$1000 for the day.
- Country Park Playground Equipment Project – Staff has applied for a \$25,000-\$30,000 grant from the Seahawks Play 60 Legacy Project to install a new playground structure at Country Park. Matching grant dollars have been received from the following: \$10,000 Anonymous Donor, Teddy Bear Corner Fundraiser (\$2000-\$3000), Columbia River Steel and Construction Company (assemble and install the unit). A funding request has also been submitted to Wal\*Mart DC.

### **Police Department**

- Animal Control – Discussed a draft agreement prepared by the Humane Society of Central Washington that would allow the cities of Grandview, Prosser and Sunnyside to share the cost of animal control services. The Humane Society would provide animal control services to Grandview two days per week. A cost analysis was presented comparing the services of the Humane Society versus that of hiring a part-time employee. The contract cost would be \$19,680 per year and to hire a part-time employee would cost \$25,600 annually.

Following discussion, Council consensus was to pursue the animal control contract with the Humane Society.

- Radio Transmission System – Discussed the need to improve the radio transmission system between dispatch and the officers' portables. The estimated cost would be approximately \$70,000.
- Police Department Facility – Discussed the long-term goal for the construction and/or relocation of a new Police Department facility. Recommended facilities included the National Guard Armory or the Lower Valley District Court facility. Discussion also took place regarding the concept of regional police services.
- Police Dispatch Overtime – Discussed lack of staffing levels with dispatch and the cost of paying officers overtime to fill the position.

Following discussion, Council instructed staff to evaluate the cost effectiveness of hiring an additional dispatcher versus paying officer overtime.

### **Fire Department**

- Volunteer Firefighters – Current membership totaled 31 volunteer firefighters with goal of 42 members. Started in-house recruit training program and graduated four volunteer firefighters last year.

- Calls for Service – Last year, a total of 600 calls for service were received of which 85% were medical calls. Implementing in-house duty night and resident program.
- SCBA Replacement – Self-contained breathing apparatus (SCBA) equipment were not in the equipment rental fund and would need to be replaced in the year 2020 at the cost of approximately \$150,000.
- Fire Truck Replacement – Fire trucks were not in equipment rental fund for replacement and funds have not been set aside for the purchase of a new truck. Investigating partnership with Yakima County Fire District #5 for the purchase of a joint new truck.

Following discussion, Council instructed staff to meet with Yakima County Fire District #5 to discuss joint purchase options for a new fire truck.

### **Public Works Department**

- Assistant Public Works Director Position – Discussed the reorganization of management staff to strengthen administrative functions within the Public Works Department and the re-implementation of the Assistant Public Works Director position.

Following discussion, Council concurred and instructed staff to prepare a job description for the Assistant Public Works Director position for consideration.

- Street Maintenance – Discussed concerns with the lack of street and sidewalk maintenance, decreasing snow and ice control budget and the need for additional neighborhood streetlights to improve public safety.
- Rental Inspection Program – Discussed the implementation of the rental inspection program. This program would systematically inspect all rental units and compel all landlords to properly maintain their properties at minimum housing quality standards.

Following discussion, staff was instructed to prepare a proposal for implementation of a rental inspection program, which would provide the best method of conducting the annual inspections, inspection follow-up, and a fee structure that pays for the program.

- Code Enforcement Issues – An agreement has been reached with the property owner of the West Fifth Street trailer court for removal of the dilapidated trailers. Abatement would proceed with the Harris residence on Hillcrest.

### **Library**

- Joint Library Project – City Administrator Staples advised that the Washington State Treasurer's Office has a Local Option Capital Lending Program which finances construction of public facilities with terms of 5/10/15/20 year payback

options. He recommended the City apply for a loan in the amount of \$900,000 to help offset the local matching funds for the construction of the joint library facility. Deadline for application submission was April 1<sup>st</sup> and May 1<sup>st</sup> to have funds appropriated by July 1<sup>st</sup>. The two sources of payment options was the annual savings achieved once the joint library was up and running or appropriating capital improvement funds. The Friends of the Library has committed \$1,000 towards the project.

Following discussion, Council consensus was to proceed with the loan application process.

### **Planning**

- Zoning Code Update – City Clerk Palacios advised that the Planning Commission had spent the past few months reviewing proposed amendments to the City's zoning code utilizing the City of Pasco's as a template. She explained that Pasco had completed a comprehensive update of their entire zoning code in 1999. Pasco's zoning code included several items discussed at previous meetings such as additional residential zone options, landscaping standards, off-street parking, planned development, etc. A draft ordinance has been prepared and presented to the Planning Commission at their January 28<sup>th</sup> meeting and staff would be presenting the draft ordinance to the Council for consideration in April.

### **5. LICENSE TAB FEES FOR STREET IMPROVEMENTS**

Council considered the establishment of a transportation benefit district for the implementation of a \$20 license tab fee, which would raise approximately \$180,000 per year to fund street improvements.

City Administrator Staples explained that the Public Works Director and City Engineers have been evaluating the current street conditions and would be preparing a 10-year plan that identified the work to be done on specific streets and the year it was to be completed. The 10-year proposed street improvement plan would be presented to Council at a future study session for consideration.

### **6. ACTION ITEMS**

Swim Pool Project – The swim pool project would be placed on hold until further notice. Parks and Recreation Director Carpenter was instructed to advise to the Swim Pool Committee and cancel the March 31<sup>st</sup> public outreach meetings.

Animal Control – Staff would move ahead with the joint animal control approach with the Cities of Prosser and Sunnyside. The master interlocal agreement would be on the March 2<sup>nd</sup> Council agenda for consideration.

Police Dispatch Overtime – Staff would prepare a written report for evaluation of the cost effectiveness of hiring an additional dispatcher, as a means to reduce the overtime currently paid.

Regional Police Services – Staff would schedule a meeting for City representatives to meet with County Commissioners to discuss the concept of regional police services.

Fire Truck Replacement – Fire Chief Mason was instructed to meet with Fire District #5 to discuss the idea of a joint fire truck purchase and provide a brief written report for Council consideration.

Assistant Public Works Director Position – Staff would prepare a draft job description for the Assistant Public Works Director and determine classification and FLSA status.

Rental Inspection Program – Staff would prepare a presentation to Council for implementation of a rental inspection program at a future study session which would determine the best method of conducting the annual inspections and the inspection follow up, as well as a fee structure that supports the program.

Joint City/YVCC Library – Staff would contact the LOCAL program to secure the appropriate paperwork to proceed with the loan application process. Staff would also follow-up with YVCC to discuss the purchase of the Senior Center.

**7. ADJOURNMENT**

The planning session adjourned at 4:30 p.m.

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Mayor Norm Childress

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Anita Palacios, City Clerk