

**GRANDVIEW CITY COUNCIL
MEETING AGENDA
TUESDAY, MARCH 22, 2016**



STUDY SESSION – 5:30 PM

1. Swim Pool Improvements – Phase 2
2. Grandview City Council Procedures Manual

PAGE

1-4
5-35

REGULAR MEETING – 7:00 PM

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

4. PUBLIC COMMENT

Citizens may address the Council on matters other than those appearing on the agenda.

5. CONSENT AGENDA

Items on the Consent Agenda will be voted on together by the Council, unless a Councilmember requests that items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under Unfinished and New Business.

- | | | |
|----|---|-------|
| A. | Minutes of the March 8, 2016 study session | 36-38 |
| B. | Minutes of the March 8, 2016 regular meeting | 39-44 |
| C. | Payroll Electronic Fund Transfers (EFT) Nos. 5529-5533 in the amount of \$73,087.21 | |
| D. | Payroll Check Nos. 8710-8725 in the amount of \$79,556.22 | |
| E. | Payroll Direct Deposit 03/01/16 – 03/15/16 in the amount of \$89,065.92 | |
| F. | Claim Check Nos. 110111-110205 in the amount of \$257,238.16 | |

6. ACTIVE AGENDA

- | | | |
|----|---|-------|
| A. | Resolution No. 2016-17 adopting the updated Water System Plan | 45-46 |
| B. | 2016 Fuel Bid Award – Bleyhl Farm Service | 47 |
| C. | Ordinance No. 2016-2 amending the 2016 Annual Budget | 48-50 |
| D. | Resolution No. 2016-18 approving Task Order No. 2016-03 with HLA Engineering and Land Surveying, Inc., for Water Telemetry System Upgrades – Phase 2A | 51-55 |
| E. | Resolution No. 2016-19 expressing support for adequate funding of the Municipal Research and Services Center | 56-58 |

7. UNFINISHED AND NEW BUSINESS

8. CITY ADMINISTRATOR AND/OR STAFF REPORTS

9. MAYOR & COUNCILMEMBER MEETING REPORTS

- | | | |
|----|--|-------|
| A. | Council Retreat Committee – Councilmember Mike Everett | 59-84 |
|----|--|-------|

10. EXECUTIVE SESSION – Non-Union Employee Salary Survey (30 minutes)

11. ADJOURNMENT

Anita Palacios

From: Mike Carpenter
Sent: Thursday, March 10, 2016 12:02 PM
To: Carolyn Vining; Tony Cromwell; Mitchel Wagner (mitchel_95@hotmail.com); Taylor Ebbelaar; Betty Garza (bettygarza1960@hotmail.com); Sally Mendoza (smendoza@gsd200.org); Alix Carlson; Dawn Meyer; Rachael Binfet; Joan Souders; Ebbelaar, Frans (Central Pre-Mix); Krysti Febus
Cc: Cus Arteaga; Anita Palacios; Mayor; Justin Bellamy
Subject: City Council Study Session 5:30 pm Tuesday, March 22nd

Good morning,

Mayor Childress and our Grandview City Council would like to invite our Swim Pool Committee and Board members of the Grandview Neptune Rotary Swim Team to our City Council Study Session to be held on Tuesday, March 22nd @ 5:30 pm at Grandview City Hall. (207 W 2nd Street)

The purpose of the study session is to update and to gain input for Phase 2 components of the swim pool improvements; including the construction schedule and lighting upgrade requirements from the State Health Department.

If you have any questions, please contact me @ 882-9219.

Thank you.

Mike

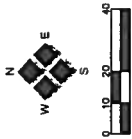
Mike Carpenter
Parks and Recreation Director
City of Grandview
Grandview, WA 98930
Phone: (509) 882-9219
Fax: (509) 882-3099
Visit our Website: [http:// www.grandview.wa.us](http://www.grandview.wa.us)

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

**Grandview City Council Study Session Agenda
Phase 2 Improvements to Swim Pool**

**Tuesday, March 22nd @ 5:30 pm
City Council Chambers**

- A. Welcome and Introductions**
- B. Phase 2 Component Re-Cap – Mike**
- C. Overview of Deck Lighting – Corrective Action Plan – Justin**
- D. Overview of Construction Schedule for Phase 2 – Justin**
- E. Recreation and Conservation Office Grant Program – Mike**
- F. Consensus on Direction**



**PRELIMINARY
SUBJECT TO REVISION**

JOB NUMBER: 15039	DATE: 03-08-16
FILE NAME: Shont+dog	
DRAWINGS:	
DESIGNED BY: PATRICK RY	J.B. RUS

**CITY OF GRANDVIEW
MUNICIPAL POOL
IMPROVEMENTS - PHASE 2**

SITE PLAN

X-X
OF
2
SHEET

Project: City of Grandview - Municipal Pool Improvements - Phase 2

ID	Task Name	Duration	Start	Finish
1	Municipal Pool Improvements - Phase 2	175.5 days	Mon 03/07/16	Mon 08/29/16
2	Prepare preliminary plans and specifications	15 days	Mon 03/07/16	Mon 03/21/16
3	Submit preliminary plans and specification 0 days to City and DOH for review and approval	0 days	Mon 03/21/16	Mon 03/21/16
4	DOH plan review	10 days	Tue 03/22/16	Thu 03/31/16
5	Receive DOH approval of preliminary plans and specifications	0 days	Thu 03/31/16	Thu 03/31/16
6	Prepare final plans and specifications for bid advertisement	4 days	Fri 04/01/16	Mon 04/04/16
7	Advertise for bids (2 weeks min.)	14 days	Tue 04/05/16	Mon 04/18/16
8	Open Bids	0 days	Tue 04/19/16	Tue 04/19/16
9	Review bids and make recommendation of award	1 day	Wed 04/20/16	Wed 04/20/16
10	Council award of construction contract	0 days	Tue 04/26/16	Tue 04/26/16
11	Sign construction contracts (cont. bond, insurance, etc.)	28 days	Wed 04/27/16	Tue 05/24/16
12	Begin filling pool	0 days	Thu 05/26/16	Thu 05/26/16
13	Contractor order materials (fence, etc.)	28 days	Mon 05/09/16	Sun 06/05/16
14	Begin Construction	0 days	Sun 06/05/16	Sun 06/05/16
15	Pool improvement construction	21 days	Mon 06/06/16	Mon 06/27/16
16	Pool season ends	0 days	Sun 08/21/16	Sun 08/21/16
17	Complete construction	0 days	Mon 08/29/16	Mon 08/29/16

DRAFT

Anita Palacios

From: Anita Palacios
Sent: Wednesday, February 24, 2016 1:46 PM
To: Bill Moore; Bill Moore; Bill Moore 1 (brmoore@embarqmail.com); Cus Arteaga; Dennis McDonald (dennism@grandview.wa.us); Dennis McDonald 1 (dennismcd10@gmail.com); Gaylord Brewer (brewerg@grandview.wa.us); Gloria Mendoza; Gloria Mendoza (mendozag@grandview.wa.us); Gview Mayor; Javier Rodriguez; Javier Rodriguez (rodhav1@yahoo.com); Joan Souders; Joan Souders 1 (jesouders@hotmail.com); Mayor Norm Childress; Mike Everett (everettm@grandview.wa.us); Mike Everett 1 (mike@everettlaw.net); Quinn Plant
Subject: Council Procedures Manual - Telephonic/Remote Appearance
Attachments: DOC254.PDF

Attached for your review are sample procedures for telephonic/remote appearance

Anita G. Palacios, MMC
City Clerk/Human Resource
City of Grandview
207 West Second Street
Grandview, WA 98930
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anitap@grandview.wa.us
www.grandview.wa.us

confidentiality is waived by the majority of the Council. Violation of confidentiality may result in a censure motion by the Council during a regular meeting.

