

**GRANDVIEW CITY COUNCIL  
REGULAR MEETING AGENDA  
TUESDAY, OCTOBER 24, 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**
  - A. 2023 Proclamation – Grandview High School DECA Month 1-2
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. The public comment period is not an opportunity for dialogue with the Mayor and Councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. 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 October 9, 2023 Special Budget meeting 3-6
  - B. Minutes of the October 10, 2023 Committee-of-the-Whole meeting 7-22
  - C. Minutes of the October 10, 2023 Council meeting 23-28
  - D. Minutes of the October 16, 2023 Special Budget meeting 29-31
  - E. Payroll Check Nos. 13571-13587 in the amount of \$102,144.41
  - F. Payroll Electronic Fund Transfers (EFT) Nos. 61167-61171 in the amount of \$97,843.59
  - G. Payroll Direct Deposit 10/01/23-10/15/23 in the amount \$136,843.59
  - H. Claim Check Nos. 127495-127598 in the amount of \$1,457,021.26
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. 2023-68 approving Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements 32-38
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, October 24, 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/84543969518?pwd=avraX18xXr8f6XNFt8wOryGQBwJQyV.1>

To join via phone: +1 253 215 8782

Meeting ID: 845 4396 9518

Passcode: 860969

Anita Palacios

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**From:** Charvet, Mackenzie M. <mmcharvet@gsd200.org>  
**Sent:** Wednesday, September 27, 2023 5:43 PM  
**To:** Anita Palacios  
**Cc:** Diaz, Griselda; Charvet, Brad  
**Subject:** City Hall Presentation

**CAUTION:** External Email

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Hello Anita,

I hope you are well, and you are in high spirits. I am writing to formally request that the City of Grandview declare the month of November as "DECA Month" in our community. DECA plays a crucial role in our community by providing students with invaluable opportunities for personal and professional growth. This organization empowers our youth with the knowledge, skills, and real-world experience they need to excel in their chosen career paths and become responsible citizens.

By declaring November as "DECA Month," we can achieve the following objectives:

1. Raise Awareness
2. Celebrate Achievements
3. Encourage Participation
4. Foster Community Engagement

Our chapter moto this year is "**Committed to Progress and Community**" - **Grandview DECA 23-24**. During our presentation, we hope to explain our goals and our motto to the board.

Please let me know if you have any questions. Thank you for your time and consideration.

I look forward to hearing from you.

*Sincerely,*

*Mackenzie Charvet  
Marketing Teacher GHS  
DECA Advisor  
509-882-8770  
GSD #1676*



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## **2023 PROCLAMATION GRANDVIEW HIGH SCHOOL DECA**

**WHEREAS**, the Grandview City Council recognizes the hard work and services provided by the Grandview High School DECA Chapter; and,

**WHEREAS**, the GHS DECA Chapter performs and participates in many community service activities; and,

**WHEREAS**, the Grandview City Council supports the GHS DECA Chapter within the school and community,

**NOW, THEREFORE**, I, Mayor Gloria Mendoza of the City of Grandview, Washington, and on behalf of the City Council, do hereby proclaim November as DECA month in the City of Grandview and urge all citizens to support efforts and activities of the GHS DECA Chapter.

Dated this 24<sup>th</sup> day of October, 2023

Mayor Gloria Mendoza

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**GRANDVIEW CITY COUNCIL  
SPECIAL MEETING MINUTES – BUDGET  
OCTOBER 9, 2023**

**1. CALL TO ORDER**

Mayor Gloria Mendoza called the special 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.

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

Present via teleconference: None

Absent: Councilmember Javier Rodriguez

Staff present: City Administrator/Public Works Director Cus Arteaga, City Administrator Shane Fisher, City Treasurer Matt Cordray, Parks & Recreation Director Gretchen Chronis, Library Director Wendy Poteet, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

**2. 2024 PRELIMINARY BUDGET**

City Treasurer Cordray continued the presentation of the 2024 preliminary budget.

**2024 EXPENDITURE ESTIMATES**

**Current Expense Fund**

Senior Citizen Services

2023 Budget \$14,960

2024 Proposed \$15,440

Notable Changes in 2024 – None

Recreation Services

2023 Budget \$141,260

2024 Proposed \$144,855

Notable Changes in 2024 – None

Aquatics Services

2023 Budget \$138,300

2024 Proposed \$153,450

Notable Changes in 2024 –

- Splash Pad (Future Capital Project – Capital Improvement Fund) – \$200,000
- New main pool pump (or repairs) – \$12,000
- Fence repair (north side) – \$3,000

Museum

2023 Budget \$35,950

2024 Proposed \$35,900

Notable Changes in 2024 – None

Community Center

2023 Budget \$49,600

2024 Proposed \$46,000

Notable Changes in 2024 – None

Library Services

2023 Budget \$240,570

2024 Proposed \$226,570

Notable Changes in 2024 –

- Federal funding decreased for the OCLC bibliographic database and the e-books/e-audio subscription which would make the City's costs increase.
- YVC continued to contribute to the City's cost for the OCLC bibliographic database.
- Depend on Friends of Grandview Library to pay for four newspaper subscriptions.
- Revenue was not consistent year to year.

Legislative Services – Council

2023 Budget \$65,010

2024 Proposed \$66,490

Notable Changes in 2024 – None

Community Support Services

2023 Budget \$45,525

2024 Proposed \$46,325

Notable Changes in 2024 – None

Municipal Court Services

2023 Budget \$442,050

2024 Proposed \$455,650

Notable Changes in 2024 – Yakima County District Court costs decreased from \$234,501 in 2023 to \$229,077 in 2024. Yakima County Probation Service costs increased from \$4,900 in 2023 to \$12,937.41 in 2024. Each year, the City pays the County a sum equal to the City's percentage of the County's budget. The percentage was determined based on a 4-year running average of the total District Court cases divided by the average number of City cases. For example: if the 4-year average of the District Court cases including Grandview was 10,000 and Grandview's portion 4-year average was 1,000 – the City pays the county 10% of the total budget for that year. The Public Defender compensation was a total fixed fee increased from \$97,700 in 2023 to \$107,470 in 2024. The Public Defender Agreement reflected a caseload limit, the reimbursement of costs for investigators and experts, warranty of public defender and quarterly reporting requirements. In 2024, the City would budget \$5,000 per year for investigative services and \$2,000 per year for certified court interpreter services. The City also contracts with other defense attorneys in the case of public defender conflicts.

Executive Administration – Mayor & City Administrator

2023 Budget \$226,120

2024 Proposed \$109,890

Notable Changes in 2024 –

- ICMA Annual Dues City Administrator – \$950

Clerk Services – City Clerk

2023 Budget \$46,080  
2024 Proposed \$46,890  
Notable Changes in 2024 – None

Accounting Services – City Treasurer

2023 Budget \$161,360  
2024 Proposed \$168,890  
Notable Changes in 2024 – None

Risk Management Services

2023 Budget \$266,100  
2024 Proposed \$290,740  
Notable Changes in 2024 – The City's liability assessment with WCIA increased from \$227,848 in 2023 to \$263,908 in 2024. The main reason for the rate increase was loss exposures and the changing insurance market in Washington State. The assessment formula was based on two factors: worker hours multiplied by the assessment rate. The assessment rate was determined by an actuarial review of the City's last five years loss history and successful completion of WCIA's COMPACT requirements. Property, auto physical damage, boiler and machinery, and crime/fidelity coverages were also provided by WCIA. The property rate would increase 25% from \$122,826 in 2023 to \$173,545 in 2024; auto physical damage rate would increase 25% from \$20,707 in 2023 to \$25,884 in 2024; boiler and machinery rate would increase 10% from \$4,384 in 2023 to \$4,822 in 2024; and crime/fidelity rate would increase 10% from \$587 in 2023 to \$645 in 2024.

