

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, FEBRUARY 8, 2022**



PLEASE NOTE: The maximum occupancy of the Council Chambers is 49 individuals at one time. Access to exits must be kept clear to ensure everyone in the Chambers can safely exit in the event of an emergency.

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. If you would like to address the Council, please step up to the microphone and give your name and address for the record. Your comments will be limited to three minutes.
- 4. NEW BUSINESS**
 - A. Resolution accepting the Sludge Drying Bed Improvements – Phase 1 as complete 1-8
 - B. Ordinance amending the 2022 Annual Budget 9-19
 - C. Councilmember Results of ARPA Eligible First Year Allocation List – Councilmember Ozuna 20-29
 - D. Economic Development Strategic Guide and Framework – Councilmember Diaz 30-52
 - E. Budget Process Recommendation 53-55
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, February 8, 2022 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://us06web.zoom.us/j/86334721485?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09>

Meeting ID: 863 3472 1485

Passcode: 337602

To join via phone: +1 253 215 8782

Meeting ID: 863 3472 1485

Passcode: 337602

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

ITEM TITLE Resolution accepting the Sludge Drying Bed Improvements – Phase 1 as complete	AGENDA NO.: New Business 4 (A) AGENDA DATE: February 8, 2022
DEPARTMENT Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable) N/A

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)

None

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.

Alba's Excavating has completed the construction of the Sludge Drying Bed Improvements – Phase 1. Staff recommends Council accept the project as complete once the requirements in the December 21, 2021 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

ACTION PROPOSED

Move a resolution accepting the Sludge Drying Bed Improvements – Phase 1 as complete to a regular Council meeting agenda for consideration.

Anita Palacios

From: Erick Gonzalez-Sanchez <egonzalez@hlacivil.com>
Sent: Thursday, December 30, 2021 2:24 PM
To: Cus Arteaga
Cc: Anita Palacios; Lillian Veliz; Sue Desallier; Ted Pooler; Jordan Hancock; Jennifer Davis
Subject: 19140C - GV Sludge Drying Bed Improvements, Phase 1 - PE 4 and Final
Attachments: 2021-12-20 - 19140C - Prog Est No. 4 and Final.pdf

CAUTION: External Email

Good afternoon Cus,

Please see the attached Progress Estimate No. 4 and Final for the above referenced project along with recommendation of acceptance by the City of Grandview.

Please let us know if you have any questions.

Thank you and Happy Holidays!



Erick Gonzalez, Engineering Technician

HLA Engineering and Land Surveying, Inc.

2803 River Road Yakima, WA 98902

Office: 509-966-7000

egonzalez@hlacivil.com | www.hlacivil.com

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December 21, 2021

City of Grandview
207 West Second Street
Grandview, WA 98930

Attn: Cus Arteaga, Public Works Director/City Administrator

Re: City of Grandview
Sludge Drying Bed Improvements, Phase 1
HLA Project No.: 19140C
Final Progress Estimate and Project Acceptance

Dear Cus:

Enclosed is Progress Estimate No. 4 designated as the Final for work performed by Alba's Excavating, through November 30, 2021, in connection with their contract on the above referenced project. The amount due the Contractor of \$25,468.80 is net, as per the contract documents. We recommend this Final Progress Estimate be considered and accepted by the Grandview City Council.

This letter also serves as our recommendation for acceptance of this project by the City of Grandview. We have reviewed the work performed by Alba's Excavating on this project and believe it has been completed satisfactorily. Please provide us a copy of the Council resolution authorizing project acceptance.

Once this project has been accepted as complete by the Grandview City Council, HLA will file the "Notice of Completion of Public Works Contract" on the City's behalf and will have it sent to the Department of Revenue, Department of Labor and Industries, and Employment Security Department, in Olympia.

The retainage on this project should be released to Alba's Excavating after acceptance of the project and when the following conditions have been satisfied:

1. There are no liens or claims for labor and materials furnished on this project filed against the retainage.
2. A full sixty (60) days have elapsed since the official acceptance of this project by the City of Grandview.
3. The City of Grandview has received Notice of Completion clearance from the Department of Revenue, Department of Labor and Industries and the Employment Security Department relative to this contract. Please provide a copy of each to our office.

4. The City of Grandview has received the following from HLA Engineering and Land Surveying, Inc. (HLA):
- a. HLA has confirmed that all punch list items identified during the final walk-through inspection have been completed.
 - b. The Final Contract Voucher Certification from the Contractor which states that all labor and materials furnished on this project have been paid for is attached.
 - c. The required project labor and equal employment opportunity documents have been saved to the following shared OneDrive link on December 21, 2021, for the City of Grandview to access and download: [19140C - Record Drawings and Labor Documents](#). In addition, a PDF version of the Record Drawings for this project has been included within this link. *Please note, this link expires after one year.* Labor documents include:
 1. The Statement of Intent to pay prevailing wages approved by the State Department of Labor and Industries.
 2. The Affidavits of Wages Paid completed by the Contractor and Subcontractors and approved by the State Department of Labor and Industries.
 3. Verification that the Contractor and Subcontractors are current in payment of all industrial insurance premiums.

We would appreciate receiving a copy of your notice releasing the retainage.

Please contact this office if you have questions or if we may furnish additional information.

Very truly yours,

Theodore W. Pooler Digitally signed by Theodore W. Pooler
Date: 2021.12.29 11:56:25 -08'00'

Theodore W. Pooler, PE

TWP/egs

Enclosures

Copy: Jim Bridges, Alba's Excavating
Angela Ringer, HLA
Jordan Hancock, HLA
Dennis Perala, HLA

CONSTRUCTION PROGRESS ESTIMATE

CITY OF GRANDVIEW

SLUDGE DRYING BED IMPROVEMENTS, PHASE 1



TO: Alba's Excavating

HLA PROJECT NO.: 19140C

1440 Forsell Road, P.O. Box 25

PROGRESS ESTIMATE NO.: 4 and Final

Grandview, WA 98930

FROM: Nov. 01, 2021 TO: Nov. 30, 2021

BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE			PREVIOUS PAID			AMOUNT DUE NOW (Total - Previous)			% CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	QTY	COST		
1	Minor Change	FA	1	\$ 10,000.00	\$ 10,000.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0%	
2	Mobilization	LS	1	\$ 5,500.00	\$ 5,500.00	1	\$ 5,500.00	1	\$ 5,500.00	0	\$ -	0	\$ -	100%	
3	Cleaning and Grubbing	AC	2	\$ 8,000.00	\$ 16,000.00	2	\$ 16,000.00	2	\$ 16,000.00	0	\$ -	0	\$ -	100%	
4	Removal of Structures and Obstructions	LS	1	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00	1	\$ 15,000.00	0	\$ -	0	\$ -	100%	
5	Unclassified Excavation Incl. Haul	CY	2,800	\$ 18.00	\$ 50,400.00	3,200	\$ 57,600.00	3,200	\$ 57,600.00	0	\$ -	0	\$ -	114%	
6	Crushed Surfacing Base Course	TON	3,300	\$ 35.00	\$ 115,500.00	2,972.67	\$ 104,043.45	2,972.67	\$ 104,043.45	0	\$ -	0	\$ -	80%	
7	Crushed Surfacing Top Course	TON	1,150	\$ 35.00	\$ 40,250.00	1,220.71	\$ 42,724.85	1,220.71	\$ 42,724.85	0	\$ -	0	\$ -	108%	
8	HMA Cl. 1/2-inch PG 64S-28	TON	1,225	\$ 86.00	\$ 105,350.00	1,194.36	\$ 102,714.96	1,194.36	\$ 102,714.96	0	\$ -	0	\$ -	97%	
9	Storm Sewer Pipe 12 In. Diam.	LF	525	\$ 48.00	\$ 25,200.00	510	\$ 24,480.00	510	\$ 24,480.00	0	\$ -	0	\$ -	97%	
10	Storm Sewer Pipe 12 In. Diam. Df	LF	20	\$ 140.00	\$ 2,800.00	26	\$ 3,640.00	26	\$ 3,640.00	0	\$ -	0	\$ -	130%	
11	Catch Basin Type 1	EA	3	\$ 2,100.00	\$ 6,300.00	3	\$ 6,300.00	3	\$ 6,300.00	0	\$ -	0	\$ -	100%	
12	Shoring or Extra Excavation	LF	550	\$ 1.00	\$ 550.00	502	\$ 502.00	502	\$ 502.00	0	\$ -	0	\$ -	91%	
13	Precast 2,000 Gallon Septic tank Complete	EA	1	\$ 12,500.00	\$ 12,500.00	1	\$ 12,500.00	1	\$ 12,500.00	0	\$ -	0	\$ -	100%	
14	Ecology Block	EA	200	\$ 92.00	\$ 18,400.00	165	\$ 15,180.00	165	\$ 15,180.00	0	\$ -	0	\$ -	83%	

CONSTRUCTION PROGRESS ESTIMATE

CITY OF GRANDVIEW

SLUDGE DRYING BED IMPROVEMENTS, PHASE 1



TO: Alba's Excavating

HLA PROJECT NO.: 19140C

1440 Forsell Road, P.O. Box 25

PROGRESS ESTIMATE NO.: 4 and Final

Grandview, WA 98930

FROM: Nov. 01, 2021 TO: Nov. 30, 2021

BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE			PREVIOUS PAID			AMOUNT DUE NOW (Total - Previous)			% CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	QTY	COST		
	Subtotal				\$ 423,750.00			\$ 406,185.26			\$ 406,185.26			\$ -	
	Change Order No. 1							\$ 43,115.61			\$ 18,388.62			\$ 24,726.99	
	8.0% Sales Tax				\$ 33,900.00			\$ 35,944.07			\$ 33,965.91			\$ 1,978.16	
	PROJECT TOTAL				\$ 457,650.00			\$ 485,244.94			\$ 458,539.79			\$ 26,705.15	
	PROJECT TOTAL (INCL. SALES TAX)				\$ 457,650.00			\$ 485,244.94			\$ 458,539.79			\$ 26,705.15	106.0%
	RETAINAGE WITHHELD 6%							\$ (22,465.04)			\$ (21,228.69)			\$ (1,236.35)	
	PLUS MATERIALS ON HAND							\$ -			\$ -			\$ -	
	AMOUNT DUE PROGRESS ESTIMATE NO: 4 and Final							\$ 462,779.90			\$ 437,311.10			\$ 25,468.80	

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract

Theodore W. Pooler
 Digitally signed by Theodore W. Pooler
 Date: 2021.12.30 13:41:15 -0800

Theodore W. Pooler, PE

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.

