



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Agenda - Final-revised City Council

*Mayor Don Jensen
Council Member Ken Botero
Council Member Tom Hutchinson
Council Member Chet Makinster
Mayor Pro Tem Mary Jane Melink
Council Member Steve Moon
Council Member Michael Wallin*

Thursday, June 11, 2015

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

2. INVOCATION*/FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF MINUTES

[15-3872](#) COUNCIL MEETING MINUTES, MAY 28TH, 2015

Attachments: [CMM 5-28-15](#)

5. CHANGES TO THE AGENDA

6. PRESENTATIONS & AWARDS

[15-3873](#) PARK AND RECREATION MONTH - JULY 2015

Attachments: [Parks and Recreation Month - July 2015](#)

[15-3886](#) FIRST LEGO LEAGUE PRESENTATION BY LEGO GEARS TEAM AND COACH BOB KOENIG

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

8. PUBLIC HEARINGS

[15-3868](#) PUBLIC HEARING - SIX YEAR TRANSPORTATION IMPROVEMENT

PROGRAM (T.I.P.) 2016- 2021**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

Each year, as required by state law, the City updates and adopts a Six-Year Transportation Improvement Program (T.I.P.). The T.I.P. is a priority listing of funded or proposed transportation-related projects within the City. The T.I.P. identifies the year and the funding sources for the various projects, as well as other basic information on the projects. In order to receive federal or state funding, a project must appear on the City's adopted T.I.P. However, the T.I.P. may be amended by the City Council at any time to add or delete projects or change funding sources and amount, following a public hearing on the proposed amendment. Copies of the proposed T.I.P. were provided to the City Council on June 3, 2015.

RECOMMENDED ACTION:

Conduct the public hearing.

Attachments: [2016 TIP Memo & Exhibit A 6.3.15](#)

9. BOARD & COMMISSION RECOMMENDATIONS**10. ORDINANCES & RESOLUTIONS**

[15-3843](#)

ORDINANCE NO. 3295 AMENDING THE 2015-2016 BIENNIAL BUDGET
(SECOND READING)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Enhance Public Safety and Emergency Response

CITY ATTORNEY REVIEW: YES**SUMMARY STATEMENT:**

The subject ordinance has been prepared to amend the 2015-2016 biennial budget to authorize revenue and expenditures unforeseen at the time the 2015-2016 biennial budget was adopted. These amendments affect the Traffic Safety Fund in the 2015-2016 biennial budget. An Office Assistant position at the Longview Police Department was eliminated on December 31, 2013 as part of budget cuts. Since that time, four new school zone camera systems have been added in the city of Longview. The volume of photo enforcement work done by police clerical staff has increased fivefold from 2012 (prior to layoff from budget cut) to 2014. Due to the increased workload, the Police Department is requesting to restore the Office Assistant position to ensure time requirements are met in processing photo enforcement paperwork and payments.

Budget amendment ordinances require two readings before the Council.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3295.

Expenditure Required: \$110,000.00

Amount Budgeted \$110,000.00

Appropriation Required \$110,000.00

Attachments: [ORDINANCE NO 3295](#)

[15-3861](#)

RESOLUTION NO. 2148 - UTILITY RATE REDUCTION PROGRAM 2015

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Continue to provide utility rate relief to low-income senior citizens and low-income disabled citizens in Longview

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

The Council has established a utility rate reduction program for low-income senior citizens and low-income disabled citizens of the City. Annually, low income senior and low-income disabled citizens on the City's rate reduction program are asked to re-apply so that staff can ascertain whether or not they still qualify. In years past, a number of program participants have received modest annual increases in income that, in many instances may have caused them to exceed the limit in effect, and therefore could have resulted in some of the participants losing the rate reduction benefit. These increases in income are largely the result of inflationary increases granted by the Social Security Administration.

