

**GRANDVIEW CITY COUNCIL
SPECIAL MEETING AGENDA
MONDAY, OCTOBER 21, 2019**



SPECIAL MEETING – 7:00 PM

PAGE

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE** – Paisley McGuinness, 5th grader at McClure Elementary
- 3. PRESENTATIONS**
- 4. PUBLIC COMMENT** – At this time the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing.
- 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 October 7, 2019 Budget special meeting 1-5
 - B. Minutes of the October 8, 2019 Committee-of-the-Whole meeting 6-7
 - C. Minutes of the October 8, 2019 Council meeting 8-10
 - D. Minutes of the October 14, 2019 Budget special meeting 11-13
 - E. Payroll Check Nos. 11316-11333 in the amount of \$89,827.49
 - F. Payroll Electronic Fund Transfers (EFT) Nos. 60209-60213 in the amount of \$83,526.69
 - G. Payroll Direct Deposit 10/1/19-10/15/19 in the amount of \$107,533.18
 - H. Claim Check Nos. 118574-118693 in the amount of \$223,985.32
- 6. ACTIVE AGENDA** – Notice: Items discussed at the 6:00 pm Committee-of-the-Whole meeting of an urgent or time sensitive nature may be added to the active agenda pursuant to City Council Procedures Manual Section 3.18(c).
 - A. Public Hearing – 2020 Current Expense Fund Revenue Sources 14-16
 - B. Resolution No. 2019-38 approving Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design 17-21
- 7. UNFINISHED AND NEW BUSINESS**
- 8. CITY ADMINISTRATOR AND/OR STAFF REPORTS**
- 9. MAYOR & COUNCILMEMBER REPORTS**
- 10. ADJOURNMENT**

**GRANDVIEW CITY COUNCIL
SPECIAL MEETING MINUTES – BUDGET
OCTOBER 7, 2019**

1. CALL TO ORDER

Mayor Pro Tem Bill Moore called the special meeting to order at 6:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Pro Tem Moore and Councilmembers David Diaz, Mike Everett, Diana Jennings, Bill Moore, Javier Rodriguez and Joan Souders.

Mayor Gloria Mendoza arrived at 6:05 p.m.

Absent from the meeting was Councilmember Gay Brewer.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray and City Clerk Anita Palacios.

2. 2020 PRELIMINARY BUDGET

City Treasurer Cordray began the 2020 preliminary budget discussion by providing an overview of the budget summary. The current Ending Fund Balance (EFB) in the Current Expense was \$374,675. He explained that the EFB for each previous year was as follows:

- 2015 – EFB actual was up \$839,000
- 2016 – EFB actual was up \$809,000
- 2017 – EFB actual was up \$850,000
- 2018 – EFB actual was up \$964,000
- 2019 – EFB actual was up \$942,000

He noted that the EFB in the Current Expense usually increases by \$200,000 from September to December from the receipt of the second half of property taxes. At this time last year before all the budget meetings were held, the projected EFB was \$458,000. That was approximately \$80,000 more than this year.

He explained that all expenditures have a proposed 3% increase for non-union employee salaries to align with the 3% salary increase that were negotiated for union employees. In addition, medical rates have not been finalized as yet and there may be a decrease in medical rates.

**2020 Budget
Current Expense Revenues**

Revenue Type	Amount	
Property Taxes	\$ 1,585,000	28.50%
Sales Taxes	705,300	12.68%
Criminal Justice Tax	175,000	3.15%
City Utility Taxes	1,066,000	19.17%
Private Utility Taxes	1,020,000	18.34%
Other Taxes	2,500	0.04%

Licenses & Permits	146,000	2.62%
Intergov. Revenues	349,900	6.29%
Charges for Services	160,400	2.88%
Fines & Forfeits	167,600	3.01%
Misc. & Other Rev.	184,390	3.32%
Total Revenue	\$ 5,562,090	

2020 REVENUE ESTIMATES

Current Expense Fund

Total Beginning Cash Balance - \$1,234,640

Taxes

2019 Budget \$4,588,250

2020 Estimate \$4,553,800

Licenses and Permits

2019 Budget \$141,500

2020 Estimate \$146,000

Intergovernmental Revenues

2019 Budget \$351,100

2020 Estimate \$349,900

Charges for Goods and Services

2019 Budget \$158,600

2020 Estimate \$160,400

Fines and Penalties

2019 Budget \$170,410

2020 Estimate \$167,600

Miscellaneous Revenues

2019 Budget \$186,715

2020 Estimate \$184,390

Total Current Expense Fund Revenues

2019 Budget \$7,134,170

2020 Estimate \$6,796,730

A public hearing to consider the revenue sources for the 2020 Current Expense Fund budget would take place at the October 21, 2019 special Council meeting.