Alba's Excavating



**Final Contract
Voucher Certification
City of Grandview**

PROJECT NAME: Sludge Drying Bed Improvements, Phase 1

PROJECT NUMBER: 19140C

Date Work Physically Completed: December 14, 2021

Final Contract Amount: \$485,244.94

All work on the above referenced project has been completed in accordance with the contract documents and the final inspection has been completed, including all required project documentation.

I, the undersigned, certify and declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct: I am authorized to sign for the claimant; that in connection with the work performed and, to the best of my knowledge, no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Grandview; nor have I rented or purchased any equipment or materials from any employee of the City of Grandview; that the attached final estimate is a true and correct statement showing all the monies due the claimant from the City of Grandview for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same and; that I, on behalf of the claimant, hereby release and forever discharge the City of Grandview from any and all claims of whatsoever nature which I or the claimant may have, arising out of the performance of said Contract, which are not set forth in said final estimate.

The undersigned, Alba's Excavating, also hereby certifies that all subcontractors, suppliers, and employees have been paid in accordance with the Contract Documents and all applicable laws, except for Retainage, if any, remaining to be paid.

Contractor: Alba's Excavating

Address: P.O. Box 25
Grandview, WA

Authorized Official: _____ **Date:** 12/21/2021

Contractor Signature

Print Name: James L. Bridges **Title:** Superintendent

RESOLUTION NO. 2022-___

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
ACCEPTING THE SLUDGE DRYING BED IMPROVEMENTS – PHASE 1
AS COMPLETE**

WHEREAS, the City contracted with Alba’s Excavating to perform work for the Sludge Drying Bed Improvements – Phase 1; and,

WHEREAS, the City’s Public Works Director has determined that the work performed by Alba’s Excavating on this project is complete and ready for final acceptance by the City Council,

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

The City of Grandview accepts the Sludge Drying Bed Improvements – Phase 1 as complete and authorizes staff to release the retainage to Alba’s Excavating, once the conditions in the December 21, 2021 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on _____, 2022.

MAYOR

ATTEST:

CITY CLERK



APPROVED AS TO FORM:

CITY ATTORNEY

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

ITEM TITLE Ordinance amending the 2022 Annual Budget	AGENDA NO.: New Business 4 (B) AGENDA DATE: February 8, 2022
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 2022 has identified numerous budget accounts to be amended. An ordinance will be prepared to provide for the amending of the 2022 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 with equal change in estimated ending fund balance.
 - TRANSPORTATION BENEFIT DISTRICT 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:** Increase estimated beginning fund balance with equal change in estimated ending fund balance.
 - SEWER FUND:** Reduction of estimated beginning fund balance with equal change 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: Increase estimated beginning fund balance. Increase appropriations in Machinery & Equipment for Public Works trucks and Cat Loader. Net effect is a decrease in estimated ending fund balance.

ACTION PROPOSED

Move an ordinance amending the 2022 Annual Budget to a regular Council meeting for consideration.

to Sus 2/xx/2022 - mc Ordinance No. 2022-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
	Current Expense Fund				
001 000 000 308 51 00 00	Beginning Fund Balance - Assigned	74,060	-	74,060	
001 000 000 308 91 00 00	Beginning Fund Balance - Unassigned	902,630	98,000	1,000,630	Beginning Balance greater than estimated
	Revenues/Sources	5,820,270		5,820,270	
	Current Exp. Fund Total	6,796,960	98,000	6,894,960	
	Expenditures/Uses	6,729,555		6,729,555	
001 099 000 508 51 00 00	Ending Fund Balance - Assigned	10,000	-	10,000	
001 099 000 508 91 00 00	Ending Fund Balance - Unassigned	57,405	98,000	155,405	
	Current Exp. Fund Total	6,796,960	98,000	6,894,960	
	Emergency Medical Svcs Fund				
0105 000 000 308 31 00 00	Beginning Fund Balance - Restricted	66,720	20,000	86,720	Beginning Balance greater than estimated
	Revenues/Sources	426,900		426,900	
	E.M.S. Fund Total	493,620	20,000	513,620	
	Expenditures/Uses	435,950		435,950	
0105 000 099 508 31 00 00	Ending Fund Balance - Restricted	57,670	20,000	77,670	
	E.M.S. Fund Total	493,620	20,000	513,620	

to Sue 2/xx/2022 - mc Ordinance No. 2022-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/>	106 000 000 308 31 00 00 Yakima Co. Law & Jstc Tax Beginning Fund Balance - Restricted	348,000	36,000	384,000	Beginning Balance greater than estimated
	Revenues/Sources	331,200		331,200	
	Yakima Co. LJ Fund Total	679,200	36,000	715,200	
<input type="checkbox"/>	106 000 099 508 31 00 00 Ending Fund Balance - Restricted	318,700	36,000	354,700	
	Yakima Co. LJ Fund Total	679,200	36,000	715,200	
<input type="checkbox"/>	110 000 000 308 31 00 00 Street Fund Beginning Fund Balance - Restricted	50,000		50,000	
<input type="checkbox"/>	110 000 000 308 91 00 00 Beginning Fund Balance - Unassigned	337,885	30,000	367,885	Beginning Balance greater than estimated
	Revenues/Sources	595,500		595,500	
	Street Fund Total	983,385	30,000	1,013,385	
	Expenditures/Uses	875,155		875,155	
<input type="checkbox"/>	110 000 099 508 31 00 00 Ending Fund Balance - Restricted	50,000		50,000	
<input type="checkbox"/>	110 000 099 508 91 00 00 Ending Fund Balance - Unassigned	58,230	30,000	88,230	
	Street Fund Total	983,385	30,000	1,013,385	

Ordinance No. 2022-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 115 000 000 308 31 00 00	TBD Fund				
	Beginning Fund Balance - Restricted	343,195	16,000	359,195	Beginning Balance greater than estimated
	Revenues/Sources	186,200		186,200	
	TBD Fund Total	529,395	16,000	545,395	
<input type="checkbox"/> 115 000 099 508 31 00 00	Ending Fund Balance - Restricted	462,645	16,000	478,645	
	TBD Fund Total	529,395	16,000	545,395	
<input type="checkbox"/> 301 000 000 308 91 00 00	Capital Improvement Fund				
	Beginning Fund Balance - Unassigned	788,550	26,000	814,550	Beginning Balance greater than estimated
	Revenues/Sources	201,500		201,500	
	Capital Improvements Fund Total	990,050	26,000	1,016,050	
	Expenditures/Uses	550,000		550,000	
<input type="checkbox"/> 301 000 099 508 91 00 00	Ending Fund Balance - Unassigned	440,050	26,000	466,050	
	Capital Improvements Fund Total	990,050	26,000	1,016,050	

Ordinance No. 2022-X

to Sus 2/xx/2022 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
	Water				
410 000 000 308 31 00 01	USDA Water Loan Reserve - Restricted	21,600		21,600	
410 000 000 308 31 00 02	USDA Water Loan SL Assets - Restricted	347,690		347,690	
410 000 000 308 31 00 03	USDA Water Loan O&M - Restricted	248,035		248,035	
410 000 000 308 91 00 00	Beginning Fund Balance - Unassigned	6,167,300	199,000	6,366,300	Beginning Balance greater than estimated
	Revenues/Sources	2,532,350		2,532,350	
	Water Fund Total	9,316,975	199,000	9,515,975	
	Expenditures/Uses	2,716,075		2,716,075	
410 000 099 508 31 00 01	USDA Water Loan Reserve - Restricted	21,600		21,600	
410 000 099 508 31 00 02	USDA Water Loan SL Assets - Restricted	397,360		397,360	
410 000 099 508 31 00 03	USDA Water Loan O&M - Restricted	248,035		248,035	
410 000 099 508 91 00 00	Ending Fund Balance - Unassigned	5,933,905	199,000	6,132,905	
	Water Fund Total	9,316,975	199,000	9,515,975	
	Sewer Fund				
415 000 000 308 31 00 01	USDA WW Loan Reserve - Restricted	89,100		89,100	
415 000 000 308 31 00 02	USDA WW Loan SL Assets - Restricted	66,150		66,150	
415 000 000 308 31 00 03	USDA WW Loan O&M - Restricted	415,050		415,050	
415 000 000 308 91 00 00	Beginning Fund Balance - Unassigned	6,641,375	(106,000)	6,535,375	Beginning Balance less than estimated
	Revenues/Sources	5,127,355		5,127,355	
	Sewer Fund Total	12,339,030	(106,000)	12,233,030	
	Expenditures/Uses	4,968,270		4,968,270	
415 000 099 508 31 00 01	USDA WW Loan Reserve - Restricted	102,400		102,400	
415 000 099 508 31 00 02	USDA WW Loan SL Assets - Restricted	73,500		73,500	
415 000 099 508 31 00 03	USDA WW Loan O&M - Restricted	415,050		415,050	
415 000 099 508 91 00 00	Ending Fund Balance - Unassigned	6,779,810	(106,000)	6,673,810	
	Sewer Fund Total	12,339,030	(106,000)	12,233,030	