H. Telephonic Appearance. Councilmembers may appear at a Council meeting via telephone under limited circumstances. Telephonic appearances are for the benefit of the City of Mukilteo and not for the benefit of an individual Councilmember. Telephonic appearances may occur as follows:

- (a) The Council President may approve a Councilmember's appearance at a Council meeting via telephone when action on a measure to be voted on cannot be delayed but rather requires immediate action or remedy *and* one or more of the following circumstances exists:
 - i. Due to fire, flood, earthquake, or other emergency, there is a need for action by a governing body to meet the emergency;
 - ii. A vote of the Council of the whole is required for action; or
 - iii. A unanimous vote of the whole Council is required for passage of a measure.
 - (b) In the event that subsection H(a) of Rule 1 of the Mukilteo City Council Rules and Procedures has been satisfied and more than one Councilmember is absent, reasonable efforts shall be given to provide all absent members an opportunity to appear via telephone. In no event shall the Council President approve a Councilmember's telephonic appearance unless satisfactory equipment is available. Satisfactory equipment shall mean any telephone equipped with a speakerphone function capable of broadcasting the Councilmember's voice attending via telephone clearly and sufficiently enough to be heard by those in attendance at the meeting. The telephone must allow the Councilmember to take and answer questions as posed from time to time.
 - (c) During any meeting that a Councilmember is attending via telephone, the Council President or presiding officer shall state for the record that a particular Councilmember is attending via telephone and the reasons for such attendance.
 - (d) Councilmembers appearing via telephone may participate and vote during the meeting as if they were physically present at the meeting.
 - (e) Councilmembers appearing via telephone shall comply with all rules and procedures as if they were physically present at the meeting.
- I. City Staff.** Any officer or employee of the City, when requested, shall attend and remain at the meeting for such length of time as the majority of Councilmembers present may direct.
- J. Attendance of Media at Council Meetings.** All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

It is recognized that the hands of decision makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the "Three-Touch Rule" is impractical. However, when unusual circumstances arise which justify a "first discussion" decision, the persons requesting the expedited decision should also explain the timing need. The "Three-Touch Rule" excludes staff reports and other general communications not requiring a future Council decision.

4.2 City Staff – Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the Mayor. It is the intent of the Council that the Mayor schedule adequate administrative support for the business at hand, while protecting the productive capability of department heads. When sound system or other monitoring capabilities exist, the City Administrator may allow personnel to utilize time in their offices or other areas while waiting for the item of business for which appearance before the Council is required.

4.3 Administrative Presentations and Briefings

In order to enhance public understanding of complex issues being presented, City Administration is encouraged to include the use of visual communication tools whenever possible.

4.4 Special Council Meetings

Special meetings shall be called as provided in the Open Public Meetings Act and as otherwise required by RCW. Special meetings will be strictly limited to time-sensitive matters that cannot be accommodated within regular business meetings or work/study sessions. The notice of a special meeting shall identify the agenda item(s). The notice of meeting shall suffice as the meeting's agenda.

4.5 Public Notice

Notice of all meetings and hearings shall be provided as required by the Open Public Meetings Act and as otherwise required by the RCW and Lake Forest Park Municipal Code (LFPMC). Notice of regular, special and study session meetings, along with draft agendas, shall be posted on City bulletin boards designated for public notice, any public library located in the City, Third Place Commons and the City website.

4.6 Use of Recycled Products

Material provided to the Council shall meet the City requirements for recycled content. The Council will be provided a container for recycling waste in the Council Chambers.

4.7 Remote Participation

A Councilmember may participate and vote telephonically or via other electronic means in all or part of a regular or special council meeting if the following conditions are met:

- A. The majority of the Council membership consents and such consent shall not be unreasonably withheld; and
- B. All persons participating in the meeting are able to hear each other at the same time, such as by the use of a speaker phone, computer speaker or other amplification; and
- C. Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately hearing and speaking to each other shall be addressed immediately; and

- D. The Councilmember participating telephonically or via other electronic means bears any costs of such participation but may use the communications equipment owned by the city at City Hall without charge.

4.8 Council Meetings Open to the Public

Council differentiates among five types of public meetings: (1) committee meetings; (2) work/study sessions (and single-issue workshops); (3) business meetings; (4) goal-setting retreats; and (5) public meetings, forums and town halls. All meetings of the Council and of any Committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

4.9 Council Committees

Council Committees are a part of the governance structure that extends the reach of the Council and makes it effective between meetings. Council Committees are established to inform and educate the Council on existing City programs and issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process, and to serve in an advisory capacity to the Council in reviewing policy matters referred to them by the Council, and such other matters as the Council, by simple majority vote, may direct. The Committees shall have no power or authority to commit the City or to take any binding action on their part without the express authorization of the Council. The Committees shall be concerned primarily with policy matters and matters vested in the legislative body of the City and shall not become involved in the administration of the City government.

- A. All Council Committee meetings shall be open to the public and posted at City Hall per the Open Public Meetings Act. Participation by Councilmembers not named to the Committee, the Mayor, other public officials and the public shall be at the discretion of the Chair of the Committee.
- B. It is the responsibility of the Chair of the Committee to notify the City Clerk of the date, time and place of any Council Committee meeting, and to provide a committee agenda at least seven calendar days prior to committee meeting. The City Clerk will arrange for notice to be conveyed to the public, the Mayor and all Councilmembers.
- C. The Mayor will work with the Chair of each committee to assign staff to support Committee deliberations. The Chair of each Committee will report on their deliberations and recommendations to the Council after each Committee meeting.
- D. Council may change membership of Committees by majority consent.
- E. The following Council Committees and Committee responsibilities are hereby established:
 - 1. **Council Committee of the Whole:** All seven Councilmembers serve on the Committee of the Whole. The Council Chair shall chair the Committee. The Committee considers policy issues of concern to the entire Council, with the exception of issues of specific concern to other Council Committees that are charged with specific responsibilities, such as the Budget and Finance Committee.

The Committee of the Whole may send legislation and policy issues for final action by the Council during a Council business meeting.

The Committee is responsible for the Council's annual work program, rules procedures and organization for council operations and city governance, the City's



BOTHELL

7.12 Restrictions on Political Involvement by Staff

Bothell is a nonpartisan local government. Professional staff formulates recommendations in compliance with Council policy for the good of the community, not influenced by political factors. For this reason, it is very important to understand the restrictions of political involvement of staff.

By working for the City, staff members do not surrender rights to be involved in political activities. Employees may privately express their personal opinions. They may register to vote, sign nominating or recall petitions, and they may vote in any election.

7.13 Council Attendance Policy

RCW 35A.13.020 (Council-Manager Plan of Government) directs us to RCW 35A.12.060 (Mayor-Council Plan of Government) - Vacancy for Nonattendance. A council position shall become vacant if the Council Member fails to attend three consecutive regular meetings of the council without being excused by the council.

At the start of each City Council meeting, the Mayor or City Clerk, or designee, will call the roll. Any absent Council Member who has called the Mayor or City Manager's Office prior to 5:00 p.m. on the day of the meeting to advise of such absence will be deemed excused.

7.14 Attendance via Speakerphone (AVS)

From time to time, a Council Member will not be able to be physically present at a Council meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Council Member to attend a Council meeting via speakerphone are as follows:

A. The Rare Occasion

Attendance via speakerphone should be the rare exception, not the rule, and AVS is limited to two times per year per Council Member. Examples of situations where AVS would be appropriate include, but are not limited to:

- An agenda item is time sensitive, and AVS is needed for a quorum;
- An agenda item is of very high importance to the Council Member that cannot be physically present;
- It is important for all Council Members to be involved in a decision, but one Council Member is unable to be physically present.
- AVS should be limited to one agenda item, not the entire Council meeting.

B. *Attendance - Procedure*

1. The Council Member attending via speakerphone
 - a. must be able to hear the discussion on the agenda item taking place in the Council chambers, and
 - b. must be able to be heard by all present in Council Chambers.
2. When the particular agenda item is ready to be discussed, the Mayor (or presiding officer, if the Mayor is not physically present) should state for the record:
 - a. Let the record reflect that Council Member _____ is attending via speakerphone for Agenda Item No. _____, relating to _____.
 - b. Council Member _____, can you hear me? [There must then be a clearly audible response in the affirmative.]
 - c. Let the record reflect that Council Member _____, who is attending via speakerphone, can be heard by all present in Council chambers.
3. Upon conclusion of the particular agenda item, the Mayor (or presiding officer, if the Mayor is not physically present) should state:
 - a. Council Member _____, discussion on Agenda Item No. _____ has concluded. Thank you for your attendance via speakerphone. The telephone connection will now be terminated. [Connection should be terminated at this time.]
 - b. Let the record reflect Council Member _____'s attendance via speakerphone has been terminated. Next on the agenda is ...

