



City of Longview

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

Agenda - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Chet Makinster
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin
Council Member MaryAlice Wallis

Thursday, June 14, 2018

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**

[18-5477](#) COUNCIL MINUTES, MAY 24, 2018

Attachments: [5.24.2018 Regular Meeting Minutes for Approval](#)

5. **CHANGES TO THE AGENDA**

6. **PRESENTATIONS & AWARDS**

[18-5470](#) PRESENTATION OF DEED TO H & N FREEMONT REPLICA SQUIRREL
BRIDGE FROM LONGVIEW SANDBAGGERS

[ORD 18](#)
[3382](#) ORDINANCE NO. 3382 - ACCEPTING THE GIFT OF THE H & N
FREEMONT REPLICA SQUIRREL BRIDGE FROM THE LONGVIEW
SANDBAGGERS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Address quality of place issues

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:

The Longview Sandbaggers co-host the annual Squirreelfest event in Longview, and unveil a new squirrel bridge to be installed over the public right-of-way at the festival. The Sandbaggers then coordinate with city staff to install the bridge. The Sandbaggers retain ownership of each bridge for one year after installation before presenting a title of ownership to the City. Ownership acceptance by ordinance is required by the Longview Municipal Code. Ordinance No. 3382 will accept the gift of a squirrel bridge hung in 2017.

FINANCIAL SUMMARY:

Each bridge will require periodic maintenance, the cost of which is anticipated to be minimal.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3382.

STAFF CONTACT:

Craig Bozarth, City Engineer

Attachments: [Ordinance 3382 - Squirrel Bridge](#)

7. CONSTITUENTS' COMMENTS (Thirty Minutes)**8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****9. PUBLIC HEARINGS**

[18-5479](#)

PUBLIC HEARING: 2018 HOME PROJECT ALLOCATIONS and 2018 Document Recording Fee Allocations

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

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

This public hearing is to allocate 2018 HOME Investment Partnership Program funding, and Document Recording Fee project funding. The Public Hearing will be held to review and consider affordable housing projects submitted for funding and receive public comment for allocations.

Three (4) HOME projects and three (4) Document Recording Fee projects have been received. Project designs will be distributed for Council review on June 12th. Public review of the project summaries has been made available at the Community Development Office, the City HOME Program Website and at <https://mylongview.box.com/v/2018HUDProposals>

Funding for 2018 for the Longview-Kelso HOME is \$321,418 of which Longview's portion is \$168,745

2018 Document Recording Fee funding from Cowlitz County totaling \$29,354 will be available. This Longview program provides for a variety of housing projects for persons with incomes at or below 30% of the Median Income for Cowlitz County based on family size. Operation and maintenance of Housing Trust Fund projects and shelters are also eligible under this program.

The HOME projects are:

2018 Longview HOME Project Summaries

Amount Available: \$168,745 Amount Requested: \$500,654

Foundation For the Challenged HOMES XII - Construct one home for 4 extremely low-income individuals with a developmental disability to receive 24/7 support services.

Foundation for the Challenged **\$50,000**

Parkview Apartments- Construct a portion of a new 120 unit apartment complex starting in 2019, to be completed in 2021. Units will be reserved for families

earning 50% and 60% of area median income; helping to address the workforce, affordable housing shortages.

Housing Opportunities of Southwest Washington **\$168,745**

Homeowner housing rehab & infrastructure for new construction-

Rehabilitation up to 4 homes which have been identified as homes owned by low-income families with incomes between 30 to 60% of Cowlitz County/Longview AMI based on family size; and contribute to infrastructure costs for 2017 project to construct two homes.

Cowlitz County Habitat for Humanity **\$40,000**

Homeless Recovery Tenant Based Rental Assistance- Provide rent subsidy for 14 homeless persons with a disability, receiving mental health services and participating in case management. *Community House on Broadway* **\$80,000**

Consortium Community Housing Development Organization (CHDO) Designation and Funding

CHDO 5% Operating Costs Each year, 5% of the HOME program funds are set aside for operating costs for a community housing development organization:

The Lower Columbia Community Action Program has applied to be the consortium's Community Housing Development Organization (CHDO). If designated, Lower Columbia CAP will receive funds for operating and capacity building costs including salaries and benefits, training, department pro-rated cost allocations (rent, phone, etc.), equipment, materials, supplies and tools. The amount will be 5% of the 2018 HOME allocation.

Lower Columbia Community Action Program \$16,071

Requires approval from Consortium Partners (Longview and Kelso City Councils)

2018 Community Development Organization Set-Aside Project:

Affordable Housing Development- acquire property and support operational costs for the development of affordable housing for low- and moderate-income households.

