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

City of Longview

Special Meeting Agenda

City Council

Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Angie Wean
Council Member Spencer Boudreau
Council Member Hillary Strobel
Council Member Christopher Ortiz

Thursday, November 3, 2022 **6:00 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.

https://us02web.zoom.us/j/82394132374

Telephone options (dial any of the following numbers):
1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923

Webinar ID: ***823 9413 2374***

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES

   22-000702 MINUTES OF THE OCTOBER 27, 2022 MEETING

6. CHANGES TO THE AGENDA

7. **PRESENTATIONS & AWARDS**

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

9. **PUBLIC HEARINGS**

22-000622 PROPOSED REVENUE SOURCES FOR THE 2023 GENERAL FUND BUDGET

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING

22-000623 PROPOSED 2023-2024 BIENNIAL BUDGET & 2023-2027 CAPITAL IMPROVEMENT PLAN (CIP) (1ST HEARING)

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING

10. **BOARD & COMMISSION RECOMMENDATIONS**

11. **ORDINANCES & RESOLUTIONS**

22-000695 ORDINANCE NO. 3468 AMENDING THE 2021-2022 BIENNIAL BUDGET (1ST READING)

RECOMMENDED ACTION
NO ACTION REQUIRED. (1ST READING)

12. **MAYOR'S REPORT**

13. **COUNCILMEMBERS' REPORTS**

22-000699 MAKING INVESTMENTS IN AFFORABLE AND SUPPORTING HOUSING IN LONGVIEW

RECOMMENDED ACTION:
A motion directing the City Manager to direct the City Attorney to:

1. Prepare necessary ordinances and or resolutions for City Council approval to Authorize and Form a Public Development Authority for the Purpose of Encouraging Investments in Affordable and Supportive Housing and

2. Prepare necessary ordinances and resolutions for City Council approval to Allocate the city's HB 1406 State "Affordable Housing Sales Tax Credit" receipts of .0073 percent to be utilized by the Public Development Authority, and

3. Prepare necessary ordinances and resolutions for City Council approval to adopt and impose a "Housing and Related Services Sales Tax" of .1% to be utilized by the Public Development Authority.

14. **CONSENT CALENDAR**

22-000703 APPROVAL OF CLAIMS

15. **CITY MANAGER'S REPORT**

22-000696 RESOLUTION NO. 2422 ESTABLISHING SUPPORT FOR WSDOT AVIATION CARB LOAN

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2422

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

18. **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 SPECIAL COUNCIL MEETINGS:
THURSDAY, NOVEMBER 17, 2022 - 6:00 P.M. (NOVEMBER 24 - THANKSGIVING HOLIDAY)
THURSDAY, DECEMBER 1, 2022 - 6:00 P.M.

NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, DECEMBER 8, 2022 - 6:00 P.M. (LAST MEETING OF 2022)

City of Longview

1525 Broadway
Longview, WA 98632
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Minutes

City Council

Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Angie Wean
Council Member Spencer Boudreau
Council Member Hillary Strobel
Council Member Christopher Ortiz

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Webinar ID: ***823 9413 2374***

1. CALL TO ORDER

2. INVOCATION*/FLAG SALUTE

After the invocation provided by Joshua Wenzek of Northlake Church, the flag salute was recited.

22-000629 MATTHEW CARNAHAN, LOVE IN THE NAME OF CHRIST - AMENDED

After the invocation was provided, the flag salute was recited.

A moment of silence was taken for the recent passing of Jamie Walsh.

3. ROLL CALL

Present: *Mayor Wallis, Mayor ProTem Wallin, Councilmember Boudreau, Councilmember Kendall, Councilmember Ortiz, Councilmember Strobel, Councilmember Wean*
Absent: *None.*
Staff Present: *City Manager Sacha, Assistant City Manager Swanson, Assistant City Attorney Eastwood, Admin Assistant Nancy Vandehey, Public Works Director Ken Hash, Parks & Recreation Director Jen Wills, Police Chief Huhta, Community and Economic Development Director Ann Rivers, Human Resources Director Sabrina Fraidenburg*

4. WORKSHOP

5. APPROVAL OF MINUTES

22-000681 OCTOBER 13, 2022 REGULAR MEETING MINUTES
OCTOBER 19, 2022 SPECIAL MEETING MINUTES

Councilmember Wean noted that the October 19th minutes noted none under Constituents' Comments, but should have listed the email received by Tina Smith as she couldn't comment over zoom.

A motion was made by Councilmember Boudreau, seconded by Mayor ProTem Wallin, to accept the changes and approve the minutes presented. The motion carried unanimously.

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

Jeff Wilson provided public comment.
Ron Kosloski provided public comment.
Jason provided public comment.
Christina provided public comment.
Shannon provided public comment.
Clint provided public comment.
Wendy Kosloski provided public comment.
Jane Still provided public comment.
Randy Knox provided public comment.
Michael Peterson provided public comment.
Crosby provided public comment.
Rick Dahl provided public comment.

At the conclusion of 30 minutes, the Council continued with the published agenda with the consensus that additional public comment would be taken after the City Manager's Report.

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

11. ORDINANCES & RESOLUTIONS

22-000672 RESOLUTION 2421 - COMPREHENSIVE SOLID & HAZARDOUS WASTE MANAGEMENT

RECOMMENDED ACTION:
NO ACTION

Community and Economic Development Director Rivers shared a presentation. Brian Tino from Maul, Foster & Alongi, Inc. also spoke on this item. Some changes were requested from Council.

A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.

No action was taken.

22-000683 ORDINANCE 3466 - ZONING CODE AMENDMENTS FOR ACCESSORY DWELLING UNITS

RECOMMENDED ACTION: MOTION TO ADOPT ORDINANCE 3466.

Mayor ProTem Wallin made a motion, seconded by Boudreau, to amend Ordinance 3466, section 3 Building Requirements, subsection e replacing 10 feet with 5 feet for street facing entrances. The motion to amend carried with the following vote:
Ayes: Mayor Wallis, Mayor ProTem Wallin, Councilmember Boudreau, Councilmember Kendall, Councilmember Storbel, Councilmember Wean
Nays: Councilmember Ortiz

Councilmember Boudreau made a motion, seconded by Mayor ProTem Wallin, to adopt Ordinance 3466 as amended. This passed unanimously.

12. MAYOR'S REPORT

Mayor Wallis provided a report.

13. COUNCILMEMBERS' REPORTS

Councilmember Ortiz provided a report.
Councilmember Boudreau provided a report.
Councilmember Kendall provided a report.

14. CONSENT CALENDAR

22-000684 APPROVAL OF CLAIMS

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

15. CITY MANAGER'S REPORT

City Manager Sacha provided a report.