Legal Services

2023 Budget \$91,690  
2024 Proposed \$68,300  
Notable Changes in 2024 – The Public Works union contract expires December 31, 2024. Funds were appropriated to begin contract negotiations during 2024.

Human Resource Services

2023 Budget \$58,780  
2024 Proposed \$63,190  
Notable Changes in 2024 – None

General Facilities Services

2023 Budget \$40,010  
2024 Proposed \$37,160  
Notable Changes in 2024 – The City-owned building at 303 West Wine Country Road previously rented to the Grandview Chamber of Commerce would now be maintained by the Police Department as their training/fitness facility.

Planning & Community Development Services

2023 Budget \$77,730  
2024 Proposed \$78,230  
Notable Changes in 2024 – None

Economic Development Services

2023 Budget \$57,490

2024 Proposed \$58,470

Notable Changes in 2024 –

- YCDA increased their annual dues by \$4,000 – \$14,000

The next preliminary budget meeting would be held on Monday, October 16, 2023 at 6:00 p.m.

**3. ADJOURNMENT**

On motion by Councilmember Moore, second by Councilmember Souders, the special meeting adjourned at 7:05 p.m.

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Mayor Gloria Mendoza

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Anita Palacios, City Clerk



**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE MEETING MINUTES  
OCTOBER 10, 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, Laura Flores, Bill Moore (Mayor Pro Tem), Robert Ozuna (6:15 p.m.) and Joan Souders

Present via teleconference: None

Absent: Councilmember Javier Rodriguez

Staff present: City Administrator/Public Works Director Cus Arteaga, City Administrator Shane Fisher, City Attorney Quinn Plant, Fire Chief Pat Mason, Assistant Public Works Director Todd Dorsett, Public Works Foreman Hector Mejia and City Clerk Anita Palacios

**3. PUBLIC COMMENT – None**

**4. NEW BUSINESS**

**A. Cemetery Improvements**

City Engineer Stephanie Ray with HLA Engineering and Land Surveying Inc., provided an update on the cemetery improvements. She explained that plat maps for the existing expansion were provided to the City on September 28, 2023, for review and comment. A project meeting occurred on September 28, 2023, to discuss work completed and the City's desire to pursue additional improvements. On October 4, 2023, HLA staff met with City staff and the Mayor to review a concept plan for the future expansion. The concept plans for the future expansion were presented to the Council for review and comments.

City Administrator Arteaga suggested an Ad Hoc Council Committee be formed to provide recommendations to the Committee-of-the-Whole for the phased future expansion.

Discussion took place. No action was taken.

**B. Ambulance Service Update**

Fire Chief Mason provided an update on ambulance services, a copy of which is attached hereto and incorporated herein as part of these minutes.

Discussion took place. No action was taken.

C. **Resolution approving Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements**

City Administrator Arteaga explained that the City received FY 2023 Water Quality Combined Financial Assistance from the Washington State Department of Ecology to improve stormwater conditions within the City. The project would design and construct three stormwater treatment facilities for known outfalls to remove untreated stormwater from the Sunnyside Valley Irrigation District's conveyance system. Funding for this project consisted of \$1,074,995 Ecology grant and \$189,705 City funds, for a total project cost of \$1,264,700. Task Order 2023-09 included preparation of final Contract Documents, Bidding Services, and Construction Services to complete the Stormwater Improvement project. Construction award to the lowest responsible contractor would be by separate Council action. The project targeted three locations where City stormwater comingles with Sunnyside Valley Irrigation District. When complete, three new infiltration systems would manage City Stormwater for West Fifth Street, Larson Street, and Butternut Road. Eighty-five (85) percent of this Task Order was funded by a grant from the Department of Ecology. The remaining 15 percent was funded by local funding and was budgeted. He presented Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., to provide professional engineering and land surveying services for the Grandview Stormwater Improvements with an estimated fee for services in the amount of \$221,500.

Discussion took place.

**On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. moved a resolution approving Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements to the October 24, 2023 regular meeting for consideration.**

Roll Call Vote:

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

5. **OTHER BUSINESS** – None

6. **ADJOURNMENT**

**On motion by Councilmember Moore, second by Councilmember Souders, the C.O.W. meeting adjourned at 6:55 p.m.**

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Mayor Gloria Mendoza

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Anita Palacios, City Clerk

## City Council Meeting / 10-10-23

### Update on the Emergency Medical Transport ILA with Sunnyside

Let me share some history with you for those that weren't here through this whole process.

We were provided ambulance service by a privately owned ambulance service until the mid 1990's.

Privately owned ambulance companies started disappearing in the mid 1990's. There's a lot of things that contributed to this, but the simple answer is that the level of service expected was going up (ALS was starting to be the level of service provided which was more expensive to provide) and the amount they were collecting from people paying their bills was going down. Bottom line was that they couldn't make money any more. American Ambulance (the local privately owned ambulance company at the time) was sold to Prosser Hospital and Sunnyside Fire Dept. was starting to operate an ambulance service in the Sunnyside Fire Dept.

Over the next 20 plus years, Prosser provided primary ambulance service to Grandview and Sunnyside Fire Dept was called on when Prosser wasn't available.

Up to 2019, we didn't have an ambulance provider agreement with anybody. They just provided ambulance service to our community because they chose to. And they could have stopped providing that service at any time they wanted if they felt it was necessary. Which means we would have had to find someone else to provide it, started our own ambulance service or went without ambulance service.

Keep in mind that most of these 20 plus years, both ambulance services weren't making enough money from the ambulance service to pay for itself and were subsidizing it from other revenue sources. Prosser, by absorbing the loss in other areas of the hospital, and Sunnyside by setting up an Ambulance Utility Fee to cover the losses it suffered in an effort to break even.

In April of 2018 – Mr. Platt, from Prosser Hospital Ambulance, approached our City Council about PHA operating in the red and the possibility of us supporting them in the process of trying to pass an EMS Levy.

Supporting PHA in running an EMS Levy was not supported and discussions then began on the possibility of the City of Grandview assisting financially with the cost of running the ambulance service versus starting our own ambulance service.

It was decided that if Grandview was going to start paying for ambulance service, then we wanted to make sure that we had some control over the service we were being provided. This could be through running our own ambulance service or an agreement in place so we were assured that the citizens of Grandview would have ambulance service available to them and that the taxpayers of Grandview are getting the best service possible for what it's costing them.

June – Sept. 2018 (We worked with City Manager Don Day, Chief Ken Anderson and Battalion Chief Bill Harris from Sunnyside and Tyler Platt from Prosser during this process). We evaluated the cost of providing our own ambulance service, as well as the cost and level of service that both Prosser Hospital Ambulance and Sunnyside Fire Dept. Ambulance could provide. It was decided that for the cost, it would be best to go into an agreement with Sunnyside Fire Dept. Mainly because an agreement with Sunnyside could potentially provide us with a crew that could do EMS and firefighting where Prosser's crew would only be able to do EMS. Us providing our own ambulance service would give us the best overall service, but it would also be the most expensive option.

The majority of the decision between Sunnyside Fire Dept. and Prosser Hospital Ambulance was based on the attached questionnaire comparing what they could offer us in service. (see attached questionnaire)

The City Council decided to partner with the City of Sunnyside.

Oct. – Dec. 2018. An ILA with Sunnyside was put together. We signed the agreement with Sunnyside originally in late January of 2019. But unfortunately, about this same time City Manager Don Day retired. The agreement was put on hold while they hired a new City Manager. City Manager Martin Casey was hired and brought up to speed with what was going on in regards to the ambulance ILA. After he was ready to move forward, the agreement was signed by both parties on July 8, 2019 and went into effect on Sept. 1, 2019.

At the time we started the agreement with the City of Sunnyside, their staffing was City Administrator Martin Casey, Fire Chief Ken Anderson and Battalion Chief Bill Harris.