to Sue 2/xx/2022 - mc Ordinance No. 2022-X

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
420 000 000 308 91 00 00	Irrigation Fund				
	Beginning Fund Balance - Unassigned	116,415	3,500	119,915	Beginning Balance greater than estimated
	Revenues/Sources	520,250		520,250	
	Irrigation Fund Total	636,665	3,500	640,165	
	Expenditures/Uses	572,400		572,400	
420 000 099 508 91 00 00	Ending Fund Balance - Unassigned	64,265	3,500	67,765	
	Irrigation Fund Total	636,665	3,500	640,165	
430 000 000 308 91 00 00	Solid Waste Fund				
	Beginning Fund Balance - Unassigned	745,015	(2,000)	743,015	Beginning Balance less than estimated
	Revenues/Sources	1,174,200		1,174,200	
	Solid Waste Fund Total	1,919,215	(2,000)	1,917,215	
	Expenditures/Uses	1,202,870		1,202,870	
430 000 099 508 91 00 00	Ending Fund Balance - Unassigned	716,345	(2,000)	714,345	
	Solid Waste Fund Total	1,919,215	(2,000)	1,917,215	

to Sue 2jxx/2022 - mc **Ordinance No. 2022-X**

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 510 000 000 308 91 00 00	Equipment Rental Fund				
	Beginning Fund Balance - Unassigned	1,793,100	132,000	1,925,100	Beginning Balance greater than estimated
	Revenues/Sources	582,000		582,000	
Equipment Rental Fund Total		2,375,100	132,000	2,507,100	
<input type="checkbox"/> 510 000 010 594 48 64 00	Machinery & Equipment		241,000	723,000	Public Works trucks (6) and Cat Loader
	Expenditures/Uses	482,000			
<input type="checkbox"/> 510 000 099 508 91 00 00	Ending Fund Balance - Unassigned	1,893,100	(109,000)	1,784,100	
Equipment Rental Fund Total		2,375,100	132,000	2,507,100	

ORDINANCE NO. 2022-____

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

WHEREAS, the original 2022 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 2022 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 February _____, 2022.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:
EFFECTIVE:

Exhibit A

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
Current Expense Fund					
Original 2020 Budget	976,690	5,820,270	6,729,555	67,405	6,796,960
Amendment Amount	98,000			98,000	98,000
Amended Total	1,074,690	5,820,270	6,729,555	165,405	6,894,960
E.M.S. Fund					
Original 2020 Budget	66,720	426,900	435,950	57,670	493,620
Amendment Amount	20,000			20,000	20,000
Amended Total	86,720	426,900	435,950	77,670	513,620
Yakima Co. Law & Justice Tax					
Original 2020 Budget	348,000	331,200	360,500	318,700	679,200
Amendment Amount	36,000			36,000	36,000
Amended Total	384,000	331,200	360,500	354,700	715,200
Street Fund					
Original 2020 Budget	387,885	595,500	875,155	108,230	983,385
Amendment Amount	30,000			30,000	30,000
Amended Total	417,885	595,500	875,155	138,230	1,013,385
TBD Fund					
Original 2020 Budget	343,195	186,200	66,750	462,645	529,395
Amendment Amount	16,000			16,000	16,000
Amended Total	359,195	186,200	66,750	478,645	545,395
Capital Improvement Fund					
Original 2020 Budget	788,550	201,500	550,000	440,050	990,050
Amendment Amount	26,000			26,000	26,000
Amended Total	814,550	201,500	550,000	466,050	1,016,050
Water Fund					
Original 2020 Budget	6,784,625	2,532,350	2,716,075	6,600,900	9,316,975
Amendment Amount	199,000			199,000	199,000
Amended Total	6,983,625	2,532,350	2,716,075	6,799,900	9,515,975
Sewer Fund					
Original 2020 Budget	7,211,675	5,127,355	4,968,270	7,370,760	12,339,030
Amendment Amount	(106,000)			(106,000)	(106,000)
Amended Total	7,105,675	5,127,355	4,968,270	7,264,760	12,233,030

Exhibit A Continued

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
--	------------------------------	-------------------------------	--------------------------------------	---------------------------	-------------------------

Irrigation Fund					
Original 2020 Budget	116,415	520,250	572,400	64,265	636,665
Amendment Amount	3,500			3,500	3,500
Amended Total	119,915	520,250	572,400	67,765	640,165

Solid Waste Fund					
Original 2020 Budget	745,015	1,174,200	1,202,870	716,345	1,919,215
Amendment Amount	(2,000)			(2,000)	(2,000)
Amended Total	743,015	1,174,200	1,202,870	714,345	1,917,215

Equipment Rental Fund					
Original 2020 Budget	1,793,100	582,000	482,000	1,893,100	2,375,100
Amendment Amount	132,000		241,000	(109,000)	132,000
Amended Total	1,925,100	582,000	723,000	1,784,100	2,507,100

Council Members Results of ARPA Eligible First Year Allocation List

DRAFT 1.3.22

Rank Order of Projects Recommended by Council Members

Rank Order	Activity	Amount	Council Members		Percent Agree	Comments by Council
			Yes	No		
1	New City Well	\$ 500,000	6		100%	
1	Pool Improvements	\$ 100,000	6		100%	1 = add a splash pad
1	City Hall Electronic Reader Board	\$ 50,000	6		100%	1 = with condition of increase
1	Compression Devices (fire dept.)	\$ 35,000	6		100%	
1	Council Chambers Sound System	\$ 30,000	6		100%	1 = add \$40,000 , 1 = with condition of increase
1	Marketing Materials to attract new Businesses	\$ 25,000	6		100%	1 = reduce \$10,000
1	Tourism and Hospitality support for CofC	\$ 20,000	6		100%	
1	Fair/Rodeo support	\$ 10,000	6		100%	
1	Main Street Program	\$ 10,000	6		100%	1 = up to \$20,000 , 1 = with condition to increase
1	Existing Small Business grants (\$10K x 15)	\$ 150,000	6		100% 83%	2 = If YCDA operates the process, 1 = to reduce to \$50,000, 1 = with condition of increase, 1 = condition that we establish rating criteria
2	Asphalt Paving of Dystra Park	\$ 100,000	5	1	83%	1 = add \$25,000
2	New Small Business grants (\$10K x 5)	\$ 50,000	5		83%	1 = reduce to \$25,000 , 1 = ask YDCA to help with business plan , 2 = if YCDA operates process , 1 = condition that we establish criteria, 1 = with condition to increase
2	Residents' Utilities support	\$ 50,000	5		83%	1 = question on who qualifies
2	Downtown Beautification	\$ 100,000	5		83%	
2	New Broadband infrastructure installation	\$ 10,000	5		83%	2 = increase to \$20,000
2	Reserve 3.2%	\$ 50,000	5		83%	
3	Entrance Beautification	\$ 50,000	4	1	67%	
Total Allocated		\$ 1,340,000				
Balance from (\$1,547,711)		\$ 207,711				

New Activities or Questions Submitted by Council Members

Add Other Activities/ Projects	Amount
Pool improvement + Splash pad from what we have set aside	\$ 75,000.00
Widen pathway - with line so we have a safe walking and side for wheels - bike, skateboards	\$ 25,000.00
Entrance city property or commercial property?	
Downtown beautification: what is downtown?	
Broadband seems way to low - is it for commercial or includes neighborhoods	
What about Water Sewer with increases of new houses?	
What about Skateboard park at westside park - Making family friendly = \$40K	\$ 40,000.00

Updated 2.3.22



David S. Diaz



DRAFT

With Condition of Increase Amount

ARPA Eligible First Year Allocation of \$1.5 Million Funds

(Submit to Anita Palacios by February 2, 2022)

Category	Activity	Amount	Agree	
			Yes	No
6	New City Well	\$ 500,000	✓	
2	Existing Small Business grants (\$10K x 15)	\$ 150,000	✓	*
3	Pool Improvements	\$ 100,000	✓	
3	Asphalt Paving of Dystra Park	\$ 100,000	✓	
1	City Hall Electronic Reader Board	\$ 50,000	✓	*
2	New Small Business grants (\$10K x 5)	\$ 50,000	✓	*
3	Residents' Utilities support	\$ 50,000	✓	
1	Compression Devices (fire dept.)	\$ 35,000	✓	
1	Council Chambers Sound System	\$ 30,000	✓	*
2	Marketing Materials to attract new Businesses	\$ 25,000	✓	
2	Entrance Beautification	\$ 50,000	✓	
2	Downtown Beautification	\$ 100,000	✓	
2	Tourism and Hospitality support for CofC	\$ 20,000	✓	
2	Fair/Rodeo support	\$ 10,000	✓	
7	New Broadband infrastructure installation	\$ 10,000	✓	
3	Main Street Program	\$ 10,000	✓	*
	Reserve 3.2%	\$ 50,000	✓	
Total Allocated		\$ 1,340,000		
Balance from (\$1,547,711)		\$ 207,711		

Add Other Activities/ Projects	Amount



DRAFT

ARPA Eligible First Year Allocation of \$1.5 Million Funds

(Submit to Anita Palacios by February 2, 2022)

Category	Activity	Amount	Agree	
			Yes	No
6	New City Well	\$ 500,000	X	
2	Existing Small Business grants (\$10K x 15)	\$ 150,000	X*	
3	Pool Improvements	\$ 100,000	X	
3	Asphalt Paving of Dystra Park	\$ 100,000	X	
1	City Hall Electronic Reader Board	\$ 50,000	X	
2	New Small Business grants (\$10K x 5)	\$ 50,000	X*	
3	Residents' Utilities support	\$ 50,000	X	
1	Compression Devices (fire dept.)	\$ 35,000	X	
1	Council Chambers Sound System	\$ 30,000	X	
2	Marketing Materials to attract new Businesses	\$ 25,000	X	
2	Entrance Beautification	\$ 50,000	X	
2	Downtown Beautification	\$ 100,000	X	
2	Tourism and Hospitality support for CofC	\$ 20,000	X	
2	Fair/Rodeo support	\$ 10,000	X	
7	New Broadband infrastructure installation	\$ 10,000	X	
3	Main Street Program	\$ 10,000	X	
	Reserve 3.2%	\$ 50,000	X	
Total Allocated		\$ 1,340,000		
Balance from (\$1,547,711)		\$ 207,711		

* contingent upon YCDA administer the grants

* contingent upon YCDA administer the grants

Add Other Activities/ Projects	Amount
Park Splash Pad	?

