



City of Longview

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

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

Tuesday, November 14, 2023

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Thursday, November 14, 2023 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting. Please note - virtual attendees may comment verbally during public hearings only. Virtual attendees may also submit written comments to the Clerk's Office with the heading, "Public Comment for disbursement to the City Council".

<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
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Webinar ID: 823 9413 2374

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE

23-001709 JERRY CHAPMAN, EVANGEL CHRISTIAN FELLOWSHIP

3. ROLL CALL**4. WORKSHOP****5. APPROVAL OF MINUTES**

23-001677 OCTOBER 26, 2023 REGULAR MEETING MINUTES

6. CHANGES TO THE AGENDA**7. PRESENTATIONS & AWARDS**

23-001719 PROCLAMATION - LONGVIEW PIONEER LIONS DAY, NOVEMBER 30, 2023
RECIPIENT: CHERYL COAST

23-001679 SALVATION ARMY FINAL 12 MONTH CONTRACT REPORT

8. CONSTITUENTS' COMMENTS (Thirty Minutes)**9. PUBLIC HEARINGS**

23-001686 2023 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)
PUBLIC HEARING

RECOMMENDED ACTION:

HOLD A PUBLIC HEARING ON THE 2023 CAPER REPORT FOR PUBLIC COMMENT. NO
FURTHER ACTION IS NEEDED UPON COMPLETION OF THE PUBLIC HEARING.

23-001692 PROPOSED REVENUE SOURCES FOR THE 2024 GENERAL FUND BUDGET

RECOMMENDED ACTION:

CONDUCT THE PUBLIC HEARING.

23-001693 PROPOSED 2023-2024 MID-BIENNIAL BUDGET AMENDMENT (1ST HEARING)

RECOMMENDED ACTION:

CONDUCT THE PUBLIC HEARING. SECOND PUBLIC HEARING IS SCHEDULED
NOVEMBER 28, 2023

10. BOARD & COMMISSION RECOMMENDATIONS**11. ORDINANCES & RESOLUTIONS**

23-001703 ORDINANCE NO. 3499 - PROPOSED REVENUE SOURCES FOR THE 2024 GENERAL
FUND BUDGET (1ST READING)

RECOMMENDED ACTION:

NO ACTION REQUIRED FOR FIRST READING

23-001704 ORDINANCE NO. 3500 - PROPOSED 2023-2024 MID-BIENNIUM BUDGET AMENDMENT
(1ST READING)

RECOMMENDED ACTION:

NO ACTION REQUIRED FOR FIRST READING

12. MAYOR'S REPORT**13. COUNCILMEMBERS' REPORTS**

14. CONSENT CALENDAR**23-001589 APPROVAL OF CLAIMS****23-001681 RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH THE SALVATION ARMY TO OPERATE HOPE VILLAGE FOR THE YEAR 2024.****23-001683 ORDINANCE 3503 - 636 CALIFORNIA WAY CODE AMENDMENT****RECOMMENDED ACTION:****APPROVE ORDINANCE 3503 AMENDING LMC 19.58 PERMITTED USES.****23-001695 ORDINANCE 3502 - 5824 OCEAN BEACH HWY REZONE****RECOMMENDED ACTION:****APPROVE ORDINANCE 3502 REZONING OF 5824 OCEAN BEACH HWY.****15. CITY MANAGER'S REPORT****23-001680 VANDERCOOK PARK RESTROOM OPTIONS****RECOMMENDED ACTION:****MOTION TO DIRECT STAFF ON PREFERRED VANDERCOOK PARK RESTROOM LOCATION****23-001678 DISCUSSION ON 2024 DRAFT STATE LEGISLATIVE AGENDA****23-001684 ANIMAL CONTROL UPDATE AND POTENTIAL LMC CHANGES****RECOMMENDED ACTION:****INFORMATION ONLY****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:**TUESDAY, NOVEMBER 28, 2023 – 6:00 P.M. (NOVEMBER 23, 2023 CANCELLED)****NEXT SPECIAL COUNCIL WORKSHOPS:****FRIDAY, NOVEMBER 17, 2023 - 9:00 A.M. - COUNCIL STRATEGIC & OPERATIONAL TRAINING****THURSDAY, DECEMBER 7, 2023 - 5:00 P.M. - UTILITY RATES****WEDNESDAY, DECEMBER 13, 2023 - 6:00 P.M. - 2024 STATE LEGISLATIVE AGENDA - GRANT'S RESTAURANT****NEXT REGULAR COUNCIL MEETINGS:****THURSDAY, DECEMBER 14, 2023 – 6:00 P.M.**



City of Longview

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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*

Thursday, October 26, 2023

6:00 PM

2nd Floor, City Hall

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Webinar ID: 823 9413 2374

1. **CALL TO ORDER**

Mayor Wallis called the meeting to order at 6:00 p.m.

2. **INVOCATION*/FLAG SALUTE**

After the invocation provided by Matt Carnahan of Love Inc., the flag salute was recited.

3. **ROLL CALL**

***Present:** Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Wean, Councilmember Strobel (on-line), Councilmember Boudreau, Councilmember Ortiz*

***Staff Present:** City Manager Kris Swanson, City Attorney Dana Gigler, City Clerk Tiffany Ostreim, Deputy*

City Clerk Kelly Jensen, Public Works Director Ken Hash, Assistant City Manager Ann Rivers, Parks & Recreation Director Jen Wills, Fire Chief Jim Kambeitz, Police Chief Robert Huhta, Assistant Public Works Director Chris Collins, Human Resources Director Sabrina Fraidenburg

4. **WORKSHOP**

23-001621 2024 STATE LEGISLATIVE AGENDA - GORDON THOMAS HONEYWELL (TIME ESTIMATE 60 MINUTES)

Josh Weiss and Annika Vaughn, State Lobbyists with Gordon Thomas Honeywell Government Relations presented.

Council discussed the presentation and potential capital budget requests, operating budget requests, transportation budget requests, and policy requests. Additional modifications and discussion will be made to the legislative agenda.

A citizen, name unstated, provided public comment.

The workshop concluded and Mayor Wallis recessed the meeting for five minutes at 7:20 p.m. Mayor Wallis reconvened the meeting at 7:27 p.m.

5. **APPROVAL OF MINUTES**

23-001481 OCTOBER 12, 2023 REGULAR MEETING MINUTES

A motion was made by Councilmember Kendall, seconded by Councilmember Wean, to approve the October 12, 2023 Regular Meeting Minutes. The motion carried unanimously.

6. **CHANGES TO THE AGENDA**

7. **PRESENTATIONS & AWARDS**

23-001578 AFFORDABLE HOUSING - HOSWWA (TIME ESTIMATE 30 MINUTES)

Assistant City Manager Ann Rivers introduced Jennifer Westerman, CEO of Housing Opportunities of SW Washington (HOSWWA) who made the presentation.

A motion was made by Councilmember Wallin, seconded by Councilmember Strobel, to direct staff to draft an interlocal agreement with HOSWWA.

Keenan Harvey provided public comment.

A citizen, name unstated, provided public comment.

Jason Still provided public comment.

Mike Pederson provided public comment.

Assistant City Manager Ann Rivers spoke about the challenges of code enforcement for property maintenance. Working on derelict/nuisance property and absentee landlord ordinances.

Jason Still provided public comment.

The motion carried unanimously.

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

Kayla Stephens provided public comment.

Jason Still provided public comment.

Rayleen Aguirre provided public comment.

A citizen, name unstated, provided public comment.

Mike Pederson provided public comment.

Larry Crosby provided public comment.

Shannon Gilman provided public comment.

*Chuck Wallace provided public comment.
Aliza Mooney provided public comment.*

9. PUBLIC HEARINGS

23-001632 PUBLIC HEARING – AMEND THE 2024 - 2029 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)

RECOMMENDED ACTION:

CONDUCT THE PUBLIC HEARING AND ADOPT RESOLUTION NO. 2465.

*Public Works Director Ken Hash presented.
Council discussed the presentation.*

A motion was made by Councilmember Wean, seconded by Councilmember Boudreau, to amend the amendment to the 2024-2029 Six Year Transportation Plan and Rivercities Transit Program of Projects and remove the 7th Avenue & Douglas Roundabout and Washington Way/Nichols/26th Roundabout, and 14th Avenue. Council discussed the motion.

*Public Works Director Ken Hash and Assistant Public Works Director Chris Collins provided information.
The public hearing was opened at 9:08 p.m.
Jason Still provided public comment.
The public hearing was closed at 9:10 p.m.*

The motion to amend the amendment failed by the following vote:

Ayes: Councilmember Boudreau, Councilmember Wean and Councilmember Wallin

Nays: Councilmember Kendall, Councilmember Ortiz, Councilmember Strobel and Mayor Wallis

A motion was made by Councilmember Boudreau, seconded by Councilmember Ortiz, to adopt Resolution No. 2465 amending the 2024-2029 Six Year Transportation Improvement Plan (TIP) and Rivercities Transit Program (POP). The motion carried unanimously.

10. BOARD & COMMISSION RECOMMENDATIONS

23-001628 MT. SOLO PLACE PHASE 3B & 4 FINAL PLATS

RECOMMENDED ACTION:

MOTION TO APPROVE PLANNING COMMISSION RECOMMENDATION TO CONSIDER THE FINAL PLAT APPLICATION FOR MT. SOLO PLACE PHASE 3B AND 4 FOR APPROVAL

Community Development Planner Mac Kosar presented. The Planning Commission held a public hearing and recommended approval.

A motion was made by Councilmember Boudreau, seconded by Councilmember Kendall, to approve Planning Commission recommendation to consider the final plat application for Mt. Solo Place Phase 3B and 4 for approval. The motion carried unanimously.

23-001629 5824 OCEAN BEACH HIGHWAY REZONE

RECOMMENDED ACTION:

MOTION TO APPROVE PLANNING COMMISSION RECOMMENDATION OF APPROVAL

FOR REZONE OF 5824 OCEAN BEACH HWY AND DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE FOR THE ZONING DESIGNATION

Community Development Planner Mac Kosar presented. The Planning Commission held a public hearing and recommended approval.

A motion was made by Councilmember Kendall, seconded by Councilmember Boudreau, to approve Planning Commission recommendation of approval for rezone of 5824 Ocean Beach Hwy and direct the City Attorney to prepare an ordinance for the zoning designation. The motion carried unanimously.

23-001631 636 CALIFORNIA WAY CODE AMENDMENT**RECOMMENDED ACTION:**

MOTION TO APPROVE PLANNING COMMISSION RECOMMENDATION TO PERMIT MULTIFAMILY IN THE MIXED-USE COMMERCIAL/INDUSTRIAL (MUCI) ZONE AS SPECIAL PROPERTY USE (SPU) AND DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE AMENDING LMC 19.58.

Councilmember Wallin excused himself from participating on the agenda item on the appearance of fairness. Councilmember Wallin left the Council Chambers and returned after the vote.

Community Development Planner Mac Kosar presented. The Planning Commission held a public hearing and approved.

A motion was made by Councilmember Wean, seconded by Councilmember Strobel, to approve Planning Commission recommendation to permit Multifamily in the Mixed-Use Commercial/Industrial (MUCI) Zone as Special Property Use (SPU) and direct the City Attorney to prepare an Ordinance amending LMC 19.58.

Jason Still provided public comment.

The motion carried unanimously.

