

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, OCTOBER 27, 2020**



Governor Proclamation 20-28.10 continues the prohibition on "in-person" meetings through November 9, 2020. This meeting will be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

COMMITTEE-OF-THE-WHOLE MEETING – 6:00 PM

PAGE

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. 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.
- 4. NEW BUSINESS**
 - A. Ordinance levying the 2021 ad valorem property taxes and excess levy taxes 1-7
 - B. Ordinance increasing the 2021 property tax levy for the City of Grandview above the "limit factor" up to 101 percent (1-7)
 - C. Resolution authorizing the Mayor to sign an Amendment of Lease with the Grandview Chamber of Commerce 8-11
 - D. Resolution adopting a Public Participation Plan for the City of Grandview Shoreline Master Program Update 12-17
 - E. Ambulance Service Utility Fee – Report and Recommendation 18-21
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

Governor Proclamation 20-28.10 continues the prohibition on "in-person" meetings through November 9, 2020. This meeting will be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

The City of Grandview Committee-of-the-Whole and Council Meetings scheduled for Tuesday, October 27, 2020 at 6:00 pm and 7:00 pm will only be available via teleconference.

Please join the meeting from your computer, tablet or smartphone.

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BOARD OF YAKIMA COUNTY COMMISSIONERS

Vicki Baker
District 1

Ron Anderson
District 2

Norm Childress
District 3

September 16, 2020

Anita Palacios
City of Grandview
207 W 2nd Street
Grandview WA 98930

RECEIVED
SEP 18 2020
CITY OF GRANDVIEW

Pursuant to legislation RCW 84.52.020, your Certification for the purpose of levying 2021 property taxes is to be filed with the Board of Yakima County Commissioners on or before November 30 or you will receive no funding from this source.

To meet this objective you need to complete the following:

- As a result of Referendum 47, in a public hearing or forum you will need to pass the following:
 - ALL TAXING DISTRICT-**
Will need to pass one resolution for the levy amount up to the full 101% (see sample #1).
 - TAXING DISTRICTS WITH OVER 10,000 POPULATION -**
Will need to pass a second resolution increasing the property tax levy to the Implicit Price Deflator (IPD) (see sample #2).
- Complete a Tax Levy Certification form (see sample #3). On November 24, 2020 the Board of Yakima County Commissioners will, by resolution certify the requested tax amounts to be levied upon property for each taxing district, per RCW 84.52.070.
- Include an estimate of your cash balance at the beginning and ending of your budget period, per RCW 84.52.025.

Please return each of the above items to me in the County Commissioners Office and a copy of the resolution(s) or ordinance(s) to the Yakima County Department of Assessment on or before November 20, 2020.

If you have any questions you may contact me at 574-1316 or by e-mail at forrest.smith@co.yakima.wa.us.

Thank you for your cooperation.

Sincerely,

Forrest A. Smith
Assistant Budget Director, Yakima County Commissioners

Cc: Jacob Tate, Department of Property Assessment

Sample #1(for all districts)

Taxing District Name
Resolution/Ordinance #XXX

A **RESOLUTION/ORDINANCE** levying the 2021 ad valorem property taxes and excess levy taxes.

WHEREAS, the **board/council of the taxing district name** has met and considered its budget for the calendar year 2021; and

WHEREAS, the **board/council**, in the course of considering the budget for 2021 has reviews all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the **board/council** has determined that it is in the best interest of and necessary to meet the expenses and obligations of taxing district name and a substantial need exists for the property tax revenue to be increased in 2021;

NOW, THEREFORE, BE IT **RESOLVED/ORDAINED**, the regular levy request in the amount of \$ _____, which is a \$ _____ dollar increase from 2020 levy amount and a _____% increase of that same 2020 levy amount, plus any amount allowed for new construction and increase in state assessed values.

BE IT FURTHER **RESOLVED/ORDAINED**, excess levy in the amount of \$ _____ for the sole purpose of paying the interest and principal of **taxing districts name's** general obligation bonds.