Updated 1.24.22



ARPA Eligible First Year Allocation of \$1.5 Million Funds

(Submit to Anita Palacios by February 2, 2022)

Category	Activity	Amount	Agree	
			Yes	No
6	New City Well	\$ 500,000	x	
2	Existing Small Business grants (\$10K x 15)	\$ 150,000	x	
3	Pool Improvements	\$ 100,000	x	
3	Asphalt Paving of Dystra Park	\$ 100,000	x	
1	City Hall Electronic Reader Board	\$ 50,000	x	
2	New Small Business grants (\$10K x 5)	\$ 50,000	x	
3	Residents' Utilities support	\$ 50,000	x	
1	Compression Devices (fire dept.)	\$ 35,000	x	
1	Council Chambers Sound System	\$ 30,000	x	
2	Marketing Materials to attract new Businesses	\$ 25,000	x	
2	Entrance Beautification	\$ 50,000	x	
2	Downtown Beautification	\$ 100,000	x	
2	Tourism and Hospitality support for CofC	\$ 20,000	x	
2	Fair/Rodeo support	\$ 10,000	x	
7	New Broadband infrastructure installation	\$ 10,000	x	
3	Main Street Program	\$ 10,000	x	
	Reserve 3.2%	\$ 50,000	x	
Total Allocated		\$ 1,340,000		
Balance from (\$1,547,711)		\$ 207,711		

Add Other Activities/ Projects	Amount
None until next go around	



DRAFT

Robert
OZUNA

ARPA Eligible First Year Allocation of \$1.5 Million Funds

(Submit to Anita Palacios by February 2, 2022)

Category	Activity	Amount	Agree	
			Yes	No
6	New City Well	\$ 500,000	✓	
2	Existing Small Business grants (\$10K x 15)	\$ 150,000	✓	
3	Pool Improvements	\$ 100,000	✓	
3	Asphalt Paving of Dystra Park	\$ 100,000		✓
1	City Hall Electronic Reader Board	\$ 50,000	✓	
2	New Small Business grants (\$10K x 5)	\$ 50,000	✓	
3	Residents' Utilities support	\$ 50,000	✓	
1	Compression Devices (fire dept.)	\$ 35,000	✓	
1	Council Chambers Sound System	\$ 30,000	✓	
2	Marketing Materials to attract new Businesses	\$ 25,000	✓	
2	Entrance Beautification	\$ 50,000		✓
2	Downtown Beautification	\$ 100,000	✓	
2	Tourism and Hospitality support for CofC	\$ 20,000	✓	
2	Fair/Rodeo support	\$ 10,000	✓	
7	New Broadband infrastructure installation	\$ 10,000	✓	
3	Main Street Program	\$ 10,000	✓	
	Reserve 3.2%	\$ 50,000	✓	
Total Allocated		\$ 1,340,000		
Balance from (\$1,547,711)		\$ 207,711		

Add Other Activities/ Projects	Amount
NONE	



ARPA Eligible First Year Allocation of \$1.5 Million Funds

(Submit to Anita Palacios by February 2, 2022)

Category	Activity	Amount	Agree	
			Yes	No
6	New City Well	\$ 500,000	1	
2	Existing Small Business grants (\$10K x 15)	\$ 50,000 150,000	15	
3	Pool Improvements	\$ 100,000	3	
3	Asphalt Paving of Dystra Park	\$ 100,000	9	
1	City Hall Electronic Reader Board	\$ 50,000	6	
2	New Small Business grants (\$10K x 5)	\$ 25,000 50,000	16	
3	Residents' Utilities support	\$ 50,000	12	
1	Compression Devices (fire dept.)	\$ 35,000	2	
1	Council Chambers Sound System	\$ 30,000	4	
2	Marketing Materials to attract new Businesses	\$ 10,000 25,000	10	
2	Entrance Beautification	\$ 50,000	7	
2	Downtown Beautification	\$ 100,000	13	
2	Tourism and Hospitality support for CoFC	\$ 20,000	11	
2	Fair/Rodeo support	\$ 10,000	8	
7	New Broadband infrastructure installation	\$ 20,000 10,000	5	
3	Main Street Program	\$ 10,000	14	
	Reserve 3.2%	\$ 50,000		
		Total Allocated	\$ 1,340,000	
		Balance from (\$1,547,711)	\$ 207,711	

Add Other Activities/ Projects	Amount



Submitted By ARPA Eligible First Year Allocation of \$1.5 Million Funds

JOAN E. SOUTERS

(Submit to Anita Palacios by February 2, 2022)

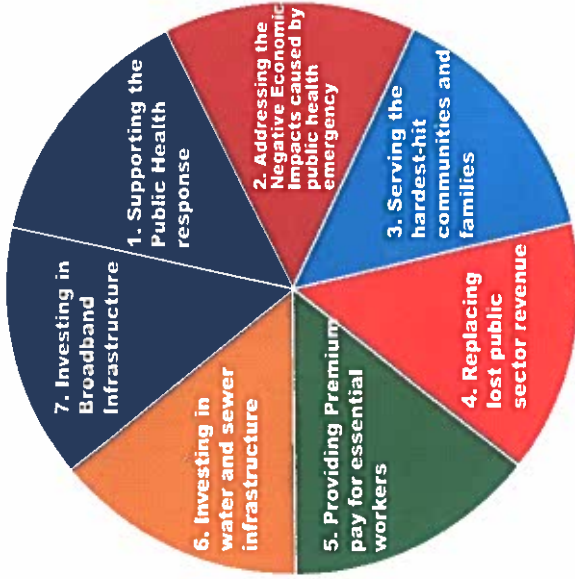
Category	Activity	Amount	Agree	
			Yes	No
6	New City Well	500,000	X	
2	Existing Small Business grants (\$10K x 15) ONLY IF USING YCDA	150,000		X
3	Pool Improvements	100,000	X	
3	Asphalt Paving of Dystra Park	100,000	X	
1	City Hall Electronic Reader Board	50,000	X	
2	New Small Business grants (\$10K x 5) YCDA Assit with LT-BUSINESS plan	50,000		X
3	Residents' Utilities support ? WHAT-WHO Qualifies?	50,000		?
1	Compression Devices (fire dept.)	35,000	X	
1	Council Chambers Sound System	30,000	X	
2	Marketing Materials to attract new Businesses	25,000	X	
2	Entrance Beautification	50,000		?
2	Downtown Beautification	100,000		?
2	Tourism and Hospitality support for CofC	20,000	X	
2	Fair/Rodeo support	10,000	X	
7	New Broadband infrastructure installation	10,000		?
3	Main Street Program	10,000	X	
	Reserve 3.2%	50,000	X	
Total Allocated		1,340,000		
Balance from (\$1,547,711)		207,711		

↑ splash pad
 ↑ 25,000
 LT = LONG TERM
 ↑ \$40,000
 ↑ 15,000
 ↑ 10,000
 ↑ 20,000

Add Other Activities/ Projects	Amount
Pool Improvement + SPLASH Pad From WHAT'VE SET ASIDE -	\$75,000 ↑
WIDEN PATHWAY - with line so we have a safe walking and side for wheels - Bike, SKATE BOARDS SKOOTERS.	\$25,000 ↑
? ENTERANCE CITY Property or Commerical Propert	
? DOWNTOWN Beautifications WHAT IS DOWNTOWN	

Updated 1.24.22 Grandridge TO ASH OR WIF2 TO E. I82 EXITS?
 Broad Band SEEMS WAY TO LOW - ? IS IT FOR Commerical area only OR TO IMPROVE INTERNET THROUGH OUT THE TOWN & INCLUDING NEIGHBORHOODS?
 ? WHAT ABOUT WATER Sewer - WITH INCREASED HOUSES THE WS plant ABLE TO CONTINUE TO OPERATE WITH OUT- IMPROVED OR Upgraded?
 ? WHAT ABOUT SKATE BOARD park at Westside Park Making it A FAMILY FRIENDLY

American Rescue Plan Act (ARPA) – 7 Major Categories



1. Supporting the public health response

Services and programs to contain and mitigate the spread of COVID-19, including:

- Vaccination programs
- Medical expenses
- Testing
- Contact tracing
- Isolation or quarantine
- PPE purchases
- Support for vulnerable populations to access medical or public health services
- Public health surveillance (e.g., monitoring for variants)
- Enforcement of public health orders

Services to address behavioral healthcare needs exacerbated by the pandemic, including:

- Mental health treatment
- Substance misuse treatment
- Other behavioral health services
- Hotlines or warmlines
- Public communication efforts
- Enhancement of healthcare capacity, including alternative care facilities
- Support for prevention, mitigation, or other services in congregate living facilities and schools
- Enhancement of public health data systems
- Capital investments in public facilities to meet pandemic operational needs
- Ventilation improvements in key settings like healthcare facilities
- Crisis intervention
- Services or outreach to promote access to health and social services

2. Addressing the negative economic impacts caused by the public health emergency

- Delivering assistance to workers and families
- Supporting small businesses
- Speeding the recovery of the tourism, travel, and hospitality sectors
- Rebuilding public sector capacity

3. Serving the hardest-hit communities and families

- Addressing health disparities and the social determinants of health
- Investments in housing and neighborhoods
- Addressing educational disparities
- Promoting healthy childhood environments

4. Replacing lost public sector revenue

- Governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recover Funds to avoid cuts to government services.
- Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue.