C. *Notification*

If a Council Member wishes to attend a Council meeting via speakerphone for an agenda item, the Council Member should notify Council of his or her intent at the Council meeting prior to the meeting for which they wish to attend via speakerphone. This notification should be made during the Council's review of the projected agenda.

If that is not possible, the Council Member should notify the City Manager of his or her wish to attend a Council meeting via speakerphone for an agenda item not later than the business day prior to the Council meeting for which he or she wishes to attend via speakerphone. With less notice, it may not be possible to make the necessary arrangements to allow attendance via speakerphone.

4.5.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and/or introduction by the Chair of the meeting.

4.5.3 Forms of address

The Mayor or Mayor Pro Tem shall be addressed at a formal meeting where he or she is presiding as "Mayor" or "Mayor Pro Tem".

4.6 Telephonic Participation from a Remote Location

Requests, by a Councilmember, to participate remotely by telephonic connection in a *nonvoting* capacity shall be granted by the Council provided technical capability exists and adequate notice is given, and shall be at the Councilmember's own expense, unless waived in a Council motion.

Such a remote participation by a Councilmember for *voting* purposes may be permitted in extraordinary circumstances upon a majority vote of the Council present at the meeting site, provided all documents and exhibits are clearly visible or readable for all participants and provided that the audio recording of the meeting allows the remote participant to be heard. The cost of such remote connectivity shall be paid by the Councilmember requesting remote connectivity, unless waived by vote of the Council. No such remote participation for voting purposes shall be allowed for public hearings or any quasi-judicial proceedings.

Examples of extraordinary circumstances would be: emergencies or illness, accident, unforeseen urgent out-of-town business, or similar circumstances.

4.7 Attendance; Excused Absences

A Councilmember may forfeit his/her office by failing to attend three consecutive regular meetings without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor, Mayor Pro Tem, City Manager, or City Clerk prior to the meeting and state the reason for his/her inability to attend the meeting. During "Roll Call," the Chair shall inform the Council of the member's absence and state the reason for such absence. The Chair shall call for a motion to excuse the member. This motion shall be non-debatable. In such a case, the outcome of the vote shall determine whether the member shall be considered excused. (See RCW 35A.13.020 and RCW 35A.12.060.)

4.8 Filling Council Vacancies

If a vacancy occurs, the Council will follow the procedures provided in RCW 35A.13.020 and RCW 35A.12.050 in order to fill the vacancy with the most qualified person available until an election can be held. The Council will publish a notice of the vacancy, the procedure, and distribute the application form for soliciting candidates. The Council will draw up an application, which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

Anita Palacios

From: Anita Palacios
Sent: Friday, February 26, 2016 8:48 AM
To: Bill Moore; Bill Moore; Bill Moore 1 (brmoore@embarqmail.com); Cus Arteaga; Dennis McDonald (dennism@grandview.wa.us); Dennis McDonald 1 (dennismcd10@gmail.com); Gaylord Brewer (brewerg@grandview.wa.us); Gloria Mendoza; Gloria Mendoza (mendozag@grandview.wa.us); Gview Mayor; Javier Rodriguez; Javier Rodriguez (rodhav1@yahoo.com); Joan Souders; Joan Souders 1 (jesouders@hotmail.com); Mayor Norm Childress; Mike Everett (everettm@grandview.wa.us); Mike Everett 1 (mike@everettlaw.net); Quinn Plant
Cc: Kal Fuller
Subject: FW: Grandview City Council Procedures Manual
Attachments: DOC189.PDF; DOC191.PDF; DOC187.PDF

At the February 23rd study session, I advised Council that Police Chief Fuller had concerns with Section 2.3 Failure to Attend Meeting--Arrest and Section 2.4 Penalty for Refusal to Attend Meeting of the Council Procedure Manual. Those sections read as follows:

2.3 Failure to Attend Meeting--Arrest: Whenever a lesser number of Councilmembers than a quorum are present at the time and place fixed by Ordinance for any regular meeting or of any legally called meeting of the Council, such member or members as are present shall have the authority to order any police officer of the City to arrest and bring to such meeting any or all absent Councilmember, whether absent at the time fixed for open meeting or later in the session.

2.4 Penalty for Refusal to Attend Meeting: Any member refusing to attend when so required under Section 2.3 shall be deemed guilty of a misdemeanor and fined in any sum of not less than one dollar nor more than five dollars.

Attached is a copy of Police Chief Fuller's memo and the RCW and GMC that reference these sections.

Anita G. Palacios, MMC
City Clerk/Human Resource
City of Grandview
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9208
FAX: (509) 882-3099
anitap@grandview.wa.us
www.grandview.wa.us

From: Anita Palacios
Sent: Thursday, January 14, 2016 3:53 PM
To: Quinn Plant; Kal Fuller
Cc: Cus Arteaga; Mike Hopp
Subject: RE: Grandview City Council Procedures Manual

Attached is RCW 35A.12.120 which provides "At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business". GMC Chapter 2.04 Council was adopted by ordinance.

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From: Anita Palacios
Sent: Thursday, January 14, 2016 2:32 PM
To: Quinn Plant
Cc: Cus Arteaga; Kal Fuller
Subject: RE: Grandview City Council Procedures Manual

Grandview Municipal Code Chapter 2.04 Council provides in Section 2.04.030 Failure to attend meeting – Arrest, copy attached.

Anita G. Palacios, MMC
City Clerk/Human Resource
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Grandview, WA 98930
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anitap@grandview.wa.us
www.grandview.wa.us

From: Anita Palacios
Sent: Wednesday, January 13, 2016 2:40 PM
To: Quinn Plant
Subject: Grandview City Council Procedures Manual

See attached memo from Police Chief Fuller regarding Section 2.3 of the Council Procedures Manual.

Thanks,

Anita G. Palacios, MMC
City Clerk/Human Resource
City of Grandview
207 West Second Street
Grandview, WA 98930
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From: Anita Palacios
Sent: Thursday, January 14, 2016 2:32 PM
To: Quinn Plant
Cc: Cus Arteaga; Kal Fuller
Subject: RE: Grandview City Council Procedures Manual

Grandview Municipal Code Chapter 2.04 Council provides in Section 2.04.030 Failure to attend meeting – Arrest, copy attached.

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From: Anita Palacios
Sent: Wednesday, January 13, 2016 2:40 PM
To: Quinn Plant
Subject: Grandview City Council Procedures Manual

See attached memo from Police Chief Fuller regarding Section 2.3 of the Council Procedures Manual.

Thanks,

GRANDVIEW POLICE DEPARTMENT

207 W. 2ND STREET, GRANDVIEW, WA 98930 TELEPHONE (509) 882-2000
FAX (509) 882-1232



KAL FULLER
Chief of Police

Date: 01/08/2016
To: Cus Arteaga, City Administrator
Anita Palacios, Human Resources
From: Kal Fuller, Chief of Police
Re: City Council Procedures Manual

I see that a review of the current Grandview City Council Procedures Manual has been requested and is ongoing by council.

I would suggest that "Section 2 Meetings/2.3 Failure to Attend Meeting" be reviewed.

Section 2.3 references that it is a misdemeanor *not* to attend a meeting and that a police officer can be *ordered* to arrest and bring to the meeting, an absent council member.

I am not familiar with state law or case law that allows this type of action. I think this would be a perfect time to bring the manual in line with current law, or provide references to municipal or state laws that would allow this type of action.

Respectfully,

A handwritten signature in black ink that reads "Kal Fuller".

Kal Fuller
Chief of Police

CC: Cus Arteaga, City Administrator
Anita Palacios, Human Resources

15

RCW 35A.12.120**Council—Quorum—Rules—Voting.**

At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order. At the desire of any member, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the journal.

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

[2009 c 549 § 3012; 1967 ex.s. c 119 § 35A.12.120.]