RESOLVED/ORDAINED this ____ day of _____ 2020

Signatures

Sample #2(for districts over 10,000 population)

Taxing District Name
Resolution/Ordinance #XXX

A **RESOLUTION/ORDINANCE** to increase the 2021 property tax levy for the taxing district name above the "limit factor", up to 101 percent.

WHEREAS, the **board/council** of the **taxing district name** has met and considered its budget for the calendar year 2021; and

WHEREAS, the **board/council**, in the course of considering the budget for 2021 has reviews all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the **board/council** has determined that, due to ... the board/council finds there is a substantial need to increase the regular property tax levy rate above the rate of inflation;

NOW, THEREFORE, BE IT **RESOLVED/ORDAINED**, the limit factor for the regular levy for the calendar year of 2021 shall be 101% of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year.

RESOLVED/ORDAINED this ____ day of _____ 2020

Signatures

Sample #3

Tax Levy Request Certification

STATE OF WASHINGTON)
COUNTY OF YAKIMA)

I, _____, Clerk of the City/Town of _____, do hereby certify that the city council of said city and appearing in the minutes of a meeting held on the _____ day of _____, 2020, requesting the board of commissioners of Yakima County to levy taxes as follows:

Regular levy request in the amount of \$ _____, which is a \$ _____ dollar increase from the 2020 levy amount and a _____% increase of that same 2020 levy amount, plus any amount allowed for new construction and increase in state assessed values.

Excess levy in the amount of \$ _____ for the sole purpose of paying the interest and principal of said District's General Obligation Bonds.

At this time, I also certify that the population of said district is approximately _____.

Clerk

Date

ORDINANCE NO. 2020-___

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
LEVYING THE 2021 AD VALOR PROPERTY TAXES AND EXCESS LEVY TAXES**

WHEREAS, the City Council has met and considered its budget for the calendar year 2021; and

WHEREAS, the City Council, in the course of considering the budget for 2021, has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the City Council has determined that it is in the best interest of and necessary to meet the expenses and obligations of the City of Grandview and a substantial need exists for the property tax revenue to be increased in 2021;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW,
WASHINGTON DO ORDAIN AS FOLLOWS:**

Section 1. The regular levy request in the amount of \$1,632,160.00, which is a \$16,160.00 increase from 2020 levy amount and a 1% increase of that same 2020 levy amount, plus any amount allowed for new construction and increase in state assessed values.

Section 2. This Ordinance shall be in full force and effect five (5) days after its passage and publication as required by law.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on November 10, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: 11/11/20
EFFECTIVE: 11/16/20

ORDINANCE NO. 2020-_____

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
INCREASING THE 2021 PROPERTY TAX LEVY FOR THE CITY OF GRANDVIEW
ABOVE THE "LIMIT FACTOR" UP TO 101 PERCENT**

WHEREAS, the Grandview City Council has met and considered its budget for the calendar year 2021; and

WHEREAS, the City Council, in the course of considering the budget for 2021 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the City Council has determined that it is in the best interest of and necessary to meet the expenses and obligations of the City of Grandview and there is a substantial need to increase the regular property tax levy rate above the rate of inflation;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. The limit factor for the regular levy for the calendar year of 2021 shall be 101% of the highest amount of regular property taxes that could have been lawfully levied in the City of Grandview in any year.

Section 2. This Ordinance shall be in full force and effect five (5) days after its passage and publication as required by law.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on November 10, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: 11/11/20
EFFECTIVE: 11/16/20



Tax Levy Request Certification

STATE OF WASHINGTON)
COUNTY OF YAKIMA)

I, Anita Palacios, City Clerk of the City of Grandview, do hereby certify that the City Council of said City and appearing in the minutes of a meeting held on the 10TH day of November, 2020, requesting the Board of Commissioners of Yakima County to levy taxes as follows:

Regular levy request in the amount of \$1,632,160.00, which is a \$16,160.00 increase from the 2020 levy amount and a 1% increase of that same 2020 levy amount, plus any amount allowed for new construction and increase in state assessed values.

