

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, FEBRUARY 9, 2021**



Governor Proclamation 20-28.15 continues the prohibition on "in-person" meetings. 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. Resolution approving Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study 1-8
 - B. Ordinance amending the 2021 Annual Budget 9-19
 - C. Ambulance Utility Cost of Service and Rate Study 20-37
 - D. Ambulance Utility Fee Fact Sheet 38-39
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, February 9, 2021 at 6:00 pm and 7:00 pm will only be available via teleconference.

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

ITEM TITLE

Resolution approving Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study

AGENDA NO.: New Business 4 (A)

AGENDA DATE: February 9, 2021

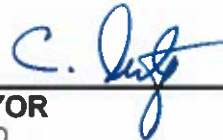
DEPARTMENT

Public Works Department

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT HEAD REVIEW

Cus Arteaga, City Administrator/Public Works Director



CITY ADMINISTRATOR

MAYOR



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

The City desires to evaluate treatment alternatives for the Olmstead A Well (DOH Source S07), Olmstead B Well (DOH Source S16), and North Willoughby Well (DOH Source S10), which have a history of elevated nitrate levels. Blending has been utilized in the past at these sources, but recent nitrate level maximum contaminant level (MCL) exceedances in both Well S07 and S16 has eliminated this option. Alternative treatment and/or blending strategies need to be evaluated to return these sources to service.

To meet rising water system demands the City also needs to plan for construction of a new source well. Due to water quality concerns within existing source wells, the depth and location of future well(s) needs to be closely examined. To determine the most cost-effective location and depth for new source well(s), the City intends to complete a water quality analysis and well siting study. A web-based GIS tool will be developed to map out water quality conditions and trends throughout the CITY service area to aid in well siting. The mapping tool will be available to the City for future water quality data management, tracking of trends in groundwater contaminant levels, and to take proactive steps to address water supply issues if changes in water quality occur.

Information from the well treatment evaluation, water quality analysis, and well siting study will be incorporated into the City's Water System Plan (WSP) update. These evaluations will also assist the CITY in preparing and submitting funding applications necessary to complete recommended system improvements.

Technical assistance for completion of hydrogeologic analysis, preliminary well siting, and setup of the water quality data analysis tool will be provided by HLA's subconsultant, Aspect Consulting, LLC (Aspect).

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 Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study with a total fee for services in the amount of \$74,700.00 for professional engineering services.

ACTION PROPOSED

Move a resolution approving Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study to a regular Council meeting for consideration.

RESOLUTION NO. 2021-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2021-04 WITH HLA ENGINEERING
AND LAND SURVEYING, INC., FOR THE WATER QUALITY EVALUATION
AND WELL SITING STUDY**

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

WHEREAS, the City would like to enter into a Task Order with HLA to provide professional engineering services and land surveying for the Water Quality Evaluation and Well Siting Study,

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. 2021-04 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the Water Quality Evaluation and Well Siting Study in the amount of \$74,700.00 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 _____, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2021-04

REGARDING AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Water Quality Evaluation and Well Siting Study

HLA Project No. 21046E

The City of Grandview (CITY) desires to evaluate treatment alternatives for the Olmstead A Well (DOH Source S07), Olmstead B Well (DOH Source S16), and North Willoughby Well (DOH Source S10), which have a history of elevated nitrate levels. Blending has been utilized in the past at these sources, but recent nitrate level maximum contaminant level (MCL) exceedances in both Well S07 and S16 has eliminated this option. Alternative treatment and/or blending strategies need to be evaluated to return these sources to service.

To meet rising water system demands the CITY also needs to plan for construction of a new source well. Due to water quality concerns within existing source wells, the depth and location of future well(s) needs to be closely examined. To determine the most cost-effective location and depth for new source well(s) the CITY intends to complete a water quality analysis and well siting study. A web-based GIS tool will be developed to map out water quality conditions and trends throughout the CITY service area to aid in well siting. The mapping tool will be available to the CITY for future water quality data management, tracking of trends in groundwater contaminant levels, and to take proactive steps to address water supply issues if changes in water quality occur.

Information from the well treatment evaluation, water quality analysis, and well siting study will be incorporated into the CITY's Water System Plan (WSP) update. These evaluations will also assist the CITY in preparing and submitting funding applications necessary to complete recommended system improvements.

Technical assistance for completion of hydrogeologic analysis, preliminary well siting, and setup of the water quality data analysis tool will be provided by HLA's subconsultant, Aspect Consulting, LLC (Aspect).

SCOPE OF SERVICES:

At the direction of the CITY, HLA and Aspect shall provide professional engineering and hydrogeologic services for the Water Quality Evaluation and Well Siting Study project. HLA and Aspect scope of services shall include the following:

1.0 Nitrate Treatment Alternatives Project Report

- 1.1 Facilitate project kick-off meeting. Meet with CITY staff to review and discuss project requirements and information/data necessary to begin preparation of project report.
- 1.2 Prepare preliminary draft of project report for review and comment by CITY staff. Project report will conform to applicable Department of Health (DOH) guidelines and industry standards for nitrate treatment and/or removal alternatives.
- 1.3 Meet with CITY staff to review and discuss the draft report.
- 1.4 Incorporate CITY comments and transmit one (1) paper copy and one (1) electronic copy of the project report to DOH for review and approval.

- 1.5 Respond to DOH project report comments. Incorporate review comments and prepare one (1) paper copy and one (1) electronic copy of the final project report for DOH approval. Provide CITY with one (1) paper copy and one (1) electronic copy of final approved project report.

2.0 Water Quality Data Analysis and Reporting Software Tool

- 2.1 *Data Loading and Data Management Activities (Aspect Task 1).* Aspect will prepare a database of water quality and aquifer characteristic data from available sources, including the CITY, Yakima County, Washington State Department of Ecology's Environmental Information Management (EIM) database, and the United States Geological Survey (USGS). All data will be stored in a PostgreSQL database, which is an open-source system that does not require additional licensing costs. Aspect will document import procedures for CITY so updates can be repeated following a standard process. Aspect will host the database for the first year of the PROJECT. Additional support and use of the tool are available long-term as Additional Services.
- 2.2 *Software Development (Aspect Task 2).* Utilizing an existing web-based GIS software application tool, Aspect will customize features to provide well lookup capabilities, ability to query water quality data by specific analytes (i.e., nitrate concentrations), analyze and report water quality by time/date range across each well, and query analytical levels by aquifer. The web-based tool/application will be provided to the CITY for future water quality data management, analysis of contaminant trends over time, tracking areas of elevated concentrations across the region, and monitoring of existing water supply and water quality concerns to proactively address changes in well source water quality.
- 2.3 HLA will provide administrative assistance to Aspect in reviewing and compiling data necessary to create and launch the analysis and reporting software tool. HLA will facilitate a meeting with the CITY and Aspect to review and discuss the new web-based analysis tool capabilities, including use, data loading, and reporting procedures.

3.0 Well Siting Study

- 3.1 *Preliminary Well Siting Recommendations (Aspect Task 3).* Using compiled data and the new web-based GIS tool, Aspect will evaluate select locations for siting of a new water supply well. Well siting considerations will include both physical aquifer characteristics (source related to water right administration, transmissivity, flow rate, static and water level trends, etc.) and water quality results and trends, including comparison with primary and secondary drinking water standards. Aspect will document preliminary well siting observation and recommendations in an email to HLA for review and comment. In addition, the email will include recommendations and next steps for analysis, to be completed under an additional scope of work.
- 3.2 HLA will review preliminary recommendations from Aspect and meet with CITY staff to discuss well siting and construction recommendations based on aquifer characteristics and water quality data. HLA will also review and discuss with CITY staff potential well siting locations based on available and/or CITY-owned property, future infrastructure needs (i.e. reservoir storage) and accessibility to existing water transmission and distribution system.
- 3.3 HLA will prepare a preliminary well siting study memorandum for review and comment by the CITY. The memorandum will include a summary of preliminary recommendations from Aspect, proposed new well locations, preliminary cost estimates of new well construction and anticipated treatment facility requirements, recommendations for most cost-effective approach, and recommendations for additional analysis that may be needed prior to pursuing development of new source well(s).
- 3.4 HLA will incorporate CITY review comments and prepare a final well siting study memorandum for CITY use. HLA will provide the CITY with one (1) paper copy and one (1) electronic copy of the final memorandum.