In the beginning, there was no established funding to pay for this agreement. It was decided that we would begin by paying for it out of the reserves of the EMS fund and work on establishing funding for it during the next few months. We would either need to establish an Ambulance Utility Fee or take the money out of the General Fund.

In 2020 we did an "Ambulance Utility Cost of Service and Rate Study" to determine what our rate would be for an Ambulance Utility Fee. This study breaks down the overall cost to operate the fire dept., develops the cost-of-service framework, establishes the cost-of-service for fire and emergency medical services, establishes and identifies customer classes and cost allocation methods for the ambulance utility, calculates availability and demand rates for each customer class, and establishes what is an allowed amount to collect through an ambulance utility fee for our community. This was completed in November 2020.

In March 2021 the City Council established an Ambulance Utility Fee for the City of Grandview. At that time, we had exhausted the EMS Reserve funds and were starting to pay the ambulance charge to Sunnyside out of the Current Expense Fund. The Ambulance Utility Fee amount was set at \$5.95 per ERU (Equivalent Residential Unit) and still remains at that amount. The City Council has the option to raise this 6% per year by City Council approval.

We paid \$13,620 per month (\$163,440 annually) for the 1<sup>st</sup> 16 months. 2021 - \$15,633 per month (\$187,596 annually) 2022 - \$16,766 per month (\$201,324 annually)

The amount we pay is for Sunnyside to stay in Grandview and provide 24 hr. primary ambulance coverage to the City of Grandview, and assist with other firefighter type duties as appropriate as much as their work schedules and the facilities allow.

- The crew would stay here in Grandview 24 Hrs. a day if we had appropriate sleeping facilities for them.
- Because they have to return to Sunnyside to sleep, and their other assigned work duties in Sunnyside, the crews have typically spent about 9 - 10 hrs. per day here if their work load allows. And this is still what is happening now.
- There has been ongoing discussion since the beginning of our agreement with Sunnyside in regards to what the "assist with other firefighter type duties as appropriate" means. This discussion originates from the original questionnaire that they provided us the answers to. (see attached)

In late March of this year, City Administrator Arteaga and I met with the new City Manager, Elizabeth Alba, Jamison Horner and Interim Fire Chief Cameron Haubrich to discuss the current status of our agreement. We discussed the “assist with other firefighter type duties as appropriate” part of the agreement that was implied when we decide on who our provider would be. This is an area that hasn’t been satisfactorily addressed since the agreement was initially started. City Manager Alba advised that this is an area that is affected by recent changes in personnel as well as the need to negotiate with the union staff in regards to this. City Manager Alba indicated that they shouldn’t be charging us for something that not everyone is agreement is being provided and that they would suspend the monthly payments starting in March of this year. This year we were paying \$17,625 per month (\$211,500 annually). So far we have paid 2 months, or \$35,250.

Since our meeting in March, the current staffing in Sunnyside is City Manager Elizabeth Alba, Fire Chief Cameron Haubrich and Assistant Chief Chad DenBoer.

During the start of budget preparations for this year, I did have some discussions with Chief Haubrich, but haven’t received any firm decisions on their plans.

When I was requested to give you an update tonight, I reached out to Chief Haubrich again, but he was on vacation until today. I tried contacting Chief Haubrich today, but he informed me that he is now home sick.

What am I expecting to happen: Currently the Sunnyside Fire Dept. is still operating just like they have since the beginning of the agreement. On the days their work load allows, they’re here at our station, ready to respond, approximately 9 – 10 hrs. per day. Keeping in mind that ambulances in today’s world can be very busy at times. And their response area includes much more than just the City’s of Sunnyside and Grandview. We have still only paid 2 monthly payments this year for this service. At this time, I can’t tell you for sure if they will come back and expect us to pay some of those missed payments.

- I’m expecting that Sunnyside will start billing us again at the rate that we were currently paying for next year and continue providing the level of service they currently are.
- I’m expecting Sunnyside to re-evaluate the cost of providing the service for us and give us their potential new rate as two different possibilities; one based on providing the level of service they currently provide (EMS emergency response only), and one based on providing the level of service they currently provide, as well as providing the “assist with other firefighter type duties as appropriate” part.
- If I’m correct in us receiving this information, then I think it would be appropriate at that time based on those new numbers and that new information to re-evaluate our situation in regards to operating our own ambulance service or contracting with Sunnyside Fire Dept. or Prosser Hospital Ambulance. And make an appropriate choice at that time for our taxpayers.

In the meantime, the level of medical response services for our community continues to be the same now as it has been for the last 3 years. Grandview Fire Dept. personnel and Sunnyside Fire Dept. ambulance respond whenever we have a call for emergency medical services. The Sunnyside Fire Dept. ambulance still responds from the Grandview Fire Station as much as their schedules allow.

I’m attempting to get Sunnyside to provide us with definitive answers to some of the questions I’ve shared here and will keep you informed as soon as I have more information.





## Memorandum

**To:** Mayor and Council

**From:** Cus Arteaga, City Administrator/Public Works Director

**Date:** September 5, 2018

**Re:** Ambulance Service

I am submitting the following information for Council's consideration regarding an ambulance service in Grandview.

The information will compare services offered by Prosser Memorial Hospital Ambulance (PMHA) and the City of Sunnyside Ambulance Service (SAS) such as cost and additional benefits from each provider to the Grandview Fire Department. The estimated call volume is projected at 650 to 700 calls for service.

How many ambulances will be available to respond with scheduled on duty staff?

PMHA: \_\_\_\_\_

SAS: 1 in GV, 2 staffed in SS - PLUS

How many FTE will be scheduled on shift for your agency?

PMHA: \_\_\_\_\_

SAS: 2 in GV  
4-7 in SS

*IF NECESSARY  
2 CHIEF ARE BEST  
PARAMEDICS w/  
4th AMBULANCE*

What would be the cost of coverage for the following shifts?

PMHA: 12-hour shift \$ \_\_\_\_\_

SAS: 12-hour shift \$ 126 K

PMHA: 24-hour shift \$ \_\_\_\_\_

SAS: 24-hour shift \$ 126 K

Will your ambulance team provide assistance, as needed, to the Grandview Fire Department during downtime?

PMHA: Yes \_\_\_\_\_ No \_\_\_\_\_

SAS: Yes  No \_\_\_\_\_

If yes, please check the following duties that the ambulance team would be able to assist with: (This is not an all-inclusive list, other duties may be added.)

Clean station meeting room, kitchen, bathrooms, windows, apparatus bay floors and etc.

- Wash and wax apparatus and command vehicles.
- Help firefighters and recruits with hands-on practical training (EMS & Fire).
- Respond as firefighters through an Auto Aid Agreement on all types of emergency responses.
- Perform company level business inspections.
- Perform daily/weekly/monthly vehicle checks.
- Assist with public education presentations.
- Assist with annual hydrant inspections and flow testing.
- Assist with developing, preparing and implementing training classes.

Will additional assistance from your staff positively contribute to the City's Insurance Services Office (ISO) rating:

PMHA: Yes  No  SAS: Yes  No  *BI-DIRECTIONAL*

Will you be able to combine fire suppression and EMS training with the City of Grandview?

PMHA: Yes  No  SAS: Yes  No

Will you be able to share fire equipment with the City of Grandview?

PMHA: Yes  No  SAS: Yes  No

*VERTICAL ROPE CONFINE SPACE TRUCK RESCUE - ARMED HAZMAT TEAM*

If yes, please identify what types of equipment: AUTOMATIC AND C FIRE SUPPRESSION

Will you be able to jointly purchase fire equipment with the City of Grandview?

PMHA: Yes  No  SAS: Yes  No  *IF COUNCIL APPROVES*

*CREDENTIALLED FIRE MARSHALS AIR/REHAB SUPPORT UNIT*

Will you be able to jointly participate in the construction of a new fire sub-station with the City of Grandview to improve response times?

