



City of Longview

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

Agenda

Downtown Advisory Committee

Tuesday, May 16, 2023

10:00 AM

2nd Floor, City Hall

HYBRID MEETING DETAILS

23-001161 In Person or by Microsoft Teams - [register here](#) for Teams (required)
[Join on the Web](#) - Meeting ID: 259 911 384 75 Passcode: ma5NwT

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

23-001162 Minutes from April 18, 2023

PUBLIC COMMENTS

NEW BUSINESS

23-001169 Seeking two volunteers to attend the RevitalizeWA 2023 conference in Vancouver, WA -
Oct 4th-6th
[RevitalizeWA Event Link](#)

23-001182 Guidelines for Individual Organizational Volunteer Workers and Commissions Boards
and Committees

UNFINISHED BUSINESS

23-001163 Tuesday Farmer's Market to Downtown Parking Lot (Ariel)

BOARD MEMBER COMMENTS

REPORTS

23-001164 Parking Reports - LPD

23-001165 Downtowner's Report - Ariel/Pat

23-001166 Council Report - Councilmember Kendall

TABLED ITEMS

23-001167 Request to Change Parking Regulations - None at this time

23-001168 TABLE UNTIL JUNE 2023 - Discuss Update to 2011 Longview Downtown Plan Goals
[Downtown Action Plan](#)

ADJOURNMENT & NEXT MEETING JUNE 20th



City of Longview

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

Minutes

Downtown Advisory Committee

Tuesday, April 18, 2023

10:00 AM

2nd Floor, City Hall

HYBRID MEETING DETAILS

23-001062 In Person or by Microsoft Teams - registration required for Teams
[Teams Link](#)

CALL TO ORDER

The meeting was called to order at 10:00 am.

ROLL CALL

In attendance: Brad Whittaker, Chair; Allan Rudberg, Co-Chair; Elizabeth Borders; Ariel Large; Dawn Morgan; Pat Palmer; Karl Salzsieder;

Excused: Bill Hallanger;

Absent: Rachelle Sanders; Ruth Kendall, Council Liaison

Staff present: Ann Rivers; Mary Chennault; Nancy Vandehey

APPROVAL OF MINUTES

23-001060 Minutes from March 21, 2023

A motion was made by Elizabeth Borders, seconded by Ariel Large, to approve the minutes as presented. This passed unanimously.

PUBLIC COMMENTS

NEW BUSINESS

UNFINISHED BUSINESS

23-001061 Tuesday Farmer's Market to Downtown Parking Lot (Ariel)

Ariel Large is finishing up collection of the signatures by the end of the week.

REPORTS

23-001063 Parking Reports - LPD

Mary Chennault shared the parking reported. Currently, there is not a PT staff for parking enforcement and a job posting has not yet been posted.

23-001064 Downtowner's Report - Ariel/Pat

Ariel Large noted their meeting later this week and the new board starts in May.

23-001065 Council Report - Councilmember Kendall**TABLED ITEMS****23-001066 Request to Change Parking Regulations - None at this time****23-001067 TABLE UNTIL JUNE 2023 - Discuss Update to 2011 Longview Downtown Plan Goals
[Downtown Action Plan](#)****BOARD MEMBER COMMENTS**

Ariel Large shared the non-profit event Downtown will be May 2nd - Give Big in the Merk Building. There have been some issues with restaurant permitting issues. Ann Rivers explained some of the issues are based on the end of Inslee's emergency proclamations on April 1st. Outside areas need to meet ADA requirements now.

ADJOURNMENT & NEXT MEETING MAY 16TH AT 10 AM

The meeting adjourned at 10:16 am.



City of Longview Procedures and Guidelines

Policy Name: Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees		Effective Date: 04/18/2023
Supersedes: 1.03.006 dated 8/6/07	Originating Office: Human Resources	Approved by: City Manager

PURPOSE OF THIS POLICY:

The City recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. The City's objective is to utilize these individuals and organizations to benefit the community as a whole in such a way that projects and services which would not usually be available due to excessive costs can be provided in an appropriate manner. It is also the City's objective to do so without adding undue or unnecessary liability to the citizens of the City.

Therefore, the following guidelines have been established for the use of individual and/or organizational volunteers.

DEPARTMENTS AFFECTED:

This policy is applicable to all departments.

DEFINITIONS:

Volunteer: Includes citizens volunteering to assist with services or citizens volunteering for appointment to a commission, board, and/or committee.

