



# City of Longview

1525 Broadway  
Longview, WA 98632  
[www.ci.longview.wa.us](http://www.ci.longview.wa.us)

## Agenda - Special Meeting - Revised

### City Council

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

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Thursday, December 15, 2016

7:00 PM

2nd Floor, City Hall

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### Special Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Thursday, December 15, at 7:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

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  
[MN 16-0358](#) COUNCIL MINUTES, NOVEMBER 29, 2016

*Attachments:* [11.29.2016 Special Council Meeting Minutes for Approval](#)

5. CHANGES TO THE AGENDA
6. PRESENTATIONS & AWARDS
7. CONSTITUENTS' COMMENTS (Thirty Minutes)

**7. A FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****8. PUBLIC HEARINGS****16-4643 PUBLIC HEARING: PROPOSED 2017 - 2018 BIENNIAL BUDGET AND  
2017 - 2021 CAPITAL IMPROVEMENT PLAN (CIP)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management of the City.

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

RCW 35A.34.110 requires cities to conduct a formal public hearing on the proposed biennial budget. Copies of the Biennial Budget and 2017 - 2021 Capital Improvement Plan have been made available to Council and to members of the public. A staff presentation on the 2017 - 2018 Biennial Budget and 2017 - 2021 Capital Improvement Plan was presented at the public hearing on December 8, 2016, and is attached for reference. Public Hearing Notices on the 2017 - 2018 Preliminary Biennial Budget and 2017 - 2021 Capital Improvement Plan were published on November 25, 2016 and December 2, 2016.

The 2017 - 2018 Biennial Budget can be accessed at:

<http://www.mylongview.com/Modules/ShowDocument.aspx?documentid=2838>

**RECOMMENDED ACTION:**

Hold public hearing.

**Attachments:** [2017-18 Budget Public Hearing \(2016 1208\)\(F\)](#)

**9. BOARD & COMMISSION RECOMMENDATIONS****10. ORDINANCES & RESOLUTIONS****ORD 16 ORDINANCE NO. 3334 - CREATE LONGVIEW TRANSPORTATION  
3334 BENEFIT DISTRICT****COUNCIL INITIATIVE ADDRESSED:**

Improve streets and roads

**CITY ATTORNEY REVIEW: Required****SUMMARY STATEMENT:**

Following their 2016 retreat, the City Council appointed a Streets and Roads Initiative Committee consisting of Councilmembers Mike Wallin, Chet Makinster, and Steve Moon. The Committee began meeting to review information regarding pavement condition, current street maintenance and repair funding and costs, and discuss potential methods to enhance street maintenance.

The Committee reviewed and discussed information pertaining to street maintenance and presented a report to the full council at a workshop on April 28, 2016, and recommended the council consider forming a Transportation Benefit District (TBD) to fund street maintenance, preservation and improvement projects in the City.

On August 25, 2016, the City Council conducted a public hearing to receive public comment regarding forming a TBD and considered a draft TBD formation ordinance. Nobody spoke in opposition to forming a Transportation Benefit District, and the City Council directed staff to prepare a final ordinance and TBD improvements plan for consideration.

On November 21, 2016, the Streets and Roads Initiative Committee met to review a draft TBD improvements plan. The Committee requested revisions to improvements plan and requested staff to present the TBD formation ordinance to the City Council before the end of this year.

Attached for your review is a final draft ordinance and TBD improvements plan, along with a staff report providing information about TBD formation.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3334.

**STAFF CONTACT:**

Craig Bozarth, City Engineer

**Attachments:** [Ord No 3334 - Form Transportation Benefit District](#)

[Ord No 3334 - Exhibit A - Improvements Plan](#)

[Staff Report - Ord No 3334 - TBD Formation](#)

[TBD Formation Presentation 08.25.16](#)

[08.25.2016 Public Hearing Notice - TBD Formation](#)

[16-4645](#)

**ORDINANCE NO. 3335 AMENDING THE LONGVIEW MUNICIPAL CODE TO CLARIFY AND EXPAND THE PERMISSABLE USES OF SURPLUS MONEYS IN THE PUBLIC SAFETY FUND**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

Enhance public safety and emergency response

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The Longview police station was originally a bank building, acquired by the city and partially remodeled in 1999 with the intent of further remodeling later to add office space. The building lacks adequate facilities for officers to conduct investigations and interviews without interruption, maintain confidentiality, and properly process and store evidence during

investigations. A proposed remodel would add 3,400 square feet of finished office and working space and improve 520 square feet of existing work area to address functional issues and allow detective, patrol, and other assigned officers to work more efficiently as units and individually.

