

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
SPECIAL MEETING AGENDA
TUESDAY, JUNE 14, 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 SPECIAL MEETING – 5:30 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. Business Survey Results – BERK Consulting 1-24
 - B. Wine Country Road and McCreddie Road Roundabout Update - Stephen Hazzard, PE with HLA Engineering 25-39
 - C. Resolution authorizing the Mayor to sign the 2022 Yakima County Technology Services Interlocal Agreement 40-49
 - D. Ordinance amending the 2022 Annual Budget 50-55
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

The City of Grandview Special Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, June 14 2022 at 5:30 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/86095128083?pwd=OTJXWXMvbmNlMDdjZDBDYzh5S2Ftdz09>

Meeting ID: 860 9512 8083

Passcode: 499751

To join via phone: +1 253 215 8782 US

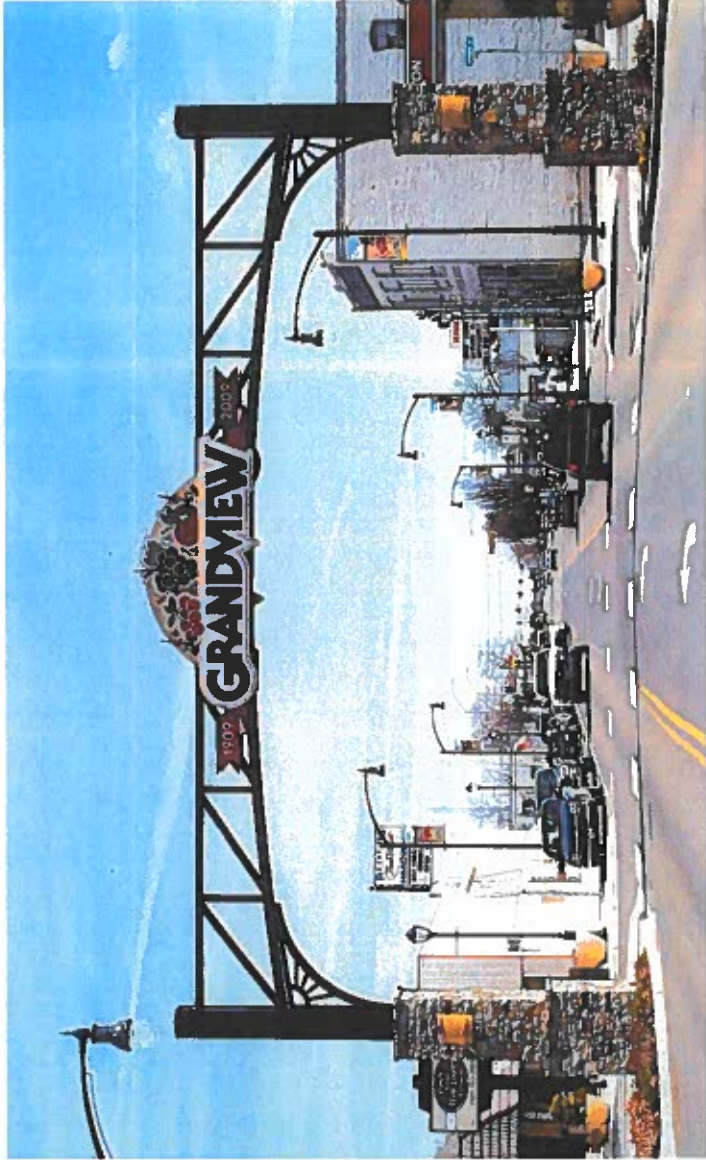
Meeting ID: 860 9512 8083

Passcode: 499751

Grandview COVID-19 Business Survey

Findings
June 14, 2022

Presented by
Dawn Couch, BERK Consulting
John Todoroff, BERK Consulting



Purpose

- Gather small business information and stakeholder input to support the development of ARPA grant proposals to fund improvements to the Grandview community's economy and quality of life.
- Improve understanding of the impacts of COVID-19 on businesses in Grandview:
 - Topics include staffing and recruiting challenges, financial resources, and Grandview's economic development and public spaces.
- Identify priorities for City actions:
 - Business support
 - Economic development
 - Downtown improvements
 - COVID-19 recovery



Grandview City Council wants to hear how the COVID-19 pandemic has impacted your business and what resources are most needed to help your business recover, as well as what your priorities are for the City's investments in economic development and recovery. This survey should take about six minutes.

El Concejo Municipal de Grandview quiere escuchar cómo la pandemia de COVID-19 ha impactado su negocio y qué recursos son los más necesarios para ayudar a su negocio a recuperarse, así como cuáles son sus prioridades para las inversiones de la Ciudad en desarrollo económico y recuperación. Esta encuesta debería durar unos seis minutos.

Thanks for responding to the survey!
Please return within 3 days of receiving it to:
City of Grandview
207W Second Street
Grandview, WA 98930
Or take the survey online at:
www.surveymonkey.com/tr/GrandviewBusinessSurvey

¡Gracias por responder a la encuesta!
Por favor devuélvala dentro de los 3 días de haberla recibido a:
City of Grandview
207W Second Street
Grandview, WA 98930
O complete la encuesta en línea en:
www.surveymonkey.com/tr/GrandviewEncuestaEmpresarial



Online and Paper Survey in English and Spanish

55 business survey responses

- City Council members recruited business participation, focusing on private businesses in the downtown area.
- Responses were gathered between April 18 and May 4, 2022.
- The survey included 16 questions in multiple choice format, with options to provide open-ended responses.

27 downtown business interviews

- An interviewer contacted representatives of downtown businesses to respond to the survey and gather additional input on improving their storefronts or buildings.
- The interviews included four additional open-ended questions.

Grandview COVID-19 Business Impact Survey

About your business

1. What is your business name?

2. Who is completing this survey?

Name:
Role:

3. What industry is your business in? Select best fit.

Employment

4. How many employees does your business employ?

Full Time Year-Round
Full Time Seasonal Summer
Full Time Seasonal Winter
Part Time Year-Round
Part Time Seasonal Summer
Part Time Seasonal Winter

5. How many open positions does your business currently have?

Seasonal or part-time
Entry level
Mid-level
Senior-level

Participating Businesses

Q: What is your business name?

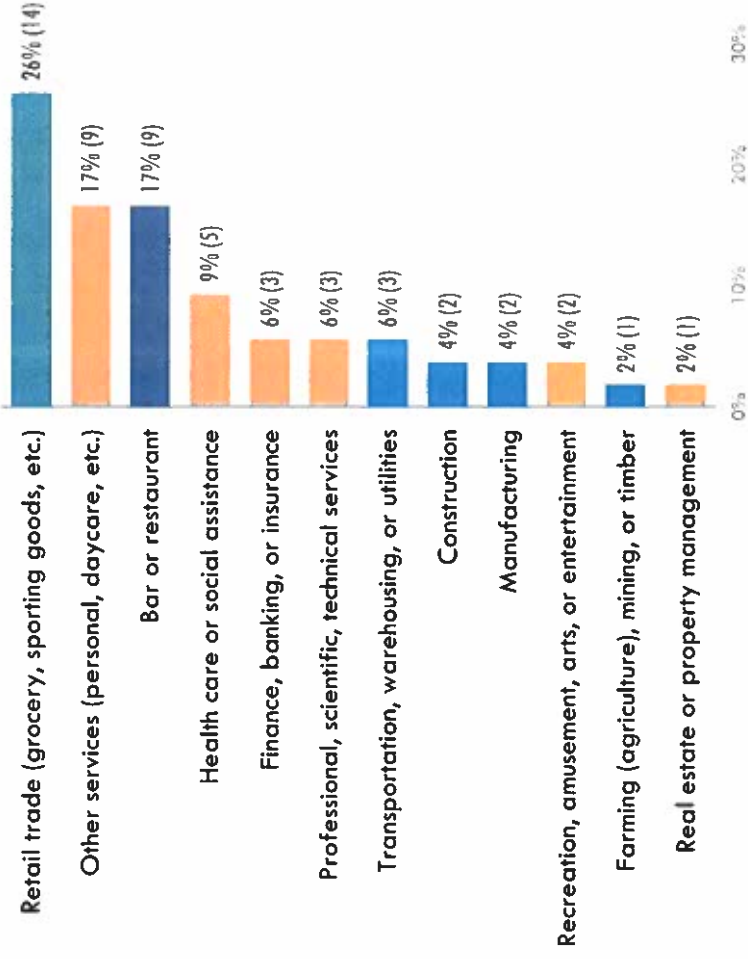
Martha's Kut-N-Kurl	Happy Watermelon	Westside Family Dental
Grandview Auto Electric	The Dance Factory	Herbs Bar and Grill
Imagine Educational Toys & Gift Shop	ABC Daycare	Mid Valley Counseling
J's Sweet Shack	Thomas Telecom	Sam's Cycle Service
Gwen's Health and Beauty	Panaderia Y Antojitos Mexicano Rodriguez	Modas y Curiosidades Alex
Scratch Bakery	Grandview Physical Therapy	Parejas Cellars
Tortilleria La Milpa	Yolanda Beauty Salon	Horace Mann Insurance
Finishing Touch Barbershop	American Tartaric Products Inc. (ATP)	Newhong Kong Restaurant
Hierveria La Esperanza	Sleep Shop Furniture	Boboth Vision Clinic
Easy Tax Group LLC	United Tae-Kwon Do	Stegeman Electric
Casa Tequila	Ace Auto Sales LLC	Beauty Fashion
GoodFellas Barbershop	The Orchards at Grandview	Roberta Cain Tax Service
Beauty on the Block	Eli & Kathy's	OBRI
Delisias La Mexicana	Real Estate Holly Castle	Lower Valley Brokers
New Reflections	Karen's Floral LLC	Pleasant Ridge Construction LLC
Antojos Al Gustito LLC	R H Smith Distribution	Mercadito La Plazita
Dulcenea	Grandview Ladders LLC	Dionbilt Mgn
Carniceria Coalcoman	Valley Family Dentistry	ABC Preschool and Daycare, Inc



Industry Category

- The most common industry represented was **Retail trade (26%)**, including grocery, furniture, floral, sporting goods and other stores.
- **Food service establishments** represent **17%** of respondents.
- **Public-focused services** represent **42%** of the business respondents.
- The remaining business **(15%)** represent **business to business services** including construction, manufacturing, farming, and transportation, warehousing, or utilities.