**2020 Budget
Current Expense Expenditures**

Department/Services	Amount	
Police Department	\$ 3,482,370	54.23%
Fire Department	502,110	7.82%
Library Services	322,165	5.02%
Parks & Recreation	563,160	8.77%
Senior Services & Community Center	66,535	1.04%
Court & Legal	438,810	6.83%
Risk Management	193,310	3.01%
Code Enforcement	84,330	1.31%
General Government	726,450	11.31%
Animal Control	38,100	0.59%
Graffiti Removal Services	4,715	0.07%
Total Expenditures	\$ 6,422,055	

**2020 EXPENDITURE ESTIMATES
Current Expense Fund**

Legislative Services - Council

2019 Budget \$56,600

2020 Estimate \$51,830

Notable Changes in 2020 – None

Community Support Services

2019 Budget \$28,190

2020 Estimate \$34,020

Notable Changes in 2020 – None

Municipal Court Services

2019 Budget \$358,095

2020 Estimate \$384,270

Notable Changes in 2020 – Yakima County District Court costs increased from \$194,300 in 2019 to \$211,523 in 2020 with the greatest increase in criminal-DUI filings. Each year, the City pays the County a sum equal to the City's percentage of the County's budget. The percentage was determined based on a 4-year running average of the total District Court cases divided by the average number of City cases. For example: if the 4-year average of the District Court cases including Grandview is 10,000 and Grandview's portion 4-year average is 1,000 – the City pays the county 10% of the total budget for that year. In 2018, the City entered into a four-year agreement with Yakima County for probation services at a flat fee of \$70 per case. The cost to the City for probation services increased from \$3,550 in 2019 to \$4,480 in 2020. For year one (2018) and year two (2019) of the agreement, the County agreed to accept 75% of the total cost that the City would be responsible to pay. For year three (2020) and year four (2021), the City agreed to pay 100% of the total cost. The public defender agreement with the Law Firm of Beck and Phillips, PLLC was renewed in 2018 for a five-year period. The Public Defender compensation in a total fixed-fee which increased from \$78,957 in 2019 to \$82,115 in 2020. The

Public Defender Agreement reflected a caseload limit, the reimbursement of costs for investigators and experts, warranty of public defender and quarterly reporting requirements. The City also contracts with other defense attorneys in the case of public defender conflicts.

Executive Administration – Mayor & City Administrator

2019 Budget \$111,200
2020 Estimate \$114,990
Notable Changes in 2020 – None

Clerk Services – City Clerk

2019 Budget \$51,220
2020 Estimate \$53,520
Notable Changes in 2020 – None

Accounting Services – City Treasurer

2019 Budget \$114,060
2020 Estimate \$115,600
Notable Changes in 2020 – None

Risk Management Services

2019 Budget \$191,620
2020 Estimate \$193,310
Notable Changes in 2020 – The City's liability assessment with WCIA increased from \$155,388 in 2019 to \$158,797 in 2020. The assessment formula was based on two factors: worker hours multiplied by the assessment rate. The assessment rate was determined by an actuarial review of the City's last five years loss history and successful completion of WCIA's COMPACT requirements. Property, auto physical damage, boiler and machinery, and crime/fidelity rates increased approximately 5% for 2020.

Legal Services

2019 Budget \$104,590
2020 Estimate \$54,540
Notable Changes in 2020 – None

Human Resource Services

2019 Budget \$76,640
2020 Estimate \$68,000
Notable Changes in 2020 – None

General Facilities Services

2019 Budget \$30,305
2020 Estimate \$29,705
Notable Changes in 2020 – None

Planning & Community Development Services

2019 Budget \$33,260
2020 Estimate \$33,900
Notable Changes in 2020 – None

Economic Development Services

2019 Budget \$81,830

2020 Estimate \$34,920

Notable Changes in 2020 – Travel funds for annual Las Vegas Retail Show \$6,000.

The next preliminary budget meeting would be held on Monday, October 14, 2019 at 6:00 p.m.