PMHA: Yes  No  SAS: Yes  No  *IF COUNCIL APPROVES*

Will you be able to apply to the Yakima County SIED Program for loan/grant funds?

PMHA: Yes  No  SAS: Yes  No

Will you be able to participate in grant opportunities with the City of Grandview for the purchase of fire suppression and EMS equipment?

PMHA: Yes  No  SAS: Yes  No





## Memorandum

**To:** Mayor and Council

**From:** Cus Arteaga, City Administrator/Public Works Director

**Date:** September 5, 2018

**Re:** Ambulance Service

I am submitting the following information for Council's consideration regarding an ambulance service in Grandview.

The information will compare services offered by Prosser Memorial Hospital Ambulance (PMHA) and the City of Sunnyside Ambulance Service (SAS) such as cost and additional benefits from each provider to the Grandview Fire Department. The estimated call volume is projected at 650 to 700 calls for service.

How many ambulances will be available to respond with scheduled on duty staff?

PMHA: 2

SAS:

How many FTE will be scheduled on shift for your agency?

PMHA: 4/day

SAS:

What would be the cost of coverage for the following shifts?

PMHA: 12-hour shift \$ ~~SEE PRO~~ ~~OSAC~~ #2 SAS: 12-hour shift \$ \_\_\_\_\_

PMHA: 24-hour shift \$ ~~SEE PRO~~ ~~OSAC~~ #1 SAS: 24-hour shift \$ \_\_\_\_\_

Will your ambulance team provide assistance, as needed, to the Grandview Fire Department during downtime?

PMHA: Yes  No \_\_\_\_\_

SAS: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please check the following duties that the ambulance team would be able to assist with: (This is not an all-inclusive list, other duties may be added.)

Clean station meeting room, kitchen, bathrooms, windows, apparatus bay floors and etc.

- Wash and wax apparatus and command vehicles.
- Help firefighters and recruits with hands-on practical training (EMS & Fire).
- Respond as firefighters through an Auto Aid Agreement on all types of emergency responses.
- Perform company level business inspections.
- Perform daily/weekly/monthly vehicle checks.
- Assist with public education presentations.
- Assist with annual hydrant inspections and flow testing.
- Assist with developing, preparing and implementing training classes.

Will additional assistance from your staff positively contribute to the City's Insurance Services Office (ISO) rating:

PMHA: Yes \_\_\_ No \_\_\_ *UNKNOWN* SAS: Yes \_\_\_ No \_\_\_

Will you be able to combine fire suppression and EMS training with the City of Grandview?

PMHA: Yes  No \_\_\_ SAS: Yes \_\_\_ No \_\_\_

Will you be able to share fire equipment with the City of Grandview?

PMHA: Yes \_\_\_ No  SAS: Yes \_\_\_ No \_\_\_

If yes, please identify what types of equipment: \_\_\_\_\_

Will you be able to jointly purchase fire equipment with the City of Grandview?

PMHA: Yes \_\_\_ No  SAS: Yes \_\_\_ No \_\_\_

Will you be able to jointly participate in the construction of a new fire sub-station with the City of Grandview to improve response times?

PMHA: Yes \_\_\_ No  SAS: Yes \_\_\_ No \_\_\_

Will you be able to apply to the Yakima County SIED Program for loan/grant funds?

PMHA: Yes \_\_\_ No <sup>still</sup>  *RESEARCHING* SAS: Yes \_\_\_ No \_\_\_

Will you be able to participate in grant opportunities with the City of Grandview for the purchase of fire suppression and EMS equipment?

PMHA: Yes \_\_\_ No *UNKNOWN* SAS: Yes \_\_\_ No \_\_\_

# GRANDVIEW FIRE DEPARTMENT

## MEMORANDUM

**TO:** Cus Arteaga, City Administrator  
**COPY:** Mayor, City Council  
**FROM:** Pat Mason, Fire Chief  
**DATE:** September 19, 2018  
**SUBJECT:** Ambulance Service

Cus,

In March of this year we were approached by our current Primary Ambulance Provider, Prosser Hospital Ambulance, concerning the fact that their ambulance service was losing money. They advised that last year their ambulance service had created a financial deficit of over \$600,000 and that they were on track for the same thing to happen again this year. They advised that they were not going to be able to continue to operate this way and were looking into options to try and help offset some or all of this deficit. After exploring a couple different options, they arrived at the option that they would approach the City of Grandview concerning contracting with them for a fee. The City Council tasked us with exploring our options to ensure that the citizens of Grandview have access to quality ambulance services in a cost-effective way for the foreseeable future. The City Council also indicated that they would like to see this service provided under some type of long term contract and/or agreement.

We currently have two (2) local ambulance services in our area that are willing to provide ambulance services to the citizens of Grandview. One of these providers is Prosser Hospital Ambulance. Prosser Hospital Ambulance (PHA) is an EMS Only provider. PHA has been providing ambulance service to our area for approximately 18 years as the primary response agency. The other provider is Sunnyside Fire Department. Sunnyside Fire Department (SSFD) is a combination fire department and EMS Provider. SSFD has been providing ambulance service to our area for approximately 24 years as the secondary response agency.

In an effort to provide a quality ambulance service to our community in a cost-effective way we approached both agencies to see what they could offer us as well as what that would cost. As we looked into working with both agencies it became very obvious that there were many additional benefits that we could take advantage of by partnering fire department to fire department. Those same benefits were limited by partnering fire department to EMS Only agency. One other significant possibility that came to light if we chose to work with SSFD was an offer by Astria Sunnyside Hospital to financially support SSFD up to \$215,000 per year for up to five years initially to help off-set the cost of providing the service to the Grandview/Mabton area. With the indication that the financial support would be reevaluated at that time and could possibly continue even after five years.

With this information in mind both agencies presented a proposal to the Mayor and City Council. SSFD proposed that they could provide ambulance service in the City of Grandview for \$126,023 per year. For now, this included having a staffed ambulance in Grandview during the day and then since we don't have sleeping quarters available they would return to Sunnyside and respond from there during the night. PHA proposed that they could provide ambulance service in the City of Grandview 24 hours a day for \$185,294 per year. In addition to the \$185,294, the City of Grandview would need to provide facilities for the crew to use and sleep in here in the city with some additional amenities.

After discussing and evaluating the two proposals, Mr. Platt from PHA advised the City Council that he did not feel the two proposals were comparing apples to apples because he didn't feel Sunnyside's proposal was a 24 hours per day plan and his was. The City Council then asked us to bring back some additional information to make sure we were evaluating both agencies equally as well as a potential draft agreement for the service.

A memo was prepared and given to both agencies to provide answers based on their agency's abilities. See attachments, page ?? to ?? and page ?? to ??. I have summarized the information below:

<u>QUESTION</u>	<u>PHA</u>	<u>SSFD</u>
Ambulances available with on duty staff?	2	3 (at night), 4 (daytime)
Scheduled on duty staff?	4	6 – 9
Annual cost to Grandview:		
12 Hour Shift?	\$115,449 (2017 Call #'s)	\$126,000
24 Hour Shift?	\$185,295	\$126,000
Ambulance personnel provide assistance to GFD during downtime?	Yes	Yes
Some areas ambulance personnel could assist with:		
Cleaning around station and bays?	Yes	Yes
Wash and wax apparatus, vehicles?	Yes	Yes
Conduct hands-on practical EMS & Fire training?	Yes	Yes
Respond as firefighters through auto aid agreement?	No	Yes
Perform company level inspections?	Yes	Yes

<u>QUESTION</u>	<u>PHA</u>	<u>SSFD</u>
Perform apparatus checks?	No	Yes
Assist with public education?	Yes	Yes
Assist with hydrant inspections and testing?	Yes	Yes
Assist with developing, preparing and implementing training classes?	Yes	Yes
Will partnering with your agency positively impact our Insurance Rating?	Unknown	Yes – for both cities
Can we combine fire suppression and EMS training?	Yes	Yes
Can you share equipment with the City of Grandview? What types of equip?	No	Yes Automatic Aid with Fire Suppression, Vertical Rope Rescue, Confined Space & Trench Rescue, Credentialed Fire Marshal's, Air/Rehab Support Unit
Able to jointly purchase fire equipment?	No	Yes with Council approval
Able to participate in construction of new fire station?	No	Yes with Council approval
Able to apply for Yakima County SIED Program loan/grant funds?	Researching	Yes
Able to participate in grant opportunities with the City of Grandview?	Unknown	Yes

As you can see above in an effort to compare apples to apples, while PHA has indicated that they can be of more assistance to us in several of the areas listed than they have been in the past, SSFD has indicated that they can assist us in all of the listed areas. As we have explored this ambulance provider question, it has become apparent the more we discuss it, that there are more benefits in a fire department to fire department partnership than a fire department to EMS agency partnership.