At this time, I also certify that the population of said City is approximately **11,010**.


CITY OF GRANDVIEW

Anita G. Palacios, MMC
City Clerk

Dated: November 13, 2019

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

ITEM TITLE Resolution authorizing the Mayor to sign an Amendment of Lease with the Grandview Chamber of Commerce	AGENDA NO.: New Business (C) AGENDA DATE: October 27, 2020
DEPARTMENT General Facilities	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT DIRECTOR REVIEW
Cus Arteaga, City Administrator 

CITY ADMINISTRATOR  **MAYOR** 

ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)
At the October 13, 2020 C.O.W. meeting, the Council agreed to waive rental payments owed by the Grandview Chamber of Commerce under the Lease for a period of six months commencing January 1, 2021 and concluding June 30, 2021, in recognition of the financial impacts of COVID-19 on the Chamber and the important role the Chamber plays in supporting and promoting the economic vitality of the City's business community.

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

Attached is the Amendment of Lease with the Grandview Chamber of Commerce for consideration.

ACTION PROPOSED
Move a resolution authorizing the Mayor to sign an Amendment of Lease with the Grandview Chamber of Commerce to a regular Council meeting for consideration.

RESOLUTION NO. 2020-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN AN AMENDMENT OF LEASE WITH
THE GRANDVIEW CHAMBER OF COMMERCE**

WHEREAS, CITY OF GRANDVIEW, as Lessor, and GRANDVIEW CHAMBER OF COMMERCE, as Lessee, entered into a Lease dated the 1st day of July, 2017 for the following described property situated in Yakima County, State of Washington:

Grandview parcel designated as a park between Block 4 & 5, south of railroad right-of-way and north of Main Street Ex St. Hiway

(hereinafter called the "premises"), excluding access to the storage shed and City well located on the premises;

WHEREAS, in recognition of the financial impacts of COVID-19 on the Grandview Chamber of Commerce and the important role the Grandview Chamber of Commerce plays in supporting and promoting the economic vitality of the City of Grandview's business community, the Grandview City Council agreed in an open public meeting on October 13, 2020, to waive rental payments owed by the Chamber of Commerce under the Lease for a period of six months;

WHEREAS, the City of Grandview and the Grandview Chamber of Commerce desire amend Section 5 of the Lease to reflect the foregoing decision by the City to waive rental payments owed by the Chamber of Commerce under the lease for a period of six months, commencing with the rent payment due on January 1, 2021 and concluding June 30, 2021,

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

The Mayor is hereby authorized to sign an Amendment of Lease with the Grandview Chamber of Commerce on the terms and conditions contained in said lease and in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

AMENDMENT OF LEASE

WHEREAS, CITY OF GRANDVIEW, as Lessor, and GRANDVIEW CHAMBER OF COMMERCE, as Lessee, entered into a Lease dated the 1st day of July, 2017 for the following described property situated in Yakima County, State of Washington:

Grandview parcel designated as a park between Blocks 4 & 5, south of railroad right-of-way and north of Main Street Ex St. Hiway

(hereinafter called the "premises"), excluding access to the storage shed and City well located on the premises;

WHEREAS, in recognition of the financial impacts of COVID-19 on the Grandview Chamber of Commerce and the important role the Grandview Chamber of Commerce plays in supporting and promoting the economic vitality of the City of Grandview's business community, the Grandview City Council agreed in an open public meeting on October 13, 2020, to waive rental payments owed by the Chamber of Commerce under the Lease for a period of six months;

WHEREAS, the City of Grandview and the Grandview Chamber of Commerce desire amend Section 5 of the Lease to reflect the foregoing decision by the City to waive rental payments owed by the Chamber of Commerce under the lease for a period of six months, commencing with the rent payment due on January 1, 2021:

NOW, THEREFORE, for and in consideration of the covenants and agreements hereinafter set forth, Lessor and Lessee do hereby agree that the Lease referred to above is hereby amended as follows:

1. Paragraph 5 of said Lease is hereby revoked in its entirety and amended to read as follows:

RENT. Lessee covenants and agrees to pay Lessor as rental for said premises: \$220.00 per month in lawful money of the United States of America in advance on the 1st day of each calendar month of the lease term, PROVIDED, however, that due to the financial impacts of COVID-19 and in recognition of the important role of Lessee in supporting and promoting the business community in Grandview, no rent shall be paid for the six month period commencing January 1, 2021 and concluding June 30, 2021. Such rental is to be paid to Lessor personally or by United States mail at Lessor's address set forth below, or to such other party or at such other place as Lessor may designate. In addition, Lessee shall pay to Lessor the sum of 12.84% State of Washington Leasehold Tax along with the monthly rental. Lessee shall pay any increased leasehold tax rates if said rate is increased by the State of Washington.

2. Except as amended herein, said Lease referred to above is hereby confirmed and ratified in all respects.

DATED this ____ day of _____, 2020.

LESSEE:
Grandview Chamber of Commerce

LESSOR:
City of Grandview

President

Mayor

Secretary

City Clerk

Address:
303 West Wine Country Road
Grandview, WA 98930
PH: (509) 882-2100

Address:
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9200
Fax: (509) 882-3099

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

ITEM TITLE Resolution adopting a Public Participation Plan for the City of Grandview Shoreline Master Program Update	AGENDA NO.: New Business 4 (D) AGENDA DATE: October 27, 2020
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DEPARTMENT Planning	FUNDING CERTIFICATION (City Treasurer) (If applicable)
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DEPARTMENT DIRECTOR REVIEW Anita Palacios, City Clerk	
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CITY ADMINISTRATOR 	MAYOR 
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ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)

At tonight's regular meeting, Council will consider a resolution authorizing the Mayor to sign the Shoreline Master Program Agreement with the State of Washington Department of Ecology for the City's Shoreline Master Program Update.

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

The Shoreline Master Program Agreement outlines the Scope of Work and provides in Task Number 3 - Public Participation that the City will develop a public participation plan and conduct public participation activities, see attached.

Staff has prepared, in consultation with the Yakima Valley Conference of Governments, the City's Shoreline Master Program Update Public Participation Plan.

ACTION PROPOSED

Move a resolution adopting a Public Participation Plan for the City of Grandview Shoreline Master Program Update to a regular Council meeting for consideration.

Agreement No: SEASMP-1921-Grandv-00108
 Project Title: Shoreline Master Program – Periodic Review
 Recipient Name: City of Grandview

SCOPE OF WORK

Task Number: 3 **Task Cost: \$1,066.00**

Task Title: 3. Public Participation

Task Description:

The RECIPIENT will:

A. Develop a Public Participation Plan

Prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The public participation plan should include applicable local requirements such as planning commission review and formal hearings, as well as applicable state notice requirements.

B. Conduct public participation activities

Implement the public participation plan throughout the course of the SMP periodic review process.

Task Goal Statement:

To inform and involve all stakeholders in the SMP periodic review process.

Task Expected Outcome:

Continuous public participation activities throughout the SMP periodic review process.

Recipient Task Coordinator: Anita Palacios, City Clerk

3. Public Participation

Deliverables

Number	Description	Due Date
3.1	Public Participation Plan. Upload to EAGL per the date in the Deliverable Due Dates form.	
3.2	Updates of public involvement activities in progress reports.	

RESOLUTION NO. 2020-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE CITY OF GRANDVIEW
SHORELINE MASTER PROGRAM UPDATE**

WHEREAS, the City of Grandview Shoreline Master Program (SMP) is local land use policies and regulations that guide development on and use of the City shorelines. The City of Grandview SMP applies to both public and private uses for Yakima River and the unnamed lakes shorelines, associated wetlands and floodplains within the City of Grandview and;

WHEREAS, the City Shoreline Master Program must be reviewed and, if necessary, updated to ensure they remain compliant with state laws and local comprehensive plans. The City will prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090 and local requirements and;

WHEREAS, the City Council wishes to encourage public participation in the Shoreline Master Program update process and;

WHEREAS, cities must establish and broadly disseminate to the public a public participation program identifying procedures whereby review of the shoreline master program will be considered by the local governing body consistent with RCW 36.70A.140. and;

WHEREAS, such procedures must provide for early and continuous public participation through broad dissemination of informative materials, proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, and consideration of and response to public comments.