3. ADJOURNMENT

The special meeting adjourned at 6:55 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE SPECIAL MEETING MINUTES
OCTOBER 8, 2019**

1. CALL TO ORDER

Mayor Gloria Mendoza called the Committee-of-the-Whole special meeting to order at 6:30 p.m., in the Council Chambers at City Hall.

2. ROLL CALL

Present were: Mayor Mendoza and Councilmembers Gay Brewer, David Diaz, Mike Everett, Diana Jennings, Bill Moore and Joan Souders.

Absent was Councilmember Javier Rodriguez.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, WWTP Superintendent Dave Lorenz and City Clerk Anita Palacios.

3. PUBLIC COMMENT – None

4. NEW BUSINESS

A. Resolution approving Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design

WWTP Superintendent Lorenz explained that the City's Wastewater Treatment Plant (WWTP) was operated under the terms of a National Pollutant Discharge Elimination System Permit issued by the Washington State Department of Ecology. A by-product of the operation was the production of waste solids known as "sludge." The sludge was dewatered and placed on asphalt-paved drying beds where it was dried to remove moisture and to reduce pathogens. The dried and treated sludge, now regulated as "biosolids," can be applied to agricultural land and put to beneficial use as a soil amendment. The City contracts with Natural Selection Farms to haul the biosolids away and put them to beneficial use. The production of sludge has increased with higher WWTP influent loadings, so the City does not have enough paved drying bed space and sludge was placed on the ground to dry. Furthermore, Natural Selection Farms charges based on the weight of the biosolids hauled away from the WWTP. Therefore, the City dries the biosolids as much as possible to reduce the hauling cost which further increases the need for drying bed space. Future WWTP improvements were being considered that would also generate more sludge, so the City was interested in examining long-term, cost-effective methods for sludge treatment and disposal. Alternative drying strategies were acceptable to Ecology, provided pathogen reduction requirements were met. Therefore, before moving forward with a paved sludge drying bed project, the City wished to examine alternatives, consider both capital and operating costs, and select a method based on life cycle costs. The selected method would influence and establish the required size of the sludge drying beds. Phased construction of the beds would be considered to coordinate with growth and the City's annual capital project expenditure. He presented Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements in the amount of \$18,000 for professional engineering services and land surveying.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Diaz, the C.O.W. moved a resolution approving Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design to the October 21, 2019 special Council meeting for consideration.

5. **OTHER BUSINESS** – None

6. **ADJOURNMENT**

The C.O.W. meeting adjourned at 6:55 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 8, 2019**

1. CALL TO ORDER

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

Present were: Mayor Mendoza and Councilmembers Gay Brewer, David Diaz, Mike Everett, Diana Jennings, Bill Moore and Joan Souders.

On motion by Councilmember Moore, second by Councilmember Souders, Council excused Councilmember Javier Rodriguez from the meeting.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray and City Clerk Anita Palacios.

2. PLEDGE OF ALLEGIANCE

Alyssa Sanchez, a student from Arthur H. Smith, led the pledge of allegiance.

3. PRESENTATIONS

A. 2018 Wastewater Treatment Plant Outstanding Performance Award

Donna Smith with the Washington State Department of Ecology presented the 2018 Wastewater Treatment Plant Outstanding Performance award to the City of Grandview. Present on behalf of the Wastewater Treatment Plant staff were Superintendent Dave Lorenz and Operator Kim Endicott.

B. Fred E. Hayes Post 57 American Legion Centennial Day – Community Proclamation

Mayor Mendoza proclaimed October 13, 2019 as Fred E. Hayes Post 57 American Legion Centennial Day.

4. PUBLIC COMMENT – None

5. CONSENT AGENDA

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

- A. Minutes of the September 24, 2019 Committee-of-the-Whole special meeting**
- B. Minutes of the September 24, 2019 Council meeting**
- C. Payroll Check Nos. 11283-11315 in the amount of \$27,961.86**
- D. Payroll Electronic Fund Transfers (EFT) Nos. 60199-60204 in the amount of \$94,491.72**
- E. Payroll Direct Deposit 9/16/10-9/30/19 in the amount of \$119,073.28**
- F. Claim Check Nos. 118477-118573 in the amount of \$183,656.42**

6. ACTIVE AGENDA

- A. Resolution No. 2019-36 declaring certain City property from the Public Works Department and Fire Department as surplus and authorizing disposal**

This item was previously discussed at the September 24, 2019 C.O.W. meeting.