Number of Businesses by Industry



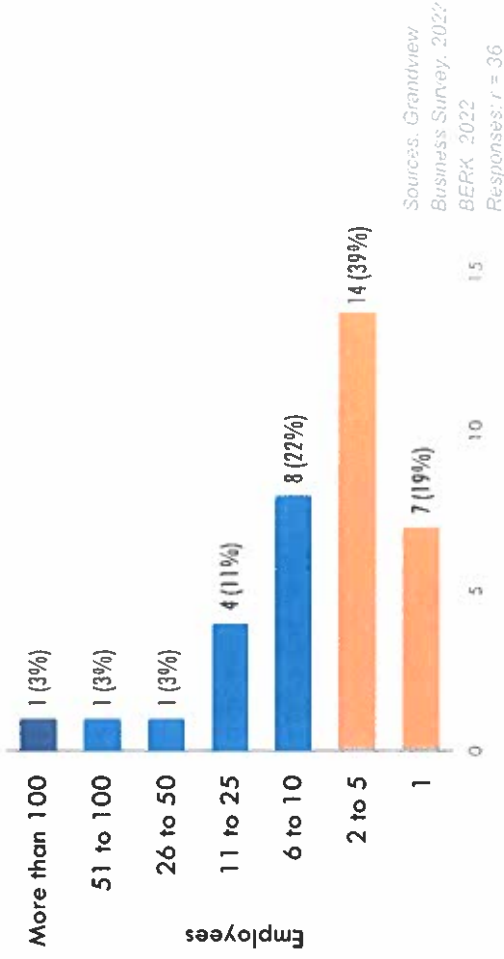
Sources: Grantview Business Survey, 2022. BERK, 2022
Responses: n = 54



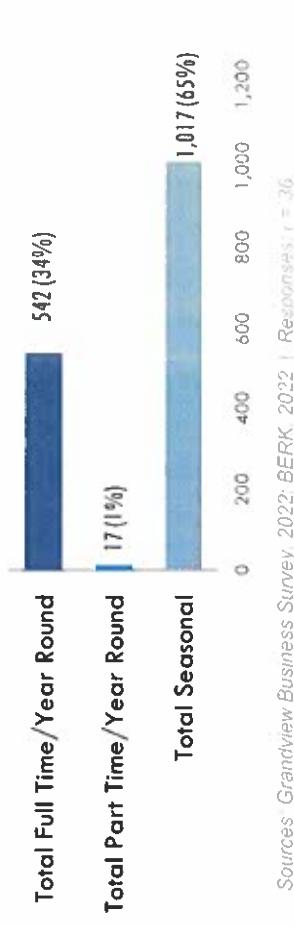
Employees

- Business respondents are primarily small businesses (or micro-businesses). More than half (**58%**) have **5 or fewer employees**.
- The **largest business responding** is in the agricultural industry and reported 1,300 employees including 300 year-round / full time employees.
- Across all respondents, there were **542 full time employees, 17 part time employees**, and **1,017 seasonal employees**. The seasonal employees were dominated by a single firm in the agricultural industry.

Number of Businesses by Employee Count

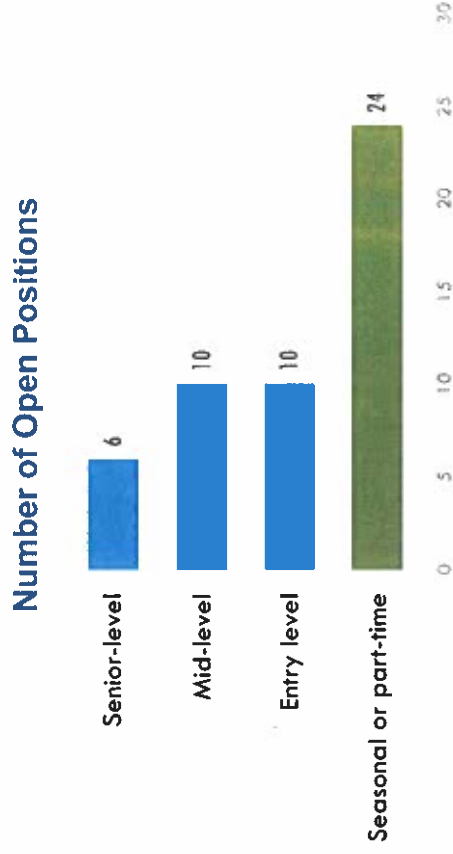


Number of People Employed



Open Positions

- **20** businesses reported they currently have at least one open position.
- Of the fifty (50) open positions, about half (**24**) are **seasonal or part-time**.
- The remainder are spread across senior-level, mid-level, and entry level positions.



Sources: Grandview Business Survey 2022, BERK 2022
Responses: 1 = 20

Open Positions (cont.)

- Open positions are spread across many industries, with the greatest vacancies reported in Farming (12) and Services (14).
- About half the open positions (24) are for seasonal or part-time work, though there are vacancies across the employment classes.

Number of Open Positions by Type and Industry

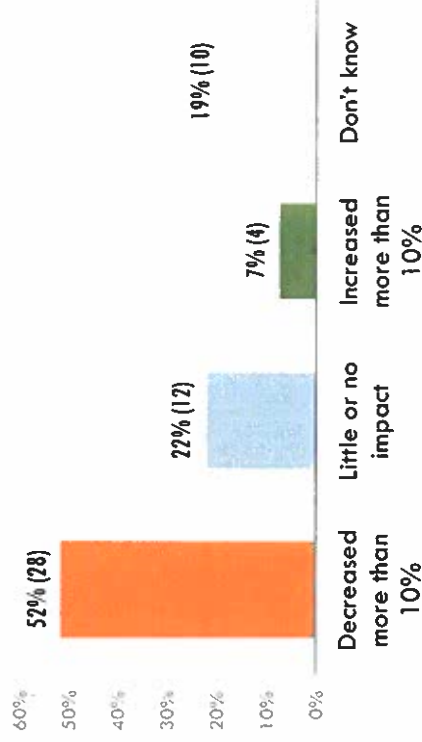
	Seasonal or Part-time			Entry Level			Mid Level			Senior Level			Total
	Part-time	Seasonal	Part-time	Level	Level	Level	Level	Level	Level	Level	Level		
Retail trade (grocery, sporting goods, etc.)	5			3									5
Other services (personal, daycare, etc.)	5			3			3			3			14
Bar or restaurant	3			2						1			6
Health care or social assistance				3					1				4
Finance, banking, or insurance	1						3						4
Professional, scientific, technical services				1						1			2
Transportation, warehousing, or utilities										1			1
Construction										1			1
Manufacturing										1			1
Farming (agriculture), mining, or timber	10			1			1			1			12
	24			10			10			6			50

Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: n = 20

COVID Pandemic Impacts

- The COVID-19 pandemic has negatively impacted many of Grandview's businesses.
- About half of businesses (**52%**) report a **decrease in business revenues** of greater than 10%, with an additional 19% being unsure.

How has COVID-19 impacted your business revenues?

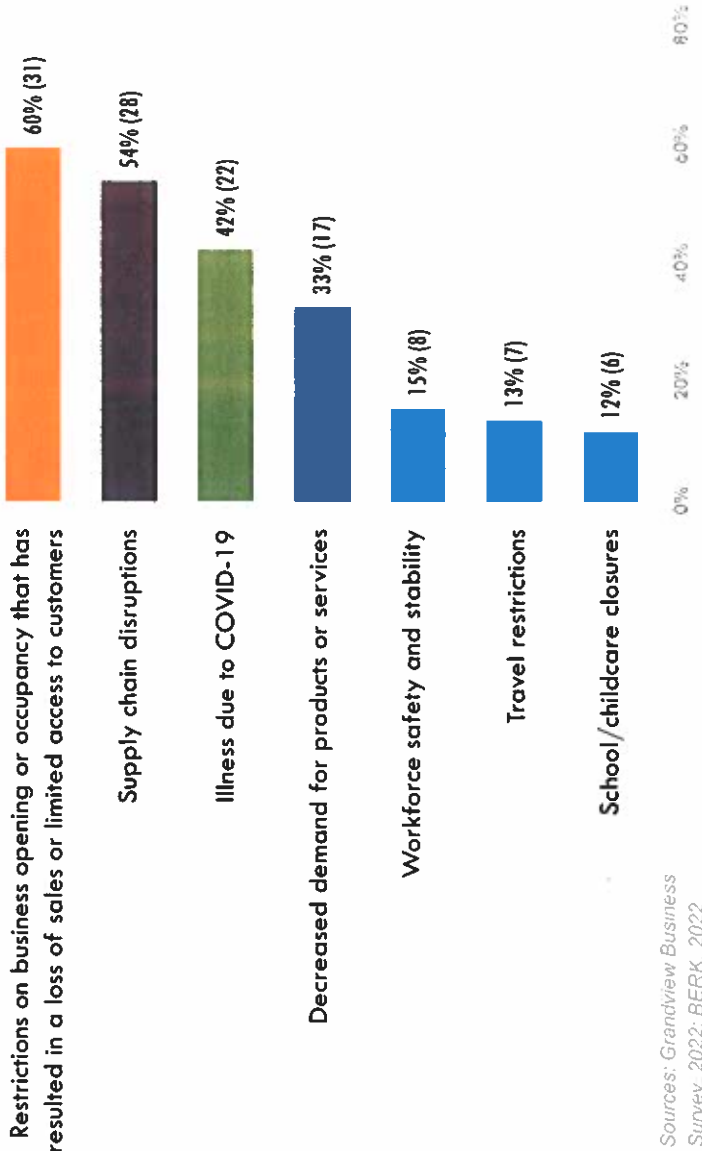


Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: n = 54

Factors Most Impactful to Businesses

- More than half of businesses (60%) report that **operational restrictions** due to COVID-19 had impacts on their business.
- Additionally, **supply chain** disruptions impacted 54% of businesses. Open response cite the increased cost of materials and supplies.
- More than a third (42%) report **illness due to COVID-19** and (33%) **decreased demand** as factors.