Chapter 2.04 COUNCIL

Sections:

- [2.04.010](#) Day and time of regular meetings.
- [2.04.020](#) Location of meetings.
- [2.04.030](#) Failure to attend meeting – Arrest.
- [2.04.040](#) Penalty for refusal to attend meeting.
- [2.04.050](#) Mayor and council compensation.

2.04.010 Day and time of regular meetings.

The regular meetings of the council shall be held on the second and fourth Tuesdays of each and every month at the hour of 7:00 p.m.; provided, that regular meetings shall be held on the next succeeding day when the meeting day is a state-established holiday. (Ord. 2010-2 § 1; Ord. 2007-34 § 1; Ord. 1184 § 1, 1987; Ord. 1101 § 1, 1984; 1964 code § 1.04.030).

2.04.020 Location of meetings.

All meetings of the city council shall be held in the City Hall situated at 207 West Second Street in the city. (1964 code § 1.04.040).

2.04.030 Failure to attend meeting – Arrest.

Whenever a lesser number of councilmen than a quorum are present at the time and place fixed by ordinance for any regular meeting or of any legally called meeting of the council, such member or members as are present shall have the authority to order any police officer of the city to arrest and bring to such meeting any or all absent councilmen, whether absent at the time fixed for opening meeting or later in the session. (1964 code § 1.04.050).

2.04.040 Penalty for refusal to attend meeting.

Any member refusing to attend, when so required under GMC [2.04.030](#), shall be deemed guilty of a misdemeanor and fined in any sum of not less than \$1.00 nor more than \$5.00. (1964 code § 1.04.060).

2.04.050 Mayor and council compensation.

A. Commencing January 1, 2008, the mayor of the city of Grandview shall be compensated at the rate of \$540.00 per month.

B. Commencing January 1, 2008, all persons elected to the city council in the 2007 general election or thereafter shall be paid at the rate of \$300.00 per month.

C. Any person appointed or elected to complete an unexpired term of office shall be compensated at the rate such council position was paid at the time of the vacation of the position. (Ord. 2008-7 § 1; Ord. 2007-21 § 1).

GRANDVIEW CITY COUNCIL

PROCEDURES MANUAL

ADOPTED 02/04/86	RES NO. 86-10
REVISED 01/20/87	ORD NO. 1184
REVISED 01/04/88	RES NO. 88-1
REVISED 07/17/89	RES NO. 89-34
REVISED 01/02/90	RES NO. 90-1
REVISED 02/05/90	RES NO. 90-5
REVISED 12/16/91	RES NO. 91-66
REVISED 05/04/92	RES NO. 92-18
REVISED 11/02/92	RES NO. 92-39
REVISED 11/16/92	RES NO. 92-47
REVISED 01/19/94	RES NO. 94-03
REVISED 7/16/01	RES NO. 2001-30
REVISED 10/13/15	RES NO. 2015-40

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*** NOTE: These statutes may change from time to time and current RCW's should be available at City Hall.**

CITY COUNCIL PROCEDURES MANUAL

SECTION 1. GENERAL RULES:

1.1 **Public Meetings:** All meetings of the Council, with the limited exception of Executive Sessions, shall be open to the public, and minutes shall be kept of all regular and special meetings of the Council, and shall be available for public inspection in accordance with RCW Chapter 42.30.

1.2 **Quorum:** At all meetings of the Council, a majority of the Councilmembers shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members, **in accordance with RCW 35A.12.120.**

1.3 **Voting on Ordinance:** The passage of any ordinance, grant, or revocation of a franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council, in accordance with RCW 35A.12.120.

1.4 **Tie-Votes:** In the event of a tie vote, the Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with regard to matters other than the passage of any ordinance, grant, or revocation of franchise or licenses, or any resolution for the payment of money.

1.5 **Ordinances--Subject--Effective Date:**

In accordance with RCW 35A.12.130:

(a) No ordinance shall contain more than one subject and that must be clearly expressed in its title.

(b) No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

(c) No ordinance shall take effect until five days after the date of its publication unless otherwise provided by State Law, except that an ordinance passed by a majority plus one of the whole membership of the Council, designated therein as a public emergency ordinance necessary for the protection of public property or public peace, may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money.

1.6 **Ordinances--Mayor's Veto:** **In accordance with RCW 35A.12.130,** **Every** ordinance which passed the Council in order to become valid must be presented to the Mayor, if he approves it, he shall sign the ordinance. If not, he shall return the ordinance with his written objection to the Council and the Council shall cause

his objections to be entered into the minutes and shall proceed to reconsider the ordinance. If, upon reconsideration, a majority plus one of the whole membership votes in favor of its passage, the ordinance shall become valid without the Mayor's approval. If the Mayor fails for 10 days to either approve or veto an ordinance, it shall become valid without his approval. Ordinances shall be signed by the Mayor, attested by the City Clerk, and approved by the City Attorney, as to form.

1.7 Adoption by Reference: In accordance with RCW 35A.12.140, Ordinances may, by reference, adopt Washington State statutes and State, County, or City Codes, regulations, or ordinances or any standard code of technical regulations, or portions thereof. Said adopted codes, statutes, or regulations so adopted need not be published in a newspaper as provided in ~~Section 2.7~~ RCW 35A.12.160, but the adopting ordinance shall be so published and the adopted code, statutes, or regulations so adopted shall be on file at the office of the City Clerk for uses and examination of the public and shall be authenticated and recorded by the City Clerk along with the ordinance.

SECTION 2. MEETINGS:

2.1 Day and Time of Regular Meetings: The regular meetings of the Council shall be held on the second and fourth Tuesdays of each and every month at the hour of 7:00 p.m.; provided, that regular meetings shall be held on the next succeeding day when the meeting day is a state-established holiday. **Committee-of-the-Whole meetings of the Council shall be held on the third Tuesday of each and every month at the hour of 6:00 p.m.**

2.2 Location of Meetings: All regular meetings of the City Council shall be held in the City Hall situated at 207 West Second Street in the City, unless Council at a previous meeting decides to hold them elsewhere.

2.3 Failure to Attend Meeting--Arrest: Whenever a lesser number of Councilmembers than a quorum are present at the time and place fixed by Ordinance for any regular meeting or of any legally called meeting of the Council, such member or members as are present shall have the authority to order any police officer of the City to arrest and bring to such meeting any or all absent Councilmember, whether absent at the time fixed for open meeting or later in the session. **City Attorney to provide legal opinion.**

2.4 Penalty for Refusal to Attend Meeting: Any member refusing to attend when so required under Section 2.3 shall be deemed guilty of a misdemeanor and fined in any sum of not less than one dollar nor more than five dollars. **City Attorney to provide legal opinion.**

2.5 Special Meetings: RCW 42.30.080 provides that Special meetings may be called by the Mayor or ~~any three~~ **by a majority of the members of the Council**

by written notice delivered to each member of the Council personally, by mail, by fax or by electronic mail at least 24 hours before the time specified for the proposed meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meeting by the City Council. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

2.6 Executive Sessions: Executive sessions may be held in accordance with the State Open Meetings Act, RCW Chapter 42.30, and by amendments thereto. Unless amended by RCW, said executive sessions may be called during regular or special meeting to consider:

- (a) matters affecting national security.
- (b) selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- (c) the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing of public property shall be taken in a meeting open to the public.
- (d) review negotiations on the performance or publicly-bid contracts where public knowledge regarding such consideration would cause a likelihood of increased costs.
- (e) to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.
- (f) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body or salaries, wages, or other conditions of employment to be generally applied within the City shall occur in a meeting open to the public, and when a governing body elects to take final action on hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
- (g) to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

(h) to discuss with legal counsel representing the City matters relating to the City enforcement actions, or to discuss with legal counsel representing the City litigation or potential litigation to which the City, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

(i) before convening in executive session, the Mayor shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the Mayor.

SECTION 3. RULES OF ORDER:

3.1 **Rules Governing:** Meetings shall be governed by Robert's Rules of Order Revised.

3.2 **Preservation of Order:** In accordance with RCW 35A.12.100, The Mayor, Mayor Pro-Tem, or the elected chairman, in the absence of the Mayor and Mayor Pro-Tem, shall preside over all meetings and shall preserve order and decorum, prevent attacks on personalities, or the impugning of member's motives, and confine members in debate to the question under discussion.