4.0 Funding Application Assistance

- 4.1 Following recommendations of nitrate treatment recommendations (Phase 1.0) and well siting recommendations (Phase 3.0), HLA will assist the CITY in preparation of up to two (2) applications for funding to complete design and construction of the recommended improvements. Anticipated funding sources include DOH Drinking Water State Revolving Fund (DWSRF) loan program and Department of Commerce Community Development Block Grant (CDBG) grant and loan program.
- 4.2 Meet with CITY staff to review and discuss well treatment and/or new well development project funding goals. Assist CITY with determination of project eligibility based on funding program requirements.
- 4.3 Update cost estimates and exhibits prepared as part of nitrate treatment project report and well siting study for inclusion in funding application(s).
- 4.4 Prepare preliminary application submittal documents, including preliminary environmental review (EZ1 and EZ2) application forms for review and comment by CITY staff.
- 4.5 Attend and facilitate up to one (1) public hearing meeting to assist the CITY in presenting the well improvements project scope of work and answering questions from CITY council members and the public.
- 4.6 Incorporate CITY review comments and prepare final application documents, exhibits, and cost estimates for submission by CITY staff to applicable funding agency.

5.0 Additional Services

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

6.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements of the project.
- 6.2 Assist HLA by providing all available information pertinent to the project, including previous reports, plans, program information, drawings, plats, surveys, utility records, hydraulic models, and any other data relative to the project.
- 6.3 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and provide written decisions within a reasonable time as not to delay the work of HLA.
- 6.4 Provide water samples and pay for the cost of water testing necessary for inclusion of test results in the project report, water quality analysis tool, and well siting study.
- 6.5 Pay all required DOH application and review fees necessary to obtain project report approval.

TIME OF PERFORMANCE:

Following receipt of a signed Task Order, HLA will diligently pursue completion of the project as follows:

1.0 Nitrate Treatment Alternatives Project Report

HLA will prepare a preliminary draft project report within ninety (90) calendar days from the date that all required information/data has been provided to HLA by the CITY. HLA will complete the final draft report within thirty (30) calendar days following receipt of comments from the CITY. HLA will respond to DOH comments within thirty (30) calendar days of receipt.

2.0 Water Quality Analysis and Reporting Software Tool

HLA and Aspect will complete the data loading and analysis software tool development within thirty (30) calendar days from the date that all required information/data has been received. Once the data analysis software is operational, HLA and Aspect will notify the CITY and schedule a time to meet and provide training to CITY staff for use of the tool.

3.0 Well Siting Study

HLA and Aspect will begin preparation of the preliminary well siting study immediately following completion of the water quality analysis and reporting software tool (Phase 2.0) and provide preliminary recommendations to the CITY for review and discussion within sixty (60) calendar days. HLA will complete a preliminary draft well siting study memorandum within thirty (30) calendar days following review and discussion with the CITY. HLA will provide a final well siting study memorandum within thirty (30) calendar days following receipt of review comments from the CITY.

4.0 Funding Application Assistance

Work on this phase is intended to begin following completion of the water quality analysis and well siting study tasks (Phases 1.0 through 3.0). The schedule for completion of work will depend upon funding agency application cycles. HLA will need a minimum of thirty (30) calendar days following authorization to proceed to prepare initial application documents for review and comment by the CITY.

5.0 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 Task Order, 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 Nitrate Treatment Alternatives Project Report

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$15,000.00.

2.0 Water Quality Data Analysis and Reporting Software Tool

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated total fee amount of \$25,000.00, broken down as follows:

2.1	<i>Data Loading and Data Management Activities (Aspect Task 1):</i>	\$7,150.00
2.2	<i>Software Development (Aspect Task 2):</i>	\$14,300.00
2.3	<i>HLA Administrative Assistance:</i>	\$3,550.00
Phase 2.0 Total:		\$25,000.00

3.0 Well Siting Study

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated total fee amount of \$16,700.00, broken down as follows:

3.1	<i>Preliminary Well Siting Recommendations (Aspect Task 3):</i>	\$5,720.00
3.2	<i>HLA Well Siting Study Memorandum (Includes 3.2 through 3.4):</i>	\$10,980.00
	Phase 3.0 Total:	\$16,700.00

4.0 Funding Application Assistance

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$18,000.00.

5.0 Additional Services

Any additional work requested by the CITY that is not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA shall 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, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:



HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

2/2/2021

Date

Approved:

City of Grandview
Gloria Mendoza, Mayor

Date

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

ITEM TITLE Ordinance amending the 2021 Annual Budget	AGENDA NO.: New Business 4 (B) AGENDA DATE: February 9, 2021
DEPARTMENT City Treasurer	FUNDING CERTIFICATION (City Treasurer) (If applicable)

DEPARTMENT DIRECTOR REVIEW

Matthew Cordray, City Treasurer



CITY ADMINISTRATOR

MAYOR



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

Staff monitoring and review of fund and department budgets during the first month of 2021 has identified numerous budget accounts to be amended. An ordinance will be prepared to provide for the amending of the 2021 Annual Budget to accommodate the changes in sources and uses.

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

By Fund the highlights of the budget changes are:

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

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

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

STREET FUND: Increase estimated beginning fund balance. Increase revenues for DOE Grant Stormwater Project and TIB Grant Wine Country Road – Euclid to Exit 73. Increase appropriations for Stormwater Improvements, Grandridge Estates Streetlights and WCR Overlay – Euclid to Exit 73. Net effect is an increase in estimated ending fund balance.

TRANSPORTATION BENEFIT DISTRICT FUND: Increase estimated beginning fund balance. Increase appropriations for Stormwater Improvements and WCR Overlay – Euclid to Exit 73. Net effect is a decrease in estimated ending fund balance.

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

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

WATER FUND: Reduction of estimated beginning fund balance. Increase appropriations for Willoughby Property – Irrigation System. Net effect is a decrease in estimated ending fund balance.

SEWER FUND: Reduction of estimated beginning fund balance. Increase revenues for CDBG Grant – 21" Sewer Trunk Main, DOE Loans – 21" Sewer Trunk Main. Increase appropriations for 21" Sewer Main – Construction. Net effect is an increase in estimated ending fund balance.

IRRIGATION FUND: Increase 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.

