City of Longview

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

City Council Meeting

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, May 23, 2019 **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

19-000178 INVOCATION PROVIDED BY EUGENE CURRY, CALVARY COMMUNITY CHURCH

3. ROLL CALL

4. APPROVAL OF MINUTES

19-000174 REGULAR MEETING MINUTES, MAY 9, 2019

5. CHANGES TO THE AGENDA

6. PRESENTATIONS & AWARDS

19-000169 HIGHLANDS NEIGHBORHOOD ASSOCIATION UPDATE - PRESENTED BY COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR JOHN BRICKEY

RECOMMENDED ACTION:
Informational only

19-000173 PROCLAMATION: HISTORIC PRESERVATION MONTH - MAY 2019

RECIPIENTS: Historic Preservation Commission members Jonell Kenagy and Gary Nordin

19-000176 UPDATE ON HOMELESS SHELTER CLEAN-UP - PROVIDED BY CHRISTY ELLIS & SPENCER BOUDREAU

RECOMMENDED ACTION:
Informational only

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

11. ORDINANCES & RESOLUTIONS

19-000170 ORDINANCE NO. 3401 – VACATION OF A 100-FOOT WIDE SECTION OF UNIMPROVED RIGHT-OF-WAY OFF OF CALIFORNIA WAY AND ABUTTING LOT 8 AND LOT 9 IN ASSESSOR'S PLAT NO. 5

RECOMMENDED ACTION:
Motion to adopt Ordinance No. 3401

12. MAYOR'S REPORT

19-000180 APPOINTMENT OF A COMMITTEE TO PLAN THE CITY'S CENTENNIAL CELEBRATION

13. COUNCILMEMBERS' REPORTS

14. CONSENT CALENDAR

19-000177 APPROVAL OF CLAIMS

19-000171 BID REVIEW – 8TH/9TH AVENUE ALLEYWAY WATER & SEWER REPLACEMENT

RECOMMENDED ACTION:
Motion to accept the low bid and award a contract to Nutter Corporation in the amount of $208,206.22

19-000172 SET PUBLIC HEARING: SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.) 2020-2025

RECOMMENDED ACTION:
Motion to set the city council meeting on June 13, 2019, as the date and time for a public hearing on the 2020-2025 Six-Year T.I.P.

19-000179 RESOLUTION 2299: INTERLOCAL AGREEMENT WITH WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES SURPLUS OPERATIONS FOR AUCTIONING OF SURPLUS VEHICLES, EQUIPMENT AND OTHER PROPERTY

RECOMMENDED ACTION:
Motion to adopt Resolution 2299

19-000189 SET PUBLIC HEARING: 2019 CDBG, HOME AND DOCUMENT RECORDING FEE PROGRAM ALLOCATIONS

RECOMMENDED ACTION:
Motion to set the city council meeting on June 13, 2019 as the date and time for a public hearing on the 2019 HOME, CDBG and Document Recording Fee funding allocations.

15. CITY MANAGER'S REPORT

19-000175 GENERAL FUND FINANCIAL REVIEW

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 MEETINGS:
THURSDAY, JUNE 13, 2019 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:
THURSDAY, JUNE 6, 2019 - 6:00 P.M. ATHLETIC FACILITY COMPLEX

City of Longview

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Minutes

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, May 9, 2019 | **7:00 PM** | **2nd Floor, City Hall**

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1. CALL TO ORDER

Mayor Jensen called the meeting to order at 7:00 p.m.

2. INVOCATION*/FLAG SALUTE

After an invocation provided by Cowlitz County Chaplain Mario Gambaro, the flag salute was recited.

3. ROLL CALL

***Present**: Councilmember Ken Botero, Mayor Don Jensen, Councilmember Chet Makinster, Councilmember Steve Moon, Councilmember Scott Vydra, Councilmember Mike Wallin, and Councilmember MaryAlice Wallis*
***Absent**: None*

***Staff Present**:*
City Manager Kurt Sacha, City Attorney Jim McNamara, City Clerk Kaylee Cody; Public Works Director Jeff Cameron, Community & Economic Development Director John Brickey, Parks & Recreation Director Jen Wills, Human Resources Director Chris Smith, Police Chief Jim Duscha, Detective Trevor Eades, Engineering Coordinator Steve Haubner, and Community Development Coordinator Gregory Hannon

4. APPROVAL OF MINUTES

19-000134 SPECIAL MEETING MINUTES, APRIL 18, 2019
REGULAR MEETING MINUTES, APRIL 25, 2019

On a motion duly made and passed, the reading of the minutes, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

5. CHANGES TO THE AGENDA

None.

6. PRESENTATIONS & AWARDS

19-000147 PROCLAMATION: NATIONAL LAW ENFORCEMENT DAY - MAY 15, 2019

RECIPIENT:
Mario Gambaro, Chaplain

Mayor Jensen presented the proclamation to Chaplain Mario Gambaro.

19-000146 PROCLAMATION: POPPY MONTH - MAY 2019

RECIPIENT:
Cheryl Reding - American Legion Auxilliary

Mayor Jensen presented the proclamation to Cheryl Reding, American Legion Auxiliary.

19-000148 PRESENTATION: BOY SCOUTS 2019 FRIENDS OF SCOUTING FAMILY CAMPAIGN

Scout Master & Cub Master Dixie May Webster presented.

19-000131 SKIMMERS AND FRAUD PRESENTATION BY LONGVIEW POLICE DEPARTMENT DETECTIVE TREVOR EADES

Detective Treavor Eades presented.

19-000139 INTRODUCTION OF NEW WASTE CONTROL CONTACT

Waste Control co-owner Joe Willis introduced Rick Ensign as the new Waste Control Supervisor.

19-000152 COWLITZ CLEAN WATERS VIDEO CONTEST WINNERS

Engineering Coordinator Steve Haubner presented. Contest winners Emma Johnson & Roman Stalick accepted their awards from Mayor Jensen.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

George Brajcich of Longview addressed Council to request that a bike rack be installed at City Hall.

An individual, name unknown, addressed Council to request an additional pet waste bag dispenser at Vandercook Park.

Lisa Waldvogel of Longview addressed Council to express her opposition to Ordinance 3402 regarding tents/tarps & unauthorized use or alteration of shelters in city parks.

Jack Hansen of Longview addressed Council regarding the Housing First model to address homelessness and to express opposition to Ordinance 3402 regarding tents/tarps & unauthorized use or alteration of shelters in city parks.

Bill Josh of Longview addressed Council regarding homelessness.

Roger Merrill of Longview addressed Council regarding homelessness.

Chris Higgins of Longview addressed Council regarding homelessness.

Shawn Higgins of Longview addressed Council regarding homelessness.

Jamie Chrest of Longview addressed Council regarding homelessness.

Steven Henthorn of Longview addressed Council regarding homelessness.

Spencer Boudreau of Longview addressed Council regarding recent homeless camp clean-up efforts.

Christie Ellis of Longview addressed Council regarding recent homeless camp clean-up efforts.

Lisa Gaynor of Longview addressed Council regarding homelessness.

Michael, surname unknown, business owner on Oregon Way, addressed Council regarding homelessness.

David, surname unknown, of Longview addressed Council regarding homelessness.

An individual, name unknown, addressed Council regarding homelessness.

Larry Higgins of Longview addressed Council regarding homelessness and to express support for Ordinance 3402 regarding tents/tarps & unauthorized use or alteration of shelters in city parks.

Mayor Jensen adjourned the meeting for a short recess at 8:45 p.m. The recess ended at 8:55 p.m.

8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

11. ORDINANCES & RESOLUTIONS

19-000149 ORDINANCE NO. 3402 OF THE CITY OF LONGVIEW, WASHINGTON AMENDING LMC 13.01.062 RELATING TO PARK USE REGULATIONS TO PROHIBIT CERTAIN UNAUTHORIZED USE OR ALTERATION OF SHELTERS IN CITY PARKS

RECOMMENDED ACTION:
Motion to adopt Ordinance 3402

Bill Josh of Longview addressed Council to express support for Ordinance 3402.

George Brajcich of Longview addressed Council to express support for Ordinance 3402.

A motion was made by Councilmember Mike Wallin, seconded by Councilmember Scott Vydra, to adopt Ordinance 3402. The motion carried unanimously.

12. MAYOR'S REPORT

13. COUNCILMEMBERS' REPORTS

14. CONSENT CALENDAR

There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

19-000107 APPROVAL OF CLAIMS

Final accounts payable: $1,850,805.97; checks no. 13254-13650.