On motion by Councilmember Jennings, second by Councilmember Everett, Council approved Resolution No. 2019-36 declaring certain City property from the Public Works Department and Fire Department as surplus and authorizing disposal.

- B. Resolution No. 2019-37 approving Task Order No. 2019-05 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements**

This item was previously discussed at the September 24, 2019 C.O.W. meeting.

On motion by Councilmember Diaz, second by Councilmember Souders, Council approved Resolution No. 2019-37 approving Task Order No. 2019-05 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements.

- C. Ordinance No. 2019-15 amending the 2019 Annual Budget**

This item was previously discussed at the September 24, 2019 C.O.W. meeting.

On motion by Councilmember Everett, second by Councilmember Jennings, Council approved Ordinance No. 2019-15 amending the 2019 Annual Budget.

7. UNFINISHED AND NEW BUSINESS – None

8. CITY ADMINISTRATOR AND/OR STAFF REPORTS – None

9. MAYOR & COUNCILMEMBER REPORTS

YVCOG General Membership Meeting – Councilmember Moore reported that the YVCOG General Membership meeting was scheduled for October 16, 2019 in Selah.

No Rhyme or Reason Flea Market – Councilmember Diaz reported that the No Rhyme or Reason Flea Market held October 4-6, 2019 at Country Park was well attended.

2020 Preliminary Budget Meetings – Councilmember Everett reminded Council that the 2020 preliminary budget meetings were scheduled for October 14, 2019, October 28, 2019 and November 4, 2019 at 6 pm. Councilmembers Moore and Jennings indicated they would be unable to attend the October 28, 2019 budget meeting.

Mayor's Action Plan – Mayor Mendoza reported that she was in the process of contacting each Councilmember to schedule a meeting with them to gather their input on her action plan.

10. ADJOURNMENT

On motion by Councilmember Moore, second by Councilmember Jennings, Council adjourned the regular meeting 7:30 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
SPECIAL MEETING MINUTES – BUDGET
OCTOBER 14, 2019**

1. CALL TO ORDER

Mayor Gloria Mendoza called the special meeting to order at 6:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Mendoza and Councilmembers Gay Brewer, David Diaz, Mike Everett, Diana Jennings, Bill Moore, Javier Rodriguez and Joan Souders.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, Library Director Elizabeth Jahnke, Parks & Recreation Director Gretchen Chronis, Fire Chief Pat Mason and City Clerk Anita Palacios.

2. 2019 PRELIMINARY BUDGET

City Treasurer Cordray continued the presentation of the 2019 preliminary budget, as follows:

2020 Expenditure Estimates – Current Expense Fund

Library Services

2019 Budget \$308,360

2020 Estimate \$322,165

Notable Changes in 2020 –

- Retirement of Assistant Librarian at the end of January. Replacement to be hired in December 2019 for two months training. Overall decrease in salaries after buyout.
- Federal funding decreased for the on-line periodical database and for the OCLC bibliographic database and e-books/e-audio subscription which increased City costs.
- YVC continues to contribute to cost for the OCLC bibliographic database.
- Depend on Friends of Grandview Library to pay for four newspaper subscriptions.
- Revenue was not consistent year to year.

Senior Citizen Services

2019 Budget \$13,300

2020 Estimate \$14,035

Notable Changes in 2020 – None

Recreation Services

2019 Budget \$139,200

2020 Estimate \$140,950

Notable Changes in 2020 – None

Aquatics Services

2019 Budget \$131,185

2020 Estimate \$154,200

Notable Changes in 2020 –

- Increase of \$10,000 in professional services for concrete deck restoration.

- An additional \$60,000 (for a total of \$120,000) earmarked for a future Swim Pool Splash Pad within the Capital Improvement Fund.

Museum

2019 Budget \$29,465

2020 Estimate \$31,575

Notable Changes in 2020 – None

Community Center

2019 Budget \$57,100

2020 Estimate \$52,500

Notable Changes in 2020 – None

Fire Administration Services

2019 Budget \$172,990

2020 Estimate \$173,400

Notable Changes in 2020 – Salaries and associated line items were slightly increased to reflect possible changes by the City Council as well as expected insurance cost increases.