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

ACTION PROPOSED

Move an ordinance amending the 2021 Annual Budget to a regular Council meeting for consideration.

to Sue 2/XX/2021 - mc Ordinance No. 2021-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
001 000 000 308 80 00 00	Current Expense Fund				
	Beginning Fund Balance	1,210,130	140,000	1,350,130	Beginning balance greater than estimated
	Revenues/Sources	5,716,190		5,716,190	
	Current Exp. Fund Total	6,926,320	140,000	7,066,320	
001 008 010 514 23 41 00	Professional Services-S.A.O.		25,000		2020 Audit for FY2019 wasn't completed until Jan 2021
	Expenditures/Uses	6,846,740		6,871,740	
001 099 000 508 80 00 00	Ending Fund Balance	79,580	115,000	194,580	
	Current Exp. Fund Total	6,926,320	140,000	7,066,320	
<hr/>					
105 000 000 308 10 00 01	Emergency Medical Svcs Fund				
	Beginning Fund Balance - Reserved	46,710	6,000	52,710	Beginning balance greater than estimated
	Revenues/Sources	315,700		315,700	
	E.M.S. Fund Total	362,410	6,000	368,410	
	Expenditures/Uses	358,620		358,620	
	Ending Fund Balance - Reserved	3,790	6,000	9,790	
	E.M.S. Fund Total	362,410	6,000	368,410	

Ordinance No. 2021-X

to Sue 2/XX/2021 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 106 000 000 308 10 00 00	Yakima Co. Law & Jstc Tax Beginning Fund Balance - Reserved	233,350	46,000	279,350	Beginning balance greater than estimated
	Revenues/Sources	311,500		311,500	
	Yakima Co. LJ Fund Total	544,850	46,000	590,850	
	Expenditures/Uses	389,850		389,850	
<input type="checkbox"/> 106 000 098 508 10 00 00	Ending Fund Balance - Reserved	155,000	46,000	201,000	
	Yakima Co. LJ Fund Total	544,850	46,000	590,850	
<input type="checkbox"/> 110 000 000 308 80 00 00	Street Fund Beginning Fund Balance	346,950	29,000	375,950	Beginning balance greater than estimated
<input type="checkbox"/> 110 000 000 334 03 10 01	DOE Grant - Stormwater Improvements		25,000		Project not completed in 2020
<input type="checkbox"/> 110 000 000 334 03 81 13	TIB Grant - WCR - Euclid to Exit 73		307,500		New TIB project
	Revenues/Sources	660,100		992,600	
	Street Fund Total	1,007,050	361,500	1,368,550	
<input type="checkbox"/> 110 000 015 542 40 41 01	Stormwtr Improv - Larson/W 5th/Butternut		25,000		Project not completed in 2020
<input type="checkbox"/> 110 000 030 595 63 63 25	Grandridge Estates Streetlights		17,000		Streetlights for Grandridge Estates Development
<input type="checkbox"/> 110 000 065 595 30 63 31	WCR Overlay - Euclid to Exit 73		307,500		New TIB project
	Expenditures/Uses	838,440		1,187,940	
<input type="checkbox"/> 110 000 098 508 80 00 00	Ending Fund Balance	168,610	12,000	180,610	
	Street Fund Total	1,007,050	361,500	1,368,550	

Ordinance No. 2021-X

to Sue 2/XX/2021 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
115 000 000 308 10 00 00	TBD Fund				
	Beginning Fund Balance	297,860	10,000	307,860	Beginning balance greater than estimated
	Revenues/Sources	181,800		181,800	
	TBD Fund Total	479,660	10,000	489,660	
115 000 070 542 40 41 01 115 000 070 595 30 63 07	Stormwtr Improv - Larson/W 5th/Butternut		5,000		Project not completed In 2020 New TIB project
	WCR Overlay - Euclid to Exit 73		34,500		
	Expenditures/Uses	53,150		92,650	
115 000 099 508 10 00 00	Ending Fund Balance	426,510	(29,500)	397,010	
	TBD Fund Total	479,660	10,000	489,660	
130 000 000 308 80 00 00	Cemetery Fund				
	Beginning Fund Balance	174,405	6,000	180,405	Beginning balance greater than estimated
	Revenues/Sources	153,300		153,300	
	Cemetery Fund Total	327,705	6,000	333,705	
130 000 099 508 80 00 00	Ending Fund Balance	52,925	6,000	58,925	
	Cemetery Fund Total	327,705	6,000	333,705	

Ordinance No. 2021-X

to Sue 2/XX/2021 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 301 000 000 308 80 00 00	Capital Improvement Fund Beginning Fund Balance	351,230	41,000	392,230	Beginning balance greater than estimated
	Revenues/Sources	101,500		101,500	
	Capital Improvements Fund Total	452,730	41,000	493,730	
	Expenditures/Uses	188,000		188,000	
<input type="checkbox"/> 301 000 099 508 80 00 00	Ending Fund Balance	264,730	41,000	305,730	
	Capital Improvements Fund Total	452,730	41,000	493,730	
<input type="checkbox"/> 410 000 000 308 80 00 00	Water Beginning Fund Balance	6,481,000	(7,000)	6,474,000	Beginning balance less than estimated
	Revenues/Sources	2,529,280		2,529,280	
	Water/Sewer Fund Total	9,010,280	(7,000)	9,003,280	
<input type="checkbox"/> 410 000 033 594 34 65 25	Willoughby Property - Irrigation System Expenditures/Uses	2,375,145	10,000	2,385,145	Project carried over into 2021
<input type="checkbox"/> 410 000 099 508 80 00 00	Ending Fund Balance	6,635,135	(17,000)	6,618,135	
	Water/Sewer Fund Total	9,010,280	(7,000)	9,003,280	

Ordinance No. 2021-X

to Sue 2/XX/2021 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
415 000 000 308 80 00 00	Sewer Fund				
	Beginning Fund Balance	6,522,035	(59,000)	6,463,035	Beginning balance less than estimated
	CDBG - Sewer Trunk Main		90,000		Most construction costs pushed into 2021
	DOE - 21" Main Construction Loan		900,000		Most construction costs pushed into 2021
415 000 000 391 80 00 07	DOE Forgivable - 21" Main Const Loan		50,000		Most construction costs pushed into 2021
	Revenues/Sources	5,514,105		6,554,105	
Water/Sewer Fund Total		12,036,140	981,000	13,017,140	
415 000 034 594 35 63 17	21" Sewer Main - Construction		850,000		Most construction costs pushed into 2021
	Expenditures/Uses	5,615,530		6,465,530	
415 000 099 508 80 00 00	Ending Fund Balance	6,420,610	131,000	6,551,610	
	Water/Sewer Fund Total	12,036,140	981,000	13,017,140	
Irrigation Fund					
420 000 000 308 80 00 00	Beginning Fund Balance	159,400	2,000	161,400	Beginning balance greater than estimated
	Revenues/Sources	506,000		506,000	
Irrigation Fund Total		665,400	2,000	667,400	
420 000 099 508 80 00 00	Ending Fund Balance	100,730	2,000	102,730	
	Irrigation Fund Total	665,400	2,000	667,400	

to Sue 2/XX/2021 - mc Ordinance No. 2021-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
430 000 000 308 80 00 00	Solid Waste Fund				
	Beginning Fund Balance	719,170	(25,000)	694,170	Beginning balance less than estimated
	Revenues/Sources	1,176,885		1,176,885	
	Solid Waste Fund Total	1,896,055	(25,000)	1,871,055	
430 000 099 508 80 00 00	Expenditures/Uses	1,195,910		1,195,910	
	Ending Fund Balance	700,145	(25,000)	675,145	
	Solid Waste Fund Total	1,896,055	(25,000)	1,871,055	
510 000 000 308 80 00 00	Equipment Rental Fund				
	Beginning Fund Balance	2,053,570	(42,000)	2,011,570	Beginning balance less than estimated
	Revenues/Sources	556,000		556,000	
	Equipment Rental Fund Total	2,609,570	(42,000)	2,567,570	
510 000 099 508 80 00 00	Expenditures/Uses	876,840		876,840	
	Ending Fund Balance	1,732,730	(42,000)	1,690,730	
	Equipment Rental Fund Total	2,609,570	(42,000)	2,567,570	

ORDINANCE NO. 2021-_____

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE 2021 ANNUAL BUDGET**

WHEREAS, the original 2021 estimated beginning fund balances and revenues do not reflect available budget sources; and

WHEREAS, there are necessary and desired changes in uses and expenditure levels in the funds; and

WHEREAS, there are sufficient sources within the funds to meet the anticipated expenditures.

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

Section 1. That the 2021 annual budget be amended to reflect the changes presented in Exhibit A.

Section 2. That the City Administrator is authorized and directed to adjust estimated revenues, expenditures and fund balances reflecting the determined changes.