19-000150 BID REVIEW – FIRE STATION 81 FIRE SPRINKLER PROJECT

RECOMMENDED ACTION:
Motion to accept the low bid and award a contract to Five Rivers Construction in the amount of $212,278.13

19-000151 ORDINANCE 3403: AMEND CHAPTER 11.50.020 "ON-STREET PARKING REGULATIONS"

RECOMMENDED ACTION:
Motion to adopt Ordinance 3403

19-000155 RESOLUTION NO. 2298 REFERRING THE ADOPTION OF ORDINANCE 3394, REGARDING THE ANNEXATION OF PROPERTY TO THE CITY OF LONGVIEW, TO A VOTE PURSUANT TO RCW 35A.14.480

RECOMMENDED ACTION:
Motion to approve Resolution 2298

15. CITY MANAGER'S REPORT

16. MISCELLANEOUS

19-000153 EXECUTIVE SESSION - REAL ESTATE TRANSACTION

The regular meeting adjourned at 9:25 p.m. to enter an executive session to discuss a real estate transaction. The executive session ended at 9:55 p.m.

17. ADJOURNMENT

The meeting was adjourned at 9:55 p.m. The next scheduled meeting of the Council is May 23, 2019.

Kaylee Cody
City Clerk

Approved: _____
Mayor

*** 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:
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THURSDAY, JUNE 13, 2019 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:
THURSDAY, JUNE 6, 2019 - 6:00 P.M. ATHLETIC FACILITY COMPLEX

City of Longview

Agenda Summary

HIGHLANDS NEIGHBORHOOD ASSOCIATION UPDATE - PRESENTED BY COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR JOHN BRICKEY

RECOMMENDED ACTION:
Informational only

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Council Initiatives: Preserve and enhance neighborhoods, Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:
The Longview City Council established revitalization of the Highlands area as a top priority of the city in 2006. The subsequent creation and adoption of the 2008 Highlands Neighborhood Revitalization Plan provided guidance for revitalization efforts including establishment of a neighborhood association. The Highlands Neighborhood Association (HNA) has been active since June of 2008 and much has been accomplished. The current Highlands Neighborhood Association leadership and active participants are providing a general overview of progress and accomplishments in the 2018 timeframe. The continued support of the Highlands Neighborhood Revitalization effort by the Longview City Council is greatly appreciated by the HNA and participating residents.

STAFF CONTACT:
John Brickey, Director of Community and Economic Development

Attachments:

1. HNA city council presentationjb

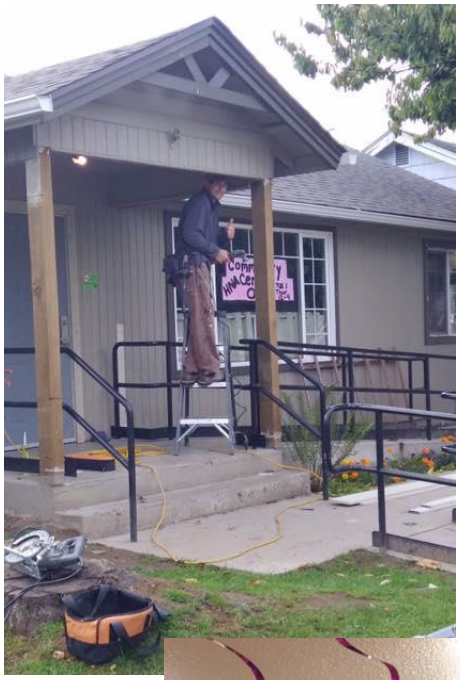
Longview Highlands Neighborhood Association

2018 Annual Update

HNA Board

- Monthly board meetings are held
- Monthly general meetings are held
- Ongoing trainings are provided for board members

Community Center Activities



- Early Edition Rotary Reading Program
- Wise Wizards Reading Program
- Host for five 12-step recovery meetings each week
- Twice weekly afternoon games/coffee/resource neighborhood invitations
- Access to web-connected computers for homework, job preparation/search and connecting with resources
- Hosted 5 Money-Smart classes in partnership with Mint Valley Credit Union
- Hosted computer literacy trainings in partnership with Longview Public Library
- Hosted 4 Cowlitz/Wahkiakum Legal Aid outreach events
- Hosted 4 Get Out The Vote events
- The Highlands Neighborhood Community Center is also available for rent for private or community events
- …and much more

HNA
Sponsored Events

- Special needs Easter egg hunt – 100+ participants
- National Night Out
- 3 on 3 basketball tournament in partnership with Father's House
- Pumpkin Fest/Trunk or Treat – 540 participants and 15 vehicle trunks

- Thanksgiving baskets – 150 families served

- Christmas from the Heart – 79 children and their families participated
- Go4th Parade participation
- …and more

Community Garden

- 100 + pounds of produce grown/harvested in 2018
- 9 youth gardeners from 3 families established gardens
- 10 neighborhood children helped with gardening
- 7 children were regular consumers of fresh picked produce on-site

Garden Partners:

- Russel Tractor Service
- Walmart
- Lower Columbia Indivisibles
- Master Gardeners
- Longview Parks Dept.
- Lower Columbia Gardens

Notables:

- South Kelso Neighborhood Association donated tomatillo plants
- Steve's Greenhouses donated the greenhouse

Neighborhood Block Clean-up & Graffiti Removal

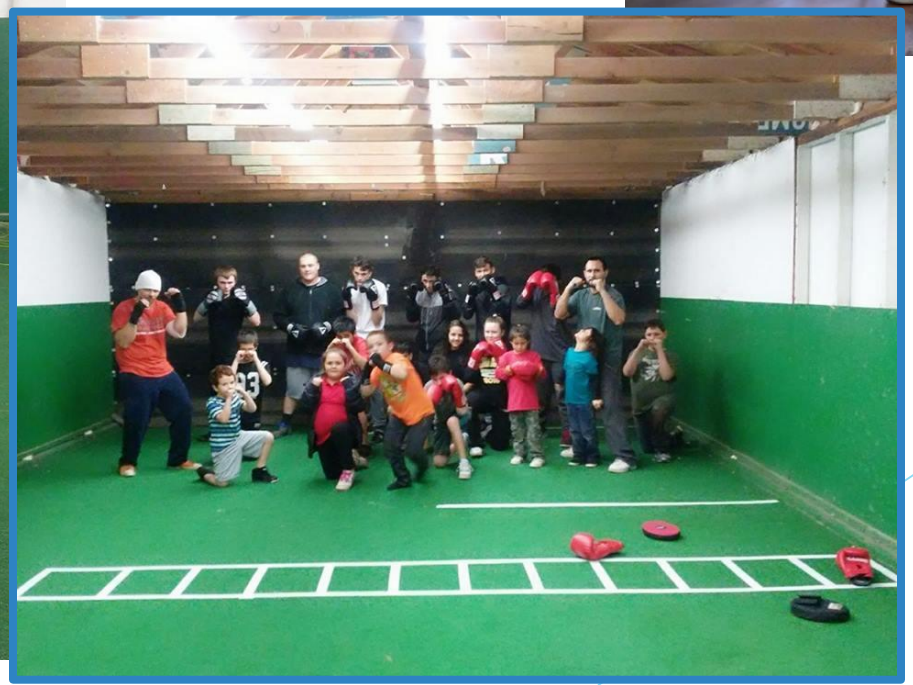
- About 30 homes received graffiti removal
- Paint donated by Sherwin Williams
- Participation by City officials

- 2 Clean-up event coordinated
- 473.5 volunteer hours
- 9.77 tons of materials removed

Youth Outreach – Lions Den Boxing Club

- Training offered 3 times weekly

- Lion's Den works with Longview School guidance councilors to facilitate at-risk youth intervention



- Lion's Den youth also volunteer as support for HNA events

Youth Outreach - Breakpoint and Highlands Girls Club

- Community Center rented for faith-based weekly meetings Character building engagement activities
- Positive mentoring opportunities
- Chaperoned field trips and outings
- Community service

Youth Outreach - Scouts

BSA Troup 379
BSA Troup/Pack 329

Activities:

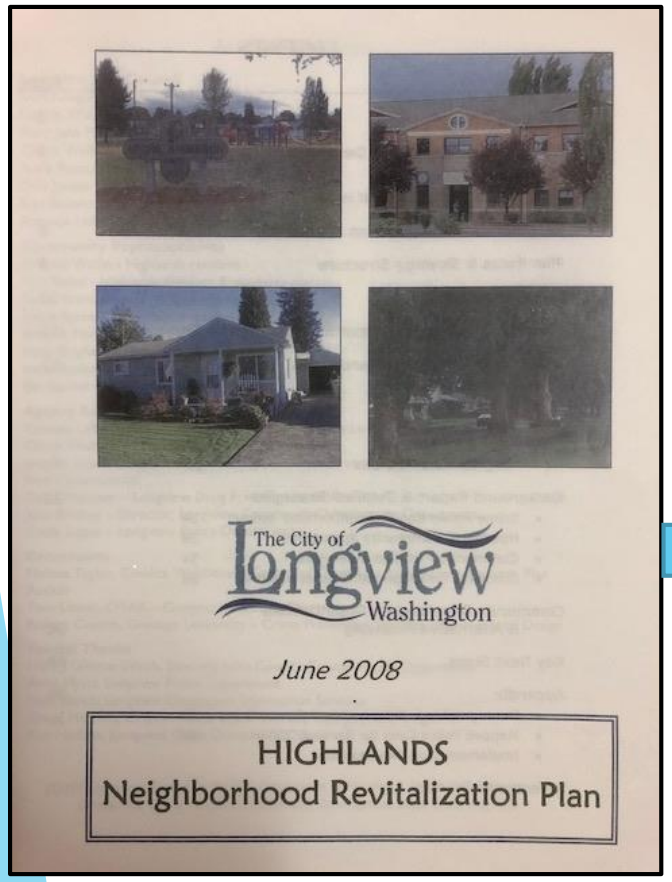
- Summer Camp fund-raising
- 8 boys funded to attend Scout summer camp
- 11 Cubs funded to attend summer day camp
- Pinewood derby car construction and racing
- Troup 379 weekend campout
- Other character-building activities

Youth Outreach - Elevate youth

Community Center rented for weekly faith-based activities

- Sunday dinners and fellowship for Highlands residents and other interested participants
- Community youth engagement
- Coordinated recreational and entertainment activities

Highlands Plan Update



- Longview City Council approved use of 2018 CDBG Planning funds to update the 2008 Highlands Plan
- The 2018 Highlands Plan has been drafted and will be presented to Council for adoption Summer 2019

Partnerships, Supporters and Donors

- Highlands neighborhood residents
- Longview City Council
- Neighborhood Resource Coordination Council members (NRCC)
- Longview Police Department
- Longview Public Library
- Longview Parks and Recreation
- Other Longview City staff
- Habitat For Humanity, CAP & HOSWWA
- Elizabeth Haeck – Highlands Plan update
- Numerous funders and donors
- All community supporters and partners

Thank You!

…FOR ALL THE GOOD YOU HELPED US ACCOMPLISH IN 2018!

- **MORE TO COME IN 2019!**

City of Longview

Agenda Summary

PROCLAMATION: HISTORIC PRESERVATION MONTH - MAY 2019

RECIPIENTS: Historic Preservation Commission members Jonell Kenagy and Gary Nordin

RECIPIENTS: Historic Preservation Commission members Jonell Kenagy and Gary Nordin

STAFF CONTACT: Maureen Wingler, Executive Office

Attachments:

1. Historic Preservation Month - May 2019

Proclamation

City of Longview, Washington

Historic Preservation Month~ May 2019

WHEREAS, the National Trust for Historic Preservation has declared May to be National Historic Preservation Month; and

WHEREAS, the City of Longview lies at the ancient crossroads of both the Cowlitz and Chinook Indian Tribes in their periodic journey to harvest and trade fish, berries, and other items; and

WHEREAS, the citizens of Longview also enjoy a rich legacy of pioneering spirit as the modern home to the 19th Century communities of Monticello, Freeport and LaDu; and

WHEREAS, the citizens of Longview also enjoy the lasting benefits of the urban planning and generosity of our city founder, R.A. Long; and

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, the Longview Historic Preservation Commission held a phot contest in honor of Historic Preservation month and received 24 entries featuring some of Longview's greatest historic landmarks;

NOW, THEREFORE, I, Don Jensen, Mayor of the City of Longview, do hereby proclaim the month of May to be

"Longview Historic Preservation Month"

in the City of Longview, and call upon the citizens of Longview to join their fellow citizens across the nation in recognizing and participating in this tradition.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 23rd day of May 2019.

_____

Don Jensen, Mayor

City of Longview

Agenda Summary

ORDINANCE NO. 3401 – VACATION OF A 100-FOOT WIDE SECTION OF UNIMPROVED RIGHT-OF-WAY OFF OF CALIFORNIA WAY AND ABUTTING LOT 8 AND LOT 9 IN ASSESSOR'S PLAT NO. 5

RECOMMENDED ACTION:
Motion to adopt Ordinance No. 3401

COUNCIL INITIATIVE ADDRESSED:
Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: Required

SUMMARY STATEMENT:
After a public hearing on February 28, 2019, the City Council authorized staff to prepare an ordinance vacating a 100-foot section of unimproved right-of-way off of California Way and abutting Lot 8 and Lot 9 in Assessor's Plat No. 5, subject to payment of vacation fees in the amount of $34,419.00. The vacation fees have been paid and Ordinance No. 3401 can be adopted to complete the right of way vacation.

FINANCIAL SUMMARY:
The vacation fees have been paid and deposited into the Arterial Street Fund.

STAFF CONTACT:
Jeff Cameron, Public Works Director

Attachments:

1. Ord.#3401 ROW Vac W of CA - 05.16.19
2. Map of Ordinance #3401 Area

ORDINANCE NO. 3401

An Ordinance vacating a 100-foot wide section of unimproved right-of-way abutting Lot 8 and Lot 9 in Assessor's Plat No. 5, as more particularly described hereinafter, located in the City of Longview, Cowlitz County, Washington.

WHEREAS, on or about December 2018, the owners of Lot 8 and Lot 9, Assessor's Plat No. 5, abutting a 100-foot wide section of right-of-way located in Section 4, Township 7 North, Range 2 West of the Willamette Meridian, more particularly hereinafter described, the same being a duly dedicated right of way located in the City of Longview, Cowlitz County, Washington, did file a petition with the City Clerk of said City in due and legal form for the vacation thereof; and

WHEREAS, following due notice thereof, a public hearing was duly held on said petition by the City Council on the 28th day of February, 2019, in the City Hall Council Chambers, at which time and place arguments and presentations favoring and opposing such right of way vacation were made and considered and the City Council, after having been fully advised of all of the facts, and after having considered all of the evidence for and against such vacation, determined that said petition should be granted, subject to the terms and conditions set forth herein.

NOW, THEREFORE, the City Council of the City of Longview do ordain as follows:

Section 1. That the following unimproved right of way, dedicated to the City of Longview by the Long-Bell Lumber Company under Auditor's File No. 252281, known as a strip of land 100-feet wide abutting Lots 8 and 9, Assessor's Plat No. 5, situated in Section 4, Township 7 North, Range 2 West of the Willamette Meridian, in the City of Longview, Cowlitz County, Washington, more particularly described as follows:

> Beginning at the northeasterly corner of Lot 9 of Assessor's Plat No. 5, said corner being a point on the westerly line of California Way, then West a distance of 250.32 feet to the northwestern corner of Lot 9; thence North 36º 58' West a distance of 125.44 feet to the

southwesterly corner of Lot 8 of Assessor's Plat; thence East a distance of 250.32 feet to the southeastern corner of Lot 8; thence South 36º 58' East a distance of 125.44 feet; to the point of beginning.

shall be, and the same is hereby, vacated, subject to the provisions of Sections 2 and 3 hereof.

Section 2. The owners of the land abutting the portion of the right-of-way described above have paid to the City of Longview the amount of $34,419, a sum equal to fifty percent (50%) of the appraised value of the vacated portion of the area thereof, in accordance with City Council Resolution No. 2290. Such value was calculated on a square foot basis using the value of the land abutting said right-of-way as determined by Valbridge Property Advisors.

Section 3. That a public water utility easement will be retained under, across and through the vacated land for the construction, repair, maintenance and operation of an existing public waterline, and for ingress and egress to the easement area at any and all times for such utility purposes.

Section 4. This Ordinance shall be published in the manner required by law and shall be deemed to be in full force and effect thirty (30) days thereafter, and the City Clerk, pursuant to the requirements of RCW 35.79.030, shall record a certified copy of this Ordinance with the Auditor for Cowlitz County, Washington.

Passed by the City Council this 23rd day of May, 2019.

Approved by the Mayor this 23rd day of May, 2019.

