

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, JUNE 22, 2021**



This meeting will be held in person and will also 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 amending the City of Grandview Social Media Policy 1-5
 - B. Resolution authorizing the Mayor to sign the Technical Assistance Contract No. 010121GV Amendment #1 with the Yakima Valley Conference of Governments 6-11
 - C. Ordinance amending the definition of home occupation to include retail and wholesale sales 12-14
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, June 22, 2021 at 6:00 pm and 7:00 pm will be held in person and will also be available via teleconference.

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

Join Zoom Meeting

<https://zoom.us/j/91437893964?pwd=OHhoNm9jeVIYMTRBUTBYTFF4Q2RFdz09>

Meeting ID: 914 3789 3964

Passcode: 212227

To join via phone: +1 253 215 8782 US

Meeting ID: 914 3789 3964

Passcode: 212227

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

ITEM TITLE

Resolution amending the City of Grandview Social Media Policy

AGENDA NO.: New Business 4 (A)

AGENDA DATE: June 22, 2021

DEPARTMENT

City Clerk

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR REVIEW

Anita Palacios, City Clerk/HR



CITY ADMINISTRATOR

MAYOR



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

At the June 8, 2021 Committee-of-the-Whole meeting, Mayor Mendoza requested that the City's Social Media Policy be amended to include the Mayor as an administrator on the City's social media sites.

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.

City Attorney Plant prepared the attached amendment to the City's Social Media Policy for Council consideration.

ACTION PROPOSED

Move a resolution amending the City of Grandview Social Media Policy to a regular Council meeting for consideration

RESOLUTION NO. 2021-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE CITY OF GRANDVIEW SOCIAL MEDIA POLICY**

WHEREAS, the City of Grandview approved Resolution No. 2017-15 adopting a Social Media Policy on March 14, 2017; and

WHEREAS, proposed modifications have been recommended by the Mayor; and

WHEREAS, the City Council has agreed to said modifications;

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

The City of Grandview Social Media Policy is hereby amended 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 _____, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



City of Grandview Social Media Policy

Purpose

The City of Grandview will utilize existing and emerging social media, Facebook and Instagram in particular, as a public service to provide information regarding city programs, services, projects, issues, events and activities. Social media is broadly defined as internet-based communications technology that serves as a gateway to convey information to a large cross section of the population.

The City Grandview encourages the use of social media, where appropriate, to share important information and to serve as an additional resource beyond the City's website. The social media accounts will not serve as a public forum to avoid violations with the OPMA (Open Public Meetings Act).

The City of Grandview has an overriding interest and expectation in deciding what is delivered on behalf of the City through social media. This policy establishes guidelines for the use of social media by City departments and elected officials.

Policy

1. Use of any and all social media by City of Grandview departments must receive prior approval from the Mayor, the City Clerk, or their designees. All information for publishing consideration shall be sent via email to the Mayor or Deputy City Clerk for consideration and edit. The Deputy City Clerk or her designee will be responsible for the content and upkeep of any official social media site.
2. The City of Grandview's website (www.grandview.wa.us) will remain the City's primary and predominant internet presence.
3. The best, most appropriate City of Grandview uses of social media tools fall generally into the category of: a communication outreach tool which increases the City's ability to provide informative messages to the widest possible audience.
4. Unless otherwise approved by the Mayor, the City Clerk, or their designees, content posted to official City of Grandview social media site will also be posted on the City's official website.
5. Whenever possible, content posted to official City of Grandview social media site will contain the link directing users back to the City's official website for in-depth information, forms, public documents, or online services necessary to conduct business with the City of Grandview.

6. Designated City staff will read and understand this policy and have a signed copy of this policy on file.

7. Any additional social media sites (other than Facebook and Instagram) proposed for City use must be approved by the City Council prior to activation.

8. Use of official City of Grandview social media sites shall comply with the City of Grandview's Personnel Manual, the Grandview Municipal Code, and all applicable policies, rules, and regulations of the City of Grandview.