We are selecting an ambulance service provider that can be our primary ambulance service 24 hours per day, 7 days a week, 365 days a year. Because we do not currently have sleeping quarters located at our station, our discussion includes how many hours the provider will spend at the Grandview Fire Station. They would then return to their home facility at night for their rest period. But that same agency would still respond from that location at night if there was a call in Grandview. This is how it works now from the standpoint of PHA being here at the Grandview Fire Station as available for approximately 8 to 9 hours during the day and then being at their Prosser location the rest of the time.

In addition, the agency we select will be our primary ambulance agency. But just like fire departments, no ambulance agency has the resources to handle every call that occurs by themselves. The other ambulance agency not chosen to be our primary ambulance service, at their discretion would be our back-up (secondary) agency. If the primary agencies units are all busy, then the secondary agency would be requested. This is how it works now with PHA being the primary agency and SSFD being the secondary agency.

It would be beneficial for several reasons to look at having a living/sleeping quarters available here at the fire station. One of those is that it would provide an opportunity to lessen the call out burden on the Volunteer's. Another being that it would provide an opportunity for the Volunteers to sign up for shifts at the station rather than being on call at home. This would potentially increase participation by the Volunteers, shorten response times, allow us to reach out farther from Grandview for potential Volunteers and extend the time frame that we will be able to provide fire department services with Volunteer's. It would also allow us to have the ambulance provider located right here in our City 24 hours a day rather than 12.

For now, both ambulance agencies are looking at providing ambulance coverage in the city for 12 hours a day and then returning to their home station at night. This is due to a lack of available rest facilities at our fire station. For either one of the agencies to stay in Grandview for the entire 24 hour period, the City of Grandview would need to provide the facilities for them to be able to do that. The proposals from both agencies do not include providing those facilities.

SSFD has indicated that doing a 12 hour shift here in Grandview and the other 12 hours from their Sunnyside facility would cost \$126,023 per year. If they were able to stay in Grandview for the entire 24 hour shift, the cost would remain at the \$126,023 per year. One of the reasons that SSFD has indicated that they would be able to provide the service for this cost is because of Astria Sunnyside Hospital. Astria Sunnyside Hospital has indicated that if SSFD Ambulance picks up this service area, then they will commit to supporting SSFD up to an additional \$215,000 to help offset their costs (See Attached, Page ??). Astria has committed to maintaining this level of support for 5 years and will review the possible need for further assistance at that time. SSFD has provided this service for their citizens for over 20 years in a financially stable way.

PHA has indicated that doing a 12 hour shift here in Grandview and the other 12 hours from their Prosser facility would cost approximately \$115,449 per year (Proposal #2 on Page ?? / based on 2017 call volume statistics Email on Page ??). If they were able to stay in Grandview for the

entire 24 hour shift, the cost would then be \$185,295 per year (Proposal #1 on Page ??). One of my concerns with PHA is in regards to their history of operating their ambulance service without a financially stable funding source. This was made evident back in 2008/2009 when they shared their financial shortfall at that time. Subsequently, the City of Grandview paid them almost \$100,000 to help them offset their losses and then they still ended up having to close their Grandview facility. And then earlier this year, it became evident again when Mr. Platt shared that they had a loss last year of over \$600,000 and were on track for that to happen again this year. This discussion was the catalyst that led us to where we are today in discussing the City of Grandview paying for ambulance service. And if Grandview does contract with PHA for ambulance service and pays them \$115,000 to \$120,000 per year, this still doesn't account for almost \$500,000 of their annual deficit. This leads to the question of how they will cover this deficit while at the same time making an ambulance more available to the City of Grandview? In addition, if they can't find a way to cover this deficit, then what assurance do we have that they will be financially able to continue to provide ambulance service for the long term?

Another point to consider as we work on a solution to this problem is the fact that I have been coming to the Mayor and City Council for several years now to share that we are in dire need of at least one additional FTE at the fire department. I want to make sure that the Mayor and City Council understand that there is still a dire need for a minimum of at least one additional firefighter at the fire station. If we end up contracting with PHA then I do NOT feel that would alleviate my immediate need for hiring an additional FTE. And I will be coming to the City Council during the 2019 budget presentations requesting your support of hiring an additional FTE in 2019. This FTE request would amount to an increase in my budget request of approximately \$80,000 to \$100,000. If we end up contracting with SSFD then I feel the need to hire an FTE could be postponed for the next 2 to 4 years. The difference between the two being that with SSFD we would have available to us through auto aid agreements people that can assist us in all areas with all types of emergencies.

I have also spoke with Robert Ferrell who is with the Washington Survey and Rating Bureau. His email is attached on Page ??. He indicated that they don't have any past experience of rating a jurisdiction that partnered with an EMS only agency. He does state though that they would be willing to consider any potential benefits it may provide the next time we are evaluated. He also explains though, that their experience has been with evaluating fire departments that have partnered with neighboring fire departments. And while some areas could benefit us as long as they are being done correctly by either agency, all areas including fire training and actual structural firefighting could benefit the rating of our community when being provided by another fire department.

In addition, from a long-term perspective, partnering with SSFD provides some opportunities to the tax payers of both communities to save some money. The first one being the willingness of Astria Sunnyside Hospital to help with \$215,000 of funding for the Sunnyside Fire Department. This alone is a potential \$1,075,000 savings to the tax payers of Sunnyside and Grandview. And, as we look to the future we have to consider such things as adding fire stations, replacing our aerial truck, purchasing future fire engines and etc. We currently partner with Yakima County Fire District #5 in regards to our current fire station, one of our fire engines and our rescue truck. This has enabled the citizens of Grandview to save over \$500,000 in initial investment as well as

reducing our maintenance expenses almost in half. The ability to partner with SSFD on a joint fire station, aerial ladder truck and fire engine in the future has the potential to save the citizens of Grandview over \$1,000,000 just in initial purchasing. While still giving us the same benefits from an insurance rating standpoint as if we were doing all of this on our own at a considerably higher cost. It also enhances our opportunities of attaining grant dollars and etc. because it would be benefitting two communities instead of just one.

Currently we are using PHA as our primary ambulance provider and SSFD as our secondary ambulance provider for those times that none of the PHA units are available. It is my understanding that SSFD had to respond to Prosser's primary response area for 911 type calls 50 times in 2017 because their units were not available. And that SSFD has had to respond to PHA's primary response area for 911 type calls 58 times in the last 12 months. This amounts to approximately a 15% increase over 2017. I completely understand why this is necessary since PHA is trying to take on more Inter-Facility Transfers (IFT's) to help offset their financial losses. But it leads me back to the same question I mentioned earlier. How is PHA going to be able to improve on their financial losses by taking on more IFT's while at the same time making an ambulance more available for 911 type calls in Grandview? They are either going to be financially unstable or they are going to be even less available to respond on 911 type calls. Either one of which I feel could create a bad situation for the citizens of Grandview in reference to providing a long-term stable ambulance service for our people.