Improvements would include offices and work stations, interview rooms, evidence processing space, file storage space, a conference room, and the necessary electrical, mechanical, plumbing, communication, and security systems to support the new spaces. In addition, replacement of the building's HVAC system would correct ongoing heating and cooling deficiencies; the existing system is beyond its useful life, dating back to 1968.

Because the full extent and complexity of a remodel is difficult to reasonably determine in advance, Collins Architectural Group was retained to prepare a design and cost estimate. Based on the 20% design, the total remodel project cost, including replacement of the entire building HVAC system, is estimated at \$1,142,000 including 30% contingency. A plan to finance the project using the public safety fund was contemplated by the council earlier this year, but ultimately rejected when an ordinance to expand the permissible uses of moneys in the public safety fund, including for law enforcement capital facilities and equipment, was defeated (Ordinance No. 3320 on May 26, 2016).

More recently (during discussion of capital improvement projects to be included in the 2017-2018 budget that took place during a workshop on October 20), councilmembers indicated their willingness to revisit that issue in order to pay for the police station remodel project without have to finance it over time. As a result of that discussion, a new ordinance (No. 3335 attached) has been prepared for council consideration that is identical to No. 3320 in terms of the expanded permissible uses of public safety fund moneys i.e., adding street lighting, pedestrian street crossings and sidewalks, law enforcement capital facilities and equipment, and street maintenance equipment.

The recommended 2017-2018 biennial budget anticipates a beginning balance of \$2.3 million and an ending balance of \$745,000 after all revenues and expenditures are accounted for, *including* completion of the police station remodel project.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3335.

**STAFF CONTACT:**

Dave Campbell, City Manager

Kurt Sacha, Assistant City Manager/Finance Director

Jim McNamara, City Attorney

**Attachments:** [Ordinance No 3335](#)

[16-4642](#)**ORDINANCE NO. 3336 ADOPTING 2017-2018 BIENNIAL BUDGET****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management of the City.

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

This ordinance depicts the revenues and appropriations as presented in the 2017-2018 Biennial Budget and formally adopts the 2017-2018 Biennial Budget.

**RECOMMENDED ACTION:**

Motion to adopt Ordinance No. 3336

**STAFF CONTACT:**

Kurt Sacha, Assistant City Manager/Finance Director  
Jim McNamara, City Attorney

Attachments: [ORDINANCE NO 3336 - 2017-2018 Biennial Budget](#)

[16-4644](#)**RESOLUTION NO. 2201 ADOPTING 2017-2021 CAPITAL IMPROVEMENT PLAN****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management of the City.

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

The attached resolution provides for the 2017-2021 Capital Improvement Plan included in the 2017-18 Biennial Budget. Approval of the 2017-2021 Capital Improvement Plan authorizes funding only for the 2017-2018 projects approved in conjunction with the 2017-2018 Biennial Budget.

**RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2201 approving the 2017-2021 Capital Improvement Plan for the City of Longview.

**STAFF CONTACT:**

Kurt Sacha, Assistant City Manager/Finance Director  
Jim McNamara, City Attorney

Attachments: [RESOLUTION NO 2201 - 2017-2021 CIP](#)

**11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS**[11. A](#)**MAYOR'S REPORT**

11. B**COUNCILMEMBERS' REPORTS**16-4641**REQUEST TO HELP FUND THE VETERANS' MEMORIAL MONUMENT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

Address quality of place issues

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

For over a year, the City of Longview's "Extra Mile" citizen, Bill Kasch, has been working on another project to honor the history of our city. His most recent undertaking is a Veterans' Monument to honor Longview citizens that have given the greatest sacrifice for our nation. This request is for the city council to approve the appropriation of \$2,500 to be taken from the general fund ending fund balance, to help contribute to the Veterans' Monument project that Mr. Kasch is spearheading. Previous requests for financial assistance for this project have not been approved. Those requests were made while this project was still in the early stages of development. Mr. Kasch is now at the final stage with a product near completion.