Section 3. This Ordinance shall be in full force and effect five (5) day after its passage and publication as required by law.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:
EFFECTIVE:

Exhibit A

Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
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Current Expense Fund

Original 2020 Budget	1,210,130	5,716,190	6,846,740	79,580	6,926,320
Amendment Amount	140,000		25,000	115,000	140,000
Amended Total	1,350,130	5,716,190	6,871,740	194,580	7,066,320

E.M.S. Fund

Original 2020 Budget	46,710	315,700	358,620	3,790	362,410
Amendment Amount	6,000			6,000	6,000
Amended Total	52,710	315,700	358,620	9,790	368,410

Yakima Co. Law & Justice Tax

Original 2020 Budget	233,350	311,500	389,850	155,000	544,850
Amendment Amount	46,000			46,000	46,000
Amended Total	279,350	311,500	389,850	201,000	590,850

Street Fund

Original 2020 Budget	346,950	660,100	838,440	168,610	1,007,050
Amendment Amount	29,000	332,500	349,500	12,000	361,500
Amended Total	375,950	992,600	1,187,940	180,610	1,368,550

TBD Fund

Original 2020 Budget	297,860	181,800	53,150	426,510	479,660
Amendment Amount	10,000		39,500	(29,500)	10,000
Amended Total	307,860	181,800	92,650	397,010	489,660

Cemetery Fund

Original 2020 Budget	174,405	153,300	274,780	52,925	327,705
Amendment Amount	6,000			6,000	6,000
Amended Total	180,405	153,300	274,780	58,925	333,705

Capital Improvement Fund

Original 2020 Budget	351,230	101,500	188,000	264,730	452,730
Amendment Amount	41,000			41,000	41,000
Amended Total	392,230	101,500	188,000	305,730	493,730

Water Fund

Original 2020 Budget	6,481,000	2,529,280	2,375,145	6,635,135	9,010,280
Amendment Amount	(7,000)		10,000	(17,000)	(7,000)
Amended Total	6,474,000	2,529,280	2,385,145	6,618,135	9,003,280

Exhibit A Continued

Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
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Sewer Fund

Original 2020 Budget	6,522,035	5,514,105	5,615,530	6,420,610	12,036,140
Amendment Amount	(59,000)	1,040,000	850,000	131,000	981,000
Amended Total	6,463,035	6,554,105	6,465,530	6,551,610	13,017,140

Irrigation Fund

Original 2020 Budget	159,400	506,000	564,670	100,730	665,400
Amendment Amount	2,000			2,000	2,000
Amended Total	161,400	506,000	564,670	102,730	667,400

Solid Waste Fund

Original 2020 Budget	719,170	1,176,885	1,195,910	700,145	1,896,055
Amendment Amount	(25,000)			(25,000)	(25,000)
Amended Total	694,170	1,176,885	1,195,910	675,145	1,871,055

Equipment Rental Fund

Original 2020 Budget	2,053,570	556,000	876,840	1,732,730	2,609,570
Amendment Amount	(42,000)			(42,000)	(42,000)
Amended Total	2,011,570	556,000	876,840	1,690,730	2,567,570



GRANDVIEW FIRE DEPARTMENT



AMBULANCE UTILITY COST OF SERVICE AND RATE STUDY

FIRE CHIEF
PAT MASON



NOVEMBER 2020



CHAPTER 1: INTRODUCTION

This rate study is presented because of significant funding issues that must be addressed. The City of Grandview currently contracts with the City of Sunnyside to provide Ambulance services to be available to the citizens of Grandview.

In the 2021 Budget it has been necessary for the City to reduce our Ending Fund Balance (reserves) in the Current Expense Fund, in order to support the Ambulance Service. Which means that we need to find additional and appropriate funding in order to continue to provide this service.

This study is designed to find both a short term and a long term solution.

In 2019, 599 (82.7%) of the City's Fire Department calls were related to EMS, while only 125 (17.3%) were fires, hazardous materials, technical rescues, fire prevention, and other service calls. There were 724 calls total in 2019. Based on the average increase in call numbers of 4% per year over the last 10 years, the number of calls is expected to grow to 840 by 2025.

In the 2020 approved budget, the Fire Department is currently supported 60% by the Current Expense Fund and 40% by our existing EMS Fund.

AMBULANCE UTILITY LEGISLATION

The Revised Code of Washington (RCW) Section 35.21.766 gives all cities and towns the authority to establish an ambulance service to be operated as a public utility. This includes the authority for a City Council to set and collect rates and charges for regulating, operating, and maintaining an ambulance utility. It also identifies the policies with regard to classifying expenditures and setting rates for an ambulance utility.

A city must complete the following before implementing support from ambulance utility rates:

- Establish City Council consensus on moving forward with implementing an Ambulance Utility Fee. **Completed.**
- Determine if an Ambulance Utility Fee supported by a public ambulance system will displace a private ambulance provider. In our case, we are already working with a public agency provider and we are not looking to displace a private ambulance provider or make any changes. **This step is not applicable in this case.**
- Complete a "Cost of Service and Rate Analysis."
- Host a public hearing. The hearing must be preceded by at least 30 days' notice provided in each ratepayer's utility bill.
- During the public hearing, allow for public comment and present the following information:

- The utility's most recent cost of service study,
 - A summary of the utility's current revenues sources,
 - A proposed budget reflecting the reduced allocation of General Fund revenues,
 - Any proposed changes to utility rates, and
 - Any anticipated impact to the utility's level of service.
- Pass an Ordinance approved by the City Council establishing an Ambulance Utility Fee.
 - Establish a chapter for the Grandview Municipal Code detailing the Ambulance Utility, such as:
 - Establish how the fee will be applied,
 - Establish the amount of the fee,
 - Establish the future process for adjustments to the fee.

COST OF SERVICE STUDY REQUIREMENTS

According to RCW 35.21.766, a cost of service study is required to identify the total cost necessary to regulate, operate, and maintain the ambulance utility. The City is developing this cost of service study and the related ambulance utility rates to meet the requirements of RCW. This scope of work includes:

- Reviewing and analyzing fire department and ambulance expenditures and workload data,
- Developing the cost of service framework and establishing the cost of service for fire and emergency medical services,
- Establish and identify customer classes and cost allocation methods for the ambulance utility,
- Calculating availability and demand rates for each customer class, consistent with RCW 35.21.766.

To accomplish the scope of work, city staff worked with financial information from the 2019 fiscal year, the 2021 projected fiscal year and call volume data from the last 10 years.

THE GRANDVIEW FIRE DEPARTMENT

The Grandview Fire Department strives to provide a high quality of services for the City's residents and visitors, while taking a modern-day approach to firefighting and emergency medical services that emphasizes treating community members like family. The Department provides for fire suppression, advanced and basic life support ambulance service, technical rescue, hazardous materials response, fire prevention inspections, public fire education programs, emergency preparedness planning, fire cause and origin investigation, and incident management.

The Department staffing includes a full-time Fire Chief and Captain, and volunteers consisting of a Deputy Chief, four Captains, four Lieutenants, five Company Officers, nine Firefighters, six Recruits and three EMS Personnel. Of the thirty-four members currently on the department, twenty-five of them are trained as Emergency Medical Technicians (EMT's). The department currently operates out of one station.

The City currently finances its Fire Department expenditures through the Current Expense Fund and the Emergency Medical Services Fund. The 2019 actual expenditures for the Fire Department are displayed below in Exhibit 1. The total combined cost of providing fire and EMS services in 2019 was \$638,485. The 2021 projected expenditures for the Fire Department are displayed below in Exhibit 2. The total combined projected cost of providing fire and EMS services in 2021 is \$891,570 (a 28.4% increase).