_____
M A Y O R

ATTEST:

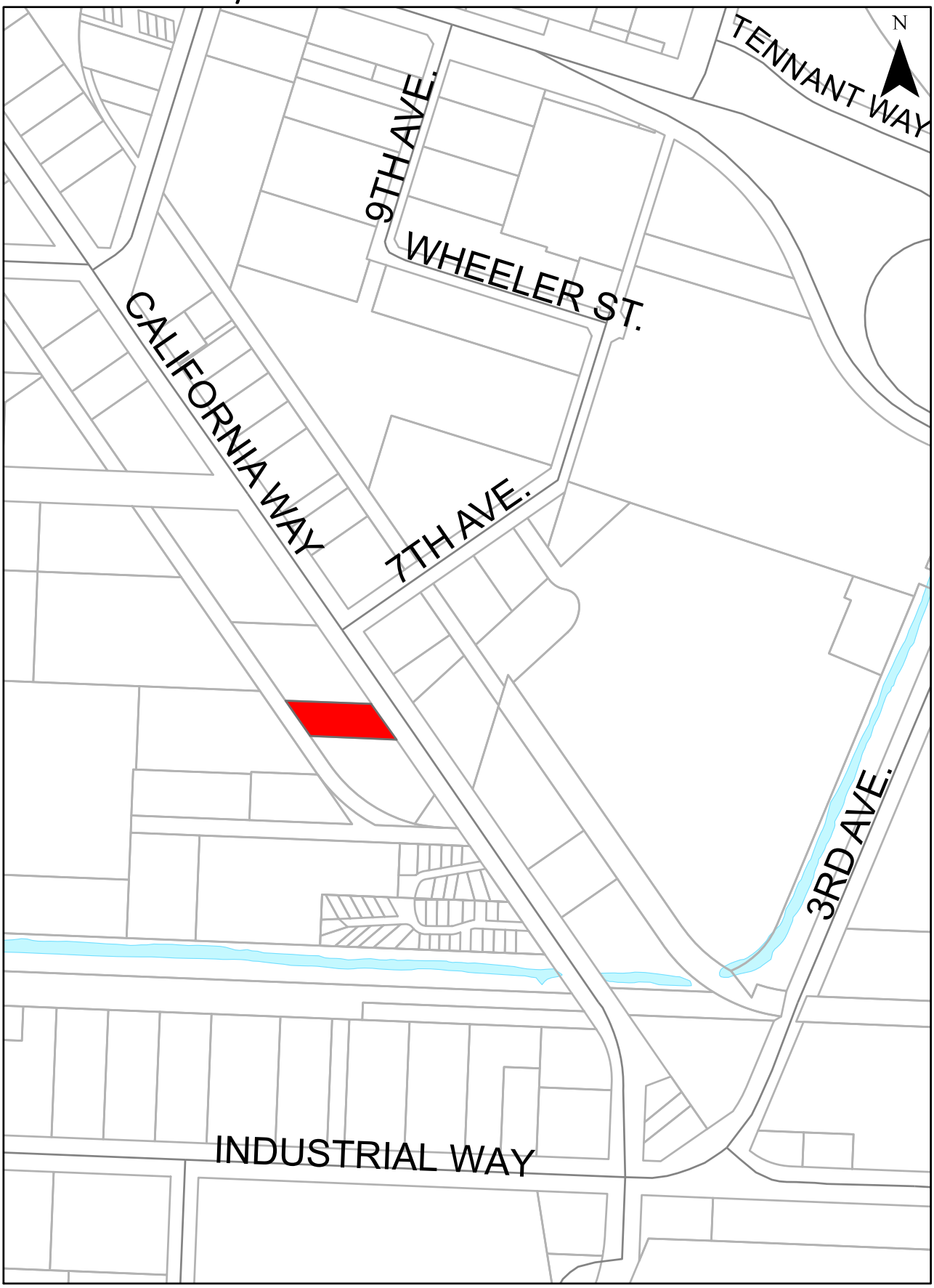
_____
City Clerk

APPROVED AS TO FORM:

_____

City Attorney

SARI / TRASS RIGHT-OF-WAY VACATION



City of Longview

Agenda Summary

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 2019 ACCOUNTS PAYABLE: $2,531,639.56

FIRST HALF MAY 2019 PAYROLL:
$1,840.87, checks no. 242-247
$756,783.02, direct deposits
$508,522.80, wire transfers
$1,267,146.69 Total

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

Attachments: None

City of Longview

Agenda Summary

BID REVIEW – 8TH/9TH AVENUE ALLEYWAY WATER & SEWER REPLACEMENT

RECOMMENDED ACTION:
Motion to accept the low bid and award a contract to Nutter Corporation in the amount of $208,206.22

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:
This project is located in the alley between 8th & 9th Avenues, between the Fir Street unimproved right-of-way and Florida Street. The project will replace approximately 290-feet of sanitary sewer main that is outside of the alley right of way, installing the new main within the right of way. The project will also replace and realign approximately 320-feet of water main that is outside the right of way, installing the new main within the right of way. The project also includes connecting customers to the new mains with new water services and sewer laterals.

On May 14, 2019, four bids were received as follows:

$208,206.22 – Nutter Corporation, Vancouver, WA
$257,374.21 – Clark & Sons Excavating, Inc., Battle Ground, WA
$262,288.44 – Midway Underground, Toledo, WA
$267,636.14 – Advanced Excavating Specialists, LLC, Longview, WA

$175,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:
This project is funded through the Water & Sewer Construction Funds.

STAFF CONTACT:
Stephanie Burt, Project Engineer

Attachments: None

City of Longview

Agenda Summary

SET PUBLIC HEARING: SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (T.I.P.) 2020-2025

RECOMMENDED ACTION:
Motion to set the city council meeting on June 13, 2019, as the date and time for a public hearing on the 2020-2025 Six-Year T.I.P.

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.

STAFF CONTACT:
Jeff Cameron, Public Works Director

Attachments: None

City of Longview

Agenda Summary

RESOLUTION 2299: INTERLOCAL AGREEMENT WITH WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES SURPLUS OPERATIONS FOR AUCTIONING OF SURPLUS VEHICLES, EQUIPMENT AND OTHER PROPERTY

RECOMMENDED ACTION:
Motion to adopt Resolution 2299

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

- DES deals exclusively with government surplus so they are compliant with all regulations
- This is not an exclusive agreement and we are free to use other services as necessary
- Rates are competitive or lower than the auction services we've been using
- All auctions are online
- DES has a Large online buyer base that is targeting government surplus
- Bidding doesn't end until no further bids are received – auction is extended with each new bid
- Equipment can be transported to the DES Tumwater facility and buyers can view items there
- Equipment can be also left in Longview and we can allow or restrict viewing as we see fit
- If equipment is retained in Longview we are only responsible to give the buyer access to the equipment for pick up
- We are not locked in to one location.We can send some equipment to Tumwater and keep some in Longview on a case by case basis.
- DES has transportation services to move equipment to Tumwater if we choose
- DES has an online disposal request process that would be completed by the City
- DES handles the auction process from that point, including photographing the equipment

STAFF CONTACT:
Keith Walling, Fleet/Facilities Maintenance Manager
Chris Smith, Human Resources Director

Attachments:

1. K5911 IAA Surplus Agreement City of Longview
2. Resolution 2299 - DES Surplus Interagency

State of Washington Department of Enterprise Services **SURPLUS OPERATIONS** P.O. Box 41411 Olympia, WA 98504-1411	**INTERAGENCY AGREEMENT**	
	IAA No.:	K5911
City of Longview 254 Oregon Way Longview, WA 98632	Effective Date:	April 18, 2019

INTERAGENCY AGREEMENT

BETWEEN

CITY OF LONGVIEW

AND

WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES
SURPLUS OPERATIONS

Pursuant to RCW 43.19.1919, this Interagency Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Surplus Operations Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and City of Longview ("CLIENT AGENCY") and is dated and effective as of April 18, 2019.

R E C I T A L S

A. Enterprise Services, through Surplus Operations, handles and sells used goods and vehicles. The sale, reuse and recycling of goods keeps hundreds of thousands of pounds of materials from being dumped in landfills.

B. Client Agency desires to contract with Enterprise Services to obtain Surplus Operations Services.

C. The purpose of this Agreement is to establish a programmatic vehicle for Surplus to provide the specified services to Client Agency in a cost-effective, efficient manner as set forth herein.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **TERM**. Subject to its other provisions, the period of performance of this Agreement shall commence when this Agreement is properly signed, and continue until terminated by either party, as provided herein.