Which COVID-19 factors have impacted your business the most?
Choose up to four.



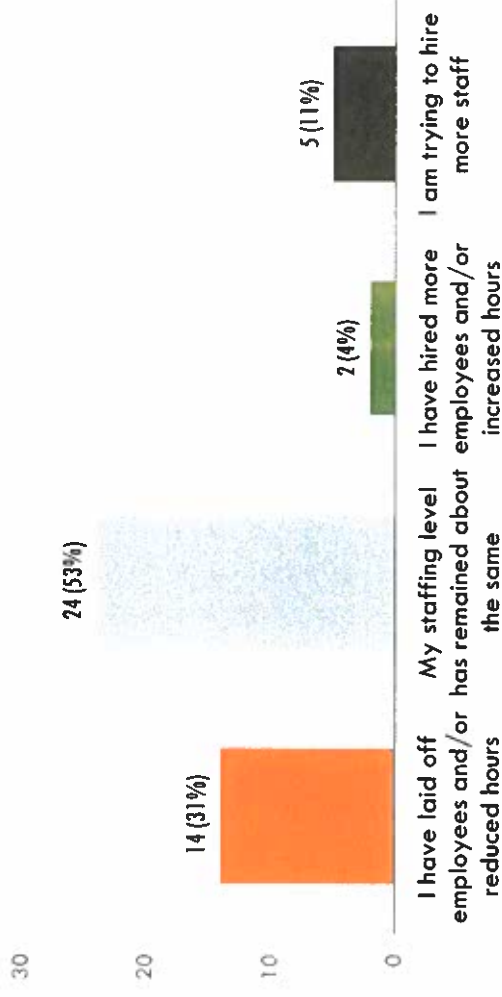
Sources: Grandview Business Survey 2022; BERK, 2022
Responses: n = 52



Staffing Needs

How have staffing needs changed since the beginning of COVID-19?

- Staffing needs have remained about the same for 53% of businesses.
- About a third (31%) had to **reduce their staffing** since the beginning of COVID-19.
- A couple of businesses (4%) have **increased their staffing**, though another 11% report **difficulty in finding employees**.
- Open-ended responses note a reduction in sales and reliance on family members for employees.



Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: $n = 45$

Staffing Impacts of COVID-19

- Employers have had more difficulty retaining and hiring employees since the pandemic, with **54%** of respondents saying it has been **much more difficult** and **10%** saying it has been **somewhat more difficult**.
- Only **4%** say it has been **somewhat easier**.
- Open responses note decreased sales and decreased profits making hiring challenging.

Since the pandemic started, how difficult has it been for your business to retain employees or hire new ones?



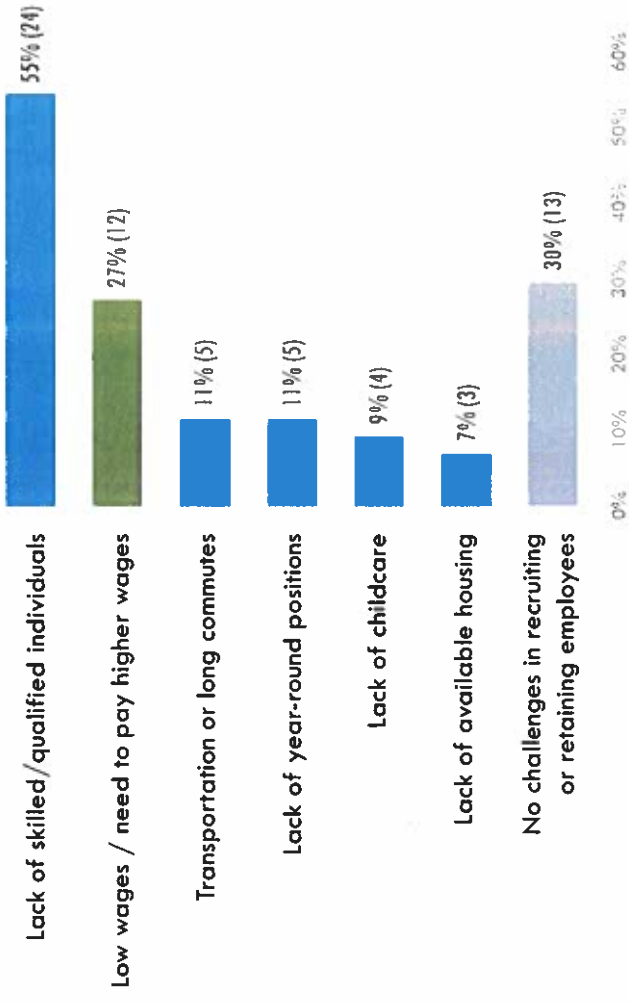
Sources: Grandview Business Survey 2022; BERK 2022
Responses: $n = 48$



Challenges in Recruiting and Retaining Employees

- Half of employers (55%) report lack of skilled or qualified workforce to be the primary challenge in recruiting and retaining employees.
- About a third (30%) report no challenges in recruiting or retaining employees.
- Reflecting the decreased revenues and constrained profits described above, 27% report inability to pay high enough wages to attract employees.

What are the primary challenges in recruiting and retaining employees? Choose up to four.

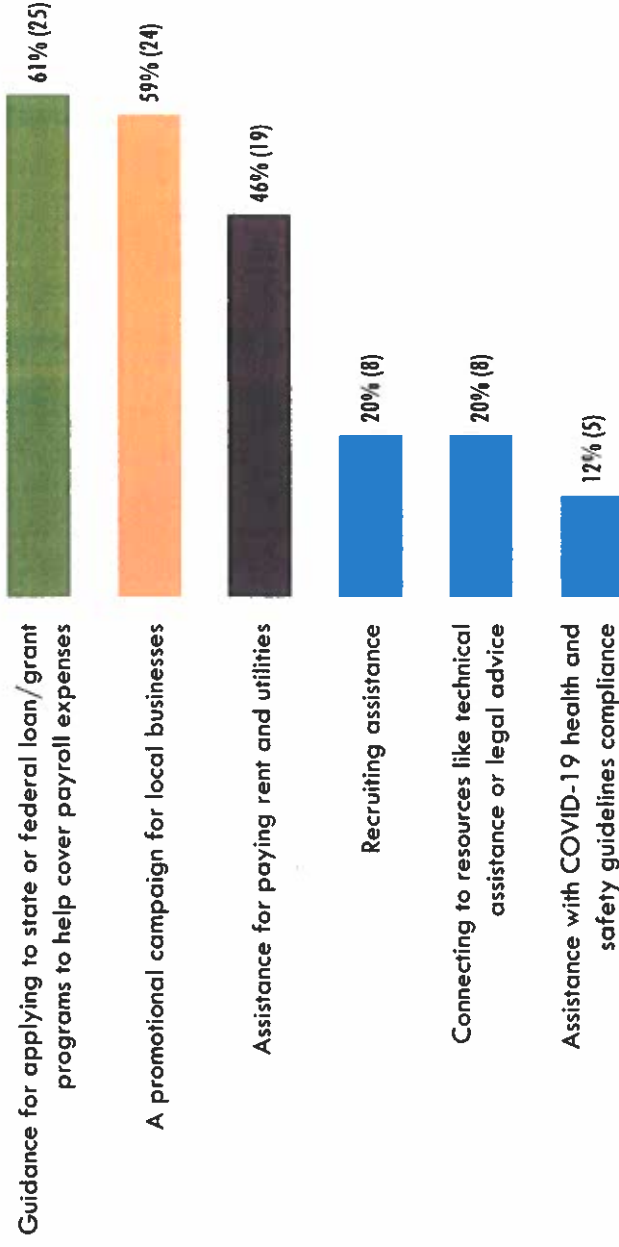


Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: $n = 50$

Business Support Needs for Getting Back to Normal

- More than half of businesses (61%) said **guidance for applying for grants to cover payroll expenses** would be helpful.
- Another **46%** said financial **assistance to pay rent and utilities** would be helpful.
- More than half of business **59%** said **local business promotions** would help get them back to normal.

What would help you to get your business back to normal before COVID-19? Select all that apply.



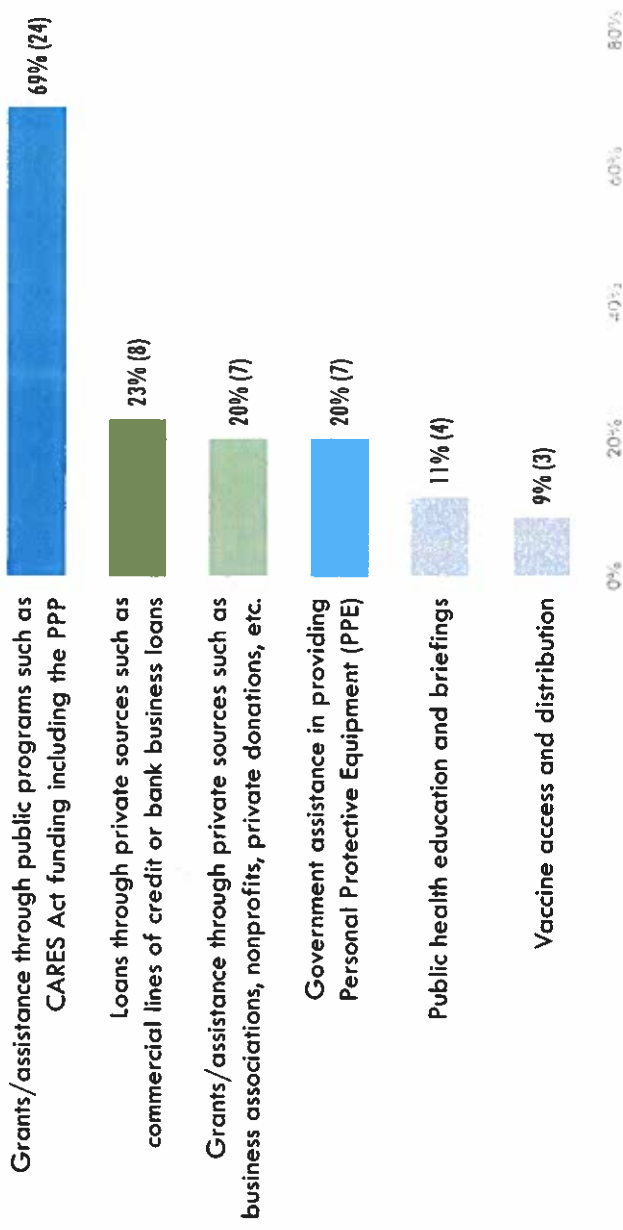
Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: n = 41

0% 10% 20% 30% 40% 50% 60% 70%

Use of Available Resources

Has your business used any of the following resources during the pandemic? *Select all that apply.*

- Public assistance programs like CARES Act or Paycheck Protection Program are resources that have been used by two-thirds (69%) of businesses. 20% have used government programs for Personal Protective Equipment
- Businesses have also received funding from private loans (23%) and other private sources (20%).