POLICY/PROCEDURE:

Section I. Scope of Volunteer Service or appointment to commissions, boards and committees: A scope of service description will be provided to every individual and/or organization identifying the policies and procedures for each project/appointment. Each description will include "Scope of Work" defining:

- A. The duties of the work assigned,
- B. Supervision responsibilities,
- C. Training and orientation prior to performing work,
- D. Personal protective equipment to be provided,
- E. Name of contact person and description of how to contact them, and
- F. Any other relevant information.

Section II. Background Checks: As required in RCW 43.43.830–839 all persons potentially coming into unsupervised contact with children, or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence. In addition, all persons who serve in a capacity that requires them access to personal, financial, and/or medical information of employment

candidates, employees (active or retired), or citizens shall be subject to a background check.

Section III. Liability Coverage: The City is self-insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers, commissions, boards, and committees working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

WCIA strongly recommends against using volunteers under the age of 14 years of age due to the level of supervision necessary. Organizations whose membership consists of children under this age could be allowed to perform volunteer services if their independent organization provides proof of liability insurance to the city and provides all the adult supervision necessary to perform the activity safely.

Unless waived by the city, all organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project.

If an organization does not have Commercial General Liability insurance available through their organization, they can volunteer as individuals and be directly supervised by City staff.

Section IV. Personal Injuries: All volunteer worker's hours, not to include commission, board, and committee members, should be recorded by department supervisor and recorded as volunteer hours with the Human Resource Department. The City provides medical coverage for these individuals through the State Labor and Industries coverage for volunteer workers - or - individual expressly agrees that they have their own medical coverage, or medical coverage is provided by the organization. Individual volunteers should be covered for medical through the State Labor and Industries for volunteer workers and records should be maintained on hours worked and activities performed. Labor and Industries does not cover individuals under the age of 14, therefore, WCIA strongly recommends against using volunteers under the age of 14 years of age.

Organizations providing volunteer service are solely responsible for the organization's members medical care for injuries incurred during the scope of service. The organization is to provide proof of medical insurance to the city.

Section V. Waivers: Organizations providing volunteer service should sign the "Agreement Regarding Organizational Service With The City," including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Individual volunteers and commissions, boards, and committees' appointees should sign "Agreement Regarding Individual Volunteer Service With The City."

Section VI. Documentation of Training: Detailed training records identifying specific training provided, instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to Human Resources Department upon completion of training.

Section VII. Provision of Personal Protective Equipment: The City shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the Human Resources Department.

Section VIII. Removal of Members: The City or designating authority and/or the Volunteer may terminate this volunteer service at any time without cause. Members removed by the City or designated authority shall be so notified.

Section IX. Attendance Policy: All board, commission and committee members who fail to attend three (3) consecutive regular meetings without being excused by the board, commission, and/or committee shall be removed from service.

Section X. Rules of Conduct: By accepting appointment to any City board of commission, members thereby agree to conduct themselves in accordance with the following rules of conduct.

1. All members of City boards and commissions will abide by all applicable state law, City ordinances, and other doctrines relating to the conduct of board or commission members, including, but not limited to, the [Appearance of Fairness Doctrine](#), conflict of interest statutes, and the [State Open Public Meetings Act](#).
2. Members of City boards and commissions will not testify in their capacity as a board or commission member, before any other board, commission, administrative officer or agency of the federal government, the State of Washington, or of any county or other municipal corporation, including cities and towns, except as hereinafter provided. Exceptions to the policy set forth above shall be as follows:
 - a. If the member is testifying in such a capacity pursuant to a lawfully issued subpoena; or
 - b. In the event the board or commission has designated the member or members to act as a spokesperson for the board or commission to explain the majority vote and recommendations of that board or commission; or
 - c. In the event the City Council appoints the member or members to represent the City.
3. Notwithstanding the foregoing, nothing contained herein is intended to preclude a board or commission member from speaking as an individual citizen, so long as the following conditions are met:
 - a. The individual clearly identifies that they are speaking only as an individual citizen and is not in any manner representing or speaking on behalf of the board or commission of which they are a member; and