9. Official City of Grandview social media sites are subject to State of Washington public records laws. Any and all content maintained in a social media format that is related to City of Grandview business is a public record. Content that is published and related to City business shall be maintained in an accessible format so that it can be produced in response to a request. Whenever possible, such sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

10. Washington State law and relevant City of Grandview records retention schedules apply to social media formats and social media content. The City Clerk's Office shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.

11. Official City of Grandview social media sites shall include notification that the following content will not be posted on the site:

- A. Posts in support or opposition to political campaigns of any kind
- B. Profane language or content
- C. Content that promotes, fosters, or perpetuates discrimination of any kind
- D. Sexual content or links to sexual content
- E. Solicitations of commerce
- F. Conduct or encouragement of illegal activity
- G. Information that may tend to compromise the safety and/or security of the public
- H. Content that violates a legal ownership interest of any other party

Any content removed based on these restrictions must be retained, including the time and date of the posting and the identity of the poster (if available).

12. The comments and opinions expressed by users of the City's social media pages are theirs alone and do not reflect the opinions of the City of Grandview or its officers and employees.

13. City employees and/or elected officials are prohibited from disclosing any information via social media posts that may be confidential or may otherwise compromise the City.

14. Only the official City social media site may be used by the Mayor and the City Clerk or ~~Deputy City Clerk~~ to conduct official City business. Inquiries from the public shall be addressed by City staff only during regular business hours and must be directly related to the original post regarding official City business.

15. City employees and/or elected officials are discouraged from using personal equipment and/or personal accounts to post information regarding official City business. All social media site posts by City employees and/or elected officials regarding official City business are subject to Washington State public disclosure laws, open meetings laws, and all other applicable laws, rules, and regulations.

16. Personal and/or private use of City equipment and/or facilities by City employees, elected officials, or others to access social media sites is prohibited.

17. This policy may be amended as necessary by approval of the City Council.

18. This policy applies to all City of Grandview departments and employees and elected officials.

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

ITEM TITLE

Resolution authorizing the Mayor to sign the
Technical Assistance Contract No. 010121GV
Amendment #1 with the Yakima Valley Conference of
Governments

AGENDA NO.: New Business 4 (B)

AGENDA DATE: June 22, 2021

DEPARTMENT

Planning

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR REVIEW

Anita Palacios, City Clerk/HR (Planning)



CITY ADMINISTRATOR

MAYOR



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

Each year, the City contracts with the Yakima Valley Conference of Governments to provide technical assistance to staff regarding planning and land use applications.

On January 12, 2021, Council approved Resolution No. 2021-01, copy attached, authorizing the Mayor to sign the Technical Assistance Contract No. 010121GV with the Yakima Valley Conference of Governments (YVCOG) in the amount of \$5,000.

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.

Due to the increased volume of land use applications this year, the City has expended the original contract amount of \$5,000. Staff recommends increasing the original contract amount an additional \$10,000, bringing the total amount of the original contract to \$15,000.

ACTION PROPOSED

Move a resolution authorizing the Mayor to sign the Technical Assistance Contract No. 010121GV Amendment #1 with the Yakima Valley Conference of Governments to a regular Council meeting for consideration.

RESOLUTION NO. 2021-01

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN THE TECHNICAL ASSISTANCE CONTRACT
NO. 010121GV WITH THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS**

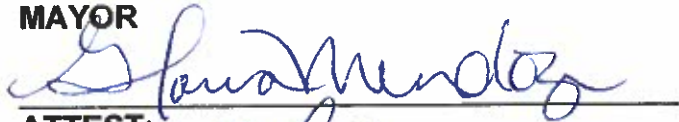
WHEREAS, the City of Grandview wishes to enter into a Technical Assistance Contract with the Yakima Valley Conference of Governments for technical planning assistance,

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

The Mayor is hereby authorized to sign the Technical Assistance Contract No. 010120GV with the Yakima Valley Conference of Governments 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 January 12, 2021.