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

The Grandview City Council hereby adopts the "City of Grandview Shoreline Master Program Update Public Participation Plan" for the 2021 Shoreline Master Program Update.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

**City of Grandview
Shoreline Master Program Update
Public Participation Plan**

Background

The City of Grandview Shoreline Master Program (SMP) is a set of local land use policies and regulations that guide development on and use of the city shorelines. The City of Grandview SMP applies to both public and private uses for Yakima River and the unnamed lakes shorelines, associated wetlands and floodplains within the City of Grandview. The City of Grandview's SMP protects natural resources for future generations, provide for public access to public waters and shores, and plans for water-dependent uses. The City of Grandview SMP must be consistent with the Shoreline Management Act (RCW 90.58) and must be approved by the Washington State Department of Ecology.

The City's SMP must be reviewed and, if necessary, updated to ensure it remains compliant with state laws and local comprehensive plans. This review must be completed every eight (8) years. The City's SMP periodic review must be completed no later than June 30, 2021.

The Washington State Department of Ecology (Ecology) provides technical assistance, guidance documents, and grant funding to assist in the completion of the periodic review. Ecology's grant contract requires completion of five tasks, designed to ensure local governments complete the required periodic review. These tasks are as follows:

1. Project Oversight: Coordination, Management, and Administration

The City will provide project oversight to complete the scope of work in compliance with the grant contract, which includes project coordination, project management, and project administration.

2. Secure Consultant Services

The City has entered into a contract with Yakima Valley Conference of Governments (YVCOG) to complete the work in accordance with the scope of work of the grant through Ecology.

3. Public Participation

The City will prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090 and local requirements.

4. Review Shoreline Master Program and Draft Revisions, If Needed

The consultant will review the SMP to determine if revisions are needed. To do this, the consultant will use the Ecology checklist to:

- a. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended and determine if local amendments are needed to maintain compliance.
- b. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the SMP or note that Findings of Adequacy would be appropriate.
- c. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

5. Final Draft SMP or Findings of Adequacy

The City and consultant will conduct the public review process, which at a minimum will include:

- a. Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.
- b. Assemble final draft amendment or Findings of Adequacy: Assemble a complete SMP final draft amendment in preparation for review and approval by the City Council. Where the review determines that no changes are needed, formal Findings of Adequacy will be prepared.
- c. An Open House meetings may be conducted prior to a Public Hearing on the draft amendments or proposed findings of Adequacy. The Public Hearing will be held by the Grandview Planning Commission. The Planning Commission's recommendation will be forwarded to the City Council for consideration and decision.

Timeline

The City anticipates the draft SMP revisions or Findings of Adequacy will be prepared by February 2021. The public hearing and Planning Commission deliberations would occur shortly thereafter. The City intends to adopt revisions to the SMP or adopt Findings of Adequacy by the May 2021 prior to the deadline for completing the periodic review required by state statutes. However, the recent COVID-19 pandemic may impact these timelines.

Public Participation Plan

Public engagement is an integral part of this planning process. Engagement is needed from interested parties including residents, businesses, stakeholders and agencies. City staff is proposing the following outreach methods:

Public Meetings (due to COVID-19 may be virtual meeting via the web)

Public meetings to accept feedback during the process will be held. Types of public meetings may include an open house, presentations or briefings before the Planning Commission, and the public hearing before the Planning Commission.

Comment Forms

Comment forms will be available at public meetings, City Hall, City's SMP webpage, and the Yakima Valley Conference of Governments (YVCOG) SMP webpage.

Webpage

The City and YVCOG SMP webpages will contain information about the update requirements and process, timeline, opportunities to get involved or provide comments. The SMP webpages will also contain all materials and documents for review that are related to the work being conducted.