Exhibit 1

2019 General Fund and Emergency Medical Services Fund Expenditures

Expense Category	General Fund	Emerg. Medical Services Fund	Total
Personnel	\$222,580	\$144,425	\$367,005
Supplies & Services	30,678	9,574	\$ 40,252
Equipment	10,240	0	\$ 10,240
Facilities	10,911	4,676	\$ 15,587
Communications	16,266	20,885	\$ 37,151
Ambulance Service	0	85,775	\$ 85,775
Vehicles & Rentals	72,863	9,612	\$ 82,475
Total	\$363,538	\$274,947	\$638,485

Exhibit 2

**2021 Projected General Fund and Emergency Medical
Services Fund Expenditures**

Expense Category	General Fund	Emerg. Medical Services Fund	Total
Personnel	\$253,911	\$163,679	\$417,590
Supplies & Services	50,261	19,609	\$ 69,870
Equipment	12,100	2,000	\$ 14,100
Facilities	13,230	5,670	\$ 18,900
Communications	22,310	30,490	\$ 52,800
Ambulance Service	0	187,600	\$187,600
Vehicles & Rentals	122,020	8,690	\$130,710
Total	\$473,832	\$417,738	\$891,570

In 2019, the Fire Department had a total of 724 emergency responses. Of those responses, approximately 83% or 599 responses were for EMS with the remaining 125 responses for fire and other related calls. All of the EMS calls were inside the city limits of Grandview. In addition, an evaluation of the call numbers for the last 10 years shows that our call volume is rising on average 4% per year.

CHAPTER 2: COST OF SERVICE AND RATE ANALYSIS

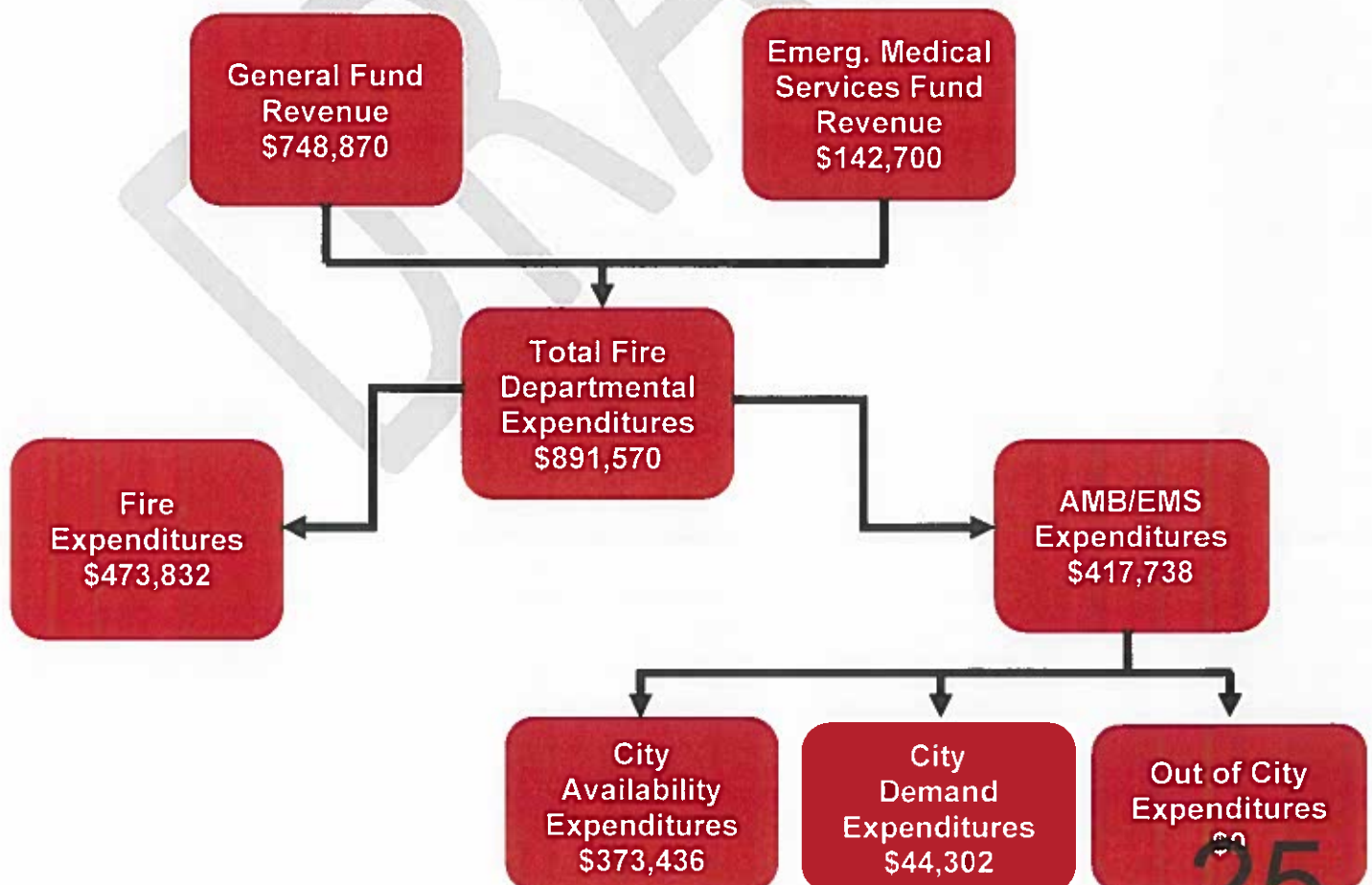
In order to determine the cost of service, the Department's expenditures must be divided between fire and ambulance/EMS activities. The allocation process consisted of the following steps.

- Allocating the expenditures within the Current Expense Fund and Emergency Medical Services Fund budget between those related to fire and ambulance/EMS services,
- Dividing the ambulance/EMS expenditures between availability and demand expenditures, and
- Determining City EMS expenditures versus outside of City EMS expenditures. **It has been determined that there are no outside of City expenditures.**

Exhibit 3 shows the framework and summary for the overall allocation process to determine the cost of service for ambulance/EMS services based on the 2021 projected expenditures. The amounts shown at each step represent the allocated revenues and expenditures.

Exhibit 3

2021 Projected Cost of Service Framework



KEY ASSUMPTIONS

1. The first steps in the process is to analyze the call volumes from 2010 to 2019 with an emphasis on 2019 to determine average rise in call numbers and the percentage of EMS calls to other type calls.
2. The next step involved analyzing actual fire department year end expenditure totals for the 2019 Budget. And then extending that same breakdown to the 2021 Projected Budget. This provided dollar amounts in the Current Expense Fund (Fire Administration, Fire Suppression, Facilities) and Emergency Medical Services Fund to determine the total cost of providing fire and EMS/ambulance services.

The information was divided into the following categories:

- ❖ Personnel
- ❖ Supplies and Services
- ❖ Equipment
- ❖ Facilities
- ❖ Communications
- ❖ Ambulance Services
- ❖ Vehicles

The following sections discuss the allocation factors that were used to support expenditures between fire and EMS/ambulance services and between availability and demand expenditures.

Personnel Expenditures

The City budgets for fire suppression personnel and EMS personnel expenditures in both the Current Expense Fund and the Emergency Medical Services Fund. The personnel expenditures were allocated between fire and AMB/EMS based on the time staff spent responding to fire and EMS emergency calls and/or training. Expenditures were divided based on the information described below.

- Fire Chief / Fire Administration Program; (Current Expense – 100%) / An analysis of the fire chief's position in 2019 determined that 691 hours (33.2% of his time) went to handling AMB/EMS duties. These duties included call response, reports, training, providing training, administrative duties and etc.
- FTE Captain / Fire Suppression Program and the Emergency Medical Services Program; (Current Expense – 75% / EMS – 25%) / An analysis of the FTE captain's position in 2019 determined that 520 hours (25% of his time) went to handling AMB/EMS duties. **These duties included call response, reports, taking training, payroll, equipment maintenance and etc.** The captain's labor expenditures are already divided between Fire Suppression and AMB/EMS (75% / 25%).