23-001638 THIRD ROUND NEIGHBORHOOD PARK GRANT APPLICATION**RECOMMENDED ACTION:**

MOTION TO APPROVE THE THIRD ROUND OF THE NEIGHBORHOOD PARK GRANT PROGRAM FOR FUNDING

Parks and Recreation Director Jen Wills presented.

A motion was made by Councilmember Wean, seconded by Councilmember Boudreau, to approve the third round of the Neighborhood Park Grant Program for funding. The motion carried unanimously.

11. ORDINANCES & RESOLUTIONS**23-001633 ORDINANCE NO. 3496 – ESTABLISHING STANDARDS FOR PUBLIC WORKS AMENDING CHAPTER 14.04, “STANDARD SPECIFICATIONS FOR PUBLIC WORKS.”****RECOMMENDED ACTION:**

MOTION TO ADOPT ORDINANCE NO. 3496

Public Works Director Ken Hash presented.

A motion was made by Councilmember Kendall, seconded by Councilmember Ortiz, to adopt Ordinance No. 3496. The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Wallis provided a report.

13. COUNCILMEMBERS' REPORTS

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

14. CONSENT CALENDAR

The Agenda item for the bid review of the Downtown Rectangular Rapid Flashing Beacons contained a scrivener's error. The low bid was Mill Plain Electric Inc.

A motion was made by Councilmember Boudreau, seconded by Councilmember Kendall, to approve the Consent Calendar as presented. The motion carried unanimously.

23-001611 APPROVAL OF CLAIMS**23-001634 BID REVIEW – DOWNTOWN RECTANGULAR RAPID FLASHING BEACONS****RECOMMENDED ACTION:**

MOTION TO ACCEPT THE LOW BID AND AWARD TO MILL PLAIN ELECTRIC INC. IN THE AMOUNT OF \$1,045,388.50.

23-001636 REQUEST TO SET PUBLIC HEARING FOR NOVEMBER 14, 2023 FOR THE 2022 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) REQUIRED BY HUD.**RECOMMENDED ACTION:**

MOTION TO SET PUBLIC HEARING FOR NOVEMBER 14, 2023 FOR THE 2022 CONSOLIDATED ANNUAL PERFORMANCE REPORT (CAPER) REQUIRED BY HUD.

23-001639 ORDINANCE NO. 3497 AND ORDINANCE NO. 3498 ZONING AND ANNEXATION OF A SINGLE PARCEL ON RUTHERGLEN ROAD**RECOMMENDED ACTION:**

MOTION TO ADOPT ORDINANCE NO. 3497 AND ORDINANCE NO. 3498

15. CITY MANAGER'S REPORT**23-001622 HUMANE SOCIETY UPDATE**

*Police Chief Robert Huhta presented.
A citizen, name unstated, provided public comment.*

City Manager Kris Swanson announced the upcoming Council meetings and Workshops/Training. The City of Longview is preparing a grant submission for EV charging program through the Washington State Department of Commerce.

16. MISCELLANEOUS**17. EXECUTIVE SESSION**

23-001482 EXECUTIVE SESSION PER RCW 42.30.110(1)(G) TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

The City Council as present at roll-call, City Manager Kris Swanson, City Attorney Dana Gigler, Human Resources Director Sabrina Fraidenburg entered Executive Session at 10:33 p.m. pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee for a period of 10 minutes. At 10:43 p.m. all parties came out of Executive Session. No decisions were made.

Open Session

Mayor Wallis called the regular meeting back to order at 10:43 p.m. The City Council as present at roll-call returned from Executive Session.

A motion was made by Mayor Wallis, seconded by Councilmember Wean to award City Manager Kris Swanson a step increase effective March 1, 2024. The motion carried by the following vote:

Ayes: Councilmember Wean, Councilmember Wallin, Councilmember Strobel, Councilmember Kendall, Councilmember Ortiz, Mayor Wallis

Nays: Councilmember Boudreau

18. ADJOURNMENT

The meeting was adjourned at 10:43 p.m.

*Tiffany Ostreim
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 SPECIAL COUNCIL MEETINGS:

TUESDAY, NOVEMBER 14, 2023 - 6:00 P.M. (NOVEMBER 9, 2023 CANCELLED)

TUESDAY, NOVEMBER 28, 2023 - 6:00 P.M.. (NOVEMBER 23, 2023 CANCELLED)

NEXT SPECIAL COUNCIL WORKSHOPS:

FRIDAY, NOVEMBER 17, 2023 – 9:00 A.M. - COUNCIL STRATEGIC & OPERATIONAL TRAINING

THURSDAY, DECEMBER 7, 2023 - 5:00 P.M. - UTILITY RATES

NEXT REGULAR COUNCIL MEETING:

THURSDAY, DECEMBER 14, 2023 – 6:00 P.M.

Proclamation

City of Longview, Washington



Longview Pioneer Lions Day *November 30, 2023*

WHEREAS, the Longview Pioneer Lions was chartered on November 20th, 1923 as one of the first service organizations in the new planned city of Longview; and

WHEREAS, the Longview Pioneer Lions founding members and current members embody the motto of "We Serve;" and

WHEREAS, the Longview Pioneer Lions have raised countless dollars for supporting the blind, hearing impaired, youth literacy programs, scholarship funds, food drives; and

WHEREAS, the Longview Pioneer Lions continue to volunteer their time and effort towards doing good and helping those in need in our City of Longview; and

NOW, THEREFORE, I, MaryAlice Wallis, Mayor of the City of Longview, do hereby proclaim November 30th, 2023 to be

Pioneer Lions Day

in the City of Longview and urge all citizens to join me in congratulating the members of this outstanding organization. I urge all citizens to recognize the merits of their volunteerism and the causes they work to support through the joining of the Lions Club or another local service organization so that all citizens may do their part to make a better community to call home.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 14th day of November.

MaryAlice Wallis, Mayor



City of Longview

Agenda Summary

2023 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER) PUBLIC HEARING

RECOMMENDED ACTION:

HOLD A PUBLIC HEARING ON THE 2023 CAPER REPORT FOR PUBLIC COMMENT. NO FURTHER ACTION IS NEEDED UPON COMPLETION OF THE PUBLIC HEARING.

COUNCIL INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Consolidated Annual Performance Evaluation Report (CAPER) is an annual report that is submitted to the U.S. Dept. of Housing and Urban Development (HUD). The CAPER report informs HUD of the city's progress towards the strategic goals outlined in the city's Consolidated Plan. The 2023 CAPER recaps on the funding spent during the 2022 program year.

STAFF CONTACT:

Kenny Robinson, Program Coordination Specialist

Attachments:

1. CAPER Report

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Our jurisdiction has made minimal progress towards our strategic goals. The reason progress has been slow is that our jurisdiction has been holding over funding to fund large construction projects. We will have two new housing development projects starting construction in the third quarter of this year. Both projects will use HOME and HOME-ARP funding. Both projects will create more that 50 affordable housing units the consortium. The city will continue to administer TBRA funding to help residents with affordable housing.

Our community is using CDBG funds at a slow rate and we have been delayed by staffing turnover. The new city staff is still learning the processes and regulations that are required with CDBG funding. City Staff has engaged in training to learn regulations and ensure HUD compliance for projects. City staff has proposed a large infrastructure improvement project in one of the neighborhoods of Longview as well as other projects. City staff plans to be timely by next years evaluation of timeliness.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Increase Affordable Housing Supply	Affordable Housing Homeless	CDBG: \$ / HOME: \$ / HOME American Rescue Plan: \$	Rental units constructed	Household Housing Unit	40	0	0.00%	43	0	0.00%

CAPER

1

Increase Affordable Housing Supply	Affordable Housing Homeless	CDBG: \$ / HOME: \$ / HOME American Rescue Plan: \$	Homeowner Housing Added	Household Housing Unit	4	0	0.00%			
Increase Affordable Housing Supply	Affordable Housing Homeless	CDBG: \$ / HOME: \$ / HOME American Rescue Plan: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	20	0	0.00%	24	0	0.00%
Preserve and Improve Existing Housing Supply	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$ / HOME American Rescue Plan: \$	Rental units rehabilitated	Household Housing Unit	30	0	0.00%			
Preserve and Improve Existing Housing Supply	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$ / HOME American Rescue Plan: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	0	0.00%			

Provide Public Facilities and Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	0	0.00%			
Provide Public Facilities and Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	40	0	0.00%	300	0	0.00%
Services to Improve Housing and Economic Outcomes	Non-Housing Community Development	CDBG: \$ / HOME: \$ / American Rescue Plan: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	70	0	0.00%	50	0	0.00%
Services to Improve Housing and Economic Outcomes	Non-Housing Community Development	CDBG: \$ / HOME: \$ / HOME American Rescue Plan: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	100	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,

giving special attention to the highest priority activities identified.

The jurisdictions CDBG funding will be spent on preserving affordable housing for 5 households. The environmental review is now completed and project construction should start in November to help community members with housing rehab projects. Services that are being provided to improve economic outcomes will begin in the next fiscal year. We have an agreement to provide tenant education to low-income tenants with a local housing authority. The parks department has also provided a public service to low-income children to provide them with summer camp activities. The city staff turnover has caused a delay in CDBG spending.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	14	7
Black or African American	0	1
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	1	0
Total	15	8
Hispanic	0	0
Not Hispanic	0	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

More households were assisted, but our subrecipient did not have consistent demographic information for each category. The total number of household assisted through CDBG were 53 though our Super Summers program.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	324,204	0
HOME	public - federal	423,056	28,636
Other	public - federal	0	

Table 3 - Resources Made Available

Narrative

The city continues to support TBRA programs through the HOME program. The CDBG spending that was expected this year has not been reported by our parks department. The city also had a project that was determined ineligible and funding was returned to our line of credit. The city is planning a large activity to spend down our remaining funding.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide - Kelso	30	30	
Citywide - Longview	70	70	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The consortium agrees to this geographic distribution of funds. The distribution of funds has stayed consistent as both cities are building up funding for new housing development projects.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The city did not contribute any match funding as the city qualifies for a hardship with match.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin- ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	26	8
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	26	8

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	24	8
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	5
Number of households supported through Acquisition of Existing Units	0	0
Total	24	13

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The consortium has struggled to meet the housing goals as we have been continuing to allocate funding sources to our large projects. The projects have lined up all funding sources and new construction should begin in Q4 of 2023. These new housing developments will bring 72 new units into the consortium. The TBRA spending has been slowed by a lack of enrollments and a lack of applications for funding. City staff turnover has also slowed the growth of these programs.

Discuss how these outcomes will impact future annual action plans.

These outcomes will impact future plans by having city staff open and advertise the application period for a longer period of time. The city is looking to attract more projects to spend our funding allotments. The city staff has also started using partners to do environmental review records on large construction projects. With the slow development of new construction and the increasing costs, the city will look into more rehabilitation of existing units. The city has also devised a new process to ensure CDBG activity eligibility.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	8
Low-income	0	0
Moderate-income	0	0
Total	0	8

Table 13 – Number of Households Served

Narrative Information

All of the households that enrolled in our TBRA programs were extremely low-income in the 0-30% range of AMI.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The jurisdiction has a community outreach coordinator that works with our homeless population. The coordinator offers supportive services to so homeless individuals and connects them with local shelters.