3.3 **Points of Order:** The chairman shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chairman be sustained?"

3.4 **Reading of the Minutes:** Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if the City Clerk properly furnished each member with a copy thereof.

3.5 **Conflicts of Interest:** In accordance with RCW 42.23, Councilmen Councilmembers or the Mayor shall excuse themselves from the Council Chamber during any discussions or vote on any subject in which there are conflicts of interest or which may give the appearance that there may be a conflict of interest.

3.6 **Permission to Speak:** No member shall speak more than twice on the same subject without permission of the presiding officer. No person, not a member of the Council, shall be allowed to address the same while in session without the permission of the presiding officer.

3.7 **Motions:** Motions shall be reduced to writing when required by the presiding officer of the Council. All resolutions and ordinance shall be in writing.

3.8 **Motions to Reconsider:** Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council.

3.9 **Journal of Proceedings:** The City Clerk shall keep a correct journal of all proceedings and at the desire of any member of ayes and nays shall be taken on any question and entered in the journal.

3.10 **Questions of Order:** All questions of order shall be decided by the presiding officer of the Council with the right of appeal to the Council by any member.

3.11 **Presiding Officers-Discretion:** The ~~presiding officer of the Council~~ Mayor may, at his discretion, call any member to take the chair, to allow him to address the Council, ~~make a motion,~~ or discuss any other matter at issue.

3.12 **Motions to Table:** Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distance day, and the largest sum shall be put first. **All motions to table will be to a time certain.**

3.13 **Abstentions:** Any member not voting is deemed to be voting with the majority, except as to matters with respect to which such council member has a disqualifying interest. **City Attorney to provide legal opinion.**

3.14 **Adjournment:** A motion for adjournment shall always be in order.

3.15 **Rules-Changes:** The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

3.16 **Committee-Reports:** The chairman of each respective committee, or the Councilmember acting in that capacity in his place, shall submit or make all reports to the Council when so requested by the presiding officer or any member of the Council.

3.17 **Attendance of Staff:** The City Administrator, City Clerk, City Attorney, City Treasurer, Police Chief, Fire Chief, Public Works Director, Parks and Recreation Director, Library Director and such other officers or employees of the City shall, when requested, attend ~~all~~ meetings of the Council.

3.18 **Procedure of Presenting Matters to Council:**

(a) All matters coming before the City Council shall first be referred to a ~~standing committee~~ **the Committee-of-the-Whole**. Therefore, all new matters shall be placed on the Council agenda as new business for referral to the ~~appropriate standing committee~~ **Committee-of-the-Whole**.

(b) At the next Council meeting, after such referral to the ~~standing committee~~ **Committee-of-the-Whole**, the ~~standing committee~~ **Committee-of-the-Whole** will report their recommendation to the Council. If the ~~standing committee~~ **Committee-of-the-Whole** feels that it is something that should be referred to the Mayor for disposition as an administrative matter, then the ~~standing committee~~ **Committee-of-the-Whole** will report that back to the Council at the next Council meeting. Otherwise, the matter will come back to the Council for their action.

(c) If a matter is of an **emergency urgent or time sensitive** nature, the Council can vote to suspend the rules pursuant to Section 3.15 of this manual and dispose of an item immediately.

3.19 **Citizen Participation**

The following rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

(a) **Addressing the Council:** Any person desiring to address the Council under agenda item "**Citizen Participation Public Comment,**" shall first secure the permission of the Mayor.

(b) **Manner of Addressing the Council - Time Limit:** Each person addressing the Council shall step up to the microphone, will give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their remarks to three minutes. All remarks shall be addressed to the Council as a whole, not individual Councilmembers. No person, other than the Mayor, members of the Council, and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Mayor. No one other than the Mayor may interrupt the speaker and the Mayor is obligated to interrupt if the speaker exceeds the time limit or when it is necessary to uphold the rules and restore order. The Council will then determine the disposition of the issue (information only, place on present agenda, a future agenda, assign to staff, or do not consider).

(c) **Personal and Slanderous Remarks:** Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, threatening, intimidating, disrespectful or personally abusive while addressing the Council may be requested to leave the meeting and may be forthwith, by the Mayor, barred from further audience before the Council during that Council meeting. No demonstrations, noises, or other disruptive expressions are allowed.

(d) **"Out of Order" comments:** The Mayor has the authority to preserve order at all meeting of the Council and to enforce the Rules of the Council. Any person whose comments have been ruled out of order by the Mayor shall immediately cease and refrain from further improper comments or disorderly conduct. The refusal of an individual to desist from inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the Mayor may be subject to removal from the Council Chambers **and banned from addressing the Council in the future unless permission is granted by the Mayor.** The Mayor may command assistance of any police officer to enforce all lawful orders of the Mayor to restore order at any meeting.

(e) **Citizen Complaints:** Citizens with complaints, concerns or questions will be encouraged to refer the matter to the City Administrator or ask that the

matter be placed on a future City Council meeting agenda with the appropriate background information. The Mayor shall refer administrative matters to the City Administrator for resolution.

Personnel matters, including labor negotiations, grievances, hiring, and dismissals will not be dealt with at public Council meetings. Such complaints may be submitted in writing to the City Administrator or Mayor.

SECTION 4. AGENDA:

4.1 **Agenda Preparation:** The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of subjects to be considered by the City Council and shall be formulated as follows:

4.2 **Agenda Matters--Submitted:** Matters shall be submitted for the City Council agenda as follows:

- (a) Any member of the City Council may place a matter on the agenda.
- (b) All other matters to be placed on the agenda shall be submitted to the City Administrator or to the Mayor for consideration and possible placement on the agenda.
- (c) All matters placed on the agenda shall be noted with the sponsor's name.
- (d) All reports, communications, ordinances, resolutions, and other items to be submitted to the Council shall be delivered to the City Clerk no later than 12:00 Noon on the Wednesday preceding each Council meeting, whereupon the City Clerk shall arrange a list of such matters according to the order of business.
- (e) The agenda shall be delivered to each Councilmember by 5:00 p.m., the Friday preceding the Council meeting.

4.3 **Order of Business:** The order of business shall be as follows:

- (a) Call to Order & Roll Call
- (b) Pledge of Allegiance
- (c) Presentations
- (d) Public Comment - at which **time** the **citizens public** may address the Council on **matters other than those appearing items** on the agenda.
- (e) Consent Agenda
 - (i) Minute Approval
 - (ii) Payroll and Claim Payments

(iii) Other items

- (f) Active Agenda
- (g) Unfinished and New Business
- (h) City Administrator and/or Staff Reports
- (i) Mayor & Councilmember Meeting Reports

(j) Executive Session

(k j) Adjournment

4.4 **Consent Agenda:** Items may be placed on a "Consent Agenda" which items of business will be voted on together by the Council, unless a Councilmember requests that one or more of the items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under "Unfinished and New Business".

4.5 **Active Agenda:** This section of the agenda shall include items of a general nature, including:

- (a) Resolutions and ordinances previously discussed at a **Committee-of-the-Whole** or Council meeting.
- (b) Consideration of bids, L.I.D.'s, and related matters.

4.6 **Unfinished and New Business:** This section of the agenda shall include all items of a general nature, including resolutions and ordinances put forward to the regular meeting and items that have been removed from the Consent Agenda.

SECTION 5. COMMITTEES:

~~Standing Council Committees, with the exception of the Personnel and Finance Committee which shall be a Committee-of-the-Whole, shall consist of three Councilmembers each, and their responsibilities are as follows:~~

~~5.1 (a) Utilities Committee: Responsible for the development of policy, rates, and fees relating to water, sewer, and irrigation utilities.~~

~~(b) Streets Committee: Responsible for the development of policy and fees relating to streets, alleys, sidewalks, drainage, street utility, garbage, and cemetery departments.~~

~~(c) Public Safety Committee. Responsible for the development of policy and fees for the Police Department, Fire Department, Animal Control Department, business license and building inspection, and public health matters.~~

~~(d) Parks and Recreation Committee. Responsible for the development of policy and fees relating to Parks and Recreation programs, Senior Center Community Center, Library, and Museum, and swimming pool.~~

~~(e) Personnel and Finance Committee. Shall consist of the Committee of the Whole and shall be responsible for the development of policy relating to administrative matters, including personnel, finance, civic buildings, and the annual budget.~~

5.31 The City Council ~~may~~ **will** meet as a Committee-of-the-Whole, or in study session, for ~~any specific issue~~ **all new matters**.