Fire Suppression Services

2019 Budget \$429,685

2020 Estimate \$328,710

Notable Changes in 2020 –

- Salaries and associated line items were slightly increased to reflect possible changes by the City Council as well as expected insurance cost increases.
- Slight increase in “Volunteer Compensation” to reflect increase in call volume. This Line Item was split between Fire Suppression (40%) and EMS (60%).
- Anticipated increase of \$1.23 per call dispatch fees as reflected in “Communications.” Dispatch fees were split between Fire Suppression (25%) and EMS (75%).
- Increase of \$5,000 to “Repairs and Maintenance” to cover anticipated higher maintenance costs.

Emergency Medical Services Fund

2019 Budget \$283,475

2020 Estimate \$334,160

Notable Changes in 2020 –

- Salaries and associated line items were slightly increased to reflect possible changes by the City Council as well as expected insurance cost increases.
- Slight increase in “Volunteer Compensation” to reflect increase in call volume. This Line Item was split between Fire Suppression (40%) and EMS (60%).
- Increase to “Machinery & Equipment” to cover costs of replacing five defibrillators.
- Increase to “Ambulance Service” to cover the cost of the new Sunnyside ILA for Sunnyside Fire Department to provide ambulance service.
- Anticipated increase of \$1.23 per call dispatch fees as reflected in “Communications.” Dispatch fees were split between Fire Suppression (25%) and EMS (75%).

2020 Revenue Estimates – Emergency Medical Services Fund

2019 Budget \$399,405

2020 Estimate \$311,020

Fire Chief Mason distributed a memo to the Council regarding the implementation of an ambulance utility. He explained that in March of 2018, the City was approached by the primary ambulance provider, Prosser Hospital Ambulance, concerning the fact that the ambulance service was losing money. This led to the City evaluating ambulance services and entering into an Interlocal Agreement with the City of Sunnyside and Sunnyside Fire Department to provide ambulance services to Grandview.

To start the services, the decision was made to pay the cost out of the Emergency Medical Services (EMS) Fund. This was not a sustainable funding source. Paying for the service out of the EMS Fund would exhaust the fund completely before the end of 2020. The City would need to secure an alternative funding source in the immediate future.

The Interlocal Agreement with Sunnyside Fire Department to provide ambulance services to Grandview would cost \$368,439 per year. Because there were benefits to Sunnyside to expand their services and other funding sources, the cost of ambulance services to Grandview was set at \$163,439 per year for 2020. The cost would increase per year due to an increase in cost of living, goods and services, etc. There was also the possibility that ambulance/medical funding would decrease in the future by government agencies such as Medicare and Medicaid. It was imperative that the Council understand that the day could come when the City would be required to pay the entire \$368,439 cost per year.

There were two options, he was currently aware of to secure funding to sustain quality medical services in the City. The first option would be to fund the ambulance service from the Current Expense Fund. The problem with this option was the Current Expense Fund had a limited revenue source, and the City was already struggling to stretch that fund to cover everything it was required to provide funding for. The second option was to create by Council authority an ambulance utility based on utility users in the City. This option was created by the Washington State Legislature and addressed in RCW 35.21.766. This option would allow the City to set and collect rates and charges in an amount sufficient to regulate, operate and maintain an ambulance utility. Ambulance utility costs may include costs for dispatch, labor, training of personnel, equipment, patient care supplies, maintenance of equipment, etc. Costs cannot include capital cost for the construction, major renovation, or major repair of the physical plant.

He was working on compiling data and information for the creation of an ambulance utility in the City based on water consumption for presentation at a future C.O.W. meeting. It was his intention that Council work with him to initiate the ambulance utility as soon as possible in order to avoid any future financial difficulties as it applies to providing quality medical service to the citizens of the City of Grandview.

The next preliminary budget meeting would be held on Monday, October 28, 2019 at 6:00 p.m.

3. ADJOURNMENT

The special meeting adjourned at 7:35 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk



**CITY OF GRANDVIEW
NOTICE OF PUBLIC HEARING
2020 CURRENT EXPENSE FUND REVENUE SOURCES**

NOTICE IS HEREBY GIVEN that the City Council of the City of Grandview, Washington will conduct a public hearing on **Monday, October 21, 2019, 7:00 p.m.**, at Grandview City Hall, 207 West Second Street, Grandview, WA, to consider the revenue sources for the 2019 Current Expense Fund budget which will include consideration of possible increases in property tax revenues together with the proposed ordinance levying taxes in the amount of \$1,603,600.00 for the regular levy and the proposed Operating Revenue for the Current Expense Fund is \$5,562,090.00.