5. Providing premium pay for essential workers

- Staff at nursing homes, hospitals, and home-care settings
- Workers at farms, food production facilities, grocery stores, and restaurants
- Janitors and sanitation workers
- Public health and safety staff
- Truck drivers, transit staff, and warehouse workers
- Childcare workers, educators, and school staff
- Social service and human services staff

6. Investing in water and sewer infrastructure

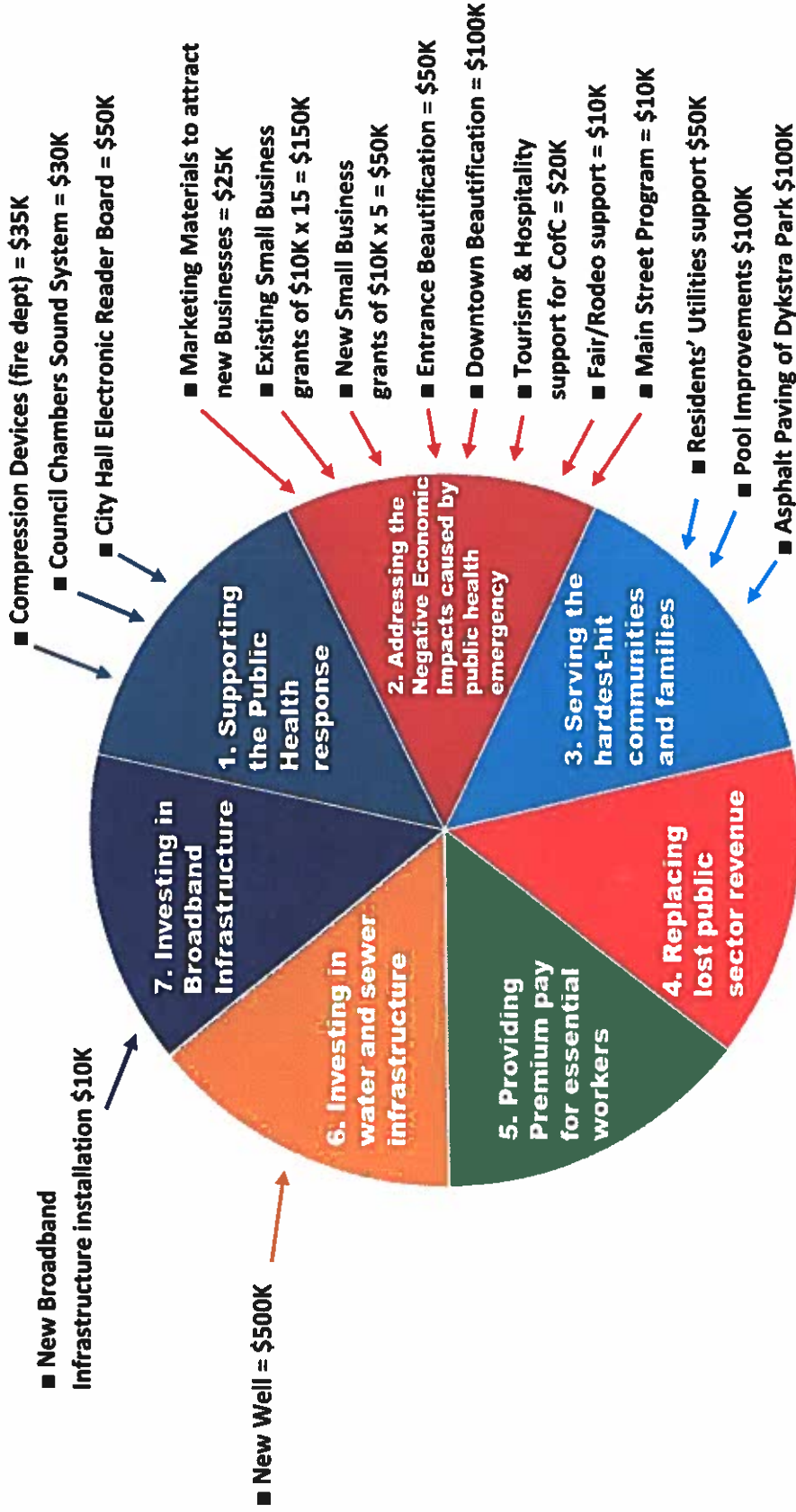
- Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

7. Investing in broadband infrastructure

- Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.
- Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100 Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

Revised 11.17.21

ARPA Eligible First Year Allocation of \$1.5 Million Funds



Total Proposed

Year 1

\$1,340,000

Balance

\$207,711

■ Reserve 3.2% or \$50K for emergencies



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EXECUTIVE SUMMARY

This Economic Development Strategic Guide is a framework that seeks to bring together the different efforts and priorities for Grandview's economic growth and vitality in an overview and to address the 44 items prioritized by Grandview's City Council. It is recognized herein that Grandview has more than one entity seeking to progress and expand its gainful commerce. This Strategic Guide is intended to help unite and propel the varied Economic Development efforts of the Grandview City Council and provide added cohesion while still being an adaptable living document.

Based on the list created by Grandview's City Council as desired for "Economic Development" in 2021, those line items have been compiled, considered and categorized. How the entire City Council's priority list has addressed each item is included as Appendix A following a Supplement of Community Enhancement.

VISION:

With a strong, connected community valuing its workforce, education, business districts and increasing entrepreneurs, the City of Grandview is inclusive and vigorous, well situated in the Pacific Northwest - growing industry, intellect and innovation while enjoying life wholistically.

MISSION

The mission of the City of Grandview Economic Development Agenda is to provide a financially sustainable community and offer cost effective municipal services to its citizens. The city strives to promote civic responsibility and partnerships with other government entities for the betterment of its citizens.

The City of Grandview specifically desires to:

- ❖ Ensure that all community individuals and businesses are welcome
 - We value inclusion, diversity, equity and choice
- ❖ Provide an economic environment (business climate) which cultivates and invites business investment that is advantageous to the City and its residents
- ❖ Facilitate strategic (and expandable where suitable) infrastructure for development, residents and business options
- ❖ Plan for creative solutions including local and regional opportunities with regard to infrastructure issues
 - Including water, sewer, improved transportation, internet access
 - We desire to be a walkable and bikeable city
 - We desire to foster varied housing options
 - We will consider all development and planning to be strategic
 - We will collaborate for desired business sections/districts within the City that are distinct and complementary
- ❖ Ensure a workforce that is preferred and pursued
 - We desire education options to be valued and obtained, serving a vibrant workforce
 - We will encourage and incubate learning, knowledge, experiences and opportunities for our residents
- ❖ Grow Grandview as “a great place to live,” but also to work, shop and play (recognizing that the Branding focus may change as more work is done)

Downtown Revitalization

Combining efforts with interested stakeholders, those willing and capable of driving logical, sequential changes in the Downtown area and for the betterment of Grandview as a whole, the objective is to revitalize the downtown area as part of overall economic growth in Grandview.

The Downtown Revitalization efforts, in cooperation with stakeholders, may further determine how to address and persist with these City Council identified objectives:

- Improve downtown building appearance

 - Hotel

 - Restaurant

- Economic Dev Opportunities to Pursue

 - Drugstore

 - Art Contest

 - Identify City Ambassadors for Potential Business

 - City Stroll Event on Wine Country Road

 - Grape Stomp

 - Develop Artisan Gallery in Downtown



Economic Development Task Force

Develop marketing and promotional materials Economic development opportunities to pursue

An Economic Development Task Force (EDT) is suggested to be formed in order to persist with Economic Development matters in cooperation with stakeholders, particularly from Grandview. The EDT is to seek to collaborate with all stakeholders as appropriate.

A top priority is IDENTIFYING the Branding message and methods for Grandview and seeks to be done in partnership with stakeholders for a cohesive message. The EDT should ensure the foundation is laid with stakeholders and that Grandview's *intentional* Branding message and methods are determined prior to strategizing any marketing because the marketing is to be based on the Branding.

Branding is that consistent, cohesive, identifying message that communicates WHO Grandview is and/or WHO they are becoming. Branding ensures that Grandview is identifiable - even distinct, and recognizable. Branding helps make sure that the City's voice is unmistakable and alive.

An individual to promote the Branding and other economic development efforts is reasonably necessary, so funding is required. Equally important, however, is the commitment of City Council and stakeholders (as community leaders) to uphold the Branding and strategies put forth. While there may not always be complete agreement in all aspects, there should be steadfast support for the destination and roadmap that will be jointly laid out for the growing City of Grandview.

The need to strategize for Economic Development and/or Communication staffing, recruiting and retaining in order to persist in obtaining objectives is considered a (possibly *the*) major priority.

Regarding Marketing

Whether under EDT, stakeholders or a combination, it's important to ask what success from Marketing & Promotional Materials would look like.

How will you gauge marketing or promotional *Progress? Failure? Success?*

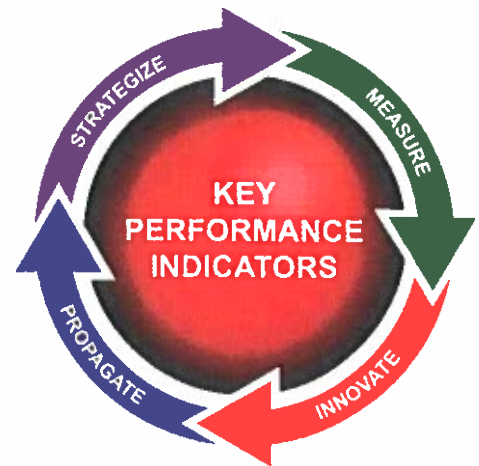
Initially Agreed Upon Objectives are how materials are developed and how they logically hunt results.