Addressing the emergency shelter and transitional housing needs of homeless persons

The city is continuing to work with our PHA to bring new programs for housing. The city continues to support an emergency shelter in town, but these funding types are not allowed to be used to support the shelter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The city provided rent-subsidies to local organizations. If an individual is referred to the city, the city refers that individual to our community partners. We keep an open dialogue and connect people in need of housing to local service providers.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The city is building new affordable housing complexes and will try to continue to build more housing. Building these units increase our supply of permanent housing, which is lacking in the Longview/Kelso Area.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The city has taken action to address the needs of public housing by continuing to allocate funding to housing projects. The Longview City Council has allocated over 1 million dollars to new rental housing projects within the city. Kelso City Council has also allocated nearly 400,000 for Kelso Housing Authority for development. We are currently in the permitting stage and ending the environmental review process before beginning multi-family construction. Two new multi-family housing developments are going to begin construction in Q4 of 2023. Both of these entities are each taking on these development projects.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The city does not participate in homeownership programs and the consolidated plan does not prioritize homeownership. The city has a need for rental housing for low-income tenants.

Actions taken to provide assistance to troubled PHAs

The Kelso and Longview Housing Authorities are not troubled agencies.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In 2022 the city held an affordable housing workshop with citizens of the city. Upon completion of the workshop the city council asked the city community development department to look at city code. The city is taking steps to make zoning changes to provide for more housing to be built on individual lots. The city has also made it easier for property owners to develop ADU's on their properties. The city has seen an increase in ADU building permit requests. The city has also created another housing tax fund to create more low-income housing opportunities. The city has a need for new housing development the city's comprehensive plan identifies the lack of new housing development and these previously mentioned steps will help with the development.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The city Planning Commission has prioritized strategies to allow and encourage more housing development.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

All TBRA assistance projects have include a lead hazard assessment prior to receiving any funding. The city is also working with the CHDO provide more lead based testing equipments as a part of CHDO operating. The city is also confirming that all individuals that are requiring assistance are receiving lead paint information. The city had a monitoring finding as is taking steps to ensure that all HUD lead-based paint regulations are being met. The city is making all HUD compliance priority.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The city is trying to reduce poverty-levels among families by offering discounted activities for children. The city has also supported food warehouses in the past trying to keep income within the household.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The city has brought on new staff members and has paid for city staff to complete training for both the CDBG and HOME programs. The city has also had staff take Part 58 training to ensure that all environmental processes are being followed. The city has used Cloudburst for technical assistance in the development of new policies and procedures for the HOME and CDBG programs.

The development of city staff through these trainings has allowed city staff to provide better technical assistance to our subrecipients. The city is now meeting regularly with our CHDO to continue to ensure that projects are progressing. The city is working closely with our subrecipients to make sure that all policies and procedures are in compliance with HUD regulations. We are providing new forms for documentation to make sure that inspections and income evaluation meet HUD standards.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The city is currently in the process of developing its own homeless housing task force. The task force will include representatives from local shelters as well as county staff members. One of our subrecipients is also using funding to create a Rent Well program to educate tenants on how to become model tenants. Through this program tenants will be connected with landlords that provide low-income individuals with housing.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The consortium is providing funding to support nonprofit and private sector efforts to increase affordable housing stock. The city is also working with our nonprofits to make sure we are in compliance with all non-discrimination laws.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The city is currently working on developing new risk ratings for subrecipients. The city has also been in the process of developing a new monitoring process with our HUD field officer. The city has plans to monitor three agencies in fiscal year 2023. The city will be using the HUD exhibits and providing those exhibits to our subrecipients. Through these monitorings the city will continue to ensure long term success of the CDBG and HOME programs.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The city will provide reasonable notice for the public and city stakeholders to examine the performance report for at least 15 days prior to the submission. The city will also hold a public hearing on October 28th to allow citizens to comment on the CAPER report. Upon completion of the comment period the CAPER will be submitted to HUD.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The consortium has made changes to the programs due to staff changeover. The previous staff kept incomplete records and did not submit timely information to HUD. As a result projects were not moving forward and the city became untimely. The city will be changing the timeline in which project applications will be submitted and funding will be allocated. The funding allocations were occurring too late in the program year and causing the program spending to be slow. The city's priority has become to ensure HUD compliance with all regulations.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The City does not currently retain any units of affordable housing and uses subgrantees to conduct activities. HOME assisted TBRA units receive an HQS inspection conducted by the Longview Housing Authority (HOSWWA) which has the expertise and capacity to conduct them. All copies of inspections are provided to the City. **No units were created with 2022 HOME funding, and thus no inspections for the Sunrise Village or Kelso Housing Authority Housing rehab were necessary.**

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

The city did not create any affordable housing units in 2022, therefore affirmative marketing was not required.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The city has not used any program income on HOME programs. The only HOME project the city currently has undertaken is TBRA. The TBRA has helped 8 families that would be homeless without assistance, as they are all extremely low income tenants.

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

The cities of Longview and Kelso have been working with state agencies to develop these new rental housing projects. The projects will include LIHTC funding, but none of those credits were used in 2022.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	1	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

The city completed only one activity during FY22 and is still awaiting drawdown requests from our subrecipient. That project was below the spending limit for the section 3 requirement.



City of Longview

Agenda Summary

PROPOSED REVENUE SOURCES FOR THE 2024 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 2024 General Fund Budget for Council's consideration. Adoption of the 2024 property tax levy and Ad Valorem Tax Ordinance has been scheduled for November 28, 2023.

STAFF CONTACT:

Kris Swanson, City Manager

Attachments: None



City of Longview

Agenda Summary

PROPOSED 2023-2024 MID-BIENNIAL BUDGET AMENDMENT (1ST HEARING)

RECOMMENDED ACTION:

CONDUCT THE PUBLIC HEARING. SECOND PUBLIC HEARING IS SCHEDULED NOVEMBER 28, 2023

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management of the City.

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The subject ordinance has been prepared to amend the 2023-2024 biennial budget to authorize revenues and/or expenditures unforeseen at the time the 2023-2024 biennial budget was adopted. These amendments affect the General Fund, as well as the Arterial Street, HOME, Insurance Reserve, Criminal Justice, Transportation Benefit District, Capital Projects, LID Construction, Building Replacement, Water, Sewer, Storm Water, and Golf funds in the 2023-2024 biennial budget.

Budget amendment ordinances require two hearings before the Council. This evening's hearing represents the first hearing on the 2023-2024 biennial budget amendment.

STAFF CONTACT:

Kris Swanson, City Manager

Attachments: None



City of Longview

Agenda Summary

ORDINANCE NO. 3499 - PROPOSED REVENUE SOURCES FOR THE 2024 GENERAL FUND BUDGET (1ST READING)

RECOMMENDED ACTION:

NO ACTION REQUIRED FOR FIRST READING

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The attached Ordinance fixes the estimated amount to be raised by ad valorem taxes for the 2024 Budget. For 2024, the requested ad valorem tax rate is \$2.0071497 per \$1,000 of assessed value. The \$2.01 per \$1,000 represents a \$0.02 decrease from the \$2.03 ad valorem tax rate levied in 2023. Based on the Preliminary Report of Value of \$5,076,095,139 provided by the Cowlitz County Assessor's Office, the estimate for 2024 taxes payable is \$10,188,483. The attached Ordinance sets the 2024 general property tax levy at 1.0% above last year's actual levy and includes the addition of any amount resulting from new construction and improvements to property, annexations, any increase in the value of state-assessed property and amounts eligible for refund levy.

Adoption of the 2024 property tax levy and Ad Valorem Tax Ordinance has been scheduled for November 28, 2023. An Ordinance setting the 2024 levy must be delivered to the County legislative authority on or before November 30, 2023.

STAFF CONTACT:

Kris Swanson, City Manager

Attachments:

1. ORDINANCE NO 3499 - Setting the 2024 Ad Valorem Tax Rate

ORDINANCE NO. 3499

An Ordinance fixing the estimated amount to be raised by ad valorem taxes for the 2024 Budget of the City of Longview.

WHEREAS RCW 35A.33.135 provides that the City Council shall determine and fix, by ordinance, the amount to be raised by ad valorem taxes, and provides that such ordinance shall be certified to the Board of County Commissioners of Cowlitz County in accordance with RCW 84.52.020; and

WHEREAS RCW 84.52.020 requires that such ordinance be certified to the said County Commissioners on or before the 30th day of November in the year prior to the levy of such taxes;

WHEREAS the City Council adopted Resolution No. 2467, which provided for a 1% increase in the regular property tax levy from 2023, in addition to any amount resulting from the addition of new construction and improvements to property, annexations, any increase in value of state-assessed property, and amounts eligible for refund levy from the amount that was levied in 2023 to an amount which is 101.00% thereof.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LONGVIEW DO ORDAIN AS FOLLOWS:

SECTION 1. That the estimated dollar amount to be raised and the estimated tax rate levy upon real and personal property in Cowlitz County, Washington, to raise said dollar amount to cover the estimated budget needs of the City of Longview for the calendar year 2024 is, and shall be (based on 100% of the true and fair value of \$5,076,095,139 for the ensuing year 2024 as follows:

TAX RATE: \$2.01 per \$1,000 of assessed value

\$2.01 for General Municipal purposes

DOLLAR AMOUNT: General Municipal Purposes \$10,188,483

SECTION 2. This ordinance shall be in full force and effect from and after five (5) days from the date of its passage and publication.

Passed by the City Council this ____ day of November, 2023.

Approved by the Mayor this _____ day of November, 2023.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Published: _____



City of Longview

Agenda Summary

ORDINANCE NO. 3500 - PROPOSED 2023-2024 MID-BIENNIUM BUDGET AMENDMENT (1ST READING)

RECOMMENDED ACTION:

NO ACTION REQUIRED FOR FIRST READING

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management of the City.

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The subject ordinance has been prepared to amend the 2023-2024 biennial budget to authorize revenues and/or expenditures unforeseen at the time the 2023-2024 biennial budget was adopted. These amendments affect the General Fund, as well as the Arterial Street, HOME, Insurance Reserve, Criminal Justice, Transportation Benefit District, Capital Projects, LID Construction, Building Replacement, Water, Sewer, Storm Water, and Golf funds in the 2023-2024 biennial budget.

Budget amendment ordinances require two readings before the Council. This evening's reading represents the first reading of Ordinance No. 3500.

STAFF CONTACT:

Kris Swanson, City Manager

Attachments:

1. Budget Amendment 2023-24 ~ ORD NO 3500

AGENDA SUMMARY SHEET

Business of the City Council

City of Longview, Washington

SUBJECT TITLE:

ORDINANCE NO. 3500

Amending the 2023-2024 Biennial Budget
(First Reading)

Agenda Item: _____

Dept. of Origin: _____ Finance

For Agenda of: _____ November 14, 2023

Clearances:

Originator: _____ Kris Swanson

City Atty Review Necessary? _____ Yes

Date/Initials of City Attorney: _____

Asst. City Manager: _____

EXHIBITS:

Ordinance No. 3500

PRESENTED BY:

Kris Swanson, City Manager

SUMMARY STATEMENT:

The subject ordinance has been prepared to amend the 2023-2024 biennial budget to authorize revenues and/or expenditures unforeseen at the time the 2023-2024 biennial budget was adopted. These amendments affect the General Fund, as well as the Arterial Street, HOME, Insurance Reserve, Criminal Justice, Transportation Benefit District, Capital Projects, LID Construction, Building Replacement, Water, Sewer, Storm Water, and Golf funds in the 2023-2024 biennial budget.

Budget amendment ordinances require two readings before the Council. This evening's reading represents the first reading of Ordinance No. 3500.

Expenditure Required:	Amount Budgeted	Appropriation Required
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RECOMMENDED ACTION:

No action required.