Based on the information provided, it is my recommendation that we partner with SSFD to provide our primary ambulance services. As long as PHA is available and willing they would be utilized as our secondary ambulance service when SSFD is not available.

If you have any questions or need further information please let me know.

Thanks,  
Pat



**GRANDVIEW CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 10, 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, Laura Flores, Bill Moore (Mayor Pro Tem), Robert Ozuna and Joan Souders

Present via teleconference: None

Absent: Councilmember Javier Rodriguez

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

Roll Call Vote:

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

Staff present: City Administrator/Public Works Director Cus Arteaga, City Administrator Shane Fisher, City Attorney Quinn Plant, City Treasurer Matt Cordray, Public Works Foreman Hector Mejia and City Clerk Anita Palacios

**2. PLEDGE OF ALLEGIANCE**

Mayor Mendoza led the pledge of allegiance.

**3. APPROVE AGENDA**

**On motion by Councilmember Moore, second by Councilmember Ozuna, Council approved the October 10, 2023 regular meeting agenda as presented.**

Roll Call Vote:

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

- 4. **PRESENTATIONS** – None
- 5. **PUBLIC COMMENT** – None
- 6. **CONSENT AGENDA**

On motion by Councilmember Diaz, second by Councilmember Flores, Council approved the Consent Agenda consisting of the following:

- A. Minutes of the September 26, 2023 Committee-of-the-Whole meeting
- B. Minutes of the September 26, 2023 Council meeting
- C. Minutes of the October 2, 2023 Special Budget meeting
- D. Payroll Check Nos. 13533-13570 in the amount of \$29,995.86
- E. Payroll Electronic Fund Transfers (EFT) Nos. 61154-61160 in the amount of \$106,833.71
- F. Payroll Direct Deposit 09/16/23-09/30/23 in the amount \$146,121.13
- G. Claim Check Nos. 127400-127495 in the amount of \$234,903.74

Roll Call Vote:

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

7. **ACTIVE AGENDA**

A. **Public Hearing – 2024 Current Expense Fund Revenue Sources**

Mayor Mendoza opened the public hearing for the purpose of receiving comments on the 2024 Current Expense Fund Revenue Sources.

City Treasurer Cordray indicated that the 2024 Current Expense Fund Revenue Sources was previously discussed at the October 2, 2023 special budget meeting. He explained that the operating revenue for the Current Expense Fund in 2024 was estimated to be \$6,714,705. He provided a detail of the Current Expense Fund revenue estimates as follows:

**City of Grandview  
 2024 Budget  
 Current Expense Fund**

Revenues	Amount	
Property Taxes	\$ 1,895,000	28.2%
Sales Taxes	1,005,000	15.0%
Criminal Justice Tax	220,000	3.3%
City Utility Taxes	1,159,000	17.3%
Private Utility Taxes	1,335,000	19.9%

Other Taxes	5,500	0.1%
Licenses & Permits	282,000	4.2%
Intergov. Revenues	374,000	5.6%
Charges for Services	165,200	2.5%
Fines & Penalties	86,550	1.3%
Miscellaneous	187,455	2.8%
<b>Total Revenues</b>	<b>\$ 6,714,705</b>	

Mayor Mendoza requested public comments. There were no public comments received during the hearing or by mail.

The public testimony portion of the hearing was declared closed and no further comments were received.

**B. Resolution No. 2023-62 authorizing the Mayor to sign the Drinking Water State Revolving Fund Loan Contract #DWL28174-0 with the Washington State Department of Health to fund Water Storage Reservoir Improvements**

This item was previously discussed at the September 26, 2023 C.O.W. meeting.

**On motion by Councilmember Diaz, second by Councilmember Moore, Council approved Resolution No. 2023-62 authorizing the Mayor to sign the Drinking Water State Revolving Fund Loan Contract #DWL28174-0 with the Washington State Department of Health to fund Water Storage Reservoir Improvements.**

Roll Call Vote:

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

**C. Resolution No. 2023-63 declaring certain City property from the Public Works Department as surplus and authorizing disposal by public auction, sale, trade or disposal**

This item was previously discussed at the September 26, 2023 C.O.W. meeting.

**On motion by Councilmember Ozuna, second by Councilmember Souders, Council approved Resolution No. 2023-63 declaring certain City property from the Public Works Department as surplus and authorizing disposal by public auction, sale, trade or disposal.**

Roll Call Vote:

- Councilmember Barrientes – Yes
- Councilmember Diaz – Yes

- Councilmember Flores – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Souders – Yes

**D. Resolution No. 2023-64 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 construction engineering services on the Old Inland Empire Highway Improvements**

This item was previously discussed at the September 26, 2023 C.O.W. meeting.

**On motion by Councilmember Moore, second by Councilmember Ozuna, Council approved Resolution No. 2023-64 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 construction engineering services on the Old Inland Empire Highway Improvements.**

Roll Call Vote:

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

**E. Resolution No. 2023-65 authorizing the Mayor to sign Supplemental Agreement Number 4 with HLA Engineering and Land Surveying, Inc., for professional engineering services relating to the Old Inland Empire Highway Improvements**

This item was previously discussed at the September 26, 2023 C.O.W. meeting.

**On motion by Councilmember Diaz, second by Councilmember Barrientes, Council approved Resolution No. 2023-65 authorizing the Mayor to sign Supplemental Agreement Number 4 with HLA Engineering and Land Surveying, Inc., for professional engineering services relating to the Old Inland Empire Highway Improvements.**

Roll Call Vote:

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

**F. Resolution No. 2023-66 declaring one Police Department handgun as surplus and authorizing transfer to the retired police officer**

This item was previously discussed at the September 26, 2023 C.O.W. meeting.

**On motion by Councilmember Ozuna, second by Councilmember Barrientes, Council approved Resolution No. 2023-66 declaring one Police Department handgun as surplus and authorizing transfer to the retired police officer.**

Roll Call Vote:

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

**G. Resolution No. 2023-67 authorizing the Mayor to sign Agreement No. 38201 between Yakima County and the City of Grandview in conjunction with the American Rescue Plan, Coronavirus State and Local Fiscal Recovery Funds Award for the Source Well Improvements**

This item was previously discussed at the September 26, 2023 C.O.W. meeting.

**On motion by Councilmember Moore, second by Councilmember Souders, Council approved Resolution No. 2023-67 authorizing the Mayor to sign Agreement No. 38201 between Yakima County and the City of Grandview in conjunction with the American Rescue Plan, Coronavirus State and Local Fiscal Recovery Funds Award for the Source Well Improvements.**

Roll Call Vote:

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

**8. UNFINISHED AND NEW BUSINESS – None**

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

**10. MAYOR & COUNCILMEMBER REPORTS**

Hispanic Heritage Celebration – Councilmember Diaz reported a celebration of Hispanic Heritage in Grandview was held on October 7<sup>th</sup> at the Grandview Library.

YVCOG General Membership Meeting – The YVCOG General Membership meeting would be held on October 18<sup>th</sup> at the Sunnyside Community Center.

Mainstreet Grandview Downtown Event Pumpkin Palooza – Councilmember Flores reported that the next Mainstreet Grandview downtown community event would be Pumpkin Palooza to be held on October 14<sup>th</sup>.

11. **ADJOURNMENT**

**On motion by Councilmember Moore, second by Councilmember Flores, the Council meeting adjourned at 7:20 p.m.**

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Mayor Gloria Mendoza

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Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL  
SPECIAL MEETING MINUTES – BUDGET  
OCTOBER 16, 2023**

**1. CALL TO ORDER**

Mayor Gloria Mendoza called the special 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.

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

Present via teleconference: None

Absent: None

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, Fire Chief Pat Mason and Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

**2. 2024 PRELIMINARY BUDGET**

City Treasurer Cordray continued the presentation of the 2024 preliminary budget.