→ Key Performance Indicators (KPIs)

- ◆ KPIs make sure we are tracking what we've determined matters
- ◆ KPIs tell us if there is effectual change following a promotion or marketing effort
- ◆ KPIs help us gauge the value received for the marketing/promotional cost and effort

KPIs and ROI go hand in hand



→ Return On Investment (ROI)

- ◆ How much time and/or money was allocated for specifically what?
- ◆ What was the direct result of the investment? What was the Return?
- ◆ Gauging HOW MUCH of specifically what was wanted was actually delivered tells if the investment was well spent
- ◆ A positive ROI validates the value of the cost and proves the City has been enhanced or enriched

Careful consideration for professionalism, staffing, recruitment and all expenses should be considered here.

added: **Central Source of Information**

There needs to be one source of all information marketing and promoting Grandview.

This will allow for any and all future efforts to go to one source and see what's been done, by whom, for what, when, and whether or not there's a copyright or conclusion involved. This will be a repository for promotional materials, calendar of events and other efforts are to be compiled for Grandview.

With future targeted promotions or marketing efforts an assessment may be made of what might be reused, revised, needs updating or needs to be done afresh.

Not only would this reduce labor hours/costs, but it would coalesce the materials, making it easier to coalesce Grandview's message.

Determine which organization and which of its members will be trusted with being the resource/collection point.

added: **Normalize "Get The Word Out" Options**

Create procedures and protocols that ensure **Getting The Word Out** happens timely, consistently and promotes the **Branding** in the chosen formats, and is reviewed prior to publishing - **in English and Spanish.**

"Getting The Word Out" refers to a central and dependable source of information and delivery methods. Carefully Select and promote the Primary, Secondary and Tertiary methods the City (by way of EDT or MSG or ...) will use to "Get the Word Out" to its residents, organizations and businesses - for Promotion, for Emergencies, for Information and All.

It needs to be dependable.

It needs to always be in Spanish, too, but note that will require that extra translation element in the procedures and protocols.

Make sure the Get The Word Out option has a Calendar function - or at very least, a list of events under each month (or season).

The critical nature of this being a fresh, consistent and reliable source of information cannot be overstated. A trusted and capable party with the time and will is what is needed, with a backup plan clearly established.

Keep in mind: Feedback will be wanted (surveys, sign ups, ticket purchases, donations, ... Data Capture for further marketing is an option) and this would be online searchable by Tourists, so plan for that and write it well / inviting.

[Megaphone Royalty Free Stock Images - Image: 11971679 dreamstime.com](#)

Engage community to access needs and wants - The Survey

The City Council has approved the Burke Group to conduct a survey which will be used to gauge community concerns and desires. YVCOG input may be sought and information (sample questions) will be shared with the Burke team when they come to meet with the City Council.

Grandview is experiencing a growth spike. In order to gauge the needs and wants of Grandview, it is vital to get perspectives and priorities from the community; its residents and its businesses. City government could specify exactly what it is seeking to learn. In return, this data would position the City for informed action with regard to preparations, pursuits and funding.

Following the survey results, stakeholder input is to be sought in order to further refine the data and its application. YVCOG has shared a number of complimentary, minimal cost, and efficient methods for ensuring that the community voice is heard and amalgamated for appropriate action.

Pursue grant availability Business grants

While this is pressing, we can quickly limit opportunities and funds if we don't put our ducks in a row here. The Community Assessment and stakeholder input is essential in properly prioritizing where resources should be allocated, particularly where to focus time and effort given that the City currently has budget items on hold.

The Council may recall that it has existing relationships with Yakima County Development Association (YCDA), with HLA Engineering and Land Surveying, Inc., and with Yakima Valley Council of Governments (YVCOG), all of which offer grant writing services. YVCOG makes no profit from its grant writing and the current leadership is in direct communication with legislators, the Department of Commerce and such entities from which grants are awarded.

Stakeholders will also have ideas and pursuits with regard to grants and are well suited to discuss funding priorities with regard to Economic Development in Grandview.

Planning and Infrastructure

Strategic infrastructure in Grandview requires extensive planning, integration, timing and bankrolling. This list of tasks includes intricate, costly and lengthy processes. Grandview's City Administration has worked and is working with various entities on a number of challenging projects including the increasing of water and internet services. Some of those tasks are already in motion and others are currently in planning stages. Certain aspects are further addressed below.

East entrance business clean-up

Increase code enforcement

Add Code Enforcement Officer

The resources and resolve to guide and guard the safety and attractiveness of Grandview would not just add to visual appeal and structural stability, but they are likely to promote a positive image of the City's efficiency. Thus, current City Codes might be further emphasized in order to encourage widespread compliance, with the will of the Council and the appropriate staffing.

Input from residents and contributions from the Police and Fire Departments may be considered by EDT (and perhaps other stakeholders) going forward as they consider options to boost code conformity. In the meantime, Code Enforcement has a page of resources given out regarding clean up help. Another list of resources is made available to senior citizens who are in need of volunteer clean up assistance from local church offerings. A City-wide spring cleanup event is held twice yearly and costs to the City are minimized by partnerships made with local businesses to maximize efficiency (recycling appliances and landscape materials). An informational (reminder) letter giving residents a positive view of specific Codes to be sent out before the spring cleanups can, with regular reminders, help the City collectively view the set standards as beneficial. A consistent expectation of Code enforcement (collective accountability) tends toward initial compliance.



Professional Development
in Code Enforcement

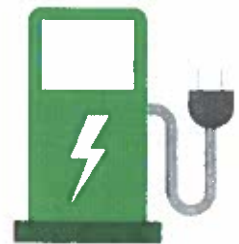


Vehicle charging stations

Pacific Power has already agreed to provide funding for some charging stations for low or transitional emission vehicles (LEVs and TZEVs, respectively) and zero emission vehicles (ZEVs). The plug-in hybrid vehicles are PHEVs and are generally the same as TZEVs. Just for reference, a battery electric vehicle is a BEV and the fuel cell vehicle, which uses hydrogen is a FCV).

PacifiCorp doing business as Pacific Power advised that the City was selected in 2021 “to receive an Electric Vehicle Charging Station Grant award of up to \$75,639 to help advance the City’s electric vehicle charging project at the Lower Yakima Valley Pathway (Rose Garden Park),” per City Council Meeting Minutes.

<https://grandview.wa.us/wp-content/uploads/2021/07/June-22-2021-Council-Meeting-Minutes.pdf>



Commercial Truck Stop

This is currently thought to be viable due to the transportation industry in the Grandview area and the inflow of visitors and their currency. A partnership between the City of Grandview and the Port of Grandview could maximize opportunities to bring this to fruition, initially identifying a suitable location and truck routes. It will be necessary to verify that sufficient market demand exists, evaluate varied risks, City costs and determine what segment of the market might reasonably be expected and why.

[Royalty Free Electric Vehicle Charging Station Clip Art, Vector Images & Illustrations - iStock](#) | [iStockphoto.com](#)
Customizable Truck Royalty Free Vector Images - iStockphoto.com | [iStockphoto.com](#)



Aquatic Splash Pool

Also more Community Enhancement than Economic Development, this has a strong Planning and Infrastructure component as well as already being in the City's plans before being offered for an economic development list, so it is included here rather than under Community Enhancement.

This is currently on hold as funds have been redirected. When resumed (target date of March 1, 2022), the splash pad is to be located outside of the pool area in order that the City offers a convenient recreational space

without fee to our residents and responsibly mitigates expenses with an "at your own risk" placement.



From the Grandview City Council

Special Meeting Minutes - Budget, October 18, 2021

2021 Budget \$142,775

2022 Proposed \$145,835

Notable Changes in 2022--

- Request to redirect the \$180,000 (within the Capital Improvement Fund) from future swim pool splash pad project to swim pool tank restoration & park pathway project. Discussion took place regarding utilizing ARPA funding for swim pool tank restoration and park pathway project.

Aquatics Services:

<https://secureservercdn.net/45.40.150.47/8zg.139.myftpupload.com/wp-content/uploads/2021/10/October-18-2021-Special-Budget-Meeting-Minutes.pdf>

<http://www.clipartsuggest.com/paper-so-pretty-blank-designer-papers-splash-pad-dp1012-0V7rw6-clipart/>

CONCLUSION

The Economic Development Group formed as a sort of committee from the Grandview City Council has considered and prioritized many options. It has looked at where Grandview is and the economic efforts the City Council desires to see going forward. Ultimately, a consistent, persistent effort is absolutely necessary in order for much of this to come to fruition. The ongoing Economic Development Taskforce would address such efforts while working with Grandview's stakeholders in order to persevere for Grandview, strategically and cohesively.

Quarterly EDT meetings would include stakeholders and the first would be held on or before February 28 of 2022. The second quarterly meeting would be held before the end of May, the third by the close of August and the year end quarterly meeting would be before November 30th in 2022. Following the quarterly meetings with stakeholders, the EDT might provide an update to Grandview's City Council the following month.

The entire purpose of the EDT, quarterly meetings and more is to persist with the foundations laid in the process that brings you this strategic guide.



Supplement

Community Enhancement

While encouraging City participation, healthy pursuits and general enhancement of the city, some things do not directly benefit a city's economic base or its businesses. Community Enhancement is important, perhaps some is even critical, and yet it is important to distinguish the difference from Economic Development. Making a place more attractive or more fun does not expand its gainful commerce, of itself. A *business* might benefit from a remodeled space, but the *business* itself (like a taco truck or hair salon - beautified or worn) is what creates the *business* wealth. It is possible to dilute rather than strengthen efforts, including grant requests, if one does not correctly distinguish city efforts.

As presented, the points that follow are considered to be more appropriate under Community Enhancement (*please note that economic aspects have been considered and are included, as applicable*).

A Note about Economic Development Opportunities to Pursue

Many "Opportunities to Pursue" were addressed as part of **Downtown Revitalization** and the **EDT**, above. These tasks and their follow up would run optimally as a cooperative between applicable and interested stakeholders.