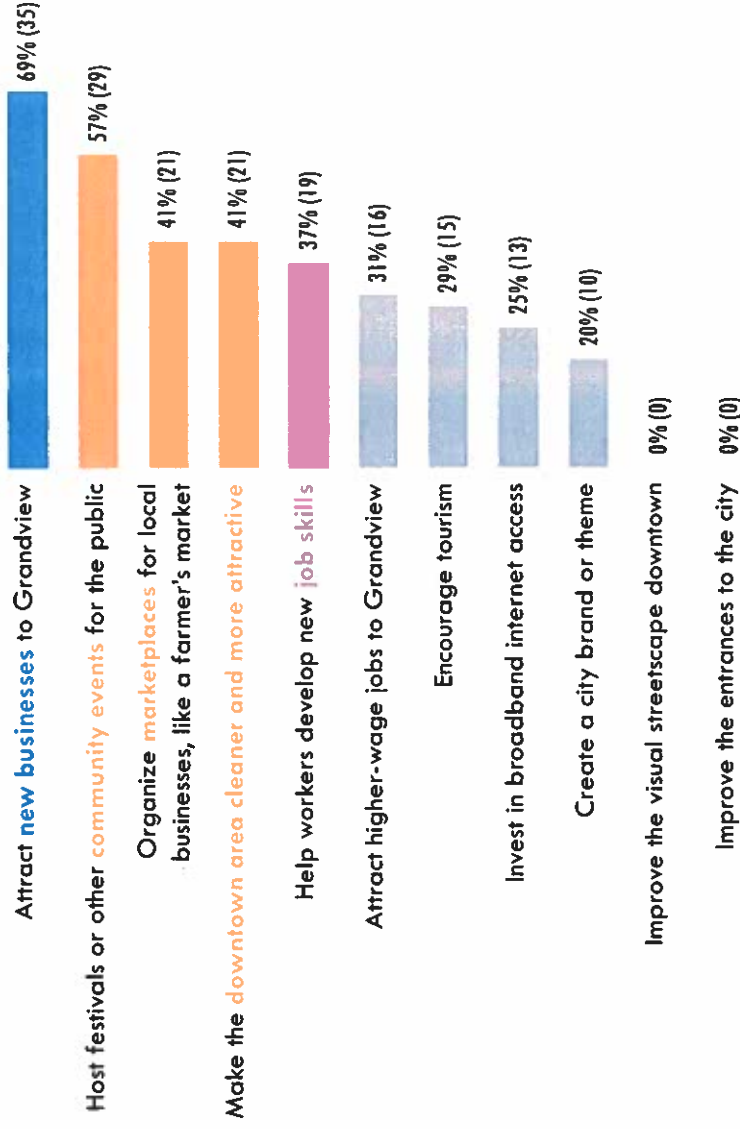


Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: $n = 35$

Economic Development

- **Attracting new businesses** was chosen as the most important way the City can improve the economy (**67%** of respondents).
- Respondents also prioritize investments in public spaces and community events, such as **festivals (57%), a farmer's market (41%), or beautifying downtown (41%)**.
- A third of respondents (**37%**) say **workforce development** is important.

In your opinion, what are the most important things the City can do to improve the economy in Grandview? Choose up to four.



Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: n = 52

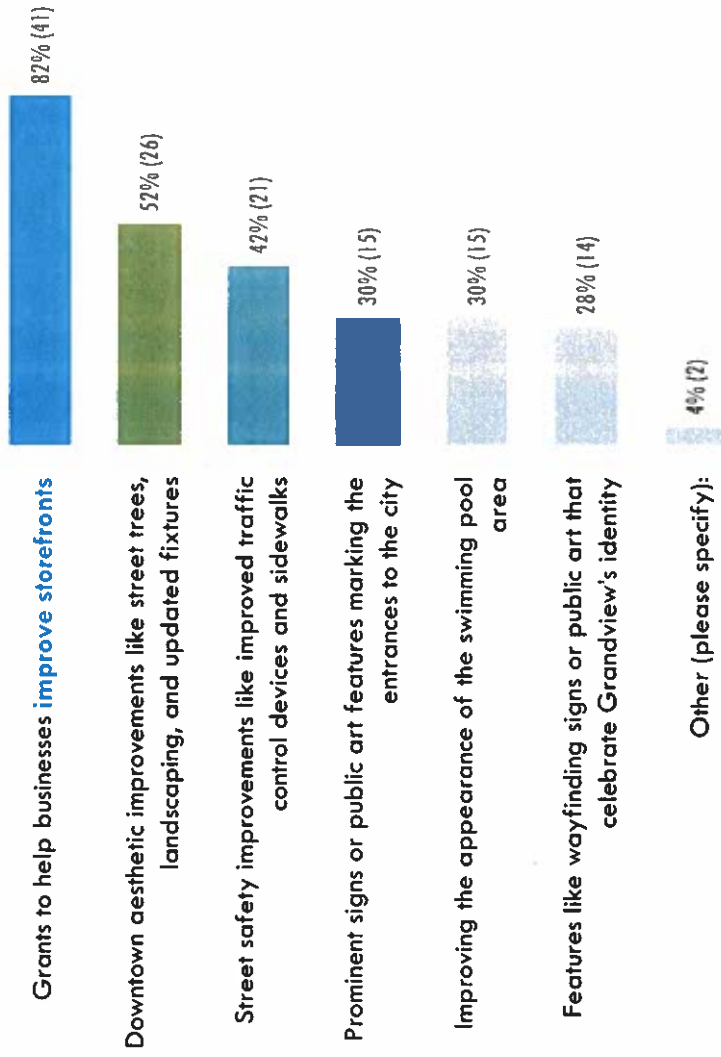
0% 20% 40% 60% 80%
GRANDVIEW BUSINESS SURVEY RESULTS • REVIEW DRAFT • JUNE 14, 2022 16



Public Spaces

- Businesses say grants for **improving storefronts** would bring the most benefit to the community (82%).
- **Aesthetic improvements** to the downtown streetscape (52%) and **street safety improvements** (42%) were also chosen as most beneficial City investments.
- More than a quarter felt wayfinding, art, and signage would bring the most benefit.
- One open response suggested public restrooms.

In your opinion, what investments in the City’s public spaces would bring the most benefit to the community? Select all that apply.



Sources: Grandview Business Survey 2022; BERK 2022
 Responses: n = 51

0% 20% 40% 60% 80% 100%

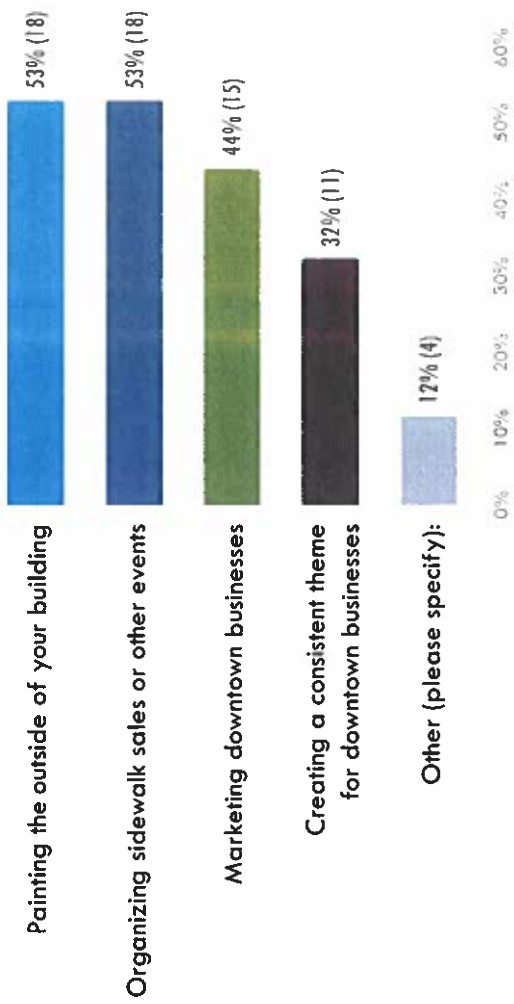


Interest in Contributing to Downtown Programs

For the most part there is interest in contributing to efforts to improve downtown.

- More than half of respondents are interested in **improvements to the exterior of their buildings (53%)**, and a similar percentage would **contribute to events (53%)**.
- **44%** are interested in **supporting marketing of downtown businesses**.
- **32%** are interested in **creating a theme for downtown**.

Which of the following programs to help downtown would you be interested in participating or volunteering in? Select all that apply.



Sources: Grandview Business Survey, 2022; BERK, 2022 | Responses: n = 34



Downtown Businesses' Support for Storefront Improvements

- 27 representatives of downtown businesses participated in supplemental interviews about improving their storefronts and buildings.
- Downtown businesses are nearly unanimous (93%) in their interest in improving the appearance of their storefronts.
- A similarly high portion (95%) of downtown businesses would be willing to paint their storefront to match a consistent theme for downtown.

Are you interested in improving the appearance of your store front?



Sources: Interviews with downtown businesses, 2022; BERK, 2022
Responses: $n = 27$

Are you willing to paint your store front a color that would be like other buildings downtown using a consistent theme or set of colors?