~~(f a) Each standing~~ **The Committee-of-the-Whole** should continuously review City policies, regulations, ordinances, and resolutions ~~that are relevant to the area of responsibility of their Committee.~~ Any proposed change in policy shall be discussed with the appropriate Department Head, City Attorney, City Administrator, and/or Mayor to determine how it will affect the departments operation and how it may relate to existing ordinances, resolutions, regulations, State law, and other conditions prior to its presentation to the City Council.

~~(g b) Each~~ **The Committee-of-the-Whole** shall tour the facilities of ~~the all departments concerned as early as possible after the first Committee meeting each year so that the members may familiarize themselves and have firsthand knowledge of City operations to help them in their policy deliberations throughout the year.~~

5.2 Ad Hoc Committees shall be appointed as deemed necessary ~~by the Mayor and confirmed by Council and shall consist of three Councilmembers. The Mayor shall consult with Councilmembers with respect to their preference prior to making appointments. The Mayor and City Administrator shall be ex-officio members of all Committees, except the Committee-of-the-Whole. The City Administrator shall designate which staff members shall attend each Ad Hoc Committee meeting. Staff members shall not have a vote.~~

~~5.4 At the first meeting in January each year, the members of each Committee shall be appointed by the Mayor and confirmed by Council. The Mayor shall consult with Councilmembers with respect to their preferences prior to making the appointments. The Mayor and City Administrator shall be ex-officio members of all Committees, except the Committee-of-the-Whole. The City Administrator shall designate which staff members shall attend each Committee meeting. Staff members shall not have a vote.~~

5.5 (a) Each standing Ad Hoc Committee should immediately after its appointment select their chairperson, determine the time, date, and frequency of its regular meetings and shall advise the Mayor, City Council, and staff of those times. The

City Clerk shall then issue the notices required by the Open Public Meetings Act. When establishing meeting times, **Ad Hoc** Committees should keep in mind the time requirements of staff to prepare the minutes and recommendations of the **Ad Hoc** Committee so that the City Clerk has them in hand in time for the preparation of the Council **Committee-of-the-Whole** agendas and not cause unnecessary delays in the decision making process.

(b) Actions and recommendations of all **Ad Hoc** Committees shall be subject to the approval of the City Council. Copies of all **Ad Hoc** Committee agendas and minutes shall be provided to the Mayor, Councilmembers, City Administrator, City Clerk, and appropriate City staff.

(c) **Ad Hoc** Committees in their deliberations shall limit their discussions to matters of a policy nature, but they may discuss operational efficiencies in their area of responsibility. Any conclusions or recommendations shall be directed through the Department Head and City Administrator to the Mayor for consideration. Direction of staff and day-to-day operations are the responsibility of the Mayor and City Administrator and **Council Ad Hoc** Committees and Councilmembers shall act accordingly.

(d) Each **Ad Hoc** Committee may deal with all matters referred to it by the Mayor, City Council, or City Administrator and report back within a time period specified in the request.

(e) From time to time, issues are referred to **Ad Hoc** Committees that are of an overlapping nature. The **Ad Hoc** Committees and staff shall cooperate in the interfacing of situations like this and depending upon the importance of the issue it may even be necessary to hold joint **Ad Hoc** Committee meetings and issue a joint report or recommendation to City Council. Any **Ad Hoc** Committee or Department Head can ask to have a staff member from another department attend a **an Ad Hoc** Committee meeting for the provision of information. This should be arranged through the cooperation of the administrative staff. All departments shall ensure that the provision of information be handled as expeditiously as possible.

(f) At the discretion of the Chair and **Ad Hoc** Committee members, recommendations may come forward to Council in either a formal manner or simply a consensus of opinion of that **Ad Hoc** Committee.

5.6 Any procedures not specifically covered in this section shall be in accordance with Section 1 General Rules, Section 2 Meetings, and Section 3 Rules of Order.

SECTION 6. LAPTOP USAGE POLICY:

6.1 Purpose: The City of Grandview recognizes that the use of digital communications has become necessary to conduct official business. This policy strives to ensure that the Mayor and Council Members are able to be issued a device which will

enable them to utilize digital communications in a manner consistent with their role as an elected official and applicable law.

6.2 Ownership:

(a) One laptop computer and accessory package will be issued to the Mayor and each member of Council. Laptops issued under this policy will remain the property of the City of Grandview. The Mayor and members of Council will have no ownership, interest or right to title of the laptop.

(b) Each recipient issued a laptop is responsible for the security and care of that laptop, regardless of where the laptop is used.

(c) All laptops will be covered by a hardware warranty and supplemental support plan through the manufacturer or a third party.

(d) Upon vacating elected or appointed seat, each laptop recipient will ensure that their laptop is returned to the City Clerk. The City Council shall have the discretion to declare the laptop surplus and authorize its disposal or to direct the City Clerk to reimage the laptop and reissue the laptop to the next holder of that seat.

6.3 Passwords: Council Members granted access to the City's electronic mail (e-mail) system will be issued an initial identifying password. A Council Member must immediately notify the City Clerk of any changes to their identifying password. The City Clerk shall maintain a record of all current identifying passwords.

6.4 License Agreements: The City of Grandview is the sole licensee of the software included with the laptop. Any copying, modification, merging or distribution of the software by the recipient, including written documentation, is prohibited. The recipient is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy.

6.5 Liability:

(a) Recipients are responsible for all material sent by and/or stored on the laptop issued to them which they will knowingly and intentionally send or store/install. Recipients accept responsibility for keeping their laptop free from all inappropriate or dangerous files.

(b) The City of Grandview is not liable for any inappropriate material sent by and/or stored on laptops issued under this policy outside of the scope of use expected by a City official.

6.6 Email Usage:

(a) The recipient of a device under this policy agrees to conduct all email communications which are stored on this device through their assigned City of Grandview email account. All emails sent through the City's email system are archived and retained by the City in a manner consistent with the City's record retention policies.

(b) Syncing personal email accounts to the issued device, other than the recipient's assigned City email account, is prohibited.

6.7 Acceptable Use:

(a) The City of Grandview only authorizes use of its laptops in a manner that supports the recipient's role as an elected official of the City.

(b) The device may only be used for limited personal use that does not interfere with the ability of the device to be used for official intended purposes.

(c) Use of the laptop for any political use including, but not limited to campaigning, is expressly forbidden.

6.8 Privacy: All communications made via devices covered under this policy are subject to disclosure under the Public Records Act, Ch. 42.56 RCW, or for litigation purposes unless a privilege or exemption exists that justify withholding the records.

6.9 Installation of applications:

(a) The installation of applications or programs on laptops covered by this policy is subject to approval by the City Clerk.

(b) Modification of the laptop's operating systems to allow installation of applications not approved by the manufacturer is prohibited.

6.10 Care of the Device: Recipients are responsible for the general care of the device issued under this policy. The laptop must remain free of any writing, drawing, stickers, or labels that are not property of the City. Only a clean microfiber cloth, like what is used to clean eyewear, should be used when cleaning the screen.

6.11 Loss and Damage:

(a) Recipients of laptops under this policy are encouraged to keep the device safe and in good working order. If a user demonstrates extreme negligence with a device, or loses a replacement device within 18 months of being issued a replacement, then he or she shall be financially responsible for the cost of the replacement.

(b) Loss of or damage to a City of Grandview laptop and/or accessory

must be reported immediately to City staff.

(c) Recipients must not modify, upgrade, or attempt to repair laptops and/or accessories issued under this policy without the express permission of the City of Grandview's contracted IT support personnel. All repairs must be made through the provided protection plan. Repairs not covered by the supplied protection plan which are determined to be caused by negligence, shall be covered by the recipient.