City of Grandview Webpage: www.grandview.wa.us

YVCOG Webpage: www.yvcog.org

Planning Commission

Staff anticipate bringing amendments or findings of adequacy to the City Planning Commission in the spring of 2021. The Commission may also receive briefings on the proposal during the process. The Planning Commission will hold a public hearing on the proposal before making a recommendation to City Council.

City Council

The Grandview Planning Commission will make a recommendation to the Grandview City Council on the SMP periodic review. The Council may hold additional public meetings/hearings, but it is not required. It is anticipated that City Council will consider the Planning Commission's recommendation and make a decision in the spring of 2021.

How to get Involved

To request to be added to the notification list for this proposal or for more information on how to get involved or comment, please contact either:



Lynn Deitrick or Jeff Watson, Yakima Valley Conference of Governments at (509)574-1550 or by email at lynn.deitrick@yvcog.org, or Jeff.Watson@yvcog.org

Anita Palacios, City Clerk, City of Grandview at (509) 882-9200 or by email at anitap@grandview.wa.us

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

ITEM TITLE Ambulance Service Utility Fee – Report and Recommendation	AGENDA NO.: New Business 4 (E) AGENDA DATE: October 27, 2020
DEPARTMENT Fire Department	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT DIRECTOR REVIEW
Pat Mason, Fire Chief 

CITY ADMINISTRATOR  **MAYOR** 

ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)
At the October 19th special budget meeting, the Ambulance Service Utility Fee – Report and Recommendation memo was presented by staff and three options were identified, copy attached. Council discussion took place, however, no action was taken.

ITEM COMMENTARY (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.
In order for an Ambulance Service Utility Fee to be implemented by January 1, 2021, staff would need Council direction.

ACTION PROPOSED
Direct staff to prepare the documentation needed to implement an Ambulance Service Utility Fee based on providing funding for Option 1 (recommended, Option 2 or Option 3. In addition, provide staff with a projected monthly fee dollar amount per account that Council would like to consider.

**GRANDVIEW FIRE DEPARTMENT
MEMORANDUM**

TO: Mayor, City Councilmembers and City Administrator Cus Arteaga
FROM: Pat Mason, Fire Chief
DATE: October 12, 2020
SUBJECT: Ambulance Service Utility Fee – Report and Recommendation

BACKGROUND HISTORY:

Prosser Hospital Ambulance (or their predecessor) had been providing ambulance services to the City of Grandview for over 30-years at no cost to Grandview residents. In 2018, Prosser Hospital Ambulance informed the City that they would no longer provide this service free of charge and were requesting the City to implement an ambulance fee to help support their annual financial shortfall.

Currently, the City has the option of two ambulance providers: Prosser Hospital Ambulance and Sunnyside Fire Department Ambulance.

In 2018, the City requested contract proposals from both ambulance providers. It was determined that partnering with the City of Sunnyside would provide the most benefit for the following reasons:

- The Sunnyside Fire Department Ambulance crew are also certified firefighters which allows their employees to assist our Fire Department, should the need arise.
- The City of Grandview Fire Department also receives credit from the Washington Surveying and Rating Bureau because of the additional certified firefighters.
- Having two cities working together allows us to jointly apply for grant funding, should it become available.
- Partnering with the City of Sunnyside allows Grandview's staff to participate in training opportunities sponsored by the City of Sunnyside.

The City of Grandview entered into an Interlocal Agreement in the fall of 2019 with the City of Sunnyside. The agreement is ongoing, but can be terminated by either party by submitting a termination letter with 6–12 months advance notice.

OPTIONS AND RECOMMENDATION

In this report, staff will provide three options for Council to consider. The first option will utilize 2021 financial numbers established by Sunnyside Fire Department as shown in "Exhibit A" of the current Interlocal Agreement with Sunnyside to determine our cost.

OPTION 1:

Continue with the current agreement with the City of Sunnyside. This is 24/7 ambulance coverage with 12-hours coverage responding from Grandview and 12-hours coverage responding from Sunnyside.