The public is invited to attend this hearing and provide written and oral comments on the proposed revenue sources, to include property tax revenues for the 2020 Current Expense Fund budget. If you are unable to attend this public hearing, written comments will be received until 5:00 p.m. the day of the hearing.

If you have a disability for which you will need reasonable accommodations, please contact the City Clerk, at the preceding address or telephone (509) 882-9208 one week prior to the meeting.

CITY OF GRANDVIEW

Anita G. Palacios, MMC
City Clerk

Publish: Grandview Herald – October 9, 2019 & October 16, 2019

**CITY OF GRANDVIEW
CITY COUNCIL**

PUBLIC HEARING PROCEDURE

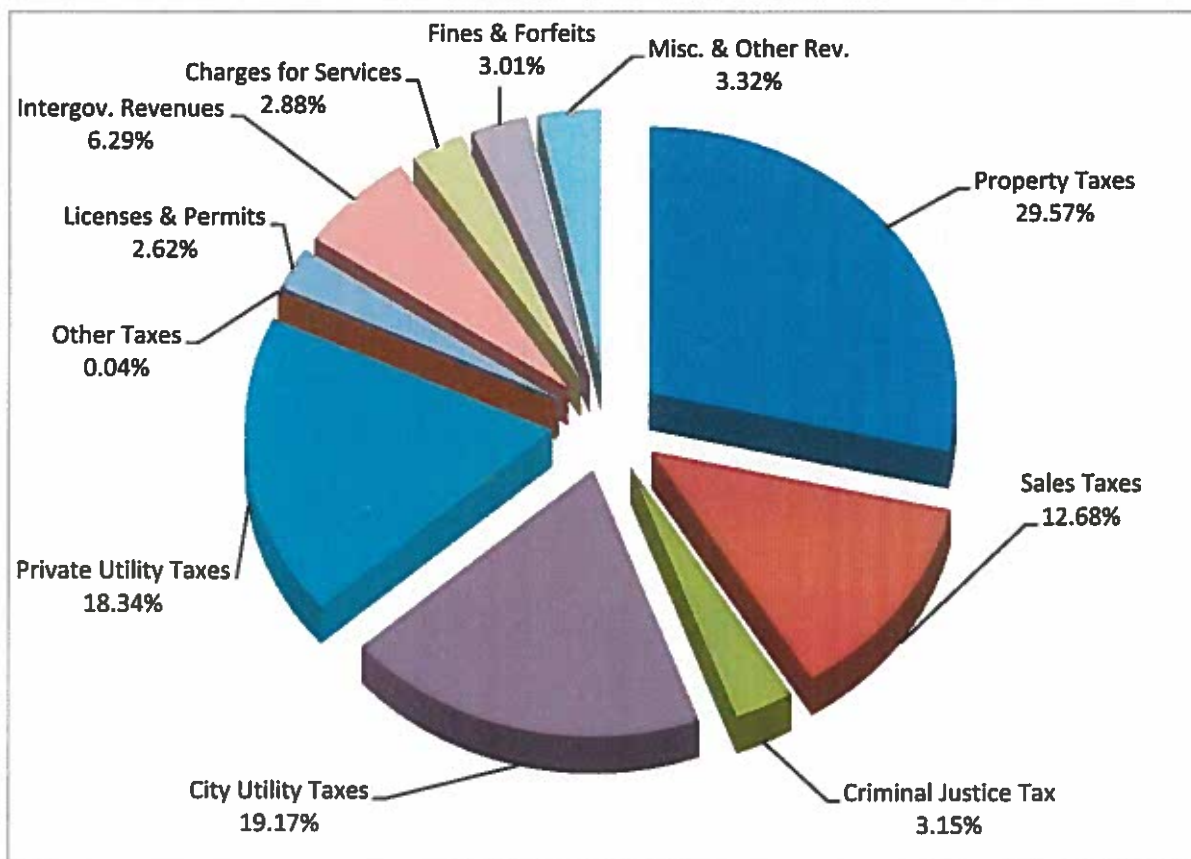
THE FOLLOWING PROCEDURE IS USED BY THE GRANDVIEW CITY COUNCIL TO MEET APPEARANCE OF FAIRNESS REQUIREMENTS:

MAYOR

1. The public hearing for the purpose of receiving comments on the **2020 Current Expense Fund Revenue Sources** is now open.
2. Before hearing from the public, City Treasurer Matt Cordray will present the staff report.
3. Public comments will now be received. When you address the Council, begin by stating your name and address for the record.
4. Comments received by mail will now be entered in the record. The City Clerk will read any received.
5. The public testimony portion of this hearing is now closed. No further comments will be received.