ORDINANCE NO. 3500

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 2023 - 2024 biennial budget of the City.

WHEREAS, on December 8, 2022, the City Council of the City of Longview adopted the biennial budget of the City of Longview for 2023-2024; 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 2023-2024 biennial budget:

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

Section 1. That the General Fund of the 2023-2024 City of Longview biennial budget shall be, and is hereby, amended as follows:

- a) Revenue shall be increased to provide for robust sales and B&O tax revenues, Department of Commerce grants, investment earnings, a transfer-in from the Transportation Benefit District fund to cover street crew materials and equipment costs, and a decrease in fund balance requirements: \$2,495,910.00
- b) General Fund expenditures shall be increased for Police overtime and Police prisoner room and board, Hope Village Operations, Legal and HUD grant software needs, and a Transfer-out to the Mint Valley Golf fund: \$2,495,910.00

Section 2. That the Arterial Street Fund of the 2023-2024 City of Longview biennial budget shall be, and is hereby, amended as follows:

- a) Revenues shall be increased to provide for grant proceeds received from the State of Washington and Transportation Investment Board and unexpected Investment earnings: \$1,359,590.00
- b) Expenditures shall be increased to complete the 46th Avenue Reconstruction project: \$1,359,590.00

Section 3. That the HOME Fund of the 2023-2024 City of Longview biennial budget shall

be, and is hereby, amended as follows:

- a) HOME Fund revenues shall be increased to account for the new Affordable Housing Sales Tax enacted via Ordinance 3474, the Document Recording Fee revenues generated by adopting Resolution 2431, and higher-than-expected Affordable Housing State Shared Tax revenue: \$1,085,000.00
- b) HOME expenditures shall be increased to provide for contributions to ending fund balance: \$1,085,000.00

Section 4. That the Insurance Reserve Fund of the 2023-2024 City of Longview biennial

budget shall be, and is hereby, amended as follows:

- a) Revenues shall be increased to provide for unexpected investment earnings, increased industrial insurance contributions, and to reduce fund balance requirements: \$359,930.00
- b) Expenditures shall be increased to provide for a Public Information Officer position, higher-than-expected increases in fire and liability insurance, and unusually high accident repair costs: \$359,930.00

Section 5. That the Criminal Justice Fund of the 2023-2024 City of Longview biennial

budget shall be, and is hereby, amended as follows:

- a) Revenues shall be increased to provide for Byrne Discretionary, Pedestrian and Cycling Safety, Officer Wellness, Training Funding UFO-Duty to Intervene, WASPC Mental Health Field Response, and Phlebotomy Pilot Project grant funding: \$180,000.00
- b) Expenditures shall be increased to provide for two grant funded BHU Specialist positions and other increased supplied expenditures related to the grant funding: \$180,000.00

Section 6. That the Transportation Benefit District Fund of the 2023-2024 City of Longview

biennial budget shall be, and is hereby, amended as follows:

- a) Revenues shall be modified to provide for increased vehicle licensing fees (Ordinance No. TBD 23-01): \$150,970.00
- b) Expenditures shall be increased to provide funding to complete the California Way Rehabilitation project, for a transfer-out to the General Fund to cover materials and equipment costs

for the Street crew, and to contribute to ending fund balance: \$150,970.00

Section 7. That the Capital Projects Fund of the 2023-2024 City of Longview biennial budget shall be, and is hereby, amended as follows:

- a) Capital Projects Fund revenues shall be increased to provide for ARPA, Department of Commerce, CDBG, and Recreation and Conservation Office grant funds: \$4,056,770.00
- b) Capital Projects Fund appropriations shall be increased for expenditures associated with grant funding: \$4,056,770.00

Section 8. That the LID Construction Fund of the 2023-2024 City of Longview biennial budget shall be, and is hereby, amended as follows:

- a) Revenues of the LID Construction Fund shall be modified to provide for and Economic Development Agency grant and LID #352 special assessment prepayments: \$474,200.00
- b) LID Construction Fund appropriations shall be increased to provide funding to complete the LID #352 Beech Street Extension project and contribute to ending fund balance: \$474,200.00

Section 9. That the Building Replacement Fund of the 2023-2024 City of Longview biennial budget shall be, and is hereby, amended as follows:

- a) Revenues of the Building Replacement Fund shall be modified to provide for ARPA and Department of Commerce grant funding and unexpected investment earnings: \$500,000.00
- b) Building Replacement Fund appropriations shall be increased to provide for expenditures associated with grant funded projects: \$500,000.00

Section 10. That the Water Operating Fund of the 2023-2024 City of Longview biennial budget shall be, and is hereby, amended as follows:

- a) Revenues of the Water Operating Fund shall be modified, to provide for an increase in fund balance requirements and greater-than-expected investment earnings: \$2,511,600.00
- b) Water Operating Fund appropriations shall be increased to provide for a transfer-out to the Water Construction Fund: \$2,511,600.00

Section 11. That the Water Construction Fund of the 2023-2024 City of Longview biennial

budget shall be, and is hereby, amended as follows:

- a) Revenues of the Water Construction Fund shall be modified to provide for increased investment earnings, ARPA grant funding, a transfer-in from the Water Operating Fund, and to reduce fund balance requirements: \$115,000.00
- b) Water Construction Fund appropriations shall be increased to provide for grant funded CIP projects and to complete carryover projects from the prior year: \$115,000.00

Section 12. That the Sewer Operating Fund of the 2023-2024 City of Longview biennial

budget shall be, and is hereby, amended as follows:

- a) Revenues of the Sewer Operating Fund shall be modified to provide an increase in fund balance requirements and higher-than-expected investment earnings: \$6,060,120.00
- b) Sewer Operating Fund appropriations shall be increased to provide a transfer-out to Sewer Construction: \$6,060,120.00

Section 13. That the Sewer Construction Fund of the 2023-2024 City of Longview biennial

budget shall be, and is hereby, amended as follows:

- a) Revenues of the Sewer Construction Fund shall be modified to provide for a transfer-in from Sewer Operating, increased investment earnings, and reduce fund balance requirements: \$1,741,660.00
- b) Sewer Construction Fund appropriations shall be increased to provide funding to complete ongoing projects: \$1,741,660.00

Section 14. That the Storm Water Fund of the 2023-2024 City of Longview biennial budget

shall be, and is hereby, amended as follows:

- a) Revenues of the Storm Water Fund shall be modified to provide an increase in fund balance requirements and higher-than-expected investment earnings: \$197,000.00
- b) Storm Water Fund appropriations shall be increased to provide funding to complete ongoing projects: \$197,000.00

Section 15. That the Mint Valley Golf Fund of the 2023-2024 City of Longview biennial

budget shall be, and is hereby, amended as follows:

- a) Revenues of the Mint Valley Golf Fund shall be modified

- | | |
|--|--------------|
| to include a transfer-in from General Fund and higher than projected revenue from merchandise sales and green fees: | \$321,130.00 |
| | |
| b) Mint Valley Golf Fund appropriations shall be modified to provide funding for increases in utility charges, extra part-time staffing needed to accommodate play activity, and increases in merchandise expenditures to keep up with demand: | \$321,130.00 |

Section 16. 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 2023-2024 biennial budget for the purposes stated herein.

Section 17. 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, 2023. Approved by the Mayor this _____ day of November, 2023.

M A Y O R

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Published: _____



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 2023 ACCOUNTS PAYABLE: \$1,566,181.95

SECOND HALF OCTOBER 2023 PAYROLL:

\$394,643.61, checks
\$875,691.13, direct deposits
\$837,376.24, wire transfers
\$2,107,710.98 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Dana Beck, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH THE SALVATION ARMY TO OPERATE HOPE VILLAGE FOR THE YEAR 2024.

DATE: November 14, 2023

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Enhance public safety & emergency response
Preserve and enhance neighborhoods
Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

During the October 12, 2023 City Council Meeting, Council gave direction for staff to bring back a renewal contract with Salvation Army for one year.

RECOMMENDED ACTION:

Motion to approve the Renewal of Professional Services Agreement with the Salvation Army to operate Hope Village for the year 2024.

STAFF CONTACT:

City Manager Kris Swanson

Attachments:

1. 2024 PSA Hope Village(1)

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into the date last below written between the CITY OF LONGVIEW, WASHINGTON ("CITY") AND The Salvation Army, a California corporation ("CONTRACTOR") (each a "Party" and collectively the "Parties").

1. SERVICES BY CONTRACTOR

- A. **Performance of Services.** The Contractor shall perform the services described in the scope of work attached hereto as Exhibits A and B (the "Scope of Work"). Such services will be rendered in a timely and professional manner in compliance with all standards and rules reasonably established by the City as set forth in this Agreement. In connection with this Scope of Work, the City shall fulfill the specific obligations set forth in Exhibit C.
- B. **Entire Agreement.** This Agreement and the exhibits identified herein constitute the entire understanding between the Parties hereto and supersede all previous agreements, promises, representations, understanding, and negotiations, whether written or oral, including without limitation any previous version of this or any other document, signed or unsigned, including correspondence and emails. Any revisions to this Agreement shall be in writing and executed and dated by authorized representatives of both Parties hereto.

2. PAYMENT

- A. The City shall reimburse the Contractor only for the activities specified in the Scope of Work and in an amount not to exceed the amount specified in the Scope, and according to the procedures developed by the City. The City will not pay or reimburse expenditures eligible for reimbursement or actually reimbursed under any other federal or state program, or from any other third-party source. Reimbursement shall be requested using a Reimbursement Request Form in the format attached, as Exhibit E, submitted and signed by the Contractor's authorized representative.
- B. The Contractor shall submit a properly executed Reimbursement Request as frequently as monthly, but at a minimum no later than thirty (30) days after the close of each calendar quarter throughout the term of the Agreement. The City will notify Contractor if it finds one or more errors in the Reimbursement Request, and payment shall not issue until it is resolved in good faith by the parties. If there are any portions of the Reimbursement Request that are not then the subject of good faith dispute, the City shall issue payment in part for that portion or those portions therein, related to the agreed upon budget, Exhibit F. The City does not, by making such payment, waive any rights it may have pursuant to this Agreement to require satisfactory performance of the services provided herein. The City reserves the right to demand and receive reimbursements made for ineligible costs.

- C. All Reimbursement Requests shall be paid by mailing a City check within thirty (30) days of receipt of the proper form as described above, including Contractor's completed tasks, deliverables, documentation, or any combination thereof to the date of the form, as appropriate.
- D. The Contractor shall keep cost records and accounts pertaining to the Agreement available for inspection by the City's representatives for three (3) years after final payment. Copies shall be made available upon reasonable notice and upon on reasonable request.
- E. If the City determines that the services rendered do not meet the requirements of the Agreement, the City may withhold payment for that portion, as set forth in Section 2.B., above, and the Parties shall endeavor to meet and come to an agreement as to a solution with respect to any good faith dispute, and Contractor shall have no less than fifteen (15) days to cure any condition capable of a cure in such a period, or, for those that cannot be reasonably cured in such a period, fifteen (15) days to take such steps that are reasonable to affect such a cure, but in that event the City may proportionately withhold payment to the extent it is detrimentally impaired by any such delay.

3. DISCRIMINATION AND COMPLIANCE WITH LAWS

- A. The Contractor agrees not to unlawfully discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement, including where applicable the Longview Municipal Code.
- C. Violation of this Section 3 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in ineligibility for further work for the City.