In most instances, the modest cost-of-living increases granted by Social Security are not sufficient to offset the utility rate increases that these citizens would now experience if they lost their participation in the City's rate reduction program. Staff is recommending that the 2015 income eligibility limits for the City's rate reduction program be increased in order to keep eligible those who presently participate in the City's utility rate relief program and are in need of this rate reduction. The 2015 proposed utility rate relief income limits for a single person household are \$20,350, and are up \$650 from the current limit of \$19,700. For a household with two persons the proposed income limit is \$23,250. Last year's income limit for a two person household was \$22,500. The income limit for a household with five or more persons is \$31,400. Presently there are about 400 households receiving reductions totaling approximately \$165,000/yr. Preliminary estimates indicate that program costs will not change significantly under the proposed resolution.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2148

Attachments: [Resolution 2148-2015 Utility Rate Reduction Program](#)

[RS 15 2149](#)**RESOLUTION NO. 2149 - ADOPT THE 2016 - 2021 SIX YEAR
TRANSPORTATION IMPROVEMENT PLAN****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

Each year, as required by state law, the City updates and adopts a Six-Year Transportation Improvement Program (T.I.P.). The T.I.P. is a priority listing of funded or proposed transportation-related projects within the City. The T.I.P. identifies the year and the funding sources for the various projects, as well as other basic information on the projects. In order to receive federal or state funding, a project must appear on the City's adopted T.I.P. However, the T.I.P. may be amended by the City Council at any time to add or delete projects or change funding sources and amount, following a public hearing on the proposed amendment. Copies of the proposed T.I.P. were provided to the City Council on June 3, 2015 and the public hearing was held on June 11, 2015.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2149.

Attachments: [Exhibit A, 2016.2021 TIP](#)

[AttachPW Res #2149, 2016-2021 TIP](#)

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS[15-3863](#)**AUTHORIZE VOTING DELEGATES FOR AWC ANNUAL CONFERENCE**

Attachments: [2015 AWC Annual Business Meeting-June 25, 2015](#)

12. CONSENT CALENDAR**15-3882****APPROVAL OF CLAIMS**

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

Second Half May 2015 Accounts Payable: \$ 1,123,524.01

First Half June 2015 Payroll:

\$66,864.13, Checks No. 206337 - 206355
\$617,374.94, direct deposits
\$770,750.40, wire transfers
\$1,454,989.47 Total

[15-3865](#)**NON-MOTORIZED BOATING CONCESSION AGREEMENT**

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In 2014, the city council approved an agreement for a concessionaire to provide small boat (primarily kayak) rentals and tours to be operated at Lake Sacajawea Park on a trial basis (a temporary permit). An ad-hoc committee made up of department staff, the park and recreation board, and council members met to review the success of the concession. The conversation included community, committee, and department feedback about the operations. It was determined by the committee there was enough success and potential value to try it again. The department moved forward with a request for proposals in April to provide non-motorized boating concessions at the lake.

The city received two proposals from separate parties. The ad-hoc committee weighed each proposal against the required RFP criteria and a vendor was chosen. Attached is the proposed agreement to provide for a temporary permit to Paddle Flatts Kayaking LLC for a term of June 13 through September 30, including a \$2.00 per person payment to the city. The agreement spells out the responsibilities of the boating vendor, including but not limited to staffing, insurance, safety, payment, hours of operations, equipment, and other requirements.

RECOMMENDED ACTION:

Motion to approve the City Manager to finalize and sign boat rental concession agreement with Paddle Flatts Kayaking, LLC.

Attachments: [Non-Motorized Boating Concession Agreement 2015](#)

[15-3867](#)**FOOD AND BEVERAGE CONCESSION AGREEMENT**

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In 2013, the city council approved Resolution No. 2045 adopting policies for a food and beverage concession at Lake Sacajawea Park. The resolution included the purpose, expectations, responsibilities, and criteria for awarding a concession. A request for proposals for a food and beverage concessionaire was issued.

No proposals were submitted during the term allotted by the 2013 RFP. Subsequently, in February of 2014, the Parks and Recreation Department

was contacted by a prospective mobile food vendor looking to sell shaved ice at Hemlock Plaza. Council directed staff to negotiate a concession agreement consistent with applicable ordinances and policies. An agreement was crafted for a trial concession and signed by the City Manager on behalf of the city.

The vendor ultimately was unable to operate last year due to mobile unit construction difficulty, and then unforeseen circumstances with business licensing and health department permitting. By the time the vendor was finally ready to provide service, the term of the permit had expired.

An ad-hoc committee consisting of department staff, park and recreation board, and council members, met earlier this year to discuss the possibility of once again issuing a RFP to provide food and beverage concessions at the lake. The original intent of the meeting was to review the results of 2014 and determine whether or not to move forward again with concessions for the public. Because there was no experience to evaluate from last year, the committee chose to reissue a RFP to determine if a concessionaire could be successful at the lake.