- Volunteers / Fire Suppression Program and the Emergency Medical Services Program; (Current Expense – 40% / EMS – 60%) / An analysis of the volunteers in 2019 determined that 60% of their time is spent responding to or training for AMB/EMS duties. 40% of their time is spent responding to or training for fire response duties and etc. The Volunteers labor expenditures are already divided between Fire Suppression and AMB/EMS (40% / 60%).

Supplies and Services

- Administration supplies and service expenditures were allocated to fire response, except 33% of uniforms and clothing and 10% of office and operating expenses.
- The supplies and services expenditures of fire suppression and facilities were allocated to fire response.
- The supplies and services expenditures of EMS were allocated to AMB/EMS.

Equipment

- The equipment expenditures of fire administration, fire suppression and facilities were allocated to fire response.
- The equipment expenditures of EMS were all allocated to AMB/EMS.

Facilities

- There are no facilities expenditures in fire administration, fire suppression or emergency medical services.
- 30% of professional services and public utilities in the Facilities category were allocated to AMB/EMS based on the square footage of the station that is used to house EMS equipment and address AMB/EMS needs.

Communications

- 10% of communications expenditures in fire administration were allocated to AMB/EMS for record keeping, conducting EMS business and etc.
- All communication expenditures in fire suppression are dispatch related and were allocated to fire response.
- There are no communication expenditures in facilities.
- All communication expenditures in emergency medical services are dispatch related and were allocated to AMB/EMS.

Ambulance Services

- Ambulance service fees are the agreed fees paid to the City of Sunnyside for their ambulance to be staffed and available for City of Grandview. Ambulance service fees are allocated to AMB/EMS.

Vehicles

- 10% of fire administration operating rentals and leases line item are allocated for vehicle use to handle AMB/EMS business.
- 18% of fire suppression operating rentals and leases line item (share designated for the FTE Captain's vehicle) are allocated for vehicle use to handle AMB/EMS business.
- All facilities vehicle expenditures were allocated to fire response.
- All emergency medical service vehicle expenditures were allocated to AMB/EMS.

Personnel expenditures and etc. have risen since 2019. In addition, we have projected expenditures for some categories such as ambulance service fees that were not in place in 2019. The dollar amounts in Exhibit 2, 3 and 4 are based on the 2021 proposed budget to provide a more accurate financial breakdown.

Exhibit 4

2021 Projected Fire and AMB/EMS Expenditures by Category

Category	Fire	AMB/EMS	Total
Personnel	\$253,911	\$163,679	\$417,590
Supplies & Services	50,261	19,609	\$ 69,870
Equipment	12,100	2,000	\$ 14,100
Facilities	13,230	5,670	\$ 18,900
Communications	22,310	30,490	\$ 52,800
Ambulance Service	0	187,600	\$187,600
Vehicles & Rentals	122,020	8,690	\$130,710
Total	\$473,832	\$417,738	\$891,570

TOTAL CITY AMBULANCE AVAILABILITY AND DEMAND EXPENDITURES

The expenditures listed in the AMB/EMS category represent the City expenditures for providing AMB/EMS services inside the City. The City has no financial expenditures involved in providing service outside the City limits.

Once AMB/EMS expenditures are identified, they are then divided between availability and demand expenditures. According to RCW 35.21.766, availability expenditures are attributable to the basic infrastructure needed to respond to a single call for service and may include dispatch, labor, training, equipment, patient care supplies, and equipment maintenance expenditures, while demand expenditures are attributable to the burden placed on the AMB/EMS service by responding on individual calls.

To determine availability and demand expenditures, the following assumptions and allocation factors were used.

1. On average 2 Grandview Fire Department (GFD) personnel and the ambulance crew respond to EMS calls.
2. The average EMS call lasts one hour.
3. Total EMS expenditures, minus the ambulance agreement fees, were divided by 8,760 (total hours in a year) to arrive at a **base cost per hour for EMS services**.
 - o \$417,738 (Exhibit 3 – AMB/EMS Expenditures) minus \$187,600 (Exhibit 4 – AMB. Service Expenditures) equals \$230,138 // \$230,138 divided by 8,760 (hours in a year) equals \$26.27 (**base cost per hour for EMS services**)
4. Ambulance agreement fees were divided by 8,760 (hours in a year) to arrive at a **base cost per hour for ambulance agreement fees**.
 - o \$187,600 (Exhibit 4 – AMB Service Expenditures) divided by 8,760 (hours in a year) equals \$21.42 (**base cost per hour for ambulance agreement fees**)
5. Two hours of the base cost per hour for EMS services (**Number 3**) rate and one hour of the base cost per hour for ambulance agreement fees (**Number 4**) were combined to determine the **Per Call Demand Cost**.
 - o \$26.27 (Bullet 3) plus \$26.27 (Bullet 3) plus \$21.42 (Bullet 4) equals \$73.96 (**Per Call Demand Cost**)
6. The number of EMS calls documented in 2019 (599) was used as the number of hours to determine **Total Demand Expenditures**.
 - o \$73.96 (Per Call Demand Cost) times 599 (Total EMS Calls) equals **\$44,302.04 (Total Demand Expenditures)**

The Availability versus Demand expenditures have been broken down in Exhibit 5.

Exhibit 5

2021 Projected AMB/EMS Expenditures Per Hour

Total GFD EMS Expenditures	\$230,138	Per Hour	\$26.27 (As per Bullet #3 above)
Total Ambulance Agreement Fees	\$187,600	Per Hour	\$21.42 (As per Bullet #4 above)
Total (Exhibit 3 – AMB/EMS Expenditures)	\$417,738		

2021 Projected AMB/EMS Demand Expenditures

Total Per Call Cost: $26.27 + 26.27 + 21.42 = \73.96 (Demand Cost Per Call)
 (As per Bullet #5 above)

Total Demand Cost: $73.96 \times 599 = \$44,302.04$ (2021 Total Demand Expenditures)
 (As per Bullet #6 above)

2021 Projected AMB/EMS Availability and Demand Expenditures

Total Availability Expenditures	\$373,436
Total Demand Expenditures	\$ 44,302
Total AMB/EMS Expenditures	\$417,738

The total AMB/EMS Expenditures are \$417,738 representing 47% of the total department expenditures. Of that total, \$373,436, representing 89%, is for the Availability Expenditures and \$44,302, representing 11%, is for the Demand Expenditures.

The City of Grandview does not bill for its services. Therefore, we currently do not have an expenditure recovery system.

Revenues from our existing EMS Levy will be utilized to offset the Demand Expenditures with the balance used to offset a portion of the Availability Expenditures. This will allow us to lessen the impact of the Ambulance Utility Fee to our citizens. Thus, our rates will be equal per account across the utility at this time.

CHAPTER 3: AMBULANCE UTILITY RATE ANALYSIS

Once the availability and demand expenditures are identified, the next step is to determine the availability and demand rates. RCW 35.21.766 establishes the following rate policies.

- Availability expenditures must be uniformly applied across user classifications,
- Demand expenditures must be based on each user classification's burden on the utility,
- Transport revenues must be allocated against the demand expenditures,
- The expenditures for exemptions or reductions are a general expense of the utility and are designated as an availability cost to be spread uniformly across the utility user classifications,
- Medicaid eligible persons who reside in a nursing home, boarding home or adult family home, or who receive in-home services are exempt, and
- Designated classes consistent with Article VIII, section 7 of the state Constitution may be exempt from or have reduced rates.

CUSTOMER CLASSES

To determine the rates, the total number of customers in the City needs to be identified. To do this the City identified the various classes that customers would be grouped into. Next, the City determined the total number of Equivalent Residential Units (ERUs) for the single family, multi-family and commercial customer classes. The City uses ERUs in order to make all customers classes equivalent to single family billing units.

For the single-family class, each billing unit is a single ERU. For the multi-family class (including mobile home parks), the ERUs represent the total number of housing units in a complex.

For the commercial class, the ERUs represent the total number of employees divided by the City's average household size (3.3 persons).