- b. No board or commission member testified orally or in writing as to any quasi-judicial matter being heard, or having the possibility of being heard, by the board or commission of which the person is a member.
4. No board, commission, or committee, or any member of a board, commission, or committee shall engage in lobbying on legislative or political matters on behalf of the board, commission, committee, or City.
5. All volunteers must avoid any instance of a conflict of interest. No individual may use an official position to gain a personal advantage. If a volunteer concludes that they have a conflict of interest or an appearance of fairness issue they shall disqualify themselves from participating in the deliberations and decision-making process for the matter or from the matter itself. A member so disqualifying themselves shall have no personal presence before or direct communication with the other members regarding the matter.
6. All board, commission, or committee, or any member of a board, commission, or committee shall abide by the Open Public Meeting Act. Pursuant to RCW 42.30 all members must complete OPMA training within 90 days of appointment. In addition, the training shall be completed at intervals of no more than four years. Failure to comply will result in the member's removal.
7. All Volunteers, commissions, boards, and committees are covered under the Public Records Act, RCW 42.56 and must complete PRA training within 90 days of appointment. Procedural compliance with the Act is a function of City staff liaison support in most instances. However, from time-to-time volunteers may receive communication regarding matters within their scope of activities. All types of communication, including email, constitute a public record and the City is obligated to retain it in accordance with guidelines and schedules prescribed by law. Similarly, communications from members to other members, to citizens, officials, and staff are public records as well. Volunteers must provide a copy of all communications to their respective City staff liaison for inclusion in a public record request.
8. All Volunteers will abide by City Policy which includes but not limited to Employee Conduct.

Section XI. Compensation: Service Volunteers, members of boards, commissions, and committees serve without compensation unless authorized by statute, ordinance, or resolution. Members may be reimbursed for travel expenses incidental to their service in accordance with the City Travel Policy upon pre-authorization from the City Manager or designee.

Section XII. Staff Liaisons: As liaisons, City staff provide a variety of professional assistance and administrative functions. These include preparing and distributing meeting notices, records keeping, providing professional guidance and analysis, and serving as the communication link. The liaisons are staff professionals with significant responsibilities in addition to their liaison activities. The liaison role is one of

communication, and do not work “for” or “at the direction of” a volunteer, board, commission, or committee.

City of Longview Violation Bureau
Financial Statistics

2022						
<u>Month & Year</u>	<u>Ticket Revenue</u>	<u>Permit Revenue</u>	<u>Revenue Total</u>	<u>Expenditure</u>	<u>Monthly +/-</u>	<u>Running Balance</u>
Jan-22	\$1,398.17	\$2,880.02	\$4,278.19	\$4,865.94	-\$587.75	\$13,812.22
Feb-22	\$1,164.48	\$129.00	\$1,293.50	\$5,498.24	-\$4,204.74	\$9,607.48
Mar-22	\$2,743.69	\$3,600.05	\$6,343.74	\$5,498.88	\$844.86	\$10,452.34
Apr-22	\$2,038.94	\$2,815.59	\$4,854.53	\$5,505.12	-\$650.59	\$9,801.75
May-22	\$2,041.85	\$573.17	\$2,615.02	\$6,200.33	-\$3,585.31	\$6,216.44
Jun-22	\$2,217.36	\$5,137.25	\$7,354.85	\$5,536.43	\$1,818.42	\$8,034.86
Jul-22	\$1,756.45	\$1,903.00	\$3,659.82	\$5,487.36	-\$1,827.54	\$6,207.32
Aug-22	\$3,264.31	\$1,414.03	\$4,678.34	\$7,386.28	-\$2,707.94	\$3,499.38
Sep-22	\$5,378.23	\$5,053.32	\$10,431.55	\$5,728.27	\$4,703.28	\$8,202.66
Oct-22	\$4,783.04	\$3,686.45	\$8,470.49	\$5,424.86	\$3,045.63	\$11,248.29
Nov-22	\$3,147.98	\$474.25	\$3,623.10	\$5,744.55	-\$2,121.45	\$9,126.84
Dec-22	\$6,278.59	\$5,800.00	\$12,079.51	\$9,074.84	\$3,004.67	\$12,131.51
2022 TOTAL	\$36,213.09	\$33,466.13	\$69,682.64	\$71,951.10	-\$2,268.46	\$12,131.51
2023						
<u>Month & Year</u>	<u>Ticket Revenue</u>	<u>Permit Revenue</u>	<u>Revenue Total</u>	<u>Expenditure</u>	<u>Monthly +/-</u>	<u>Running Balance</u>
Jan-23	\$3,467.83	\$4,440.00	\$7,908.85	\$1,722.83	\$6,186.02	\$18,317.53
Feb-23	\$1,986.99	\$635.00	\$2,622.96	\$1,944.44	\$678.52	\$18,996.05
Mar-23	\$7,006.50	\$2,170.00	\$10,722.64	\$2,439.10	\$8,283.54	\$27,279.59
Apr-23					\$0.00	\$27,279.59
May-23					\$0.00	\$27,279.59
Jun-23					\$0.00	\$27,279.59
Jul-23					\$0.00	\$27,279.59
Aug-23					\$0.00	\$27,279.59
Sep-23					\$0.00	\$27,279.59
Oct-23					\$0.00	\$27,279.59
Nov-23					\$0.00	\$27,279.59
Dec-23					\$0.00	\$27,279.59
2023 TOTAL	\$12,461.32	\$7,245.00	\$21,254.45	\$6,106.37	\$15,148.08	\$27,279.59