4. TERM AND TERMINATION OF AGREEMENT

- A. **Term.** The term of this Agreement shall be from the date of execution to November 15, 2024, unless sooner terminated as provided for in this Agreement. The Agreement may be annually extended for an additional one-year term upon written agreement of the parties.
- B. **Rights upon Termination.** This Agreement may be terminated by either party without cause upon thirty (30) days' written notice, in which event all finished or unfinished documents, reports, or other material or work of Contractor pursuant to this Agreement

shall be submitted to the City, and the Contractor shall be entitled to just and equitable compensation at the rate set forth in Paragraph 2 for any satisfactory work completed prior to the date of termination.

- C. **Cooperation upon Termination.** Upon termination of this Agreement by the City due to no fault of Contractor, including, without limitation, lack of funding and the natural expiration of the term, the City shall cooperate with Contractor in the public communication regarding the transition, if any, of the Scope of Work, to another contractor, and in the communication to those specifically served under the Scope of Work in effort to transition those individuals to services provided by that other contractor or another location to the extent that Contractor may no longer be providing services after the termination of this Agreement.

5. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or his/her designee, shall be the City's representative and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

6. INDEMNIFICATION AND HOLD HARMLESS

- A. The Contractor shall protect, defend, indemnify, and save harmless the City, its officers, employees, and agents from any and all cost, claims, judgments, or awards of damages, arising out of or in any way resulting from (a) the Contractor's breach of any obligations, representations, or warranties under the Agreement; or (b) the negligent acts or omission of the Contractor. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agent. For this purpose, the Contractor, by mutual negotiation, hereby waives, as respects the City only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the City incurs any judgment, and/or award, to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.
- B. The City shall protect, defend, indemnify, and save harmless the Contractor, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from (a) the City's breach of any obligations, representations, or warranties under the Agreement; or (b) the negligent acts or omission of the City. The City agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the City, by mutual negotiation, hereby waives, as respects the Contractor only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Contractor incurs any judgment, and/or award arising therefrom all such fees, expenses, and costs shall be recoverable from the City.

7. INSURANCE; RISK OF LOSS

The Contractor shall maintain insurance that is sufficient to protect the Contractor's business against all applicable risks, as set forth in Exhibit D. The Contractor will cause the indemnified parties, as described in this Section 7, to be named as additional insureds on the policy required under the Agreement and shall cause its insurance to be primary to any insurance carried by the indemnified parties. The Contractor will provide the City with certificates of insurance and other supporting materials as City reasonably may request to evidence Contractor's continuing compliance with this Section 7. The Contractor will be liable for all loss or damage, other than ordinary wear and tear, to the City's property in the Contractor's possession or control that is caused by the Contractor. In the event of any such loss or damage, the Contractor will pay the City the full current replacement cost of such equipment or property within thirty (30) days after its loss or damage.

8. INDEPENDENT CONTRACTOR

- A. **Nature of Relationship.** The Contractor shall be and act as an independent Contractor (and not as the employee, agent, or representative of the City) in the performance of the services for the City. This Agreement shall not be interpreted or construed as creating or evidencing an association, joint venture, partnership, or franchise relationship among the parties or as imposing any partnership, franchise, obligation, or liability on any party. The Contractor will not represent himself/herself/itself as an employee of the City. The Contractor shall not be entitled to, and shall not attempt to, create, or assume any obligation, express or implied, on behalf of the City. Since the Contractor will not be an employee of the City, the Contractor will not be entitled to any of the benefits that the City may make available to its employees, such as but not limited to vacation leave, sick leave, or insurance programs, including group health insurance or retirement benefits; nor shall the Contractor permit or cause any of the Contractor's employees, agents, or subcontractors to perform any services under the Agreement in such a way as to cause or enable them to become, or claim to have become, employees, common law or otherwise, of the City. In addition, the Contractor acknowledges that as an independent contractor, he/she/it and or his/her/its agents, servants, or employees are not eligible to recover worker's compensation benefits from or through the City in the event of injury.
- B. **Contractor Responsible for Business License, Taxes and Records.** The Contractor shall obtain a Longview Business License prior to commencing any work under this Agreement. The Contractor will be solely responsible for and will file, on a timely basis, all tax returns and payment required to be filed with or made to any federal, state, or local tax authority with respect to the Contractor's performance of the services and receipt of fees under the Agreement. The Contractor will be solely responsible for and must maintain adequate records of expenses incurred in the course of performing the services under the Agreement. No part of the Contractor's payment will be subject to withholding by the City for the payment of any social security, federal, state or any other employee payroll taxes; nor shall the City be obligated to make any such withholdings and/or payments on behalf of any employee, subcontractor, supplier, or other person working for or engaged by the Contractor to perform the Contractor's obligations under the Agreement. The City will regularly report

amounts paid to the Contractor by filing Form 1099-MISC with the Internal Revenue Service as required by law.

9. SUBLETTING OR ASSIGNING AGREEMENT

Neither the City nor the Contractor shall assign, transfer, or encumber any rights, obligations, duties, or interests accruing or arising from this Agreement without the express prior written consent of the other. Subject to the foregoing, the Agreement will be binding upon, enforceable by, and inure to the benefit of, the parties and their successors and assigns.

10. FUNDING

- A. The City represents and warrants to Contractor the City has appropriated the following funds and obtained or applied for funds from the following additional sources for this Agreement:

	Type	Description	Amount	Appropriated, Applied, or Awarded
☒	City:	Local funds without restrictions	1,487,846	Appropriated
☐	County:			
☐	State:	Insert program description and authorization		
☐	Federal:	Insert CFDA# or AL# and program description		

This Agreement ☐ is ☒ is not subject to the provisions of one or more agreements for funding. If this Agreement is subject to such agreements, then City represents and warrants that it has provided true copies of all such funding agreements, and Contractor represents that Contractor has read and agrees to comply with them in any way that they are applicable to Contractor and as further made applicable to Contractor by virtue of this Agreement.

- B. The City makes no commitment and assumes no obligations for the support of the Contractor's activities except as set for in this Agreement.

11. GENERAL PROVISIONS

- A. **Governing Law.** The Agreement will be governed by the laws of the State of Washington and its choice of law rules. The Contractor irrevocably consents to the exclusive personal jurisdiction and venue of the federal and state courts located in Cowlitz County, Washington, or the applicable federal court for such County, with respect to any dispute arising out of or in connection with the Agreement and agrees not to commence or prosecute any action or proceeding arising out of or in connection with the Agreement other than in the aforementioned courts.
- B. **Severability.** If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or

invalidated in any way. The City and the Contractor agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.

- C. **Nonwaiver.** Any failure by the City to enforce strict performance of any provision of the Agreement will not constitute a waiver of the City's right to subsequently enforce such provision or any other provision of the Agreement.
- D. **Trade and Service Marks.** Neither Party will use any trade name, trademark, service mark, or logo of the other Party (or any name, mark, or log confusingly similar thereto) in any advertising, promotions, or otherwise, without that other Party's express prior written consent.
- E. **No Third-Party Beneficiary.** This Agreement is made solely for the benefit of the Parties, including their respective successors and assigns subject to the terms of this Agreement, and no other person or entity may have or acquire any right by virtue of this Agreement, including without limitation those clients served under its Scope of Work.
- F. **Confidentiality.** Each Party agrees to abide by any requests for confidentiality that the other should make, provided that the requests are specific and directed to particular services or documents, including correspondence and emails. The Parties agree to treat all information related to third parties served under the scope of services of this Agreement as confidential, and each Party further agrees not to disclose such information without the prior, written consent of the person served and the other Party to this Agreement. The nature of the services provided under this contract ☐ does ☒ does not implicate the provisions of confidentiality laws or regulations requiring a specific kind of contract governing information sharing between the Parties, which if implicated is attached hereto as Exhibit N/A and made a part hereof as though set forth in full.

Nothing in this section shall affect the City's ability to respond to requests made under the Washington Public Records Act, RCW 42.56. Unless subject to a statutory exemption, such records are subject to public disclosure. Should the City receive such a request that relates to the services provided pursuant to this Agreement, the City will notify Contractor of such request, by regular mail (Section 11. G. notwithstanding) as soon as reasonably possible prior to the release of such records.

- G. **Notices.** All notices and other communications required under the Agreement must be in writing, and must be given by registered or certified mail, postage prepaid, or delivered by hand to the party to whom the communication is to be given, at its address as follows:

CITY OF LONGVIEW:

Kristina Swanson, City Manager
PO Box 128, Longview, WA 98632
1525 Broadway Street, Longview, WA 98632

with copy to

Ann Rivers, Assistant City Manager
PO Box 128, Longview, WA 98632
1525 Broadway Street, Longview, WA 98632

CONTRACTOR:

The Salvation Army
Northwest Division Headquarters
Attn: Secretary for Program
111 Queen Anne Ave. N.
Seattle, WA 98109

with copy to

The Salvation Army
Longview Temple Corps
Attn: Major Philip Smith
1639 10th Ave
Longview, WA 98632

- H. **Legal Fees.** In any lawsuit between the parties with respect to the matters covered by the Agreement, each party shall pay its own attorneys' fees costs and expenses.
- I. **Counterparts.** The Agreement may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. Electronically transmitted or reproduced copies of signed documents are valid to the same extent as though bearing original signatures.
- J. **Captions.** The captions in this Agreement are for convenience only and do not in any way limit or amplify particular provisions.
- K. **List of Exhibits.**
Exhibit A - Services and Compensation
Exhibit B - HOPE Village Program Summary
Exhibit C - CITY OBLIGATIONS FOR HOPE VILLAGE
Exhibit D - Insurance Requirements
Exhibit E - Reimbursement Request Form
Exhibit F - Program Budget

INWITNESS WHEREOF, the parties have executed this Agreement as of _____, 2023.

The Salvation Army, a California corporation

CONTRACTOR

CITY OF LONGVIEW

By: 

By: _____

Printed Name: KELLY PONTSLER

Printed Name: _____

Title: TREASURER

Title: _____

Address: THE SALVATION ARMY
30840 HAWTHORNE BLVD.
City/State/ZIP: RANCHO PALOS VERDES, CA 90275

Approved as to form:

By: _____

City Attorney

Tax ID# 94-1156347

EXHIBIT A

SERVICES & COMPENSATION

1. The Services

1.1 General Description

Contractor shall operate and manage a Housing Readiness Program with an operating enhanced shelter site ("HOPE Village") owned by the City and located at 1451 Alabama Street, Longview, WA 98632 (the "Premises").

1.2 Services

1.2.1 City will maintain at the Premises fifty (50) pallet-type shelters, approximately sixty-four (64) square feet each, with a maximum occupancy of one (1) person each. Each shelter will have one (1) bed, electric connectivity, will be insulated and heated, and will have openable windows and doors for ventilation. City shall also obtain three (3) shelters, one hundred square feet each, with a maximum occupancy of four people each, to be used for office space and storage. Additionally, the City will obtain additional storage options such as storage units and a functional and habitable community space for residents to access meals and needed services. If additional space is needed, Contractor shall notify the City in writing and City will make its best effort to provide additional space. Contractor shall maintain these shelters in good working order, with reasonable wear and tear excepted.

1.2.2 City will maintain at the Premises hygiene facilities including no less than three (3) showers, three (3) sinks, and three (3) toilets, including a sufficient number of facilities compliant with the Americans with Disabilities Act, as amended (and State and local corollaries). Two (2) portable trailers will be maintained on site and connected to water and sewer, and the need for added facilities, such as portable toilets, will be assessed after HOPE Village reaches full capacity, to ensure the health and safety of the HOPE Village environment. At such time Contractor will notify the City in writing for consideration of adding additional facilities.