**2024 EXPENDITURE ESTIMATES**

**Current Expense Fund**

**Fire Administration Services**

2023 Budget \$209,040

2024 Proposed \$226,290

Notable Changes in 2024 –

- Salaries and associated line items were slightly increased to reflect possible changes by the City Council in 2023 as well as expected insurance cost increases.
- The communications line item was increased to reflect rise in record keeping costs.

**Fire Suppression Services**

2023 Budget \$269,160

2024 Proposed \$281,740

Notable Changes in 2024 –

- Salaries and associated line items were increased to reflect step increases for the Fire Captain, possible changes by the City Council in 2023 as well as expected insurance cost increases.
- Volunteer compensation was increased to cover the cost of providing the Volunteers a raise. Boosting the base pay rate from \$11 per hour to \$14 per hour and increasing the associated pay brackets the same. The last pay raise was in January 2019.

- Communication line item increased to cover increase in dispatching fees. There was an anticipated \$1.94 per call dispatch fee increase and the numbers of calls increased as well. Dispatch fees were split between Fire Suppression (25%) and EMS (75%).
- The public utilities line item was increased to cover the expected increase in utility rates.

Emergency Medical Services Fund

2023 Revenue Budget \$446,150  
2024 Revenue Proposed \$503,050  
2023 Expenditure Budget \$508,690  
2024 Expenditure Proposed \$519,960

Notable Changes in 2024 –

- Salaries and associated line items were increased to reflect step increases for the Fire Captain, possible changes by the City Council in 2023 as well as expected insurance cost increases.
- Volunteer Compensation was increased to cover the cost of providing the Volunteers a raise. Boosting the base pay rate from \$11 per hour to \$14 per hour and increasing the associated pay brackets the same. The last pay raise was in January 2019.
- Communication line item increased to cover increase in dispatching fees. There was an anticipated \$1.94 per call dispatch fee increase and the numbers of calls increased as well. Dispatch fees were split between Fire Suppression (25%) and EMS (75%).

Graffiti Removal

2023 Budget \$7,855  
2024 Proposed \$7,570  
Notable Changes in 2024 – None

Code Enforcement

2023 Budget \$88,550  
2011 Estimate \$85,940  
Notable Changes in 2024 – None

Inspections & Permits

2023 Budget \$117,180  
2024 Proposed \$136,350  
Notable Changes in 2024 –

- Funds for contracting plan reviews – \$10,000

Parks Maintenance

2023 Budget \$282,350  
2024 Proposed \$287,690  
Notable Changes for 2024 –

- Install new irrigation lines at Dykstra Park – \$6,000
- Mower – \$14,000

Transfers Out and Ending Fund Balance

2023 Budget \$62,350  
2024 Proposed \$72,410  
Notable Changes in 2024 – None



Streets

2023 Revenue Budget \$6,541,060  
2024 Revenue Proposed \$5,162,700  
2023 Expenditure Budget \$6,730,185  
2024 Expenditure Proposed \$5,325,830

Notable Changes in 2024 –

- Sidewalk Repairs – \$10,000
- Old Inland Empire Highway Improvements – \$2,057,000
- Wine Country Road/McCreadie Road Roundabout – \$187,050
- Stover Road Railroad Crossing – \$987,000
- WCR Sidewalk/Pathway – \$464,000
- Stormwater Improvement Project – \$850,000
- Plate whacker \$4,000

Transportation Benefit District

2023 Revenue Budget \$188,850  
2024 Revenue Proposed \$199,000  
2023 Expenditure Budget \$414,550  
2024 Expenditure Proposed \$224,250

Notable Changes in 2024 –

- WCR Sidewalk/Pathway – \$74,500
- Stormwater Improvements (Larson/West Fifth/Butternut) – \$149,750

Cemetery

2023 Revenue Budget \$190,950  
2024 Revenue Proposed \$212,050  
2023 Expenditure Budget \$302,520  
2024 Expenditure Proposed \$328,790

Notable Changes in 2024 –

- Big gun irrigation sprinklers – \$5,000
- Plate whacker – \$4,000
- Expansion of new cemetery area (roads, mapping & landscaping) – \$50,000
- New cemetery engineering – \$10,000

Euclid/Wine Country Road Improvements Debt Service – SIED Loan

2023 Revenue Budget \$23,310  
2024 Revenue Proposed \$23,310  
2023 Expenditure Budget \$23,310  
2024 Expenditure Proposed \$23,310

Notable Changes in 2024 – None

The next preliminary budget meeting would be held on Monday, October 23, 2023 at 6:00 p.m.

**3. ADJOURNMENT**

The special meeting adjourned at 6:55 p.m.

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Mayor Gloria Mendoza

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Anita Palacios, City Clerk

**RESOLUTION NO. 2023-68**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
APPROVING TASK ORDER NO. 2023-09 WITH HLA ENGINEERING AND  
LAND SURVEYING, INC., FOR THE GRANDVIEW STORMWATER IMPROVEMENTS**

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

**WHEREAS**, the City would like to enter into a Task Order with HLA to provide professional engineering and land surveying services for the Grandview Stormwater Improvements,

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

The Mayor is hereby authorized to sign Task Order No. 2023-09 with HLA Engineering and Land Surveying, Inc., for the Grandview Stormwater Improvements with an estimated fee for services in the amount of \$221,500.00 in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on October 24, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**TASK ORDER NO. 2023-09**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Grandview Stormwater Improvements - WQC-2023-Grandv-00123**  
**HLA Project No. 19175A-C**

The City of Grandview (CITY) has received FY 2023 Water Quality Combined Financial Assistance from the Washington State Department of Ecology (ECOLOGY) to improve stormwater conditions within the CITY. The project will design and construct three stormwater treatment facilities for known outfalls to remove untreated stormwater from the Sunnyside Valley Irrigation District's conveyance system. Funding for this project consists of \$1,074,995.00 ECOLOGY grant and \$189,705.00 City funds, for a total project cost of \$1,264,700.00.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering services for the Grandview Stormwater Improvements - WQC-2023-Grandv-00123 project (PROJECT). HLA shall provide a final comprehensive civil engineering construction document package (100% plans, specifications, and estimate), and services during construction. Services will also include advertising and bidding, review and recommendation of contract award to the lowest responsible bidder, and project administration/management.

HLA shall provide the following services:

**1.0 Grant and Loan Administration**

- 1.1 Maintain documentation that demonstrates the PROJECT follows applicable procurement, contracting, and agreement requirements.
- 1.2 Prepare progress reports for CITY review and submission no less than quarterly in ECOLOGY's Administration of Grants and Loans system (EAGL).
- 1.3 Prepare Recipient Closeout Report in EAGL.
- 1.4 Prepare and submit requests for funding reimbursements.

*ECOLOGY Deliverables:*

- *Upload to EAGL and notify ECOLOGY including:*
  - *Quarterly construction progress reports and payment requests (PRPR), PROJECT challenges, and/or changes in schedule*
  - *ECOLOGY Recipient closeout report (EAGL Form)*
  - *2-page Outcome Summary Report*

**2.0 Cultural and Environmental Review, and Permitting**

- 2.1 Prepare and submit updated Cultural Resources Review Form 21-02 to ECOLOGY for review and approval.

2.2 Prepare and submit Inadvertent Discovery Plan (IDP) to ECOLOGY for review and approval.

2.3 The following environmental items are not anticipated to be required for this PROJECT:

1. Joint Aquatic Resources Permit Application (JARPA)
2. Hydraulic Project Approval (HPA)
3. Corp of Engineers Permit
4. Biological Assessment
5. Environmental Impact Statement

Should it be determined any of these items must be prepared, they will be added as a separate and additional phase of work by amendment to this Task Order.