**City of Grandview
2020 Budget
Current Expense Revenues**

Revenue Type	Amount	
Property Taxes	\$ 1,585,000	28.50%
Sales Taxes	705,300	12.68%
Criminal Justice Tax	175,000	3.15%
City Utility Taxes	1,066,000	19.17%
Private Utility Taxes	1,020,000	18.34%
Other Taxes	2,500	0.04%
Licenses & Permits	146,000	2.62%
Intergov. Revenues	349,900	6.29%
Charges for Services	160,400	2.88%
Fines & Forfeits	167,600	3.01%
Misc. & Other Rev.	184,390	3.32%
Total Revenue	\$ 5,562,090	



RESOLUTION NO. 2019-38

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2019-04 WITH HLA ENGINEERING
AND LAND SURVEYING, INC., FOR THE SLUDGE DRYING BED
EVALUATION AND DESIGN**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City would like enter into a Task Order with HLA to provide professional engineering services and land surveying for the Sludge Drying Bed Evaluation and Design,

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

The Mayor is hereby authorized to sign Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the Sludge Drying Bed Evaluation and Design with an estimated total amount of \$18,000.00 in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on October 21, 2019.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2019-04

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Sludge Drying Bed Evaluation and Design

HLA Project No. 19140E

The City of Grandview (CITY) operates a wastewater treatment plant (WWTP) under the terms of a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Washington State Department of Ecology (Ecology). A by-product of the operation is the production of waste solids known as "sludge." The sludge is dewatered and placed on asphalt-paved drying beds where it is dried to remove moisture and to reduce pathogens. The dried and treated sludge, now regulated as "biosolids," can be applied to agricultural land and put to beneficial use as a soil amendment. The CITY contracts with Natural Selection Farms to haul the biosolids away and put them to beneficial use.

The production of sludge has increased with higher WWTP influent loadings, so the CITY does not have enough paved drying bed space and sludge is placed on the ground to dry. Furthermore, Natural Selection Farms charges based on the weight of the biosolids hauled away from the WWTP. Therefore, the CITY dries the biosolids as much as possible to reduce the hauling cost, which further increases the need for drying bed space. Future WWTP improvements are being considered that will also generate more sludge, so the CITY is interested in examining long-term, cost-effective, methods for sludge treatment and disposal.

Alternative drying strategies are acceptable to Ecology, provided pathogen reduction requirements are met. Therefore, before moving forward with a paved sludge drying bed project, the CITY wishes to examine alternatives, consider both capital and operating costs, and select a method based on life cycle costs. The selected method will influence and establish the required size of the sludge drying beds. Phased construction of the beds will be considered to coordinate with growth and the CITY's annual capital project expenditure.

SCOPE OF SERVICES:

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide the following professional engineering and land surveying services to evaluate the sludge drying and disposal process and design the recommended asphalt-paved sludge drying beds:

1.0 Sludge Treatment Process Evaluation

This phase will result in the selection of a long-term method for sludge treatment and disposal. Work performed by HLA will include the following services:

- 1.1. Meet with the CITY to discuss the existing sludge treatment and disposal process, limitations of the current methodology, and suitable methods to meet Ecology requirements.
- 1.2. Gather data on existing sludge operations, including sludge volumes wasted, solids content, hours of dewatering operation, drying practices, volumes hauled, and disposal costs.
- 1.3. Estimate future sludge wasting demands, including the addition of a third treatment train on the 1.5 MGD mechanical treatment plant.

- 1.4. Develop options for sludge wasting, treatment, and disposal compatible with the treatment process and suitable for the CITY's operating procedures.
- 1.5. Estimate the sludge drying bed space needed for the options considered. Estimate capital and operating costs, and compare life-cycle costs of the options.
- 1.6. Meet with the CITY to discuss options and select a recommended alternative.
- 1.7. Prepare a written Memorandum of the options and costs, including a recommended alternative for consideration by the CITY. Provide a draft Memorandum to the CITY for review.
- 1.8. Incorporate CITY comments and submit final Memorandum to CITY.

2.0 Engineering Design, Plans, and Specifications

This phase will provide plans, specifications, and contract documents for the CITY's use in securing bids for construction of new sludge drying beds. Phased construction of the improvements will be considered.