Certain items on the City's Economic Development prioritized list that are currently here with Community Enhancement items are here because other services are currently in place (Ambulance), because a market has not yet been formally identified (Golf Course), or because a stakeholder organization has not yet proven a listed item to be profitable (Increase use of Country Park and Amphitheater / Movie in the Park). These three options (and others) could well become profitable and beneficial to Grandview as a whole, they are just not always expressly businesses and/or there is another service at the moment.

Ambulance

Pursuit of this task and its follow up would run cooperatively between the EDT, and other Grandview participant organization/s until it transitions to (presumably) Public Safety.

Ambulance Program Costs could be mitigated with ARPA Funds, likely.

Anticipated:

- ❖ Sleeping Quarters
 - Purchase and place or site build a sleeping quarters to be located in the gravel lot adjacent to the Fire Station and City Hall.
- ❖ Ambulance and Equipment
 - Purchase Ambulance
- ❖ Residency Program
 - 6 Person program
- ❖ FTE's
 - Hire 5 Paramedics as FTE's



A local ambulance system may be a prudent and viable option to serve Grandview with excellence based on American Rescue Plan Act (ARPA) Funds. Said funds are expected to be available for the betterment of communities to “Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic.”

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds> and below.

[Ambulance Royalty Free Vector Image - VectorStock.com](https://www.vectorstock.com/royalty-free-vector-ambulance-vector-image-131111111.html)

Increase use of Country Park and Amphitheater

The City's use of these facilities is expected to encourage and increase the attention/participation of residents leading to increased private use as well as public exposure. There are a few options and outlines included in the Appendix that are offered for the pursuit of the EDT, as deemed appropriate.

Again, this is more Community Enhancement than actual Economic Development, but Grandview does well to leverage what it can and this is a marvelous feature. There is clearly potential to create events that draw people and funds* from surrounding communities and create opportunities for City marketing photos for use in furthering Grandview branding. [* The draw of funds may be anticipated at the events but also into local markets, restaurants, gas stations and such.]

Movie in the Park Nights - possibilities

- 1-2 x monthly movies in park hosted by nonprofit organizations
- May - September, 2022
- Local Organizations run their own event (1 per year) compensated by concession profit
- One Flyer is promoted & distributed by each Org, but includes all other movie night info allowing increased visibility for all movie events and manages costs/efforts
- A Free event for families/community where they bring their own lawn chairs/blankets
- Sponsored by the City of Grandview and multiple Orgs. - determine the City's role (compliance lead, providing movies - to assure family/community friendliness, Parking Diagram, Concession Awning, ...)

Expense: Minimal but Variable. Maybe ~\$250 (per event) to rent a portable screen and buy a movie. YVC has a screen. Maybe the partnering/sponsoring Org covers that cost or Donors are sought. Promotional Flyers. Event Assessment Form.

Supplement: Community Enhancement Increase use of Country Park and Amphitheater, continued

Movie in the Park Nights - continued

The City will send information and a "Request for Consideration" application to all known/registered nonprofit groups and entities within city limits.

The "Request for Consideration" will allow groups to request dates by priority (a minimum of 3, maximum of 5 dates, from which it is expected that only one date will be available).

The "Nights" will be awarded with a set criteria, predetermined and included in the information sent.

- "Requests" must meet all criteria/standards set
- Requests will be assigned dates of preference as received (or by drawing starting on a set date, or ...)
- Dates requested with conflicts will be determined by a live FaceBook drawing at a set time and date (also noted in published info, and during business hours). The names of the organizations and priority of request will be clear and clean and obviously random in the drawing. Who will oversee the draw is to be predetermined with an alternate - any non-conflict individual may actually draw, appropriately. An appropriate age child doing the draw is always peace promoting.

The drawing could be at a City Council Meeting or other...

- Dates awarded are 1x (or 2x) monthly on a Friday or Saturday, alternatively.
- Movie times are to be set in advance. This info may help:

Fri, May 27, 2022	(sunset) 8:40:58 pm	(twilight end) 9:16:16 pm
Sat, Aug 6, 2022	(sunset) 8:24:41 pm	(twilight end) 8:56:59 pm
Sat, Sep 17, 2022	(sunset) 7:08:47 pm	(twilight end) 7:37:21 pm

- EACH Night to be followed up within 3 days with an Event Assessment (Evaluation/Recap/Debrief) where concerns, successes, modifications and "next time, we ought to's." Event Assessment form to be created.

Theatrical Events - possibilities

- Consider partnering with YVC, the High School, Middle School, Senior Center, or Church(es)... for performances such as Music/Concerts, Family Friendly Comedy, Plays, Monologues, Dialogues, Debates, Host Candidate Forums (at least "both" sides) here
- Christmas Carols - Dual Language, ...
- Consider lighting safety, and/or Portable holiday lighting
- August has a Tractor Parade for the Fair/Rodeo. Consider any desire for a Christmas/Holiday Parade that ends up at the Park/Amphitheater for Carols or similar. A walking (or non-motorized) Christmas light parade might allow wagons, bikes and promote the walk & bike-ability of Grandview while not competing with other motorized parades nearby
- Also, consider using this space to give thanks and/or recognition - for Community Members, groups, contributors, volunteers, those 90 or 95 or 100+ years of age... As stand alone events or in conjunction with other events

Supplement: Community Enhancement Increase use of Country Park and Amphitheater, continued

Coffee with Councilmembers - possibilities

Like Coffee with a Cop. 2+ Council members and a Staff member host an opportunity to engage with constituents on a systematic basis. Feedback, conversations and care will build relationships and offer opportunities for further Branding.

These may be held at the park in good weather.

IF meetings are Quarterly, March, June, September and December, the middle two meetings would be good options to plan to hold in the park. In the case of quarterly options, each Council member would only need to commit to attend 2-3 events, yearly and still have at least 2 Council members at each event.

Meetings could also be used as an ongoing means of community response.

Anticipated cost: notices, pan dulce and coffee or similar.

This is ONLY suggested as an effective option IF and WHEN there is a familiar and reliable method to Get the Word Out, and perhaps an Economic Communications Liaison (or such) for effective promotion.

Skate Park



This will take a qualified location, planning, finances, and time but is desired for a wide range of youth in Grandview. We have existing park space that would accommodate the skate space. Beneficial exercise, enjoyable activity and a chance at sharpening skills would be possible. Constructive options for our youth benefit the entire community. Skateboarding competitions might be leveraged to bring both business and events to the city. [Youth occupied with healthy pursuits helps avoid unproductive and destructive actions. Competitions and healthy Branded events could be monetized for the community.]

<https://www.shutterstock.com/image-vector/illustrations-skating-labels-skateboarders-vector-monochrome-781161862>

Extend Rose Garden to Veterans Park

Already recognized as Tree City USA, the Veterans Park and the Rose Garden together host residents, events and visitors. Additional roses, benches, lighting and repair of the water fountain are sought.

Together they offer a healthy stroll and relaxation respite. Enhancing this part of the city is desired to entice visitors to stop and visit the location. Adding lighting and a few more benches might make the site a pleasant place to stop and relax.



Golf course

Grandview is within 15 minutes of Prosser Hospital (within the oncall staff's limit) and has potential for the only high desert golf course within about an hour's drive. The next nearest high desert course is in Mattawa and boasts a bit of housing, camping, fly fishing, hiking, tennis and pickleball. This won't be hosting tee time tomorrow afternoon, but Branding Grandview and having our ducks in a row could see us on Grandview greens before we know it. This will, of course, require cooperation with Planning and Infrastructure and more. This could certainly become beneficial to Economic Development, depending upon how things proceed.



<https://www.shutterstock.com/image-vector/illustrations-skating-labels-skateboarders-vector-monochrome-781161862>
<https://negativespace.co/serial-view-of-golf-course/>

APPENDIX A

Grandview Economic Development Strategic Guide
 City Council Provided Priority List

HOW Each Line Item Was Addressed

Downtown Revitalization is now **MSG** = the Main Street Grandview Association
 Suggested Economic Development Taskforce = **EDT**, intended to collaborate & complete
 Planning and Infrastructure = **PI**

#	Line Item	Addressed in Guide	Notes..	S-Short Term I-Intermediate L-Long Term
1	Improve Downtown Building Appearance	Cooperatives,	Possible bldgs assessment, Plan, buy-in, funds	S
2	Serve the Community		Not Definable	ELIMINATED
3	Extend Infrastructure to east & west Entrances	Included under #8/Improve Infrastruct		L
4	Develop Marketing & Promotional Materials	- EDT	SWOT, Branding, Plan to Destination, KPIs	S / L
5	Economic Development Policies for Growth	- EDT	Collaboration with other stakeholders	S
6	Exit 75 Roundabout	- PI		I
7	Engage the Community; Assess Needs & Wants	- EDT	Burke Group Contracted by Council	
8	Improve Infrastructure	- PI	Inc #s 3, 6, 14, 15	L
9	Pursue Grant Availability	- EDT		S / I / L
10	East Entrance Business Clean Up	- PI	Meeting held . . .	Ongoing BiAnnual ✓
11	Hotel		Also, See # 4 above	L
12	Develop Mission Statement for Econ Development	✓		S Done - David
13	Improve Internet Access	See #8, Improve Infrastructure		S / ongoing

14	Water / Sewer Capacity.	See #8, Improve Infrastructure		S / L
15	Business Grants	- EDT		ongoing
16	Restaurant.		Also, See # 4 above	
17	Truck Stop	- PI , EDT	req's needed traffic, parking, roads, ...	S ? / L
18	Econ Dev Opportunities to Pursue	- EDT	Also, See # 4 above	
19	Drugstore		Also, See # 4 above	I
20	Comprehensive Plan Update	A YVCOG item. Next update is 20026.		S/I 2026, a ten year cycle
21	National Econ Dev Conference	This conf is not novice friendly.	Unelected staff is apt to b best \$, IF any	
22	Increase Code Enforcement	- PI	Codes in existing need personnel & protocol for enforcemt	Ongoing; Resources, Clean Ups
23	Business Profile on Website	Needs strategy, development & admin. Is part of #4, above	After plan, a Website policy review is needed for protocol	S
24	Aquatic Center/Splash Pool	- PI		I Funding redirected
25	Vehicle Charging Stations	EDT & stakeholder to consider options for next locations		S / L First set are secured
26	ELIMINATED Transportation Accessibility.	Not City authority/ job.	Much is under People to People. Roads/ etc Covered in Infrastructure	Eliminated
27	Vocational Ed/Training Opportunities	Options Exist; private & public. Other efforts should grow desire for Ed expansion in GV.	Anything further would need to be a collaboration, creative.	Refer to EDT for additional consideration
28	Beautification Projects	- EDT	Collaborate w/ Beautif Commission	S / I
29	Youth Leadership Initiative	Is Under Parks & Rec Director	Possible to assist	?Consider covered