16. MISCELLANEOUS

Constituents's Comments was reopened.

A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.

Mayor ProTem Wallin asked for clarification on the SEPA process.
Community and Economic Development Director Rivers provided details on how to comment on the SEPA.

A motion was made by Councilmember Bourdreau, seconded by Councilmember Ortiz, to end the Emergency Declaration.

City Manager Sacha, Assistant City Manager Swanson, and Assistant City Attorney Eastwood responded to questions.

A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.
A citizen, name not given, provided public comment.

The motion failed by the following vote:
Ayes: Councilmember Boudreau, Councilmember Ortiz
Nayes: Mayor Wallis, Mayor ProTem Wallin, Councilmember Kendall, Councilmember Storbel, Councilmember Wean

City Manager Sacha read a letter announcing his retirement on February 28, 2023.

The Council asked Human Resources Manager Fraidenburg to present them with process options for hiring a replacement at the November 3rd Special Meeting.

Councilmember Ortiz asked to be excused from the November 1st Utility Workshop.

17. **EXECUTIVE SESSION**

18. **ADJOURNMENT**

The meeting was adjourned at 8:23 p.m.

Nancy Vandehey
Admin Assistant

Approved:**______________________________**
Mayor

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NEXT SPECIAL COUNCIL WORKSHOP:
TUESDAY, NOVEMBER 1, 2022 - 5:30 P.M. - UTILITY RATES & UTILITY CIP REQUESTS

NEXT SPECIAL COUNCIL MEETINGS:
THURSDAY, NOVEMBER 3, 2022 - 6:00 P.M. (NOVEMBER 10 - VETERAN'S DAY HOLIDAY)
THURSDAY, NOVEMBER 17, 2022 - 6:00 P.M. (NOVEMBER 24 - THANKSGIVING HOLIDAY)

THURSDAY, DECEMBER 1, 2022 - 6:00 P.M.

NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, DECEMBER 8, 2022 - 6:00 P.M. (LAST MEETING OF 2022)

City of Longview

Agenda Summary

PROPOSED REVENUE SOURCES FOR THE 2023 GENERAL FUND BUDGET

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
RCW 84.55.120 requires cities that collect regular property tax levies to hold a public hearing on the revenue sources for the following year's current expense budget. The hearing must include consideration of possible increases in the property tax revenues and shall be held prior to the time that the City levies the taxes or makes the request to have the taxes levied. Staff has prepared a presentation of the general fund's revenue sources that includes the ad valorem tax levy rate for the 2023 General Fund Budget for Council's consideration. Adoption of the 2023 property tax levy and Ad Valorem Tax Ordinance has been scheduled for November 17, 2022.

STAFF CONTACT:
Kurt Sacha, City Manager

Attachments: None

City of Longview

Agenda Summary

PROPOSED 2023-2024 BIENNIAL BUDGET & 2023-2027 CAPITAL IMPROVEMENT PLAN (CIP) (1ST HEARING)

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management of the City.

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
RCW 35A.34.110 requires cities to conduct a formal public hearing on the proposed biennial budget. Preliminary copies of the 2023-2024 Biennial Budget and 2023 - 2027 Capital Improvement Plan have been made available to Council and are available for the public. A staff presentation on the proposed 2023 - 2024 Biennial Budget and 2023 - 2027 Capital Improvement Plan will be presented at the public hearing on November 3 and November 17, 2022. Public Hearing Notices on the 2023 - 2024 Preliminary Biennial Budget and 2024 - 2027 Capital Improvement Plan were published on November 2, 2022 and November 9, 2022.

Workshop presentations and Public Hearings on the 2023- 2024 Biennial Budget can be accessed at: http://www.mylongview.com

STAFF CONTACT:
Kurt Sacha, City Manager

Attachments:
1. General Fund Summary - Option 2
2. Enhancement and Capital Project Requests - Approved by Council 10.19.22

2023-24 General Fund Summary - Option 2

	2023	2024
Beginning Balance	**$17,650,000**	**$14,971,148**
Revenue:		
Baseline Budget	$43,196,940	$43,987,290
Budgeted Drawdown - Fund Balance	1,339,426	2,439,997
Utility Tax (5% increase from 9.5% to 14.5%	1,500,000	1,500,000
Banked Cap/New Constr/Admin Refund Prop Tax	350,000	350,000
Total Baseline Revenues:	**$46,386,366**	**$48,277,287**
Expenditures:		
Baseline Budget	$45,715,140	$47,409,670
2023-24 Enhancements*	$671,226	$867,617
Total Expenditures:	**$46,386,366**	**$48,277,287**
Ending Fund Balance	**$14,971,148**	**$10,091,154**
% of Ending Fund Balance	**32.27%**	**20.90%**

2023-2024 Biennial Budget
City Staff Enhancement Requests
Budget Workshop
October 19, 2022

OPTION 2: 5% Increase in Utility Tax AND Banked Capacity

General Governmental Revenue Sources (not restricted):	2023	2024
General Fund - Fund Balance	$0	$0
Utility Tax (5% increase from 9.5% to 14.5%)	1,500,000	1,500,000
Banked Cap/New Constr/Admin Refund Prop Tax	350,000	350,000
Other Revenue	0	0
Other Revenue	0	0
	$1,850,000	**$1,850,000**

