



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 Chet Makinster
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin
Council Member MaryAlice Wallis

Thursday, July 12, 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**

[18-5506](#) JUNE 14, 2018 REGULAR MEETING MINUTES & MAY 24, 2018 WORKSHOP MINUTES

Attachments: [5.24.2018 Workshop Minutes for Approval](#)

[7.14.2018 Regular Meeting Minutes for Approval](#)

5. **CHANGES TO THE AGENDA**

6. **PRESENTATIONS & AWARDS**

7. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

8. **FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**

9. **PUBLIC HEARINGS**

[18-5499](#) PUBLIC HEARING - PROPOSED L.I.D. NO. 352
CONSTRUCT BEECH STREET IMPROVEMENTS FROM OREGON WAY
TO CALIFORNIA WAY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

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

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

A petition representing 73% of the area within the proposed district was received and certified by the Engineering Division, requesting the formation of a Local Improvement District (L.I.D.) for the purpose of constructing a new roadway on Beech Street from Oregon Way to California Way. On June 14, 2018, the City Council accepted the petition, and set a public hearing for the July 12th city council meeting.

By law, all property owners of record must be invited to a hearing, after which, if the petition is still sufficient, the City Council may proceed to form the requested L.I.D. Such notices of public hearing have been sent by certified mail. The petition is currently on file with the City Clerk.

FINANCIAL SUMMARY:

The total project cost is estimated to be \$4,430,000 and the total available assessment is estimated to be \$3,699,232. To reduce the property owner assessments and cover the funding gap, the City will use \$575,000 in Cowlitz Rural Public Facilities Grant funds. The City has also applied for a federal Economic Development Administration (EDA) grant and the City's proposal meets the minimum eligibility criteria. The EDA considers the project is worth funding and requested the City complete phase two of the application process to be eligible for project selection and award of additional funding.

RECOMMENDED ACTION:

Conduct public hearing

AND

Motion directing the City Attorney to prepare an ordinance to create L.I.D. No. 352.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments: [Beech Street LID Map of Proposed LID 352](#)

[Beech Street LID Notice of Public hearing](#)

[Beech Street LID Preliminary Assessment Roll](#)

[LID Presentation.6.29](#)

[ANX 2018-1
7/12/18](#)

ANX 2018-1 50TH AVENUE/OCEAN BEACH HIGHWAY ANNEXATION

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Strengthen economic conditions & create new opportunities,

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Dan Ragan doing business as DPR Enterprises WA, LLC has submitted a 60% petition to annex 4.2 acres into the City. RCW 35A.14.130 requires the City Council to hold a public hearing prior to approving the annexation request. The proposed annexation area is located west of 50th Avenue and north of Ocean Beach Highway. The area includes two single-family residences.

RECOMMENDED ACTION:

Motion to approve the annexation, and direct the City Attorney to prepare an ordinance annexing the properties into the City to be zoned as recommended by the Planning Commission, to be presented for passage upon approval by the Cowlitz County Boundary Review Board, and to direct City staff to forward the 60% Petition for Annexation to the CCBRB for its review.

STAFF CONTACT:

Steve Langdon, Planning Manager

Attachments: [Staff report](#)

[Exhibit A - Map](#)

[Assessor's Certificate of Sufficiency](#)

[18-5501](#)

PUBLIC HEARING - SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.) 2019- 2024 AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS

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.

Additionally, federal law requires transit agencies receiving Federal Transit Administration funding to prepare a Program of Projects (POP) identifying the projects to be funded with such FTA funding, and to conduct a public hearing and outreach process prior to adopting the POP. The T.I.P. includes FTA funded projects and meets the requirements of the POP.

RECOMMENDED ACTION:

Conduct the public hearing.

STAFF CONTACT:

Jeff Cameron, Public Works Director

10. BOARD & COMMISSION RECOMMENDATIONS

[PC 2018-4
7/12/18](#)

ZONING CODE AMENDMENTS TO ADDRESS PARKING IS SIDE YARD SETBACKS AND REDUCED FRONT YARD BUILDING SETBACKS FOR MULTIFAMILY DEVELOPMENT**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY:

In 2017 changes were made to the zoning code to encourage multi-family development. One of the goals was to facilitate redevelopment of existing properties in the high density residential districts by allowing increased density and reduction of on-street parking requirements. This goal appeared to be accomplished with the adoption of Ordinance No. 3369. However, recent review of the enacted ordinance and discussion with local developers has identified a couple of other changes that would help encourage development. Both of the proposed code changes apply where vehicle access to parking is from an alley. They are

- Allowing a 50% reduction in the side yard setback for parking spaces in the rear yard that would apply to all residential zoning districts
- Reducing the front yard setback from 20 feet to 10 feet for buildings on existing lots in the R-3 and R-4 Residential Districts.

On June 13, the Planning Commission held a public hearing. No one from the public spoke. Following the public hearing, the Planning Commission voted unanimously to recommend the code amendments with some modifications that were recommended in the staff report.

RECOMMENDED ACTION:

Motion to accept the Planning Commission recommendation and direct the City Attorney to prepare an ordinance for Council review and approval

STAFF CONTACT:

Steve Langdon, Planning Manager

Attachments: [Planning Commission recommendation](#)

[Staff Report to Planning Commission](#)

[Relevant Comprehensive Plan goals objectives policies](#)

[SEPA Documents](#)

11. **ORDINANCES & RESOLUTIONS**

RS 18 2270 RESOLUTION NO. 2270 - ADOPT 2019 - 2024 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS

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.

Additionally, federal law requires transit agencies receiving Federal Transit Administration funding to prepare a Program of Projects (POP) identifying the projects to be funded with such FTA funding, and to conduct a public hearing and outreach process prior to adopting the POP. The T.I.P. includes FTA funded projects and meets the requirements of the POP.

Resolution No. 2270 will adopt the 2019 - 2024 Six-Year Transportation Improvement Plan and the RiverCities Transit Program of Projects.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2270.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments: [Res #2270, 2019-2024 TIP and POP](#)

[PWAtt - EXHIBIT A.6 Year TIP 2019-24.pdf](#)

18-5508 RESOLUTION 2273: SOUTHWEST WASHINGTON REGIONAL AIRPORT INTERLOCAL COOPERATION AGREEMENT

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The current interlocal agreement (ILA) for the governance of the Southwest Washington Regional Airport between the City of Kelso, City of Longview, Cowlitz County, and the Port of Longview expires on December 31, 2018. In 2017, The Port of Longview offered to take on the responsibility of writing the new ILA. The airport manager and airport attorney have been working closely with the Port's legal counsel to complete a draft ILA, see attached. The proposed new ILA was written using the current agreement as a template streamlining the process and making the proposed changes and updates easier to identify.

Changes:

1. Section V. - Operations and Management; Part A; Subpart 6: (This is an addition to the ILA)

The Airport Strategic Operating Plan was adopted in February of 2018. It was agreed that in order for the strategic plan to remain a usable and valuable guiding document for the airport, the airport manager would review and amend this document annually, to the satisfaction of the airport board, to ensure that strategic decisions are in line with the overall airport goals as agreed upon by the airport operating board.

2. Section V. - Operations and Management; Part B; Subpart 2: (This is a change from the current ILA)

In the existing and prior ILA, only real estate acquisitions required a unanimous vote by each of the entities. Borrowing money for capital improvement projects only required a majority vote of the parties/entities. This wording creates a conflict if an entity that voted against the loan withdraws from the ILA. Currently, if a party votes against the loan and later withdraws, they are not obligated to the repayment of debt beyond the withdrawal date, forcing the other participating entities to carry that entities share of the debt. This language was allowed in the current 2-year ILA as no debt was planned during the current two-year period. To protect all entities moving forward, the new proposed change requires that any money borrowed for capital improvements must receive unanimous approval from each of the entities. This change will protect all of the entities from unanticipated financial obligations by ensuring any debt agreed upon remains the obligation of all four entities. This change also allows for a more united approach toward the support and strategic development of the airport.

3. Section VI - Finances; Part B; Subpart 1: (This is a change from the current ILA)

The Port of Longview has agreed to increase its annual contribution to \$76,000, matching the contributions of the remaining entities.

4. Section VI - Finances; Part F (This is a change from the current ILA)

The budget approval process has been updated to clarify the airport budget adoption process which now includes a clearer timeline. The

added language ensures that each entity will take action on the budget by October 1st allowing the airport time to make any necessary changes prior to January 1st of the following year.

5. Section IX - Term, Termination, and Withdrawal; Part A: (This is a change from the current ILA)

Prior to the existing ILA's two-year term, the term of the agreement was five years. The Port of Longview has agreed with returning to a five-year term for the new ILA. Our hope is that all four entities will feel the same, as a five-year ILA allows for long term stability for the airport which will allow the airport to pursue multi-year strategic goals for the improvement and growth of the airport.

6. Section IX - Term, Termination, and Withdrawal; Part D; Subpart 1 & 2: (This is a change from the current ILA)

There are two changes to this section. First, the Port felt that a nine-month notice for withdrawal was a little too long and has suggested a six-month notice of withdrawal term instead. The airport feels this is an acceptable change assuming the second proposed change is also acceptable to each entity (the Port has agreed to the following second change). The second change is limiting the notice of intended withdrawal for the following year to June 30th of the existing year. The reason for this change is so that should an entity wish to withdraw from the ILA, their withdrawal will not negatively impact the budget process of the remaining entities or the airport. Since the airport's budget is due in August and the entities complete their budgets around November, a withdrawal during this time frame would result in the airport and each entity having to re-evaluate the airport's budget and possibly each entities budget. The proposed change will provide adequate notice allowing improved financial stability for the term of the ILA for the airport as well as protect each entity from a last-minute attempt to amend, agree on, and take action on amended budgets. Initial discussions suggested a pro-rated annual contribution (redlined in the attached ILA) should an entity give a notice of withdrawal after June 30th causing their termination date to fall in the following year. However, this option does not avoid any of the conflicts addressed earlier in this paragraph as the airport budget and entity budgets would still need to be amended. We believe the best solution to protect the interest of all parties is to include an annual withdrawal deadline of June 30th for the following year.

RECOMMENDED ACTION:

Motion to adopt Resolution 2273.

STAFF CONTACT:

Kurt Sacha, City Manager
Chris Paolini, Airport Manager

Attachments: [SWRA Agreement --JP 6-6-18](#)

[Resolution 2273 for Amended Interlocal SW Washington Regional Airport July](#)

12. MAYOR'S REPORT[18-5521](#)**CITY OF LONGVIEW'S SUPPORT FOR THE PORT OF LONGVIEW'S APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION BUILD GRANT PROGRAM FOR THE EXPANSION OF THE PORT'S INDUSTRIAL RAIL CORRIDOR****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Strengthen economic conditions and create new opportunities

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Port of Longview is requesting the City of Longview's support for their application to the U.S. DOT BUILD Grant Program for the expansion of the Port's Industrial Rail Corridor. The BUILD Grant, Better Utilizing Investments to Leverage Development, is a discretionary \$1.5 billion grant fund administered by the U.S. Department of Transportation. The Port of Longview is requesting \$18 million toward their project.

RECOMMENDED ACTION:

Motion authorizing Mayor to sign letter of support for the Port of Longview's application to the U.S. Department of Transportation Build Grant Program for the expansion of the Port's industrial rail corridor.

STAFF CONTACT: Kurt Sacha, City Manager

Attachments: [COL Letter of Support for Port's US DOT BUILD Grant Program Application \(20](#)

13. COUNCILMEMBERS' REPORTS**14. CONSENT CALENDAR**[18-5507](#)**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 JUNE 2018 ACCOUNTS PAYABLE: \$1,357,696.54 (FINAL)

FIRST HALF JUNE 2018 PAYROLL: NOT AVAILABLE AT TIME OF AGENDA POSTING

FIRST HALF JULY 2018 ACCOUNTS PAYABLE: \$1,241,391.93

SECOND HALF JUNE 2018 PAYROLL: NOT AVAILABLE AT TIME OF AGENDA POSTING

STAFF CONTACT:

Kaylee Cody, City Clerk
John Baldwin, Fiscal Analyst
Chresta Larson, Human Resources Specialist

[RS 18 2271](#)**RESOLUTION NO. 2271 - INTERLOCAL AGREEMENT WITH COWLITZ COUNTY FOR 2018 & 2019 RURAL PUBLIC FACILITIES GRANT FOR THE BEECH STREET PROJECT****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities

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

On May 22, 2018, the Cowlitz County Commissioners awarded a 2018 & 2019 Rural Public Facilities Grant in the amount of \$500,000 toward construction of the Beech Street project.

The proposed interlocal agreement between the City of Longview and Cowlitz County authorizes transferring the 2018 & 2019 grant funds to the City and establishes the terms and conditions for use of those funds. Resolution No. 2271 authorizes the city manager to execute the interlocal agreement.

FINANCIAL SUMMARY:

The amount of the 2018 & 2019 Rural Economic Development Fund Grant is \$500,000; there is no local match required.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2271.

Attachments: [Res No. 2271, Cowlitz County Interlocal RDF](#)
[Cowlitz.Co.Interlocal](#)

[18-5504](#)**BID REVIEW - LONGVIEW POLICE STATION PARKING GARAGE REPAIRS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety & emergency response

SUMMARY STATEMENT:

This project includes non-structural repairs to route, fill and seal extensive cracks and spalls in the upper deck of the parking garage, and apply an elastomeric traffic coating system to seal and protect the concrete. Left exposed to water intrusion, cracks grow during freeze/thaw cycles, reinforcing bars corrode, spalls form and eventually lead to structural issues as the concrete degrades.

On June 27, 2018, eight (8) bids were received for this work. All bids were determined to be regular and responsive, including:

\$164,888.17 - Western Specialty Contractors, Kent, WA
\$172,589.76 - Molecular, Inc., Longview, WA
\$189,763.44 - Pioneer Waterproofing, Tigard, OR
\$192,089.32 - Cascade Industrial Services LLC, Rathdrum, ID
\$244,904.01 - Pullman SST Inc., Benicia, CA
\$265,068.50 - Leewens Corporation, Kirkland, WA
\$324,037.75 - HCI Industrial & Marine Coatings Inc.,
\$416,713.55 - FD Thomas, Inc., Kent, WA

\$130,000.00 - Engineer's Estimate

These repairs were originally identified in 1997 when the Key Bank building was first being considered for the police department. The structural engineer who evaluated the building noted shrinkage cracks and strongly recommended the entire upper deck be shot blasted and coated with a fluid applied waterproofing system to prevent it from deteriorating. Given the limited funds available at the time, structural and seismic issues were addressed but maintenance repairs were not. The integrity of the parking garage was re-evaluated in 2017 and the structural engineer re-iterated the need for crack repairs, deck coating and a regular maintenance program to maintain the waterproof membrane.

FINANCIAL SUMMARY:

The total project cost of the parking garage repair is estimated at \$200,000, funded by the Public Safety Fund. As of July 1, the Fund balance was \$1,075,324. After adding estimated revenues and transfers into the Fund, and subtracting the cost of this project and the estimated pedestrian safety improvements costs and city traffic engineer compensation costs allocated to the Fund, the Public Safety Fund balance at the end of 2020 is projected to be \$262,000.

RECOMMENDED ACTIONS:

Motion to accept the low bid and award a contract to Western Specialty Contractors in the amount of \$164,888.17.

STAFF CONTACT:

Amy Blain, Project Engineer

[Attachments: LPD Garage Structural Tech Memo.pdf](#)

[LPD Garage Photo Log.pdf](#)

[18-5498](#)

BID REVIEW - MINT FARM SEWER PUMP STATION VFD REPLACEMENT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

This project consists of removal and replacement of two existing 150-hp Siemens Robicon Variable Frequency Drive (VFD) units at the Mint Farm Sewer Pump Station on Prudential Boulevard.

On June 27, 2018, four bids were received as follows:

\$129,341.65 - Hamer Electric Inc., Longview, WA
\$133,233.25 - Advanced Electrical Technologies, Longview, WA
\$142,364.46 - J.H. Kelly, LLC, Longview, WA
\$156,745.00 - Northeast Electric, LLC, Woodland, WA

\$83,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive and the bidders are licensed to perform the work.

The low bid exceeds the engineers estimate by 55.83% and exceeds the budget for this work. Staff believes that rejecting all bids and re-advertising the project to receive new bids will result in lower bid prices.

FINANCIAL SUMMARY:

This project is funded by the Sewer construction fund.

RECOMMENDED ACTION:

Motion to reject all bids received for this project.

STAFF CONTACT:

Chris St.Onge, Project Engineer

[18-5500](#)

BID REVIEW - OLYMPIA WAY & ROY MORSE PUMP STATION REPLACEMENTS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

The project includes demolition of two existing sewer pump stations and construction of new pump stations at Roy Morse Park and at Bailey Park. It also includes construction of approximately 660 LF of sewer force main on 34th Avenue.

On June 27, 2018, two bids were received as follows:

\$1,805,810.50 - Tapani, Inc., Battle Ground, WA
\$2,056,699.79 - Stellar J Corporation, Woodland, WA

\$3,350,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded by the Sewer construction fund.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to Tapani Inc. in the amount of \$1,805,810.50.

STAFF CONTACT:

John Axford, Project Engineer

[RS 18 2272](#)

RESOLUTION NO. 2272 - SET A PUBLIC HEARING TO VACATE THE NORTHERLY 290' OF ALLEY RIGHT OF WAY LOCATED BETWEEN 7TH AND 8TH AVENUES SOUTH OF HUDSON STREET (IN BLOCK #12, PLAT OF LONGVIEW #7)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

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

Vince Penta, who represents 100% of the abutting property, has submitted a request to vacate the northerly 290 feet of alley right-of-way in Block #12, Plat of Longview #7, located between 7th & 8th Avenues, south of Hudson Street. The next step in processing this request for right of way vacation is to schedule a public hearing for the city council to consider the request. Resolution No. 2272 will set the public hearing for August 9, 2018 at 7:00 pm.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2272.

Attachments: [Resolution #2272 Set Hear.Lv#7.Blk8.Vac.pdf](#)

15. CITY MANAGER'S REPORT

[18-5503](#)

PROFESSIONAL SERVICES AGREEMENT FOR ATHLETIC FACILITIES MASTER PLANNING SERVICES

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address Quality of Place

Strengthen Economic Conditions & Create New Opportunities.

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

Council directed staff to solicit qualified firms to facilitate park master planning services for an athletic facility complex west of 48th Avenue in March of 2018. The process requesting for qualified applicants took place during April and May with a final evaluation and determination of a firm in June.

A panel made up of City Council, Engineering, and Parks and Recreation staff members chose Hough, Beck, & Baird, Inc. (HBB) from Seattle, Washington, as the firm to execute the master planning process. HBB provides landscape architecture and planning services that successfully

incorporate community character, public safety, long-term maintenance solutions, low impact development features, and accessible design principles.

HBB has provided three scope of work options for consideration:

Option #1 Full Scope: (\$260,875.00)

The full scope of work proposed by HBB will include an initial feasibility study of two sites, Roy Morse Park and the decommissioned sewer lagoon (the lagoon site). After the initial feasibility study is completed, a single site will be selected and a master plan prepared for that site. This project will also involve a collaborative and engaging public process to ensure the concepts developed for each site reflects our community's identity and the city's overall goals for a new athletic facility complex. The master planning process will generally include a review and analysis of the existing sites, a public process to gather input and feedback from initial feasibility through the final master plan, cost estimates on the preferred and final master plans, and associated phasing and funding strategies.

Option #2 Reduced Scope: (\$199,270.00)

The Reduced Scope option provides for reduced services. Services no longer conducted by HBB are either removed or required to be accomplished using City staff and resources. Some of the services reduced are the amount of community outreach and engagement opportunities as well as some of the environmental review. The reduced scope includes track changes from the original proposal.

Option #3 Single Site: (\$182,907.00)

The Single Site option includes all services (not including optional services) from the Full Scope Option #1 but removes the need for the review, analysis, and feasibility study of two sites. Roy Morse Park would be the focus of option #3 with either choosing that park at the main site for an athletic complex or as a phase 1 option with potential further development in the future based on successes.

Optional Additional Services:

Optional additional services include an economic development analysis to support the design and site selection process, a statistically valid survey, a drone survey to supplement GIS data if needed (i.e. for topographic information if not available in current GIS data), field lighting plan and load calculations, and a programmatic SEPA or NEPA to support final adoption of the master plan. (\$66,500.00)

A) Economic Development Analysis \$15,000.00

B) Statistically Valid Survey	\$30,000.00
C) SEPA / NEPA Documentation	\$8,500.00
D) Drone Survey (to supplement topo data if not on GIS)	\$9,500.00
E) Field Lighting Plan & Load Calculations	\$3,500.00

RECOMMENDED ACTION:

Motion to:

- 1) Approve entering into a Professional Services Agreement with Hough, Beck, and Baird, Inc. with Option #1 as Attachment A
- 2) Approve entering into a Professional Services Agreement with Hough, Beck, and Baird, Inc. with Option #2 as Attachment A
- 3) Approve entering into a Professional Services Agreement with Hough, Beck, and Baird, Inc. with Option #3 as Attachment A

And

- 4) Include staff recommendations for optional additional services (A & E) of an Economic Development Analysis and Field Lighting Plan & Load Calculations (\$18,500)

STAFF CONTACT: Jennifer Wills, Parks and Recreation Director

Attachments: [HBB Professional Services Agreement](#)

[Option #1 Full Scope of Work - Athletic Facilities Master Plan](#)

[Option #2 Reduced Scope of Work - Athletic Facilities Master Plan](#)

[Option #3 Single Site Scope of Work - Athletic Facilities Master Plan](#)

[18-5505](#)

ON-CALL CONTRACT WITH GIBBS & OLSON FOR SURVEYING AND ENGINEERING SERVICES**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality and environmental infrastructure.
Improve streets and roads.

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

Since February of 2018, the Engineering department had resignations and retirements from two engineers, one engineering technician, and the construction manager. Recruiting individuals with the necessary skills has been and will be difficult. This difficulty is associated with a good economy and high demand for skilled engineers and technicians, and City compensation and benefits that are not competitive with nearby public agencies or with private firms.

The City currently has a number of projects in design, bidding, and construction, and private development activity has been increasing with market demand. With the loss of these personnel and the delay and difficulty hiring new staff, additional resources are needed to handle the City's capital improvement program and the growing development review workload. The Engineering Division recommends obtaining surveying and engineering services from Gibbs & Olson, Inc. as necessary on an on-call basis until vacant engineering staff positions can be filled. Services would be requested using written task authorizations.

Each task authorization will include a scope of services, schedule, and budget. Payment will be based on documented invoices submitted to the City. The proposed agreement duration is 3-years and the agreement can be terminated at any time by the City.

FINANCIAL SUMMARY:

This contract is estimated to cost \$400,000 per year, for a total of \$1,200,000 over the term of the contract. The cost of the contract will be funded by the funding sources for the engineering and capital improvement projects assigned in the task authorizations.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute the agreement with Gibbs & Olson.

Attachments: [Gibbs & Olson On-Call Agreement - SBB 7.3.2018 CB.FINAL.pdf](#)

16. **MISCELLANEOUS**

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 MEETING:

THURSDAY, JULY 26, 2018 - 7:00 P.M.

THURSDAY, AUGUST 9, 2018 - 7:00 P.M.

NEXT SPECIAL COUNCIL MEETINGS:

THURSDAY, AUGUST 9, 2018 - 6:00 P.M. 2019 UTILITY RATES