Lower Columbia Community Action Program **\$ 161,909**

2018 Longview Document Recording Fee

Amount Available: \$29,354 Amount Requested: \$52,500

Continued Operation Funding Transitional Housing Shelter- Operational support for the area's homeless rehabilitation center. Community House on Broadway **\$25,000**

Domestic Violence Shelter Program - Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter. Emergency Support Shelter
\$12,000

Cowlitz Youth Outreach Center Operations- Provide services and housing to homeless youth in Cowlitz County. Housing Opportunities Of SW Washington, and Janus Youth Services **\$8,000**

Construction Operational Expenses for New And Rehabbed Homes-
Cowlitz County Habitat for Humanity **\$7,500**

RECOMMENDED MOTION(s)

- 1) Motion to award 2018 HOME program funds as follows: Community House on Broadway TBRA: \$80,000; Housing Opportunities of Southwest Washington new multifamily: \$88,745.
- 2) Motion to award 2018 Document Recording Fees projects to the Emergency Support Shelter: \$10,000, HOSWWA/Janus Youth Services: \$7,000, and the Community House on Broadway: \$12,354.
- 3) Motion to approve Lower Columbia Community Action Program as the recipient of the Consortium Community Housing Development Organization (CHDO) set-aside and operating costs funds for 2018 and designated CHDO.
- 4) Motion to approve Lower Columbia Community Action Program CHDO project for new construction: \$161,909.

Attachments: [2018 HOME](#), [CDBG](#), [Doc Fee Project Proposals](#)

[18-5474](#)

**PUBLIC HEARING TO COLLECT COMMENTS AND ALLOCATE 2018
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This public hearing will be held to review and consider 2018 Community Development Block Grant (CDBG) project designs submitted to the City, to hear public comment and make funding allocations.

A total of 8 CDBG project designs have been received: three projects for Main Entitlement funding, 4 projects for Public Services and 1 Planning project were received. Public Review of projects is available on the City's CDBG webpage and at <https://mylongview.box.com/v/2018HUDProposals>

Funding for 2018 CDBG is at \$313,353, funded through the Federal Department of Housing and Urban Development (HUD).

A summary of submitted projects by category is as follows:

Main Entitlement

Amount Available: \$203,680 Amount Requested: \$288,000

Tenant Based Rental Assistance program administration

Community House on Broadway \$38,000

Social Support Center commercial rehabilitation for a non-profit

Community House on Broadway \$150,000

Highlands Affordable Housing Preservation housing rehabilitation *Lower*

Columbia Community Action Program \$100,000

Public Service

Amount Available: \$47,000 Amount Requested: \$79,000

Help Warehouse Fresh Produce Supplementation Program would provide fresh fruits and vegetables to supplement canned and dried commodities distributed to eight (8) local food banks via HELP Warehouse.

Lower Columbia Community Action Program \$15,000

Help Warehouse A pilot Gleaning Program will identify and collect local and regional food resources that would otherwise be discarded for distribution through the HELP Warehouse.

Lower Columbia Community Action Program \$10,000

Financial Specialist and Legal Consultation- Credit Manager position at transitional shelter to advise residents in the best practices for financial management and paying down debts.

Community House on Broadway \$24,000

Longview Super Summers- expand program to provide free summer childcare to up to 60 low-income Longview residents living in target neighborhoods.

City of Longview Parks and Recreation/Youth & Family Link/YMCA of SW Washington \$30,000

Planning

Amount Available: \$15,688 Amount Requested: \$15,688

Update to Longview-Kelso Consolidated Housing Plan for 2019-2023

City of Longview Community Development Department \$15,688

RECOMMENDED ACTION:

Motion to allocate CDBG main entitlement as follows: \$16,000 to Community House on Broadway for TBRA administration, \$100,000 to Lower Columbia CAP for housing rehab and \$87,680 for Community House on Broadway commercial rehabilitation for a non-profit social service center.

For Public Service: Motion to allocate 25,000 to the Help Warehouse for pilot gleaning program and fresh produce supplemental program, and \$22,000 for

Longview Super Summers affordable child care program.
For Planning: Motion to allocate \$15,688 for an update to the Longview-Kelso Consolidated Housing Plan for 2019-2023

STAFF CONTACT:

Adam Trimble, Planner

Attachments: [2018 HOME, CDBG, Doc Fee Project Proposals](#)
[Strategic Plan progress](#)

10. BOARD & COMMISSION RECOMMENDATIONS

11. ORDINANCES & RESOLUTIONS

[RS 18 2269](#) **RESOLUTION NO. 2269 - INTENT TO FORM LOCAL
IMPROVEMENT DISTRICT FOR BEECH STREET IMPROVEMENTS
AND SET PUBLIC HEARING**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation system, enhance public safety & emergency response, strengthen economic conditions & create new opportunities.