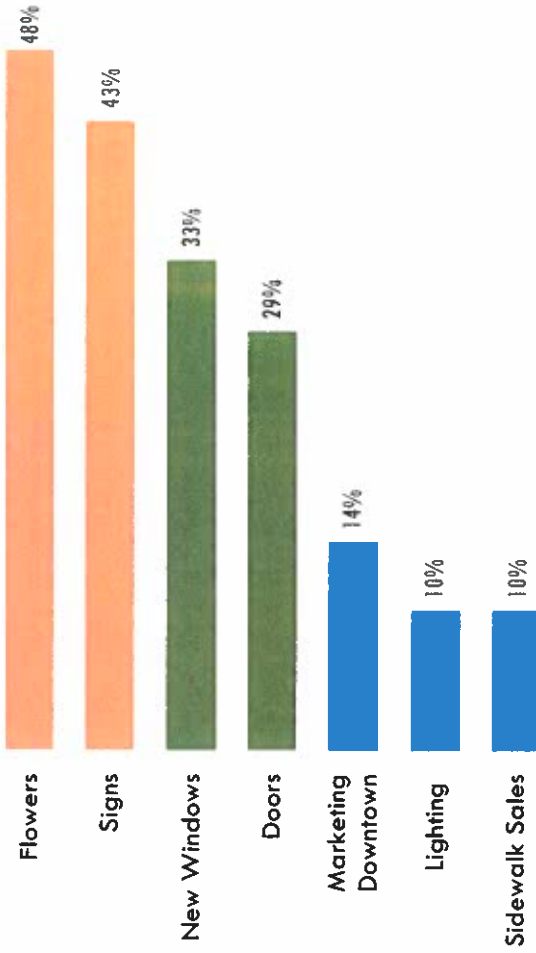
Sources: Interviews with downtown businesses, 2022; BERK, 2022
Responses: $n = 19$



Downtown Businesses' Support for Storefront Improvements

- Downtown businesses show strong interest in **decorating their buildings with flowers (48%)** and **signs (43%)**.
- They are also interested in **upgrading their buildings' windows (33%)** and **doors (29%)**.

What other improvements to your building do you need or suggest?



Sources: Interviews with downtown businesses, 2022; BERK, 2023.
Responses: *n* = 21



Help for Downtown Businesses

- 24 businesses answered the question “Tell us more about what you think would help downtown businesses.”
- Economic development investments were the most common responses including:
 - › Investment in buildings/storefront improvements
 - › Parking
 - › Small business support
 - › Grants
- The remainder of the suggestions focused on ways to make downtown more active and vibrant, including:
 - › Greater variety of businesses, services, restaurants
 - › Encourage tourism
 - › Community events
 - › Advertising
 - › Streetscape maintenance
 - › Increase service hours
 - › Farmers markets

Renovate old looking buildings, more lights, and add more parking spaces

Encourage more tourism would be great, or making farmers markets where we could also advertise. We are here to help as well.

I think the City of Grandview spends too much time focusing on bringing new bigger business and forget to focus on the small business already bring people to this town. Can't forget about us.

I am always willing to support and develop future events

Sources: Grandview Business Survey, 2022; BERK, 2022
Responses: n = 24



Help for Downtown Businesses

Q: Tell us more about what you think would help downtown businesses:

- › We took the long path long ago- "Bedroom Community" was the goal decades ago. Whose idea was it to sell the iconic train station? I honestly don't have an answer. I've been here since birth (1959) and Grandview was something back in the 60's-70's, with a theater, bowling alley, train station, several "soda jerk" stations in town. Maybe we should have kept a 50's-60's look to the town.
- › buildings that are vacant, have owners update them
- › Even if a building is unoccupied the windows need to be cleaned and looking presentable. Too many storefronts looking dingy.
- › La apanencia es muy importante, para los cliente y las personas en general el que se invierta en grandview ayudana atraer mas personas de otros lugares. Para ayudar la economia de la ciudad.
- › I think it would help if we started to improve the outside of each business here in Grandview.
- › A good cleaning, and some paint!
- › Renovate old looking buildings, more lights, and add more parking spaces
- › More parking lots
- › Open city hall, open government meetings, be aware and provide parking areas close to businesses, keep sidewalks clean and trees pruned back so signs are seen, take arch down since it is a traffic hazard, don't close us down, -unjust- put people's rights before untested safety.
- › Improving the control of parking by employees and others all day on the streets with active businesses including Third St. I know staffing is an issue right now, but I would like the officers to make more friendly contact with business owners. More personal contact improves relationships and that can only help everyone stay safer in the long run.
- › Get rid of the big box stores. Giant corporations have crushed the small business owners.

Help for Downtown Businesses

Q: Tell us more about what you think would help downtown businesses:

- > I think the city of Grandview spends too much time focusing on bringing new bigger business and forget to focus on the small business already bring people to this town. Can't forget about us.
- > People hardly go downtown. Our small business is out of downtown and is just as important/vital to economy as any business directly in the downtown area.
- > Events like Grandview Days
- > mas eventos en el centro de pueblo
- > Bring in more variety of restaurants
- > support the businesses through some grants and do more business activities
- > Help support advertisements, more info regarding grants
- > Making tourism more attractive
- > Higher quality tenants, increased presence of businesses that support community growth and development, ie accounts, professionals offices, etc.
- > I am always willing to support and develop future events
- > Encourage more tourism would be great, or making farmers markets where we could also advertise. We are here to help as well.
- > There are new and old businesses, but they don't have regular hours and are closed when they are supposed to be open. Too many only speak Spanish, and so I can't stop and shop there. The banks don't open their lobby very often. Lots of empty buildings!
- > The city needs to stay out of people's businesses. Stop issuing permits to BLM protestors. Furnish water sewer and police protection. That's it. We don't need skate parks or play ground equipment unless you're going to keep it clean, needle free, and clean bathrooms.

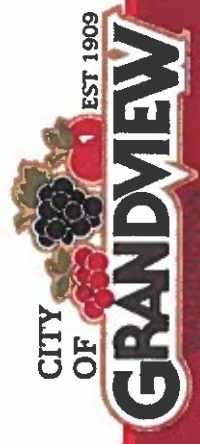


Thank you!



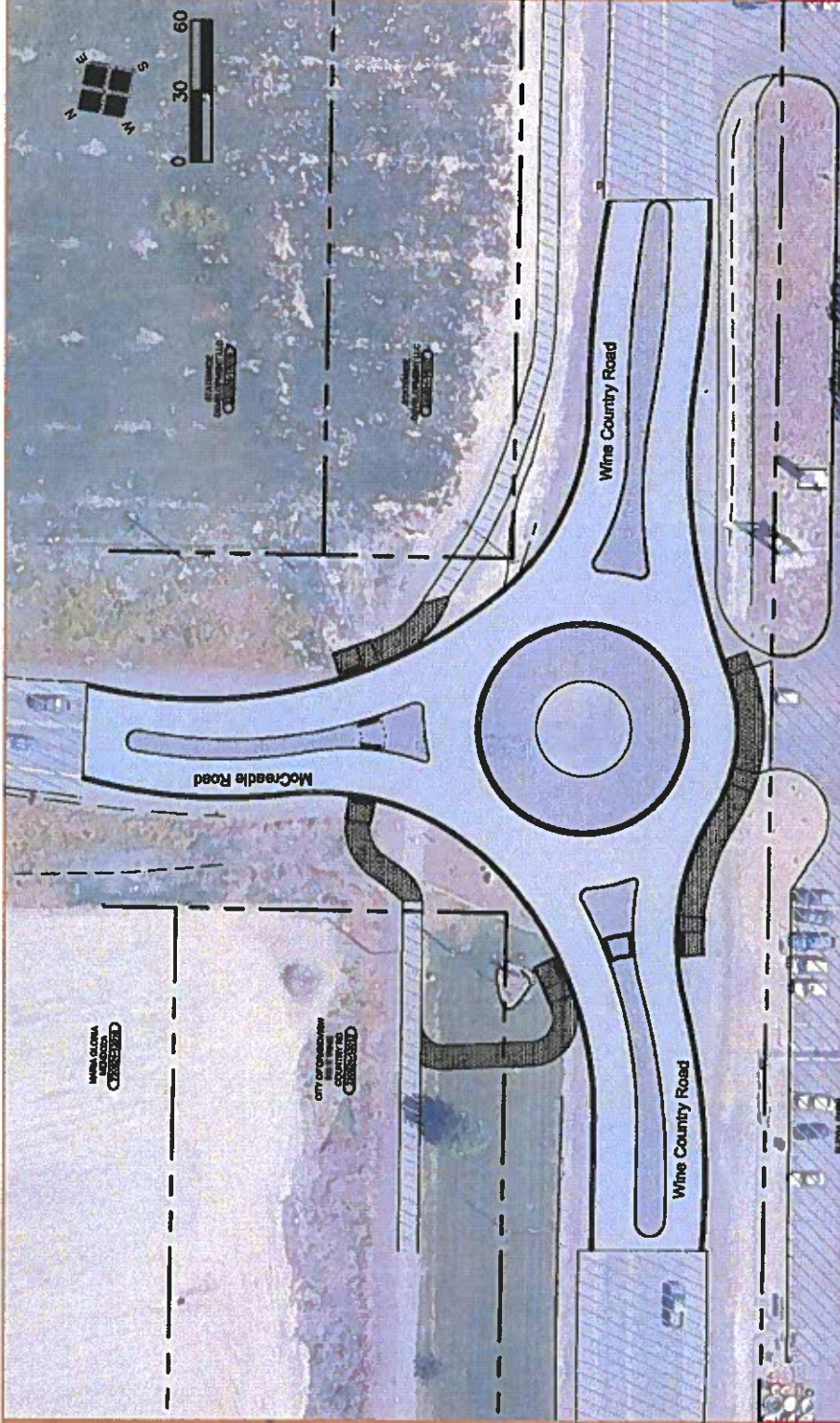
Wine Country Road and McCreadie Roundabout