Municipal organizations were considered the same as the commercial class with the exception that each building and/or location is considered to be a separate business. The Assisted Living/Nursing Home class, each resident is considered to be one ERU noting the exemption for Medicaid eligible persons.

To calculate the ERUs for business and municipal classes, the City has set a maximum number of 66 employees that will be utilized to calculate their ERUs. Based on this maximum, the maximum number of ERUs that will be billed is 20 (i.e. 66 employees divided by 3.3 persons per household) for the commercial, hotel/motel and municipal classes. The maximum number of ERUs was not capped for the multi-family class since the ERUs in this class represent the total number of housing units at a location, such as the number of apartments in an apartment complex.

Based on the maximum number of 20 ERUs, the City's initial data shows a total of 3,954 ERUs. See Exhibit 6.

Exhibit 6

Estimated Number of Billing ERUs by Customer Class

Customer Class	Regular	Medicaid	Total Billing ERUs	Percent of Total Billing ERUs
Residential	2,261	0	2,261	57%
Multi-Family	881	0	881	22%
Commercial	562	0	562	15%
Municipal	150	0	150	4%
Assisted Living/ Nursing Homes	0	100	100	2%
Total	3,854	100	3,954	100%

In addition to the number of ERUs, the City EMS responses in 2019 were divided by customer classes. Exhibit 7 shows a breakdown of the 599 EMS responses by customer class. The following information was used to help determine what class calls would be put in.

- Incidents on public streets or open land were included under municipal,
- Incidents that did not have a customer class listed are shown under miscellaneous and
- Responses to the assisted living/nursing home class were distributed between the regular and Medicaid categories based on the estimated proportional share of ERUs between these categories for this customer class.

Exhibit 7

Number of EMS Incidents by Customer Class (599 Calls Total)

<i>Customer Class</i>	<i>Regular</i>	<i>Medicaid</i>	<i>Total Billing ERUs</i>	<i>Percent of Total Billing ERUs</i>
Residential	253	0	2,261	42%
Multi-Family	134	0	881	22%
Commercial	52	0	562	9%
Municipal	79	0	150	13%
Assisted Living/ Nursing Homes	0	81	100	14%
Total	518	81	3,954	100%

AVAILABILITY AND DEMAND RATES

The law requires that revenues such as ambulance billing, EMS levy, grants and etc., be subtracted from the revenue needed for the ambulance utility. We do not bill for our services, so we have no revenue from billing. We do receive EMS levy dollars and an annual Trauma grant. The 2021 projected budget includes \$141,500 in EMS levy revenues and \$1,200 in Trauma grant revenues. To calculate the cost that can be recovered from AMB/EMS utility rates, these two revenues were subtracted from the availability and demand expenditures identified previously in this study. Exhibit 8 shows those revenues and their application to the availability and demand expenditures of the AMB/EMS expenditures.

Because the \$141,500 in EMS levy revenues was greater than the \$44,302 in demand expenditures, the remaining \$97,198 in revenue was then used to offset availability expenditures. As a result, there are no demand expenditures and remaining net expenditures of \$275,038 are all availability expenditures. The details of this calculation are displayed below in Exhibit 8.

Exhibit 8

Adjusted Availability and Demand Expenditures

	Availability	Demand	Total
Ambulance/EMS Utility Expenditures	\$373,436	\$ 44,302	\$417,738
Adjustments (Less Revenues)			Total
EMS Levy		(\$141,500)	\$141,500
Trauma Grant	(\$ 1,200)		\$ 1,200
Net Ambulance Utility Expenditures	\$372,236	(\$ 97,198)	\$275,038

Based on the net ambulance utility expenditures of \$275,038 and 3,854 regular ERUs (i.e. 3,954 total ERUs minus the 100 ERUs attributed to Medicaid), the projected AMB/EMS rate per ERU is \$71.40 per year or \$5.95 per month, as shown below in Exhibit 9.

Exhibit 9

Utility Rates

Customer Class	Availability	Demand	Annual Rate Per ERU	Monthly Rate Per ERU
Residential	\$71.40	\$0	\$71.40	\$5.95
Multi-Family	\$71.40	\$0	\$71.40	\$5.95
Commercial	\$71.40	\$0	\$71.40	\$5.95
Municipal	\$71.40	\$0	\$71.40	\$5.95
Assisted Living/ Nursing Homes	\$71.40	\$0	\$71.40	\$5.95

CHAPTER 4: SUMMARY OF INFORMATION

Projected Annual Fire Department Budget (2021):	\$891,570
Current Expense Revenue:	\$748,870
EMS Revenue:	\$142,700
 Projected 2021 Expenditures to Provide Fire Services:	 \$473,832
 Projected 2021 Expenditures to Provide AMB/EMS Services:	 \$417,738
Availability Expenditures:	\$373,436
Demand Expenditures:	\$ 44,302
 EMS Revenues to Offset Demand and Availability Expenditures:	 \$142,700
Net Expenditures to Provide AMB/EMS Services:	\$275,038
 Estimated ERUs: 3,854 (3,954 - 100 for Medicaid exemption)	
Annual Cost per ERU:	\$ 71.40
Monthly Cost per ERU:	\$ 5.95

CHAPTER 5: CONCLUSIONS AND RECOMMENDATION

Based on the Cost of Service Study, the net cost to provide AMB/EMS services in 2021 will be \$275,038. This includes the cost of providing AMB/EMS services minus EMS levy and Trauma grant revenues. If the City chooses to initiate the \$71.40 per year rate fee per ERU, then the AMB/EMS services would require less support from the Current Expense fund. Currently the Current Expense fund and Yakima County EMS Levy Funds support all of the budgeted costs of the fire department with the exception of the ambulance agreement contract costs with the City of Sunnyside. Those costs for 2021 are projected to be \$187,600. The amount needed per ERU to cover this cost is \$48.72 per year or \$4.06 per month

My recommendation is to set the rate at \$4.72 per month (\$56.64 per year, for a total of \$218,290.56). This allows us to cover the ambulance agreement costs, provide for any potential shortfalls if we don't receive 100% of expected revenues and hopefully provides enough funding for any increases for 2022 which will only be a few months away by the time we start collecting the fee.

Although this study determined the maximum allowable rate for 2021, the City Council will decide how much it will actually charge if it chooses to initiate it and how much, if any, from the Current Expense fund will be requested to support the AMB/EMS services. The City also has the option to have an updated study done in the future and then adjust the rates at a future date.