This Agreement cancels and supersedes all previous agreements between DES and CLIENT for surplus property services.

2. STATEMENT OF WORK

DES, under its authority in RCW 43.19.1919, acting on behalf of CLIENT shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work set forth in this Agreement.

DES agrees to sell vehicles, equipment and other personal property, except for hazardous materials, that are declared surplus and turned over to DES for disposal ("Property"). DES further agrees to include the following clause in its Terms and Conditions of sale with any purchase of CLIENT Property in substantially the same form: "All available information about the item has been reported in this listing. The item may have defects of which the Washington State Surplus Operations Program is unaware. You are bidding on these item(s) 'as is, where is.' All sales are final. Personal inspection is strongly advised. Failure to inspect the item shall not be grounds for any claim or property abandonment." All surplus property turned over to DES is publicly advertised via the DES website (www.ga.wa.gov/surplus). Methods for selling surplus property will include, but are not limited to:

1. Priority Sales (See WAC 200-360-025)
2. Public Sales
3. Internet Sales

A. DES agrees to provide the following services:
   1. Properly store and assume responsibility for the safekeeping of all vehicles, equipment and other personal property.
   2. Endeavor to obtain resale prices equal to the industry standard trade-in or quick sale equipment values.
   3. Sell surplus property turned over to DES in a timely manner, collect payment from buyer, and reimburse CLIENT the proceeds of sales, less DES's authorized fees per fee schedule as shown on Exhibit "A" – Surplus Operations Fee Schedule.
   4. Take all necessary administrative actions to ensure surplus property turned over to DES ownership is legally and fully transferred from the CLIENT to the buyer.
   5. Take responsibility for resolving any ownership issues that may arise after surplus property is purchased.
   6. Set up Login ID and Password to the Surplus Request Management System (SRMS) for CLIENT staff authorized to submit surplus property.
   7. Review SRMS disposal documents submitted within 24 hours and assign a DES Authority Number for approved property.

CLIENT agrees that it will:

1. Submit SRMS disposal documents for all surplus property using DES's online SRMS, along with signed vehicle and equipment titles.
2. Contact DES at (360) 407-1917, to schedule delivery of surplus property.
   a. Transportation/Hauling Services are available through DES's Transportation Services. Please contact transportservices@des.wa.gov , for a quote to haul your surplus property.
3. Dispose of the following hazardous materials themselves:
   a. Asbestos – Any product containing more than 1 percent asbestos, including wrapped pining, fireproofing materials, fireproof safes, fire retardant clothing, floor titles, ceiling tiles, etc.

b. Polychlorinated biphenyls (PCB's) – Including transformers, capacitors, electrical equipment containing capacitors or transformers, fluorescent fixtures, liquid filled electrical devices, etc.
c. Liquids, Flammable or toxic liquids and powders, including paints, solvents, cleaners, copier fluids, etc.
d. Radioactive Materials – Including smoke detectors, x-ray equipment, etc.
e. Pesticides/Herbicides – Including insecticides, fungicides, herbicides, wood preservative, disinfectants, and any other substances intended to control pests.

3. CONSIDERATION

After deducting its fee, DES shall reimburse CLIENT for the sale of surplus property. Compensation shall be based on Exhibit "A" - Surplus Operations Fee Schedule. DES reserves the right to amend their Fee Schedule when DES receives authorization to do so. DES will notify Client, in writing within thirty (30) days prior to Office of Financial Management approved rate changes.

4. PAYMENT PROCEDURE

DES shall submit surplus property proceeds to Client within thirty (30) days of sale of surplus property.

The surplus property proceeds shall be forwarded to the following:

Client Agency: City of Longview
Attn: Heather Johnson
Address: 254 Oregon Way Longview, WA 98632

5. RECORDS RETENTION.

a. AGREEMENT AVAILABILITY. Prior to its entry into force, this Agreement shall be posted on the parties websites or other electronically retrievable public source as required by RCW 39.34.040.

b. RECORDS RETENTION. Each party shall maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the Services. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this Agreement or final payment for any Service placed against this Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

c. PUBLIC INFORMATION. This Agreement and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within ten (10) business days of the receipt of the request. The parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

6. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified or amended by written agreement executed by both parties.

7. **AGREEMENT MANAGEMENT**

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Client Agency contract staff member responsible for management of this Agreement is:

Name: Keith Walling
Title: Project Administrator
Address: 254 Oregon Way Longview, WA 98632
Phone Number: 360.402.5600
E-mail Address: keith.walling@ci.longview.wa.us

The Enterprise Services Program Manager responsible for the management of this Agreement is:

Name:
Program Manager
7511 New Market Street
Olympia WA. 98504-1030
(360)407-1900
surplusdisposal@des.wa.gov

8. RESONSIBILITY

Each party shall be responsible for the acts, errors, and omissions of itself, its official's employees, and agents acting within the scope of the performance of the agreement and within the scope of their authority.

9. TERMINATION

Either party may terminate this Agreement upon 30-days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

10. TERMINATION FOR NON-USE

If services in Statement of Work have not been used in 5 years, this agreement is automatically terminated without further notice. To commence services, Client must sign a new service agreement.

Execution

We, the undersigned, agree to the terms of the foregoing Agreement.

Department of Enterprise Services

SIGNATURE	SIGNATURE
MARIJANE KIRK	
NAME	NAME
ASSISTANT DIRECTOR	
TITLE	TITLE
DATE	DATE

Surplus Operations Fee Schedule

Fee Schedule:

Poly-Sub Items (whether sold at surplus or agency location)	Explanation	Sale Price	Surplus $ Retained	Agency Reimbursement
Vehicles and Heavy Equipment	Surplus retains 9.0% of final sale price ($200 min - $900 max)	$5,000 $500	$450 $200	$4,550 $300
Standard Item	Surplus retains first $200, plus 9.0% of every dollar above $200 ($900 max)	$600 $150	$236 $150	$364 $0

Resolution No. 2299

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES SURPLUS OPERATIONS FOR AUCTIONING OF SURPLUS VEHICLES, EQUIPMENT AND OTHER PROPERTY

WHEREAS An Interlocal Agreement with Washington State is required for participation in the Department of Enterprise Services Surplus Operations; and

WHEREAS, the City and State believe it to be in their best interests to auction surplus property through the DES Surplus Program

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

Section 1. The City Manager is authorized to execute an interlocal agreement with Washington State regarding participation in the Department of Enterprise Services Surplus Operations, which agreement is attached as Exhibit A, and forming a part of this Resolution.

Mayor

ATTEST:

City Clerk

City of Longview

Agenda Summary

SET PUBLIC HEARING: 2019 CDBG, HOME AND DOCUMENT RECORDING FEE PROGRAM ALLOCATIONS

RECOMMENDED ACTION:
Motion to set the city council meeting on June 13, 2019 as the date and time for a public hearing on the 2019 HOME, CDBG and Document Recording Fee funding allocations.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Strengthen economic conditions & create new opportunities.

SUMMARY STATEMENT:
As an entitlement community Longview and the Longview-Kelso HOME Consortium receive funds from HUD and Cowlitz County, to address affordable housing and other community needs. A public hearing is required to hear from community members and applicants as to how the funds should be allocated annually.

RECOMMENDED ACTION:
Motion to set the city council meeting on June 13, 2019 as the date and time for a public hearing on the 2019 HOME, CDBG and Document Recording Fee funding allocations.

STAFF CONTACT:
Adam Trimble, Interim Planning Manager

Attachments: None

City of Longview

Agenda Summary

GENERAL FUND FINANCIAL REVIEW

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

SUMMARY STATEMENT:
General fund financial presentation for the period ending March 31, 2019.

RECOMMENDED ACTION:
Informational only.

STAFF CONTACT:
Kurt Sacha, City Manager

Attachments:

1. 2019 Q1 GENERAL FUND FINANCIAL REVIEW (2019 0523)

General Fund Financial Review 2019 Q1

City Council Meeting

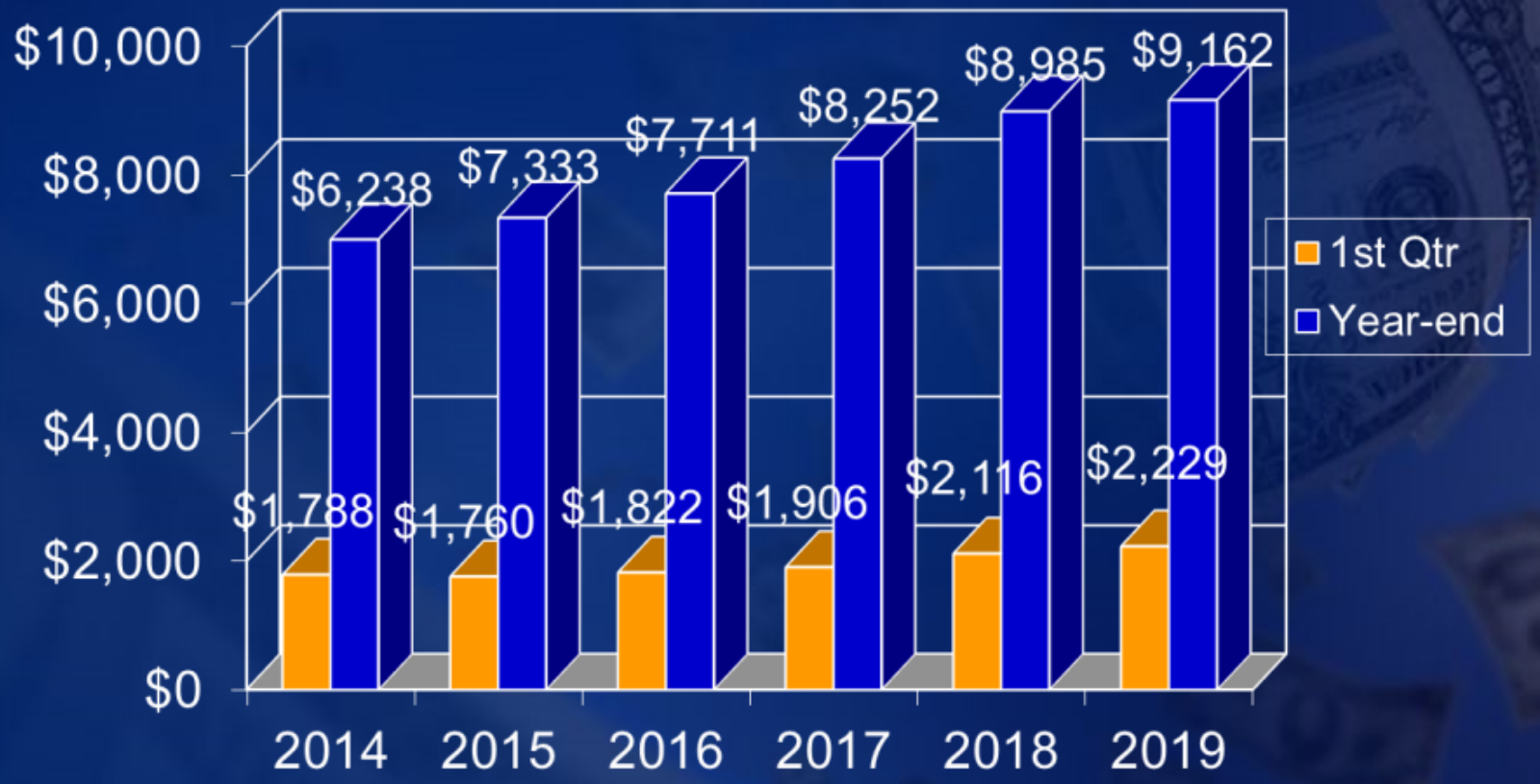
May 23, 2019

History of Property Taxes
(in 000's)

2019 Budgeted Property Tax = $9,425,000

Note: Property taxes in the amount of $530,000 are dedicated to the Economic Development Fund for the Mint Farm Industrial Park.

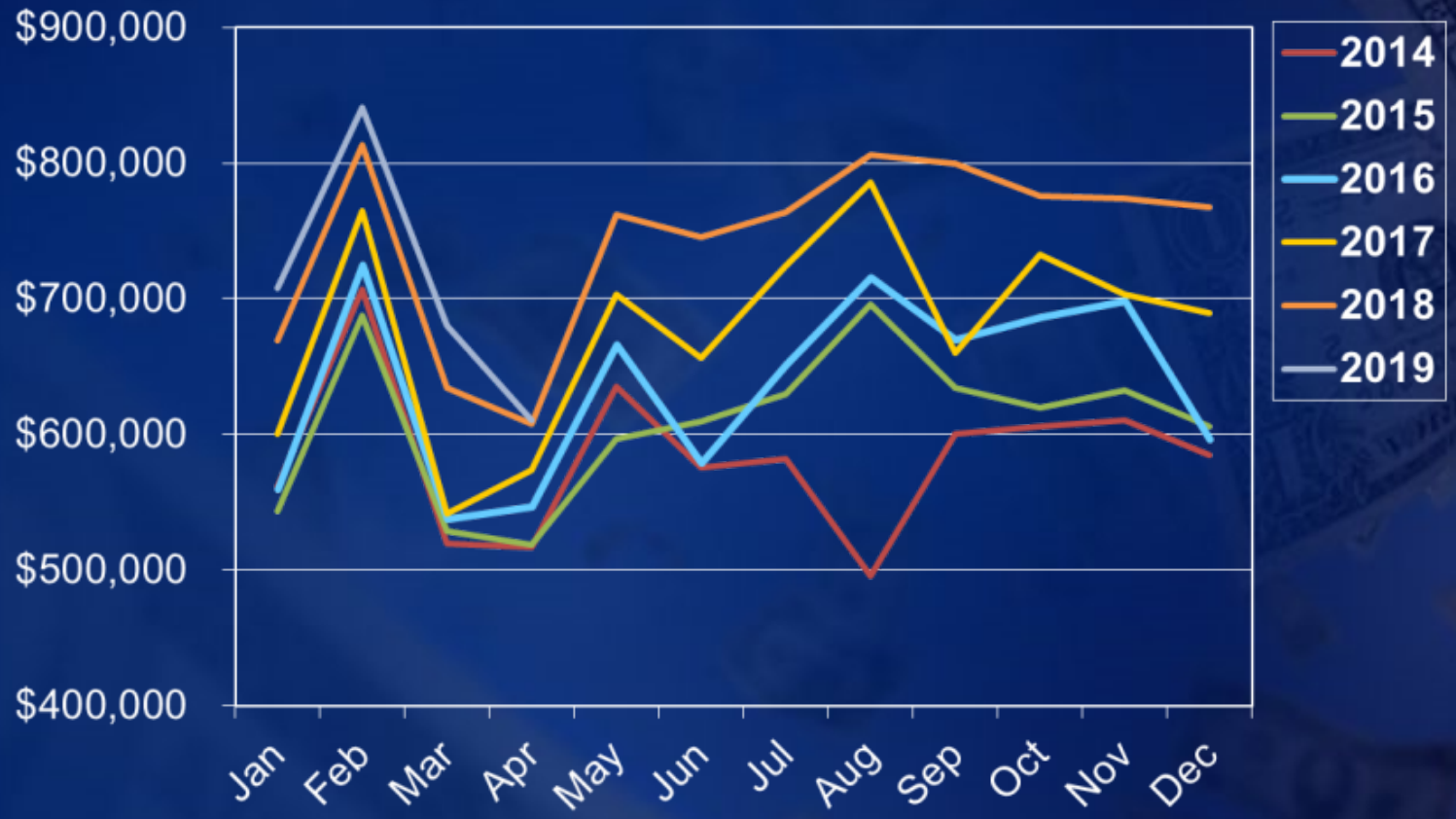
History of Sales Taxes
(in 000's)



2019 Budgeted Sales Tax = $8,844,000

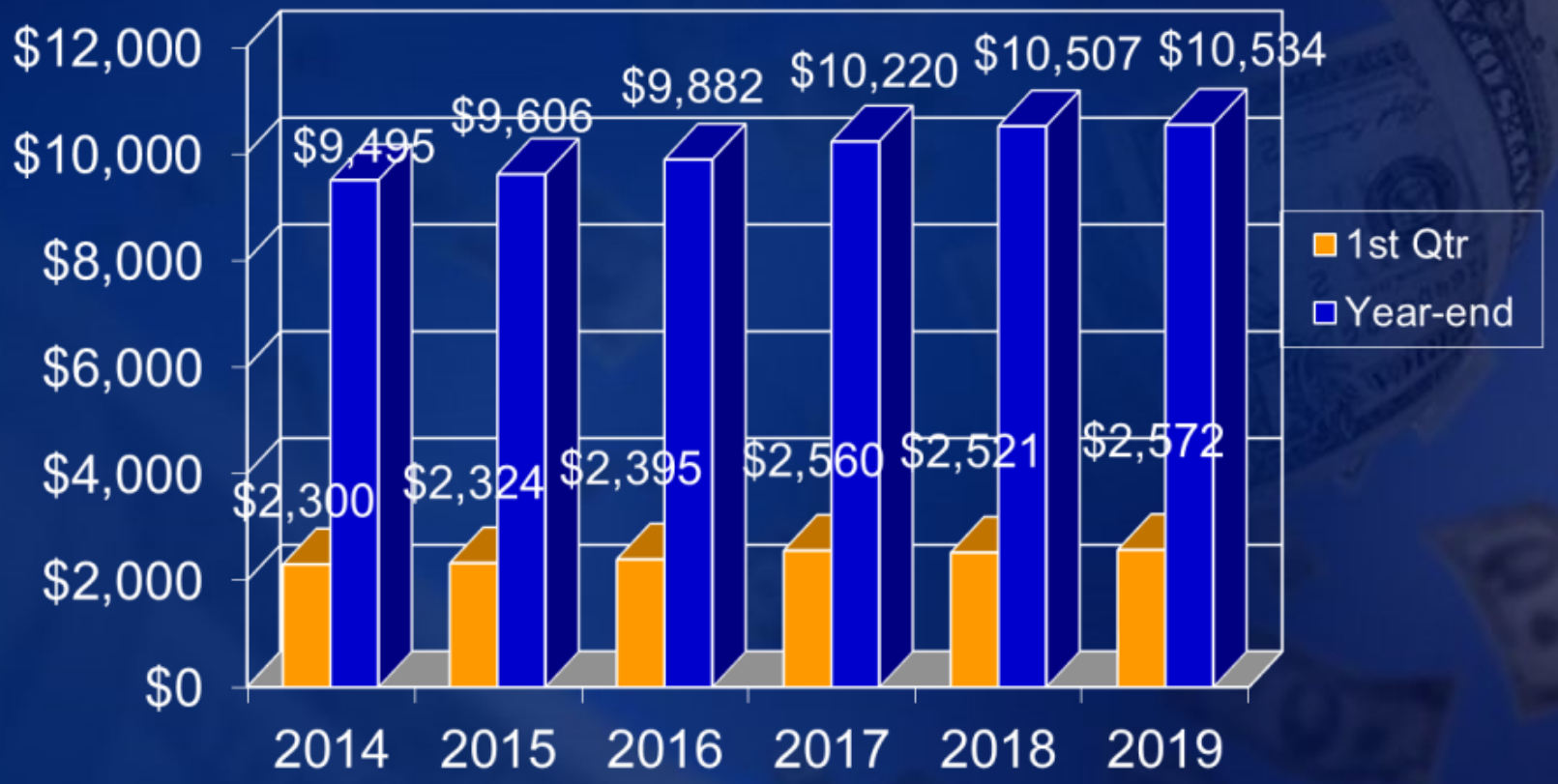
Comment: "As of March 31, 2019, projected sales tax of $9.16 million is $177k more than 2018 sales tax collections of $8.99m and represents a 2.0% increase."

2019 Sales Tax by Month



Comment: “2019 April 30, y-t-d sales tax revenues are currently 4.2% above 2018 sales tax revenues through March .”

History of B&O Taxes
(in 000's)



2019 Budgeted B&O Tax = $10,404,670

Comment: "As of March 31- 2019 projected B&O tax collections remain flat. At $10.534 million, projected 2019 B&O taxes are $27k more than 2018 B&O tax collections of $10.507m."

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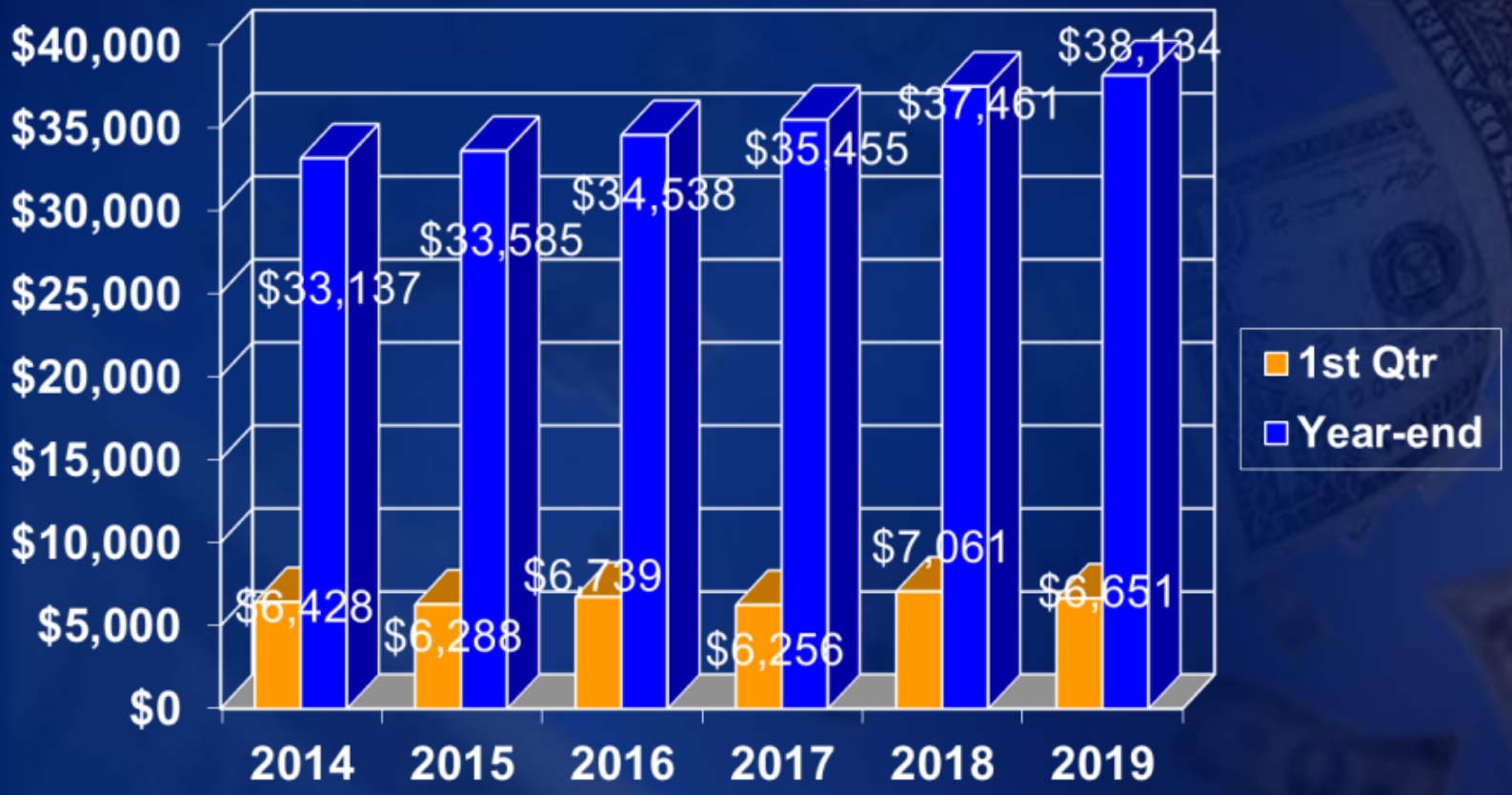
General Fund Revenue
(in 000's)



2019 Budgeted Revenue = $37,759,920

Comment: "2019 projected General Fund revenue of $38.1m represents an increase of $673k or 1.8% over 2018 revenue of $37.5m."

2019 General Fund Revenue

Revenue:	Budget	Projected
Taxes	$29,382,730	$29,823,316
Licenses & Permits	997,200	921,373
Intergovernmental	2,557,310	2,498,514
Charges for Services	3,474,930	3,380,532
Fines & Forfeits	436,500	479,909
Miscellaneous	381,750	482,077
Transfers	529,500	548,075
Total Revenue	$37,759,920	$38,133,796

Comment: “As of March 31- 2019 projected revenues are $629k or 1% ahead of budget.”

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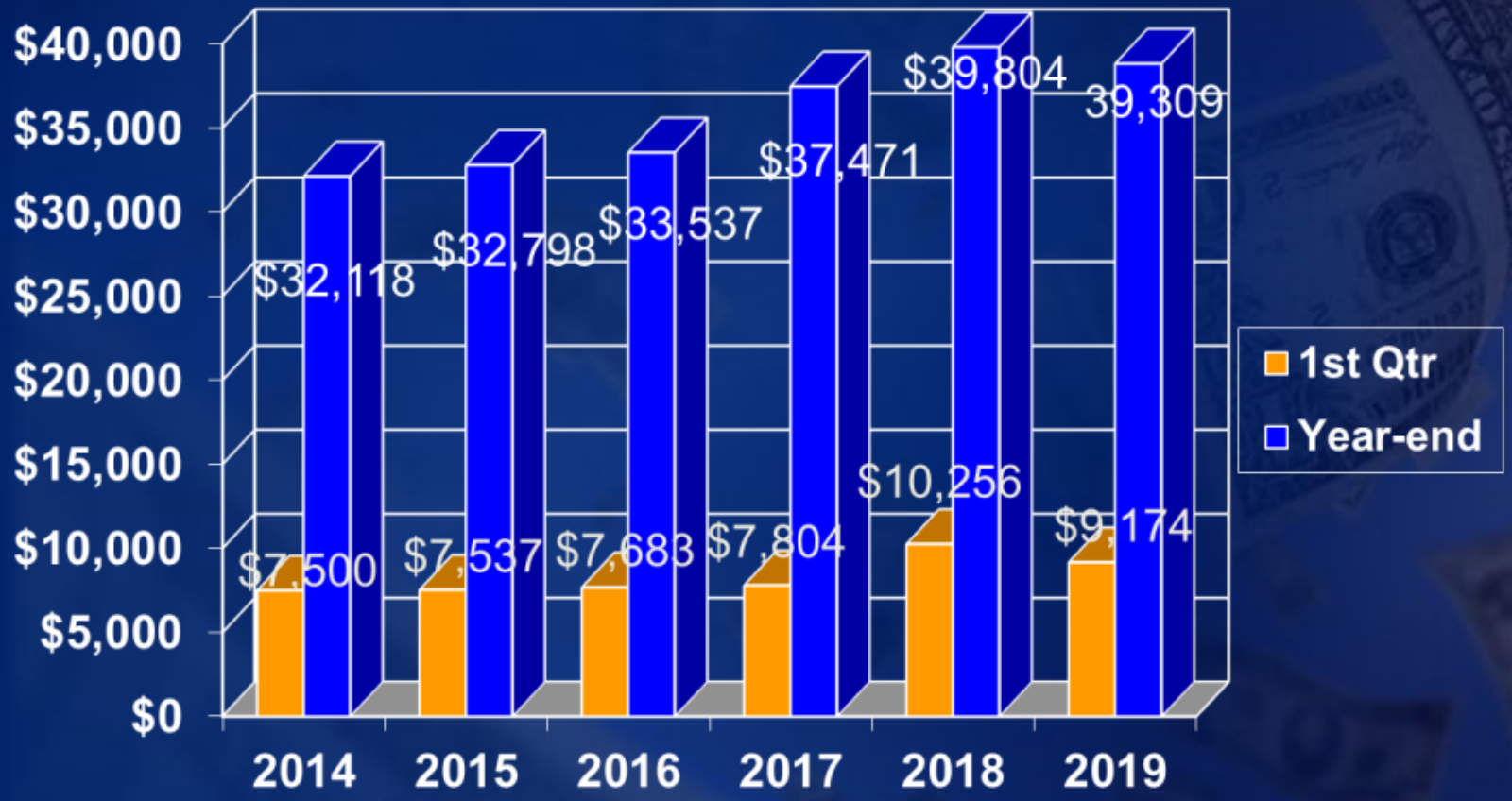
General Fund Expenditures
(in 000's)



2019 Budgeted Expenditures = $39,859,540

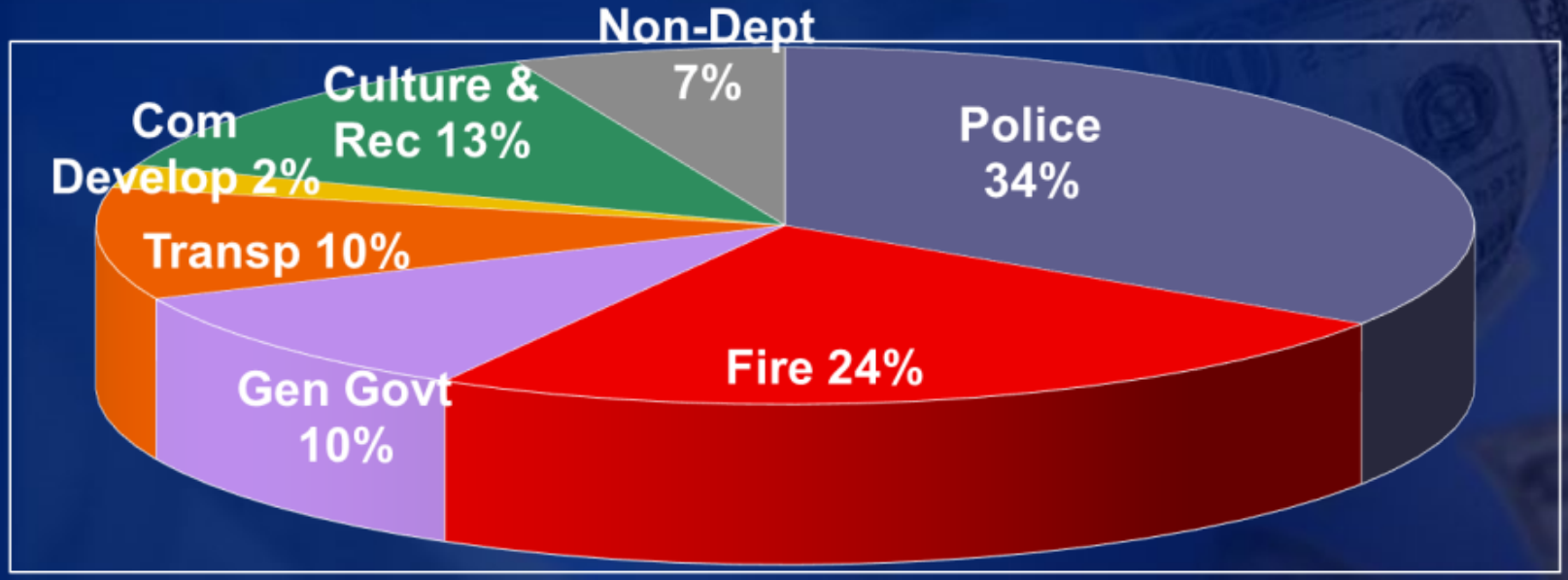
Comment: "Projected 2019 General Fund expenditures of $39.3 m are $550k less than budget."

2019 General Fund Expenditures

Object:	Budget	Projected
Salaries/Benefits	$27,674,840	$27,366,968
Supplies/Services	10,620,210	10,355,741
Capital Outlay	62,220	84,177
Debt Service/Transfers	1,502,270	1,502,270
Total Expenses	$39,859,540	$39,309,156

Comment: “Projected 2019 expenditures represent 98.6% of budgeted expenditures. The $550k difference between budgeted and projected expenditures largely represents underspending in salaries/benefits, supplies, services and charges, and intergovernmental contracts.”

2019 General Fund Expenditures



2019 General Fund Projected Expenditures = $39,309,156

2019 General Fund Overview

	2019 Budget	2019 Projected
Beg Fund Balance	$9,896	$11,709
Revenue	$37,760	$38,134
Total Revenue	$37,760	$38,134
Expenditures	$39,860	$39,309
Total Expenditures	$39,860	$39,309
Beg Cash Required	($2,100)	($1,175)
End Fund Balance	$7,796	$10,534
% of End Fund Bal	19.6%	26.8%

General Fund Forecast
2020 – 2024

General Fund Forecast 2020 – 2024

Revenue-
2020-24 {2.5%-4%}

Expenditure-
2020-24 {3.0%-4%}

2020-24 General Fund Forecast

(000's)	2020	2021	2022	2023	2024
Beg Fund Balance	$10,534	$8,331	$5,869	$3,135	$103
Revenues	$38,566	$39,530	$40,518	$41,734	$43,195
Expenditures	$40,769	$41,992	$43,252	$44,766	$46,556
Beg Cash Required	($2,203)	($2,462)	($2,734)	($3,032)	($3,361)
End Fund Balance	$8,331	$5,869	$3,135	$103	($3,258)
End Fund Bal %	20.4%	14.0%	7.2%	0.2%	

2019 Q1 General Fund Review

The end.