GRANDVIEW CITY COUNCIL

Off-site Equipment Receipt

I, _____, agree and understand that I have received the below listed equipment in good working order.

I acknowledge having received, read and understand the Grandview City Council Laptop Use Policy.

I agree that this equipment will be used solely for the conduct of City business, and in accordance with any and all Grandview City Council policies, and applicable laws.

I will return the equipment in good working order, with allowance for normal wear and tear.

I understand that I must provide an inventory of all City of Grandview provided equipment used off-site annually, and sign other equipment receipt for same.

Manufacturer	Model	Serial Number	Remarks

City Council Member Name (Please print)

City Council Member Signature

Date

SECTION 7. AMENDMENT-REPEAL: This manual may be amended, modified, or repealed by a vote of the majority of the full membership of the City Council.

END OF CITY COUNCIL PROCEDURES MANUAL

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES
MARCH 8, 2016**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 5:30 p.m. in the Council Chambers at City Hall.

Present were: Mayor Norm Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Bill Moore and Joan Souders. Councilmember Gloria Mendoza arrived at 5:40 p.m. Councilmember Javier Rodriguez arrived at 5:45 p.m.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, Parks & Recreation Director Mike Carpenter, Assistant Public Works Director Santos Trevino and City Clerk Anita Palacios.

2. WATER SYSTEM PLAN UPDATE

Ben Annen with HLA Engineering and Land Surveying, Inc., provided the following overview of the City's Water System Plan update. He indicated that the Plan update was a collaborative effort with City staff. The Washington State Department of Health (DOH) requires the City to update this planning document every six years. DOH must approve the Plan for the City to be in compliance with water system planning requirements. The last update was adopted by the Council and approved by DOH in 2008. The Plan was used by City staff to accomplish goals around efficient use and protection of current water supplies, to ensure future supplies, maintain a reliable water system infrastructure, and manage the drinking water utility in a fiscally responsible manner.

The Plan addressed the following:

- Sources of water supply
- Groundwater protection
- Water conservation
- Use of reclaimed water
- Capital projects to improve system infrastructure
- Operations and maintenance
- Water quality and treatment
- Financial strategies

The Water System Plan by Chapter included:

- Chapter 1. Description of Water System
- Chapter 2. Basic Planning Data and Water Demand Forecasting
- Chapter 3. System Analysis
- Chapter 4. Water Use Efficiency Program and Water Rights
- Chapter 5. Source Water Protection
- Chapter 6. Operation and Maintenance Program
- Chapter 7. Distribution Facilities Design and Construction Standards
- Chapter 8. Improvement Program
- Chapter 9. Financial Program
- Chapter 10. Miscellaneous Documents

In accordance with State law, once the Council approved the Plan, the Plan would be sent to DOH for their final review and approval.

Following discussion, Council directed staff to draft a resolution adopting the updated Water System Plan for consideration at the March 22nd meeting.

3. SWIM POOL IMPROVEMENTS – PHASE 2

Justin Bellamy with HLA Engineering and Land Surveying, Inc., updated the Council on the Phase 2 improvements to the swim pool. The Phase 2 improvements included the following:

- Contractor mobilization
- Site clearing and demolition
- Double flume waterslide, including access stairs and water connection
- Foot shower stations, including drains
- Concrete/deck extension for waterslide
- Fencing to expand area for facility (1 ¼" mesh x 8 feet high) with mowing strip
- Barrier to channel patrons past foot shower stations

He explained that HLA completed an evaluation of the existing pool deck lighting levels. The existing lights were not in compliance with Department of Health (DOH) standards and did not provide the lighting levels required. DOH requested the City provide a corrective action plan to improve the existing lighting in order for other pool improvements to be approved. DOH requested that the City commit to completing the lighting improvements prior to the 2017 pool season. The estimated cost for the lighting improvements was \$70,000 – \$100,000. Lighting improvements were only required for the City to operate the pool at night. In addition, HLA completed a topographic survey of the site and prepared preliminary plans and specifications for review and approval by the City and DOH. The preliminary site plan of the improvements and a draft schedule were distributed to Council. Advertisement for bids and construction contract award was anticipated to be completed in April 2016 with construction of improvements to begin in May 2016. The City anticipated beginning to fill the pool on May 26, 2016. He explained that some improvements might need to be completed after the pool season was over, depending on the delivery time for materials. The draft schedule was dependent upon approval from DOH of the other pool improvements.

Parks & Recreation Director Carpenter reminded Council that the Grandview Swim Team would be hosting the Mid-Valley Swim League Championships on July 29-31, 2016 at the swim pool.

Council discussed the following concerns: aggressive construction schedule, unfavorable bids, delaying improvements until after swim championships and swim season, etc.

Council directed staff to invite the Swim Pool Committee and the Swim Team Championships Planning Committee to the March 22nd study session to discuss the Phase 2 improvements including the construction schedule and lighting upgrade requirements from the Department of Health.

4. **2016 GRANT OPPORTUNITIES**

Due to time constraints and application deadlines, this item was moved to the regular meeting agenda for consideration.

5. **GRANDVIEW CITY COUNCIL PROCEDURES MANUAL**

Due to time constraints, this item was moved to the regular meeting agenda for consideration.

6. **ADJOURNMENT**

The study session adjourned at 6:55 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 8, 2016**

1. CALL TO ORDER

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

Present were: Mayor Childress and Councilmembers Gaylord Brewer, Mike Everett, Dennis McDonald, Gloria Mendoza, Bill Moore, Javier Rodriguez and Joan Souders.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Attorney Tony Menke, City Treasurer Matt Cordray, Fire Chief Pat Mason, Assistant Public Works Director Santos Trevino and City Clerk Anita Palacios.

2. PLEDGE OF ALLEGIANCE

Mayor Childress led the pledge of allegiance.

3. PRESENTATIONS

A. 25-Year Service Award – Juan Moreno, Public Works Foreman

Mayor Childress presented a 25-Year Service Award to Juan Moreno, Public Works Foreman, in recognition and appreciation of his loyal service and dedication to the City of Grandview.

4. PUBLIC COMMENT – None

5. CONSENT AGENDA

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

- A. Minutes of the February 23, 2016 study session**
- B. Minutes of the February 23, 2016 regular meeting**
- C. Payroll Electronic Fund Transfers (EFT) Nos. 5520-5525 in the amount of \$78,933.94**
- D. Payroll Check Nos. 8669-8709 in the amount of \$26,655.41**
- E. Payroll Direct Deposit 02/16/16 – 02/29/16 in the amount of \$89,059.07**
- F. Claim Check Nos. 110035-110110 in the amount of \$520,851.16**

6. ACTIVE AGENDA

- A. Resolution No. 2016-14 declaring certain Fire Department vehicles as surplus and authorizing disposal of the surplus vehicles by public auction, sale or trade**

The Fire Department has four command vehicles. Three of these were assigned to personnel for response to emergency responses and were in the Equipment Rental Fund. The fourth vehicle was the oldest vehicle in the rotation. It was used as a reserve vehicle and was funded out of the general fund. In 2015, one of the vehicles in the Equipment Rental Fund was

replaced. The Fire Department currently has one 1997 Ford Explorer, Vehicle 120, in its fleet that has outlived its useful life and was no longer needed. Through the Equipment Rental Fund and the vehicle rotation process, this vehicle was no longer needed to conduct City business.

On motion by Councilmember McDonald, second by Councilmember Everett, Council approved Resolution No. 2016-14 declaring certain Fire Department vehicles as surplus and authorizing disposal of the surplus vehicles by public auction, sale or trade.

B. Resolution No. 2016-15 authorizing the Mayor to sign a Public Defender Agreement for conflict indigent defense counsel with Daniel Polage

The City contracts with Yakima County District Court for municipal court services. Under the terms of the contract, the City must provide indigent defense services to indigent defendants. In the event of a conflict with the current public defender, the City must also provide alternate counsel for indigent defendants. At the January 26, 2016 Council meeting, staff presented a Public Defender Agreement with Daniel Polage to provide conflict indigent defense counsel. In that agreement, Mr. Polage declined to provide professional liability insurance. Staff presented a re-negotiated agreement with Mr. Polage providing for professional liability insurance.