1.2.3. Contractor will timely notify the City in writing regarding maintenance and repair needs for all HOPE Village structures. The City is solely responsible for timely maintenance and/or repairs for structures located on the Premises.

1.2.4. City will maintain laundry facilities sufficient for use by residents of HOPE Village.

1.2.5 Eligible HOPE Village clients shall be those who are homeless adults, age eighteen (18) and over, men or women, with a target stay of ninety (90) days, taking into account for housing availability within the Longview community. There shall be no sobriety or abstinence criteria, however, HOPE Village shall be a crime-free space with zero tolerance for weapons of any kind, violence, threats or intimidation of any kind, and there shall be no alcohol or substance use. As a harm reduction space, there will public posting with guidance as to how to respond to overdose and crisis situations, and no person will be removed from the shelter outside of compliance with the HOPE Village Behavioral Incident Policy.

1.2.6 Contractor will manage HOPE Village in accordance with its "HOPE Village Program Summary," attached hereto as Exhibit B, and will provide intake, case management, and housing placement services, to the extent of housing availability and client eligibility for maximum resident population of fifty (50) clients. Through this process, Contractor will document of program services, including client outcomes, and prepare of exit or transition plans for clients leaving HOPE Village.

1.2.7 Contractor will provide meal service for such clients who are admitted to HOPE Village and on the Premises at two (2) set mealtimes seven (7) days a week.

1.2.8 Contractor will provide or contract for staff for twenty-four (24) hour coverage at HOPE Village, seven (7) days each week, including a contract for at least one (1) unarmed security guard from 8pm – 8am, seven (7) days a week.

1.2.9 Contractor will cooperate with the City in establishing and implementing a Good Neighborhood Agreement, as well as encouraging client adherence to a Code of Conduct HOPE Village Policies and Procedures.

1.3 Term of Performance

Contractor will provide services until November 15, unless sooner terminated under the terms of this Agreement or extended by written agreement of the parties.

1.4 Deliverable Items

Contractor will develop an internal data tracking mechanism with support from City, and will provide monthly activity and progress reports, as outlined in the contract for services. Monthly activity and progress reports will be made available to the City. Contractor will also provide a comprehensive report six (6) months into the contract that will be presented to the City, as well as, at twelve (12) months for contract closeout.

1.5 Designated Personnel

Contractor's main point of contact at the City will be City Manager, Kris Swanson, or such other personnel as the City may designate from time to time.

2. **Compensation**

2.1 Amount

Reimbursement for eligible costs, fees, and expenses under the Agreement shall not exceed the amount of **One Million Four Hundred Eighty-Seven Thousand, Eight Hundred Forty Six Dollars (\$1,487,846.00).**

2.2 Support

Contractor will furnish such receipts, documents, and other supporting materials as City reasonably may request to verify the content of any invoice.

EXHIBIT B

HOPE VILLAGE PROGRAM SUMMARY

Program and Services Summary

The HOPE Village Micro Community is a Housing Readiness Program (“Program”) with an operating system of enhanced shelter. This program is designed for adults, ages 18 and over, who are experiencing homelessness. This program will provide 24/7 staffing, case management, hygiene services, 2 meals daily, and housing navigation. We plan to partner with other local social service agencies throughout the community for access to benefits, employment, physical and behavioral health support, and other services to meet our residents’ immediate and long-term needs. Staff management will coordinate inter-agency collaborative efforts, volunteer engagement, and wrap-around services. The program’s primary focus is to work with residents to obtain stable permanent housing or exits leading to other than a return to homelessness. All policies are developed using Housing First, Harm Reduction, and Trauma-Informed Care approaches. Security will be provided on-site to ensure the safety of all program participants.

Service Components

This Housing Readiness Program is a drug and alcohol-free micro-community. We operate with the expectation that all guests will receive and participate in case management and housing navigation. We are progress based and obtaining stable housing is the primary goal.

The Program will have an adequate number of qualified, experienced staff on all shifts to effectively communicate and achieve safety and perform the expected service components. Attempts will be made to ensure that individuals with lived experience of homelessness are included within staff. The Program offers basic needs for shelter, hygiene, food and meals, secure and accessible storage within individually assigned unit, supportive services, and case management, which are organized to quickly route clients into stable or permanent housing or other long-term placement in treatment, as needed.

The Salvation Army HOPE Village will maintain applicable aspects of facility operations and maintenance, client services, and maintain policies and procedures documenting but not limited to: Client Eligibility, Client Confidentiality and Records Retention, Client Grievance Process, Client Termination or Denial of Services, Crisis Intervention Plan, and a Good Neighborhood Policy.

Intake

The Salvation Army HOPE Village must allow for the intake of new participants at least 5 days a week during regular business hours and as long as beds/units are available. Additionally, Program staff will be asked to provide intake to participants during extended hours (for example, weekends and evenings) within their capacity to do so. All applicants are encouraged but not required to enroll in Coordinated Entry System. Program staff must enter client data into the WellSky and HMIS data base during intake for all participants at the same time the participant is enrolled in the Program. Exits from bed/units must be entered into WellSky and HMIS by close

of business, preferably in real-time. All successful applicants will meet with program staff to review the Participant Handbook outlining pertinent Program policies, rules, and guidelines at the time of entry and have access to such information on an ongoing basis.

Eligibility requirements include:

- Enrollment in Coordinated Entry is encouraged (not required)
- Must be a single adult 18 years of age or older (All pallet shelter units will be single occupancy)
- Must be experiencing unsheltered homelessness in Cowlitz County at time of referral
- Must meet the "Homeless Status" standard as defined by HUD
- Must be ambulatory and not require hospital or nursing home care
- Must be able to independently complete Activities of Daily Living (ADLs)
- Must not have outstanding warrants
- Express willingness to accept case management and housing navigation
- Stable housing as a primary goal

Referrals to the HOPE Village Program will be accepted through:

- Clients referred to HOPE Village by partnering agencies will have been determined to meet eligibility criteria in advance of coming to the Village. Client self-referrals and walk-ins as capacity allows. Self-referred participants will be screened for eligibility upon arrival. Any individual found to be ineligible for HOPE Village will be directed to other resources and given information about shelter alternatives.

**Staff representatives will provide regular updates to the City of Longview Homeless Outreach Coordinator regarding trends observed to determine any necessary referral protocol changes or to recommend further actions as necessary. **

Pet Policy

Pets are allowed on site but owners must review and comply with the HOPE Village Animal policy. Pets must be vaccinated, and the owner is expected to care for their animal including feeding and pet relief (in designated pet relief areas). Partnerships with local veterinary clinics will be pursued to assist participants with the health care of their animals. *The ability to include kennels within the Village areas should be assessed to support our participants with pets.*

Exit plan

Center staff must complete an Exit Summary Plan for all participants, documented as a case note in WellSky and HMIS.

Exit plans for participants not entering permanent housing placement should include referrals and linkages to other interim housing resources, with a warm handoff (i.e., documented transition between providers) that shows a smooth transition. Exits must be entered into WellSky and HMIS indicating where the participant has "exited to."

**Clients who access housing will receive follow-ups at quarterly intervals for a 6-month period after placement to support stability and housing retention.*

Daily Operations:

Participants will be allowed in and out access to the gated property between 7:30 am and 10:00 PM daily. Program staff and Security as applicable will work to accommodate alternate access for anyone who may have employment and/or other important scheduling needs outside of those designated hours. While on-site, Program participants will have access to their personal unit and restroom access 24 hours a day 7 days a week. If a Program participant has a need for access outside of set operational hours, they can work with their Case Manager.

Two (2) meals will be provided daily to Program participants via onsite Salvation Army STREET LEVEL Outreach Food Services. Program participants can enjoy their meals within the community dining area when available or within their unit. Bagged/sacked meals will be provided for participants who must travel for work or other obligations to guarantee their nutritional needs are met, participants will work with their Case Manager to request these meals to ensure they are provided at needed times to include meals that address dietary restrictions.

Case Management and Housing Navigation support services will be provided to Program participants during regular business hours. Should a Program participant have a need for support services outside of regular working hours due to employment or other scheduling restrictions, a plan will be established with the assistance of the Case Manager to coordinate access to support services. Additionally, computer access will be provided as available (with supervision and assistance as necessary) for participants to work towards goals related to their employment and housing needs.

Program participants will have access to facility space to meet with providers from other agencies as needed to support their positive outcomes in the Community Room as available.

Program participants will be encouraged to recommend additional services to the Site Manager or other Program staff so that access to these services can be researched and established.

House meetings will be held regularly with participants and staff to create space for participants to meet with one another, collaborate, share successes, brainstorm solutions to challenges, and build community. Program staff will post calendars throughout the Center to ensure that participants are aware of upcoming events.

Direct Client Assistance Funds

Through case management and housing navigation, participants will develop a plan for establishing their housing outcomes. Financial assistance is recommended to Program leadership team by Case Managers and is intended to be flexible to ensure assessed participants have immediate access to assistance with permanent housing placement.

Examples of financial assistance include, background and credit checks, one-time or short-term rent assistance payment(s), security deposits, rental arrears settlement, legal assistance that remove barriers to housing, obtaining identification, travel expenses associated with accessing substance use treatment, etc. The Salvation Army will reserve an agreed upon amount of award funds received through contract with the City of Longview to be used for direct client assistance and placement into permanent housing. Direct client assistance offers households a minimum of

financial assistance to access permanent housing placement and connections to mainstream resources.

Experienced staff

The Salvation Army will make every effort to staff the Program with employees and volunteers that reflect the target population and to have at least one staff member on each shift with one year or more of experience in providing services directly to unsheltered individuals. Ongoing training and resources will be provided to maintain a safe, open culture which meets all participants' wants and needs.

Monthly Performance Metrics

The Salvation Army shall provide a monthly status report to the City that contains, at a minimum, the following deidentified performance metrics:

- Number and percentage of participants who exit to permanent housing
- Number and percentage of permanently housed participants who do not return to homelessness within six (6) months
- Number of calls to emergency services by Program staff and neighbors of the Program
- Length of stay for deidentified individual residents and average length stay

EXHIBIT C
CITY OBLIGATIONS FOR HOPE VILLAGE

The City shall maintain connections to electricity, water, and sewer to the HOPE Village shelters at its sole cost and expense. The City shall also maintain suitable fencing, lighting, utilities, garbage, and recycling services and be responsible for timely maintenance and/or repairs to shelter units and other structures within the Premises as notified by Contractor. City is responsible for the maintenance of all structures within on the Premises noted within Exhibit A.

City will, in partnership with the Contractor, review and upgrade the good neighbor plan ("Good Neighborhood Agreement") taking into consideration the neighboring business owners regarding how to best maintain a clean, safe, and orderly space for all clients, community members, City residents, and business patrons. Full security and management of property outside of the HOPE Village, including enforcement of a no camping ordinance shall be the exclusive responsibility of the City.

EXHIBIT D
INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Insurance

1. Commercial General Liability coverage with limits not less than \$2,000,000 per occurrence /\$2,000,000 annual aggregate,
2. Stop/Gap/Employers Liability coverage with limits not less than \$1,000,000 per accident/disease,
3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto,
4. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

B. Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City.

C. Other Provisions.

Commercial General Liability policies shall be endorsed to:

1. Include the City, its officials, employees, and volunteers as insureds,
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days' written notice has been given to the City.

D. Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the City.

E. Verification of Coverage

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.