The city received only one proposal from the same vendor as last year. The committee reviewed the proposal and made some suggestions going forward to ensure the city would be able to provide the vendor service this summer. Attached is the proposed agreement to provide for a temporary permit to Big Kahuna Shave Ice for a term of June 13 through September 30, with 10% of gross monthly receipts payment to the city, or 15% at mutually agreed upon city-sponsored community events. The agreement lists the responsibilities of the food vendor, including but not limited to staffing, insurance, safety, payment, hours of operations, equipment, and other requirements.

RECOMMENDED ACTION:

Motion to authorize the City Manager to finalize and sign the food and beverage concession agreement with Big Kahuna Shave Ice.

Attachments: [FoodBeverage Concession Agreement 2015](#)

[Exhibit A Mobile Unit](#)

[Resolution 2045 Concession Policy](#)

13. CITY MANAGER'S REPORT

[15-3869](#)

R.A. LONG PARK IMPROVEMENTS PROJECT UPDATE

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

On March 25, 2010, the City Council approved Resolution 1957 adopting the

R.A. Long Park Master Plan. This Plan was developed to accomplish three goals: 1) Celebrate the history of R.A. Long Park; 2) Enhance pedestrian and vehicular safety and park access within the Circle; and 3) Increase activity and improve the condition of R.A. Long Park.

Implementation of the park improvements was divided into 3 phases to maximize opportunities for grant and other funding sources. In 2013, the City Council allocated \$300,000 from the Kuntz Family Trust to complete a portion of the phase 1 improvements. An additional \$100,000 was allocated from the Capital Projects Fund to replace damaged sidewalks/walkways in and around the park. Additionally, the City has been offered a donation of \$75,000 toward construction of a fountain in the center plaza.

In November and December of 2014, the City Council reviewed and approved the conceptual design of the project improvements and an agreement with the private donor for funding of the fountain.

With the current funding level, Phase 1 improvements in the park are estimated to include construction of the fountain, relocation of the R.A. Long bust to the Longview Public Library, replacement of the concrete plaza with gray-tinted concrete and red permeable pavers, replacement of the west plaza steps with ADA ramps, replacement of damaged sidewalk/walkway in and around the park, and upgrade the existing electrical service (Cowlitz PUD is contributing \$5,000 toward this upgrade). Additional improvements if funding allows could include replacing park lighting around the plaza and installation of benches on the plaza.

The proposed improvements were reviewed and approved by the Historic Preservation Commission, Parks Board, Project Longview, and the donor. Final approval of the project design is required by Council. Construction of the project is scheduled to start about the end of August.

FINANCIAL SUMMARY:

Current project funding is \$300,000 from the Kuntz Family Trust, \$100,000 from the Capital Projects Fund, \$75,000 from a private donation, and \$5,000 from the Cowlitz PUD.

RECOMMENDED ACTION:

Motion directing staff to complete design and construction of R.A. Long Park improvements as presented.

Attachments: [RA Long Park Presentation Council 6-11-15](#)

[15-3866](#)

ADOPT 2015 COUNCIL RETREAT REPORT, 2015 WORK PLAN & 2015 COMMITTEE ASSIGNMENTS

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Longview City Council held its annual strategic planning retreat on May 15, 2015 to review progress on the 2014 work plan; to evaluate and prioritize strategic initiatives; and develop strategies, deliverables and outcomes for

their proposed 2015 work plan.

Attached is the 2015 Council Retreat Report that documents the work Council accomplished at the retreat including the 2015 Committee Assignments and the 2015 Work Plan and desired outcomes

RECOMMENDED ACTION:

Motion to adopt the Longview City Council 2015 Retreat Report, 2015 Work Plan, and 2015 committee assignments.

Attachments: [2015 Work Plan](#)
[2015 BC assignments](#)
[Council Retreat Report 2015 Summary \(2\)](#)

14. MISCELLANEOUS

[15-3888](#) **WASHINGTON STATE LIQUOR CONTROL BOARD REQUESTS**

Attachments: [Spec Occ-Pioneer Lions](#)

15. ADJOURNMENT

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS

THURSDAY, JULY 9, 2015

THURSDAY, JULY 23, 2015

NEXT COUNCIL WORKSHOPS:

THURSDAY, JUNE 18, 2015: STATE LEGISLATIVE REPORT WITH MARK BROWN; ADA TRANSITION PLAN