$$\$0.22 \times 12 = 2.64 \times 3,854 = \$10,175$$

APPENDIX A: COST OF SERVICES ANALYSIS DETAILS

A – 1: 2019 Actual Cost Breakdown Allocation

A – 2: 2021 Projected Cost Breakdown Allocation

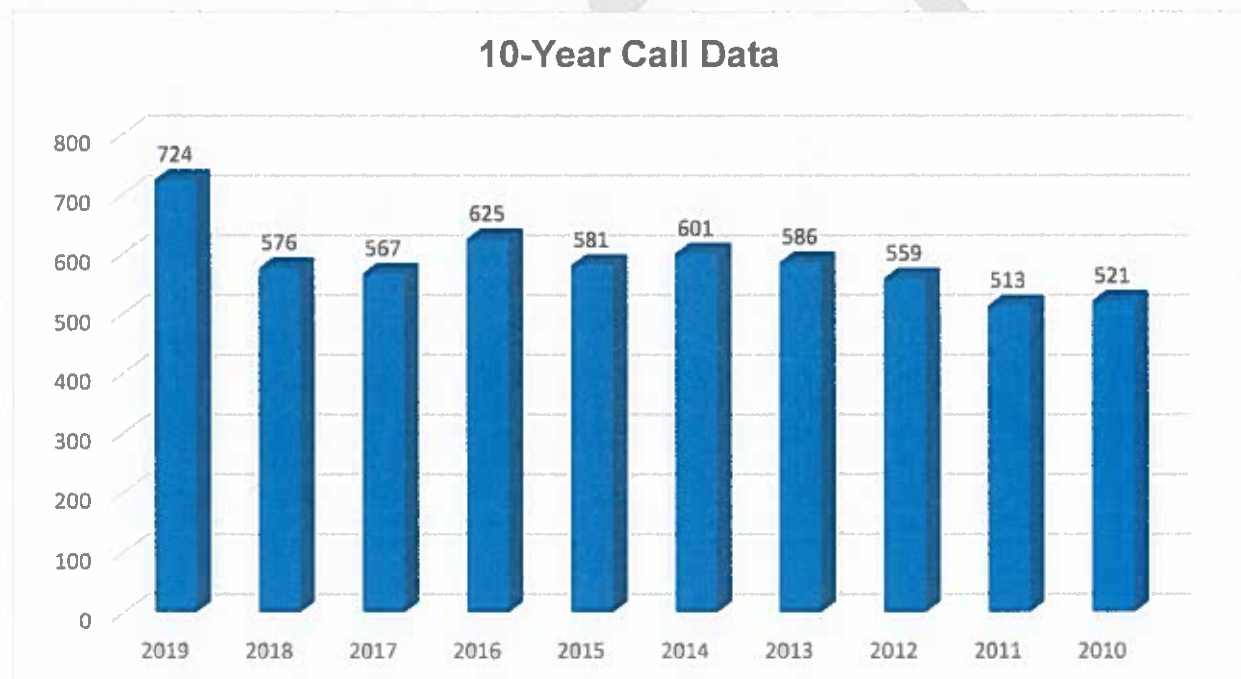
A – 3: Miscellaneous Data Used for this Study

A – 3

2019 Call Data: EMS – 599 / Fire & Other – 125 / Total 724

EMS Call Type:	Number
Accident – Injury	19
Accident – Unknown	8
Alarm Medical	10
EMR – Lift Assist	29
EMR – Medic	316
EMR – Red	214
EMR – Yellow	3
Total	599

Calls Per Year (Last 10 Years) / Average Yearly Increase – 3.9%



$724 - 521 = 203$ * $521 = 39\%$ * $10 = 3.9\%$ increase in calls per year average

Fire Administration Ambulance/EMS Analysis:

Calls & Reports - 335 Hours

Training taken and/or given - 8 Hours per month / 96 Hours per year

EMS Admin. & etc. – 5 Hours per week / 260 Hours per year

691 (total hours) of 2080 = 33.2% of personnel expenditures

1/3 of uniform and clothing expenditures were allocated to ambulance/EMS expenditures

10% of Office Supplies, Communication (phones, internet, ERS record keeping) & vehicles were allocated to ambulance/EMS expenditures

Fire Suppression Ambulance/EMS Analysis:

18% of vehicle expenditures were allocated to ambulance/EMS expenditures for call response and etc.

Facilities Ambulance/EMS Analysis:

30% of Professional Services and Public Utilities were allocated to ambulance/EMS expenditures based on square footage of the station used for EMS. Two apparatus bays, 1 office and misc. parts of the other offices, training room, bathrooms, kitchen and foyer.

Emergency Medical Services Fund:

All emergency medical services expenditures were allocated to ambulance/EMS expenditures.

Public Hearing Topics:

The utility's most recent cost of service study

A summary of the utility's current revenues sources,

A proposed budget reflecting the reduced allocation of General Fund revenues,

Any proposed changes to utility rates

Anticipated Impact to the Utility's Level of Service

The impact of establishing this Ambulance Utility Fee is to provide financial stability to be able to continue providing the service at the level that we are now. Without this funding, there is the possibility that the level of service will have to decrease.

Anticipated Budget

Revenues: (Estimated Accounts) $3,450 \times \$6.00 = \$20,700 \times 12 = \$248,400$

Expenditures: (Applied to Availability Expenditures)

Ambulance Services	187,600
Communications	29,200
Operating Rentals & Leases	7,690
Insurance	5,920
Personnel	17,990
Total	248,400

AMBULANCE UTILITY FEE FACT SHEET

- **Goal is to provide Financial Stability for providing Emergency Medical Services (including Ambulance Service, [EMS/AMB]) for the community of Grandview.**
- We currently have a system made up of local resources (Grandview Fire Dept.) and contracted ambulance resources (Sunnyside Fire Dept.) to provide the EMS/AMB services. This current system provides us with the ability to provide a high level of care for the least amount of expense to the community.
- **Why do we need an Ambulance Utility Fee?**
 - In the past, EMS/AMB services were provided by private companies at no cost to the city.
 - Call volume for EMS/AMB services is steadily rising over the years (approximately 4% per year in Grandview).
 - The cost of providing those EMS/AMB services has steadily increased over the years.
 - The return payments on billing for those EMS/AMB services from individuals, insurance companies and the government over the years has steadily declined.
 - Several private company providers have closed for financial reasons and publicly funded agencies (such as fire dept's and hospital districts) have had to take over operating these types of services to keep them available.
- The City of Grandview started contributing monies in Sept. 2019 in order to be able to continue providing EMS/AMB at our current level of services out of its reserve funds.
- To be able to sustain these services financially, the City of Grandview will have to find additional funding or reduce other services in the community to free up funding. We have currently exhausted our EMS reserve funds and are now starting to use the City's overall reserve General Funds to financially support this service.
- The cost per household to provide this service will be under \$5.95 per month.
- This amount of funding is based on maintaining services at our current levels.
- This funding will ensure a financial stability for the City of Grandview to continue to provide for EMS/AMB services.

HOJA INFORMATIVA DE TARIFAS DE SERVICIOS PÚBLICOS DE AMBULANCIA

- El objetivo es brindar estabilidad financiera para brindar servicios médicos de emergencia (incluido el servicio de ambulancia, [EMS/AMB]) para la comunidad de Grandview.
- Actualmente contamos con un sistema compuesto por recursos locales (Departamento de Bomberos de Grandview) y recursos de ambulancia contratados (Departamento de Bomberos de Sunnyside) para brindar los servicios de EMS/AMB. Este sistema actual nos brinda la capacidad de brindar un alto nivel de atención por el menor costo posible para la comunidad.
- ¿Por qué necesitamos una tarifa de servicios públicos de ambulancia?
 - En el pasado, los servicios EMS/AMB eran proporcionados por empresas privadas sin costo para la ciudad.
 - El volumen de llamadas para los servicios EMS/AMB está aumentando constantemente a lo largo de los años (aproximadamente un 4% anual en Grandview).
 - El costo de proporcionar esos servicios EMS/AMB ha aumentado constantemente a lo largo de los años.
 - Los pagos de devolución de la facturación de esos servicios EMS/AMB de personas, compañías de seguros y el gobierno a lo largo de los años han disminuido constantemente.
 - Varios proveedores de empresas privadas han cerrado por razones financieras y las agencias financiadas con fondos públicos (como los departamentos de bomberos y los distritos hospitalarios) han tenido que hacerse cargo de la operación de estos tipos de servicios para mantenerlos disponibles.
- La Ciudad de Grandview comenzó a contribuir dinero en septiembre de 2019 para poder continuar brindando EMS/AMB a nuestro nivel actual de servicios con sus fondos de reserva.
- Para poder mantener estos servicios financieramente, la Ciudad de Grandview tendrá que encontrar fondos adicionales o reducir otros servicios en la comunidad para liberar fondos. Actualmente hemos agotado nuestros fondos de reserva de EMS y ahora estamos comenzando a utilizar los Fondos Generales de reserva general de la Ciudad para apoyar financieramente este servicio.
- El costo por hogar para brindar este servicio será de menos de \$5.95 por mes.
- Esta cantidad de fondos se basa en mantener los servicios en nuestros niveles actuales.
- Este financiamiento asegurará una estabilidad financiera para que la Ciudad de Grandview continúe brindando servicios de EMS/AMB.