- 2.1. Perform field investigations necessary to design the identified improvements on aerial plan sheets. Perform a topographic survey to the extent needed to supplement aerial plan sheets and determine construction quantities.
- 2.2. Perform preliminary design and present preliminary plans to the CITY prior to detailing final plans.
- 2.3. Based on approved preliminary plans, perform the final design, and prepare complete plans and specifications for bid call on the proposed work, as authorized by the CITY.
- 2.4. Prepare Engineer's Opinion of Construction Cost.
- 2.5. Furnish electronic copies of the final plans and specifications for bidding.

3.0 Bidding Assistance and Services During Construction

The following services will be provided for each phase of construction. The number of construction phases will depend on coordination with growth and available funding.

- 3.1. Answer and supply such information as requested by prospective bidders.
- 3.2. Prepare and issue addenda, if necessary.
- 3.3. Attend bid opening and participate in the bid opening and evaluation process.
- 3.4. Prepare summary of bids received and review bidder's qualifications.
- 3.5. Make a recommendation to the CITY of construction contract award.
- 3.6. Prepare Notice of Award to the Contractor following CITY's award of the Contract.
- 3.7. Prepare construction contracts and assist in reviewing bond and insurance.
- 3.8. Coordinate and conduct preconstruction conference followed by issuance of Notice to Proceed.
- 3.9. Furnish a field survey crew to set necessary horizontal and vertical control for the improvements authorized for construction.
- 3.10. Review Contractor's submittals for general conformance with the project specifications.

- 3.11. Furnish a qualified resident engineer (inspector) to observe construction to be on the job site when significant work is in progress. The resident engineer's sole duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications.
- 3.12. Prepare construction progress reports for the days when the resident engineer is present.
- 3.13. Recommend progress payments for the Contractor to the CITY.
- 3.14. Prepare and submit proposed contract change orders, when applicable.
- 3.15. Conduct a final project inspection and prepare a punch list for the CITY of items to be corrected by the Contractor.
- 3.16. Prepare record drawings of civil-related improvements based on the Contractor's as-built plans.

4.0 Additional Services

- 4.1. Provide professional engineering and land surveying services for additional work requested by the CITY that is not included in the phases of work described above.

5.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 5.1. Provide full information as to CITY requirements of the work items.
- 5.2. Assist HLA by placing at their disposal all available information pertinent to the project, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction.
- 5.3. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
- 5.4. Obtain approval of all governmental authorities having jurisdiction over the work items, and approvals and consents from other individuals or bodies as may be necessary for completion. Pay all review fees and costs associated with obtaining such approvals.
- 5.5. Pay for project bid advertisement costs, if necessary.
- 5.6. Pay for all necessary testing costs not paid by the Contractor.
- 5.7. Pay for all necessary permit fees not paid by the Contractor.

TIME OF PERFORMANCE:

Following authorization to proceed, HLA will diligently pursue completion of the project with the following schedule anticipated:

1.0 Sludge Treatment Process Evaluation

Evaluation of the sludge treatment process will commence immediately following notice to proceed, and a draft Memorandum will be submitted to the CITY within sixty (60) calendar days.

2.0 Engineering Design, Plans, and Specifications

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

3.0 Bidding Assistance and Services During Construction

Time of completion for work directed by the CITY under this phase shall be negotiated and mutually agreed upon at the time service is requested by the CITY. Services may be required for one or more phases of construction.

4.0 Additional Services

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

FEE FOR SERVICE:

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

1.0 Sludge Treatment Process Evaluation

All work in Phase 1.0 shall be performed for the Lump Sum fee of \$18,000.00.

2.0 Engineering Design, Plans, and Specifications

All work in Phase 2.0 shall be performed for a Lump Sum fee to be determined based on the selected method of sludge drying and disposal as authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services.

3.0 Bidding Assistance and Services During Construction

Any work requested by the CITY for Bidding Assistance and Services During Construction shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA will perform the work on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non salary expenses such as laboratory testing, reproduction expenses, out-of-town travel costs, and outside engineers.

4.0 Additional Services

Any additional work requested by the CITY not included in the other phases shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA will perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non salary expenses such as laboratory testing, reproduction expenses, out-of-town travel costs, and outside engineers.

Proposed:



HLA Engineering and Land Surveying, Inc.
Theodore W. Pooler, PE, Vice President



Date

Approved:

City of Grandview
Gloria Mendoza, Mayor

Date