30	Skate Park	- EDT	needs SWOT analysis	L
31	Increase Use of Country Park & Amphitheatre.	- EDT	Coordinator/ Communicator funded, selected	S / I
32	Community Art Contest	- w/ 38, 40, 41		
33	Additional Housing Opportunities	- Planning - EDT		L
34	Extend Rose Garden to Veterans Park	- EDT Basics needed . . .	Who is responsible for fixing water fountain?	I
35	Resurface Bsktbl Crts	Planning/		DONE
36	Increase Library.	Is Under Parks & Rec... Joint w/ College	Possible to assist	Consider covered
37	Identify City Ambassadors for potential business	- EDT - w/ stakeholders	Objectives	Active stakeholders exist
38	City Stroll Event on Wine Country Road	- EDT	Plan, Contacts. Possible business intern at City, or . . .	
39	Golf Course	W/in 15 min of Prosser Hosp... requires population to sustain.	Plan... Identify location options, Consider Infrastructure	L
40	Grape Stomp - w/ 32, 38, 41	- w/ 32, 38, 41	Plan, Contacts. Possible business intern at City, or . . .	
41	Develop Artisan Gallery in Downtown - w/ 32, 38, 40	- w/ 32, 38, 40	Plan, Contacts. Possible business intern at City, or . . .	
42	Enhance partnerships w/ School Dist, YVC, etc.	- EDT	Plan, Contacts. Possible business intern at City, or . . .	
43	Restaurant Grease Trap	-Process in Place for Civic Effort, if desired	- A code change request by Company benefiting from it	ELIMINATED
44	Ambulance	EDT	Possible bldg/s, Plan, buy-in, funds	L
?	Add Communications, Liaison, Code Enforcement or other Position? or a Split job description?			

Economic Development Framework

City Council Community Desires

1. Welcoming community
2. Provide an inviting business climate
3. Facilitate/promote infrastructure for new businesses and residential
4. Plan for creative solutions with regards to Infrastructure issues
5. Workforce: Competitive and well trained
6. Promote Grandview as "A Great Place to Live" (branding)

Progress Notations

Include dates, months, person or persons, group, or organization responsible

Downtown Revitalization

City Council takes ownership
 City council identified Objectives: (see plan page 4)
 Solicit *Stakeholder* to participate

(e.g.) School Rep, Rotary, YVCOG, College rep, Main Street Org, Chamber, DECCA, Farm Workers Clinic, Senior Citizen, Mental Health, City Admin and mayor.

Formation of Economic Task Force

Partnership with *Stakeholders*
 Seek funding for *marketing position*
 Identify *branding* message

Focus on Marketing Grandview

Analysis of *BURK* survey results
 Strategize roadmap for communication, recruitment, and marketing of Grandview
 Gauge progress of marketing goals (pages 6)

Central Source of Information/Marketing Person

Collection of info for promotion
 Get the word out campaign
 Seek funds for other identified projects (p.p. 9-11)

Phase

1.

2.

3.

4.



Memorandum

To: Mayor and Council

From: Cus Arteaga, City Administrator/PW Director & Matt Cordray, City Treasurer

Date: January 31, 2022

Re: Budget Process Recommendation

At the January 25, 2022 Committee-of-the-Whole meeting, the C.O.W. directed the City Administrator and City Treasurer to prepare a procedure and/or process for Council to consider following during the budget process.

RECOMMENDATION:

- ❖ Each year, Council will hold a pre-budget study session during the last week of July. At the study session, Council will submit budget recommendations and/or wish list items to be included in the upcoming budget.
- ❖ During the July study session, staff will provide an updated report identifying the status of each Councilmembers wish list items from the previous year.
- ❖ Staff will follow the annual budget preparation procedures and deadlines for cities found in Chapter 35A.33 RCW and the Budget Preparation Calendar (see attachments).
- ❖ During the month of August, staff begins the budget process and submits the first budget draft to the City Treasurer by the first week in September.
- ❖ The City Treasurer reviews the budget information and makes minor corrections and/or requires each Department Director to check and/or adjust the information if needed.
- ❖ The City Treasurer and City Administrator meet to review all department requests and make minor adjustments/modifications with the goal of providing a balance budget to the Mayor.
- ❖ The Mayor, City Treasurer and City Administrator meet to review all department budget requests.
- ❖ The Mayor submits a balance budget to the Council for consideration. The budget information also addresses the Council's wish list items with a recommendation of funding options.
- ❖ Council holds study sessions during the months of October and November in order to change, modify and/or approve the proposed budget.

2022 Budget Calendar – Cities and Towns

The annual budget preparation procedures and deadlines for cities are found in [chapter 35A.33 RCW](#) (code cities) and [chapter 35.33 RCW](#) (all other cities and towns except Seattle) and outlined below. For cities that budget on a biennial basis, the current biennium is 2021-2022, which means they will be conducting the mid-biennium review and adjustment this year. (For more information, see our page on [Biennial Budgeting](#).)

Most of the pre-budget items listed below are recommendations only and are not required by statute. The rest of the items are based on statutory deadlines; cities and towns can take these steps earlier than listed or adopt different deadlines for some of these steps by ordinance or charter. We recommend that each city and town develop a timeline that best meets its needs, ensures compliance with the statutes, and provides sufficient time to prepare this vital financial plan.

For examples of budget preparation calendars adopted by cities and towns, see our webpage [2022 Budget Calendar for Cities and Towns](#). For a detailed explanation of the budget requirements, as well as some helpful practice tips, see our webpage [Budget Preparation Procedures for Cities and Towns](#).

March— August	<p>Pre-Budget Items</p> <ul style="list-style-type: none"> Council retreat. Update and/or adopt financial policies. Public hearings for capital facility plan updates. Public forums or community outreach (ex: community priorities). Mayor/Manager communicates budget objectives to staff.
September	<p>Sept 13 Budget request to all department heads.</p> <p>Sept 13–26 Department heads prepare estimates of revenues and expenditures. Clerk prepares estimates for debt service and all other estimates.</p> <p>Sept 25 Implicit price deflator calculated (only applies to cities of 10,000+ population).</p> <p>Sept 27 Budget estimates from department heads filed with clerk.</p>
October	<p>Oct 1 Clerk provides estimates filed by department heads to Mayor/Manager showing complete financial program.</p> <p>Oct 4 Mayor/Manager provides Council with estimates of revenues from all sources including estimates prepared by clerk for consideration of setting property tax levy.</p> <p>Mid-October to Mid-November (suggested) Required public hearing on revenue sources including possible increases in property tax.</p>
November	<p>Nov 2 Mayor/Manager prepares preliminary budget and budget message. Files with clerk and council.</p> <p>Nov 1–18 Publication notice of preliminary budget and final hearing.</p> <p>Nov 1–25 Public hearing(s) on preliminary budget. Public hearing on revenue sources for levy setting.</p> <p>Nov 20 Copies of budget available to public</p> <p>Nov 30 Property tax levies set by ordinance and filed with the County.</p>
December	<p>Dec 6 Final budget hearing.</p> <p>Dec 31 Budget adoption.</p>

2022 Budget Preparation Calendar

Steps in Budget Preparation	Date - 2021	Statutorily Required
Distribution of 2022 budget worksheets to Department Heads to prepare estimates of revenue and expenditures for 2022.	Aug 11	NLT 2nd Monday in September
Estimates are to be filed with the City Treasurer	Sep 7	NLT 4th Monday in September
Proposed department budgets reviewed with the City Administrator and City Treasurer for modification, revision or additions.	Sep 13 thru Sep 17	NLT the first bus. day in October
City Administrator and City Treasurer review budget estimates with Mayor.	by Sep 17	
The Mayor files preliminary budget with the City Clerk. Copies of the Budget Summary to City Council members.	Sep 22	NLT 1st Monday in October
City Administrator, City Treasurer and Department Heads hold final review of budget estimates.	Sep 27 thru Oct 1	
City Council holds a public hearing on revenue sources for coming year's current expense budget, including consideration of possible increases in property tax revenues	Oct 12	Before council votes on property tax levy
Mayor/City Administrator prepares and forwards the preliminary budget and budget message to the City Clerk	Oct 26	At least 60 days before the ensuing fiscal year.
City Clerk publishes notice of filing of preliminary budget and publishes notice of public hearing on it once a week for two consecutive weeks	Nov 3 Nov 10	Published during the first two weeks in November.
City Council adopts W/S/G/I rates for 1/1/2022 billing	Nov 9	
City Council sets tax levies for coming year Due to Yakima County on or before Nov 20th	Nov 9	NLT Nov. 30th
City Council holds study sessions on the budget or parts of the budget with the City Administrator and department heads. Study sessions = "hearings"	Oct 4, 11 & 18 Oct 25 & Nov 1	Prior to the final hearing
Copies of the preliminary budget are made available to citizens upon request	Nov 12	NLT six weeks before January 1
Final public hearing on proposed budget	Nov 23	NLT 1st Monday of December
Adoption of budget for next fiscal year. Following final hearing.	Dec 14	NLT 12/31/21

After adoption, send copies to the State Auditor's Office and Municipal Research