JUNE 2022 UPDATE

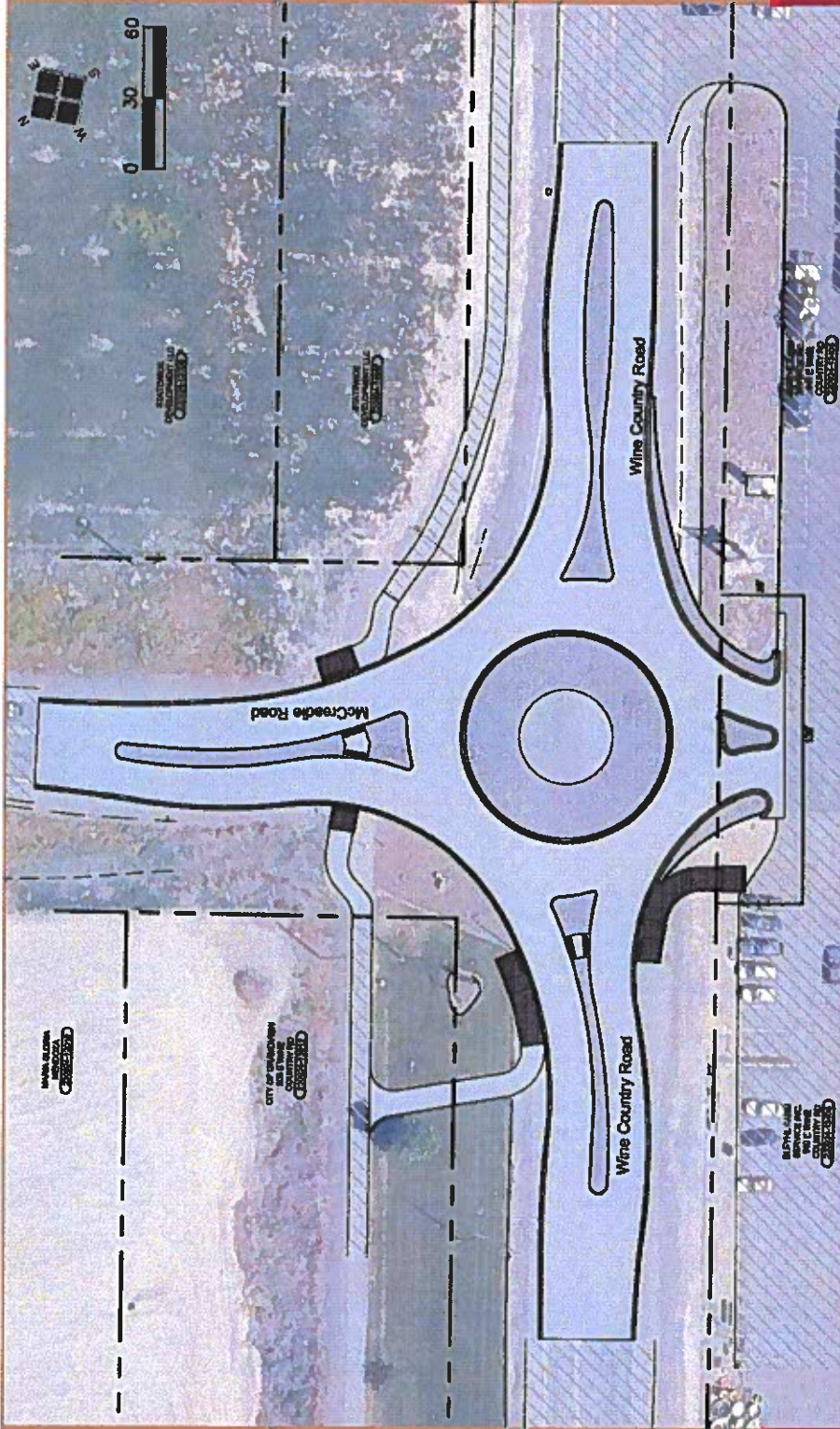


Roundabout Layout





Layout presented at the March 8th Council Meeting



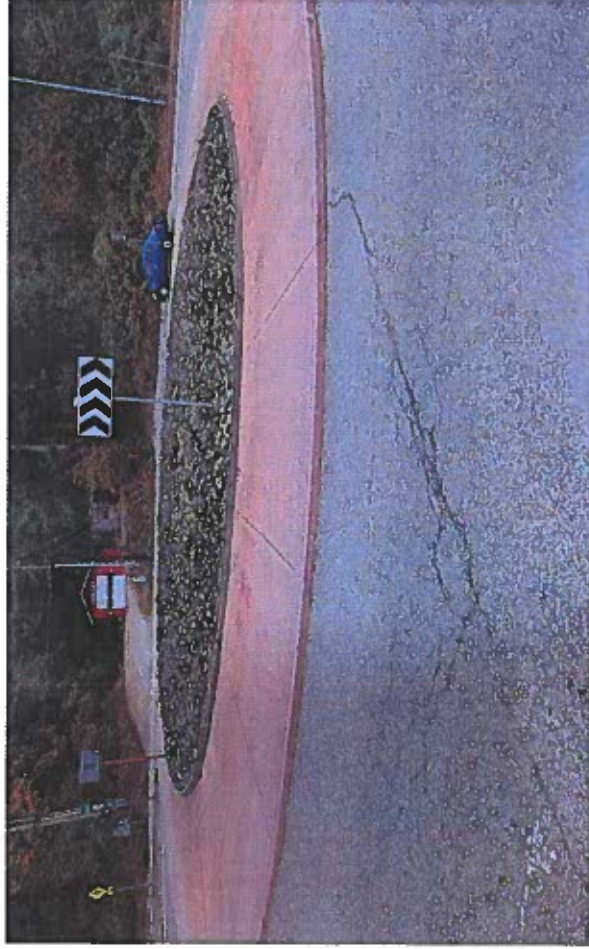
Roundabout Center Island Treatments and Landscaping





Landscaping/Treatment Example

\$5,000



MT. VERNON, WA (SR 9)

ROCK MULCH

Landscaping/Treatment Examples \$20,000 to \$50,000



KENNEWICK, WA (US 395 AND WA 240)

ROCK MULCH AND NATIVE LANDSCAPE



KENNEWICK, WA (CLEARWATER)

ROCK MULCH AND DONATED SCULPTURES

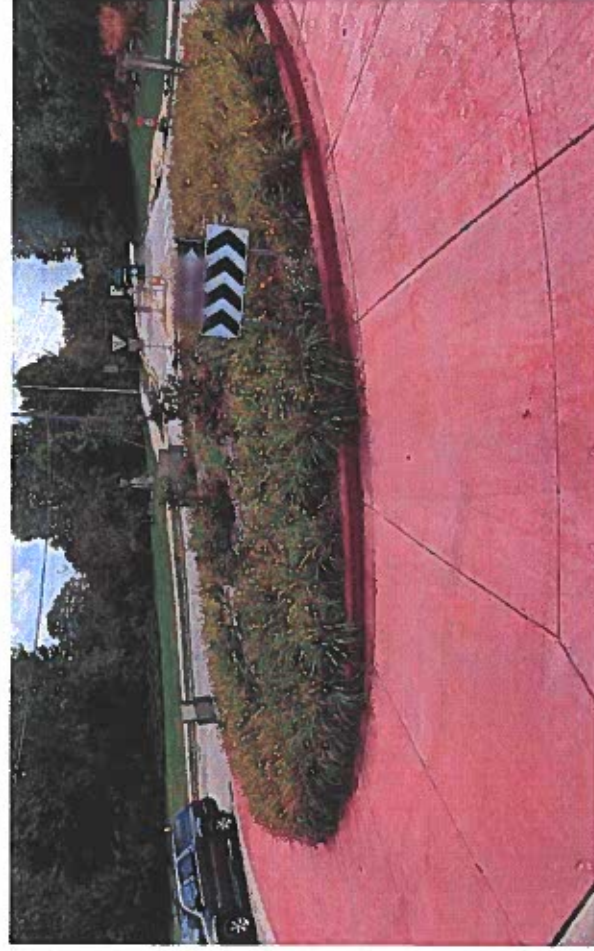
Landscaping/Treatment Examples

\$50,000



BEND, OR

WALL AND NATIVE LANDSCAPE



BROOKFIELD, WI

MULCH, IRRIGATION, AND SMALL PLANTS

Landscaping/Treatment Examples

\$60,000



RICHLAND, WA (QUEENSGATE DR/I-182)
LANDSCAPE CURB, ROCK MULCH, AND SCULPTURES



RICHLAND, WA (QUEESGATE DR/COLUMBIA PARK TR.)
LANDSCAPE CURB, ROCK MULCH, AND SCULPTURE

Landscaping/Treatment Examples

\$100,000



KENNEWICK, WA (COLUMBIA CENTER MALL)
IRRIGATION, MULCH, AND PLANTS



VANCOUVER, WA (136TH STREET)
IRRIGATION, MULCH, ROCK PILLARS, AND PLANTS

Landscaping/Treatment Examples

\$125,000



WASHOUGAL, WA (US 14)

CITY SIGN, ROCK MULCH, DECORATIVE CONCRETE, ROCK PILLARS, AND NATIVE PLANTS.