**RECOMMENDED ACTION:**

Motion to approve the appropriation of \$2,500, to be taken from the general fund ending fund balance, to help contribute to the Veterans' Memorial Monument project that Bill Kasch is spearheading.

**STAFF CONTACT:**

Steve Moon, City Council

Chet Makinster, City Council

Attachments: [12-15-16 Request to help fund veterans memorials in RA Long Park](#)

16-4659**PROPOSED MUNICIPAL CODE TO ADDRESS SEVERE WEATHER  
SHELTERING****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety & emergency response

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

Currently, the City's municipal code does not address severe weather shelters. City staff developed a proposed code to address such. The Ad Hoc Committee on Zoning for Emergency Shelters reviewed the draft at their December 12 meeting. After discussing the draft and hearing comments from the public, the committee directed staff to make some modifications and then decided to recommend approval of the proposed code. The proposed "Chapter 7.30 Severe Weather Sheltering" as modified by the committee is

attached.

**RECOMMENDED ACTION:**

Motion to direct the City Attorney to prepare an ordinance for Council review and approval

**STAFF CONTACT:**

Steve Langdon, Planning Manager  
Jim McNamara, City Attorney

**Attachments:** [Draft LMC Chapter 7 30 Severe Weather Sheltering](#)

**12. CONSENT CALENDAR**

[16-4646](#)

**LIABILITY CLAIMS/LAWSUITS**

The claim(s)/lawsuit(s) listed below was/were received by the City. Where applicable, the claim(s)/lawsuit(s) have been/are being researched and/or reviewed by Washington Cities Insurance Authority (WCIA). The claim(s)/lawsuit(s) status is/are as follows:

**NEW:**

Duane Todd, DOI: 11/22/2016. Claimant alleges property damage caused by forced entry of police officers serving search warrant.

Allen Norman, DOI: 12/2/2015. Claimant alleges that the LPD did not notify him that he could retrieve his property; the property was then sold at auction.

**DENIED:**

Nathan Bopp, DOI: 10/12/2016. Claimant alleges that a city employee did not properly research the location of sewer lines on his property and he was given the approval to begin digging a trench. After digging began, the sewer line was damaged and costs were incurred by the claimant to repair the sewer line.

**SETTLED:**

Jim Jesska, DOI: 9/20/2016. Claimant alleges costs incurred to clear blockage in sewer line.

**STAFF CONTACT:**

Kaylee Cody, City Clerk  
Brian Loos, Risk & Safety Manager

**13. CITY MANAGER'S REPORT**

[16-4648](#)

**LONGVIEW EMPLOYEES' BARGAINING ASSOCIATION (EBA)  
COLLECTIVE BARGAINING AGREEMENT, JAN 1, 2015-DEC 31, 2017****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

On October 27, 2016, Longview Employees' Bargaining Association (EBA) and the City reached a tentative agreement on the 2015-2017 Collective Bargaining Agreement (CBA). For 2017, both parties agree to open for bargaining Article 11, Medical and Insurance Benefits and Article 21, Salaries for the purpose of negotiating salaries and calculating the balance of 2015 deferred wages that may be applied to the 2017 medical premium. EBA notified the City of member (97) ratification on November 14, 2016. The contract provides for a COLA increase of 100% of Portland CPI-W in 2017(1.2%).

For 2017 the CBA remains at 100% employer paid HDHP medical insurance plan and Dental remains at 80% employer paid.

**RECOMMENDED ACTION:**

Motion to approve the 2017 provisions of Articles #11 (Medical Insurance) and #21 (Salaries) of the EBA 2015-17 Collective Bargaining Agreement.

**STAFF CONTACT:**

Chris Smith, Human Resources Director

Attachments: [2015 - 2017 EBA CBA - 2017 Re-opener \(12-15-16\)](#)

[16-4647](#)

**2017 STATE LEGISLATIVE AGENDA****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

All

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

Attached is the draft 2017 State Legislative Agenda. The council reviewed this initially in a workshop on September 15, discussed the community project funding request priorities during a workshop on October 20, and reviewed an outline of a comprehensive draft during a workshop on December 1. It is now being presented for final review and adoption.