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:

The Engineering Division has received a petition for the formation of a Local Improvement District (LID) to construct Beech Street between 14th Avenue to California Way. The proposed work includes constructing full street improvements consisting of roadway pavement, sidewalks, curb and gutter, drainage systems, street trees, lighting, and other appropriate items.

The LID petition was signed by the owners of 71.82% of the area within the proposed district. In accordance with state law, the City council must adopt a resolution of intent to form the LID and set a public hearing to consider establishing the LID proposed by the petitioners, or the City Council must reject the petition and deny formation of the district.

FINANCIAL SUMMARY:

The total project cost is estimated to be \$4,430,000 and the total available assessment is estimated to be \$3,699,231. To reduce the property owner assessments and cover the funding gap, the City will use \$125,000 previously collected from nearby commercial developments for improvements to Beech Street, \$125,000 in motor vehicle fuel tax revenue allocated as matching funds for Beech Street, and \$575,000 in Cowlitz Rural Public Facilities Grant funds for improvements to Beech Street. The

City has also applied for a federal Economic Development Administration grant.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2269.

STAFF CONTACT:

Craig Bozarth, City Engineer

Attachments: [Res No 2269 Setting hearing for Beech LID](#)

[Res No 2269 Exhibit A](#)

[Res No 2269 Exhibit B](#)

[Res No 2069 DISPLAY - Tax Lots_Final](#)

12. **MAYOR'S REPORT**

13. **COUNCILMEMBERS' REPORTS**

14. **CONSENT CALENDAR**

[18-5476](#)

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:

FIRST HALF JUNE 2018 ACCOUNTS PAYABLE: \$1,455,796.42

SECOND HALF JUNE 2018 PAYROLL:

\$81,455.24, checks no. 207368-207384

\$736,844.00, direct deposits

\$962,917.55, wire transfers

\$1,781,216.79 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Jackie Rodgers, Human Resources Specialist

[18-5472](#)

SET PUBLIC HEARING

**SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.)
2019-2024**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve streets and roads

Improve transportation systems.

SUMMARY STATEMENT:

State law requires that each city update its Six-Year Transportation

Improvement Program (T.I.P.) annually and file a copy of the adopted program with the Secretary of Transportation. In order to obtain federal funding, a project must appear on the T.I.P. After adoption, the T.I.P. can be subsequently amended to include new projects and funding sources.

Copies of the draft T.I.P. will be distributed to the city council at least one week prior to the public hearing.

RECOMMENDED ACTION:

Motion to set the city council meeting on July 12, 2018, as the date and time for a public hearing on the 2019-2024 Six-Year T.I.P.

STAFF CONTACT:

Craig Bozarth, City Engineer

[18-5471](#)

ENGINEERING SERVICES CONTRACT WITH KITTELSON AND ASSOCIATES FOR SR 432 / CALIFORNIA WAY INTERSECTION IMPROVEMENTS PROJECT

COUNCIL INITIATIVE ADDRESSED:

Improve transportation systems

CITY ATTORNEY REVIEW: YES

SUMMARY STATEMENT:

State Route 432 is an important regional and interstate freight corridor that carries more than 10 million tons of freight per year and connects Oregon to Interstate 5. The Cowlitz-Wahkiakum Council of Governments, in cooperation with Longview and other local agencies, completed the *SR 432 Highway Improvement & Rail Realignment Study* (Study) in September 2014. The Study identified Tier 1, Tier 2, and Market-driven improvement projects to mitigate current and future congestion and impacts on the local street network, emergency responders, and travel reliability through the corridor.

The SR 423 / California Way Intersection Improvements project is identified as a Tier 2 project in the Study. The city was awarded a \$5.3 million federal grant for design, right-of-way acquisition, and construction of the proposed project. The concept submitted in the grant application showed realigning California Way to line up with East Industrial Way intersection and traffic signal, and eliminating the existing California Way traffic signal. Federal regulations require that an alternatives analysis be completed to determine the best practical solution for the intersection design. This alternative analysis will be completed as part of phase 1 design.

In accordance with Washington state law regarding selection of professional engineering services, staff selected Kittelson and Associates as the most qualified firm to provide services necessary for design of this project. The scope of work includes:

Phase 1:

- Preliminary engineering and traffic analysis
- Public involvement to review preliminary design

- Initiate environmental review and permitting

Phase 2:

- Complete environmental review and permitting
- Final design
- Right-of-way acquisition if needed
- Design support during construction bidding
- Construction management and inspection

Phase 2 services are not included in current scope of work and contract amount, but will be added after preliminary engineering analysis is completed and an alternative selected.

FINANCIAL SUMMARY:

The proposed engineering contract amount is \$128,334, which will be paid by the grant. The \$5.3 million federal grant for the SR 432/California Way Intersection project does not require a local match. However, all costs exceeding \$5.3 million and all costs incurred after the grant completion deadline, will be the responsibility of the City.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the agreement with Kittelson and Associates.

Attachments: [SR432-California Phase 1](#)

[18-5473](#)

2018 COUNCIL ADVANCE REPORT

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Longview City Council held its 2018 Council Planning Advance on Saturday, March 31, 2018 to review progress on the 2017-18 work plan; to evaluate and prioritize strategic initiatives; and to develop strategies, deliverables and desired outcomes for the current year.

RECOMMENDED ACTION:

Motion to adopt the 2018 Longview City Council Advance Report.

STAFF CONTACT:

Chris Smith, Human Resources Director

Attachments: [Council Advance Summary \(2018 0331\)-F](#)

[18-5475](#)

RESOLUTION 2267: SURPLUS PROPERTY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The equipment identified in Exhibit "A" of the attached resolution has been determined by staff to be no longer needed. Before these items can be sold, traded-in, or otherwise disposed of, they must be declared surplus. This resolution will declare these items surplus and authorize the City Manager to sell or otherwise dispose of it.

RECOMMENDED ACTION:

Adopt the resolution declaring the equipment identified in Exhibit "A" surplus and authorize the City Manager to sell or dispose of it in the most advantageous manner.

Attachments: [Resolution No 2267 - Surplus Property](#)
[Surplus Resolution - Exhibit A](#)

**ANX 2018-1 50TH AVENUE/OCEAN BEACH HIGHWAY ANNEXATION - SCHEDULE
6/14/ PUBLIC HEARING**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve and enhance neighborhoods

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

At their April 26 meeting, the City Council accepted an annexation request for an area located on the northwest corner of the 50th Avenue/Ocean Beach Highway intersection. The proposed annexation area consists of 2 tax parcels and is approximately 4.2 acres in size. It includes two single-family homes. The total assessed valuation of the area is approximately \$249,040.

City staff has since developed a 60% annexation petition that was given to the applicant to acquire signatures. On May 30, the applicant submitted the signed petition. On May 31, the petition was submitted to the Cowlitz County Assessor's Office for verification of signatures.

When a legally sufficient petition is filed, the Council needs to fix a date for a public hearing. City staff is asking the Council to schedule a public hearing for their July 12, 2018 regular meeting.

RECOMMENDED ACTION:

Motion to set a public hearing for the July 12, 2018 agenda regarding the proposed 50th Avenue/Ocean Beach Highway annexation

STAFF CONTACT:

Steve Langdon, Planning Manager

15. CITY MANAGER'S REPORT

[18-5478](#)**PROPOSAL REVIEW - LONGVIEW WEB SITE REDESIGN****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues

SUMMARY STATEMENT:

The project involves developing a new City of Longview Web site. The current web site does not meet standards for ADA accessibility and does not provide a modern look and feel or mobile device ready.

The new City Web site will be redesigned to meet ADA accessibility requirements and be responsive to any screen size.

FINANCIAL SUMMARY:

This project is funded through the Office Equipment Replacement Fund

RECOMMENDED ACTION:

Motion to accept the proposal and award a contract to CivicPlus, in the amount of \$49,936.

STAFF CONTACT:

Todd Dodgin, Information Technology Director

Attachments: [MSA - WA Longview](#)

[SOW - WA Longview SLA](#)

16. MISCELLANEOUS[18-5467](#)**WASHINGTON STATE LIQUOR AND CANNABIS BOARD REQUESTS**

Attachments: [Special occasion liquor license apps received 5.24.18.pdf](#)

[Chg Ofcrs-Main Street MJ 5-18.pdf](#)

17. 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:

CANCELED - THURSDAY, JUNE 28TH (DUE TO AWC CONFERENCE)

THURSDAY, JULY 12, 2018 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:

**THURSDAY, JULY 21, 2018 - 6:00 P.M. WEST LONGVIEW ANNEXATION/SPORTS
FACILITY DISCUSSION**