EXHIBIT E
Reimbursement Request Form

THE SALVATION ARMY NORTHWEST DIVISION -LONGVEIW CORPS				
Invoice Form Hope village Service Reimbursement Request				
For the Month of				<u>Nov-22</u>
Item				Amount
Employee Wages & Benefits				
Operating Costs				
Financial Assistance for clients				
Indirect /Admin cost				
Total Reimbursement Amount				\$ -

EXHIBIT F
Program Budget

12-month budget	
Employee Wages & Benefits	\$ 706,115.00
Supplies (program, office, kitchen janitorial, etc.)	\$ 44,000.00
Food	\$ 70,000.00
Telephone/Internet	\$ 9,400.00
Equipment/Furnishings	\$ 16,400.00
Laundry/Housekeeping	\$ 42,000.00
Security (contract out)	\$ 389,664.00
Financial Assistance for clients	\$ 16,200.00
Indirect cost	\$ 194,067.00
Total	\$ 1,487,846.00



City of Longview

Agenda Summary

ORDINANCE 3503 - 636 CALIFORNIA WAY CODE AMENDMENT

RECOMMENDED ACTION:

APPROVE ORDINANCE 3503 AMENDING LMC 19.58 PERMITTED USES.

COUNCIL INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

At the October 26, 2023, regular meeting, the Longview City Council considered and approved unanimously a Planning Commission recommendation to approve a petition to amend the Longview Municipal Code chapter 19.58, specifically the permitted uses in the Mixed Use Commercial/Industrial district to permit Multifamily. The petitioned amendment is to bring the structure at 636 California Way into conformance with the Longview Municipal Zoning Code.

STAFF CONTACT:

McAllister Kosar, Planner

Attachments:

1. Ord 3503 636 California Way Permitting Multifamily in MUCI

ORDINANCE NO. 3503

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON AMENDING CHAPTER 19.58.020 OF THE LONGVIEW MUNICIPAL ZONING CODE TO PERMIT MULTIFAMILY IN THE MIXED USE COMMERCIAL INDUSTRIAL ZONE AS A SPECIAL PROPERTY USE.

WHEREAS, in 2023 City staff received a petition to amend the Longview Municipal Code Permitted Industrial District Uses Table (19.58.020) to permit Multifamily in the Mixed Use Commercial Industrial Zone by the private property owner of 636 California Way, Parcel Number 08431; and

WHEREAS, housing is a major need in Longview City Limits and buildable areas are limited; and

WHEREAS, the recommended changes will make Multifamily developments a permitted Special Property use in the Mixed Use Commercial Industrial Zoning District; and

WHEREAS, at the October 4th, 2023, regular Planning Commission meeting, a public hearing was held to consider adding Multifamily as a permitted use in the Mixed Use Commercial Industrial District and the Planning Commission voted unanimously to recommend approval to City Council; and

WHEREAS, an Environmental Checklist for the proposed zoning code revisions was reviewed pursuant to the State Environmental Policy Act and a determination of non-significance was issued on September 7, 2023; and

WHEREAS, after reviewing the information presented to the City Council and the recommendation of the Planning Commission, and after having considered all of the evidence and testimony presented in favor and against such amendment, at their October 26, 2023, meeting, the City Council voted to approve the Applicant's proposal for a text amendment to the Longview Municipal Zoning Code.

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

Section 1 That Chapter 19.58.020 of the Longview Municipal Code shall be, and is hereby amended to read as follows; provided, manifest and numbering errors shall be corrected prior to publication:

Table 19.58.020-1. Permitted uses in commercial zones. is amended as follows:

Use			
	LI-A & B	HI	C/I
<u>Multifamily</u>			SPU

*Subject to the standards established in the SPU permit by the Longview Appeal Board of Adjustment 19.12.050 Power of board – Special property use.

Section 2. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance and the same shall remain in full force and effect. The City of Longview hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 3. That the City of Longview City Clerk is hereby ordered and directed to cause this Ordinance to be published.

Section 4. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City Council this ____ day of _____, 2023.

Approved by the Mayor this ____ day of _____, 2023.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

Dana Gigler
City Attorney

Published: _____



City of Longview

Agenda Summary

ORDINANCE 3502 - 5824 OCEAN BEACH HWY REZONE

RECOMMENDED ACTION:

APPROVE ORDINANCE 3502 REZONING OF 5824 OCEAN BEACH HWY.

COUNCIL INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities.

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

At the October 26, 2023, regular meeting, the Longview City Council considered and approved unanimously a Planning Commission recommendation to approve a request to rezone and amend the comprehensive plan future land use map for 5824 Ocean Beach Hwy, from Low Density Residential to High Density Residential. The zoning will change from R-1 to R-3 Residential District.

STAFF CONTACT:

McAllister Kosar, Planner

Attachments:

1. Ord No 3502 5824 OBH Rezone

ORDINANCE NO. 3502

AN ORDINANCE AMENDING CHAPTER 19.03 OF THE LONGVIEW MUNICIPAL CODE, RELATING TO THE COMPREHENSIVE PLAN FOR LAND USE DEVELOPMENT OF THE CITY OF LONGVIEW, BY ADDING NEW SECTIONS THERETO, TO BE DESIGNATED AS SECTIONS 19.03.021.28 AND 19.03.022.28, TO REFLECT A COMPREHENSIVE PLAN AMENDMENT ON CERTAIN PROPERTY FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL, AMENDING THE ZONING OF CERTAIN PROPERTY FROM R-1 TO R-3 RESIDENTIAL DISTRICT

WHEREAS, the owner, Heim Investments LLC has applied for a site-specific comprehensive plan amendment and rezone to redevelop the property known as 5824 Ocean Beach Hwy, Parcel Number 10602, for housing; and

WHEREAS, at their October 4, 2023, regular meeting, the Longview Planning Commission held a public hearing on the application. The Planning Commission received testimony at this meeting following which the Planning Commission voted to recommend approval of the application; and

WHEREAS, an Environmental Checklist for the proposed Comprehensive Plan Map and Zoning Map revisions was reviewed pursuant to the State Environmental Policy Act and a determination of non-significance was issued on September 7, 2023; and

WHEREAS, after reviewing the information presented to the City Council and the recommendation of the Planning Commission, and after having considered all of the evidence and testimony presented in favor and against such amendment, at their October 26, 2023 meeting, the City Council voted to approve the Applicant's proposal for a Comprehensive Plan Future Land Use Map and zoning code amendment.

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

Section 1. The City Council adopts the following findings in support of the comprehensive plan amendment and rezone that is the subject of this ordinance:

1. The proposal is consistent with the 2019 Longview Compressive plan Goals, Policies and Objectives.
2. Public facilities and transportation options are readily available at the subject property.
3. The city engineer has reviewed the application and has determined that the proposal will not result in any critical impacts to the adjacent roadway system.

4. It is in the public interest to encourage a change in land use for the area as there is a substantial public need for housing in Longview.

Section 2. That there shall be, and is hereby, added to Chapter 19.03 of the Longview Municipal Code, a new section designated as Section 19.03.021.28, reading as follows:

Section 19.03.021.28 Third Amendment to 2019 Comprehensive Plan

The following described properties lying within the present corporate limits of said City is hereby removed from the area classified as Low Density Residential and transferred to the area classified as High Density Residential in the Comprehensive Plan for the development of land and building uses with the City:

Those parcel(s) number commonly known as 5824 Ocean Beach Hwy in the City of Longview, Washington.

Parcel number(s): 10602.

As shown on the "Proposed Comprehensive Plan Designation" map attached hereto as Exhibit A and incorporated herein by this reference.

Section 3. That there shall be, and is hereby, added to Chapter 19.03 of the Longview Municipal Code, a new section designated as Section 19.03.022.28, reading as follows:

Section 19.03.022.28 Third Revised Land Use Map - 2019 Comprehensive Plan - Preparation and Filing

The Department of Community Development for the City shall cause to be prepared a new land use map reflecting the changes set out in Section 19.03.021.28, such map to be designated as "Revised Land Use Map No. 1 - 2019 Comprehensive Plan" and shall file a copy thereof in the office of the City Clerk where the same shall be available for public inspection as required by RCW 35A.63.072. The revised map is made a part of the City's Comprehensive Plan, replacing, and superseding the land use map filed in accordance with Section 19.03.010.

Section 4. That the following described area located in the City of Longview, Cowlitz County, Washington, shall be, and is hereby deleted and transferred from its present designation of R-1 to R-3 Residential District, as follows:

Those parcel(s) number commonly known as 5824 Ocean Beach Hwy in the City of Longview, Washington.

Parcel number(s): 10602.

As shown on the Proposed Zoning map attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. This Ordinance shall be in full force and effect from and after thirty (30) days from the date of its passage and publication as provided by law.

Passed by the City Council this ____ day of _____, 2020.

Approved by the Mayor this ____ day of _____, 2020.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

Dana Gigler
City Attorney

Published: _____



City of Longview

Agenda Summary

VANDERCOOK PARK RESTROOM OPTIONS

RECOMMENDED ACTION:

MOTION TO DIRECT STAFF ON PREFERRED VANDERCOOK PARK RESTROOM LOCATION

COUNCIL INITIATIVE ADDRESSED:

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

City of Longview received Department of Commerce funding to construct a restroom at the Vandercook Park. A single occupancy, pre-manufactured coated stainless-steel restroom located near 20th Avenue was selected as a final design.

The contract with Romtec to supply the pre-manufactured restroom was approved by Council on June 8, 2023, while the contract with Clark and Sons Excavating to construct the utilities needed for the restroom was approved by Council on September 14, 2023.

Construction of the utilities started on October 2, 2023. Shortly after this, questions and concerns started being voiced by the neighbors that reside across from the restroom site on 20th Avenue. Due to this concern, Council directed staff to stop work on the restroom at the October 12, 2023, Council meeting.

Two onsite meetings were conducted with the residents around the park and patrons of the park, to gather more information and input regarding the current restroom location.

Staff prepared a memo summarizing the design selection, outreach information and input gathered during the onsite meetings, current and proposed alternative location for the restroom. Staff is requesting council to provide direction on preferred restroom location as outlined in the memorandum.

FINANCIAL SUMMARY:

This project is funded through the Building Capital Fund, and through Department of Commerce Grant/Direct Legislative Appropriation with no match requirement.

Depending on the restroom location selected, additional funds outside of the approved budget may be required and will need to be allocated by Council.

STAFF CONTACT:

Ivona Kininmonth, P.E., Project Engineer

Attachments:

1. Vandercook Memorandum revised
2. Vandercook Presentation revised



To: City Council

Kristina Swanson, City Manager

From: Ken Hash, Public Works Director

Chris Collins, Assistant Public Works Director

Sam Barham, City Engineer

Ivona Kininmonth, Project Engineer

Subject: Vandercook Park Restroom Location

In May of 2022, the City of Longview received funding from Department of Commerce to construct a new restroom at Vandercook Park. The grant amount awarded to the City was \$299,730.

The location and type of the new restroom was selected and determined based on the following considerations:

1. Vandal deterring restroom structure.
2. Ease of maintenance.
3. Ease of pedestrian access from both the play structure and tennis court.
4. Ease of access during construction.
5. Better visibility of the restroom being located near the street.
6. Preservation of green space.

A Single occupancy pre-manufactured stainless steel coated restroom was selected for this park. This type of restroom is designed to limit user occupancy time, to provide ease of maintenance and for its durability. The structure is functionally equal to the Portland Loo style restroom.