The cost for this service is as follows:

• Payroll	\$575,388
• Professional Services	\$ 43,377
• Training & Consumable Supplies	<u>\$ 27,729</u>
Total Expenses	\$646,494

This option is supported by the following:

• EMS Billing	\$156,492
• Yakima County EMS Levy (SS Ambulance share)	\$ 97,440
• City of Sunnyside	\$205,000
• City of Grandview	<u>\$187,562</u>
Total Revenue	\$646,494

The formula that we would use to determine the number of accounts for an ambulance utility fee would need to be determined by the Council. For my current estimated number, I am using the system that Sunnyside uses and estimating the numbers for government, business and industry since I don't know the actual numbers of employees they each have. Sunnyside's system is based on 1 residence, mobile home or apartment being 1 account. For government, business and industry they divide the number of employees by 3.6 (1 Equivalent Residential Unit) up to a maximum of 200 employees. Wal-Mart, as an example, would have a rate equal to 55 accounts monthly. The Council would be the one to set the formula, which then determines the number of accounts. They would then determine the monthly fee to be charged per account.

We are currently estimating approximately 3,561 accounts in Grandview. In this option, Grandview will need approximately \$4.39 per month per account to support the annual cost.

Providing ambulance service through this option has been in place for approximately 1.5 years and we have not received any negative feedback. **This is an affordable service that is also meeting the current needs of the community.**

OPTION 2:

Expand Option 1, by providing building accommodations to house the ambulance staff and equipment. This option will improve the response time to the residents because the ambulance service will respond from the City of Grandview 24-hours a day, seven days a week.

The cost for this service is the same as Option 1 with the addition of the one-time capital cost for the building accommodations. The cost of a new building could be in the \$300,000 range and is something that the City of Grandview could accomplish within a five-year period if the monthly fee was increased to approximately \$5.60 per month.

For example: A \$5.60 per month fee using the 3,561 accounts will generate approximately \$239,299 per year. This will provide an additional \$51,700 per year that could be dedicated for building accommodations and it would provide the revenue

resources to meet the five-year construction plan. In addition, once the building is constructed this fee would also provide revenue for the monthly utilities to keep the building in operation.

In staff's opinion, this is the best option. This option is affordable to our residents and it improves the ambulance response time because they will be housed in Grandview. It also, provides assistance to our two-person Fire Department.

OPTION 3:

This option would be for the City to own and operate the ambulance service. In this option, the City will lose all the funding revenue support with the exception of EMS Billing and will also be responsible for the entire cost of ambulance expenses. Since our service would have to stand on its own and not have the SSFD employee personnel pool to draw from, it would be even more expensive to operate than it is for Sunnyside. As an example, Sunnyside's service is built on 4 FTE's. We would need to hire 10 FTE's to make sure we had at least 2 FTE's working at all times. These numbers are based off the memo, I shared with Council dated August 20,2020.

Under this option, the City will need to fund the following:

- Personnel costs (wages/overtime/benefits) \$1,042,000
- Building costs \$ 300,000
- Equipment purchase \$ 700,000
- Annual professional expenses \$ 42,000
- Annual operating, training & consumables expenses \$ 50,000

Estimated revenue generated based on 600 calls: Billing for service (Avg. \$189 per call) = \$113,400.

This is the most expensive option and we are not sure if the cost outweighs the benefits. We serve an approximately 70% low income population, and, in our opinion, this service option will place a financial burden on our residents.

RECOMMENDATION:

This recommendation took into consideration that we have 70% of families surviving in the low to moderate income level. Due to the current economic struggles placed on residents from the COVID-19 pandemic, we offer the following:

- Continue with Option 1 for the year 2021 and implement the \$4.39 per month fee effective January 1, 2021 by Council approval. The \$4.39 amount could change slightly based on the formula Council approves and the official account number determined.
- Re-evaluate the program during the 2022 budget process with the goal of moving forward into Option 2 in year 2022 and adjusting the fee to provide the needed revenue to support this option.
- Continue to evaluate the ambulance program annually and adjust and/or modify as needed.