2.4 Cultural Resource Monitoring during construction is not required for the PROJECT.

2.5 Provide copies of previously approved environmental and cultural documents to ECOLOGY.

*ECOLOGY Deliverables:*

- *Email Cultural Resources Review Form to ECOLOGY*
- *Email Inadvertent Discovery Plan to ECOLOGY*
- *Upload to EAGL and notify ECOLOGY including:*
  - *SEPA Checklist*
  - *SEPA Determination*
  - *Permits Acquired and Environmental Review Documents*
  - *Landowner agreement (LOA) and easement documentation.*

### **3.0 Design Plans and Specifications**

3.1 Finalize ECOLOGY approved 90% design plans, specifications, and contract documents.

3.2 Incorporate CITY and ECOLOGY review comments and provide final construction documents for bidding approval.

3.3 Respond to ECOLOGY comments received on final bid package.

3.4 Prepare and submit final PROJECT plans, contract documents and special provisions, and engineer's estimate to the CITY.

3.5 Prepare advertisement for bids and provide it to newspapers for publication as selected by the CITY. Advertising fees to be paid by the CITY.

3.6 Post contract documents to HLA website for potential bidders and plan center access and maintain planholder list.

3.7 Notify dry utility companies of pending construction, including Sunnyside Valley Irrigation District (SVID), power, cable, natural gas, and telephone and direct them to HLA website for plans and specifications.

3.8 Prepare addenda to contract documents, as required.

3.9 Answer questions during bidding from prospective bidders.

3.10 Attend PROJECT bid opening, confirm and tabulate bids, and make recommendation of award to lowest responsible bidder.

**ECOLOGY Deliverables:**

- *Upload to EAGL and notify ECOLOGY including:*
  - *Contract Documents, Design Report*
  - *Design Report Acceptance Letter*
  - *90% Design Package*
  - *90% Design Package ECOLOGY review responses*
  - *90% Design Package Acceptance Letter*
  - *Preliminary equivalent new/redevelopment area determination*
  - *Preliminary PROJECT area shapefile or approved equivalent*
  - *PROJECT Area Acceptance Documentation*
  - *Final Bid Package*
  - *Final Bid Package ECOLOGY comment responses*
  - *Final Bid Package Acceptance Letter*
  - *Bid Documents (bid advertisement, bid tabulation, bid award)*

**4.0 Construction Management**

- 4.1 Following award of the Contract by the CITY, prepare notice of award to the Contractor.
- 4.2 Coordinate execution of construction contract with CITY and Contractor, including review of bond and insurance requirements.
- 4.3 Coordinate and conduct preconstruction conference followed by issuance of notice to proceed.
- 4.4 Furnish the field survey crew to set horizontal and vertical control for the PROJECT.
- 4.5 Provide staking for construction, including structures, curb and gutter, sidewalk, illumination, and subgrade elevations.
- 4.6 Furnish a qualified resident engineer (inspector) to observe PROJECT construction for substantial compliance with plans and specifications.
- 4.7 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.
- 4.8 Attend construction meetings associated with civil improvements, anticipated once per week during construction of the improvements.
- 4.9 Prepare daily construction progress reports and weekly statement of working days for days the resident engineer is present.
- 4.10 Recommend monthly progress payments for the Contractor to the CITY.
- 4.11 Prepare and submit proposed contract change orders when applicable.
- 4.12 Monitor the Contractor's compliance with required labor standards.
- 4.13 Monitor statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.
- 4.14 Conduct final inspection and prepare punch list of items to be addressed by the Contractor and provide to the CITY.

- 4.15 Prepare record drawings of civil-related improvements based on the Contractor's as-built plans.
- 4.16 Assist the CITY with ECOLOGY funding reimbursement requests.

*ECOLOGY Deliverables:*

- *Upload to EAGL and notify ECOLOGY including:*
  - *Construction Quality Assurance Plan*
  - *Pre-Construction Conference Meeting Minutes*
  - *PROJECT Schedule prior to construction and upon changes*
  - *Change Orders and ECOLOGY Acceptance Documentation*
  - *Signed and Dated Construction Contract*
  - *Stormwater Construction Completion form*

**5.0 Construction**

- 5.1 Phase 5.0 of the ECOLOGY funding work scope is for physical construction. No physical construction work is anticipated to be performed by HLA during the construction phase.

**6.0 PROJECT Closeout**

- 6.1 Prepare and submit to ECOLOGY the Outcome Summary Report.
- 6.2 Prepare and submit Recipient Closeout Report (RCOR).
- 6.3 Submit a GIS compatible PROJECT area shapefile document for ECOLOGY use.
- 6.4 Prepare and submit an Operations and Maintenance Plan (O&M) as required by ECOLOGY.
- 6.5 Respond to comments received from O&M Plan.

*ECOLOGY Deliverables:*

- *Upload documents to EAGL and notify ECOLOGY including:*
  - *Operation and Maintenance Plan*
  - *Final, as Constructed, Equivalent new/redevelopment Area Determination*
  - *Final, as Constructed, PROJECT Area Shapefile or ECOLOGY-approved Equivalent*

**7.0 Additional Services**

- 7.1 Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

**8.0 Items To Be Furnished And Responsibility of CITY**

- 8.1 Provide full information as to CITY requirements of the PROJECT.
- 8.2 Pay for PROJECT advertising, notices or publications, and permits as may be required by the funding source.
- 8.3 Pay for necessary materials testing not paid by the Contractor.

- 8.4 Assist HLA by placing at their disposal all available information pertinent to the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- 8.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and provide written decisions within a reasonable time so as not to delay the work of HLA.

**TIME OF PERFORMANCE:**

The services called for in this Task Order shall be completed as follows:

**1.0 Grant and Loan Administration**

Work for this phase will begin upon receipt of the executed Task Order and continue until all funding close out requirements for the PROJECT have been satisfied.

**2.0 Cultural and Environmental Review, and Permitting**

All ECOLOGY deliverables in this phase shall be prepared and submitted to the controlling authority/authorities prior to PROJECT advertisement.

**3.0 Design Plans and Specifications**

Final bid documents will be provided to the CITY within thirty (30) working days following signed Task Order and executed ECOLOGY funding agreement. Following ECOLOGY review, stamped plans will be provided for advertisement within one (1) week. It is anticipated the bid advertisement period will extend two (2) weeks followed by the bid opening, review and recommendation of award, and Council consideration of Award.

**4.0 Construction Management**

Construction management services shall begin upon construction contract award by the CITY and will extend through the completion of construction, and completion of as-constructed drawings. It is anticipated the physical construction will take fifty (50) working days, utilizing standard 40-hour work weeks. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, construction management services beyond fifty (50) working days shall be considered additional services.

**5.0 Construction**

Phase 5.0 of the ECOLOGY funding work scope is for physical construction. No physical construction work is anticipated to be performed by HLA during the construction phase.

**6.0 PROJECT Closeout**

HLA will diligently pursue PROJECT Closeout; however, time of performance is highly dependent on the responsiveness and timeliness of the construction Contractor providing required documentation.

**7.0 Additional Services**

Time for completion of work directed by the CITY under Additional Services shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

**FEE FOR SERVICE:**

**1.0 Grant and Loan Administration**

All work for PROJECT administration/management shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for an estimated fee of \$10,000.00.

**2.0 Cultural and Environmental Review, and Permitting**

All work for cultural and environmental review and permitting shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for subconsultants, contract services, and/or non-salary expenses for an estimated fee of \$2,500.00

**3.0 Final Design Plans and Specifications**

All work for final design plans and specifications shall be performed for the lump sum fee of \$60,000.00.

**4.0 Construction Management**

All work for construction management shall be completed on an hourly basis, at normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$144,000.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then construction management related to the granted additional working days shall be considered Additional Services.

**5.0 Construction**

Phase 5.0 of the ECOLOGY funding work scope is for physical construction. No physical construction work is anticipated to be performed by HLA during the construction phase.

**6.0 PROJECT Closeout**

All work for PROJECT closeout shall be performed for the lump sum fee of \$5,000.00.

**7.0 Additional Services**

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA will perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:  10/3/2023  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
City of Grandview  
Gloria Mendoza, Mayor