Figure a - Current restroom location near 20th Avenue.



Figure b – Restroom purchased from Romtec.

As part of the grant requirement, Department of Archaeology and Historic Preservation (DAHP) and impacted tribes were consulted during the environmental process. DAHP has agreed that the location is not in conflict with historic structures or other built environment. The consulted tribes have agreed that the location is not in conflict with known sites of tribal significance.

The contract with Romtec, Inc who is supplying the pre-manufactured restroom was approved by Council on June 8, 2023, in the amount of \$218,265.69.

The contract with Clark and Sons Excavating for the construction of the utilities for the new restroom was approved by Council on September 14, 2023, in the amount of \$80,690.15.

For public outreach, several articles in The Daily News were published regarding the restroom, but no specific neighborhood outreach was done.

Construction of the restroom utilities started on October 2, 2023. Within several days of the construction start, questions and concerns started being voiced by the neighbors that reside across 20th Avenue, across from the restroom site. A meeting to discuss the restroom was set up with the concerned neighbors on October 12, 2023. The meeting was attended by PWD Ken Hash, APWD Chris Collins and Council Member Angie Wean all representing the City. Approximately 15 people attended this meeting. The neighbors liked the idea of having a restroom in the park, but the biggest concern is the location where it is currently being constructed right in front of their windows obstructing the view to the park. Other concerns included aesthetics of the restroom (The modern look doesn't fit in the park), and concerns for safety, cleanliness, and maintenance of the restroom and the possibility of attracting the homeless.

At the City Council meeting on the evening of October 12, 2023, Council directed staff to stop work on the restroom until more outreach is conducted with the public.

On October 16, 2023, an on-site public meeting was scheduled for October 18, 2023, at 2:00 pm. Multiple signs were posted around the park, an advertisement was posted on the City Facebook page; advertisements were placed on local radio and in the Daily News; all in an effort to inform the public of the upcoming meeting. The basis of the meeting would be to listen to the neighbors' concerns with the proposed location of the restroom and to listen to their alternative ideas.

Approximately 25 people attended the meeting on October 18, mostly patrons of the park and some residents from around the neighborhood. We discussed, the restroom location, ideas of screening, painting, wrapping, and / or potentially choosing a new location. Staff presented an alternative location of the restroom at the meeting which is closer to the back of the tennis court and located more in the middle of the park. Most of the attendees did not object to nor did they have concerns for the restroom location and most preferred that we proceed with construction as proposed.

On October 19th, Public Works staff met with Chief Robert Huhta, on-site, to discuss site safety from the Longview police perspective. The Chief reviewed both sites and said that since there were clear lines of sight to both, safety was equal and a non-factor to the decision.

Table 1 shows cost summary of what has been spent to date.

Cost Summary	Approved	Spent to date under the terms of contract	Estimated Additional Funds if Option 2 Selected
Restroom structure	\$218,265.69	\$218,265.69	Unknown
Utilities	\$80,690.15	\$50,000	Approved plus \$15,000
Total	\$298,955.84	\$268,265.69	TBD
Grant Amount	\$299,730.00	\$268,265.69	None

IF PROJECT IS NOT COMPLETE, CITY WILL BE OBLIGATED TO RETURN THE SPENT MONEY BACK TO THE GRANT FUNDING SOURCE.

Staff is requesting council to provide direction on restroom location options presented below.

Option 1: Proceed with restroom construction at the current proposed location near 20th Avenue.



Figure c - Current restroom location and utility work progress.

Pros:

- Sewer and water utilities are already constructed and are ready to be connected to the new restroom (except for minor water work). Building pad has been constructed. To date, approximately \$50,000 of the \$80,690.15 in the approved contract for utility construction has been expended.
- Environmental review with DAHP and affected tribes is complete, and the site needs no further consultation or approval.
- Cost for this site are known, fixed and within budget. The structure delivery was paused, so there will be a delay in completion.
- Easier access for delivery of the pre-manufactured restroom since it is adjacent to the street.
- Parks staff can maintain without driving through the park.
- This site has clear sight lines for LPD.

Cons:

- Concern of the neighbors expressed regarding the location of the restroom in front of their window view.

Option 2: Relocate the restroom near the back of the tennis court where the old restroom used to be.



Figure d - Proposed alternative location.

Pros:

- Meets some of the neighbor's expectations to have the restroom in a more secluded area and out of the view of their windows.
- Electrical has yet to be installed at the restroom site, so it can be construed at a similar cost for both sites.
- This site has clear sight lines for LPD.

Cons:

- The new sewer and water laterals will need to be capped at the main and at the 20th Avenue ends. New water and sewer laterals will need to be constructed at the new location. It is estimated that the additional cost to construct the utilities at the new location and cap the utilities at the old location is going to be about \$15,000. This would be a negotiated change order to the Clark and Sons existing contract.
- Delivery of the restroom has been delayed, there may be additional cost for the delay and for setting the restroom in a different location. The soil in the park at the expected date of delivery will likely be soft from extended rains and delivery will be more difficult. There will likely be costs to restore the grassy area of the park.

Vandercook Park Restroom Location Review

City Council

Chris Collins, Assistant Public Works Director

November 14, 2023

Project History

- ❑ May 2022 - Department of Commerce awards grant in the amount of \$299,730 for restroom project at Vandercook Park
- ❑ Location and type of restroom selection:
 - Vandal deterring design
 - Maintenance
 - Access for pedestrian
 - Access during construction
 - Safety
 - Preservation of green space

Restroom Location and Style

Restroom located near 20th Avenue.

Restroom purchased from Romtec



Summary of Project Cost

Cost Summary	Approved	Spent to date under terms of signed contracts	Estimated Additional Funds if Option 2 Selected
Restroom Structure	\$218,265.69	\$218,265.69	Unknown
Utilities	\$80,690.15	\$50,000	Approved Plus \$15,000
Total	\$298,955.84	\$268,265.69	TBD
Grant Amount	\$299,730.00	\$268,265.69	None

“ If project is not complete, City will be obligated to return the spent money back to the grant funding source

Additional Project Timeline

- ❑ 9/2023 DAHP and Tribe Consultation Complete
- ❑ 6/2023 Romtec Contract Award
- ❑ 9/2023 Utility Contract Award
- ❑ 10/2023 Start of utility construction

Public Outreach

- ❑ After construction start - questions and concerns were voiced by neighbors
- ❑ 10/12/23 Initial site meeting
- ❑ 10/12/23 Council direction to stop work
- ❑ 10/18/23 Second site meeting
- ❑ 10/19/23 Meeting with Chief Huhta
- ❑ Based on public input, 2 options are being presented for consideration and direction

Restroom Options

□ Option 1

- Proceed with restroom construction at current location near 20th Avenue

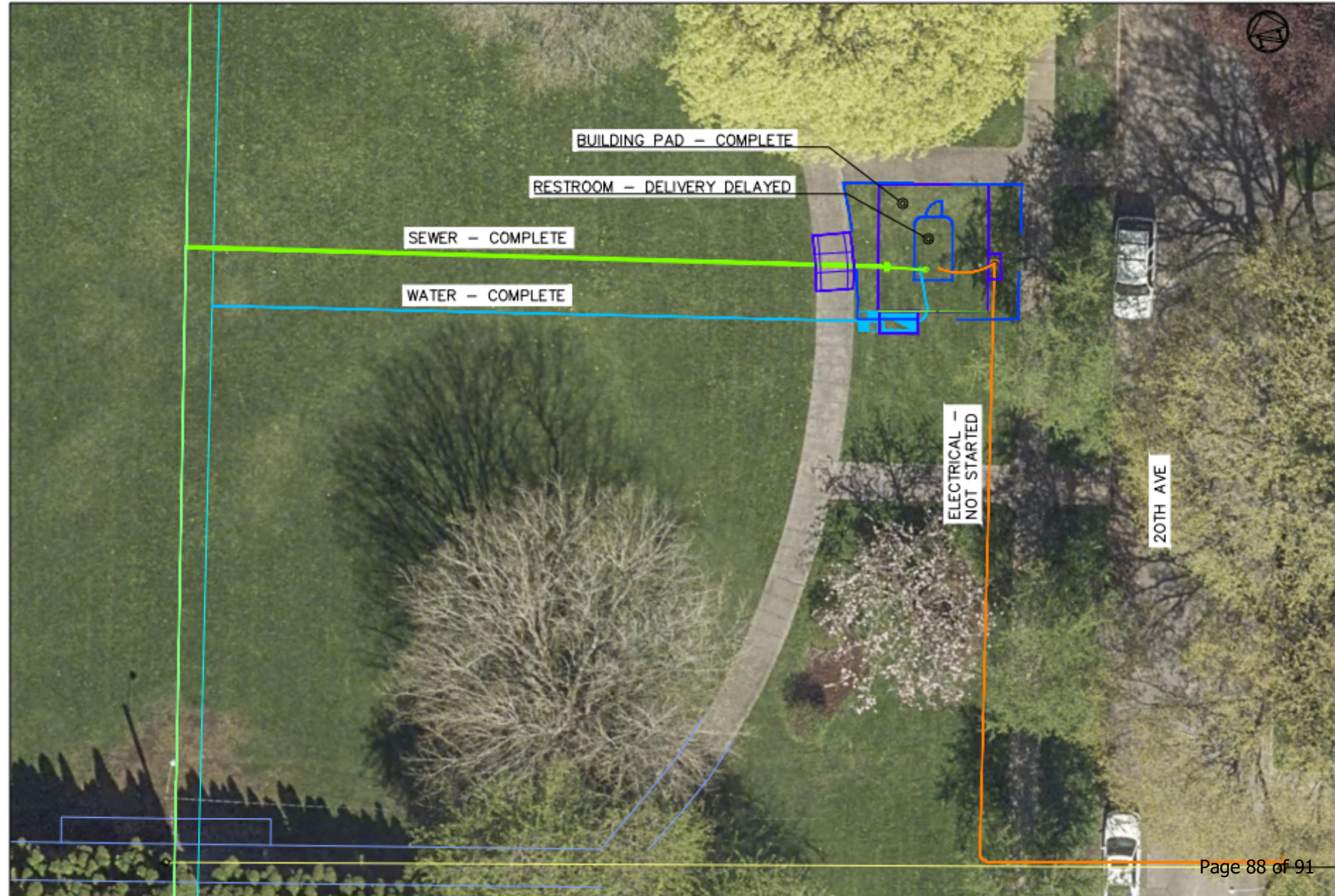
“ Pros

- “ Sewer / water utility constructed
- “ Building pad constructed
- “ \$50,000 spent
- “ Environmental review complete
- “ Cost for site within budget
- “ Easy access for delivery / construction
- “ Easy maintenance
- “ No LPD concern
- “ Can provide paint, wrap, or shrubs to mask restroom

“ Cons

- “ Neighbors concern regarding restroom location in front of their window view.

Option 1



Restroom Options

□ Option 2

- Relocate restroom near tennis court (old restroom location)

“ Pros

- “ Meets some of the neighbor's expectations to have the restroom in a more secluded area and out of the view of their windows
- “ Electrical work can be installed for similar cost
- “ No LPD concern

“ Cons

- “ Additional cost to construct water / sewer utilities and cap existing, estimated \$15,000 (outside of current budget)
- “ Delivery of restroom delayed, additional cost for delay and setting the restroom
- “ Potential additional DAHP Tribe consultation, resulting in project delay
- “ Costs to complete are unsure
- “ More difficult access for maintenance

Option 2



Council Direction