On motion by Councilmember Everett, second by Councilmember Souders, Council approved Resolution No. 2016-15 authorizing the Mayor to sign a Public Defender Agreement for conflict indigent defense counsel with Daniel Polage.

C. Fourth Street & Birch Street CDBG Improvements Project Acceptance

Advantage Dirt Contractors, Inc., completed the construction of the Fourth Street and Birch Street CDBG Improvements. Staff recommended Council accept the project as complete once the requirements in the March 2, 2016 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

On motion by Councilmember Moore, second by Councilmember Mendoza, Council accepted the Fourth Street and Birch Street CDBG Improvements as complete once the project closure requirements as identified in the March 2, 2016 letter from HLA Engineering and Land Surveying, Inc., were satisfied.

D. Resolution No. 2016-16 accepting the bid for the Old Inland Empire Highway DWSRF Water System Improvements and authorizing the Mayor to sign all contract documents with Culbert Construction, Inc.

Bids for the Old Inland Empire Highway DWSRF Water System Improvements were opened on March 2, 2016. A total of six (6) bids were received with Culbert Construction, Inc., of Pasco, Washington, submitting the low bid in the amount of \$764,999.12. The low bid was approximately 10% below the City Engineer's estimate of \$856,820.82.

On motion by Councilmember Moore, second by Councilmember Souders, Council approved Resolution No. 2016-16 accepting the bid for the Old Inland Empire Highway DWSRF Water System Improvements and authorizing the Mayor to sign all contract documents with Culbert Construction, Inc.

E. Ordinance No. 2016-1 amending the 2016 Annual Budget

City Treasurer Cordray explained that staff monitoring and review of fund and department budgets during the first two months of 2016 identified numerous budget accounts to be amended. Ordinance No. 2016-1 provided for the amending of the 2016 Annual Budget to accommodate the changes in sources and uses, as follows:

Current Expense Fund: Increased estimated Beginning Fund Balance. Appropriations for transfer to Euclid/WCR Improvement Fund. Net effect was an increase in estimated Ending Fund Balance.

E.M.S. Fund: Increased estimated Beginning Fund Balance with equal change in estimated Ending Fund Balance.

Yakima County Law & Justice Tax Fund: Increased estimated Beginning Fund Balance with equal change in estimated Ending Fund Balance.

Street Fund: Reduction of estimated Beginning Fund Balance. Increase in Revenues for TIB Grant – Wine Country Road from Ash to Fir. Appropriations for TIB Grant – Wine Country Road from Ash to Fir project, OIE Hwy and East Fourth Street. Net effect was a decrease in Estimated Ending Fund Balance.

Cemetery Fund: Reduction of estimated Beginning Fund Balance with equal change in estimated Ending Fund Balance.

Capital Improvements Fund: Increased estimated Beginning Fund Balance. Appropriations for museum construction. Net effect was a decrease in estimated Ending Fund Balance.

CDBG Fund: Increased estimated Beginning Fund Balance. Increase in Revenues for East Fourth Street grant. Appropriations for East Fourth Street project. Net effect was an increase in estimated Ending Fund Balance.

East Wine Country Plaza Fund: Increased estimated Beginning Fund Balance. Appropriations for roadway improvements. Net effect was an increase in estimated Ending Fund Balance.

Euclid/Wine Country Road Improvements Fund: Increase in Revenues for SIED funding and local contributions. Appropriations for road improvements. Net effect was an increase in estimated Ending Fund Balance.

Water/Sewer Fund: Increased estimated Beginning Fund Balance. Appropriations for 300 Birch, East Fourth Street and BioSolids disposal. Net effect was an increase in estimated Ending Fund Balance.

Irrigation Fund: Reduction of estimated Beginning Fund Balance with equal change in estimated Ending Fund Balance.

Solid Waste Fund: Reduction of estimated Beginning Fund Balance with equal change in estimated Ending Fund Balance.

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Equipment Rental Fund: Increased estimated Beginning Fund Balance with equal change in estimated Ending Fund Balance.

Transportation Benefit District Fund: Increased estimated Beginning Fund Balance. Appropriations for 300 Birch and TIB project – Wine Country Road from Ash to Fir. Net effect was a decrease in estimated Ending Fund Balance.

City Administrator Arteaga requested that the Council consider transferring \$50,000 from the Current Expense Fund to the Street Fund to provide cash flow for payment of contractors in the interim of contract reimbursement from the funding agencies.

Following discussion, Council directed staff to prepare a budget amendment to transfer \$50,000 from the Current Expense Fund to the Street Fund and present to Council for consideration at the March 22nd meeting.

On motion by Councilmember Rodriguez, second by Councilmember McDonald, Council approved Ordinance No. 2016-1 amending the 2016 Annual Budget.

Councilmember Brewer voted in opposition.

7. UNFINISHED AND NEW BUSINESS

A. Circle Park

City Attorney Plant provided a legal analysis to the Council with respect to Circle Park, a copy of which is attached hereto and incorporated herein by reference. He advised that the dedication of the park for public purposes may be vacated pursuant to the procedures outlined in Ch. 58.17 RCW.

Following discussion, Council directed staff to contact the adjacent property owners of Circle Park and explain the process for Council consideration of a petition for vacation of the park dedication that was overlaying their property.

8. CITY ADMINISTRATOR AND/OR STAFF REPORTS

2016 Grant Opportunities – City Administrator Arteaga requested authorization to apply for the following grant opportunities:

Pedestrian and Bicycle Program

- Funding source: Washington State Department of Transportation
- Funds available: \$18,380,000
- Match: There is no match but preference will be given to projects with match
- Application due: May 6, 2016
- Grant award: Spring 2017
- Recommended project: Larson Street Pedestrian Improvements from West Fifth Street to West King Street
- Estimated construction cost: \$217,000
- Estimated engineering cost for application preparation: \$4,000
- Funding partners: Grandview School District – \$5,000 local match

Safe Routes to School Program

- Funding source: Washington State Department of Transportation
- Funds available: \$19,150,000
- Match: There is no match but preference will be given to projects with match
- Application due: May 13, 2016
- Grant award: Spring 2017
- Recommended project: North Elm Street and Fir Street Pedestrian Improvements
 - North Elm Street from Wine Country Road to east Bonnieview
 - Fir Street from Wine Country Road south to Smith Elementary School
 - Fir Street from Smith Elementary School south to Highland Road
- Estimated construction cost: \$420,000
- Estimated engineering cost for application preparation: \$4,000
- Funding partners: Grandview School District – \$5,000 local match

On motion by Councilmember Moore, second by Councilmember McDonald, Council authorized staff to apply for the Pedestrian and Bicycle Program Grant and Safe Routes to School Program Grant.

Grandview City Council Procedures Manual – Due to time constraints, this item was moved to the March 22nd study session for consideration.

YCDA New Vision Annual Meeting – The YCDA New Vision annual meeting was scheduled for March 15th, 12:00 Noon at the Yakima Convention Center.

YVCOG General Membership Meeting – The YVCOG General Membership meeting was scheduled for March 16th at the Ahtanum Youth Barn in Union Gap.

9. MAYOR & COUNCILMEMBER MEETING REPORT

Council Retreat Committee – Councilmember Everett reported that the Council Retreat Committee met and would be presenting options for a Council retreat at the March 22nd meeting. Councilmember Everett was selected to chair the Committee.

Mayor Vacation – Mayor Childress would be on vacation during the next two weeks and Mayor Pro Tem Moore would preside over the March 22nd Council meeting.

10. EXECUTIVE SESSION – Non-Union Employee Salary Survey

Mayor Childress adjourned the meeting to an executive session at 8:35 p.m., for approximately 30 minutes to discuss the non-union employee salary survey per RCW 42.30.110(1)(g) with the aforementioned Mayor, Councilmembers, City Attorney Menke and City Attorney Plant present. All other staff present recused themselves from the meeting.

The meeting resumed at 9:05 p.m., with the aforementioned Mayor, Council and staff present.

11. ADJOURNMENT

On motion by Councilmember Mendoza, second by Councilmember Moore, Council adjourned the meeting at 9:05 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk

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