Requesting Fund/Dept		Enhancement Requests	FTEs Requested	2023 Requested	2023 Funded	2024 Requested	2024 Funded
001.17	**Info Tech**	Add Business Systems Analyst	1	$128,380	65,000	$131,450	65,000
				Funded Total	65,000		65,000
001.18	**Police**	Add 6 Patrol Officers		1,014,500	0	827,960	0
		Add Public Disclosure Technician	1	80,000	0	87,000	0
		Add 1 Police Officer to Community Services Unit	1	127,800	0	132,210	0
		Add 2 Community Service Officers	2	262,000	0	169,200	0
				Funded Total	0		0
001.19	**Fire**	EMS Program: Add 3 Firefighters and an 80% Administrative Assistant	3.8	536,063	0	541,051	0
		Add Fire Inspector	1	157,966	0	158,627	0
				Funded Total	0		0
001.22	**Engineering**	Add Project Engineer	1	105,500	0	115,500	0
		Add Project Engineer	1	105,500	0	115,500	0
		Add Project Engineer	1	105,500	0	115,500	0
		Add Office Assistant (shared w/CED)	0.5	47,250	0	48,250	0
				Funded Total	0		0
001.23	**CED**	Add Grant Administrator	1	92,806	0	0	0
		Community Outreach Coordinator	1	91,100	91,100	91,100	91,100
		Add Office Assistant (shared w/Engineering)	0.5	47,250	0	48,250	0
				Funded Total	91,100		91,100
001.24	**Library**	The Daily News Digitization		30,000	0	30,000	0
		Digital Services		5,125	5,125	5,645	5,645
		Mobile Library Program		0	0	31,502	31,502
		Wireless Hotspots		14,000	14,000	14,000	14,000
				Funded Total	19,125		51,147
001.25	**Recreation**	Add Office Assistant	1	60,104	0	63,216	0
		Add PT Wage Correction		94,051	50,000	102,036	60,000
				Funded Total	50,000		60,000
001.26	**Parks**	Add Parks Maintenance Supervisor	1	100,557	100,557	105,006	105,006
		Add 2 PT Maintenance Staff	2	75,586	0	78,164	0
				Funded Total	100,557		105,006
120.00	**Downtown Parking**	Add 50% Office Assistant/Records Specialist and 50% Parking Enforcement Officer	1	76,110	0	80,564	0
		Parking Software/Hardware Replacement		94,000	94,000	55,000	55,000
				Funded Total	94,000		55,000
511.51	**Equip Rental Ops**	Add 25% Administrative Assistant (shared with Facilities Maintenance)	0.25	19,380	0	19,962	0
				Funded Total	0		0
561.56	**Facilities Maint**	Add 75% Administrative Assistant (shared with Equipment Rental Operations)	0.75	58,140	0	59,883	0
		Add 2 Facilities Maintenance Technicians	2	251,444	251,444	259,264	259,264
		New Facilities Maintenance Vehicles/Tools (2)		0	0	181,100	181,100
				Funded Total	251,444		440,364
		Grand Total	**24**	**3,780,112**	**$671,226**	**3,666,940**	**$867,617**
		Balance Remaining			**$1,178,774**		**$982,383**

Option 2 Restricted Revenue Options

	0.1% Public Safety Sales Tax Levy			**$163,000**		**$650,000**
001.18 **Police**	Add 6 Patrol Officers	6	1,014,500	0	827,960	827,960
	Add Public Disclosure Technician	1	80,000	0	87,000	0
	Add 1 Police Officer to Community Services Unit	1	127,800	0	132,210	0
	Add 2 Community Service Officers	2	262,000	0	169,200	0
			Funds Remaining	**$163,000**		**($177,960)**
	$0.50 per $1,000 AV EMS Property Tax Levy (maximum = $0.50 per $1,000 AV)			**$0**		**$2,441,075**
001.19 **Fire**	EMS Program: Add 3 Firefighters and an 80% Administrative Assistant	3.8	536,063	0	541,051	401,051
	Add Fire Inspector	1	157,966	0	158,627	0
	New Fire Department Reserve Ambulance (from Capital Projects Fund requests)		0		300,000	300,000
			Funds Remaining	**$0**		**$1,740,024**
001.20 **Traffic**	**TBD Add'l $20 Vehicle License Fee (councilmanic)**			**$600,000**		**$600,000**
	Add Traffic Specialist	1	109,000	0	112,000	0
	New Traffic Maintenance Specialist Pick-Up Truck		0	0	45,820	0
	Additional Traffic Signal Maintenance Supplies		50,000	0	50,000	0
	Additional Street Light Maintenance Materials		15,000	0	15,000	0
001.21 **Street**						
	Add Street Supervisor	1	117,940	0	117,940	0
	New Street Department Supervisor Pick-Up Truck		0	0	45,820	0
	New Asphalt Overlay Program		200,000	0	200,000	0
	New Street Maintenance Asphalt Zipper		220,000	0	0	0
			Funds Remaining	**$600,000**		**$600,000**
001.23 **CED**	**0.1% Affordable Housing Sales Tax (councilmanic)**			**$900,000**		**$900,000**
	Add Community Outreach Coordinator	1	91,100	0	91,100	0
	Affordable Housing Program			0		0
			Funds Remaining	**$900,000**		**$900,000**

Capital Projects Fund Requests Worksheet
Budget Workshops
August 23, October 1, and October 19, 2022

Requesting Dept	Capital Project Requests	2023 Requested	2023 Funded	2024 Requested	2024 Funded	Other Considerations
	Available Fund Balance for Allocation		**$1,451,150**		**$450,300**	
	Reoccurring/Ongoing					
Parks	Neighborhood Parks Grant (NPG) Program	25,000	25,000	25,000	25,000	Since 1997, the Parks & Recreation Board has evaluated and recommended funding applications for NPG grant funds for Council approval on an annual basis (Parks and Recreation Neighborhood Park Grant Policy & Procedure adopted with Resolution No. 2202 dated January 12, 2017)
Parks	Parks Playground Equipment Replacements	45,000	45,000	45,000	45,000	The City adopted a Playground Removal and Replacement plan within the Parks & Recreation Comprehensive Plan in 2016
Street	Debt Service - Street Maintenance Facility	48,850	48,850	48,100	48,100	
Various	ADA Improvements	50,000	50,000	50,000	50,000	Since the 2019-2020 budget, the Accessibility Advisory Committee has recommended projects for dedicated capital budget funding that assist the City with ADA compliance
		Funded Total	168,850		168,100	
	Grant-Funded					
Golf	Mint Valley Golf Irrigation Pump Station	400,000	400,000	0	0	Continuation of CIP#2280 funded with ARPA Grant
	Carryover Projects from Prior Budget					
Finance	Finance Security Improvements	51,000		0	0	Original project approved for $40,000. Cost estimate updated to $51,000.
Fire	Fire EKG Defibrillators EMS Equipment	200,000	0	0	200,000	Original project approved for a 5-year lease (2021-2025) at $30,000/year. Cost estimate updated.
		Funded Total	0		200,000	
	Facilities-Related (from highest to lowest priority)					
Golf	MV Golf Poles/Netting	0	100,000	100,000	0	
Parks	Roy Morse Softball Field Lighting Replacements	275,000	275,000	0	0	
Library	Lighting Replacements	0	0	110,000	*	Possible Ameresco Savings?
Rec	McClelland Arts Building HVAC System Replacement	70,000	70,000	0	0	Possible Ameresco Savings?
Parks	Park Maintenance Shop Siding	30,000	30,000	0	0	
Police	Police Garage Gate Replacements	86,300	86,300	0	0	
Golf	MV Golf Facility Needs Assessment	50,000	50,000	0	0	
Fire	Fire Station #82 Emergency Generator	160,000	160,000	0	0	
Library	Interior Restoration	0	0	175,000	*	
Parks	John Null Park Tennis Court Lighting Replacements	23,170	23,170	0	0	
Exec	City Hall Upstairs Flooring/Carpet Replacement	40,000	*	0	0	
Various	Bicycle-Friendly City Hall (Racks & Shower)	16,000	0	0	0	
		Funded Total	794,470		0	
	Vehicle Depreciation Shortfalls for Replacements					
Facilities	Facilities Maintenance Depreciation Shortfall	50,000	*	0	0	19-year old pickup needs supplemental funding to be able to replace with service body truck or van
Parks	Park Maintenance Vehicle Depreciation Shortfall	75,000	*	0	0	Depreciation shortfall for scheduled replacements of 2 mowers, a tractor, and a backhoe
Parks	Park Maintenance Vehicle Replacements	35,000	*	75,000	*	Funds needed for replacing 2 "hand-me-down" vehicles where no replacement funds were collected
Rec	Recreation Vehicle Depreciation Shortfall	25,125	*	25,125	*	Funds needed to fund depreciation on inherited vehicle for eventual replacement
Street	Street Maintenance Dump Truck/Snow Plow	200,000	*	0	0	Depreciation shortfall for unreliable snowplow for which replacement has been delayed several years
Street	Street Maintenance Road Grader	200,000	*	0	0	Depreciation shortfall for upgrading tractor to road grater that can also be used for asphalt skim patching and shoulder maintenance
Traffic	Traffic Maintenance Bucket Truck Replacement	150,000	*	0	0	Depreciation shortfall on unreliable bucket truck used to maintain streetlights/traffic signal system
		Funded Total	0		0	
	New Vehicles and Equipment					
Eng	Electric-Assist Bicycles (Engineering/Inspectors)	0	0	6,000	0	
Eng	Engineering Vertical File Systems (Blueprints/Mylars)	7,000	7,000	0	0	
Fire	New Fire Department Reserve Ambulance	300,000	0	0	0	
		Funded Total	7,000		0	
	Grand Total	**$2,612,445**	**$1,370,320**	**$659,225**	**$368,100**	
	Balance Remaining		**$80,830**		**$82,200**	