Landscaping/Treatment Examples

\$150,000

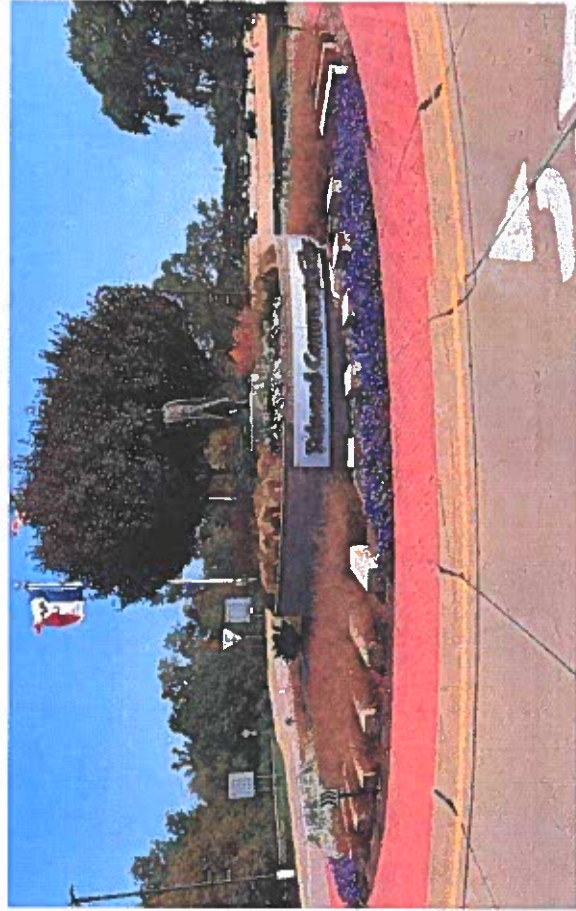


UNIVERSITY PLACE, WA (40TH STREET)

IRRIGATION, ROCK MULCH, BOULDERS, AND PLANTS

Landscaping/Treatment Examples

\$200,000



MARION, IA (KIRKWOOD COMMUNITY COLLEGE)

SIGN, IRRIGATION, MULCH, LIMESTONE BLOCKS, WALLS, PLANTS, FLAG POLES, AND DONATED SCULPTURE

Additional Treatment Features



Additional Treatment Features



BANNER POLES



HIGH MAST ILLUMINATION

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

ITEM TITLE

Resolution authorizing the Mayor to sign the 2022 Yakima County Technology Services Interlocal Agreement

AGENDA NO.: New Business 4 (C)

AGENDA DATE: June 14, 2022

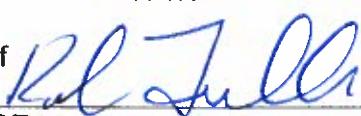
DEPARTMENT

Police Department

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR REVIEW

Kal Fuller, Police Chief



CITY ADMINISTRATOR

MAYOR



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

The Grandview Police Department contracts with Yakima County Technology Services to provide internet collections, mobile data terminal connections, and related support services. This contract represents a continuation of current services through 2023.

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 2022 Yakima County Technology Services Interlocal Agreement is the same as prior years. The basic rates remain the same as 2020.

ACTION PROPOSED

Move a resolution authorizing the Mayor to sign the 2022 Yakima County Technology Services Interlocal Agreement to a regular Council meeting for consideration.

RESOLUTION NO. 2022-_____

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN THE 2022 YAKIMA COUNTY
TECHNOLOGY SERVICES INTERLOCAL AGREEMENT**

WHEREAS, the City of Grandview and Yakima County Technology Services have previously entered into an Interlocal Agreement, and

WHEREAS, the Interlocal Agreement has or is about to expire, and

WHEREAS, the City of Grandview wishes to continue said Interlocal Agreement,

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

The Mayor is hereby authorized to enter into the 2022 Interlocal Agreement with Yakima County Technology Services 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 _____, 2022.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TECHNOLOGY



Yakima County Technology Services

Yakima County Technology Building
217 North 1st Street
Yakima, WA 98901

Phone: (509)574-2000 - FAX: (509)574-2001

Internet: www.co.yakima.wa.us

INTER-LOCAL AGREEMENT

Yakima County Technology Services
217 N First Street
Yakima, WA 98901

Agency	Grandview Police Department
Street Address	207 West Second Street
City, State, Zip	Grandview, WA 98930

1. Purpose

This Inter-Local Agreement Number, 2022-014 (ILA) is executed by Yakima County Technology Services (YCTS) and Grandview Police Department. This ILA sets forth the obligations of the parties with respect to YCTS' provision of business related technology services. Grandview Police Department will be referred to in this document as 'the Customer', and Yakima County will be referred to as 'the County'.

2. Term and Termination

The term of this ILA is effective upon the date of execution by both parties and shall remain in full force and effect through one year. Renewal will occur upon customer signing a new Inter-Local Agreement Attachment A: Service Locations and Costs form which the county will send out yearly. The attachment A renewal form will include any price changes.

This Agreement will not be in effect during any period of interruption to YCTS' processing capability which is caused by a disaster, as declared by the Director of YCTS.

3. Scope of Agreement

The scope of this agreement includes the Inter-Local Agreement and Attachment A: Services, Locations and Costs, Attachment B: Terms of Service, and Attachment C: Disclosure.

All information and data produced by and for the customer is the property of the customer who is solely responsible for its stewardship, retention and production, according to the applicable laws and statutes of the State of Washington. Data and information will be made available to the customer in an agreed to form suitable to migration, should this ILA be terminated.

4. Service Costs, Billing and Termination Liability

The customer agrees to pay YCTS all nonrecurring costs (purchase, configuration and installation) and recurring yearly costs, fees, and charges associated with the Services that are requested. The rates for the yearly charges for the 2022 fiscal year are listed in Attachment A.

YCTS will bill the customer: Annual Monthly Quarterly

for these services, with billing commencing on the date of acceptance of services to that site. Recurring yearly costs for services are recalculated each year. By signing a Services and Costs form yearly, the customer agrees to pay for services at that year's prices.

Renewal will be automatic unless termination notification is given in writing 90 days in advance. Customer agrees to pay any termination liability assessed by a third party vendor on YCTS.

5. Technology Services Help Desk

The YCTS Help Desk is staffed 8 hours per day, 5 days a week. The Help Desk telephone number is 509-574-2000.

There may be some shifts during normal business hours when a technician is not immediately available. If the phone is busy or if the technician is away from the phone working on other problems, the caller will be asked to leave a voice mail message.

6. Network Maintenance

YCTS reserves the right to schedule and to perform system maintenance as necessary. Notification is typically provided by e-mail five days in advance unless an emergency exists.

7. Problem Management

Problem Reporting

The YCTS Help Desk will collect information from the customer and open an electronic trouble ticket. Information needed for problem reporting and tracking will include:

- a. name of person reporting problem
- b. return call telephone number
- c. person and location experiencing the problem
- d. description of the problem
- e. when the problem started

The YCTS Help Desk typically refers problem tickets to technicians, during working hours, within ½ hour of initial receipt of the problem report. All requests for service should be routed through the County help desk.

Most problems will be resolved during business hours. Those issues that are deemed to be critical in nature may be addressed after hours when approved by YCTS.

Problem Resolution

A problem will be considered resolved when the service becomes fully functional again and service performance is acceptable to the customer.

8. Inter-local Agreement Changes

The ILA may be modified at any time upon mutual written agreement of the parties. All such modifications will be made as an amendment to the ILA and will take precedence over the original ILA. No modifications will be effective until they are attached to the Inter-Local Agreement and mutually executed by both parties.

9. Authorization/Acceptance

This ILA constitutes the entire agreement between the parties and supersedes all other communication, written or oral, related to the subject matter of this ILA. Customer hereby authorizes YCTS to perform the services described. The Parties hereby acknowledge and accept the terms and conditions of the ILA.

Attachment A

ILA Grandview Police Department 2022-014

Services, Locations, and Costs

Annual Cost of Services Provided to Customer by Yakima County			
Prepared: 9/30/2021			
Description	Quantity	Unit Cost	Annual Cost
Internet Access – outside county network Mb	5	\$103.00	\$515.00
Netmotion Vendor Support	12	\$85.79	\$1,029.48
1 Mb Dedicated Bandwidth	1	\$700.00	\$700.00
Total			\$2,244.48

Rates are reviewed and adjusted annually. Call out for support outside of normal business hours will be charged at \$150/hour with one hour minimum. After hours support may require additional costs for overtime and other expenses.

Only services and/or support items listed are included in this agreement. Other services and support may be negotiated upon request.

No software license fees are included in this agreement.

Contact Information

ILA management and correspondence regarding this ILA should be directed to:

Customer Contact		YCTS Contact	
Name	Kal Fuller	Name	Dale Panattoni
Agency Name	Grandview Police Department	Agency Name	Yakima County Technology Services
Street Address	207 West Second Street	Street Address	217 N. First Street
City, State, Zip	Grandview, WA 98930	City, State, Zip	Yakima WA 98901
Phone:	509 882-2000	Phone:	509-574-2005
Email:	kal.fuller@grandviewpd.us	Email:	dale.panattoni@co.yakima.wa.us

Here is the list of address of all servicing location (s).

Servicing Location (s) Address:	
1	201 West 2nd Street Grandview, WA 98930

Please provide a point of contact to coordinate technical services, maintenance windows, planned outages and unexpected issues.

Technical Customer Contact	
Name	Kal Fuller
Position	Police Chief
Telephone	509 882-2000
Alternate Phone:	
Email:	kal.fuller@grandviewpd.us

Please provide the point of contact for billing.

Billing Customer Contact	
Name	Seth Bailey
Street Address	207 West Second Street
City, State, Zip	Grandview, WA 98930
Phone:	509 882-2000
Email:	seth.bailey@grandviewpd.us

Attachment B
ILA Grandview Police Department 2022-014

Terms of Service

1. **Ownership of equipment:**
 - a. Customer will be the owner of all equipment
 - b. County will be steward of all network equipment regardless of ownership.
2. **Purchase of equipment:**
 - a. If owned by customer then customer must pay vendor in full
 - b. If County owned County must pay and bill as appropriate
3. **Maintenance of equipment:**
 - a. Maintenance will be defined as those activities required to keep the domain running at peak efficiency. This will include configuration, repair and troubleshooting.
4. **Administration of equipment:**
 - a. County to administer domain operations
 - b. Replacement funding
 - i. If County owned, county responsibility
 - ii. If customer owned, customer responsibility
 - c. Administration costs
 - i. Included in customer rates for normal administration
 - ii. Billable for extraordinary operations
 1. Negotiated prior to operation taking place
 2. Billed at then current rates
5. **Specific deliverables:**
 - a. Operations
 - i. Yakima County agrees to provide all services listed in Attachment A on a best effort basis. Yakima County maintains emergency outage protocols, alternate network pathways and spare equipment but does not guarantee operational uptime or speed of data transmission.
 - ii. The customer agrees to provide a list of persons authorized to approve operational changes in services to include user accounts, security settings, for additions, modifications and deletions.
 - iii. The customer agrees to provide a mutually agreed upon individual contact for service delivery issues.
 - iv. The customer agrees to provide adequate workspace, furniture and phone for on-site county workstation support personnel.
 - v. The customer agrees to provide a site location acceptable to the County for placing Yakima County equipment related to the delivery of services provided for in this agreement.
 - vi. Virus protection will be purchased by the customer, installed at the computer level and the customer's responsibility to keep virus definition files updated to the latest version. It shall be the responsibility of the County to keep the virus definition files updated to the latest version, if said service is contracted with the county.
 - vii. County and the customer agree to cooperate together in good faith to accomplish operational goals that benefit the customer and County constituents.

6. Administration

a. Inform County Technology Services Admin regarding any changes of status in writing

i. Email will work as long as it has all of the required elements.

1. What is changing
2. When is it scheduled to change
3. Who will be affected
4. How will they be affected
5. Who will make the change
6. Why is change necessary
7. How long will the change take
8. CC will be sent to all persons for all changes.

b. Hours of operations

Normal Business hours:	8:00 AM to 5:00 PM Monday through Friday
Critical business hours:	To be determined with customer

c. Troubleshooting after business hours

i. Call Out

1. Specific procedures will be provided to the customer in writing
2. Updates will be provided by County as necessary
3. All initial calls will be directed to County Help Desk at 574-2000 at all hours.

ii. Response time window

1. 30 Minutes from time of initial call to first returned call
2. Subsequent actions will be based upon Yakima County's priority matrix which will be provided to the customer.

iii. Response procedures will be provided to the customer in writing and updated as necessary by County

iv. Troubleshooting by County that is found to be caused by the customer will be reimbursed at the customer's expense.

v. Mileage will be charged and reimbursed at current county rate, if appropriate.

vi. Access to the customer's facilities and equipment to be ensured by the customer.

vii. Hourly charge for a call out outside of normal business hours is identified in Attachment A.

Attachment C
ILA Grandview Police Department 2022-014

Disclosure

1. Nondisclosure of Confidential and Personal Information

Yakima County acknowledges that some of the material and information that may come into its possession or knowledge in connection with this contract or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW, or other state or federal statutes ("confidential information"). Confidential information includes, but is not limited to, names, addresses, Social Security numbers, financial profiles, credit card information, driver's license numbers, medical data, agency source code or object code, agency security data, etc or information identifiable to an individual that relates to any of these types of information. Yakima County agrees to hold confidential information in strictest confidence and not to make use of confidential information for any purpose other than the performance of this contract, to release it only to authorized employees or subcontractors requiring such information for the purposes of carrying out this contract, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without purchaser's express written consent or as provided by law unless such disclosure is required by law. Yakima County agrees to release such information or material only to employees or subcontractors who have signed a non-disclosure agreement, the terms of which have been previously approved by purchaser. Yakima County agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "protected health information" (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), individuals' social security numbers collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. Yakima County must comply with all HIPAA requirements and rules when determined applicable by the purchaser. If purchaser determines that (1) purchaser is a "covered entity" under HIPAA, and that (2) Yakima County will perform "business associate" services and activities covered under HIPAA, then at purchaser's request, Yakima County agrees to execute purchaser's business associate contract in compliance with HIPAA.

Yakima County shall ensure its directors, officers, employees, subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein.

Yakima County and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and demand for return of all personal information. Yakima County agrees to indemnify and hold harmless the State of Washington and the purchaser for any damages related to both: (1) Yakima County's unauthorized use of personal information and (2) the unauthorized use of personal information by unauthorized persons as a result of Yakima County's failure to sufficiently protect against unauthorized use, disclosure, modification, or loss.

2. Compelled Disclosure of Information

Notwithstanding anything in the foregoing to the contrary, Yakima County may disclose data pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that Yakima County promptly notifies, to the extent practicable, the customer in writing of such demand for disclosure so that the customer, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the information; provided that Yakima County will disclose only that portion of the requested information that, in the written opinion of its legal counsel, it is required to disclose. Yakima County agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the customer with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the customer is unable to obtain or does not seek a protective order and Yakima County is legally requested or required to disclose such information, disclosure of such information may be made without liability.

3. Public Information Requests

- a. The customer will be responsible for providing the tools to recover email for a public information request.
- b. The County will install and maintain those tools as a part of the process of supporting the customer's email system.
- c. The customer will be responsible for using those tools to recover email for a public information request.
- d. Customer agrees that fulfillment of a Public Information Request will result in addition hourly costs at the current hourly rate.

IN WITNESS WHEREOF, the parties have executed this Inter-local Agreement.

APPROVED
Yakima County Technology Services



Signature
Dale A. Panattoni, Director

4-26-22
Date

APPROVED
City of Grandview

Signature
Gloria Mendoza, Mayor

Date

**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 (D) AGENDA DATE: June 14, 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 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 appropriations for new Police Clerk and Police Dispatcher. Net effect is a decrease to estimated ending fund balance.
 - AMERICAN RESCUE PLAN ACT FUND:** Increase appropriations for Council Retreat, Food & Nutrition Assistance, Business Revenue Recovery Events, Essential Worker Premium Pay, Senior Citizen Activities and Youth Center Activities. Net effect is a decrease to estimated ending fund balance.
 - SEWER FUND:** Increase revenues for Department of Ecology loan. Increase appropriations for Butternut Lift Station repairs, construction costs on 21" Sewer Trunk Main and purchase of new boom truck. Net effect is a decrease to estimated ending fund balance.

ACTION PROPOSED
Move Ordinance amending the 2022 Annual Budget to a regular Council meeting for consideration.

to Sue 6/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	1,000,630		1,000,630	
	Revenues/Sources	5,829,770		5,829,770	
	Current Exp. Fund Total	6,904,460	-	6,904,460	
001 030 000 521 10 11 00	Regular Salaries & Wages		20,000		New Police Clerk
001 030 000 521 10 21 00	Social Security		1,600		New Police Clerk
001 030 000 521 10 22 00	Retirement		1,300		New Police Clerk
001 030 000 521 10 23 00	Workman's Compensation		600		New Police Clerk
001 030 000 521 10 24 00	Medical/Life Insurance		6,500		New Police Clerk
001 035 000 528 80 11 00	Regular Salaries & Wages		27,000		New Police Dispatcher
001 035 000 528 80 21 00	Social Security		2,100		New Police Dispatcher
001 035 000 528 80 22 00	Retirement		1,700		New Police Dispatcher
001 035 000 528 80 23 00	Workman's Compensation		700		New Police Dispatcher
001 035 000 528 80 24 00	Medical/Life Insurance		8,500		New Police Dispatcher
	Expenditures/Uses	6,742,755		6,812,755	
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	151,705	(70,000)	81,705	
	Current Exp. Fund Total	6,904,460	-	6,904,460	

to Sue 6/xx/2022 - mc

Ordinance No. 2022-X

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 010 000 000 308 91 00 00	1,513,210		1,513,210	
American Rescue Plan Act Fund				
Beginning Fund Balance - Unassigned	1,513,210		1,513,210	
Revenues/Sources				
	1,546,200		1,546,200	
ARPA Fund Total				
	3,059,410	-	3,059,410	
Expenditures/Uses				
<input type="checkbox"/> 010 001 000 511 60 49 00		20,000		Council Retreat to discuss budget
<input type="checkbox"/> 010 002 000 557 57 49 00		18,000		Food & Nutrition assistance for residents
<input type="checkbox"/> 010 002 000 573 90 49 00		90,000		Hold events to help business revenue recovery
<input type="checkbox"/> 010 020 000 518 10 11 00		60,000		Essential Worker Premium Pay \$1,000/ea
<input type="checkbox"/> 010 058 000 569 00 49 00		20,000		Support Senior Center with activities
<input type="checkbox"/> 010 080 000 575 20 49 00		50,000		Support Youth Center with activities
Expenditures/Uses				
	1,255,000		1,255,000	
<input type="checkbox"/> 010 099 000 508 91 00 00	1,804,410	(258,000)	1,546,410	
Ending Fund Balance - Unassigned				
	3,059,410	-	3,059,410	
ARPA Fund Total				

to Sue 6/xx/2022 - mc

Ordinance No. 2022-X

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
Sewer Fund				
415 000 000 308 31 00 01	89,100		89,100	
USDA WW Loan Reserve - Restricted				
415 000 000 308 31 00 02	66,150		66,150	
USDA WW Loan SL Assets - Restricted				
415 000 000 308 31 00 03	415,050		415,050	
USDA WW Loan O&M - Restricted				
415 000 000 308 91 00 00	6,535,375		6,535,375	
Beginning Fund Balance - Unassigned				
DOE - 21' Main Construction Loan	1,155,500			Loan amended for additional costs
Revenues/Sources	5,127,355		6,282,855	
Sewer Fund Total	12,233,030	1,155,500	13,388,530	
Repairs & Maintenance				
415 000 034 535 80 48 00		70,000		
21' Sewer Main - Construction		1,155,500		Butternut lift station repairs
415 000 034 594 35 63 17		60,000		Additional construction costs
Boom Truck			6,253,770	Purchase a new boom truck
415 000 034 594 35 64 01	4,968,270			
Expenditures/Uses				
USDA WW Loan Reserve - Restricted	102,400		102,400	
415 000 099 508 31 00 01				
USDA WW Loan SL Assets - Restricted	73,500		73,500	
415 000 099 508 31 00 02				
USDA WW Loan O&M - Restricted	415,050		415,050	
415 000 099 508 31 00 03				
Ending Fund Balance - Unassigned	6,673,810	(130,000)	6,543,810	
Sewer Fund Total	12,233,030	1,155,500	13,388,530	

ORDINANCE NO. 2022-_____

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE 2022 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 _____, 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 2022 Budget	1,074,690	5,829,770	6,742,755	161,705	6,904,460
Amendment Amount			70,000	(70,000)	-
Amended Total	1,074,690	5,829,770	6,812,755	91,705	6,904,460

ARPA Fund					
Original 2022 Budget	1,513,210	1,546,200	1,255,000	1,804,410	3,059,410
Amendment Amount			258,000	(258,000)	-
Amended Total	1,513,210	1,546,200	1,513,000	1,546,410	3,059,410

Sewer Fund					
Original 2022 Budget	7,105,675	5,127,355	4,968,270	7,264,760	12,233,030
Amendment Amount		1,155,500	1,285,500	(130,000)	1,155,500
Amended Total	7,105,675	6,282,855	6,253,770	7,134,760	13,388,530