MAYOR



ATTEST:



CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

CITY OF GRANDVIEW
TECHNICAL ASSISTANCE CONTRACT NO. 010121GV

THIS CONTRACT, entered into this 12th day of January, 2021 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, acting hereunto duly authorized, and the City of GRANDVIEW, a municipal corporation, located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by Gloria Mendoza, Mayor, hereunto duly authorized:

WITNESSETH THAT:

WHEREAS, the City has determined that a need exists to secure assistance in addition to normal Conference activities; and,

WHEREAS, the City is desirous of contracting with the Conference for certain technical planning assistance; and,

WHEREAS, the Conference possesses the technical planning staff with the necessary expertise to provide the required services;

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services. Services performed under this contract may consist of, but are not limited to, the following tasks. Upon mutual agreement by the City and the Conference of a detailed work program and time schedule, the Conference shall, in a satisfactory and proper manner, perform the following types of services:

1.1 Develop or assist in development of grant applications for community projects as requested by the Mayor or City Administrator;

1.2 Develop or assist with GIS for community projects as requested by the Mayor or City Administrator;

1.3 Assist the City Council and Planning Commission with any other activities mutually agreed upon by the City and the Conference.

2. Time of Performance. The services provided by the Conference pursuant to this contract shall:

☒ commence on January 1, 2021 and shall end on December 31, 2021

☐ commence on _____, 2021 and shall end on _____, 2021.

3. Access to Information. It is agreed that all information, data, reports, records and maps as are available and for the carrying out of the work outlined above, shall be furnished to the Conference by the City. No charge shall be made to the Conference for such information, and the City will cooperate with the Conference in every way possible to facilitate the performance of the work described in this contract.

4. Compensation and Method of Payment. The maximum amount of compensation and reimbursement to be paid by the City hereunder shall not exceed \$ 5,000.00 for all services required. In addition, the City will provide, at no charge to the Conference, photocopy service and secretarial assistance in typing reports for submittal to the Council and Planning Commission. The Conference shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the

Social Security, Workmen's Compensation and Income Tax Laws for persons other than City employees performing services pursuant to this contract.

5. Invoicing. The Conference shall submit monthly billings to the City for payment based upon work completed for the City. Billing for work shall be based upon actual expenses incurred. If applicable, the detailed budget and work program attached will provide an estimate of those expenses. However, amounts may be shifted between various line items to cover costs incurred. The final invoice shall be submitted within 15 days after the ending date of the contract.

6. Termination

6.1. Termination of Contract for Cause. If, through any cause, the City or the Conference shall fail to fulfill in a timely and proper manner the obligations contained within this contract, the non-defaulting party shall, thereupon, have the right to terminate this contract by giving, at least fifteen (15) days before the effective date of such termination, written notice to the other of such termination specifying the effective date thereof.

6.2. Termination for Convenience. Either the City or the conference may effect termination of this contract upon thirty (30) days written notice by either party to the other party. If the contract is terminated, the City will compensate the Conference for that portion of services extended unto the City.

7. Modification. The terms of this contract may be changed or modified by mutual agreement of the City and the Conference in the form of written amendments to this contract.

8. Contract for Continuation. The City shall give notice of their intent to continue or discontinue the contractual agreement for the year 2021, at least thirty (30) days prior to the completion of this contract.

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

BY 
Conference Chair

ATTEST: **Tamara
Hayward**
Secretary

Digitally signed by Tamara Hayward
DN: cn=Tamara Hayward, ou=Yakima Valley
Conference of Governments,
email=tamara.hayward@yvc.org, o=US
Date: 2021.01.13 11:42:26 -0800

CITY OF GRANDVIEW
YAKIMA COUNTY

BY 
Mayor Gloria Mendoza

ATTEST: 
Anita Palacios, City Clerk

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN THE TECHNICAL ASSISTANCE
CONTRACT NO. 010121GV AMENDMENT #1 WITH THE
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS**

WHEREAS, the City of Grandview entered into a Technical Assistance Contract with the Yakima Valley Conference of Governments for technical planning assistance for the year 2021, and,

WHEREAS, it is necessary to amend the Compensation and Method of Payment section of the contract to increase the original contract amount from \$5,000.00 to \$15,000.00,