** Undecided or waiting for Ameresco results and/or additional information*

Building Replacement Fund Requests Worksheet
Budget Workshop
August 23, October 1, and October 19, 2022

	Available Fund Balance for Allocation		**$1,800,000**		**$0**	
Dept	**Capital Project Requests**	**2023 Requested**	**2023 Funded**	**2024 Requested**	**2024 Funded**	**Other Considerations**
	Grant-Funded					
Library	HVAC/Window Replacements	1,500,000	1,500,000	0	0	$750,000 Dept of Commerce Grant Award ***to be announced fall 2022***
Parks	Vandercook Park Restroom Replacement	300,000	300,000	0	0	Fully-funded with State of Washington capital funds during the 2022 Legislative Session
	Other					
Fire	Fire Station #83 Construction	0		13,943,060		
Fire	Fire Station #82 Remodel	0		600,000		
Fire	Fire Station #81 Remodel	0		5,138,700		
Police	Police Evidence Storage Pole Building	0		1,086,300		
	Grand Total	**$1,800,000**	**$1,800,000**	**$20,768,060**	**$0**	Contingent on receiving grant funding
	Balance Remaining		**$0**		**$0**	

City of Longview

Agenda Summary

ORDINANCE NO. 3468 AMENDING THE 2021-2022 BIENNIAL BUDGET (1ST READING)

RECOMMENDED ACTION
NO ACTION REQUIRED. (1ST READING)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Council Initiative: Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:
The subject ordinance has been prepared to amend the 2021-2022 biennial budget to authorize expenditures unforeseen at the time the 2021-2022 biennial budget was adopted. This amendment affects the 2021-2022 General Fund budget.

RECOMMENDED ACTION:
No action required. (First reading)

STAFF CONTACT: Kurt Sacha, City Manager

Expenditure Required:

Amount Budgeted

Appropriation Required

Attachments:
1. ORD NO 3468 - Amending the 2021-2022 Biennial Budget (1st Reading)

ORDINANCE NO. 3468

An Ordinance relating to public expenditures and declaring an emergency under the provisions of RCW 35A.34.150, fixing the amount of money required to meet such emergencies and authorizing the expenditure of money not provided for in the 2021 - 2022 biennial budget of the City.

WHEREAS, on December 10, 2020, the City Council of the City of Longview adopted the biennial budget of the City of Longview for 2021-2022; and

WHEREAS, it was thereafter determined by said City Council that additional funds are available and that additional expenditures should be authorized, and said matters were not contemplated at the time of the adoption of said 2021-2022 biennial budget:

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

Section 1. That the General Fund of the 2021-2022 City of Longview biennial budget shall be, and is hereby, amended as follows:

a) Revenue shall be increased to provide for greater than anticipated sales tax revenue: $91,000.00

b) General Fund expenditures shall be increased to provide for the salaries and benefits for a Community Outreach Coordinator: $91,000.00

Section 2. That by reason of the facts herein before set forth, an emergency is hereby declared under the provisions of RCW 35A.34.150, and it is hereby ordered that the foregoing appropriations and budget amendments be approved in excess of the 2021-2022 biennial budget for the purposes stated herein.

Section 3. This ordinance shall be in full force and effect from and after five (5) days from its passage and publication.

Passed by the City Council this ___________ day of November, 2022. Approved by the Mayor this _________ day of November, 2022.

____
M A Y O R

ATTEST:

____
City Clerk

APPROVED AS TO FORM:

____
City Attorney

Published:_______________________

City of Longview

Agenda Summary

MAKING INVESTMENTS IN AFFORABLE AND SUPPORTING HOUSING IN LONGVIEW

<u>RECOMMENDED ACTION:</u>
A motion directing the City Manager to direct the City Attorney to:

1. Prepare necessary ordinances and or resolutions for City Council approval to Authorize and Form a Public Development Authority for the Purpose of Encouraging Investments in Affordable and Supportive Housing and

2. Prepare necessary ordinances and resolutions for City Council approval to Allocate the city's HB 1406 State "Affordable Housing Sales Tax Credit" receipts of .0073 percent to be utilized by the Public Development Authority, and

3. Prepare necessary ordinances and resolutions for City Council approval to adopt and impose a "Housing and Related Services Sales Tax" of .1% to be utilized by the Public Development Authority.

<u>Attachments</u>:
1. Affordable Housing Tax Agenda Item

City of Longview
Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

Introduced by: Mike Wallin, Mayor Pro Tem **Date:** Thursday Oct. 27th.

Supported by: Hillary Strobel, Council Member **For Agenda of:** Thursday Nov. 3rd

SUBJECT TITLE: Making investments in affordable and supportive housing in Longview

SUMMARY STATEMENT:

The City of Longview desires to preserve, maintain, and increase affordable and supportive housing opportunities in Longview. In an effort to ensure affordable and supportive housing units to serve individuals in Longview, the City desires to encourage construction or acquisition of affordable housing, acquisition of land for those purposes, and or the funding of the operations and maintenance costs of new affordable housing units. In compliance with State Law, for the purposes of this action, and in an effort to address a needs gap, the City Council desires to encourage housing investments to benefit individuals whose income is at or below 60% of the Cowlitz County median income including people with disabilities or behavioral health disabilities, senior citizens, and people who are homeless or at-risk of being homeless, including families with children. The intent of this action is to authorize, form and fund a Public Development Authority to invest in affordable and supportive housing with the stated goals of homelessness prevention, to preserve and maintain affordable housing, construct, or acquire new affordable housing, and increase or preserve affordable housing supply. In furtherance of the aforementioned stated goals, the Public Development Authority Shall be authorized to issue and repay bonds, to enter into agreements with local housing providers and housing developers, to provide Loans or grants to nonprofit organizations or public housing authorities, and Shall responsible entity for the City of Longview's 0.0073 percent State Affordable Housing Sales Tax Credit as authorized by RCW 82.14.540 and a City Housing and Related Services Sales Tax of 0.1 percent authorized by RCW 82.14.530

RECOMMENDED ACTION: A motion directing the City Manager to direct the City Attorney to 1. prepare necessary ordinances and or resolutions for City Council approval to Authorize and Form a Public Development Authority for the Purpose of Encouraging Investments in Affordable and Supportive Housing and 2. prepare necessary ordinances and resolutions for City Council approval to Allocate the City's HB 1406 State "Affordable Housing Sales Tax Credit" receipts of .0073 percent to be utilized by the Public Development Authority, and 3. prepare necessary ordinances and resolutions for City Council approval to adopt and impose an "Housing and Related Services Sales Tax" of .1% to be utilized by the Public Development Authority.

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address Quality of Place Issues and Strengthen Economic Conditions and Create New Opportunities

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Expenditure Required:

Amount Budgeted:

Appropriation Required:

02/10

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 OCTOBER 2022 ACCOUNTS PAYABLE: $ 2,272,103.11
Checks no. 39399 - 39733.

SECOND HALF OCTOBER 2022 PAYROLL:
$370,770.43 checks no. 1503-1526
$874,098.69 direct deposits
$812,605.44 wire transfers
$2,057,474.56 Total

STAFF CONTACT:
Elizabeth Halili, Deputy City Clerk
John Baldwin, Accountant
Dana Beck, Payroll Specialist

Attachments: None

City of Longview

Agenda Summary

RESOLUTION NO. 2422 ESTABLISHING SUPPORT FOR WSDOT AVIATION CARB LOAN

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2422

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Council Initiative: Establish support for the SWRA to pursue a WSDOT Aviation Loan to fund a fuel system replacement project.

CITY ATTORNEY REVIEW: YES

SUMMARY STATEMENT:
In 2017, the Southwest Washington Regional Airport (SWRA) identified the replacement of the existing underground fuel tanks with new more environmentally friendly above ground fuel tanks as a priority project and included the project in the Board adopted Airport Strategic Operating Plan. Phase 1 of the project went to bid in early 2022; However, due to inflationary impacts on total project costs, the project was placed on hold and a $500,000 Community Aviation Revitalization Board (CARB) loan from WSDOT Aviation was unused and returned to WSDOT. In recent months, the airport has explored ways to reduce project costs and sought to secure additional funding. A revised scope of work repurposing existing infrastructure, reducing overall costs, as well as revised WSDOT CARB loan criteria has provided an opportunity to move forward with the fuel system replacement project. In September, WSDOT announced an increase in the available loan size to $1.2 million to help airports fill funding gaps caused by recent inflation. The $1.2 million loan would allow the airport to move forward with this critical project geared to reduce risk of environmental contamination; and protect a regional asset that is key to supporting economic development in Cowlitz County and Southwest Washington.
In order to apply for the CARB loan, SWRA needs to demonstrate support from each of the four entities of the interlocal agreement showing a willingness to accept the future debt obligation. Because the annual debt payments would be more than SWRA's current budget could absorb, an interlocal amendment would be needed, if the CARB loan application is successful, to increase the annual contributions of each party from $76,000 to $91,000 solely to cover the debt service and the annual budgeting of funds by each party to fund the repayment of the loan. Once the loan is repaid, annual contributions would automatically revert to the previous amount of $76,000. The interlocal also requires that each entity approve any debt; if the loan application is approved, each entity would be asked to formally approve the loan.

RECOMMENDED ACTION:
Motion to adopt Resolution No. 2422

STAFF CONTACT: Kurt Sacha, City Manager

FINANCIAL SUMMARY:
While no financial action is requested at this time, below are important facts regarding this opportunity:

- Competitive loan program with applications due November 23, 2022
- Loan amounts up to $1.2 million
- Fixed 2.0% interest
- 20-year term
- Only pay on portion of loan amount drawn.
- No pre-payment penalties

- Formal approval of the debt and an interlocal agreement to increase annual contributions from $76,000 to $91,000 would be required in order to accept the loan if approved by WSDOT.

Attachments:
1. Resolution No. 2422 - Support of SWRA Fuel Tank Project Funding (003)
2. SWRA Entity Loan Presentation

RESOLUTION NO. _____2422_____

A RESOLUTION of the City of Longview Establishing
Support for the Southwest Washington Regional Airport
to Pursue a WSDOT Aviation Loan to Fund a Fuel System Replacement Project.

WHEREAS, the Southwest Washington Regional Airport (hereinafter “the Airport”) Operating Board, desires to construct a fuel system replacement project; and

WHEREAS, the Airport is owned by the City of Kelso, but is operated under an interlocal agreement between the City of Kelso, the City of Longview, the Port of Longview, and Cowlitz County; and

WHEREAS, in 2017 planning began on a fuel system replacement project and was included in the Airport’s Strategic Operating Plan list of priority projects adopted by the Airport Operating Board; and

WHEREAS, in 2021 the Airport secured funding for the fuel system replacement project through a $500,000 Cowlitz County Rural Facility Grant and a $500,000 WSDOT Aviation Community Aviation Revitalization Board (CARB) loan supported by all four government entities of the interlocal agreement; and

WHEREAS, in 2022 economic conditions, including high inflation, increased the project’s estimated cost beyond available funding; The WSDOT CARB loan was returned in June 2022; and

WHEREAS, in 2022 the Airport Operating Board explored project options and selected an alternative layout for the Fuel Project to reduce the scope of work and cut project costs; and

WHEREAS, in September of 2022, WSDOT announced an increase in maximum available CARB loan funds of $1.2 million per loan; and

WHEREAS, in October of 2022 Senator Cantwell showed support for the Airport during a Port of Kalama tour and arranged staff to assist the Airport; and

WHEREAS, in October of 2022, State Representative Abbarno toured the Airport and fuel tank project site and demonstrated support; and

WHEREAS, the Airport Operating Board continues to identify the fuel system replacement project as a priority infrastructure project for environmental protection and for the operational longevity of the Airport; and

WHEREAS, the Airport Operating Board desires to pursue a $1.2 million loan through WSDOT Aviation’s CARB loan program for the funding of the Airport’s alternative fuel system replacement project (“Fuel Project”); and

WHEREAS, The Airport’s interlocal agreement requires the approval of the governing body of each of the parties to approve the borrowing of funds for capital improvements and would make each party proportionally responsible for any approved debt if the interlocal is terminated; and

WHEREAS, if the CARB loan application is successful, an interlocal amendment would be needed to increase the contributions of each party from $76,000 to $91,000 to cover the debt service and the annual budgeting of funds by each party to fund the repayment of the loan;

WHEREAS, the CARB loan award, if approved, would likely be made in December, and would require the parties' formal approval and an interlocal amendment by January prior to final acceptance; and

WHEREAS, because the funding of the Fuel Project will require the future legislative actions of each of the parties which must be separately undertaken, the legislative bodies of each party wish to formally resolve their support for the Fuel Project and their support for the shared contributions to pay the debt service on the CARB loan;

Now, Therefore,

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

Section 1. Findings. The Longview City Council hereby adopts each and every recital contained within the Whereas clauses as findings of fact in support of this Resolution and further finds that the construction of the Fuel Project will increase safety at the Airport, reduce risk of environmental contamination; and protect a regional asset that is key to supporting economic development in Cowlitz County and southwest Washington.

Section 2. Support for Project. The Longview City Council hereby resolves their support for the construction of the Fuel Project and the Airport Operating Board's application for a WSDOT CARB Loan in the amount of $1.2 million for the construction of the Fuel Project.

Section 3. Support for Shared Funding of Construction. The Longview City Council hereby resolves their support for an amendment to the SWRA Interlocal Cooperation Agreement to share equally in the debt service costs to repay the WSDOT CARB Loan and increase the annual Airport ILA contributions for each party in the amount of $15,000 for a total annual contribution by each party of $91,000 starting in 2024 for the sole purpose of debt repayment of the WSDOT CARB Loan.

ADOPTED by the Longview City Council on this __3rd__ day of November, 2022.

______________________________ ______________________________

Mayor, City of Longview Longview City Clerk

Approved as to Form:

____

Attorney for City of Longview

SOUTHWEST WASHINGTON REGIONAL AIRPORT

Chris Paolini
Airport Manager

Airport Fuel System Replacement Project

Airport Fuel System Replacement Project

Project timeline Summary:

- 2017-2018: Conceptual planning started and included in the Airport's strategic Operating Plan.
- 2021: $500,000 Cowlitz Rural County Grant and $500,000 WSDOT Aviation Community Aviation Revitalization Board (CARB) loan secured.
- 2022: June - High Inflation and increased scope of work due to subgrade discoveries pushed project cost beyond available funding. WSDOT CARB loan returned.
- 2022: Airport works with engineering firm to explore alternative project layouts to reduce project scope and cut project costs. A new project scope is vetted and approved by the Airport Board.
- 2022: September - WSDOT announces increase in maximum available CARB loan amount to $1.2 million.

Airport Fuel System Replacement Project

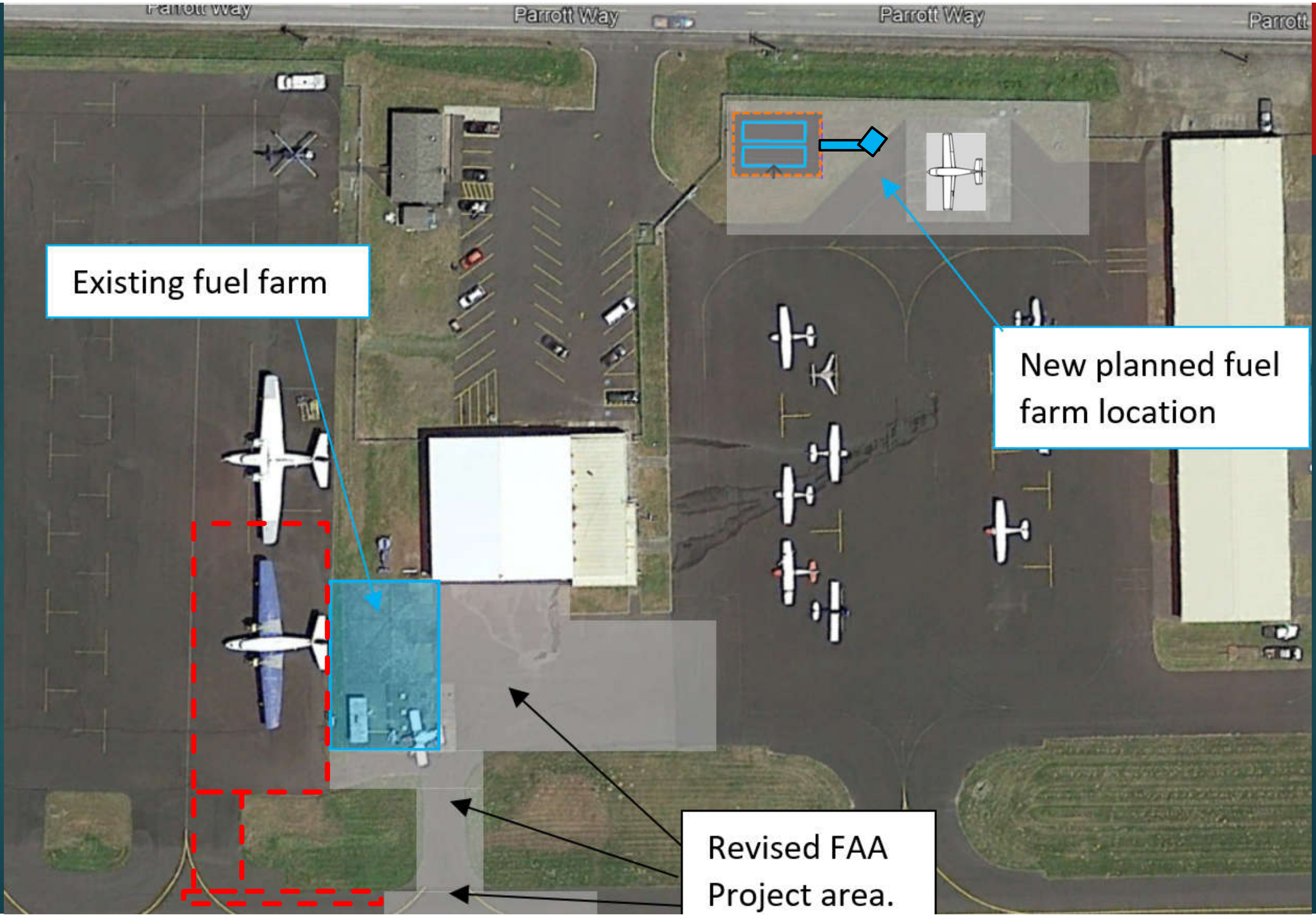
BENEFITS

- This project will provide the airport with a path forward to replace environmentally unfriendly underground fuel tanks with a much safer and modern above ground fuel system.
- Avoids potential costly future cleanup efforts from a system that has surpassed its design life.
- Fuel service acts as an anchor to draw in other activity which includes the main Fixed Base Operator (Cascade Air), flight schools, maintenance shops, business aviation, charter flights, fire fighting, search and rescue, etc.
  - This equates to supporting and protecting direct and indirect revenue generating aviation activity and the long-term growth and success of the airport.

Airport Fuel System Replacement Project

COMMUNITY BENEFITS

- Emergency Medical Transport, Military Operations & Fire Fighting Operations
- Supporting Economic Development: Directly and Indirectly
  - Four Airport businesses employ more than 30 staff directly on the airfield
  - 2018 WSDOT Aviation Impact Study for SWRA:
    - Total Jobs created/sustained: 113
    - Labor Income: $8,291,000
    - Value Added (Multiplier): $15,277,000
    - Business Revenues: $27,289,000


Parrott Way
Parrott Way
Parrott Way
Parrott
Existing fuel farm
New planned fuel farm location
Revised FAA Project area.

Airport Fuel System Replacement Project

Project Cost Summary (September 2022 estimate):

Engineering (Design & mgmt):	$ 332,500
Environmental & Remediation:	$ 173,000
Fuel Tank Purchase:	$ 613,500
Construction & Installation:	$ 587,000
Total Project Cost:	**$ 1,706,000**
Additional Contingency:	$ 200,000
Total Project budget:	**$1,906,000**

Airport Fuel System Replacement Project

Proposed Project Funding Sources:

Cowlitz County grant: $ 500,000

Airport Funds: $ 206,000

WSDOT Aviation Loan: $ 1,200,000*

**This loan is pending entity approval, application, and award by WSDOT. Designated grant and Airport funds would be used prior to drawing from CARB loan. Additionally, the airport is currently pursuing Washington State discretionary funds, as well as exploring other funding options, to assist with project costs.*

Project Timeline:

Construction would start and finish in 2023.

Airport Fuel System Replacement Project

Loan Facts:

- Competitive loan program with applications due November 23, 2022
- Loan amount up to $1.2 million
- Fixed 2.0% interest
- 20-year term
- Only pay on portion of loan amount drawn.
- No pre-payment penalties

Approximate annual loan payment based on $1.2 Million loan:

- $73,000 annually

Airport Annual Budget

1	EXPENDITURES		
2	Office Supplies, office operating exp, Training	$	8,800
3	*Airport, City, Maintenance Payroll, Insurance, Etc.*	$	237,000
4	Professional Services (Legal)	$	10,000
5	State Examiner's Charges	$	5,000
6	Insurance and Diking Assessment	$	64,000
7	Repairs to Buildings	$	32,000
8	Repairs to Landing Field	$	45,000
9	Repairs to Electrical	$	12,000
10	Vehicle and equipment maintenance	$	6,000
11	Advertising / Promotions	$	5,000
12	Operating and Safety Supplies	$	6,500
13	FUEL (for airport vehicle & mowing)	$	1,500
14	Electricity	$	8,000
15	Garbage/Water/Stormwater Management	$	12,500
16	Sanitation	$	4,700
17	Engineering Contract: General Engineering Services	$	25,000
18	Capital purchases:	$	16,000
19	Underground Storage Tanks (Annual Bus. Lic. Renewal; Annual tightness compliance Testing)	$	5,000
20	**AIRPORT TOTAL EXPENDITURES**	$	504,000

Annual Maintenance
&
Project Budget

$32,000
$45,000
$12,000

$25,000

Total Budgeted: $114,000

Airport Fuel System Replacement Project

<u>Servicing a $1.2 million loan:</u>

<u>Cost Breakdown Per Entity Per The Interlocal Agreement</u>

Each entity is being asked to accept a $300,000 (25%) portion of the loan

Each entity is being asked to agree to a $15,000 per year increase in annual contributions.

*It would be stipulated in the ILA that this increase is <u>*solely*</u> to fund repayment of the debt and would revert back to the previous (current) contribution amount once the loan is paid back.

<u>Annual $73,000 Payment Breakdown on a $1.2 million loan:</u>

Increased entity contributions:	$60,000
Airport budget:	$13,000
Total:	**$73,000**

Continued Measurable Success

vs

Optimism

BEFORE

AFTER

Slide 14

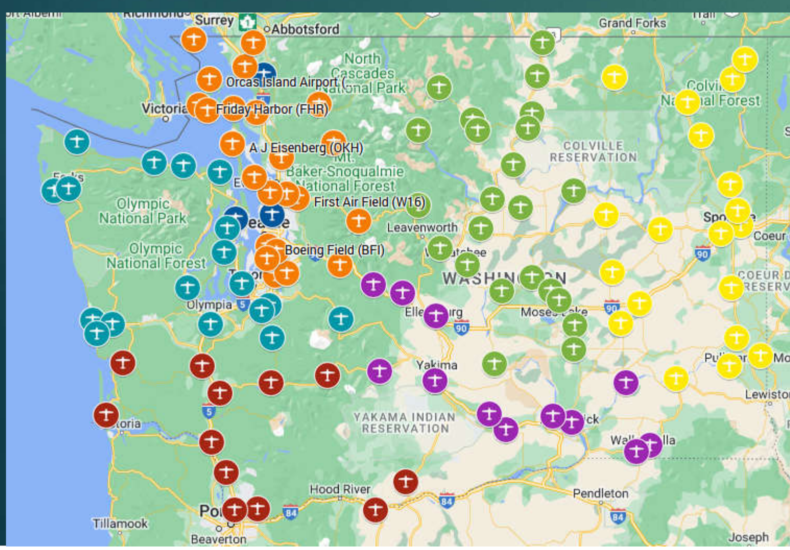
CP3 Chris Paolini, 10/12/2022


LIFE FLIGHT

FLY WASHINGTON PASSPORT PROGRAM: 2019- Present

THIS PROGRAM GENERATES NEW AVIATION ACTIVITY AT PARTICIPATING WASHINGTON AIRPORTS

- Over 115 participating Washington airports
- 5 100% Winners (visited all participating airports)
- 24 90% Jacket Winners
- Over 150 regional patches awarded
- Over 5,000 passport booklets handed out.
- 100% donation and volunteer operated.
- Annual Food Drive



High School Aviation Program

Aviation Community Events

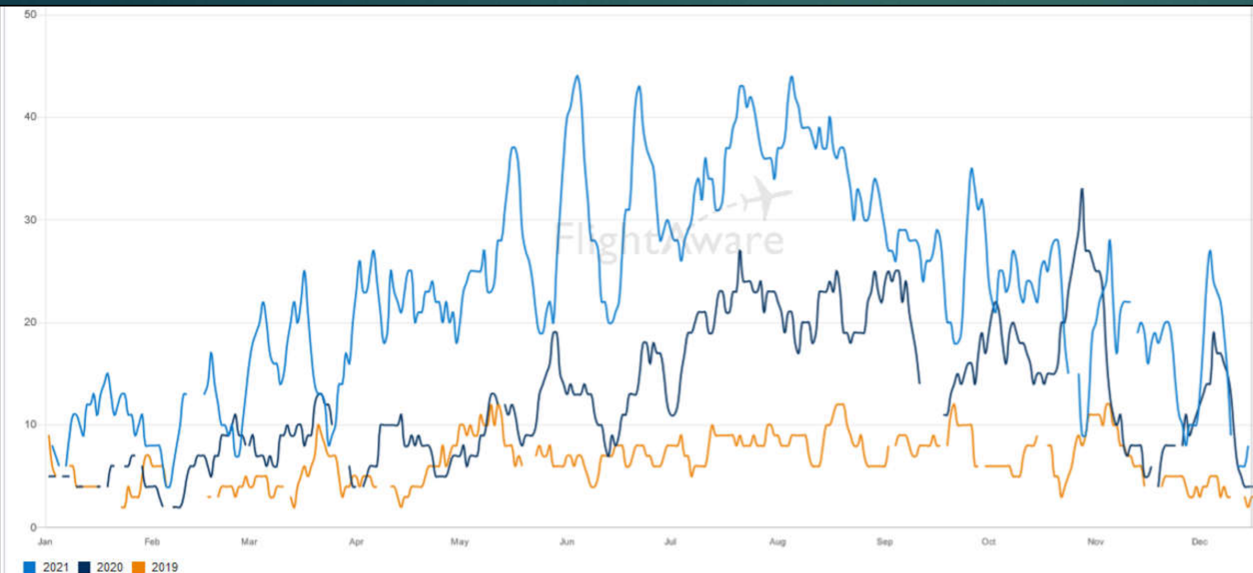
Recent Activity

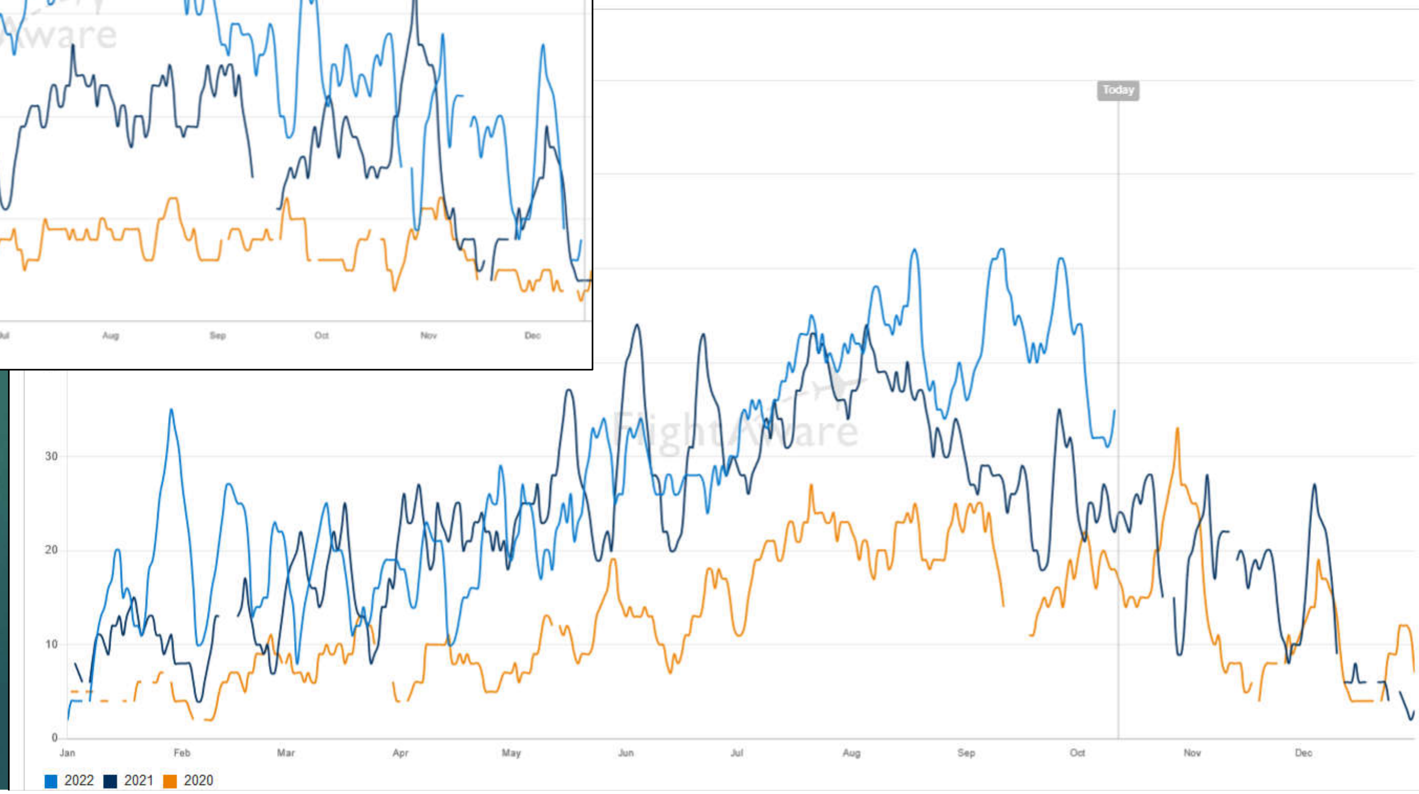
Recent Activity

Recent Activity

25

Year Over Year Aircraft Activity Growth





Airport Fuel System Replacement Project

<u>Entity Motion/Action Requested:</u>

Adopt the resolution as presented establishing support for the SWRA to pursue a WSDOT Aviation Loan to fund a fuel system replacement project.

THANK YOU

Questions or comments?