Apr-23

LOT BREAKDOWN

Lot Name	Lot#	Total Spaces/General Use	ADA Spaces	Number Auth. to lease	Number leased/city	Number Avail to lease	Cost/Space	Permit Only	Numbered Spaces	Number on wait list
Penny's	85	58/55	3	10	11/0	0	120.00	N	N	0
Merc	86	113/108	5	38	34/0	4	120.00	N	N	0
Johnson	87	58/55	3	28	27/0	1	120.00	N	N	0
15th & Broadway	111	37/10	0	37	18/4	15	120.00	Y	Y	0
Paragon	112	23/0	0	23	15/7	1	60.00	Y	Y	0
Penny's lot is oversold by 1			TOTAL	136	105/11	21				

TICKET STATISTICS BY VIOLATION CODE

2023	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
W FREEFORM	0	4	1	0									5
TOTAL WARNINGS	0	4	1	0	0	0	0	0	0	0	0	0	5
OVER 12" RCW 46.61.575	0	2	0	0									2
ALLEY LMC 11.44.142	0	0	0	1									1
STORING LMC 11.44.147	21	32	9	12									74
ADA RCW 46.19.050	1	0	0	0									1
YELLOW LMC 11.50.020	1	2	5	1									9
IMPROPER RCW 46.61.570	1	4	12	8									25
LIBRARY LMC 11.44.130	0	0	0	0									0
WRONG DIRECTION RCW 46.61.575	1	4	5	2									12
ANGLE PARKING WAC 308330430	0	0	0	0									0
UNLAWFUL PURPOSES WAC 308330436	0	0	0	1									1
OT 15 MIN LMC 11.50.070	0	0	1	0									1
OT 30 MIN LMC 11.50.070	0	2	1	5									8
OT 1 HR LMC 11.50.070	0	0	0	0									0
OT 2 HR LMC 11.50.070	0	18	15	23									56
OT 3 HR LMC 11.50.070 & 11.62.030	0	17	26	29									72
OT 4 HR LMC 11.50.070	0	0	0	0									0
OT 10 HR LMC 11.50.070	1	0	2	0									3
OT 72 HR LMC 11.62.030	0	0	1	0									1
Over 3 Days LMC 11.44.145	0	2	1	4									7
10' ROADWAY WAC308330433	0	0	0	0									0
CITY HALL VISITOR LMC 11.62.030 (6)	0	0	0	0									0
BUS TRANSFER LOT LMC 11.62.060 (6)	0	0	0	0									0
LEASED SPACE LMC 11.62.030 (2)	0	0	0	0									0
TIMED LMC 11.44.110	0	0	0	0									0
PERMIT REQUIRED LMC 11.62.030 (3)	0	0	6	0									6
BUS STOP WAC 308330457	0	0	0	1									1
OFF TRUCK ROUTE LMC 11.68.050	0	1	0	1									2
POSTED NO PARKING LMC 11.44.110	0	0	0	3									3
NO PARK 12AM-5AM LMC 11.44.110	0	0	0	0									0
NO PARK 9PM-5AM LMC 11.44.110	0	0	0	0									0
NO PARK 3AM-6AM LMC 11.44.110	0	0	0	0									0
TOTAL TICKETS	26	84	84	91	0	0	0	0	0	0	0	0	285
DISPATCHED PARKING COMPLAINTS	34	50	42	56									182

BELOW VIOLATIONS ARE FOR GO-4TH CELEBRATION ONLY

RV PARKING PERMIT

ADA PARKING ONLY VALID PERMIT REQUIRED

VENDOR PERMIT REQUIRED

IMPROPER

YELLOW

ALLEY

OVER 12"

WRONG DIRECTION