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

The Mayor is hereby authorized to sign the Technical Assistance Contract No. 010120GV Amendment #1 with the Yakima Valley Conference of Governments 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 _____, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF GRANDVIEW
TECHNICAL ASSISTANCE CONTRACT
AMENDMENT #1

THIS AMENDMENT, entered into this _____ day of June, 2021 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, hereunto duly authorized, and the City of Grandview, a municipal corporation located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by Mayor GLORIA MENDOZA, hereunto duly authorized;

WITNESSETH THAT;

WHEREAS, on January 1, 2021 the City contracted with the Conference for certain technical planning assistance; and,

WHEREAS, it is necessary to amend certain sections of the contract;

NOW, THEREFORE, the parties do mutually agree, to modify the contract to provide the following:

Compensation and Method of Payment:

The amount of the original contract will be increased by an additional \$ 10,000.00 , bringing the total amount of the original contract to \$ 15,000.00 .

All other provisions of said contract remain unchanged.

YAKIMA VALLEY CONFERENCE
OF GOVERNMENTS

CITY OF GRANDVIEW
YAKIMA COUNTY

James A. Restucci, Conference Chair

Gloria Mendoza, Mayor

ATTEST: _____
Secretary

ATTEST: _____
Anita Palacios, City Clerk

Date: _____

Date: _____

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

ITEM TITLE

Ordinance amending the definition of home occupation to include retail and wholesale sales

AGENDA NO.: New Business 4 (C)

AGENDA DATE: June 22, 2021

DEPARTMENT

Public Works – Building Department

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR 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)

A home occupation chapter is established to provide a means whereby the conduct of business may be permitted as a use accessory to an established residence within a residential district. The purpose is to create an administrative framework to authorize such uses that do not pose a disruption to or conflict with the existing and planned residential environment. Grandview Municipal Code (GMC) Section 17.12.220 defines a home occupation.

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 City has been receiving numerous home occupation applications for online type sales. Staff has determined that this type of business falls within the guidelines of GMC Chapter 17.66 Home Occupations.

The definition section of GMC 17.12.020 needs to be revised to allow wholesale or retail sales of merchandise.

ACTION PROPOSED

Move an ordinance amending the definition of home occupation to include retail and wholesale sales to a regular Council meeting for consideration.

ORDINANCE NO. 2021-_____

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE DEFINITION OF HOME OCCUPATION TO INCLUDE
RETAIL AND WHOLESALE SALES**

WHEREAS, certain permitted "home occupations" as defined at Grandview Municipal Code ("GMC") 17.12.220 are permitted to operate within residential zoning districts subject to the provisions of GMC Chapter 17.66; and,

WHEREAS, the GMC defines "home occupation" in a manner that excludes the wholesale or retail sale of merchandise, products, goods, services, or wares upon the premises except when such articles are produced in the conduct of a profession, trade, skill, or service; and

WHEREAS, the City Council of the City of Grandview finds and determines that the wholesale or retail sale of merchandise, products, goods, services, or wares within the City's residential zoning districts should be subject to the license requirements of GMC Chapter 17.66,

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

Section 1. Grandview Municipal Code Section 17.12.220, Home occupation, which currently reads as follows:

"Home occupation" means a profession, trade, skill or service possessed and utilized, in whole or in part, by a family member(s) for monetary gain within or upon the premises of a permanent dwelling unit in a residential district. A home occupation shall not involve wholesale or retail sales of any general or specific line of merchandise, products, goods or wares upon said premises, unless such articles are produced thereon in the conduct of the profession, trade, skill or service.

Is hereby amended to read as follows:

"Home occupation" means a profession, trade, skill or service possessed and utilized, in whole or in part, by a family member(s) for monetary gain within or upon the premises of a permanent dwelling unit in a residential district.

Section 2. Except as set forth herein, all other provisions of Chapter 17.12 GMC remain unchanged.

Section 3. This ordinance shall be in full force and effect five 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 _____, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:

EFFECTIVE: