

**GRANDVIEW CITY COUNCIL  
REGULAR MEETING AGENDA  
TUESDAY, AUGUST 22, 2023**



**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.**

**REGULAR MEETING – 7:00 PM**

**PAGE**

- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVE AGENDA**
- 4. PRESENTATIONS**
- 5. 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.
- 6. CONSENT AGENDA** – Items on the Consent Agenda will be voted on together by the Council, unless a Councilmember requests that items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under Unfinished and New Business.
  - A. Minutes of the July 25, 2023 Committee-of-the-Whole meeting 1-3
  - B. Minutes of the July 25, 2023 Council meeting 4-9
  - C. Payroll Check Nos. 13416-13479 in the amount of \$145,672.23
  - D. Payroll Electronic Fund Transfers (EFT) Nos. 61104-61110 in the amount of \$112,138.61
  - E. Payroll Electronic Fund Transfers (EFT) Nos. 61117-61121 in the amount of \$98,094.36
  - F. Payroll Direct Deposit 07/16/23-07/31/23 in the amount \$146,578.64
  - G. Payroll Direct Deposit 08/01/23-08/15/23 in the amount \$132,423.71
  - H. Claim Check Nos. 127000-127198 in the amount of \$1,013,642.19
- 7. ACTIVE AGENDA** – Notice: Items discussed at the 6:00 pm Committee-of-the-Whole meeting of an urgent or time sensitive nature may be added to the active agenda pursuant to City Council Procedures Manual Section 3.18(c).
  - A. Resolution No. 2023-50 authorizing the Mayor to sign a City Administrator Employment Agreement with Shane Fisher 10-15
  - B. Ordinance No. 2023-15 amending the 2023 Annual Budget 16-17
- 8. UNFINISHED AND NEW BUSINESS**
- 9. CITY ADMINISTRATOR AND/OR STAFF REPORTS**
- 10. MAYOR & COUNCILMEMBER REPORTS**
- 11. ADJOURNMENT**

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, August 22, 2023 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/83771222803?pwd=QmgwcUVIUVEzTUo5UnRaU1BDcndlZz09>

To join via phone: +1 253 215 8782

Meeting ID: 837 7122 2803

Passcode: 243003

**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE MEETING MINUTES  
JULY 25, 2023**

**1. CALL TO ORDER**

Mayor Gloria Mendoza called the Committee-of-the-Whole (C.O.W.) meeting to order at 6:00 p.m., in the Council Chambers at City Hall.

The meeting was held in person and was also available via teleconference.

**2. ROLL CALL**

Present in person: Mayor Mendoza and Councilmembers Steve Barrientes, David Diaz, Bill Moore (Mayor Pro Tem), Robert Ozuna, Javier Rodriguez and Joan Souders

Present via teleconference: None

Absent: Councilmember Laura Flores

Staff present: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, Parks & Recreation Director Gretchen Chronis, Library Director Wendy Poteet, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

**3. PUBLIC COMMENT – None**

**4. NEW BUSINESS**

**A. Resolution accepting the Municipal Pool Repainting as complete**

Parks & Recreation Director Chronis explained that Columbia Industrial Coatings, LLC completed the municipal pool repainting. Staff recommended Council accept the project as complete once the requirements in the July 11, 2023 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

Discussion took place.

**On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. moved a resolution accepting the Municipal Pool Repainting as complete to the July 25, 2023 regular meeting for consideration.**

Roll Call Vote:

- Councilmember Steve Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Robert Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**B. Resolution approving the final plat of Grapevine Estates Phase 1 located on North Euclid Road**

City Administrator Arteaga explained that at the April 26, 2022 City Council meeting, Council adopted Resolution No. 2022-17 approving the Grapevine Estates Preliminary Plat Residential Subdivision – 97 Lots. Following approval of the preliminary plat, the developer proceeded with the public infrastructure improvements for Grapevine Estates subject to the conditions as outlined in the Hearing Examiner's recommendation and per Grandview Municipal Code Section 16.24 Design Standards and Section 16.28 Improvements. RP Development LLC has completed the construction of the public infrastructure in accordance with the approved plans and specifications with the exception of the following that would be bonded for as-builts, mailboxes, 6' estates wall, hydroseed, meter sets, street lights, utility raising, utility patching, ADA sidewalk prep, ADA ramps, asphalt path, sidewalks, striping and signs. Grandview Municipal Code Section 16.12.030 and RCW 58.17.130 allows a bond in lieu of actual construction improvements prior to approval of a final plat. The contractor has provided a bond to guarantee the completion of the above-mentioned improvements as part of this approval process. He recommended approval of the final plat map for Grapevine Estates – Phase 1.

Discussion took place.

**On motion by Councilmember Moore, second by Councilmember Barrientes, the C.O.W. moved a resolution approving the final plat of Grapevine Estates Phase 1 located on North Euclid Road to the July 25, 2023 regular meeting for consideration.**

Roll Call Vote:

- Councilmember Steve Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Robert Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**C. Library Updates and New Grants**

Library Director Poteet provided an update on Library programming and new grant opportunities. The Library received a \$10,000 ARPA grant for the summer reading program. Half went into purchasing books and half into programming. The Library received a \$3,000 grant from Legends Casino's Yakima Cares program. This grant was earmarked for purchasing books by and about Indigenous and other marginalized peoples. Parks & Recreation Director Chronis applied for and received a \$5,000 grant from Walmart, \$1,000 for the museum and \$4,000 for the Library. Those grant funds would be used to start our STEM program. The latest Barnes & Noble fundraiser earned the Library \$1,200, which was spent on Spanish titles for children. The next Barnes & Noble fundraiser was scheduled for December 2<sup>nd</sup>. The Friends of Grandview Library approved a proposal to fund a branding campaign to increase community awareness. It was anticipated to begin presenting branded material to the community by September 15<sup>th</sup> at the next Friends book sale. She noted the following programming events:

- Summer Reading June 17-September 16
- Weekly Story and Craft Thursdays 10:30 am

- Weekly Crafts Tuesdays 10:30 am
- Summer Reading Activities Saturdays 11 am
- Free Kids Movies Saturdays June 17-September 16 @ 2 pm
- Author Kimberly Derting will be visiting July 22<sup>nd</sup> and discussing her Cece Loves Science books with kids.
- "Reading is Out of This World" Summer Reading Party July 22 at 11am
- STEM activities with Girl Scouts of America July 13<sup>th</sup> at noon.
- Hanford Reach Museum Interactive Wildlife exhibit July 26<sup>th</sup> at 1pm

**6. OTHER BUSINESS**

Residential Subdivision Construction Projects – Assistant Public Works Director Dorsett provided updates on the construction of the following residential subdivision projects: Pappy's Landing, Cherry Acres, Grapevine Estates, Eldorado Estates and Grandridge Estates.

City Construction Projects – City Administrator Arteaga provided an update on the following City projects: Sludge Drying Bed Improvements, East Game Pond Pipeline Replacement, and Water Telemetry System Upgrade.

Grandview Truck Plaza – City Administrator Arteaga reported that the City, Port and the developer have met to review the initial development plan.

Wine Country Road & McCreadie Road Roundabout – City Administrator Arteaga reported that weekly meetings were being held with the City, contractor and nearby businesses to discuss progress on the Wine Country Road and McCreadie Road Roundabout project.

Yakima Valley Local Crime Lab Ribbon Cutting – Councilmember Moore reported that the Yakima Valley Local Crime Lab ribbon cutting would be taking place on August 3rd at 11:00 a.m.

Walk for Grandview – Mayor Mendoza reported the Walk for Grandview would be held on July 28<sup>th</sup>, 7:30 a.m. at Westside Park.

**7. ADJOURNMENT**

**On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. meeting adjourned at 7:00 p.m.**

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Mayor Gloria Mendoza

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Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL  
REGULAR MEETING MINUTES  
JULY 25, 2023**

**1. CALL TO ORDER**

Mayor Gloria Mendoza called the regular meeting to order at 7:00 p.m. in the Council Chambers at City Hall.

The meeting was held in person and was also available via teleconference.

Present in person: Mayor Mendoza and Councilmembers Steve Barrientes, David Diaz, Bill Moore (Mayor Pro Tem), Robert Ozuna, Javier Rodriguez and Joan Souders

Present via teleconference: None

Absent: Councilmember Laura Flores

**On motion by Councilmember Moore, second by Councilmember Souders, Council excused Councilmember Flores from the meeting.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

Staff present: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

**2. PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Moore led the pledge of allegiance.

**3. APPROVE AGENDA**

**On motion by Councilmember Moore, second by Councilmember Rodriguez, Council approved the July 25, 2023 regular meeting agenda as presented.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**4. PRESENTATIONS – None**

**5. PUBLIC COMMENT**

Yakima County Commissioner LaDon Linde – Yakima County Commissioner LaDon Linde congratulated City Administrator Cus Arteaga on his impending retirement. Commissioner Linde advised that he attended the Yakima Valley Mayors' Association meeting to discuss the issue of graffiti in the Yakima Valley communities. He was pleased to hear that most of the cities have programs in place to fight graffiti.

**6. CONSENT AGENDA**

On motion by Councilmember Rodriguez, second by Councilmember Ozuna, Council approved the Consent Agenda consisting of the following:

- A. **Minutes of the July 11, 2023 Committee-of-the-Whole meeting**
- B. **Minutes of the July 11, 2023 Council meeting**
- C. **Payroll Check Nos. 13390-13416 in the amount of \$109,797.98**
- D. **Payroll Electronic Fund Transfers (EFT) Nos. 61094-61098 in the amount of \$101,637.27**
- E. **Payroll Direct Deposit 07/01/23-07/15/23 in the amount \$135,166.78**
- F. **Claim Check Nos. 126912-126999 in the amount of \$570,360.84**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**7. ACTIVE AGENDA**

- A. **Closed Record Public Hearing – Wilson Estates Residential Subdivision Preliminary Plat 145 Lots**

Mayor Mendoza opened the closed record public hearing to consider the Wilson Estates Residential Subdivision Preliminary Plat 145 Lots submitted by applicant RP Development LLC on behalf of property owners SG Land Management LLC for Parcel No. 230914-31401 located on Wilson Hwy, Grandview, Washington, by reading the public hearing procedure.

There was no one in the audience who objected to her participation as Mayor or any of the Councilmembers' participation in these proceedings. None of the Councilmembers had an interest in this issue nor did any stand to gain or lose any financial benefit as a result of the outcome of this hearing and all indicated they could hear and consider the issue in a fair and objective manner.

The purpose of the hearing was for the Council to review the record and consider the pertinent facts relating to this issue. No new public testimony was allowed.

City Clerk Palacios provided the following review of the record:

- The City received a subdivision application submitted by RP Development LLC for preliminary plat approval of a 145-lot residential subdivision to be known as Wilson Estates. The proposed preliminary plat was located on the west side of Wilson Highway between North Fifth Street and Interstate 82.
- On June 22, 2023, a public hearing was held before the Hearing Examiner to receive comments on the proposed preliminary plat. The Hearing Examiner's Recommendation SUB#2023-01 dated July 6, 2023 was presented.
- Staff recommended Council accept the Hearing Examiner's conclusions and recommendation that the 145-lot Preliminary Plat of Wilson Estates to be located on Assessor's Parcel Number 230914-31401 which would have accesses from Wilson Highway and from North Fifth Street and which is described in the application, the staff report, the Hearing Examiner's recommendation and the other documents in the records of this matter be approved, subject to compliance with the conditions outlined in the Hearing Examiner's Recommendation SUB#2023-01.
- Staff further recommended Council approve Resolution No. 2023-45 approving the Wilson Estates Residential Subdivision Preliminary Plat 145 Lots.

Council did not request clarification of the record and the public hearing was declared closed.

**On motion by Councilmember Moore, second by Councilmember Barrientes, Council accepted the Hearing Examiner's conclusions and recommendation that the 145-lot Preliminary Plat of Wilson Estates to be located on Assessor's Parcel Number 230914-31401 which would have accesses from Wilson Highway and from North Fifth Street and which was described in the application, the staff report, the Hearing Examiner's recommendation and the other documents in the records of this matter be approved, subject to compliance with the conditions outlined in the Hearing Examiner's Recommendation SUB#2023-01.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**B. Resolution No. 2023-45 approving the Wilson Estates Residential Subdivision Preliminary Plat 145 Lots**

This item was previously discussed at the July 11, 2023 C.O.W. meeting.

**On motion by Councilmember Moore, second by Councilmember Souders, Council approved Resolution No. 2023-45 approving the Wilson Estates Residential Subdivision Preliminary Plat 145 Lots.**



Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**C. Ordinance No. 2023-14 amending the 2023 Annual Budget**

This item was previously discussed at the July 11, 2023 C.O.W. meeting.

**On motion by Councilmember Rodriguez, second by Councilmember Ozuna, Council approved Ordinance No. 2023-14 amending the 2023 Annual Budget.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**D. Resolution No. 2023-46 authorizing the Mayor to sign the Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with HLA Engineering and Land Surveying, Inc., for the Stover Road Railroad Crossing Improvements**

This item was previously discussed at the July 11, 2023 C.O.W. meeting.

**On motion by Councilmember Diaz, second by Councilmember Rodriguez, Council approved Resolution No. 2023-46 authorizing the Mayor to sign the Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with HLA Engineering and Land Surveying, Inc., for the Stover Road Railroad Crossing Improvements.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

E. **Resolution No. 2023-47 authorizing application to the Yakima County Supporting Investments in Economic Development (SIED) Board to fund the Old Inland Empire Highway Sewer Main Improvement Project**

This item was previously discussed at the July 11, 2023 C.O.W. meeting.

**On motion by Councilmember Moore, second by Councilmember Barrientes, Council approved Resolution No. 2023-47 authorizing application to the Yakima County Supporting Investments in Economic Development (SIED) Board to fund the Old Inland Empire Highway Sewer Main Improvement Project.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

F. **Resolution No. 2023-48 accepting the Municipal Pool Repainting as complete**

This item was previously discussed at the July 25, 2023 C.O.W. meeting.

**On motion by Councilmember Diaz, second by Councilmember Souders, Council approved Resolution No. 2023-48 accepting the Municipal Pool Repainting as complete.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

G. **Resolution No. 2023-49 approving the final plat of Grapevine Estates Phase 1 located on North Euclid Road**

This item was previously discussed at the July 25, 2023 C.O.W. meeting.

**On motion by Councilmember Souders, second by Councilmember Moore, Council approved Resolution No. 2023-49 approving the final plat of Grapevine Estates Phase 1 located on North Euclid Road.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes

- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**8. UNFINISHED AND NEW BUSINESS**

**A. C.O.W. and Council Meeting Cancellations – August 8, 2023 – National Night Out “Together Grandview Can” Community Event @ Westside Park**

City Administrator Arteaga explained that the National Night Out “Together Grandview Can” community event was scheduled for Tuesday, August 8<sup>th</sup> from 6:00 p.m. to 7:30 p.m. and recommended Council cancel the August 8<sup>th</sup> C.O.W. and regular meetings in order to attend.

**On motion by Councilmember Moore, second by Councilmember Souders, Council cancelled the C.O.W. and Council Meetings on August 8, 2023 for the Council to attend the National Night Out “Together We Can” Community Event, 6:00-7:30 p.m., at Westside Park.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

**9. CITY ADMINISTRATOR AND/OR STAFF REPORTS – None**

**10. MAYOR & COUNCILMEMBER REPORTS – None**

**11. EXECUTIVE SESSION – RCW. 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment.**

Mayor Mendoza adjourned the meeting to an executive session at 7:30 p.m., for approximately 45 minutes to evaluate the qualifications of an applicant for public employment per RCW 42.30.110(1)(g) with the aforementioned Mayor, Councilmembers, City Attorney and City Administrator present. The meeting continued an additional 15 minutes at 8:15 p.m.

The meeting resumed at 8:30 p.m., with the aforementioned Mayor, Council and staff present.

No action was taken.

**12. ADJOURNMENT**

**On motion by Councilmember Moore, second by Councilmember Rodriguez, the Council meeting adjourned at 8:30 p.m.**

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Mayor Gloria Mendoza

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Anita Palacios, City Clerk

**RESOLUTION NO. 2023-50**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN A CITY ADMINISTRATOR  
EMPLOYMENT AGREEMENT WITH SHANE FISHER**

**WHEREAS**, the City has agreed to employ the services of Shane Fisher as City Administrator for the City of Grandview; and

**WHEREAS**, a City Administrator Employment Agreement has been prepared commencing August 16, 2023; and

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

The Mayor is hereby authorized to sign a City Administrator Employment Agreement with Shane Fisher in the form attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on August 22, 2023.

**MAYOR**

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

## **CITY ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into this 16th day of August, 2023, by and between the City of Grandview, Washington (hereinafter referred to as the “City” or “Employer”) and Shane Fisher (hereinafter referred to as “Employee”).

**SECTION 1. DUTIES:** The City agrees to employ the services of the Employee as City Administrator for the City. The Employee shall work at the direction of the Mayor and shall perform the functions and duties set forth in the job descriptions for the City Administrator (Attachment 1).

**SECTION 2. STATUS AND TERM:** The Employee shall be employed for a five (5) year term, commencing August 16, 2023, and shall serve at the pleasure of the Mayor subject to the other provisions of this Agreement. Although a term of five (5) years is recited in this Agreement, the Employee understands and agrees that his employment is strictly “at will” meaning the Employee may quit, with or without cause, at any time by providing no less than three months written notice to the Mayor. The City, through the Mayor, may terminate the Employee’s employment, with or without cause, at any time by providing written notice to the Employee. Nothing in this Agreement or in any City manuals, ordinances, etc., shall prevent, limit or otherwise interfere with the City’s “at will” right to terminate this Agreement, with or without cause, at any time.

**SECTION 3. SALARY:** The City agrees to pay the Employee a salary of \$146,820 per year, divided into twelve equal monthly payments, for his services as the City Administrator, payable in the same manner as other employees of the City. Upon successful completion of the six (6) month trial period as provided in the City of Grandview’s Personnel Policy Manual, Chapter 6, the City agrees to increase the Employee’s salary to \$150,696 per year. The City and the Employee shall periodically, at least once per year, review the salary and performance of the Employee. All other salary increases shall be done via the customary process used by the City.

**SECTION 4. VACATION:** The City agrees that the Employee will accrue vacation leave at a rate of 14.66 vacation hours per month. In addition, the City agrees that upon execution of this Agreement, 60 hours of vacation leave will be deposited into the Employee’s vacation leave account.

**SECTION 5. RELOCATION:** Within twelve (12) months of the execution of this Agreement, the Employee agrees to relocate to the Grandview area. The Employee may request, in writing, a one-time extension of six (6) months in the event unforeseen circumstances prevent the Employee from relocating to the Grandview area within twelve (12) months of the execution of this Agreement.

**SECTION 6. GRANDVIEW PERSONNEL POLICY MANUAL:** The Employee shall be entitled to the benefits in the City Personnel Policy Manual except for any provisions which contradict the terms of this Agreement. In the event of any contradiction between the Manual and this Agreement, the terms of this Agreement shall supersede the provisions of the Manual.

**SECTION 7. SEVERANCE PAY:** For the period August 16, 2023, through August 16, 2028, if the Employee is terminated by the City without cause or requested to resign for the convenience of the City during such time as the Employee is willing and able to perform the

Employee's duties under this Agreement, the City shall pay to the Employee, as severance, a payment equal to six (6) months of the Employee's then current annual salary less normal deductions. Such payment shall fully and finally release the City from any and all further obligations to the Employee under this Agreement. The severance payment shall be paid in a lump sum less normal deductions or otherwise mutually agreed to arrangement in writing by the Employer and the Employee.

**SECTION 8. HOURS OF WORK:** It is recognized that the Employee is serving in the position of City Administrator and as such must devote more than the standard of at least forty (40) or more hours per week to fulfill his responsibilities. It is also recognized that this position dedicates substantial time outside the normal office hours on business for the City, and to that end the Employee shall be allowed to establish an appropriate work schedule that allows time away from the office during normal office hours. The parties recognize that the Employee is exempt from the provisions relating to overtime payment and compensatory time under the Fair Labor Standards Act and Washington Minimum Wage Act.

**SECTION 9. PROFESSIONAL DEVELOPMENT SUPPORT:** The City agrees to pay the annual dues for the Employee to be a member of the International City/County Management Association and the Washington City/County Management Association. The Employee may request, in writing, that the City provide additional professional development support. Whether the City shall provide such support shall be at the sole discretion of the Mayor and the City Council.

**SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:** The Mayor may fix in writing any such other terms and conditions of employment, as she or he may determine from time to time, relating to the performance of the Employee.

**SECTION 11. MISCELLANEOUS PROVISIONS:**

- A. City Personnel Policy Manual and Ordinances. The provisions in the City Personnel Policy Manual and Ordinances shall be applicable to the Employee except for any provisions which contradict the terms of this Agreement. In the event of any contradiction between the Manual, the Ordinances, and this Agreement, the terms of this Agreement shall supersede the provisions in the Manual and any Ordinances.
- B. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.
- C. Governing Law and Venue. This Agreement shall be construed in accordance with the laws of the State of Washington. The exclusive jurisdiction for any claim or controversy arising out of or relating to this agreement shall be the Yakima County Superior Court.
- D. No Waiver. No waiver of any breach by either party of the terms of this Agreement shall be deemed a waiver of any subsequent breach of the Agreement.

- E. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- F. Amendment. No amendment of this Agreement shall be effective unless the amendment is in writing, signed by each of the parties.
- G. Notices. All notices and demands which either party may be required or desires to serve on the other party shall be in writing carried out by email, facsimile, personal service or by mailing a copy by certified or registered mail.

IN WITNESS WHEREOF, the Mayor, with the concurrence of the City Council, has been authorized to sign and execute this Agreement on behalf of the City of Grandview and duly attested by the City Clerk. The Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

CITY OF GRANDVIEW:

EMPLOYEE:

\_\_\_\_\_  
MAYOR GLORIA MENDOZA

  
\_\_\_\_\_  
SHANE FISHER

ATTEST:

\_\_\_\_\_  
ANITA PALACIOS, CITY CLERK



## JOB DESCRIPTION

**POSITION:** City Administrator

**REPORTS TO:** Mayor

**ANNUAL SALARY RANGE:** \$97,884 - \$146,820

**REVISED:** March 17, 2023

**Position Purpose:** The City Administrator, under the direction, supervision and authority of the Mayor, is the Executive Officer for the city. This position directs the administration of all city government functions and services, and provides leadership in the long- and short-term goals of the city. The City Administrator also presents recommendations to the Mayor and Council for action.

**Supervises:** All Department Heads report to the City Administrator who is responsible for the supervision of all employees of the city through the respective Department Heads.

### **Essential Job Functions**

#### **MANAGEMENT**

- Serve as chief administrative and managerial officer for the city, directing all the departments and managing the daily operations of the municipality.
- Supervises, manages, and coordinates the activities and functions of all City departments in implementing the requirements of ordinances, resolutions, and policies of the City Council.
- Serves as a liaison between the Mayor and department heads, keeping the Mayor apprised on departmental activities, challenges and concerns.
- Regularly reports to the Mayor concerning the status of all assignments, duties, projects, and functions of all city departments.
- Responsible for the preparation of the annual budget; prepares departmental budget for the Mayor, reviews departmental budget requests from all City functions for inclusion in the Mayor's recommendation to the City Council and ensures compliance with all legal and procedural requirements.
- Serves as Personnel Officer for the City under the direction of the Mayor and shall hire, discipline, and discharge employees, as necessary, in accordance with City policies, procedures and union agreements.
- Responsible for labor management matters, including negotiations.
- Serves as the Mayor's liaison to the City Council, attends all meetings of the City Council, briefs the Council on pending agenda items, and other City issues. Responds to inquiries and provides Council Members with information on the status of City operations and projects.
- Administratively reviews and approves for appropriateness and sufficiency all contracts, obligation documents, payments, and other documents requiring the Mayor's signature, as well as proposed Council orders and communication with the City Council prior to the Mayor's signature.
- Oversees professional contractors and/or consultants providing services for City projects, participates in the evaluation and selection of contractors/consultants, interfaces with and monitors the contractors/consultants to ensure timely and quality completion of projects,



facilitates cooperation with the project throughout the organization, and provides information and support as needed.

### **LEADERSHIP**

- Demonstrates leadership in managing and directing of all City and Community initiatives.
- Provides Leadership in promoting, directing and involvement in the City's Economic Development Initiatives.
- Provides Leadership in setting goals, direction and motivation for all Department Heads and employees.

### **ECONOMIC DEVELOPMENT**

- Designs, implements, and monitors the success of economic development programs such as business attractions, small business assistance, commercial revitalization, business retention and marketing key development sites. Evaluates progress and provides program status to funding agencies and officials.
- Manages and coordinates the planning and implementation of Economic Development Initiatives including business attraction, retention, job creation, business assistance, marketing, and related functions.
- Formulates funding strategies, evaluates and recommends existing, and possible future incentives to encourage business investment.
- Coordinates communications with the news media as the primary City contact on economic development.

### **Minimum Qualifications**

- The City Administrator must have a bachelor's degree from an accredited university in business finance, public administration, business management or related field or comparable experience. Master's degree is preferred.
- Must have at least 5 to 7 years of City or County Governmental managerial experience.
- Experience includes responsibilities for operations, budgeting and managing personnel.
- Must have a working knowledge of government finance with proven experience in administering budgets.
- Must have excellent verbal, written, and public presentation skills.
- Must possess or be able to maintain a Washington state driver's license.
- Must be able to successfully pass an extensive background check.
- Fluency, verbal and written in Spanish language is preferred.

**ORDINANCE NO. 2023-15**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
AMENDING THE 2023 ANNUAL BUDGET**

**WHEREAS**, the original 2023 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 2023 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 August 22, 2023.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**PUBLICATION: 8/22/23**  
**EFFECTIVE: 8/27/23**

### Exhibit A

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
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Current Expense Fund					
Original 2023 Budget	799,750	6,388,280	7,127,730	60,300	7,188,030
Amendment Amount		4,360	4,360	-	4,360
<b>Amended Total</b>	<b>799,750</b>	<b>6,392,640</b>	<b>7,132,090</b>	<b>60,300</b>	<b>7,192,390</b>

ARPA Fund					
Original 2023 Budget	2,264,040	-	1,201,200	1,062,840	2,264,040
Amendment Amount			442,200	(442,200)	-
<b>Amended Total</b>	<b>2,264,040</b>	<b>-</b>	<b>1,643,400</b>	<b>620,640</b>	<b>2,264,040</b>

Street Fund					
Original 2023 Budget	419,875	6,237,360	6,456,685	200,550	6,657,235
Amendment Amount			1,000	(1,000)	-
<b>Amended Total</b>	<b>419,875</b>	<b>6,237,360</b>	<b>6,457,685</b>	<b>199,550</b>	<b>6,657,235</b>

WCR & Higgins Imp Fund					
Original 2023 Budget	-	-	-	-	-
Amendment Amount		1,947,000	1,947,000	-	1,947,000
<b>Amended Total</b>	<b>-</b>	<b>1,947,000</b>	<b>1,947,000</b>	<b>-</b>	<b>1,947,000</b>

Sewer Fund					
Original 2023 Budget	7,685,640	5,647,105	6,717,260	6,615,485	13,332,745
Amendment Amount			550,000	(550,000)	-
<b>Amended Total</b>	<b>7,685,640</b>	<b>5,647,105</b>	<b>7,267,260</b>	<b>6,065,485</b>	<b>13,332,745</b>