Our state legislative agenda is always a work in progress, meaning it is subject to change as political and legislative conditions change and new opportunities arise. It lists issues of interest primarily to the City of Longview (and perhaps a handful of other jurisdictions), as well as some issues of interest to the "city family" throughout the state via reference to the Association of Washington Cities' legislative agenda. In either case, it provides guidance to City representatives for communicating with legislators and other state officials about proposed legislation, rule-writing, and the administration of state programs.

**RECOMMENDED ACTION:**

Motion to adopt.



**STAFF CONTACT:**

Dave Campbell, City Manager

Attachments: [2017-2018 State Agenda DRAFT](#)

[16-4640](#)

**AGREEMENT WITH CFM FOR 2017 GOVERNMENTAL RELATIONS SERVICES****COUNCIL STRATEGIC INITIATIVES ADDRESSED:**

All

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

The attached agreement with CFM provides for federal governmental relations services for 2017. The scope of services includes assistance on appropriations (grant) requests, advocacy on policy issues, arranging of meetings between City and federal officials, continued lobbying support for various federal programs that are of interest to the City, and generally providing insight and keeping us informed of legislative activities in Washington, DC.

An outline of the draft 2017 federal legislative agenda itself was reviewed by council on December 1. The final agenda will be ready for review and approval on January 12. The dates in Attachment A, Services & Compensation, will be updated, and the agenda itself would be inserted in Section 1.2 of Attachment A. In the meantime, CFM has agreed to hold its fee at the same level for the tenth consecutive year. Funding for these services is prorated among the general and enterprise funds, based on the time devoted to various grant applications and policy efforts.

**RECOMMENDED ACTION:**

Motion to approve the agreement with CFM for federal governmental relations services in 2017 and authorize the city manager to sign it, pending final council approval of the legislative agenda.

**STAFF CONTACT:**

Dave Campbell, City Manager

Attachments: [CFM Agreement for 2017](#)

[16-4649](#)

**CITY - COUNTY HOTEL MEMORANDUM OF UNDERSTANDING**

**COUNCIL INITIATIVE ADDRESSED:**

Strengthen economic conditions and create new opportunities

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

The County and the City of Longview jointly financed a long-range Event Center Master Plan and a hotel feasibility study. The recommendations of both studies declare that there is a need for additional conference space at the Event Center as well as a hotel for the use of conference attendees. To facilitate implementation of the Event Center Master Plan, the County and City propose an exchange of lands to allow for development of a commercial hotel. Construction of a hotel would facilitate local events and gatherings at the County Events Center and the Fairgrounds.

In consideration for exchange of parcels, City shall cause to be performed surveys of all concerned parcels. The County will apply for subdivision or boundary line adjustment for the creation of the parcels. The City or its PDA will facilitate funding for all fees and costs necessary for such division of land.

With increased use of facilities, the County may shift some activities across 7th Avenue and use newly acquired land in furtherance of those activities. The City agrees to facilitate safe pedestrian crossing during the annual County Fair and other events at the fairgrounds subject to City Special Event permit standards.

The City will work cooperatively with the County and the City of Kelso to address access issues for the hotel as well as a new entrance to the fairgrounds at the intersection of Washington Street and 5th Avenue. The City shall also work directly with the City of Kelso regarding provision of utilities to the hotel property.

**FINANCIAL SUMMARY:**

The City will pay approximately \$15,000 for surveying and subdivision costs. The PDA will reimburse the City for those costs upon the sale of the property to a hotel developer.

**RECOMMENDED ACTION:**

Motion to authorize the Mayor and City Manager to sign the MOU.

**STAFF CONTACT:**

Joe Phillips, Economic Development Coordinator

[Attachments: City-County Hotel MOU 12-8-16](#)

[City - county Hotel MOU Maps](#)

**14. MISCELLANEOUS****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, JANUARY 12, 2017**

**THURSDAY, JANUARY 26, 2017**